COGNOS 1.1 – Basic Reporting

1. Log into http://cognos.texasstech.edu using your eRaider ID (works best with Internet Explorer).

2. Click on “Student”.

![IBM Cognos Software]

![IBM Cognos Connection]

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3. Click on the drop down by the little person and select **My preferences**.

4. Select Excel 2007 and press OK – you only have to do this the first time in Cognos.
5. Click on TTUHSC.

6. Click on either HSC Admissions or HSC Registration depending on the type of data you are trying to obtain.
7. Click on the blue arrow to the right of the report you would like to run, for this example, we will use “HSC Deans-Pres List w/address” from the HSR Registration Reports folder. Use the arrows in the upper right corner to see more reports.

![Image of Cognos Connection interface]

8. You will see this screen – just press Run if you want Excel which is now your default – if you want a different format – select at the top. This also allows you to run the report and just have it sent to your email.
9. You should now see something that resembles this:

![Image of HSC Dean/President List]

These web pages will be altered periodically – always read instructions carefully. If not noted, the parameter is required. Many parameters will allow for multiple selection, we are trying to make sure that they all reflect this as we move forward with getting reports out for you to run.
10. Select your desired parameters. In this example, we chose to see all Fall 2013 HSC course enrollments, by selecting multiple academic periods. The only item that must be selected in this example is the academic program. You can select all the choices in each parameter box by clicking the “Select All” link at the bottom of the box or you can leave them alone and the report will default to all. Then click “Finish”.

11. Your report will look something like this – we default most of our reports to run in EXCEL; however some will run to HTML – HTML provides the “prettier” of reports and are best used for administrative reports or report with not much data. For larger data-filled reports, EXCEL works best. There will be examples of both below (as well as different browsers):

Internet Explorer - EXCEL
Internet Explorer is the recognized browser for Cognos. You may use other browsers, but all features may not be available.

This *should* be what you see on an EXCEL file:
There are many, many more ways to produce reports (PDF, csv etc.) and many, many more options to use with COGNOS.

Many of our reports are scheduled as automatic reports that run on a daily, weekly or semester basis. We are glad to work with you to set these up at any time.

If you have any problems at all, please contact cristy.vinson@ttuhsc.edu or mike.carpenter@ttuhsc.edu.

Those features will be discussed and illustrated in a future COGNOS 1.2 – Advanced Reporting.