Published on *University of Colorado* (https://www.cu.edu)

Cognos 11.1 Upgrade My Content Migration Instructions [1]

July 19, 2019 by Aron Sage [2]

Hello, CU-Data Users!

As we are moving forward with the Cognos 11.1 upgrade, we wanted to provide our users with instructions on how to move any content that is in there My Content if they would like this to be available in the upgraded environment. The attached word document contains actual screen shots, while the instructions below are just text.

Each functional area will receive more detailed instruction from their Data Owner, so the attached document is just a template for the communication you will receive and will be modified with the exact location of your My Content Dropbox folder.

"We will be upgrading our CU-Data (Cognos) reporting software this summer. In order to move your My Content (any reports, report views, uploaded files, data modules, etc. saved to your personal folder) from the current Cognos installation to the upgraded version, you will need to follow these steps:

Locate your area's "drop box" - a specific folder within Team Content within your functional area created for My Content. For IRM users, this the drop box location in WRT:

Create a folder within "My Content for Upgrade" and call it your name:

Navigate to your My Content.
Shift-click, then select the item at the top of your content. Shift-click, and select the bottom item in your My Content.

Click on the ellipsis icon (the More icon) to Select Copy or move.

In the navigation window, navigate to your folder within the drop box folder for your area and select either Copy to or Move to.

Your content will be migrated to the upgraded environment according to the upgrade timeline for your area.

Once the content has been migrated to the upgraded environment, please log in, navigate to the drop box, and MOVE the content in your folder to your My Content. If you have access to multiple environments, you will need to move your My Content in each environment.

**Please note, users may receive this notification multiple times if they belong to several different content areas (like Student Services AND eRA)."*

If you have any questions, please reach out to us individually or at irm@cu.edu [3].

IRM

C11.1 My Content Move Instructions (Blog).docx [4]

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