IBM Cognos Analytics

How to Export a Report in Cognos Analytics

Reports viewed in IBM Cognos Analytics can be exported in many formats including Excel. Some of the steps for exporting are different depending on the web browser and the report type. Use the Before You Begin section to know which report type you are viewing.

Navigate to Cognos

Cognos Analytics supports all browsers with the exception of Microsoft Edge.

Log into Cognos by going to https://insight.illinoisstate.edu/. (You must use a computer that is connected to the Illinois State University network.) Log in using your ULID and central login password.

Table of Contents
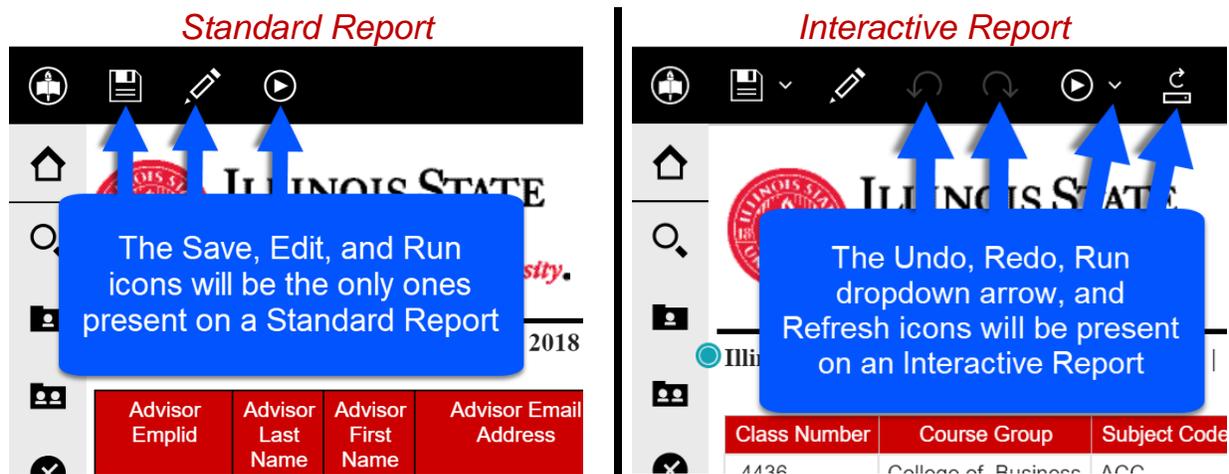
Before You Begin

All the browser instructions start on the report viewer page. These instructions can be applied to any report in Cognos Analytics.

1. Navigate through the folder path to the report you wish to view.
2. Make the selections on the prompt screen.
3. Click the *Finish* button to run the report.

The report will open in the report viewer screen.

Check the Report Type

There are two different report styles. Depending on the report you are viewing the steps for exporting will be different. You will know which report type you are viewing based on the icons that are present on the left side of the top toolbar. Refer to the picture below to decide your report type, then follow the instructions that match the correct report type and your preferred browser.

Standard Report   *Interactive Report*

The Save, Edit, and Run icons will be the only ones present on a Standard Report

The Undo, Redo, Run dropdown arrow, and Refresh icons will be present on an Interactive Report

Advisor Emplid	Advisor Last Name	Advisor First Name	Advisor Email Address

Class Number	Course Group	Subject Code
4436	College of Business	ACC

Run Options

Under the Run icon there are several options; most focus on exporting the report.

Most data in Cognos is updated every night at midnight. Every time a report is viewed in Cognos, it reflects the updated information. If a user wants to view the same information at a later date, the report needs to be exported and saved on a local drive.

Below is a list and description of some of the run options.

Run HTML – Reports in Cognos run in HTML by default. After viewing the report in PDF, click on this option to return to the default view.

Run PDF – A static, ready to print report format. To export, the user will need to save the file to a local drive.

Run Excel – The same data as in Cognos will be displayed in an Excel spreadsheet, and most formatting will be the same.

Run Excel data – The same data as in Cognos will be displayed in an Excel spreadsheet, but all formatting will be stripped. This is the best format option if you wish to edit the report or do a mail merge.
Example: Students' addresses are displayed as one data item in some reports. This option will display the students' address in several columns so mail merges can be used.

Reset prompts and run – After viewing a report, use this option to change the prompt selections.

Standard Report – Run Excel/Run Excel Data

Steps 1-3 are for exporting any standard report in any browser. The different browser options begin after step 3. If you are unsure which report type you are viewing see the Check the Report Type section.

1. Click the *Run* icon in the upper left corner.
2. Click *Run Excel*, or *Run Excel data*.
3. A pop up window will appear. The *Your report is running* message will be displayed. This may take several seconds.

    If nothing happens check your pop up blocker and allow pop ups for Cognos.

Google Chrome

4. The message in the window will change to *Your report is ready and will download to your Web browser in a few minutes*.

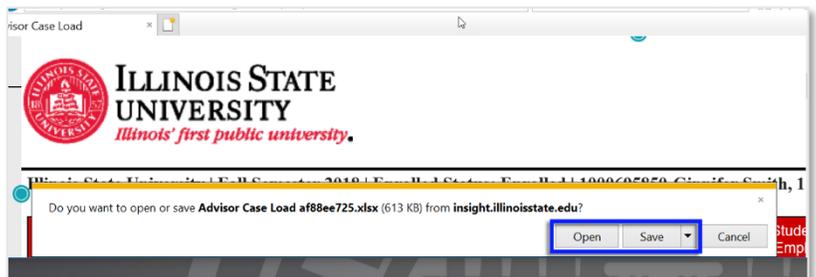   *You may have to resize the window to see the file.*
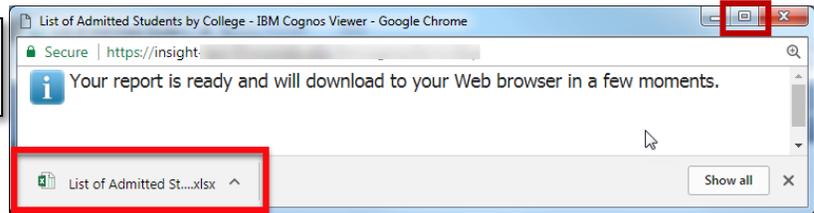
5. The file is in the bottom, left of the window.
6. Double click on the report's name.

The report will open in Excel.

Internet Explorer

4. Options to *Open*, *Save*, or *Cancel* the document will appear at the bottom of the screen.
5. Click the *Open* button.
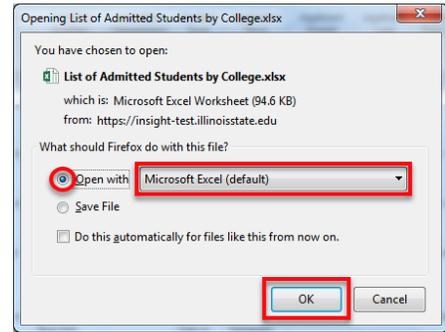   The report will open in Excel.

Mozilla Firefox

4. The window will close and a window will open in its place with the message *You have chosen to open:* and the title of your report.
5. To Open:
   a. Leave the *Open with* radio button selected.
   b. Confirm the correct program is listed in the dropdown.
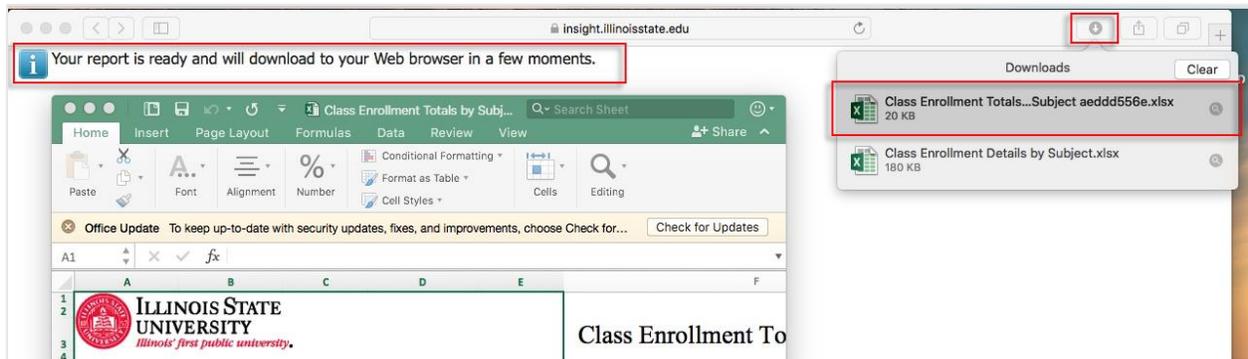   c. Click the *OK* button.
   The report will open in Excel.

Safari

4. The message in the window will change to *Your report is ready and will download to your Web browser in a few minutes*. The file is in the *Downloads* in the top, right of the browser window.
5. Double click on the report's name.
   The report will open in Excel or the CSV program of your choice.

Reset Prompts and Run for Standard Report (All Browsers)

While viewing a report, you may need to change your prompt selections to view a different population. Follow these steps in any browser to go out to the prompt screen and reset your prompt selections.

1. Click the *Run* icon in the upper left corner.
2. Click *Reset Prompts and Run*.
3. After a second you will return to the original prompt screen. Cognos will remember your previous prompt selections, so you may want to use the *Deselect All* link at the bottom of the prompt boxes.

Interactive Report – Run Excel/Run Excel Data

Steps 1-4 are for exporting any interactive report in any browser. The different browser options begin after step 4. If you are unsure which report type you are viewing see the Check the Report Type section.

1. Click the ***Run*** dropdown arrow in the upper left corner.
2. Click ***Run Excel***, or ***Run Excel data***.
3. Once you have confirmed or changed the prompt selections, then scroll down to the bottom of the page and click the ***Finish*** button.

> *A message will appear just below the tool bar stating* **Downloading as Excel**. *At this point you have the option to confirm or change your prompt selections.*

4. In some cases, there may be more than one prompt page and you will need to click the ***Next*** button to progress to the next prompt page and then click the ***Finish*** button.

   *When the **Next** button is available, you will always want to view the second prompt page.*

   If nothing happens check your pop-up blocker and allow pop ups for Cognos.
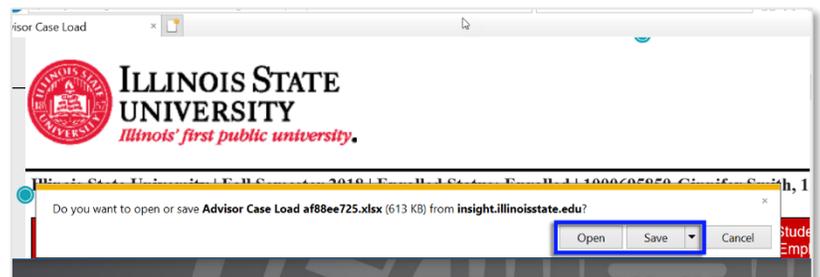
Google Chrome

5. An additional box will appear with a spinning wheel and a ***Cancel*** button. After a few seconds, Cognos will return to the report viewer page, and the document will appear in the bottom, left corner of your screen.
6. Double click on the report's name to open the report.
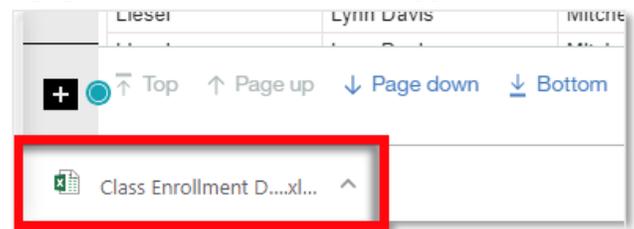
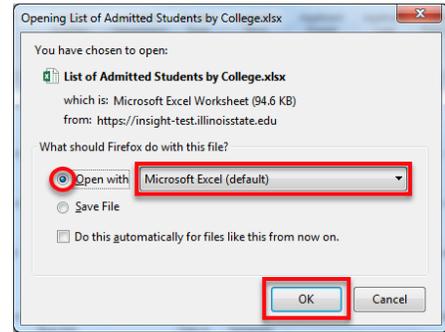The report will open in Excel.

Internet Explorer

4. Options to ***Open***, ***Save***, or ***Cancel*** the document will appear at the bottom of the screen.
5. Click the ***Open*** button.
   The report will open in Excel.

Mozilla Firefox

4. An additional box will appear with a spinning wheel and a *Cancel* button. After a few seconds, Cognos will return to the report viewer page, and a window will open in its place with the message *You have chosen to open:* and the title of your report.

5. To Open:
   d. Leave the *Open with* radio button selected.
   e. Confirm the correct program is listed in the dropdown.
   f. Click the *OK* button.

   The report will open in Excel.

Safari

1. An additional box will appear with a spinning wheel and a *Cancel* button. After a few seconds, Cognos will return to the report viewer page, and the file will appear in the *Downloads* in the top, right of the window.

2. Double click on the report's name.
   The report will open in Excel or the CSV program of your choice.
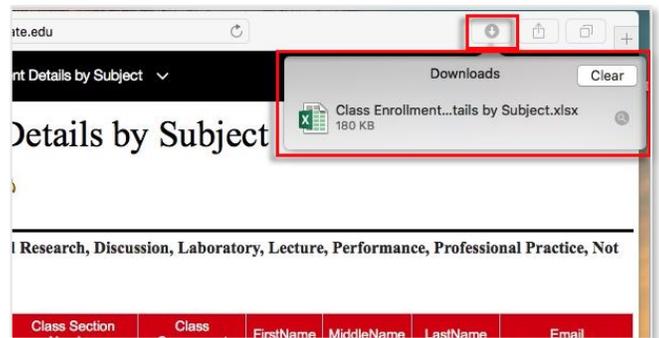
Reset Prompts and Run for Standard Report (All Browsers)

While viewing a report, you may need to change your prompt selections to view a different population. Follow these steps in any browser to go out to the prompt screen and reset your prompt selections.

1. Click the *Run* icon in the upper left corner. ***Click the actual icon. Not the dropdown arrow***.

2. After a second you will return to the original prompt screen. Cognos will remember your previous prompt selections, so you may want to use the *Deselect All* link at the bottom of the prompt boxes.
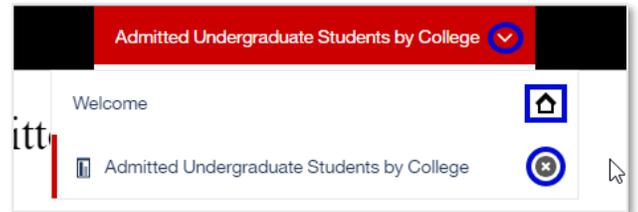
When You are Done

Return to the Home/Welcome Screen

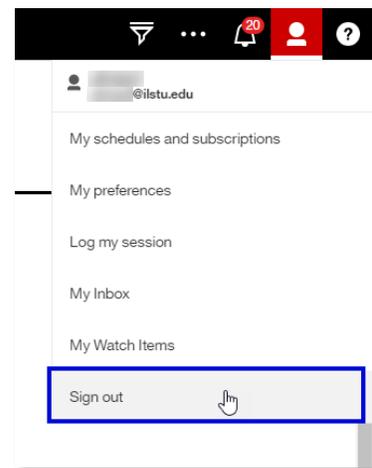When you are done viewing a report, go back to the Welcome page.

1. Click the dropdown arrow by the report name.
2. Select the Home icon or select the ⊗ next to the report to close it.

The *Welcome* screen will load.

Sign Out of Cognos

1. Click the ***Personal Menu*** tab in the upper right corner.
2. Click ***Sign Out***.

<div style="border: 2px solid red; padding: 10px;">

Questions?

Visit data.IllinoisState.edu/training/

or

Contact eda@ilstu.edu

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Updated 11/28/18