

How To Use Cognos 12.3 For End Users

Accessing Cognos 12 (CU-Data) – VPN is required if logging in off-campus.

1. Use the [UCDAccess](#) portal CU-Data tile.
2. Use this link to go directly to CU-Data. <https://cu-data.cu.edu/bi/>

Navigating the Interface

After logging in, you'll see a dashboard with a summary of recent activities, favorite reports, and quick links to key functionalities. The '**Recent**' tab will show you the most recent reports you have run. If you are using the interface for the first time, this tab will be blank.

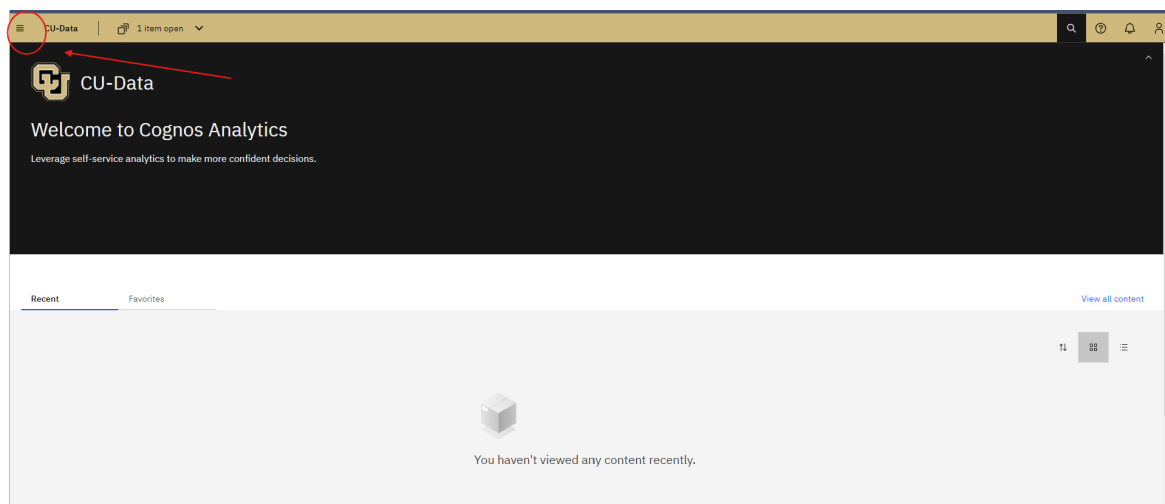
1. Access Report Folders

- Click the sandwich icon (☰) in the top left corner.
- Select '**Content**' to view report folders. You will be directed to a page with three tabs: **My Content**, **Team Content**, and **Favorites**.

Team Content: Contains all university reports.

My Content: Allows you to save reports for quick access.

Favorites: Displays reports you've marked as favorites.





CU-Data | Content

- Home
- New
- Upload data
- Content**
- Recent
- AI Landing Page
- m-Fin LAUNCH
- Data and BI Website
- CIW Load Status

Favorites

- CU Denver| Anschutz (Last Modified 6/24/2024, 8:56 AM)
- CUBLD (Last Modified 6/24/2024, 8:55 AM)
- CUSPG (Last Modified 6/24/2024, 8:55 AM)
- Finance (Last Modified 6/24/2024, 8:53 AM)
- Student Employment (Last Modified 6/24/2024, 8:55 AM)

CU-Data | Content

Content

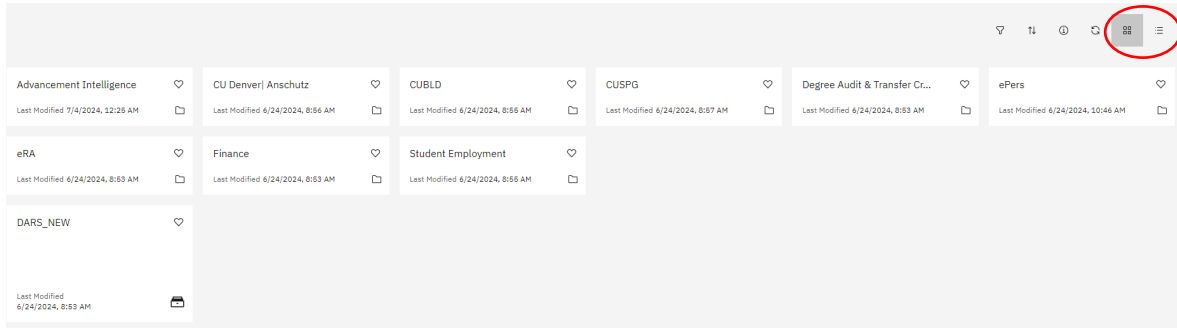
My content | **Team content** | Favorites

- Advancement Intelligence (Last Modified 7/4/2024, 12:25 AM)
- CU Denver| Anschutz (Last Modified 6/24/2024, 8:56 AM)
- CUBLD (Last Modified 6/24/2024, 8:55 AM)
- CUSPG (Last Modified 6/24/2024, 8:57 AM)
- Degree Audit & Transfer Cr... (Last Modified 6/24/2024, 8:53 AM)
- ePers (Last Modified 6/24/2024, 10:46 AM)
- eRA (Last Modified 6/24/2024, 8:53 AM)
- Finance (Last Modified 6/24/2024, 8:53 AM)
- Student Employment (Last Modified 6/24/2024, 8:55 AM)
- DARS_NEW (Last Modified 6/24/2024, 8:53 AM)

2. Viewing Reports

- You can switch between **Tile View** and **List View** using the options on the left side of the page.

Tile View:



List View:

The screenshot shows a list view of reports. A red circle in the top right corner highlights the view toggle icons (list and tile). The table below shows the list of reports:

<input type="checkbox"/>	Name	Type	Last Modified	
<input type="checkbox"/>	Advancement Intelligence CU Advance Reports	Folder	7/4/2024, 12:25 AM	♥ :
<input type="checkbox"/>	CU Denver Anschutz	Folder	6/24/2024, 8:56 AM	♥ :
<input type="checkbox"/>	CUBLD	Folder	6/24/2024, 8:56 AM	♥ :
<input type="checkbox"/>	CUSPG	Folder	6/24/2024, 8:57 AM	♥ :
<input type="checkbox"/>	Degree Audit & Transfer Credit Degree Audit & Transfer Credit	Folder	6/24/2024, 8:53 AM	♥ :

3. Running a Report

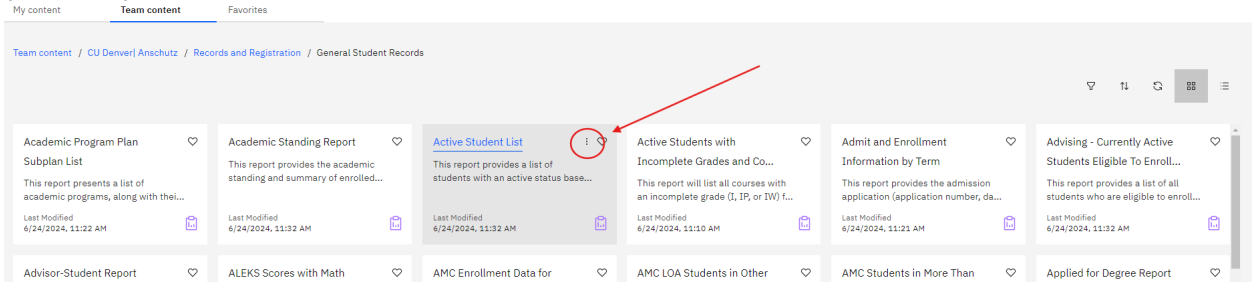
- Click on the three dots next to the report to open the **'Action'** drop-down menu. Reports will be listed with a preview of their descriptions and the date they were last modified.

(List view)

The screenshot shows a list view of reports. A red circle highlights the three dots next to the 'Academic Program Plan Subplan List' report, with a red arrow pointing to it. The table below shows the list of reports:

<input type="checkbox"/>	Name	Type	Last Modified	
<input type="checkbox"/>	Academic Program Plan Subplan List This report presents a list of academic programs, along with their associated academic plans, academic subplans, and their current status. The report is organized by career, campus, and program for easy ...	Report	6/24/2024, 11:22 AM	♥ :
<input type="checkbox"/>	Academic Standing Report This report provides the academic standing and summary of enrolled undergraduate students in ARPLU, BUSNU, ARTMU, PAFFU, EDUCU and CLASU academic programs in the term and academic standing ...	Report	6/24/2024, 11:32 AM	♥ :
<input type="checkbox"/>	Active Student List This report provides a list of students with an active status based on the selected term, career, program, plan and minor. User must know which plans/minors associate with program to get results. Prompt(...	Report	6/24/2024, 11:32 AM	♥ :

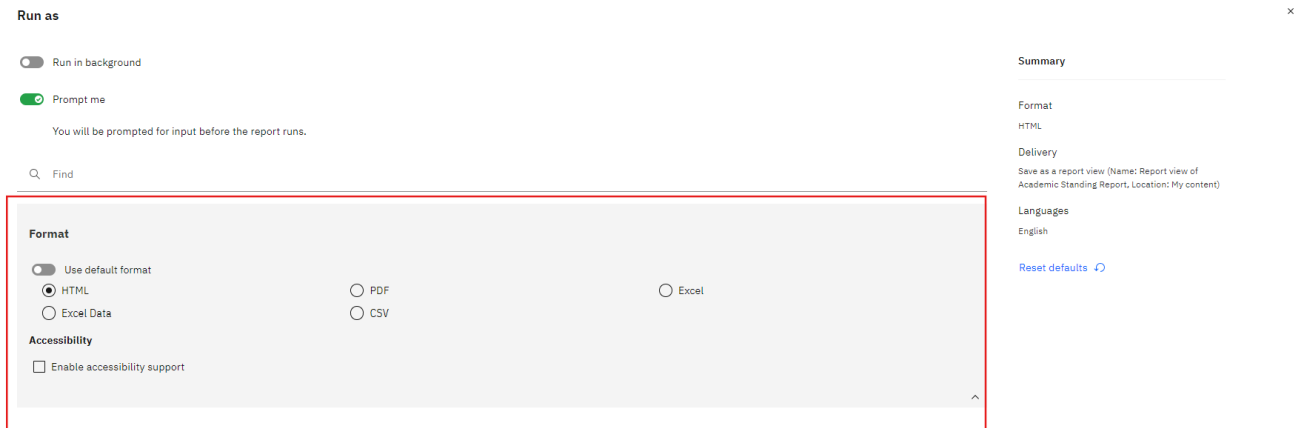
- (Tile View)



- Select **'Run As'** to open a new page where you can choose the report format:

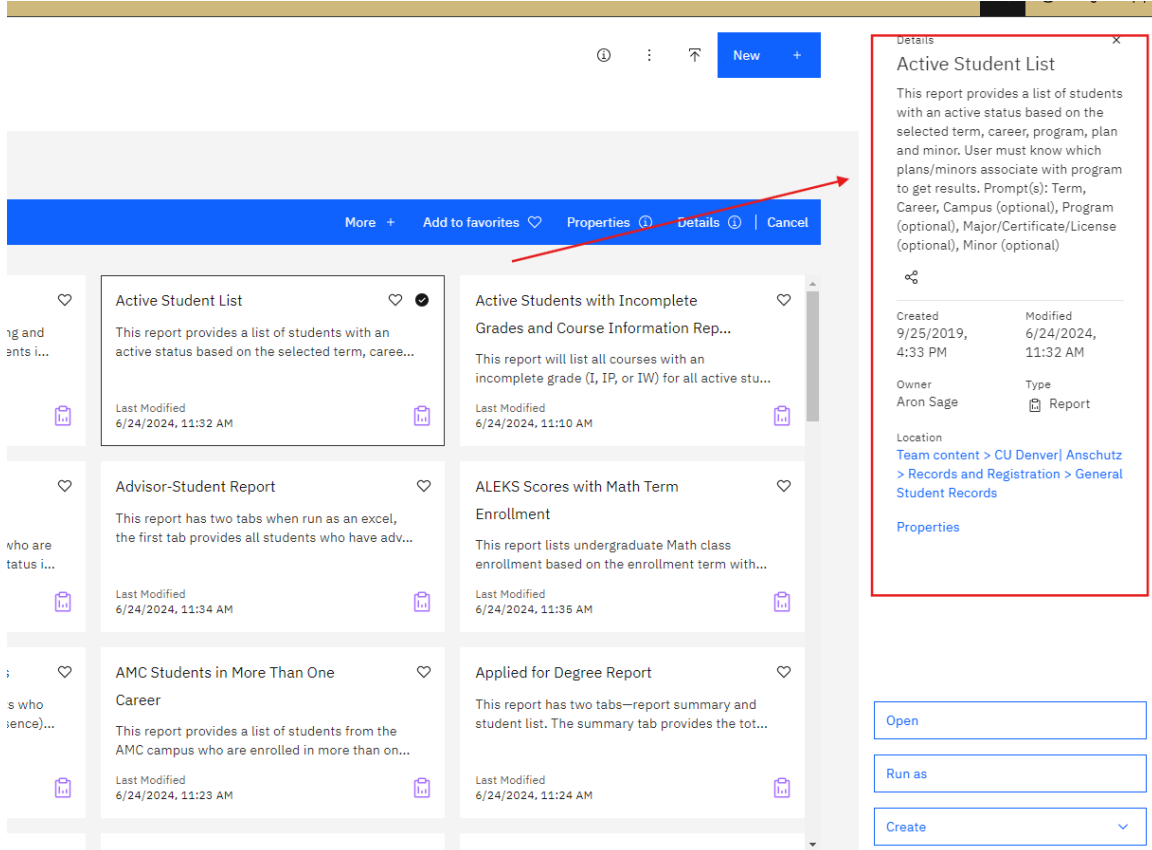
- HTML
- PDF
- Excel
- Excel Data
- CSV

- Click **'Run'** to execute the report in your selected format.



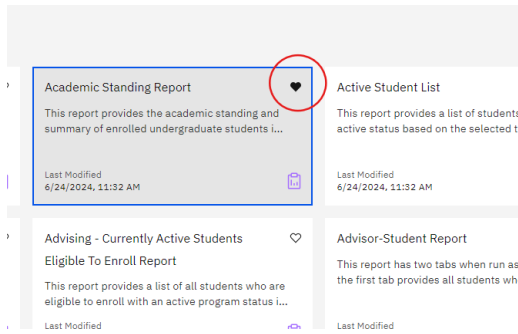
4. Viewing Report Details

- To view a report's description, double click on the report and a box will appear on the side that shows you report description, modified dates and report location.

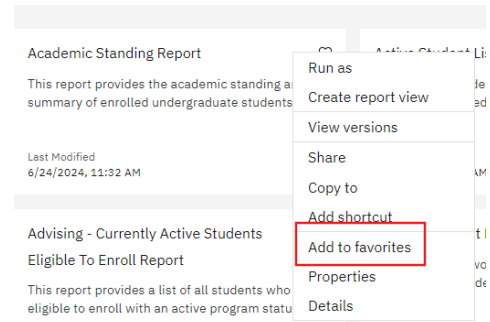


5. Adding a report to Favorites.

- Click on the heart next to report title or click on the three dots next to the report to open the 'Action' drop-down menu.
- Select 'Add to Favorites'. The report will now appear in the **Favorites** tab for quick access.



OR



6. Adding a Report to 'My Content'

- Click the three dots next to the report to open the **'Action'** drop-down menu.
- Select **'Add shortcut'**. Select **'My content'**. The report will now be saved in the **My Content** tab for easy retrieval.

For additional support or questions, please contact OIRE at irusers@ucdenver.edu or registrar.reporting@ucdenver.edu.