













Cognos Icons – Tips and Tricks

Before Running a Report

	Set Properties – This will be used to set the properties of a “saved” report.
	Run with Options – This is used to run a report to PDF.
	Create a Report View of this Report – This is used to save report prompts/parameters, to be able to run the report for the same SpeedTypes, etc.

After Running a Report

	Required report parameter.
	Save as Report View – Once you have run a report, you can save the report prompts/parameters, to be able to run the same report again.
	Previous Report – If you have drilled to a more detailed report, selecting Previous Report will return you to the report from which you drilled.
	Run – Selecting Run, from within a report, will show the prompt page for that report again.
	View in HTML – If you ran a report to PDF, selecting View in HTML will run the report to HTML.
	View in PDF – If you ran a report to HTML (default), selecting View in PDF will run the report to PDF. PDFs also have drill-through capability.
	View in Excel Options – Selecting View in Excel Options will allow you to view the report in one worksheet of an excel workbook, in multiple worksheets of an excel workbook, or in a CSV format.
	Return – Selecting Return will return you to the Finance Folder (listing of Reports) within the Cognos Reporting System.
	Home – Selecting Home will return you to the Public Folders listing of the Cognos Reporting System.