Level 1 Data Warehouse

COGNOS 11 Upgrade

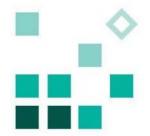**Basic Navigation**

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1   Logging In

    a) Navigate to dataview.wnyric.org

    b) Select WNYRIC LDAP in the Namespace window.

Figure 1: Accessing Regional DW Reports

    c) Sign in with your usual Data Warehouse login information.
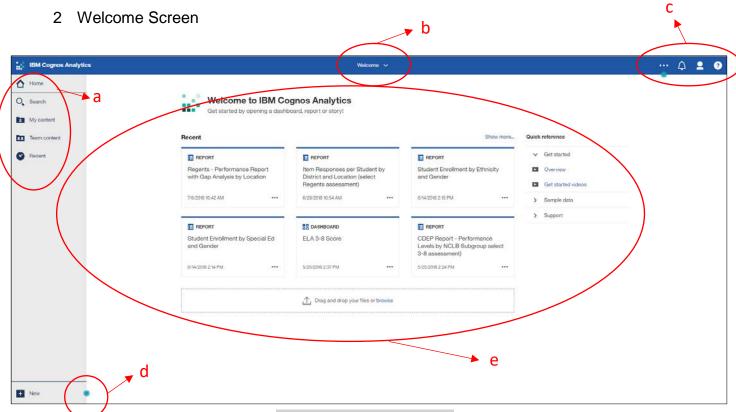

Figure 2: Log on Screen

2   Welcome Screen

Figure 3: Welcome Screen

a) Main Menu
   i)   Home — Will return you to the Welcome Screen
   ii) Search — Allows you to find reports containing a keyword
   iii) My content — Similar to "My Folders" in Cognos 10. You can save reports to this folder.
   iv) Team content — Similar to "Public Folders" in Cognos 10. All content previously in Public Folders will be in Team Content.
   v)   Recent — Shows your recently viewed reports

b) Switcher — Allows you to see a list of what you have open. Click the dropdown arrow to move between windows. You can also close open windows by clicking the "X" here.
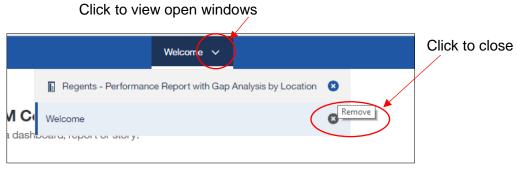

Figure 4: Switcher

c) Application Bar

   i)   ▨ — Allows you to customize your home page. Click the button to make the current page your home page.

   ii)   🔔 — Notification icon

   iii)   👤 — Personal settings. Click here to sign out or view account preferences.
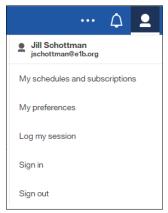

Figure 5: Account Preferences

   iv)   ❓ — Click for help resources.

d) Coach Marks ◉ — Provides hints about navigation and other tips for using the interface. Click to view the hint.

e) Home Screen — The default view shows the recent reports you have viewed. This page can be customized, similar to setting a home page on a web browser, by clicking the three dots in the applications bar.

3   Team Content Folder

a) Click Team Content to access Data Warehouse Report folders.
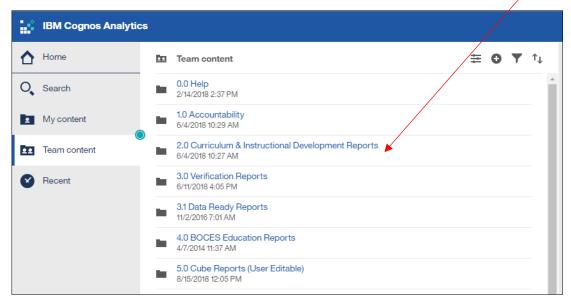- A number was added in front of the folder name for sorting purposes.

Figure 6: Team Content Folder

b) Select a folder you want to view and find the report you want to run.
- The path, or "breadcrumb", appears at the top of the list.
- You can click on the path to navigate back to the previous list.

Figure 7: Report Selection

c) The report prompts open and look the same as in Cognos 10.
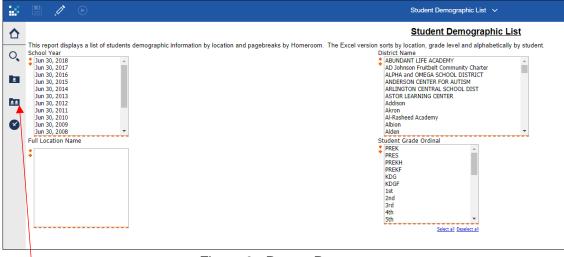- Make your selections and click Finish.

Figure 8: Report Prompts

d) To return to the list of reports, click the Team Content Icon. It will take you back to the list you were most recently viewing.

e) Click Team Content in the breadcrumb to return to the full list.

Figure 9: Breadcrumb

f) Report Applications Bar — Lets you save a report, edit (if applicable), or run in a different format such as pdf or an Excel file.
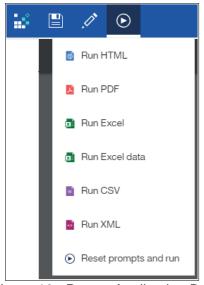

Figure 10: Report Application Bar

g) If you cannot see the whole Report name in the Team Content folder list, expand the view by dragging the expander bar to the right.
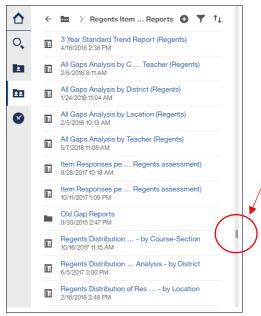

Figure 11: Expander Bar

4   Additional Help

a) Send all questions or issues to lstabins@bocesmaars.org.

b) View the following videos for a brief overview of level 1 new icons and navigation tips.

https://ensemble.monroe2boces.org/Watch/level1newmenuicons
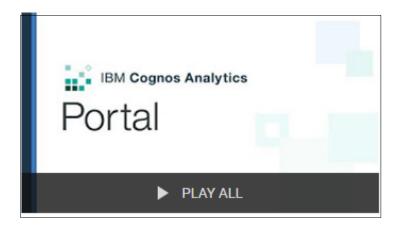
https://ensemble.monroe2boces.org/Watch/navigationtipsinlevel1

Figure 12: Exploring the Portal Video