

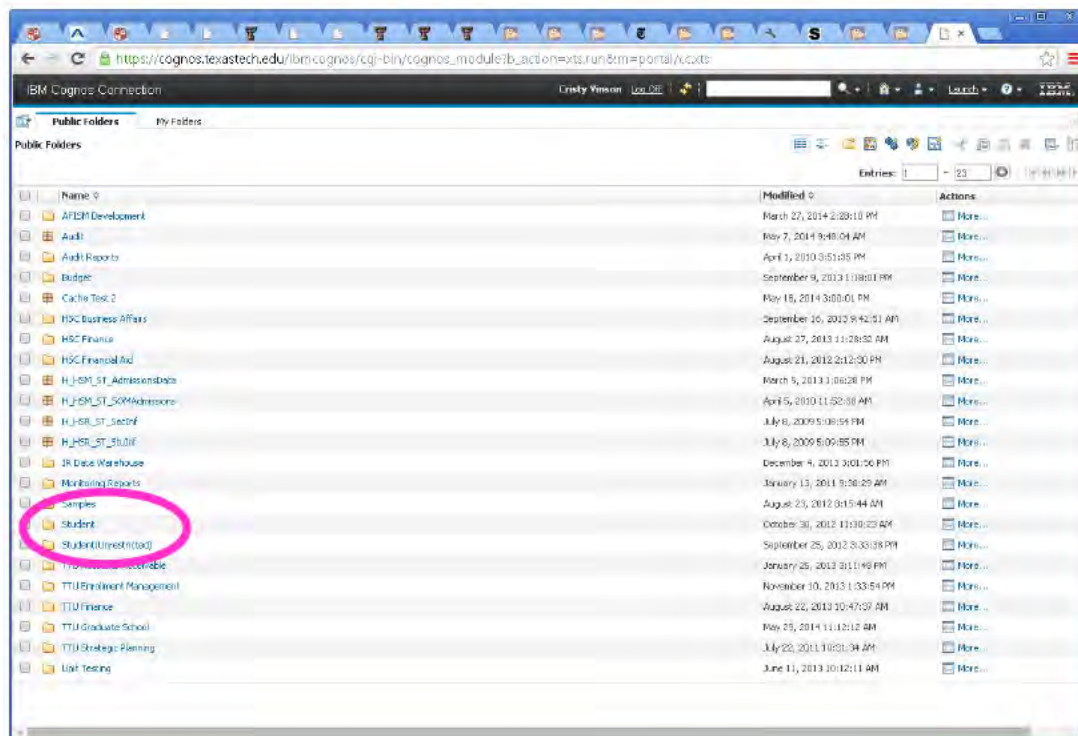


COGNOS 1.1 – Basic Reporting

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

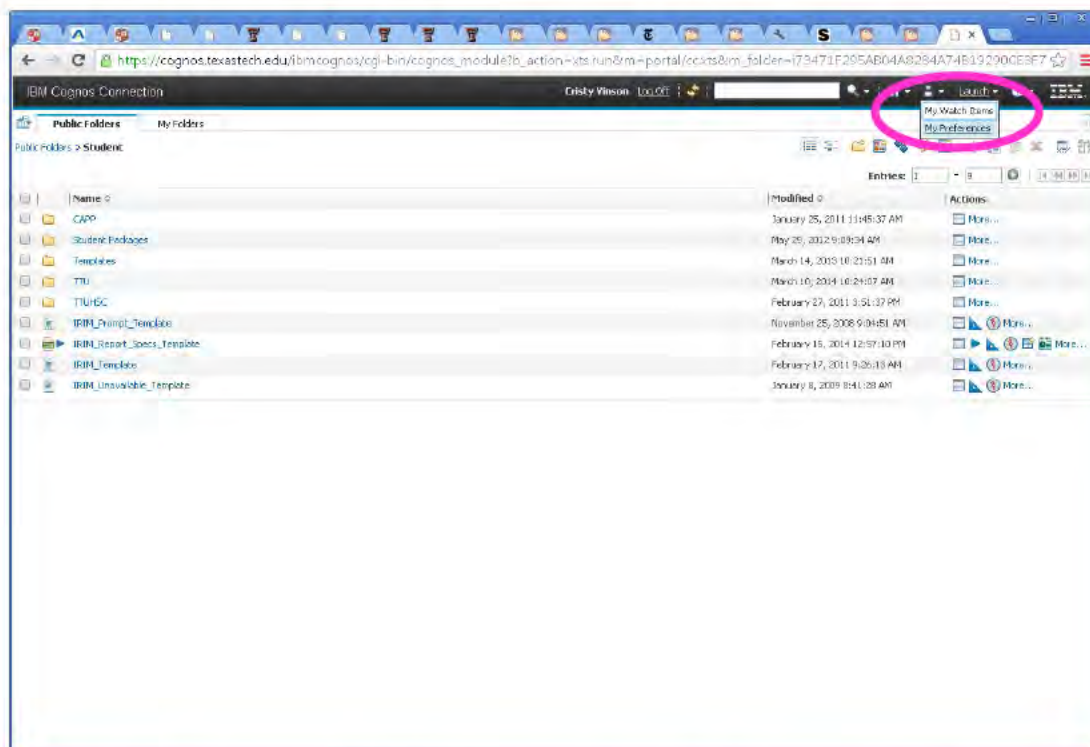


2. Click on “Student”.

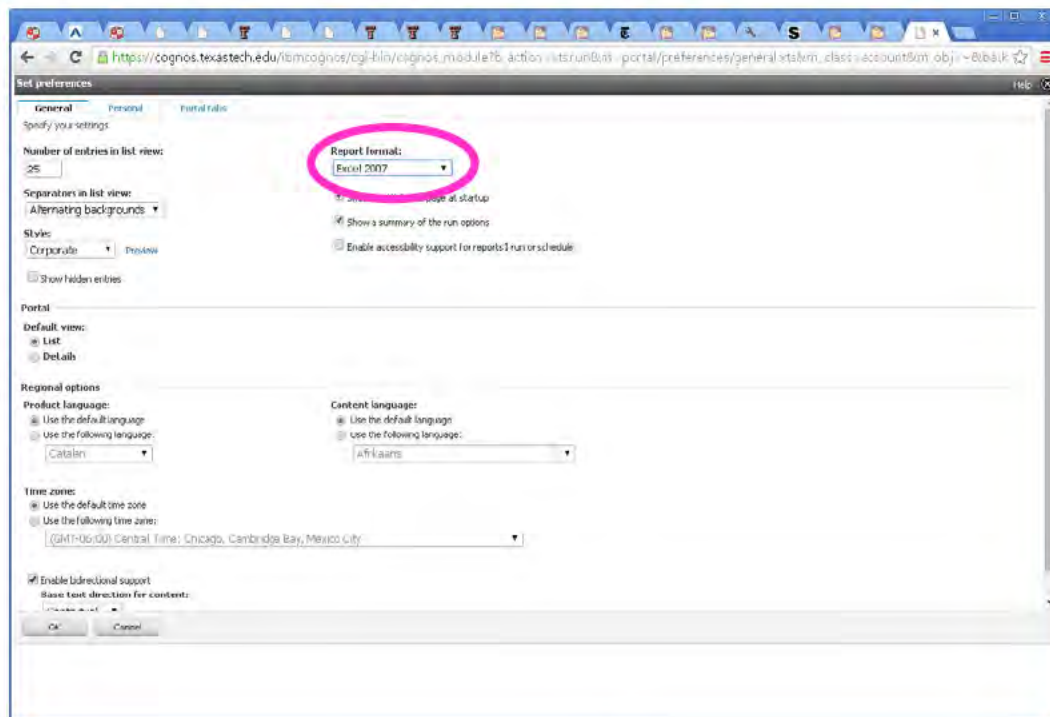




3. Click on the drop down by the little person and select **My preferences**.

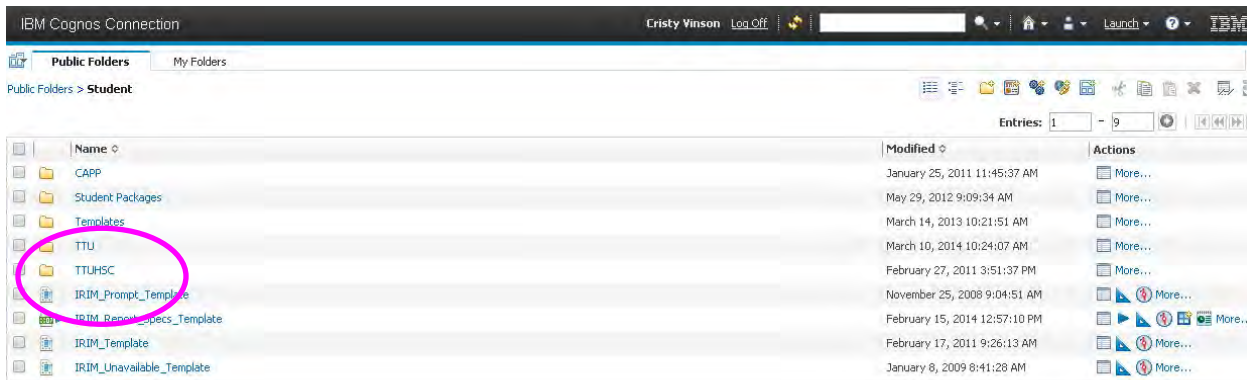


4. Select Excel 2007 and press OK – you only have to do this the first time in Cognos.

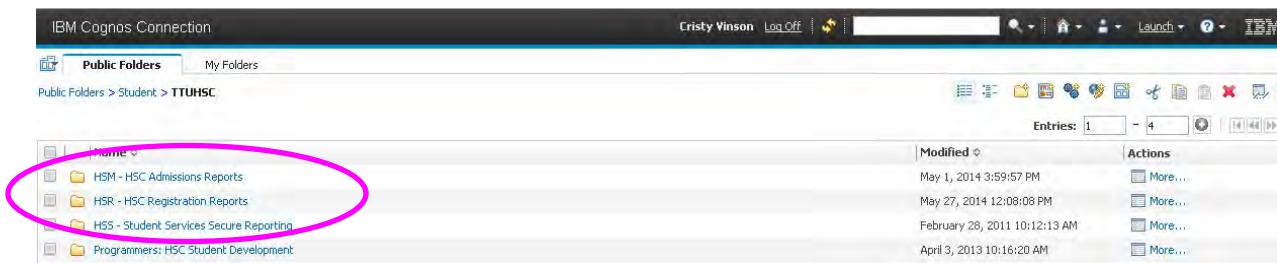




5. Click on TTUHSC.

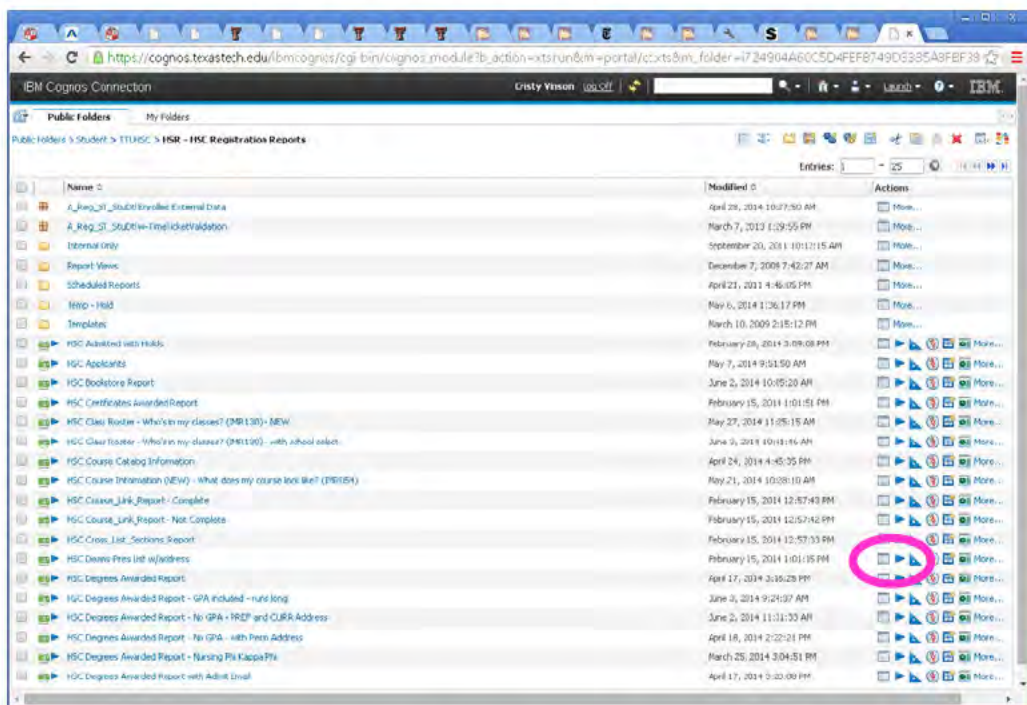


6. Click on either HSC Admissions or HSC Registration depending on the type of data you are trying to obtain.

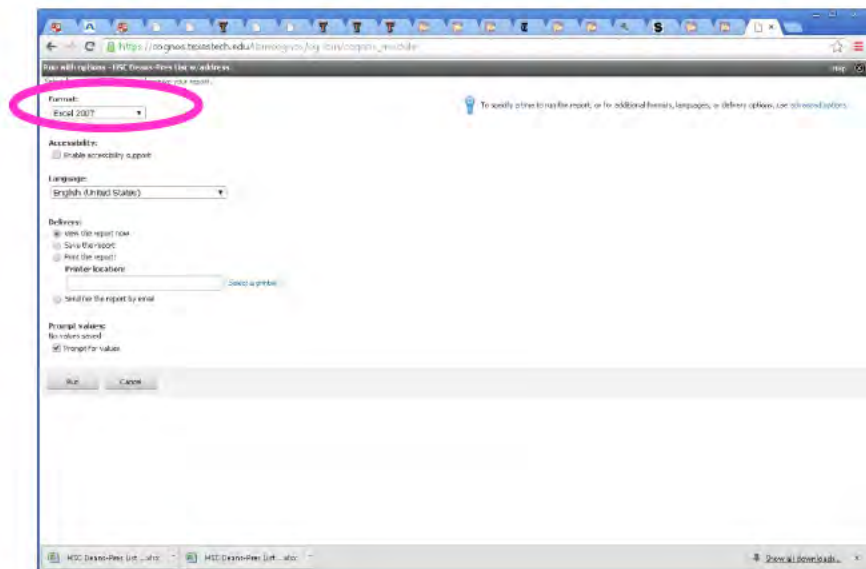




7. Click on the blue arrow to the right of the report you would like to run, for this example, we will use “HSC Deans-Pres List w/address” from the HSR Registration Reports folder. Use the arrows in the upper right corner to see more reports.



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:

https://cognos.texastech.edu/ibmcognos/cgi-bin/cognos_module?b_action=cognosViewer&ui.action=run&ui.object=%2fcontent%2ffolder%5b

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Office of the Registrar™

HSC Dean/President List

The D/L Report will pull all students for the selected academic periods that have DL or PL set on the Deans-List field for the semester selected.

Academic Period:

- 200821 - Fall 2007 HSC
- 200823 - Fall 2007 Medicine
- 200825 - Fall 2007 Pharmacy
- 200851 - Spring 2008 HSC
- 200853 - Spring 2008 Medicine
- 200855 - Spring 2008 Pharmacy
- 200873 - Summer 2008 Medicine
- 200881 - Summer I 2008 HSC
- 200885 - Summer I 2008 Pharmacy
- 200891 - Summer II 2008 HSC
- 200893 - Summer II 2008 Medicine

[Select all](#) [Deselect all](#)

College (Optional):

- Gayle Greve Hunt SON El Paso
- Grad Sch of Biomedical Sci
- Paul L Foster SOM in El Paso
- Sch of Allied Health Sciences
- School of Medicine
- School of Nursing
- School of Pharmacy

[Select all](#) [Deselect all](#)

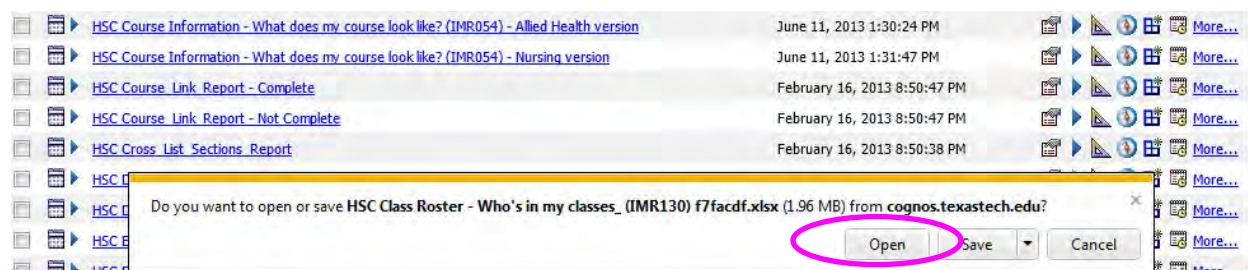
These web pages will be altered periodically – always read instructions carefully. If not noted, the parameter is required. Many parameters will allow for multiple selection, we are trying to make sure that they all reflect this as we move forward with getting reports out for you to run.



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:

	A	B	C	D	E	F	G	H
1	ID	NAME	MAILING NAME	PREFERRED	ACADEMIC PERIOD	ACADEMIC PERIOD DESC	PROGRAM	DEANS LIST VALUE
2					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
3					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
4					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
5					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
6					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
7					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
8					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
9					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
10					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
11					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
12					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
13					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
14					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
15					201451	Spring 2014 HSC	NR-BSN-NRBB	DL
16					201451	Spring 2014 HSC	NR-BSN-NRBB	DL



HTML (same report):

ID	NAME	MAILING NAME	PREFERRED	ACADEMIC PERIOD	ACADEMIC PERIOD DESC	PROGRAM	DEANS LIST VALUE	DEANS LIST DESC	DEANS LIST DATE	STREET LINE1	STREET LINE2	CITY	STATE	ZIP
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Lubbock	TX	79410-1723
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Abilene	TX	79602-4555
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Houston	TX	77072-2244
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Cedar Park	TX	78613-4126
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Lubbock	TX	79416-1752
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Austin	TX	78703-1919
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Lubbock	TX	79423-2216
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Lubbock	TX	79416-2608
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Lampasas	TX	75550-2662
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Austin	TX	78717-4432
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Lubbock	TX	79413-3718
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Odessa	TX	79766-1204
				201451	Spring 2014 HSC	NR-BSN-NREB	DL	Deans List	May 21, 2014			Missouri City	TX	77459-2238

There are many, many more ways to produce reports (PDF, csv etc.) and many, many more options to use with COGNOS.

If you have any problems at all, please contact fabian.vasquez@ttuhsc.edu or amanda.mcsween@ttuhsc.edu.