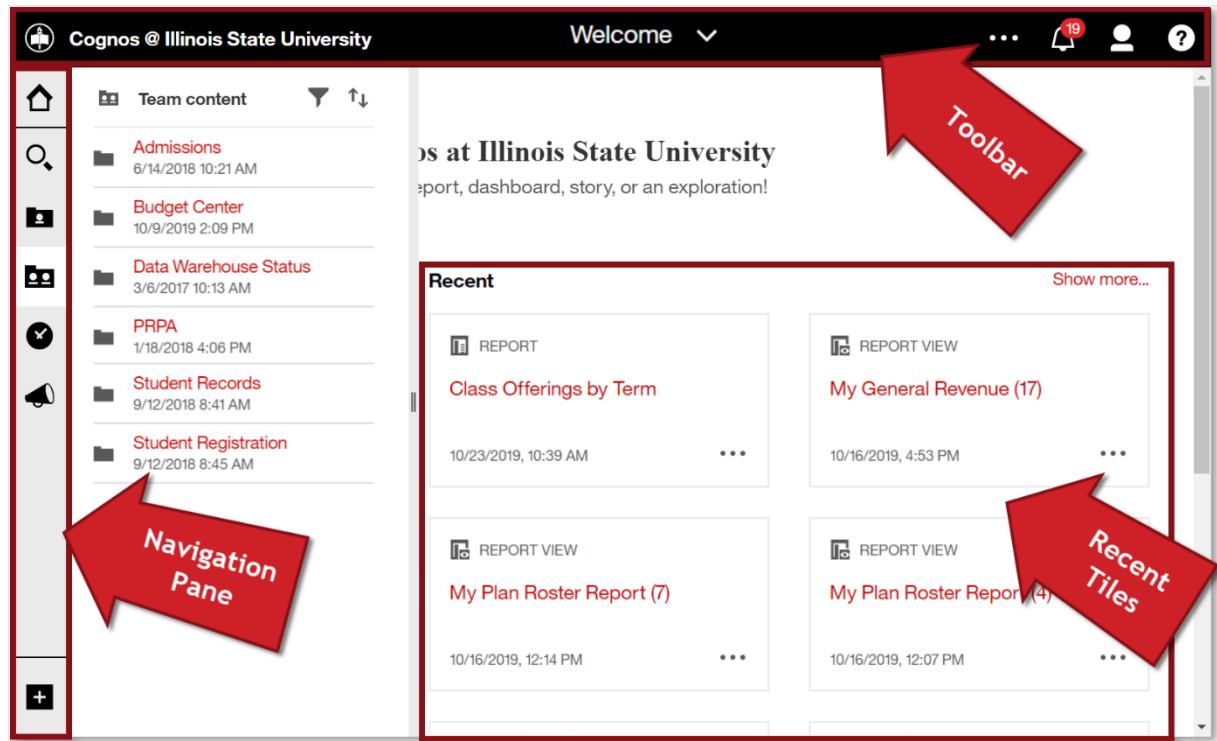




IBM Cognos Analytics – Overview of the Welcome Page

After logging in, users land on the Welcome/Home Page. The following document describes the items found on this page.



Welcome Page Toolbar

- Welcome** ▾ – Toggle between the Welcome screen (Home icon) and reports/pages that you have accessed since logging in. *Pages will not be retained after clicking the refresh button on your browser or logging out.*
- More** ⋮ – More dots icon will contain different options for each page.
- Notifications** 🔔 – Saves the last 20 delivered report subscriptions.
- Personal Menu** 👤 – Individual user preferences such as editing subscriptions, editing home page, and signing out.

Recent Tiles

The tiles within the middle of the Welcome screen represent the six most recent reports accessed. Click the [Show more...](#) link in the upper, right to expand these tiles to the twenty more recent reports accessed.



Navigation Pane

- 🏠 **Home** – Returns users to the Home/Welcome Screen.
- 🔍 **Search** – Search through reports to which you have access. Either search for the title of a report or search for a data item that appears in the reports.
- 👤 **My Content** – Reports that users edited and/or created are saved here. When saving, be sure to select **My Content**.
- 👥 **Team Content** – All managed Reports and Packages are housed in this folder. When a user is awarded access to a package, that package will appear in the form of a folder within the Team Content folder. Users cannot save to this folder.
 - **Data Warehouse Status folder** – All users are awarded access to the Data Warehouse Status folder. This folder houses a report that tell the last time the Institutional Data Warehouse has been updated.
- 📌 **Recent** – Houses the user’s twenty most recently viewed reports.
- 📢 **News and Alerts** – Enterprise Data and Analytics’s (EDA’s) website home page. Check here for known issues that arise, new reports, and training resources.
- ➕ **New** – Ad hoc users create new reports, dashboards, or data modules.

Questions?

Visit AT.IllinoisState.edu/EDA/
Contact eda@ilstu.edu