



## Level 2 (L2RPT) Reports

### COGNOS 11 Upgrade

#### Basic Navigation



## Table of Contents

1	Logging In.....	- 3 -
2	Welcome Screen.....	- 4 -
3	Team Content Folder .....	- 6 -
4	Additional Help.....	- 9 -

## Table of Figures

Figure 1:	Accessing Regional DW Reports .....	- 3 -
Figure 2:	Log on Screen .....	- 3 -
Figure 3:	Welcome Screen .....	- 4 -
Figure 4:	Switcher .....	- 4 -
Figure 5:	Account Preferences .....	- 5 -
Figure 7:	Report Selection.....	- 6 -
Figure 9:	Breadcrumb .....	- 7 -
Figure 10:	Report Application Bar .....	- 7 -
Figure 11:	Expander Bar .....	- 8 -
Figure 12:	Exploring the Portal Video.....	- 9 -

1 Logging In

- a) Navigate to [dataview.wnyric.org](http://dataview.wnyric.org)
- b) Click on Regional DW Reports.

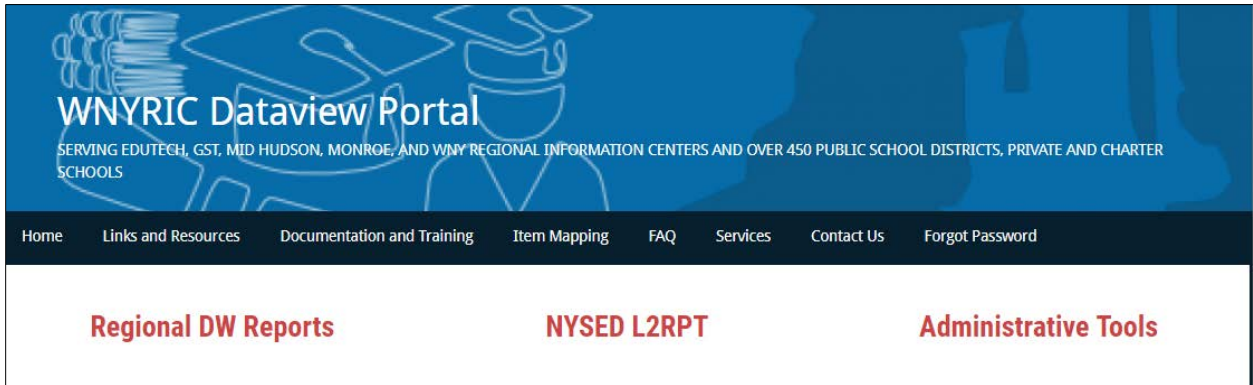


Figure 1: Accessing Regional DW Reports

- c) Log in with your usual Data Warehouse login information.



Figure 2: Log on Screen

## 2 Welcome Screen

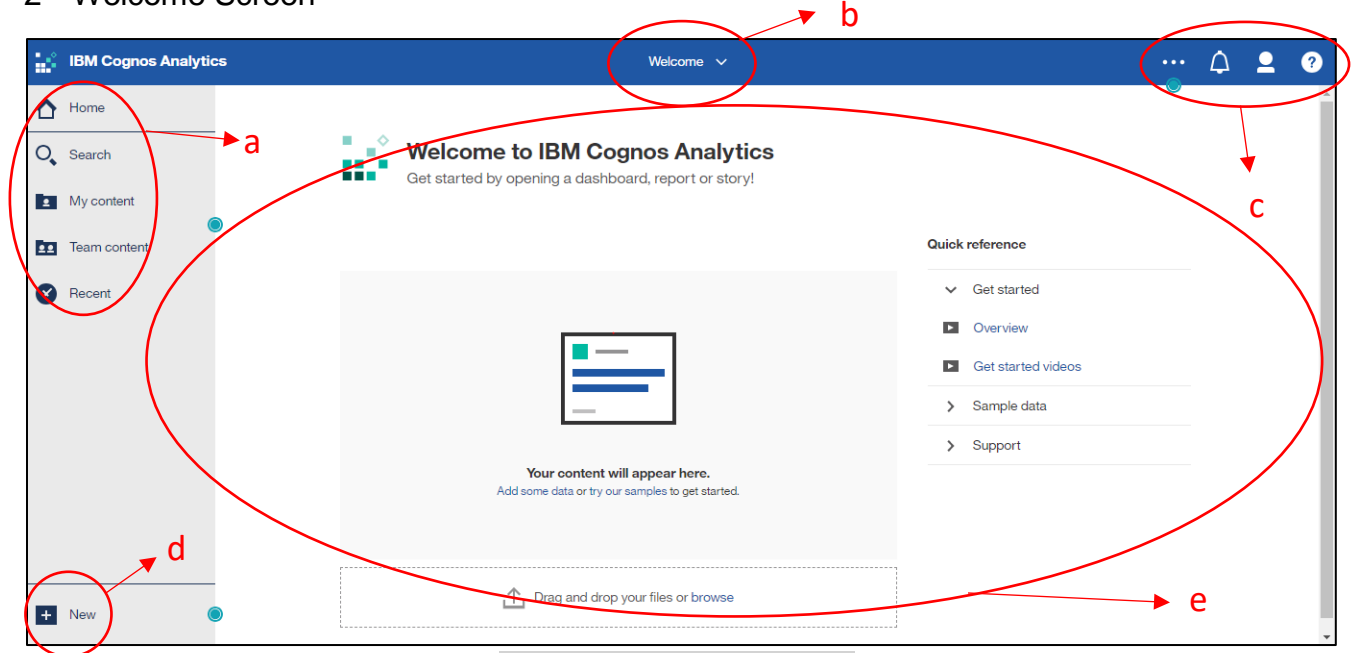


Figure 3: Welcome Screen

- 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.

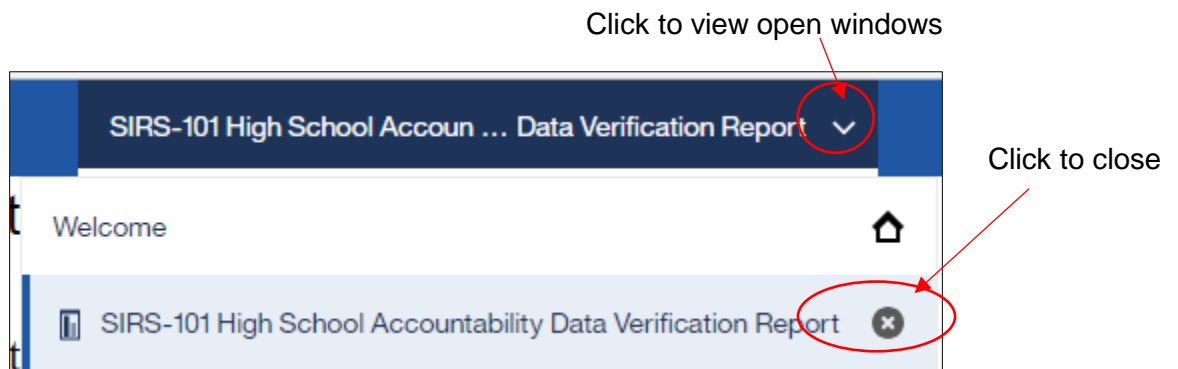





Figure 4: Switcher

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.

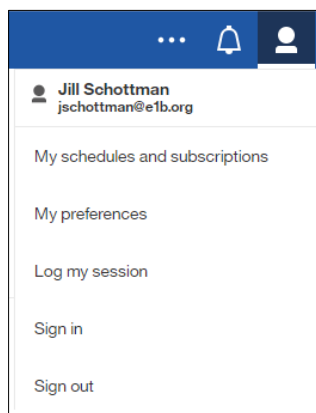




Figure 5: Account Preferences

- 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 L2RPT folders.
- Note that all folders are the same as in Cognos 10; however, you will now click on the second folder in the list “L2RPT Reports – SEDDAS” to view SIRS reports.

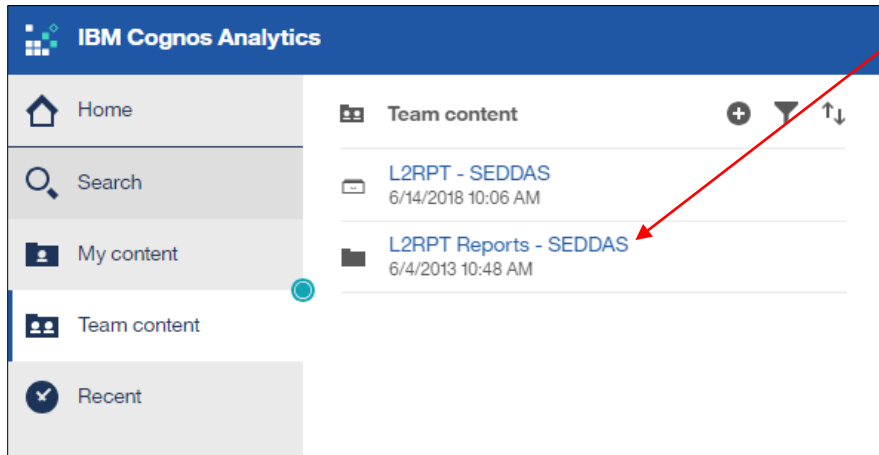


Figure 6: Team Content Folder

- 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.

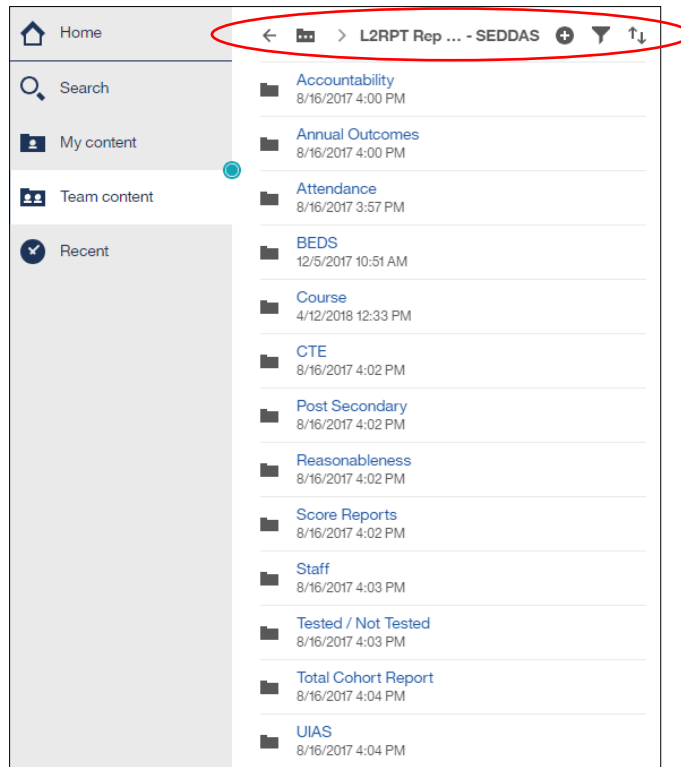


Figure 7: Report Selection

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

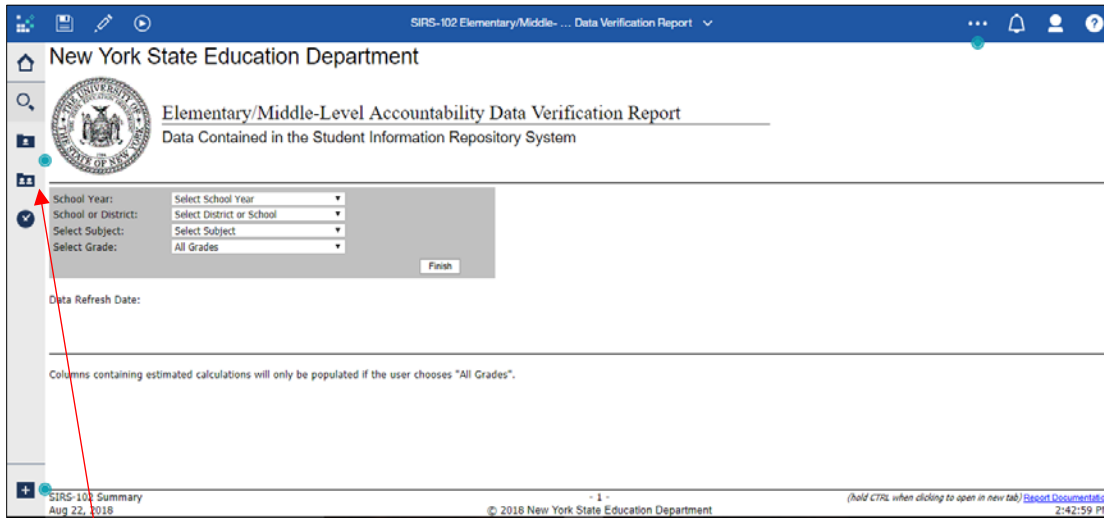


Figure 8: Report Prompts

- 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.

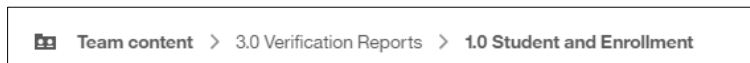


Figure 9: Breadcrumb

- 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.

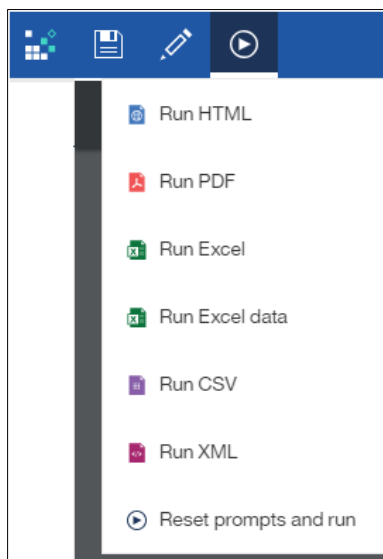


Figure 10: Report Application Bar

- 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.

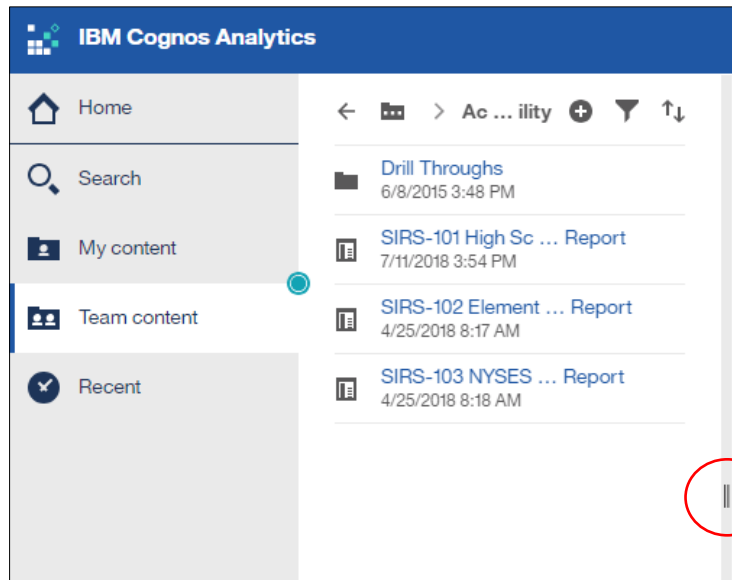


Figure 11: Expander Bar



#### 4 Additional Help

- a) Send questions or issues to Laurie Hazard at [lhazard@bocesmaars.org](mailto:lhazard@bocesmaars.org).
- b) View the Exploring the Portal Video (~5 minutes) found on You Tube at <https://youtu.be/hklcksL4og8> for a good overview.

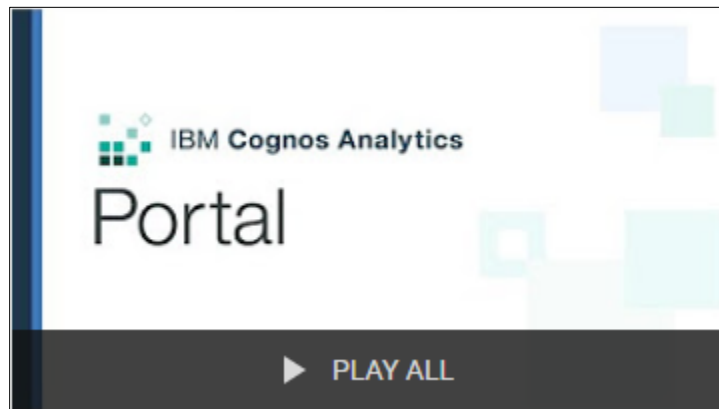


Figure 12: Exploring the Portal Video