

To run a report in Cognos, please follow the instructions outlined below:

1. Copy and paste the following link into your browser - ucreportcenter.ucop.edu. The link will take you to the InCommon screen shown below:

InCommon®

You are accessing:
ucdss.ucop.edu

Select your School, Organization, or Identity Provider:
University of California - Office of the President

Do not remember my selection
 Remember my selection for this session only
 Remember my selection permanently

About InCommon | Help

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2. Click on the **NEXT** button. You will be presented with the UCOP Applications login page.

University of California
It Starts Here

UCOP Applications Login

UCOP User name:

Password:

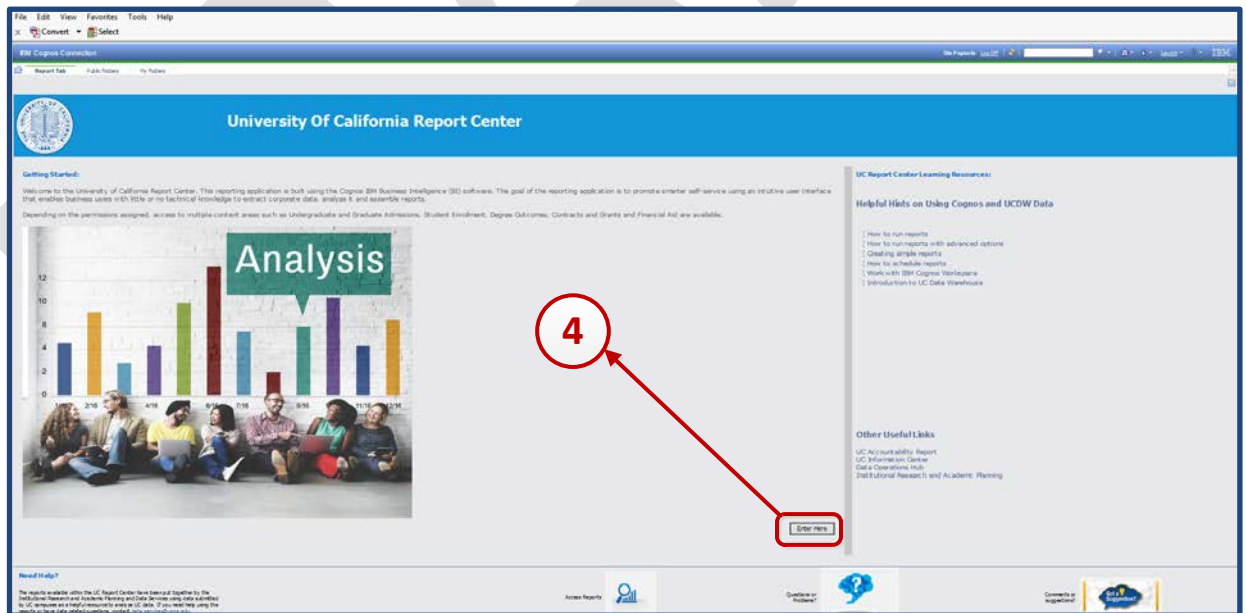
This login page is for current UCOP employees only.

- Use your Windows/AD user name and password.
- If you are associated with another institution, please use your institution's single sign-on function.
- For problems logging in, contact [ServiceDesk](#) or (510) 987-0457.

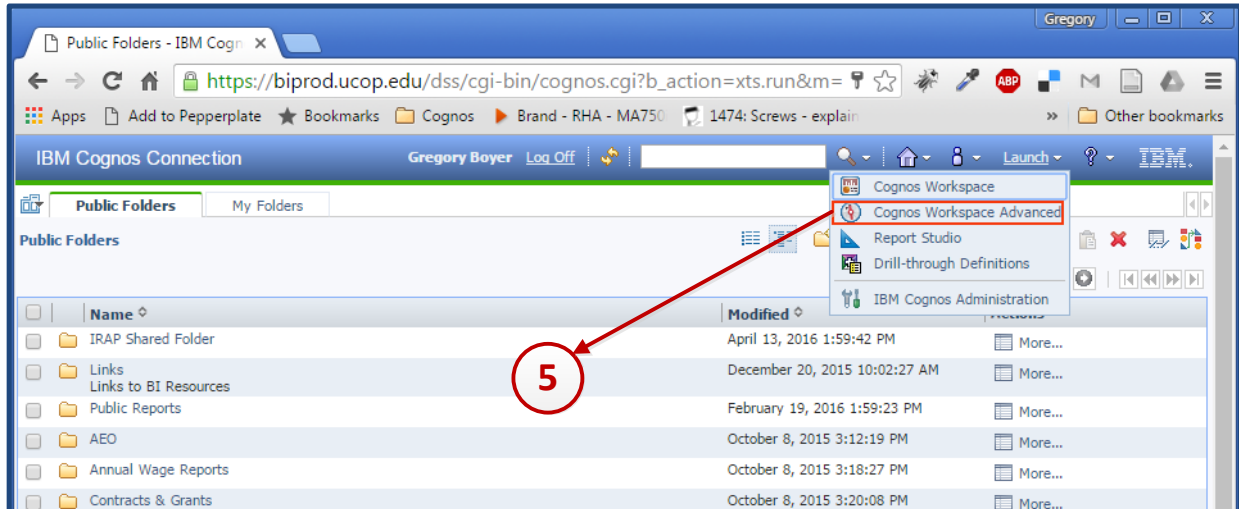
3. Enter your campus username and password and click on the **LOGIN** button as shown below:



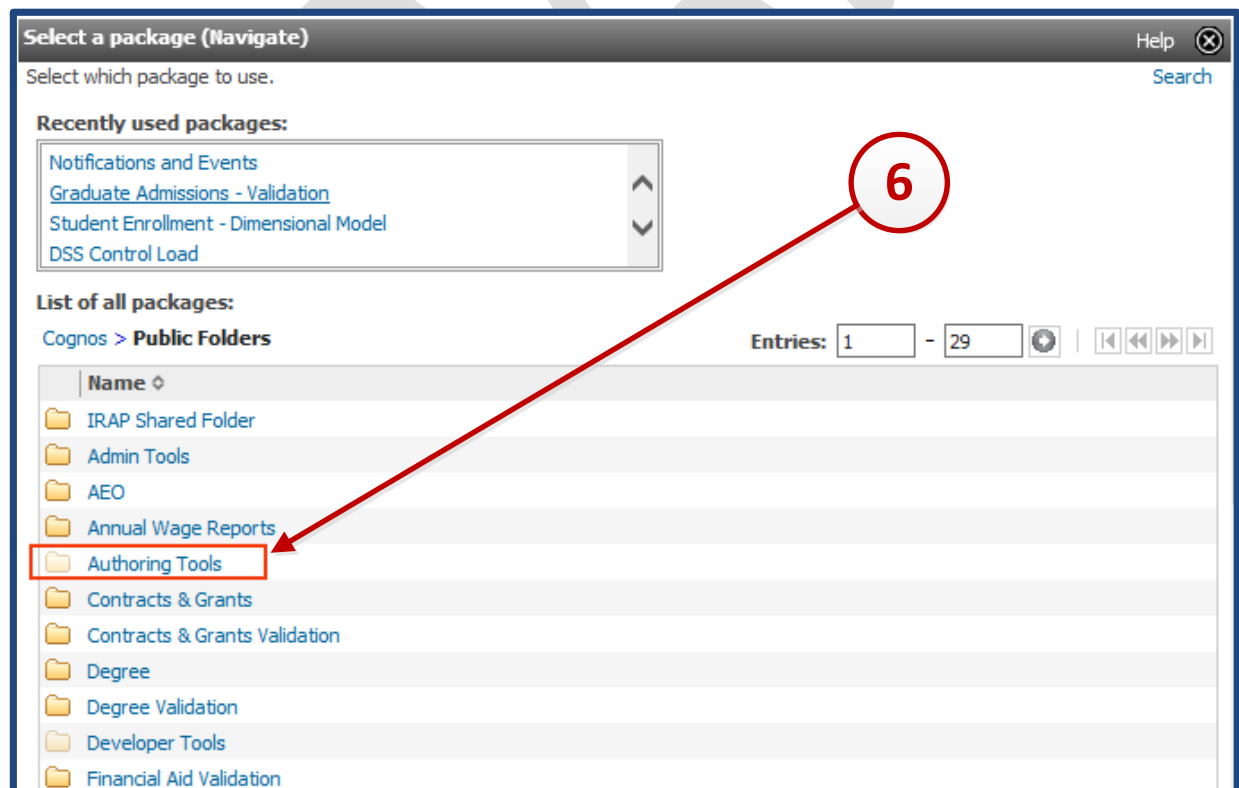
4. The Cognos Reporting landing page will be displayed. Click on **Enter Here** as shown below:



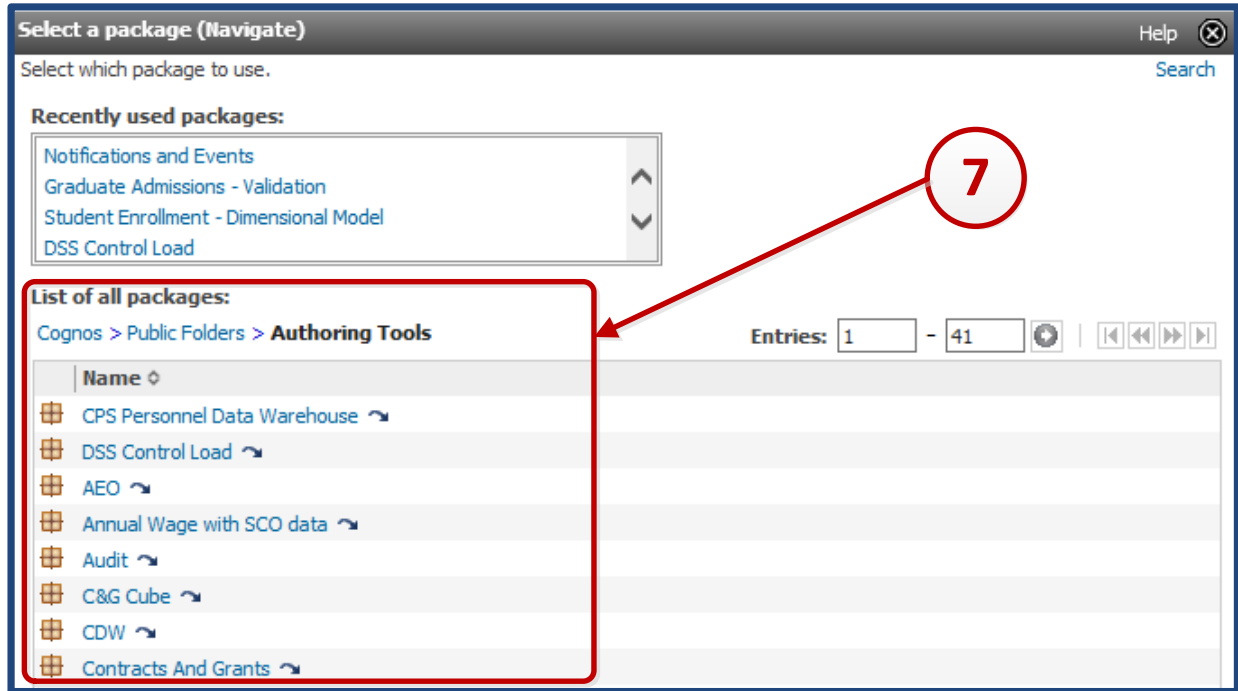
- From anywhere within Cognos, select "Launch" in the top right corner and choose "Cognos Workspace Advanced". You must have ad-hoc report permissions to use this tool:



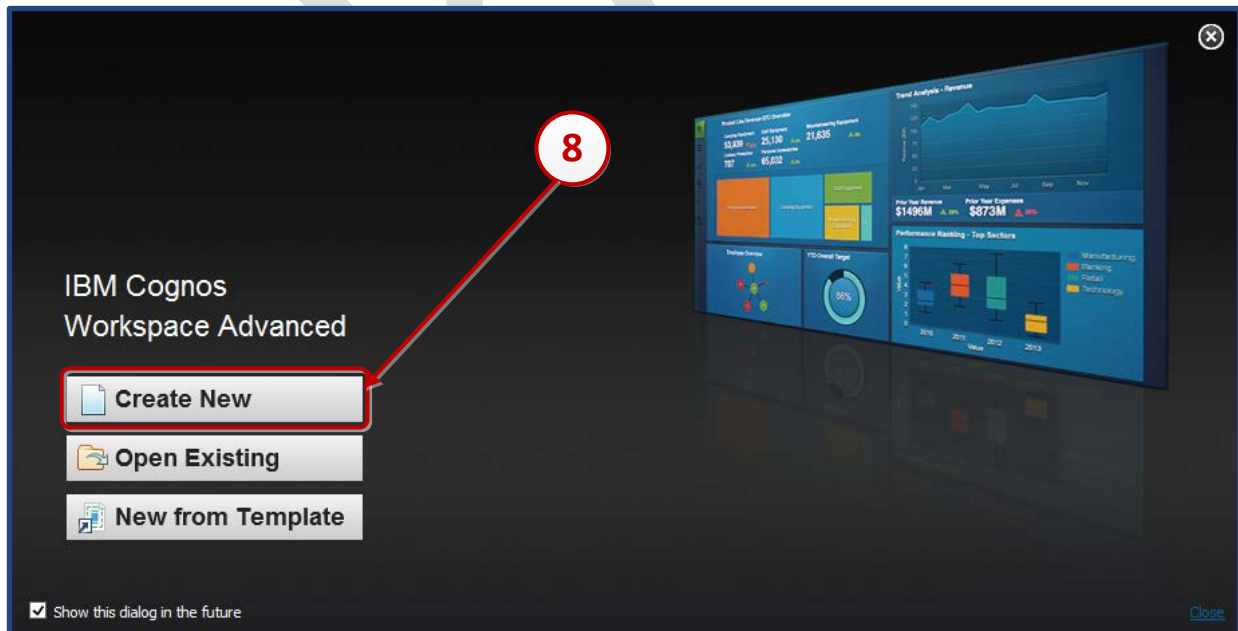
- Each report is based on a "Package", which is a collection of related tables and fields about one subject area. Select from your recently used packages if the one you are looking for is available, otherwise click the "Authoring Tools" folder:



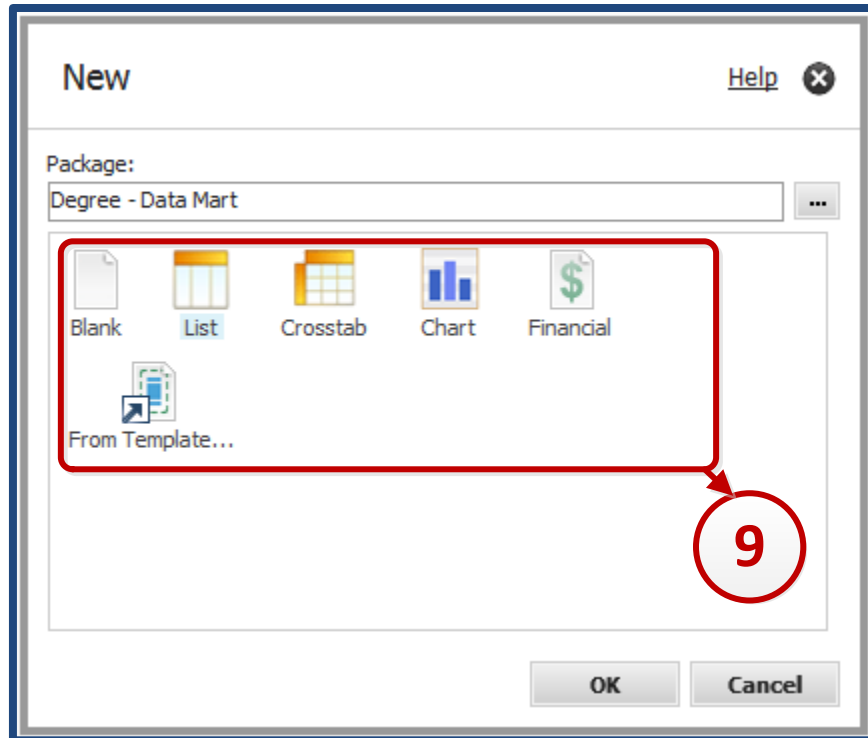
7. Within the Author Tools folder, you may have the option of several different packages to choose from. Select the package that contains the data you need for reporting:



8. On the popup screen, select "Create New"



9. Select a list, crosstab, or chart, depending on the style of report you would like to create. Select "OK"



10. The ad-hoc reporting tool is a simple drag-and-drop interface where you'll be able to see your data as you build the report. This overview of the screen will get you started building your own ad-hoc reports!

The run button. Select the drop-down arrow to run in a different format.

The filter button. Select this and then "Edit Filters" to review the filters used in your report.

Sorting will allow you to arrange your report results in a specific order.

The save button. Save often. For multiple versions, "Save as" can be found under the file menu.

The group and summary buttons will let you add totals, subtotals, counts, and more to your report.

Double-click to edit text

Drop items here to create new columns

Source

- Degree - Data Mart
 - Presentation Layer
 - Campus Location
 - Campus
 - Campus Acronym
 - Campus Code
 - Campus Long Name
 - Campus Short Name
 - Degree Awarded
 - Ethnicity
 - Major - Primary
 - Student
 - Term

Drag and drop these fields into your list, crosstab, or visualization to view data on the fly. Right click on a field to filter based upon it.

The toolbox tab contains additional lists, crosstabs, visualizations, and other objects to add to your report.

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For any questions related to the content of this document, contact Data.Services@ucop.edu