ENTERPRISE DATA AND ANALYTICS
Illinois State University

IBM Cognos Analytics

Subscribe to a Report

The following instructions cover how to subscribe to a report you frequently view in IBM Cognos Analytics, as well as, how to edit and delete that subscription down the road.

Navigate to Cognos

The Enterprise Data and Analytics team recommends using Google Chrome when accessing Cognos.

Log into Cognos by going to https://insight.illinoisstate.edu/. (Your computer must be connected to the ISU network.) Log in using your ULID and central login password.
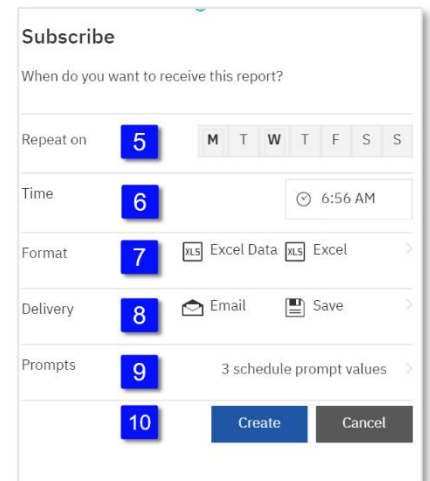
Subscribe to a Report

Once a report has been subscribed to, it is sent as an email and can be saved in Cognos on a daily or weekly basis. When the subscription is sent, it will display the most up to date information in Cognos.

1. Open the report you wish to subscribe
2. Enter the prompts you wish the report to use when the subscription is delivered.
3. From the report viewer screen, click the *More* ••• dots icon in the upper right corner.
4. Click *Subscribe*.
5. Use the ***Repeat on*** field to select the days of the week the report will be run and sent.
   > *The current day of the week will be auto selected. Depending on which days you wish to receive the subscription, you may need to unselect it.*
6. Use the ***Time*** field to enter the time the report will be run and sent.
   > *Most information is updated overnight. For the most up-to-date report, enter a time after 5:00AM.*
7. Click the *arrow* ❯ at the end of the ***Format*** field.
   i. Unselect *HTML*.
      HTML **must be unselected** in the most recent version of Cognos.
   ii. Select *Excel*, *Excel Data*, and/or *PDF*.
      Some reports will not display all the data in Excel Data format. Confirm the selected format is compatible with the report.
   iii. Click the *Done* button.
8. Click the *arrow* ❯ at the end of the ***Delivery*** field.
   i. Select *Send report by email*.
   ii. When two options appear, choose between *Attach the report* and *Include a link to the report*. Both can be selected.
      > ***Attach the report*** – Report will be delivered as an attachment. This is a good option if you wish to check historical data later down the road.
      > ***Include a link to the report***. – Report will be delivered as a link to Cognos. You will need to log into Cognos and be connected to an ISU network before viewing the report.

iii.   Confirm *Save report* is selected.
iv.   Click the *Done* button.
9. The *Prompts* field displays the prompts that were selected when opening the report. These are the prompts that will automatically be selected when the report is delivered.
10. Click the *Create* button.

The message, ***Your subscription was successfully created.*** will display below the black toolbar.
The report will be delivered with the set prompts that were selected when you subscribed to the report.

Edit a Report Subscription

Once a user has subscribed to a report, the subscriptions can be edited to meet changing needs. Most frequently this edit is done to update the prompt selection at the change of terms.

Subscriptions must be updated after the 12/9/20 upgrade to unselect HTML as a format.

1. Click the *Personal Menu* ⌷ tab in the top, right corner.
2. Click *My schedules and subscriptions*.
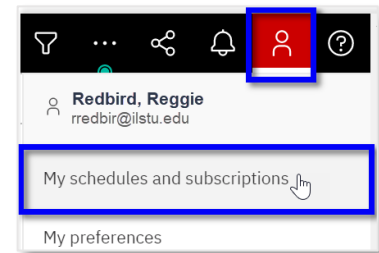
All subscriptions will display on the bottom half of the page. They will display in the order they were last modified, with the most recent subscription last in the list.

3. Hover over the subscription you wish to modify. Click the *More* ••• dots that will appear to the right of the subscription.
4. Click *Modify this subscription*.
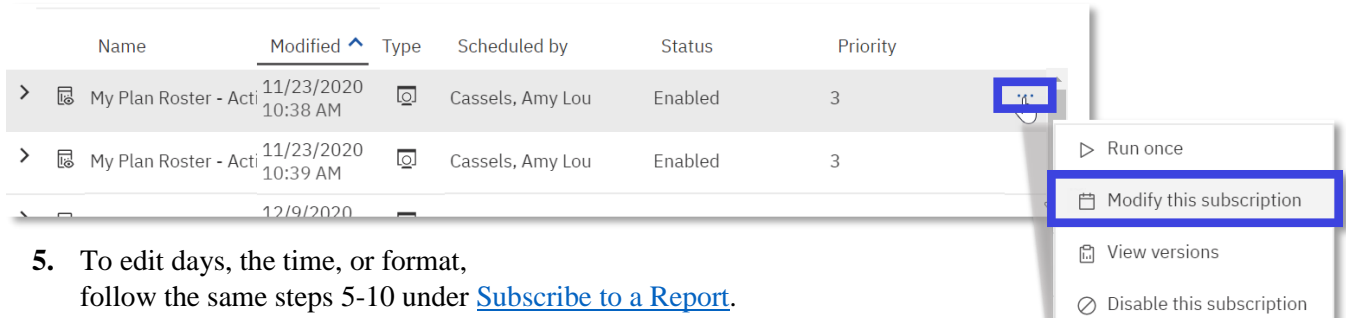
5. To edit days, the time, or format,
    follow the same steps 5-10 under Subscribe to a Report.
6. To edit the *Prompts* field:
    i.   Click the *arrow* › at the end of the *Prompts* field.
    ii.   Click *Edit* in the top right.

   *After clicking the Edit link, Generating inputs for report. Will appear below the black toolbar. When the prompt page window does open, Cognos will remember your previous prompt selections. You will need to use the Deselect all link below some prompt boxes.*

    iii. Select your preferences from the prompt pop up.

Updated: 12/9/2020   eda@ilstu.edu
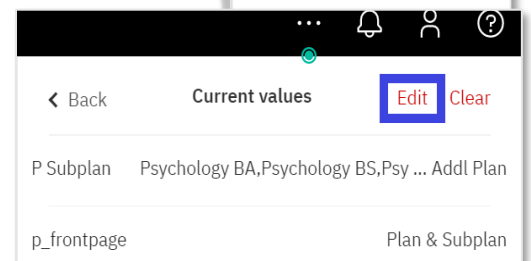
     iv.   Click the *Finish* button at the bottom of the prompt page.

     v.   When the prompt page window closes, return to the pane, then click the *Back* ‹ arrow at the top left of the pane.

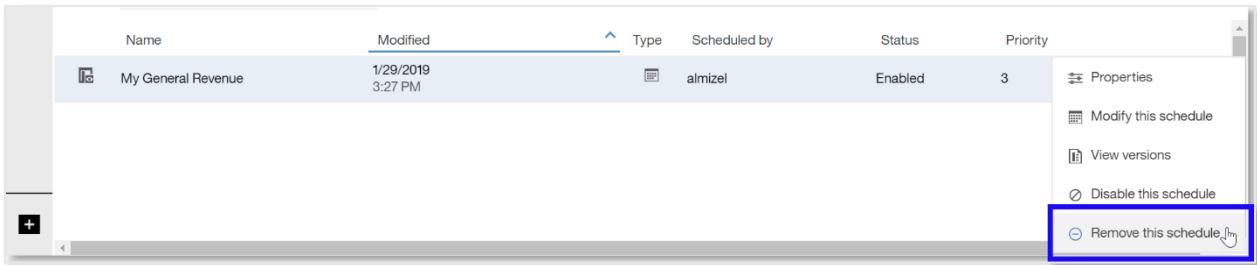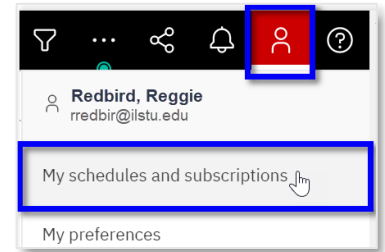7. Click the *Update* button at the bottom of the *Subscribe* pane.
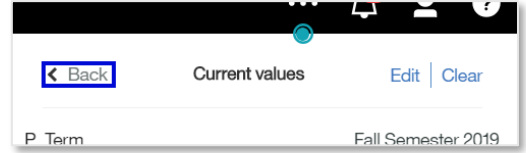
The message, ***Your subscription was successfully updated.*** will display below the black toolbar.

Delete a Report Subscription

If you wish to no longer receive a subscription, you can delete it.

1. Click the personal menu ⬛ icon.
2. Click *My schedules and subscriptions*.

    Subscriptions are displayed in the order they were last modified (created or edited.) The most recent subscription created will be at the bottom of the list.

3. Hover over the subscription you wish to delete. Click the *More* ••• dots that will appear to the right of the subscription.
4. Click the final option, *Remove this subscription* to delete.

	Name	Modified		Type	Scheduled by	Status	Priority	
🖼	My General Revenue	1/29/2019 3:27 PM		🖼	almizel	Enabled	3	Properties
								Modify this schedule
								View versions
								Disable this schedule
								Remove this schedule

The subscription will be removed from the list.

Questions?

Visit TechSolutions.IllinoisState.edu/EDA/
or

Contact eda @ilstu.edu