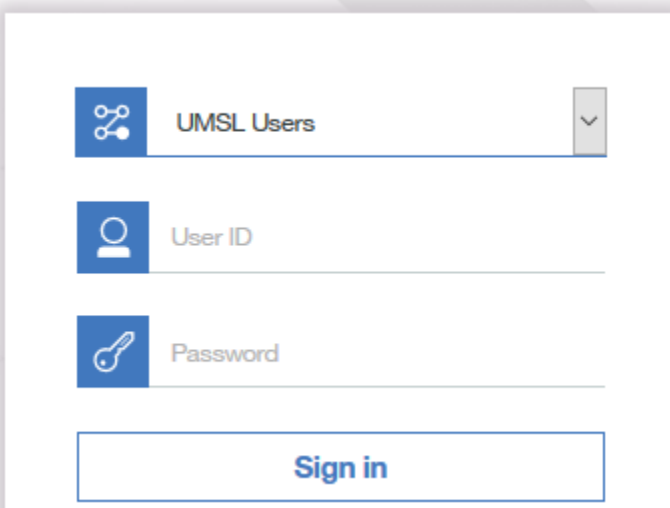


Introduction

On March 24, 2018 Cognos will be upgraded from version 10 to Cognos Analytics version 11. This will cause a number of changes which are described below.

Sign In

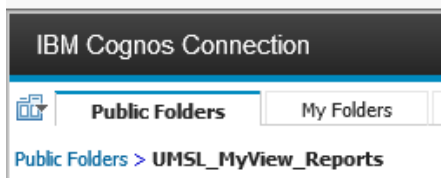
The sign in screen will not automatically fill the namespace. Click the dropdown arrow, select UMSL-Users, enter your SSO id and password then click the Sign in button..



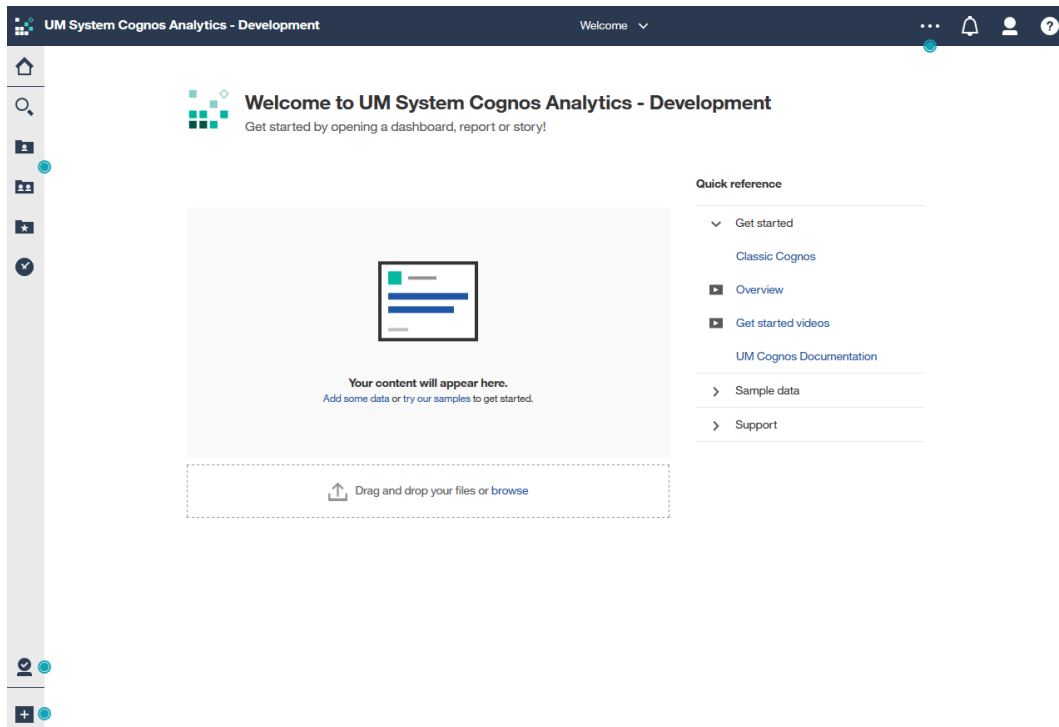
A screenshot of a sign-in form. It features three input fields: the first is a dropdown menu with a blue icon of a network and the text 'UMSL Users'; the second is a text field with a blue icon of a person and the text 'User ID'; the third is a text field with a blue icon of a key and the text 'Password'. Below these fields is a blue 'Sign in' button.

Welcome Screen

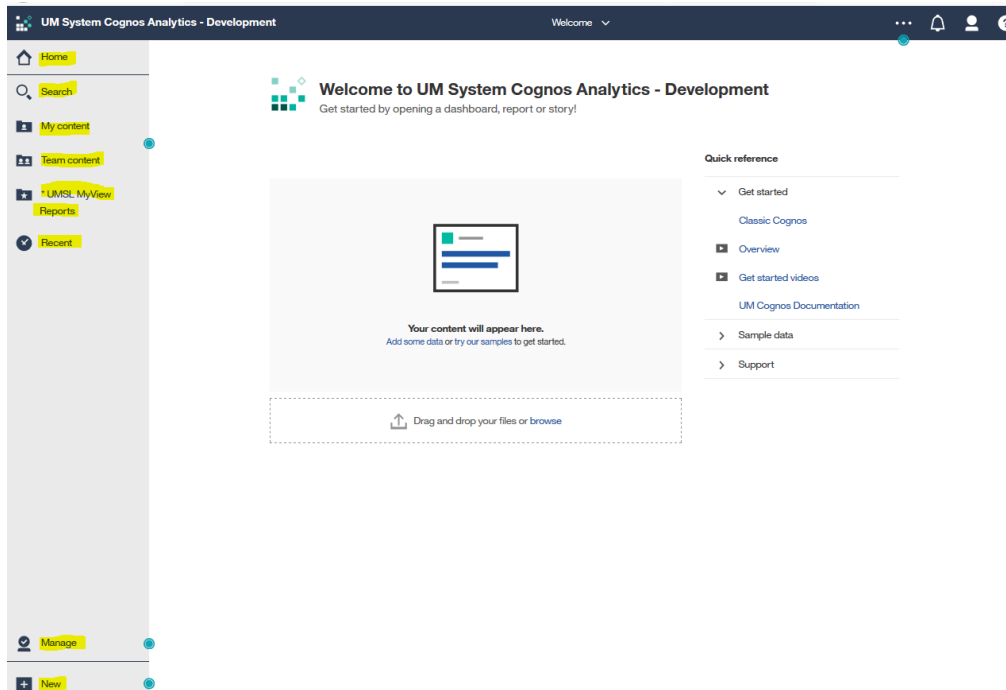
The first difference you may notice is the elimination of tabs at the top of the welcome screen (the current version is shown below):



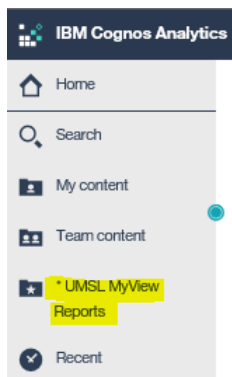
The new welcome screen will display as:



If you change the Zoom setting of your browser from 100% to a lower value (by using the CTRL and minus keys), additional text will appear next to the icons in the left-hand navigation bar (highlighted in yellow below).



Since you cannot set a home page other than the standard welcome page, all users in the UMSL-USERS namespace (domain) will see a link in the navigation bar that will take you directly to the new UMSL MyView Reports folder.



Finding a Report

After signing in and, if necessary, setting the screen zoom so you can see the * UMSL MyView Reports folder, click on the folder name. A list of reports you may access will appear in the fly-out menu. You can click and drag on the double bar (red arrow) to widen the list. Use the scroll bar to move through the list of reports.

The screenshot displays the 'UM System Cognos Analytics - Production' interface. On the left, a navigation pane includes 'Home', 'Search', 'My content', 'Team content', '* UMSL MyView Reports' (highlighted in yellow), 'Recent', 'Manage', and 'New'. The main area shows a list of reports with the following details:


Report Name	Timestamp
List of 1 Hour ... Courses	10/21/2016 12:38 PM
UMSL_Be_... ployee_List	7/24/2017 4:06 PM
UMSL_RP ... ic_Progress	2/22/2016 9:24 AM
UMSL_RP ... _Recipients	10/19/2015 2:14 PM
UMSL_RP ... _Enrollment	3/20/2017 4:19 PM
UMSL_RP ... rade_Check	3/22/2018 2:34 PM
UMSL_RP ... urvey_Data	9/19/2017 2:23 PM
UMSL_RP_ ... ent_Status	1/23/2018 9:38 AM
UMSL_RP ... sic_Interest	4/25/2017 9:24 AM
UMSL_RP_SA_Advisees	3/26/2018 9:50 AM

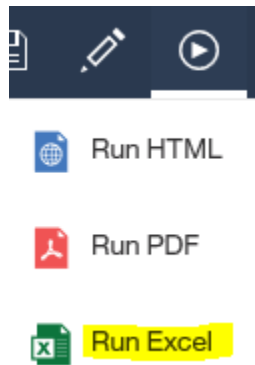
A red arrow points to a double vertical bar on the right side of the report list, indicating where to click and drag to widen the list.

Running a Report

Once you have located the report you wish to run, click the link. The normal report prompts will display, followed by the results.

Downloading to Excel

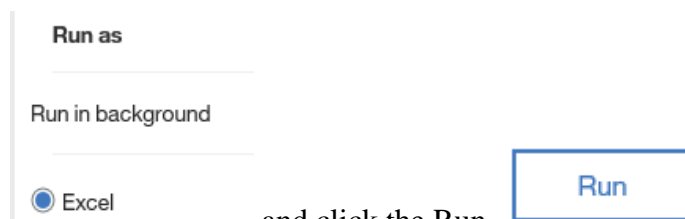
To download the results to Excel, click on the Run as icon,  and select Run Excel. The report will run and the file download dialog box will display.




Running Directly to Excel

You can run directly to Excel from the report list by hovering over the report link until an ellipsis

(...) appears. Click Run as  Run as . Select Excel



and click the Run  button. The prompt screen will appear. Select the appropriate prompts and click the Finish button. The report will run and the file download dialog box will appear.

Cautions and Reminders

Just a few cautions and reminders to hopefully make the transition easier:

- Your browser bookmark to <https://reports.umssystem.edu> will continue to function.
- Any items you stored in the My Folders tab will be moved to the My content folder.
- Any browser bookmark to a report within Cognos will not work.
- Recently used reports will appear in the Recent folder and on the welcome screen.

Documentation

The Data Warehouse team has prepared some documentation you may find useful.

- [What's New in Cognos Analytics 11?](#)
- [Introduction to Cognos Analytics](#)

Please note that your views and capabilities will differ depending on your permissions.