

## HOW TO RUN A COGNOS REPORT

There are two ways to run SOC COGNOS reports – via the registrar’s website (link below & instructions on the web page) or directly through CONGOS (link/instructions below).

LINK to registrar’s website: [http://www1.udel.edu/registrar/faculty\\_staff/reports/soc.html](http://www1.udel.edu/registrar/faculty_staff/reports/soc.html)

LINK to COGNOS directly: <https://cognos.udel.edu/>

1. Click on “My Home”
2. Click on “Public Folders”
3. Click on “1-UD Student Admin Reporting”
4. Click on “SOC Department Contacts”
5. Locate report
  - a. Click on blue arrow (right side) to run report;
  - b. Click on 1<sup>st</sup> icon to see what the report will show you when you run it (box has specific report result information)
6. To run a report:
  - a. Format: Excel 2007
  - b. Delivery: Check “send me the report by email”
  - c. Click on “advanced options” (top right link)
  - d. Next page; click on “save” under delivery option; click RUN
  - e. Next page; make selections for information you want to retrieve; click FINISH
  - f. Next page; click OK if info looks like what you’re looking for . . .if not, click CANCEL and re-enter specifications
  - g. The report will show up in your in-box as an excel attachment to an email.