

Changes

September 8, 2009

- Added steps 6 and 7 to show a method for setting the home view presented at sign-on. Doing this will eliminate searching for the UMSL_MyView_Reports folder during subsequent sessions.

August 6, 2008

- Replaced images of login and main screens with that of Cognos 8.4.
- Changed the navigation information in step 4 for faster access.
- Updated step 10 to reflect Excel 2007 as an output option.

August 11, 2008

- Added description of email delivery of Excel output.

July 24, 2008

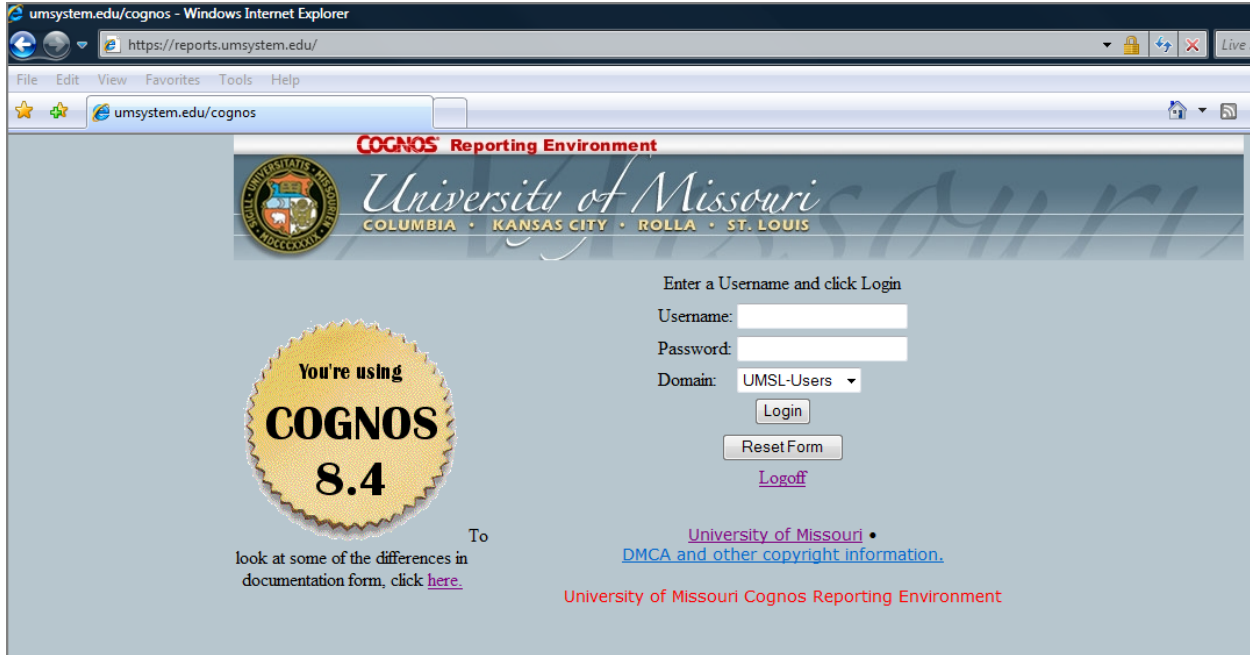
- Additional navigation information included in step 4.
- Generic report run instructions updated.
- Saving results to Excel re-written.
- Caution about bookmarks added.

Purpose

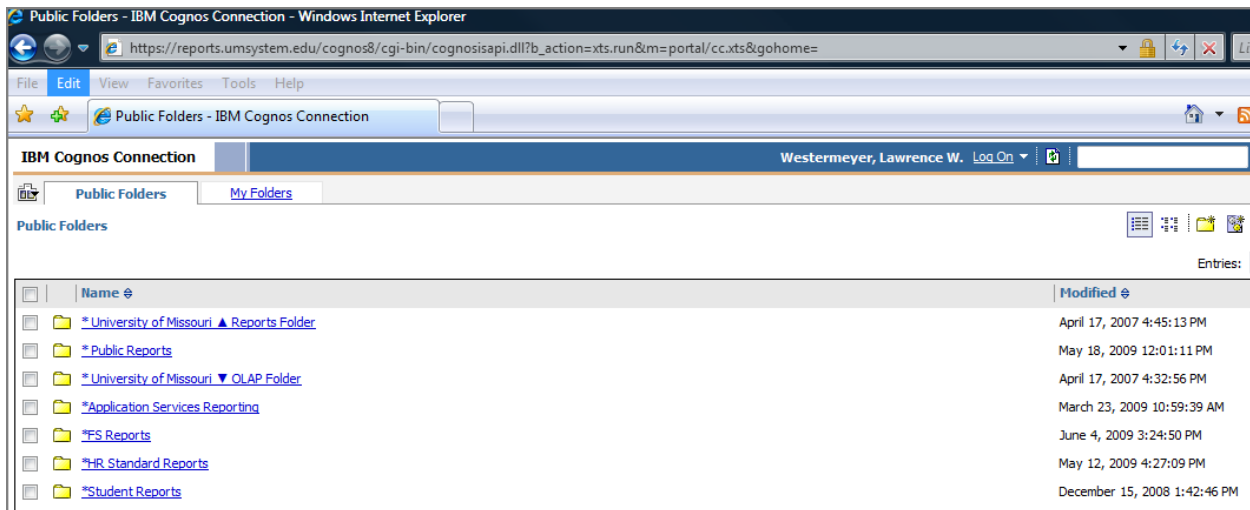
The purpose of this document is to describe how to log on to production Cognos server at the University of Missouri-St. Louis and provide basic instructions for running reports. You must have a valid faculty or staff SSO id.



The Steps


1. Start Internet Explorer by clicking on the appropriate icon or Start→Programs→Internet→Internet Explorer. This may change if the standard desktop software configuration is modified.
2. Enter the following URL into the Address bar: <https://reports.umsystem.edu>, press Enter and the following screen appears (you may wish to bookmark this URL):

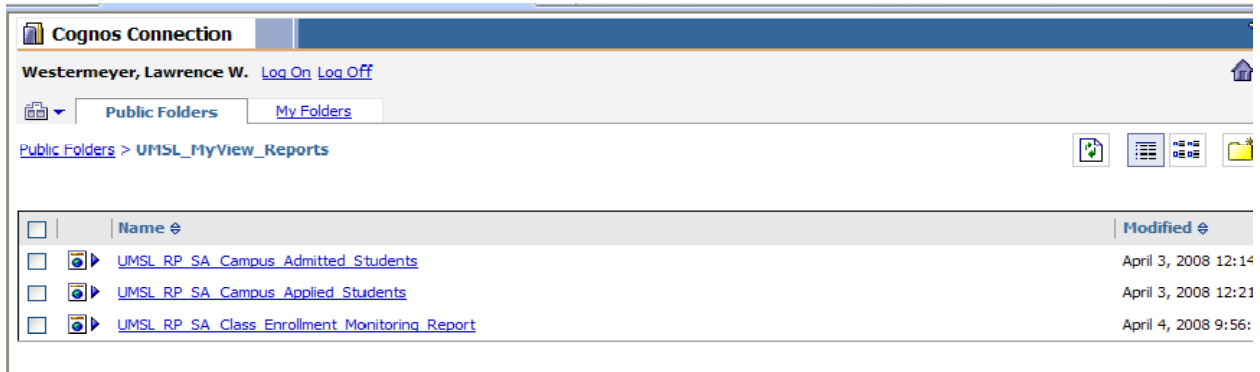



3. Enter your SSO id and password. If the domain is not UMSL-USERS, click the Domain: dropdown box and select UMSL Users, click the Login button, and the following Cognos Connection screen appears:

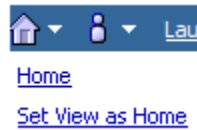


4. If you do not see the  [UMSL MyView Reports](#) link, click in the search box , near the upper right-hand corner of the page, enter myview and press the Enter key.

5. Click the  [UMSL MyView Reports](#) link and you will see a page similar to this:




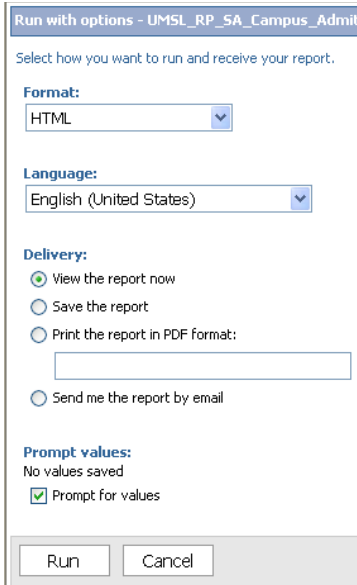
6. Click the dropdown arrow at the right of the home icon .



7. Then click the Set View as Home link [Set View as Home](#). Subsequent uses will bring you back to the UMSL_MyView_Reports folder.

8. This is a list of reports you can run. Here are two ways to run a report, depending on how you would like to view/save the results:

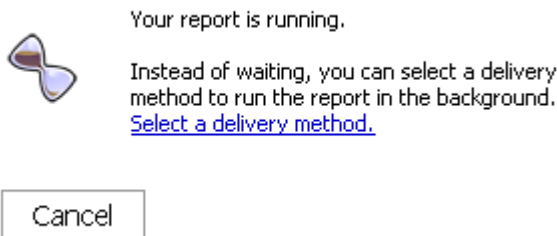
- a. If you want to view the results on your monitor, click on the link associated with the report that you wish to run. If you chose this method, you may skip to 7.
- b. If you want to save the results as an Excel spreadsheet, click the  "Run with options..." icon at the right side of the page on the line associated with the report you wish to run and a page similar to the following appears:





- c. Click the Format: dropdown, choose Excel 2007. If you would like to have the report emailed to you, check the “Send me the report by email” radio button.
 - d. Click the Run button.
9. A prompt page requesting any selection criteria will appear. Select the appropriate criteria and click the Finish button at the bottom of the page. See the specific report documentation for a description of these criteria. If you chose email delivery, you can log off.

The following apply if you have chosen to view the results on your display.

10. While the report is running, you will see a rotating hourglass.



11. The results will display on your monitor.
12. If you wish to save the output as Excel, click the dropdown box on the View icon,  , click on the View in Excel options,  [View in Excel Options](#) , and select View in Excel 2007 Format link.

13. After the report runs, a File Download dialog box will appear. Click the Save button, navigate to the folder where you wish to save the results, enter a file name and click the Save button.
14. If you choose Excel as the output format and the file download dialog box does not appear, you may need to add the Cognos server to your Local Intranet. To do this, on the Internet Explorer menu bar, click on Tools→Internet Options. Click on the Security tab. Click the Local Intranet icon and the Sites... button. Click the Advanced button. Enter <https://reports.umssystem.edu> in the “Add this Web site to the zone:” and click the Add button. If it is not already checked, click the check box next to “Require server verification (https:) for all sites in this zone.” Click the Close button. Click the OK button twice.

Caution

Even though this is a web-based application, bookmarks may not function properly. Some individuals have bookmarked reports for easier access. When they attempted to run the report, a screen of essentially meaningless gibberish shown below has appeared. It is actually some XML code, but is undecipherable to most humans. If you encounter such a problem, navigate to the report via the UMSL_MyView_Reports folder.

```
<?xml version="1.0" encoding="UTF-8" ?>
- <SOAP-ENV:Envelope xmlns:SOAP-ENV="http://schemas.xmlsoap.org/soap/envelope/" xmlns:SOAP-
ENC="http://schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:bus="http://developer.cognos.com/schemas/bibus/3/"
SOAP-ENV:encodingStyle="http://schemas.xmlsoap.org/soap/encoding/">
- <SOAP-ENV:Header>
  <bus:biBusHeader xsi:type="bus:biBusHeader" />
</SOAP-ENV:Header>
- <SOAP-ENV:Body>
- <SOAP-ENV:Fault>
  <faultcode>SERVER_NOT_AVAILABLE</faultcode>
  <faultstring>The Cognos Gateway is unable to connect to the Cognos BI server. The server may be unavailable, or the
gateway may not be correctly configured.</faultstring>
  <!-- -->
</SOAP-ENV:Fault>
</SOAP-ENV:Body>
</SOAP-ENV:Envelope>
```