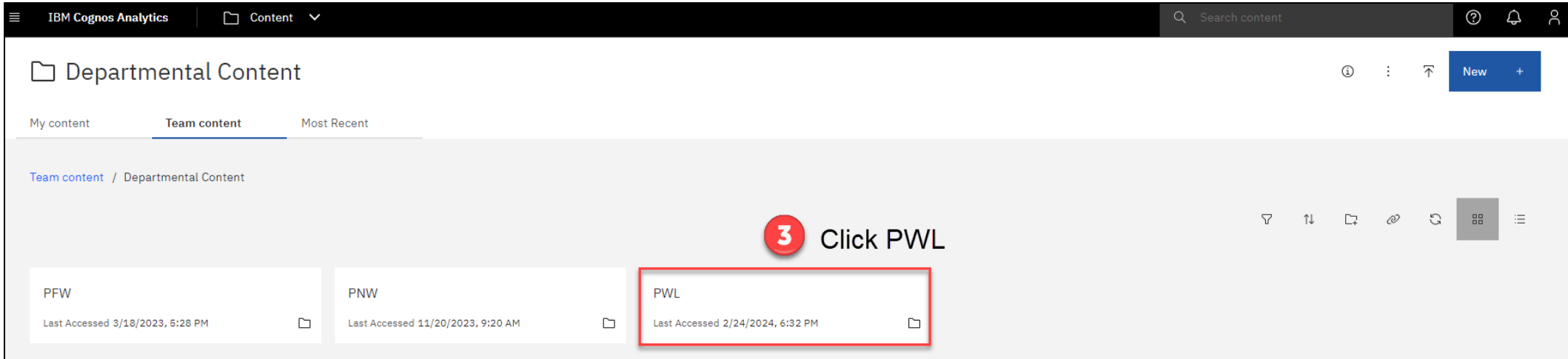
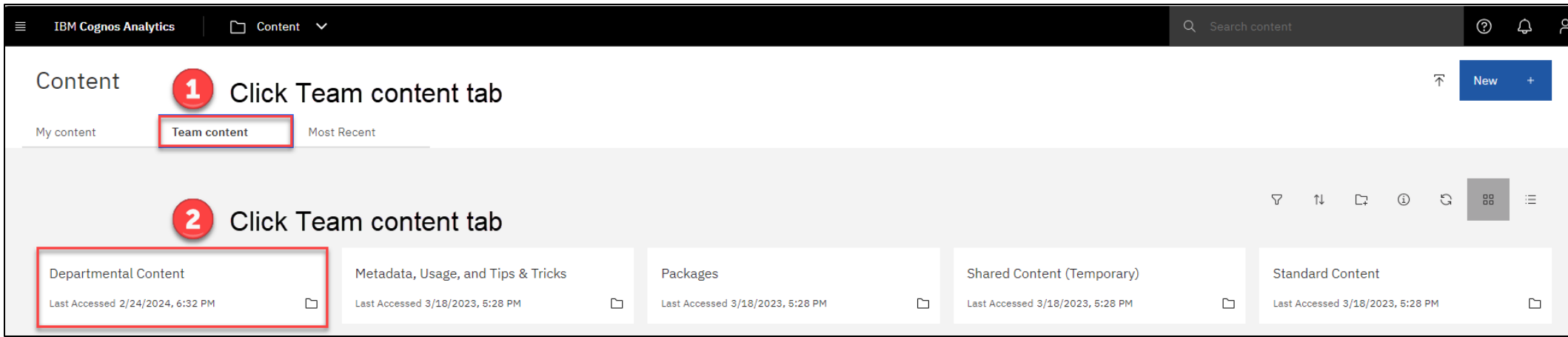


How to Run a Cognos Report Guide



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Search content

PWL

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Team content / Departmental Content / PWL

4 Click Treasurer

Office of Research Last Accessed 11/20/2023, 9:20 AM	President Last Accessed 11/20/2023, 9:20 AM	Provost Last Accessed 11/20/2023, 9:20 AM	Treasurer Last Accessed 11/20/2023, 9:20 AM
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CFO Last Accessed 3/18/2023, 5:28 PM	Comptroller Last Accessed 11/20/2023, 9:20 AM	Financial Planning & Analysis Last Accessed 11/20/2023, 9:20 AM	Human Resources Last Accessed 1/2/2024, 9:42 AM	Non-Standard Last Accessed 3/18/2023, 5:28 PM
Purdue IT Last Accessed 2/27/2024, 2:50 PM	SPS Last Accessed 11/20/2023, 9:20 AM			

5 Click SPS

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SPS

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Monthly Last Accessed 3/18/2023, 5:28 PM	Monthly Audit Last Accessed 11/20/2023, 11:31 AM	Monthly Grids and Trends Last Accessed 3/18/2023, 5:28 PM	Monthly Letter of Credit Financia... Last Accessed 2/27/2024, 10:50 AM	Negotiation Last Accessed 3/18/2023, 5:28 PM
NSF DHHS Salary Cap Last Accessed 3/18/2023, 5:28 PM	Post Award Last Accessed 12/15/2023, 1:36 PM	PreAward Last Accessed 1/5/2024, 8:35 AM	Proposal Information Portal Last Accessed 2/8/2024, 9:56 AM	Quarterly Last Accessed 2/21/2024, 4:18 PM

6 Click PreAward

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Search content

PreAward

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Retired Last Accessed 10/10/2023, 4:26 PM	Coelus Data Reports Last Accessed 9/26/2022, 3:51 PM	Regional Proposals Last Accessed 3/4/2024, 6:40 PM	Report view of Employee file with Policy Handbooks, Last Accessed 1/5/2024, 8:35 AM	Report view of Faculty Assignment List and PIP Default PIP Last Accessed 11/20/2023, 5:48 PM	Route Sheet Template Last Accessed 12/1/2023, 8:36 AM
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7 Click Report view of Employee file with Policy Handbooks

Cognos Report Page

1 Type in last name.

2 Click Search.

3 Click on proper name in Results section.

4 Click insert.

5 Click Submit when all names have been selected to run report.

**More than one person can be added before you submit to run report.*

The screenshot shows the 'Employee Profile' report page in IBM Cognos Analytics. The page includes a header with the Purdue University logo and report details. The main content area contains several search and selection fields: 'Name (Optional)', 'Personnel Number (PERNR)', 'Person ID', 'PUID', 'Career Account', and 'Employment Status'. A search box for names is highlighted with a red box and a red circle '1'. The search button is circled with a red circle '2'. The search results list is circled with a red circle '3'. The 'Insert' button for the results is circled with a red circle '4'. The 'Submit' button is circled with a red circle '5'. A magnified view of the search results section is overlaid on the bottom left, showing the search input, search button, results list, and 'Insert' button with corresponding numbered callouts.