

Cognos 11.2.1 Training - New Feature Summary

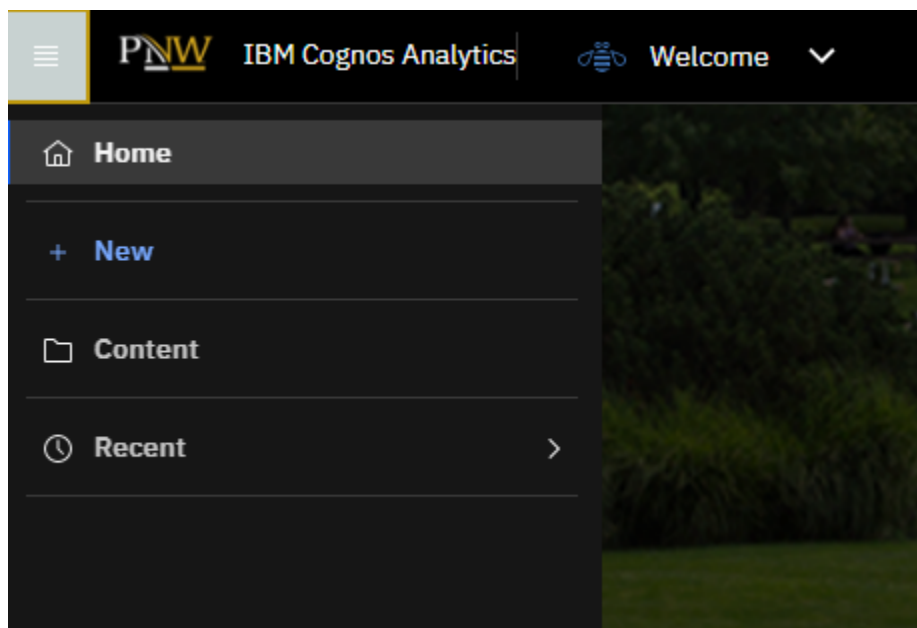
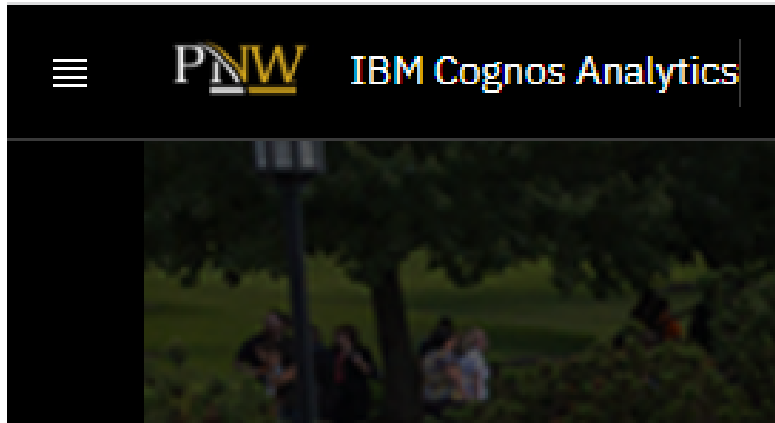
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- **Where is the Navigation panel?**

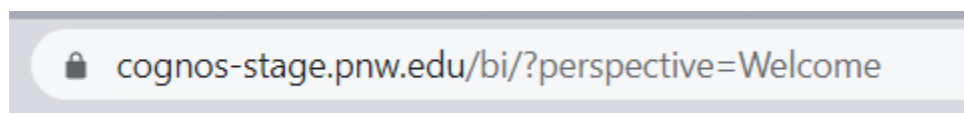
In Cognos 11.2.1 the “Hamburger” pattern on the upper left-hand side of the page provides a drop-down menu that allows users to access folders, upload content, view recently opened reports, and manage their data.



- **Where is the login/log out Menu now?**

Login:

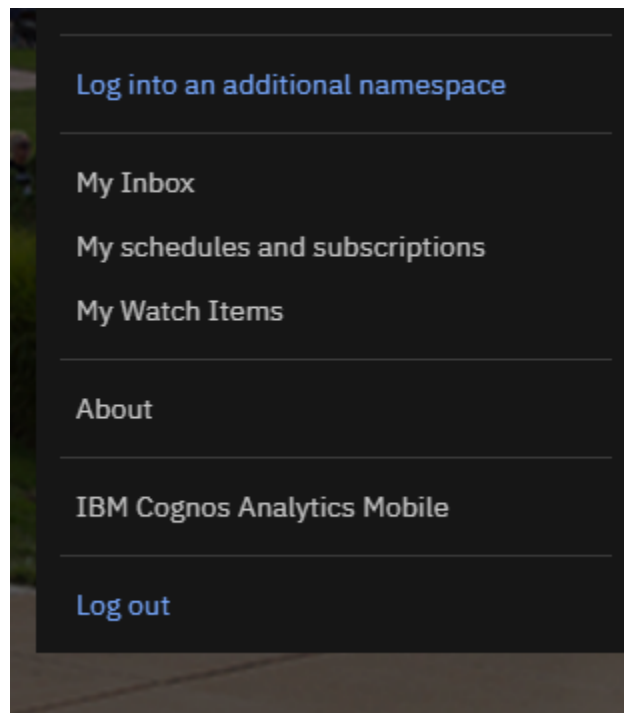
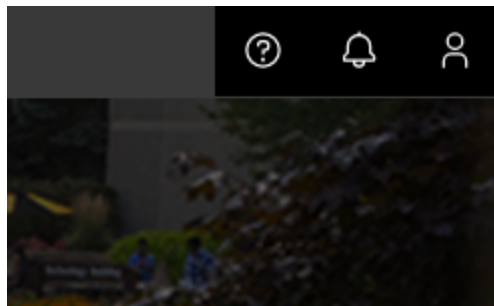
In your browser's search bar, type in the following address:



When presented with the Boiler Key prompt/authentication, sign in with your Boiler Key/PNW login. Once authorized, the webpage will then redirect to the Cognos homepage.

Log out:

On the upper right-hand side of the page, you will find the “people” icon. When selected, this will provide a drop down menu where users can access their inbox, schedule and personal user settings. At the bottom of this menu, you will find the “Log out” button.



▪ Sorting content

When in the content folder, there are several options on the right-hand side of the page that allows users to organize the content to their preferences.

From left to right the functions of these icons are:

Filter – Allows users to filter content by keywords, and dates

Sort - Allows users to sort content by name, last modified, or type of data. Users can also sort the order of folders in Ascending, or Descending order.

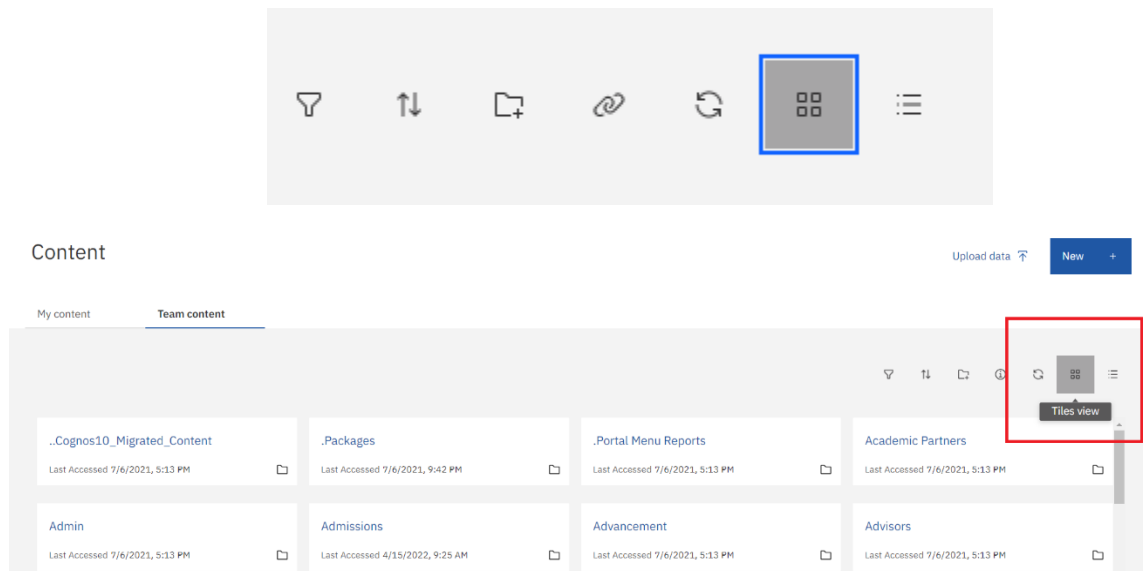
Add a folder – Users can add additional folders by uploading data or dragging and dropping data into the window.

Details – The circular i icon gives users information on data as to when it was created, by whom, the type of content and when it was last modified.

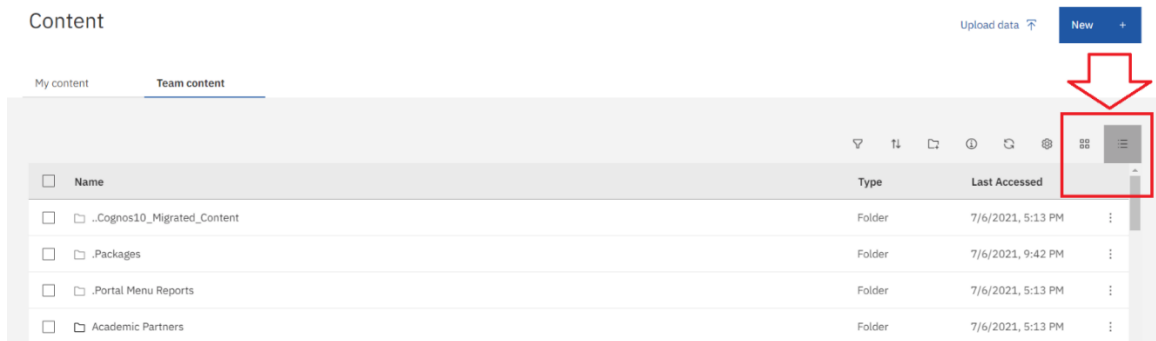
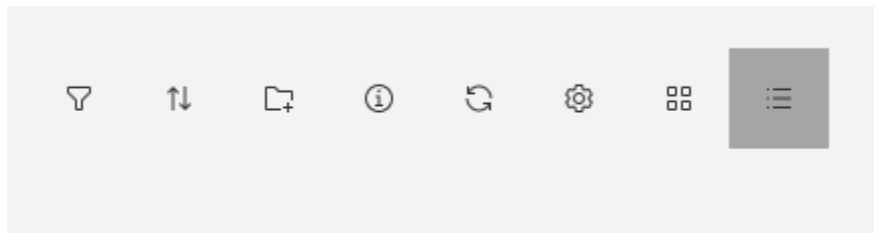
Refresh – Refresh the page to see any recent updates in the content folders and reports.

Tiles vs List View – The last two icons allow users to toggle between how they view their content folders and reports.

Tile View:



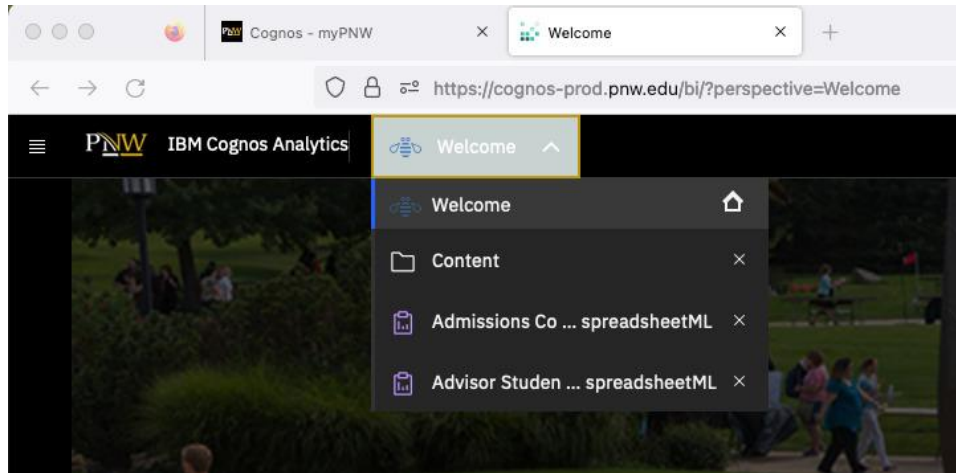
List View:



- **Accessing Recently Opened Content**

Each time users have navigated into a folder and run a report, then logged off; their history will be available for them to access upon logging back in. The next time you log into Cognos 11.2.1 the system remembers where you were last and puts you back into that location.

In addition to holding your last recorded location from a previous session in the title bar; if you open the Content panel, you see the **Home (welcome)**, the **Content folder**, and the **Report** that you last ran.



From there, users can quickly select and navigate their last report, or can quickly navigate back to either the Homepage or the Content folder.