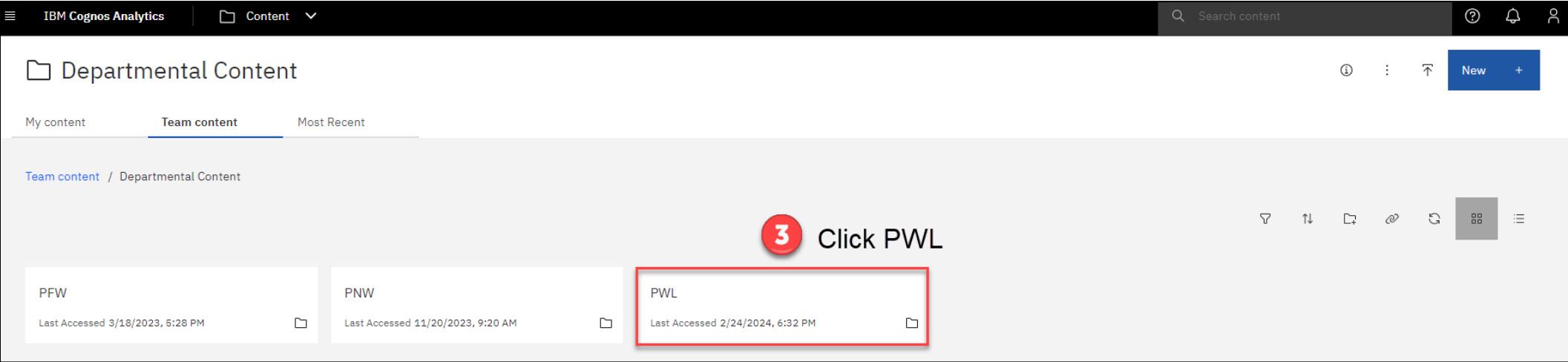
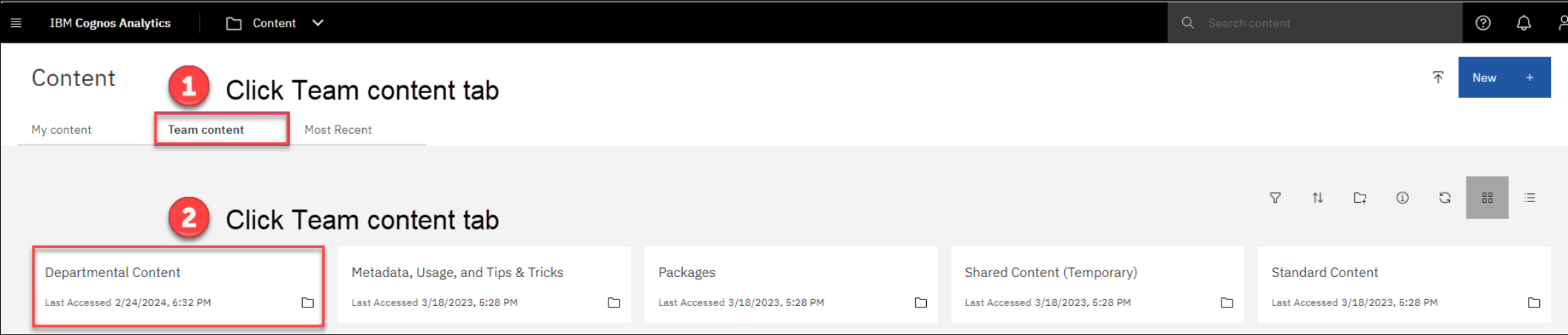


How to Run a Cognos Report Guide



IBM Cognos Analytics | Content

Search content

PWL

My content | **Team content** | Most Recent

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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IBM Cognos Analytics | Content

Search content

Treasurer

My content | **Team content** | Most Recent

Team content / Departmental Content / PWL / Treasurer

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

IBM Cognos Analytics | Content | Search content

SPS

My content | **Team content** | Most Recent

Team content / Departmental Content / PWL / Treasurer / SPS

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

IBM Cognos Analytics | Content | Search content

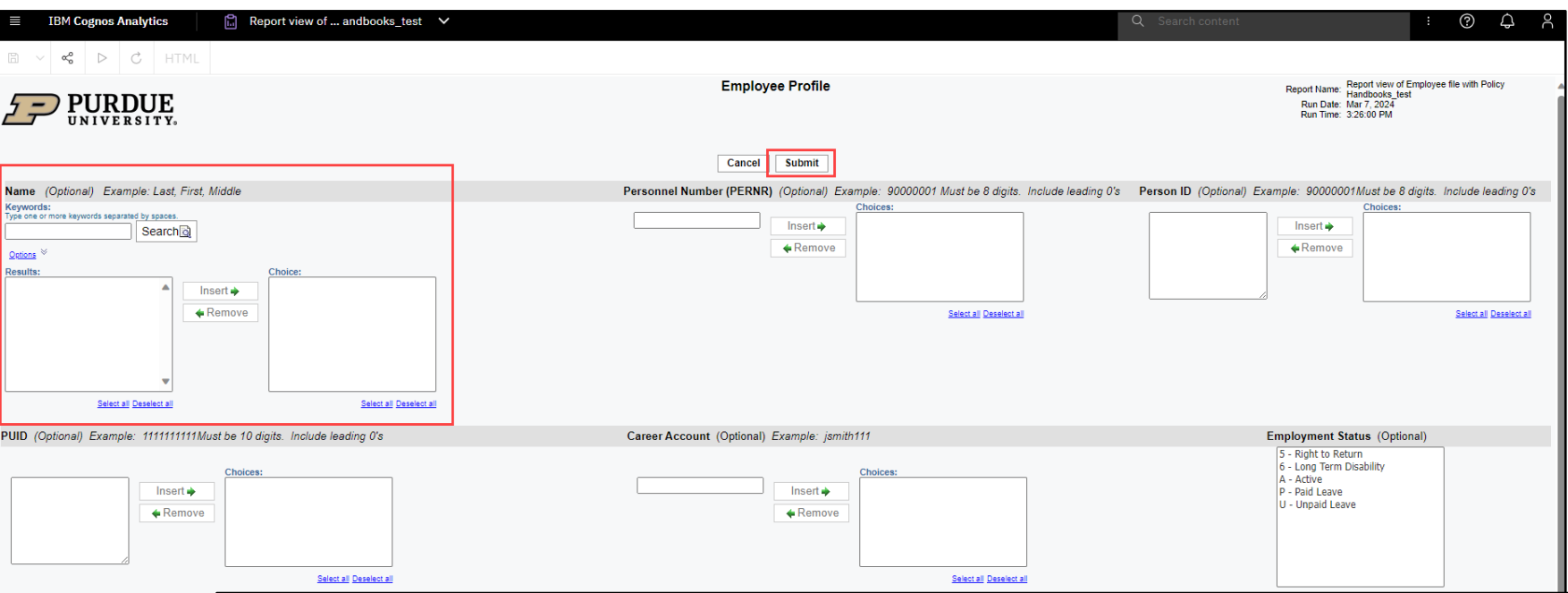
PreAward

My content | **Team content** | Most Recent

Team content / Departmental Content / PWL / Treasurer / SPS / PreAward

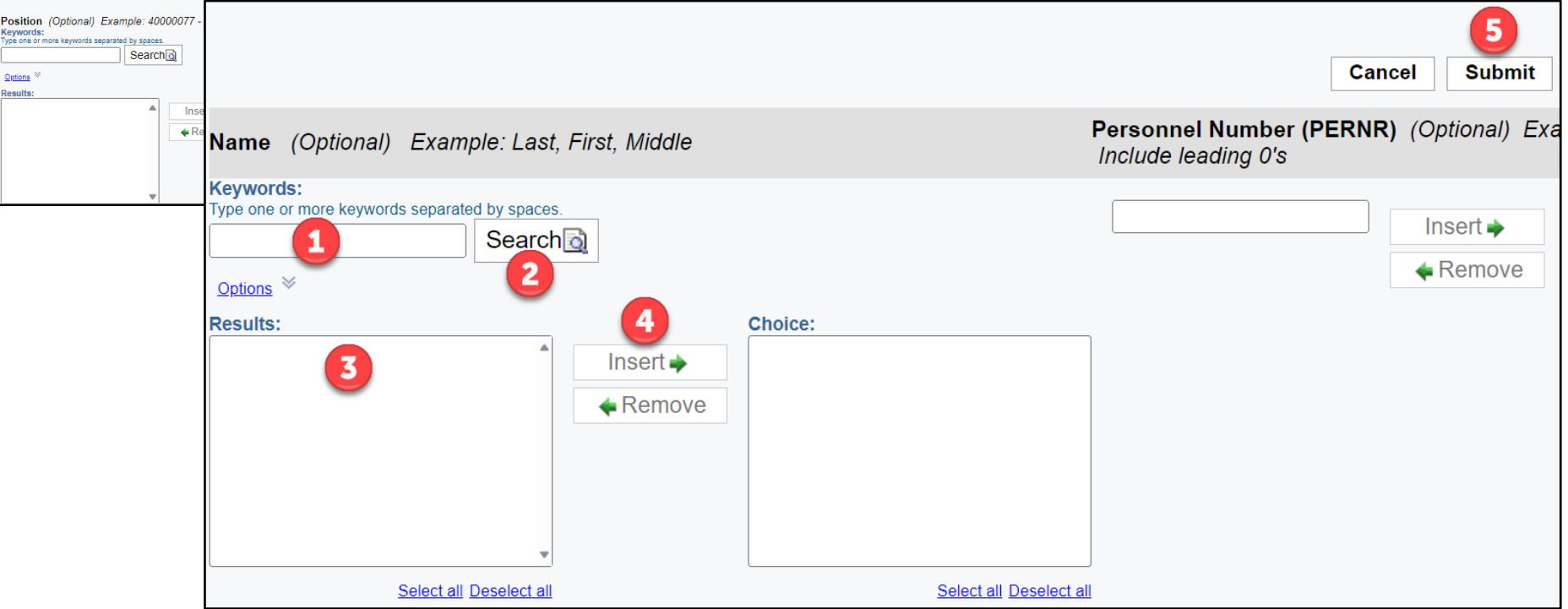
Retired Last Accessed 10/10/2023, 4:26 PM	Coeus Data Reports Last Accessed 9/26/2022, 3:51 PM	Regional Proposals Last Accessed 3/4/2024, 6:40 PM	Report view of Employee file with Policy Handbooks_test Last Accessed 1/5/2024, 8:35 AM	Report view of Faculty Assignment List and PIP Default PIP Last Accessed 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_test



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.*