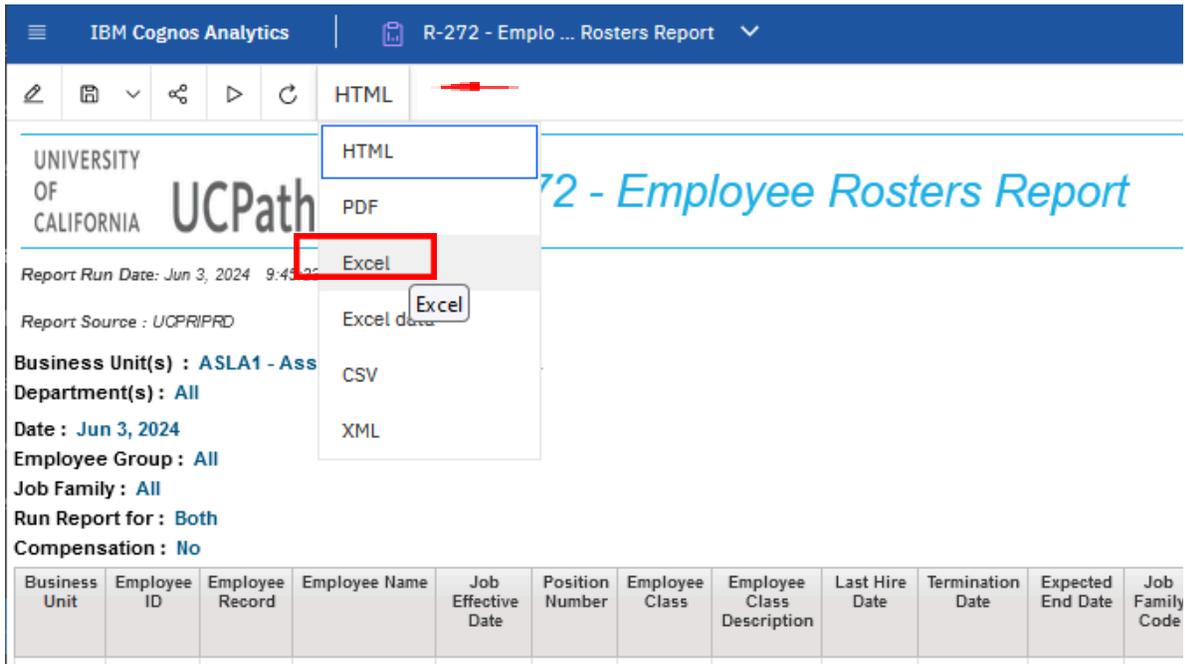


# How to Export a Cognos Report to Excel

## OPTION 1 – If you have already run the report

Select the HTML button at the top of the report and then select “Excel”



The screenshot shows the IBM Cognos Analytics interface for a report titled "R-272 - Emplo ... Rosters Report". The report is currently displayed in HTML format. A dropdown menu is open, showing the following options: HTML, PDF, Excel, Excel data, CSV, and XML. The "Excel" option is highlighted with a red box, and a red arrow points to the "HTML" button in the top navigation bar. The report details include: Report Run Date: Jun 3, 2024 9:43; Report Source: UCPRIPRD; Business Unit(s): ASLA1 - Ass; Department(s): All; Date: Jun 3, 2024; Employee Group: All; Job Family: All; Run Report for: Both; Compensation: No. Below the details is a table with the following columns: Business Unit, Employee ID, Employee Record, Employee Name, Job Effective Date, Position Number, Employee Class, Employee Class Description, Last Hire Date, Termination Date, Expected End Date, and Job Family Code.

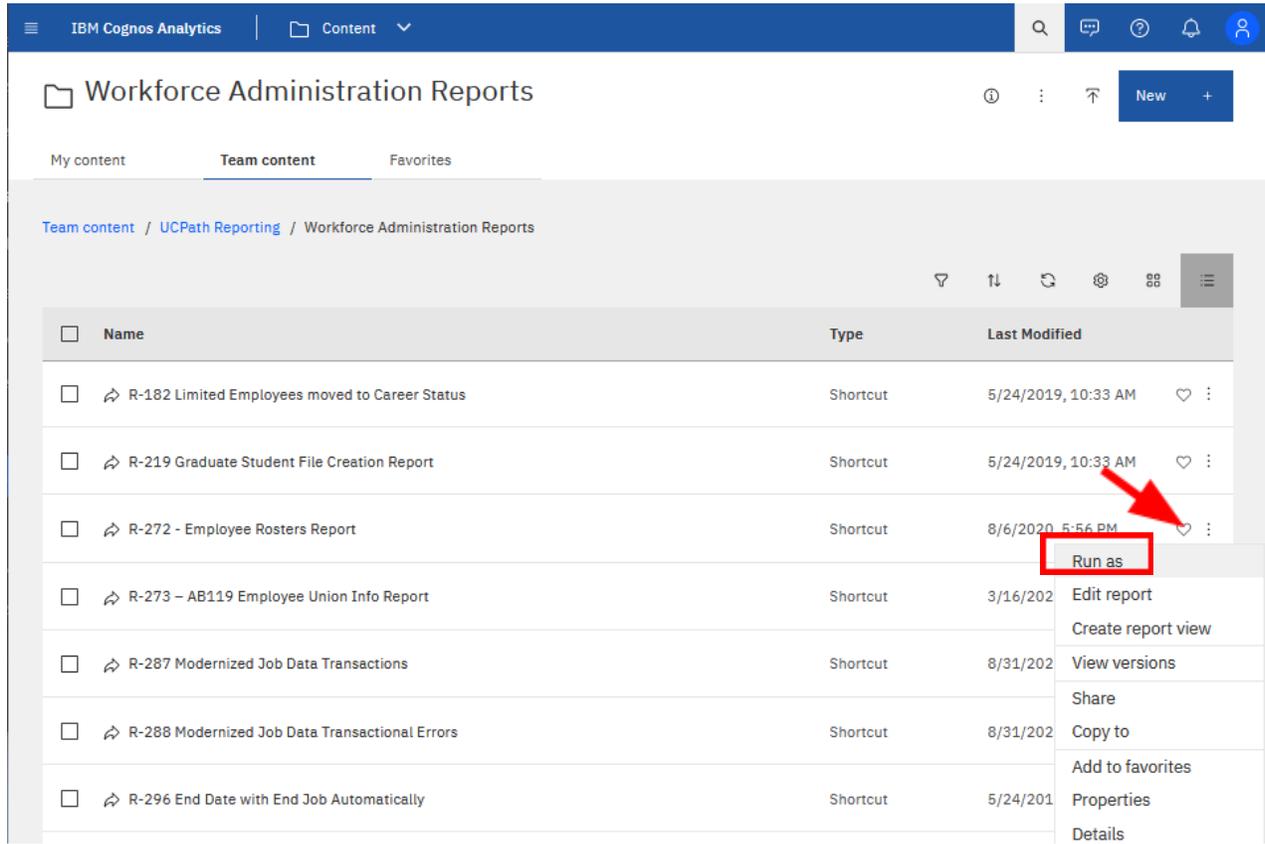
Business Unit	Employee ID	Employee Record	Employee Name	Job Effective Date	Position Number	Employee Class	Employee Class Description	Last Hire Date	Termination Date	Expected End Date	Job Family Code
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Once the report is done running, you will either get a pop-up at the bottom of the page where you will select “Open” or you will need to check your download folder to get the document.

## OPTION 2 – Running the report straight to Excel

Navigate to the report from the folder view.

Before selecting the report, go to the right of the report title, select the action menu “...” and then “Run as”



The screenshot shows the IBM Cognos Analytics interface. The top navigation bar includes 'IBM Cognos Analytics' and 'Content'. The main heading is 'Workforce Administration Reports'. Below this, there are tabs for 'My content', 'Team content', and 'Favorites'. The breadcrumb path is 'Team content / UCPATH Reporting / Workforce Administration Reports'. A table lists several reports, each with a checkbox, name, type, and last modified date. The report 'R-272 - Employee Rosters Report' is highlighted, and its action menu is open, showing options like 'Run as', 'Edit report', 'Create report view', 'View versions', 'Share', 'Copy to', 'Add to favorites', 'Properties', and 'Details'. A red arrow points to the 'Run as' option, which is also highlighted with a red box.

<input type="checkbox"/>	Name	Type	Last Modified	
<input type="checkbox"/>	R-182 Limited Employees moved to Career Status	Shortcut	5/24/2019, 10:33 AM	♥ ⋮
<input type="checkbox"/>	R-219 Graduate Student File Creation Report	Shortcut	5/24/2019, 10:33 AM	♥ ⋮
<input type="checkbox"/>	R-272 - Employee Rosters Report	Shortcut	8/6/2020 5:56 PM	♥ ⋮
<input type="checkbox"/>	R-273 – AB119 Employee Union Info Report	Shortcut	3/16/202	⋮
<input type="checkbox"/>	R-287 Modernized Job Data Transactions	Shortcut	8/31/202	⋮
<input type="checkbox"/>	R-288 Modernized Job Data Transactional Errors	Shortcut	8/31/202	⋮
<input type="checkbox"/>	R-296 End Date with End Job Automatically	Shortcut	5/24/201	⋮

The below screen will pop-up. Make sure “Prompt me” is turned on and “Excel” radio button is selected. Then hit “Run”.

## Run as

×

Run in background

Prompt me

You will be prompted for input before the report runs.

🔍 Find

### Format

Use default format

HTML

PDF

Excel

Excel Data

CSV

XML

### Accessibility

Enable accessibility support

### Summary

#### Format

Excel

#### Delivery

Save as a report view (Name: Report view of R-272 - Employee Rosters Report, Location: My content)

#### Languages

English (United States)

[Reset defaults](#) ↻

Cancel

Run

Once you select “Run”, you will be brought to the prompt page where you can make your selections and then select “Execute Report” at the bottom of the page.