

## **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 “Team Content”
2. Click on “1-UD Student Admin Reporting”
3. Click on “SOC Department Contacts”
4. Locate the report you want to run
5. To run a report:
  - a. Click on the report title or click the three horizontal dots next to the report title, choose ‘run as’ to open report
  - b. Choose the format in which you want to report to run (typically Excel or HTML)
  - c. Click ‘run’
  - d. Follow the prompts and select the appropriate choices to run the report for your department; click FINISH
  - e. Select Delivery Method: Check “send me the report by email” to have the report sent directly to your email (or you can let the report run and it will pop up when it is complete).
  - f. Click ‘OK’
  - g. The report will show up in your in-box as an excel attachment to an email.
  - h. Next page; click OK if info looks like what you’re looking for . . .if not, click CANCEL and re-enter specifications or choose another report.