Running a Cognos Report

To run a report and display the finished report onscreen:

1. Log in to Cognos.

2. In the **Public Folders** tab area of the Cognos Connection home page, click the appropriate folder.

3. In the report list, locate the report and click its name.

4. On the report prompt page, select the appropriate information and click the **Finish** button.

5. When the report finishes and displays onscreen, you can print it or save it to your My Folders area.

Note: To return to the Cognos work area, click (Home page) from the banner at the top of the page.

To run a report and email it report to yourself:

1. Log in to Cognos.

2. In the **Public Folders** tab area of the Cognos Connection home page, click the appropriate folder.

3. In the report list, locate the report and click its name.

4. On the report prompt page, select the appropriate information and click the **Finish** button.

5. As the report runs, click the **Select a delivery method** link on the prompt displayed.

6. From the options displayed, click the **Email Report** option.

7. On the **Set the email options** page, fill in your email address and click the **OK** button.

Note: To return to the Cognos work area, click (Home page) from the banner at the top of the page.

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