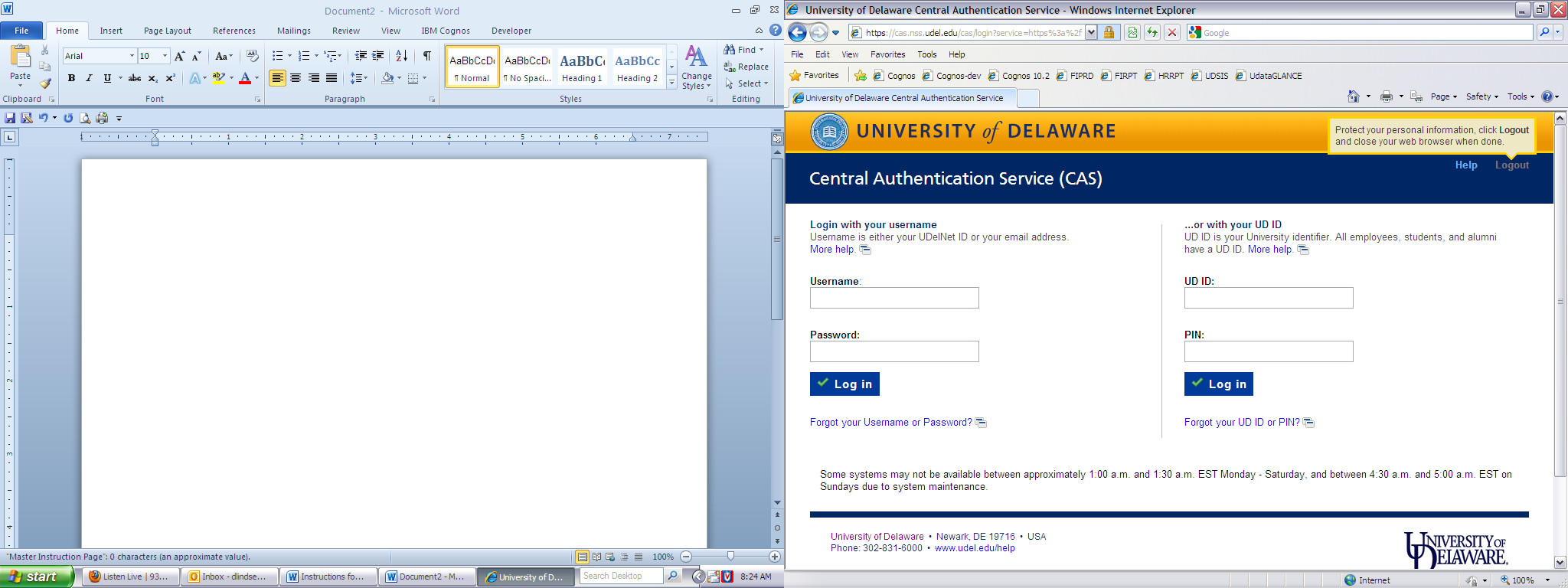
**What’s New?**

**Log On**

The **preferred browser** for Cognos 10.2 is **Internet Explorer version 8 or 9**.

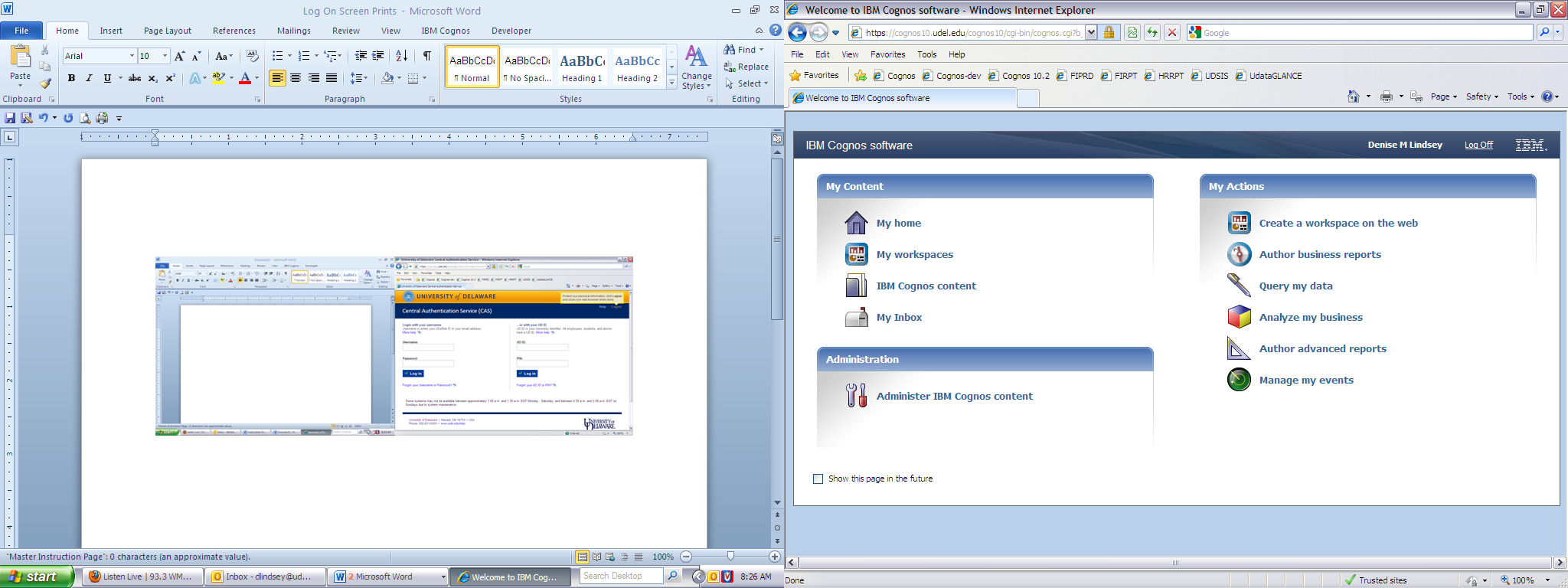
Log on to Cognos 10.2 by using the following URL: https://cognos.udel.edu.

The Log On screen will be UD Central Authentication Service (CAS). Enter your UD Username and Password.



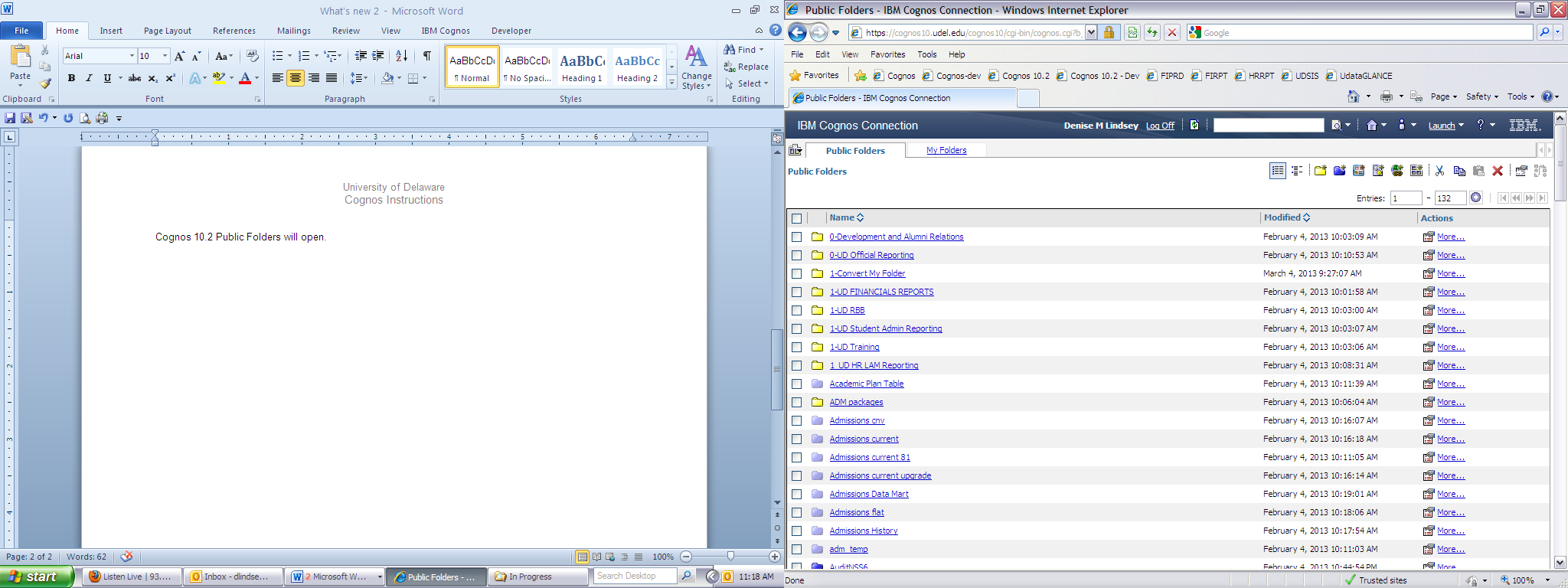
Enter your UDel ID and password

The Cognos 10.2 welcome screen will appear. Click on the My Home icon.



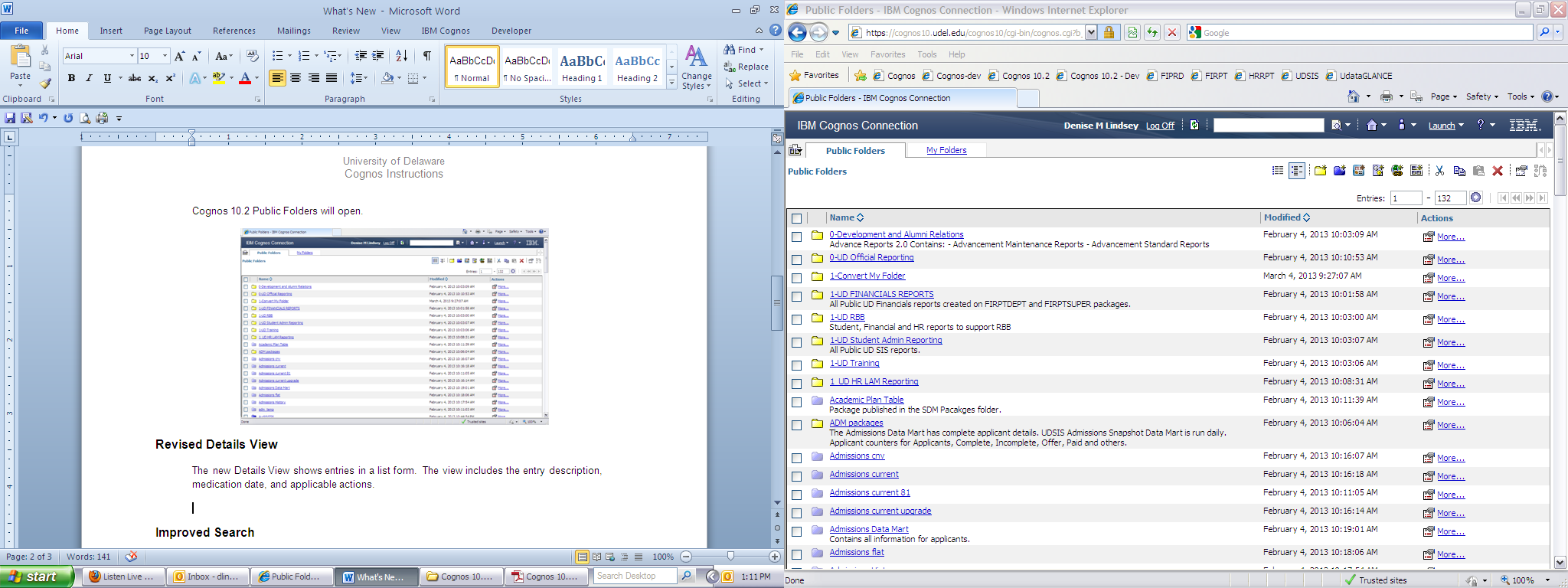
Click on the My Home icon.

Cognos 10.2 Public Folders will open.



**Revised Details View**

The new Details View shows entries in a list form. The view includes the entry description, modification date, and applicable actions.

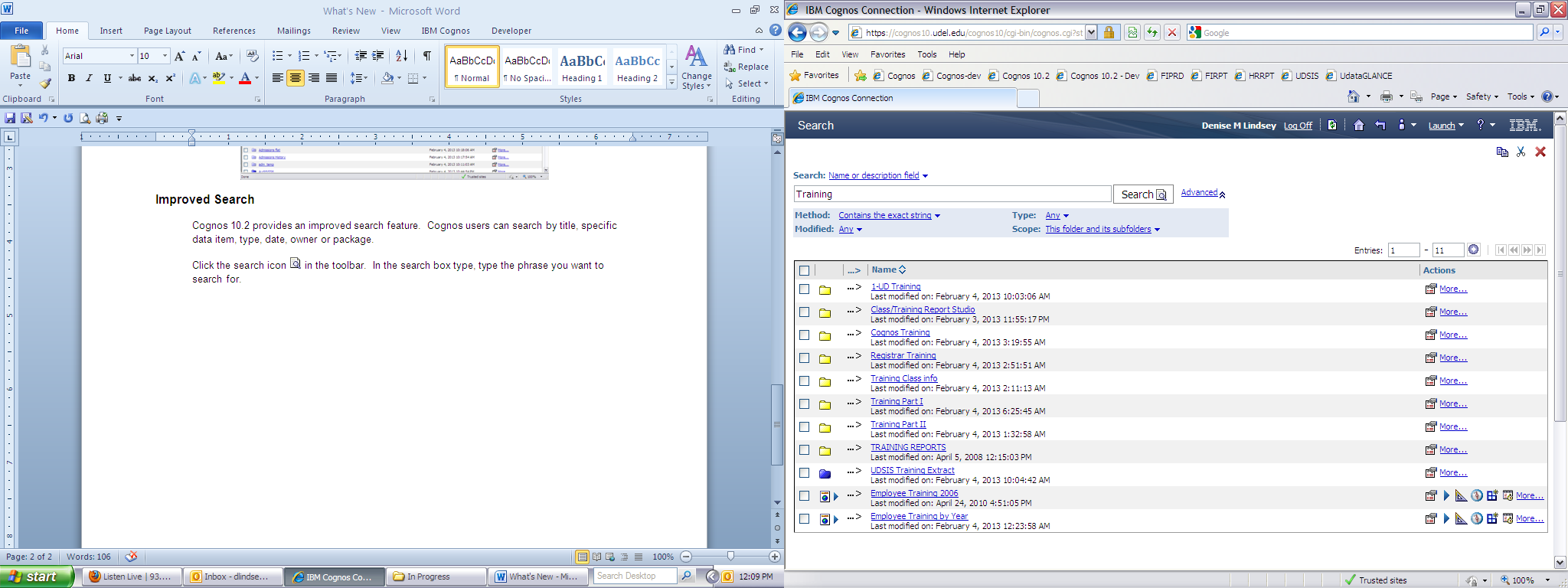


Details

**Improved Search**

Cognos 10.2 provides an improved search feature. Cognos users can search by title, specific data item, type, date, owner or package.

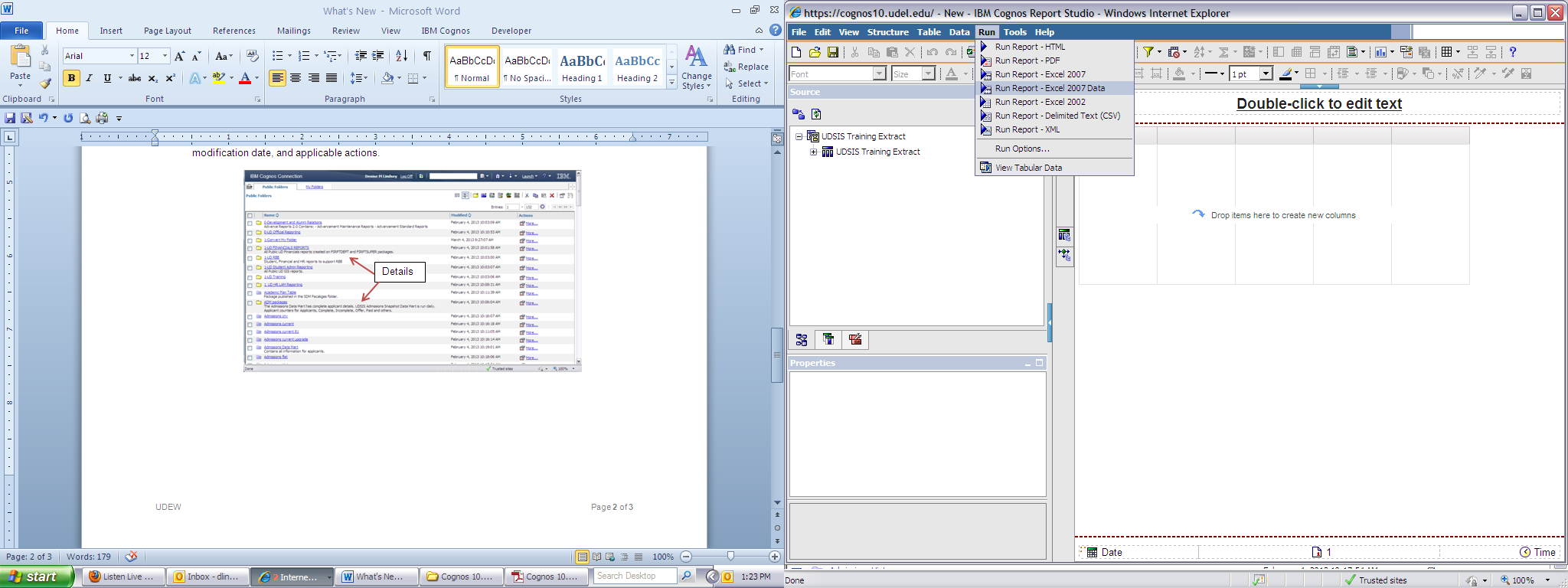
Click the search icon Search in the toolbar. In the search box type, type the phrase you want to search for. Click Advanced.



Refine search by clicking Method, Modified, Type or Scope

**Excel 2007 Data**

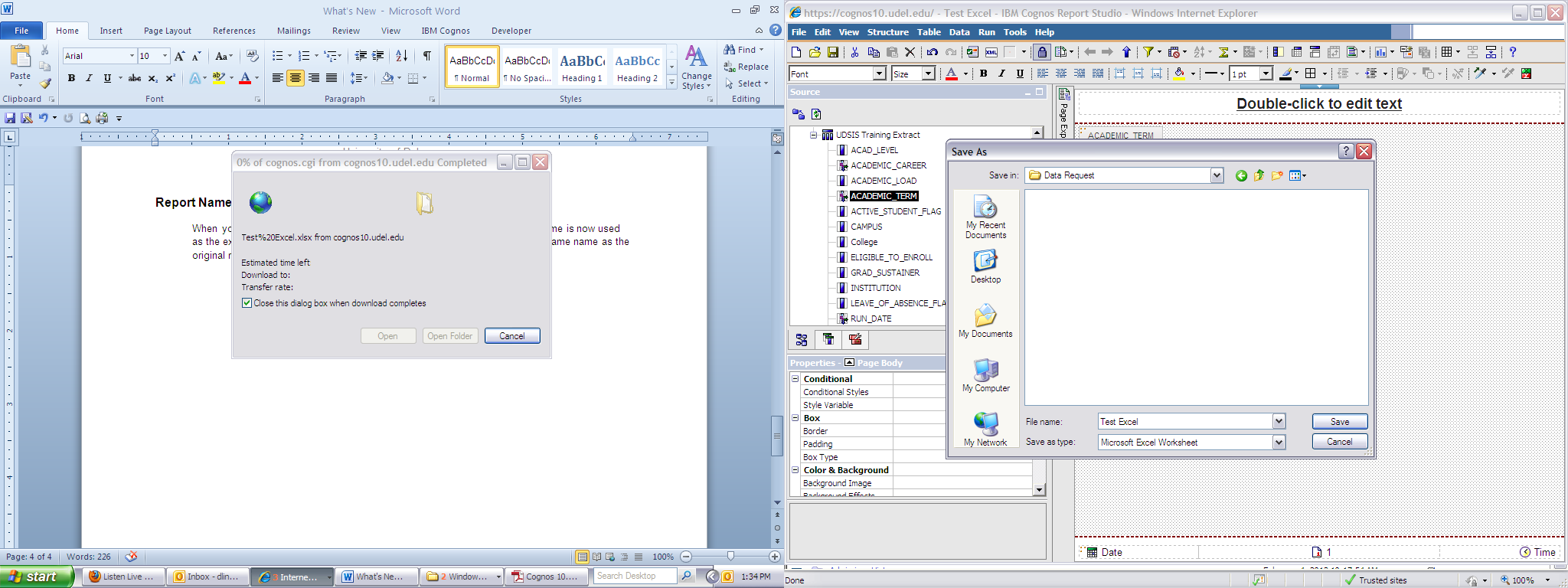
The Excel 2007 Data report output format enables users to generate an Excel 2007 spreadsheet containing a list report data. The Excel 2007 Data report has no formatting such as headers, footers or grouping.



Click on Run Report – Excel 2007 Data.

**Report Name Used for the Exported Output**

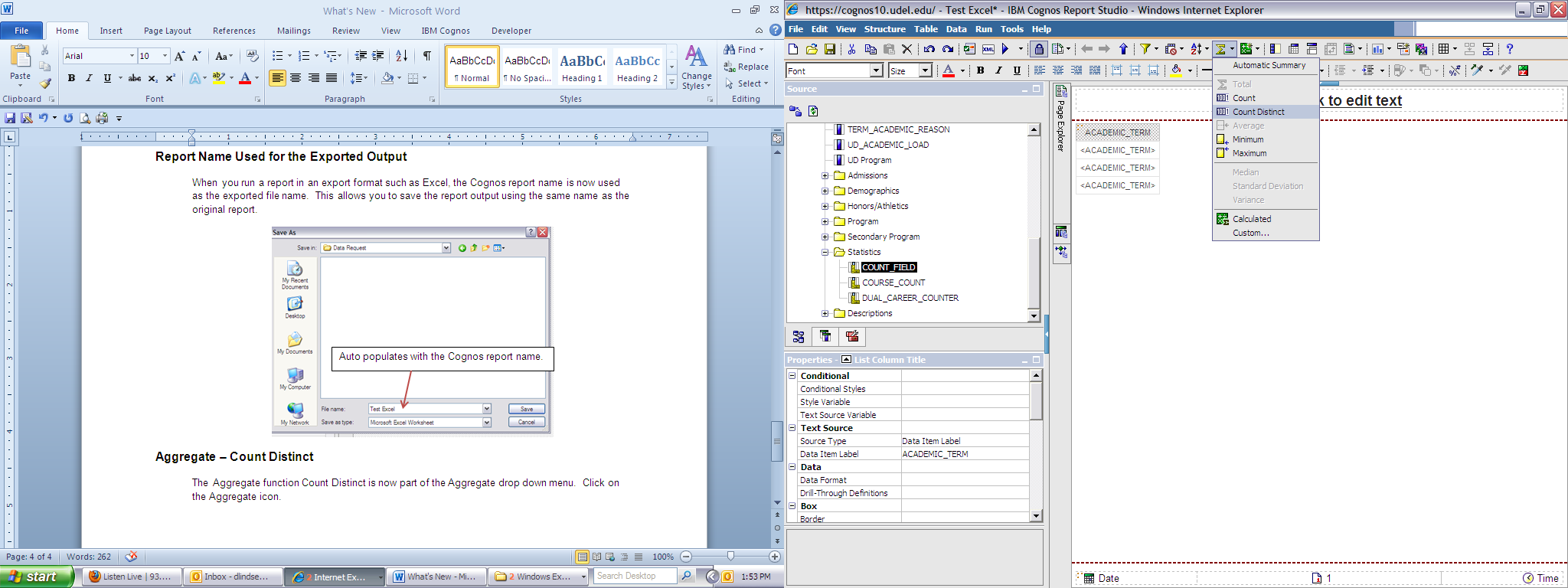
When you run a report in an export format such as Excel, the Cognos report name is now used as the exported file name. This allows you to save the report output using the same name as the original report.



Auto populates with the Cognos report name.

**Aggregate – Count Distinct**

The Aggregate function Count Distinct is now part of the Aggregate drop down menu. The aggregate function now recognizes the format of the data item. Click on the Aggregate icon.

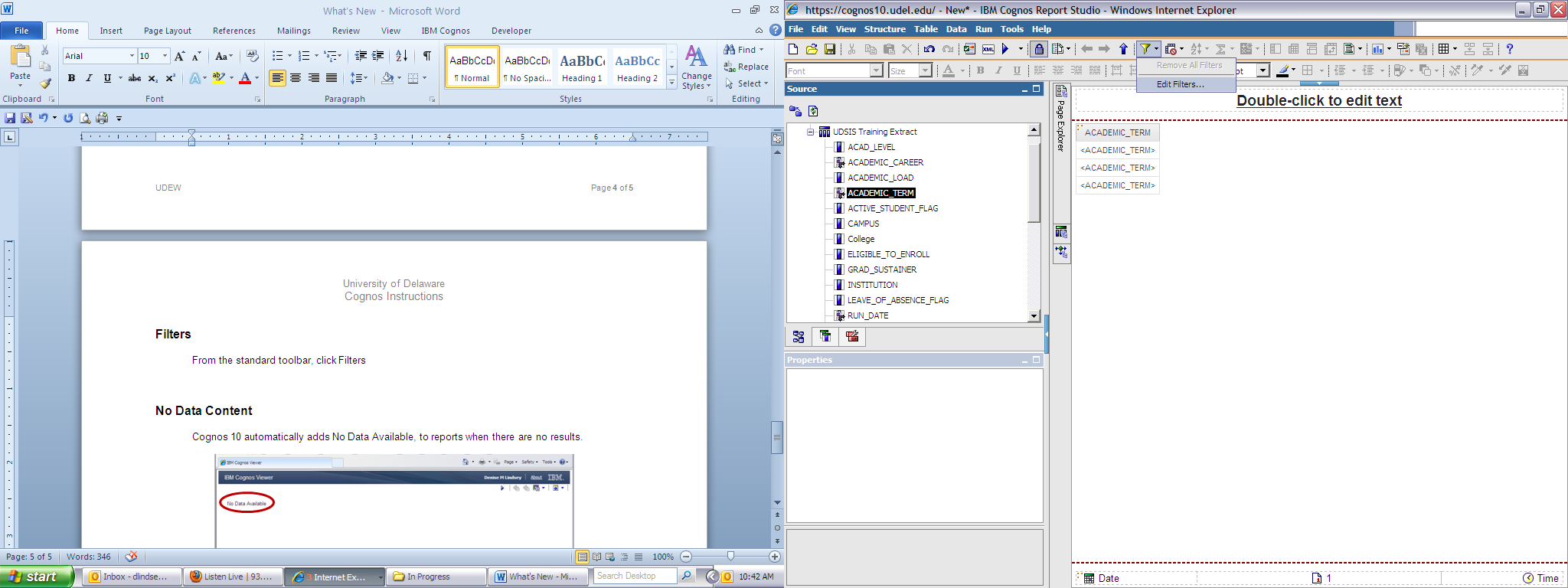


Count Distinct

**Filters**

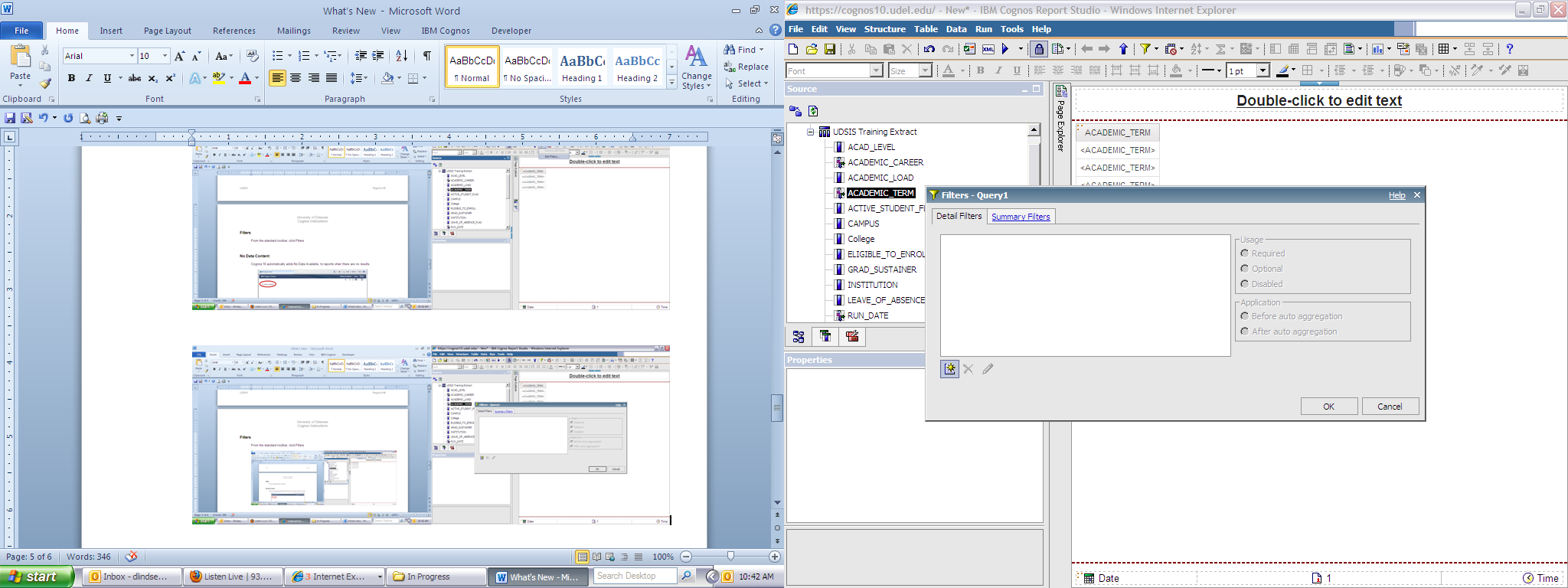
The Filter tool has changed to include basic formatting for standard filters. The standard filter tool limits the ability to make changes once a filter has been created. It is better to use the Advanced Filter tool.

From the standard toolbar, click Filters

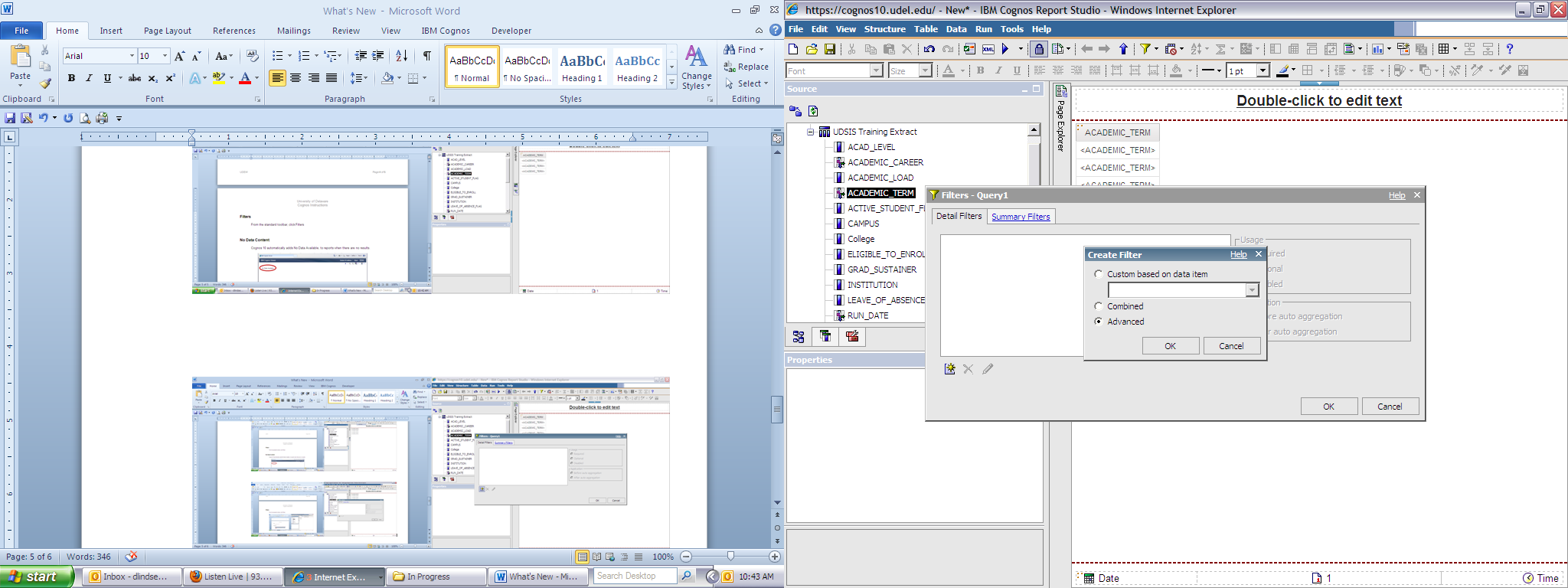


Click on Edit Filters

A Filter box will appear. Click on the sun icon on the lower left corner of the Filter box.

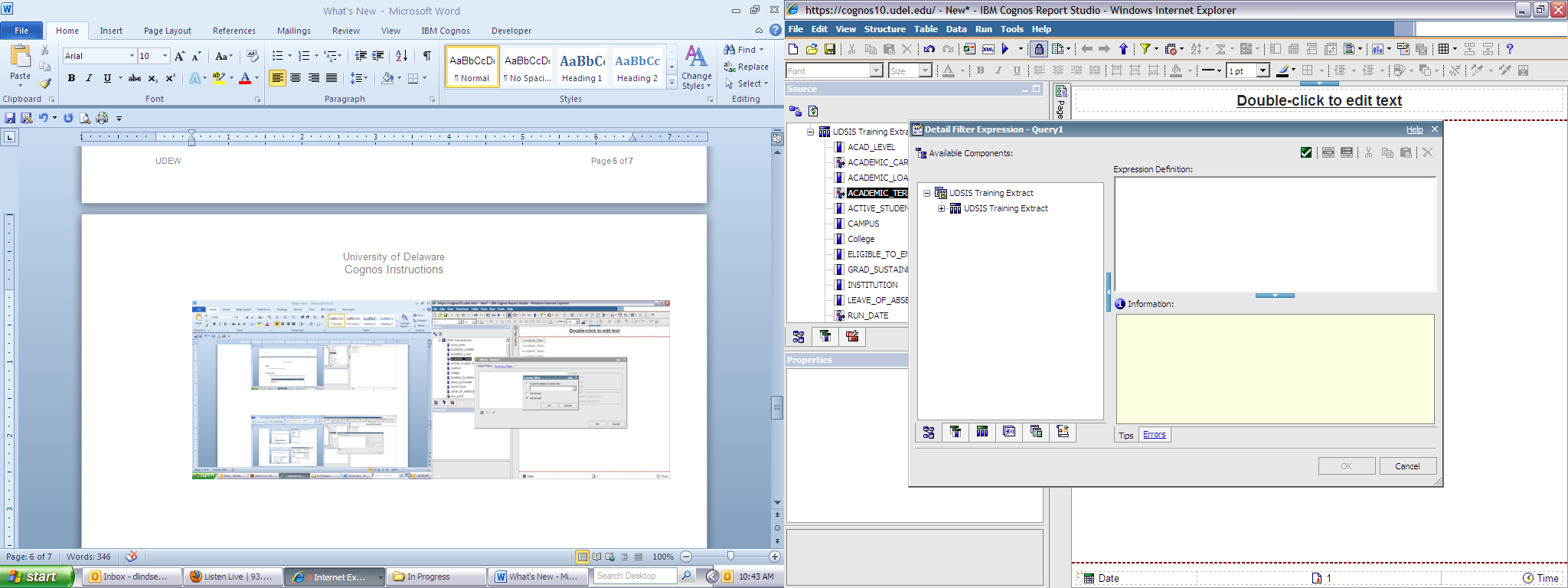


Click on the Advanced radio button, then click OK.



Click the Advanced radio button, and then click OK.

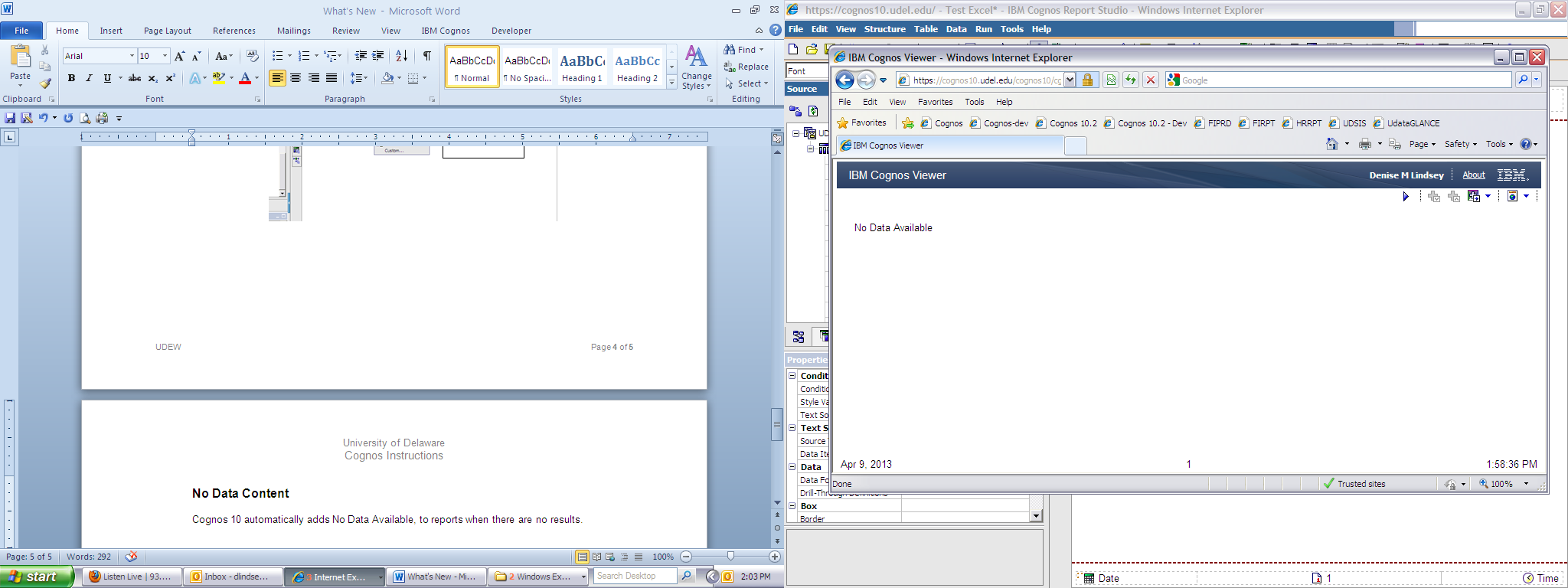
The Detail Filter Expression box will open. Create the filter expression as you have in the past. When finished, validate the expression and then click OK.



Validate the expression and then click OK when complete.

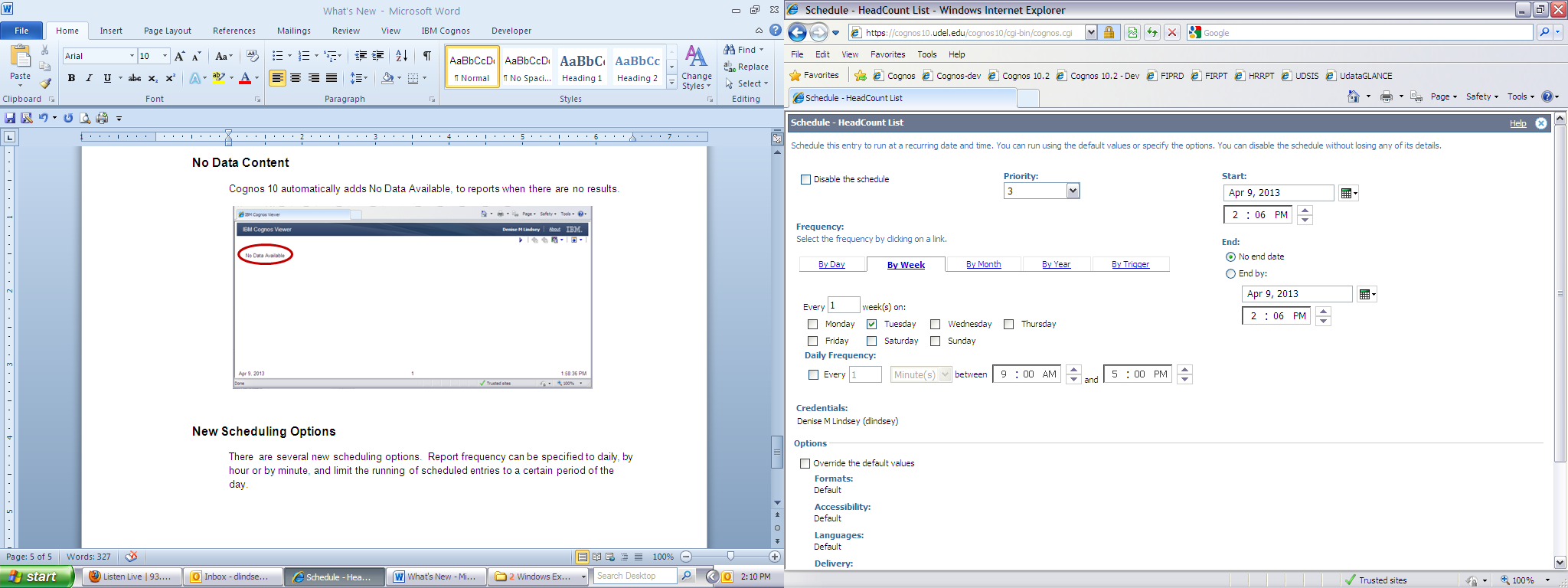
**No Data Content**

Cognos 10 automatically adds No Data Available, to reports when there are no results.



**New Scheduling Options**

Report frequency can be specified to daily, by hour or by minute, and limit the running of scheduled entries to a certain period of the day.



Report frequency can be daily by hour or minute. Time can be limited to a period of time.