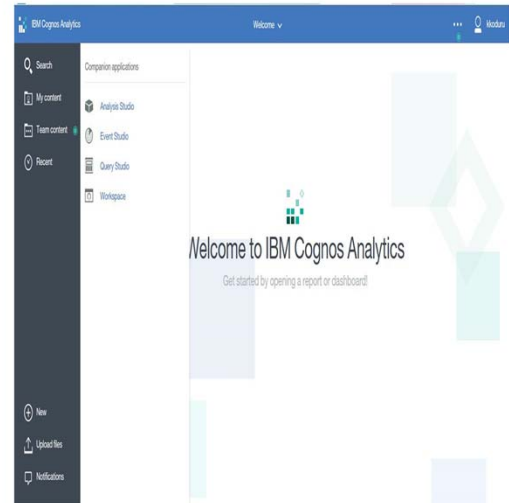# Cognos 11

Lesson 02: Cognos Connection

Module Objectives :

1. What is Cognos Connection?
2. Schedule Reports
3. Organize Content with Folders
4. Customize Portal

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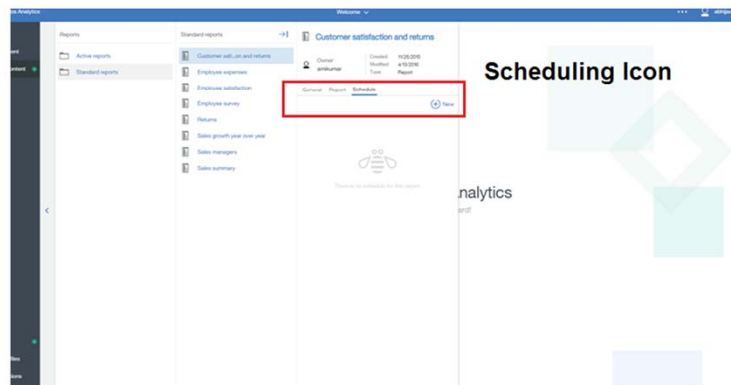
Cognos Connection

- **What is Cognos Connection?**
  - Web portal provided with Cognos 11 where users have a single point of access to corporate data. Users can query, analyze and organize data, create reports, scorecards and events

- **User Interface**
  - Access the Cognos Connection from the Cognos Analytics web portal.

Schedule Reports
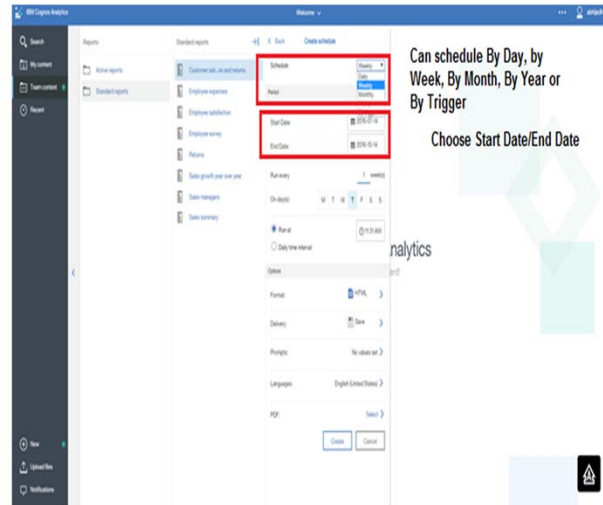
▪ Steps :
1. Select the Scheduling Icon

Schedule Reports

▪ Steps :
   2.   Choose Frequency

           By Day
           By Week
           By Month
           By Year

Can schedule By Day, by Week, By Month, By Year or By Trigger

Choose Start Date/End Date

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Schedule Reports

▪ Steps :
3. Choose Start Date/End Date (can choose No end Date)
4. Choose Override the default values so you can choose format and delivery options
5. If you choose send report by email for delivery option, choose "Edit the Options"
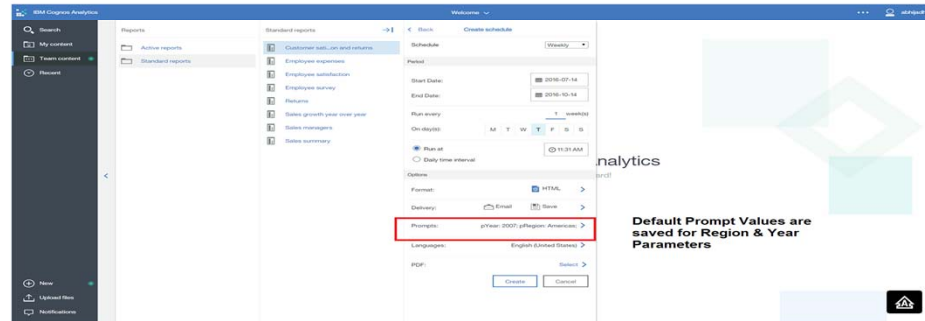
Schedule Reports

▪ Steps :

6. If you want to have the report run with specific prompts, check "Override the default values" checkbox under Prompt values.
7. Click the "Set.." link
8. Prompts for the report will load - select the prompt values

Organize Content with Folders

Thank You

Review Date	14-July-2016
Version	1.0
Next Review Due	14-July-2017

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