



## **Level 1 Data Warehouse**

### **COGNOS**

### **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:	Development Site Namespace Screen .....	- 3 -
Figure 2:	Sign in 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 -

## 1 Logging In

- a) <https://www.southcentralric.org/Default.aspx>
- b) Select Data then Level I Reports

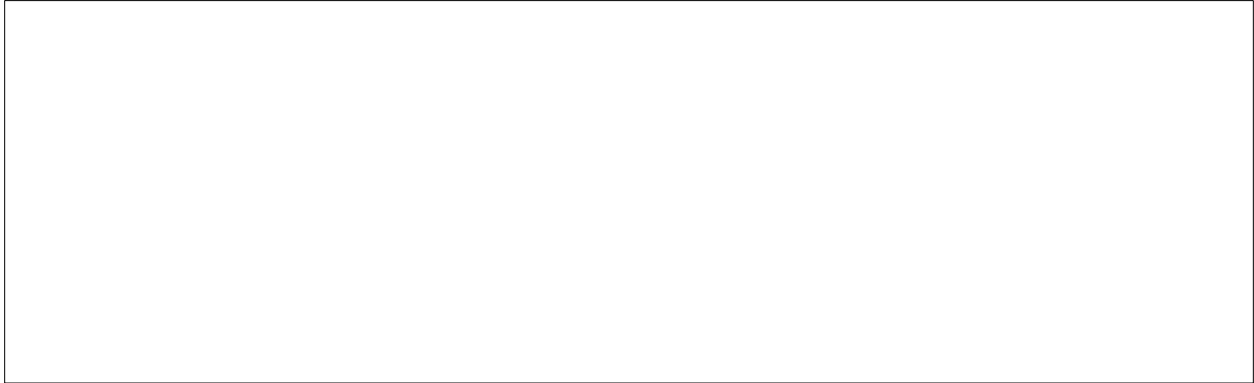
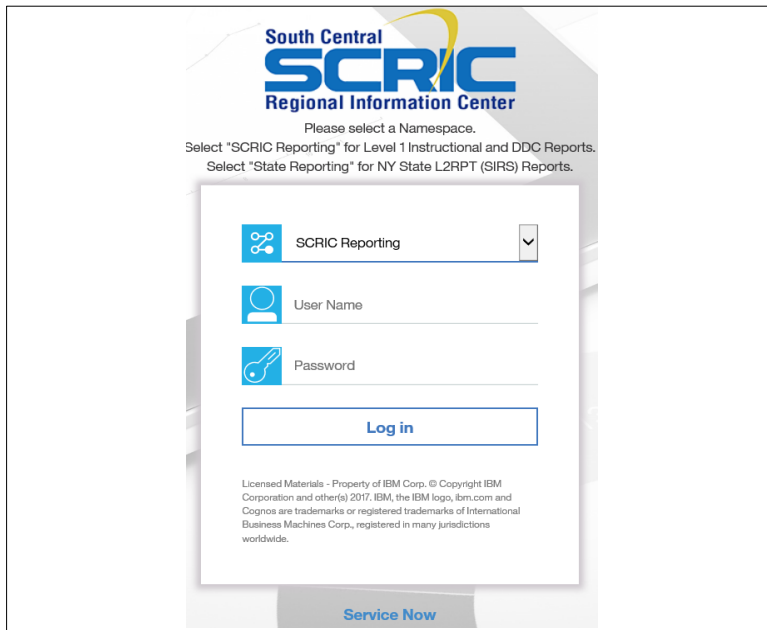


Figure 1: Accessing Regional DW Reports

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



South Central  
**SCRIC**  
Regional Information Center

Please select a Namespace.  
Select "SCRIC Reporting" for Level 1 Instructional and DDC Reports.  
Select "State Reporting" for NY State L2RPT (SIRS) Reports.

SCRIC Reporting

User Name

Password

Log in

Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2017. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.

Service Now

Figure 2: Log on Screen

## 2 Welcome Screen

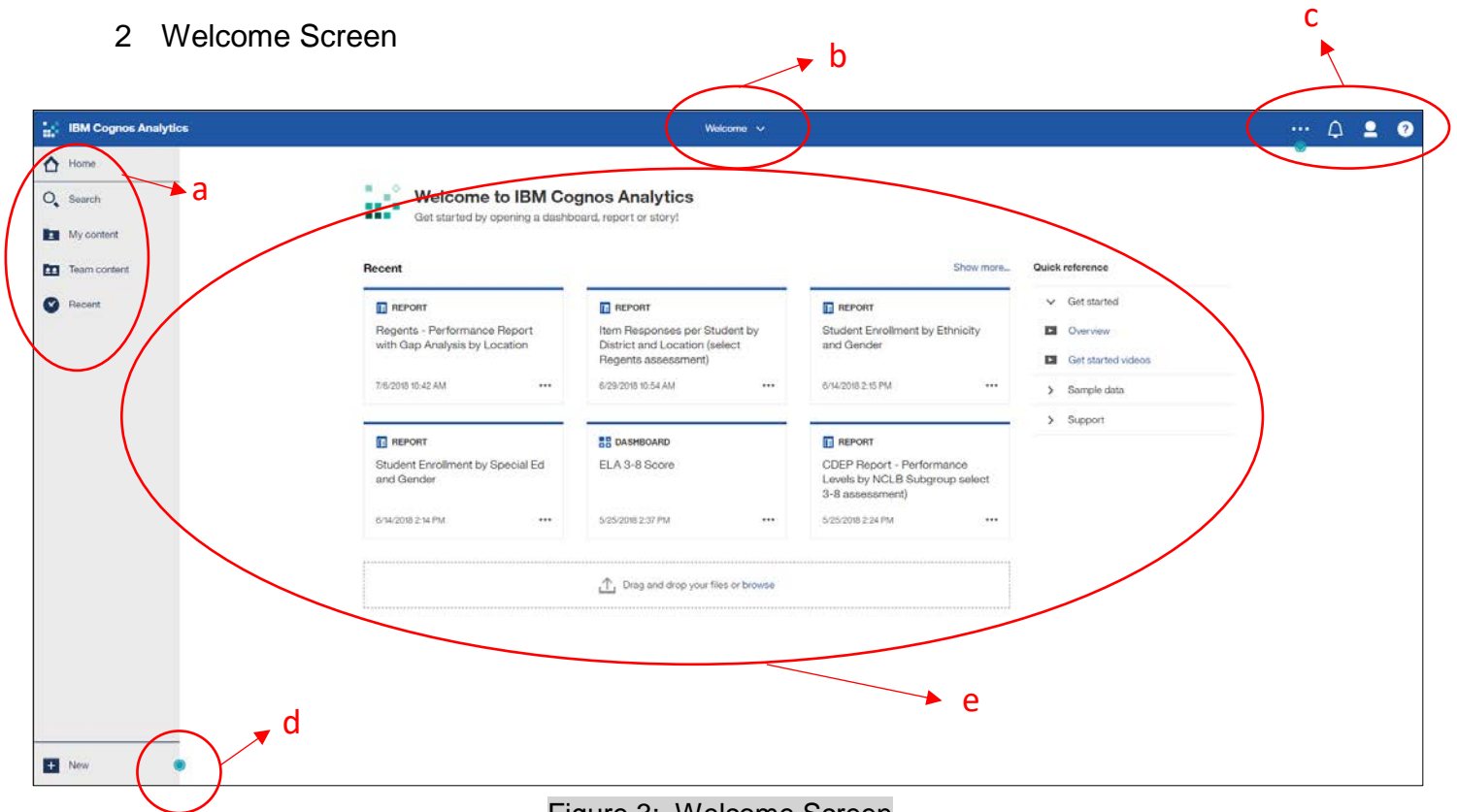
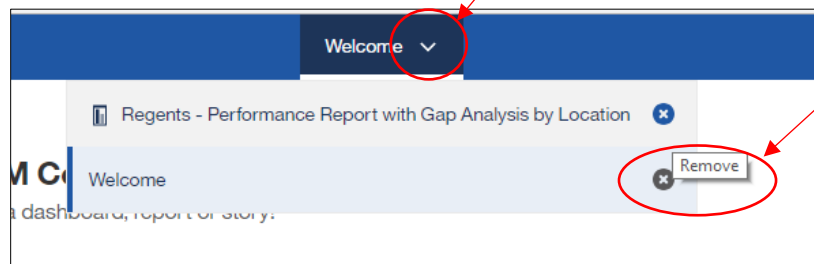


Figure 3: Welcome Screen

- 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.




Click to view open windows



Click to close

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.

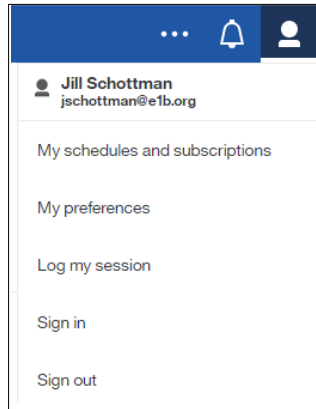




Figure 5: Account Preferences

- 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.

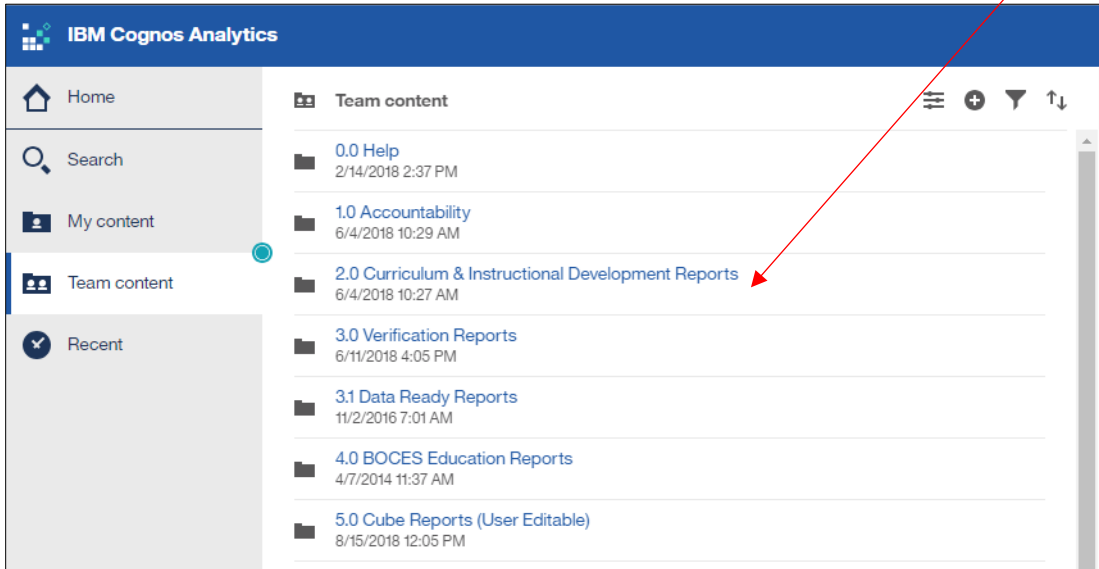


Figure 6: Team Content Folder

- 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.

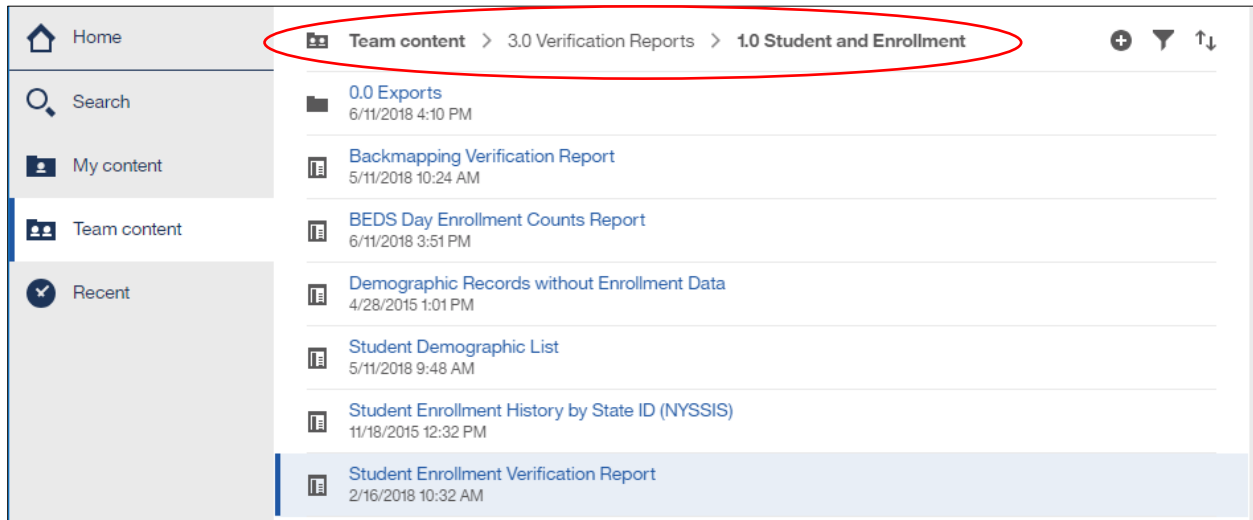


Figure 7: Report Selection

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

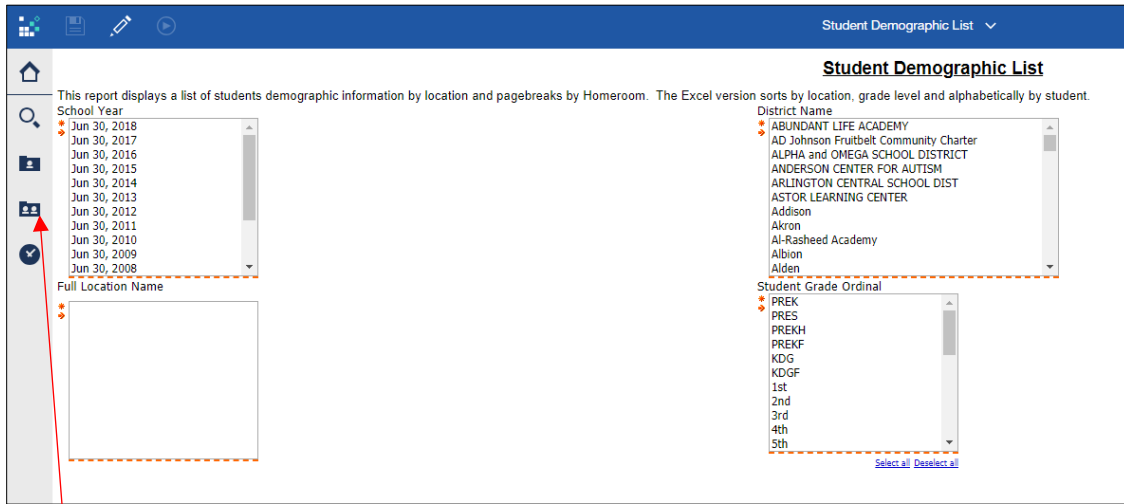


Figure 8: Report Prompts

- 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.

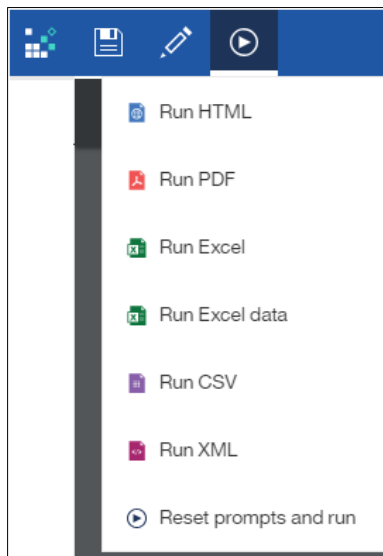


Figure 10: Report Application Bar

- 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.

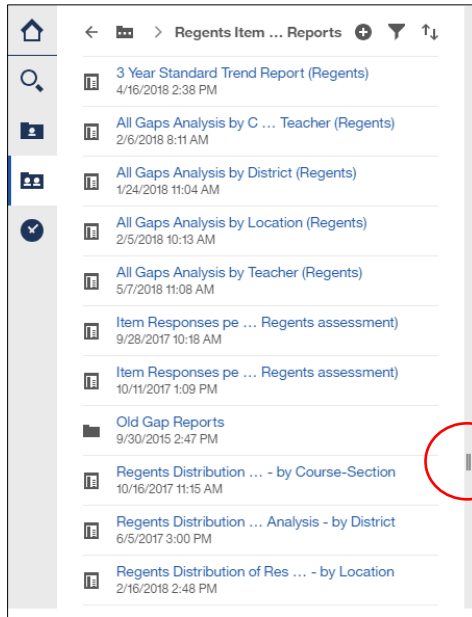


Figure 11: Expander Bar



