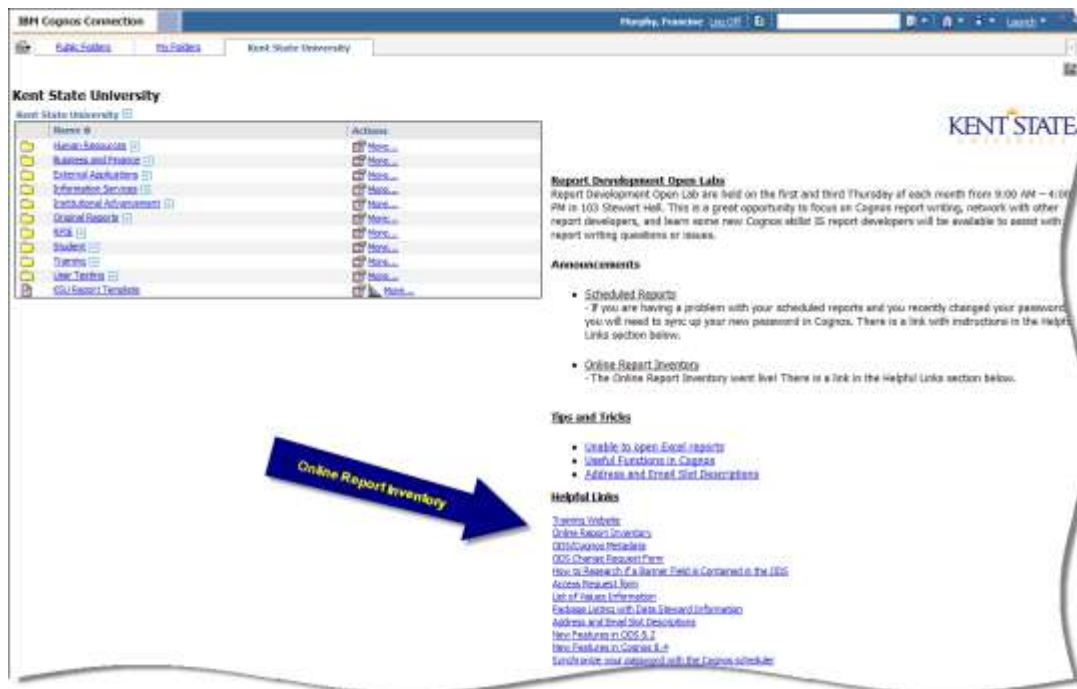




Online Report Inventory

An online report inventory contain Cognos reports is available online. The inventory can be located by clicking the link in the Kent State University portlet within Cognos or go to <http://solutions.kent.edu/OnlineReportsInventory/>.



Exploring Online Report Inventory

There are two ways to locate reports in the Online Report Inventory – browse by Category, Division, Package or Status – or search by keyword.



Browse by Division

The screenshot shows the 'Online Reports Inventory' application with the 'Browse' tab selected. It displays a list of divisions: ADV (111), B&F (129), EMSA/AA (203), HR (88), IS (0), and EXTERNAL (9). A copyright notice '© 2011 SI' is visible at the bottom.

Search by Keyword

The screenshot shows the 'Online Reports Inventory' application with the 'Search' tab selected. It features a search bar with the text 'GPA' and a 'SEARCH' button. Below the search bar, a list of reports is displayed, including 'Applicants/Admits by GPA and Average GPA', 'ARCH Student List with Senior-level Status and GPA', 'Greek Orgs GPA Term and Cumulative', 'EOT Supplemental GPA', and 'Mortar Board Residence Hall GPA Listing...'. A copyright notice '© 2011 SI' is visible at the bottom.

Online Report Inventory

Not logged in - [Login](#)

Online Reports Inventory

[Refresh](#)
[Search](#)

NOTE: The report inventory entry will indicate where the report can be found in Cogniss. If you cannot access that folder, or the contents of the folder appear empty, you do not have security access to the Cogniss folder.

Division

[ADP \(111\)](#)
[BME \(129\)](#)
[EHSA/AA \(203\)](#)
[HL \(88\)](#)
[IT \(27\)](#)
[EXTERNAL \(9\)](#)

Division: **EHSA/AA**

Report Name	Report Description
[R] saar-139 : ACG Eligible	
[R] saar-200 : ACG Estimates	
[R] Saar-223 : Active Courses by Department	This report lists active courses by department.
[R] saar-144 : Active Students with FAFSA by Campus	
[R] Saar-250 : Adult Student Admissions	This report lists applicant, bi-demographic information for students with the adult indicator (Undergraduate ADN Hold 21_2yrs).
[R] Saar-253 : Adult Students	This report lists applicant, bi-demographic information for students with the adult indicator (Undergraduate ADN Hold 21_2yrs).
[R] Saar-251 : Adult Veteran Status - Student	This report lists applicant and bi-demographic information for students who have a veteran indicator (VET1 - Non-Vet but using VA benefits, VET2 - Veteran, I/O Benefits, VET3 - Guard and Reserve (1606), VET4 - REAP Program (1607), VET5 - Active Duty GI Bill (Ch 30), VET6 - Vio, Rahak (Ch 31), VET7 - Post 9/11 GI Bill (Ch 33)).
[R] Saar-268 : Advising Agreement (Destination Kent State)	This report creates the advising agreement for students attending Destination Kent State.
[R] Saar-312 : Advisor Assignment	This report provides a summary list of student counts by advisor, campus, college, and class or a detail report and/or a detail report that lists individual student information by advisor.
[R] Saar-311 : Advisor Comparison Report	Lists advising information for students.
[R] saar-011 : AHS Admission Reporting	This report displays Name, Age, Birth Date, Ethnicity, Application Status, Latest Decision, Residency, HS Info, Test Scores, Student Level.
[R] saar-012 : AHS Enrollment Reporting	Identifies students who are registered for a particular term with particular majors for departments that house those majors. This includes address information and all majors for a particular department.
[R] saar-188 : All Athletics and Their Aid	
[R] saar-159 : Applicant Demographic Summary - Ethnicity	This report is based upon selecting Term, Admit Type, Student Type. These selections support selecting more than one value. You can optionally also select a Site and/or a College/Campus. The summary report produced is by ethnicity, then by the Hispanic/Latino Indicator and then by gender. Counts are displayed for the number of Applicants, Admitted Applicants, Not Admitted Applicants, Enrolled, % Applicants enrolled and % Admits enrolled. There is a subtotal by the Hispanic/Latino Indicator and by Ethnicity and a grand total.
[R] saar-158 : Applicant Demographic Summary - Gender	This report is based upon selecting Term, Admit Type, Student Type. These selections support selecting more than one value. You can optionally also select a Site and/or a College/Campus. The summary report produced is by gender, then by ethnicity and then by the Hispanic/Latino Indicator. Counts are displayed for the number of Applicants, Admitted Applicants, Not Admitted Applicants, Enrolled, % Applicants enrolled and % Admits enrolled. There is a subtotal by the Hispanic/Latino Indicator and by Ethnicity and a grand total.

Select the **Report Name** to view additional information about the report such as **Location**, **Data Items** and **Prompts**.

Online Report Inventory

Online Reports Inventory

Not logged in: [Login](#)

[Browse](#) [Search](#)

NOTE: The report inventory entry will indicate where the report can be found in Cognos. If you cannot access that folder, or the contents of the folder appear empty, you do not have security access to the Cognos folder.

Division: [ADV \(111\)](#) [BME \(129\)](#) [EMSA/AA \(203\)](#) [HR \(88\)](#) [EXTERNAL \(9\)](#)

Saar-218 Advisor Assignment

Folder: Official/Student Records (Registrar)/College **Report Status:** Complete

Package: KSU Active Registration **Assigned To:**

Division: EMSA/AA **Owner:**

Category: Advising **Completed By:** Traci Riley

Report Description / Purpose:
This report provides a summary list of student counts by advisor, campus, college and class or a detail report and/or a detail report that lists individual student information by advisor.

Report Columns (Data):
Summary - Advisor Name, Campus, College, Class, Student Count; Detail - Advisor, Student Name, ID, Class, Email, College, Degree, Major, Concentration, Campus Enrolled, Earned Hrs, Registered Hrs, Cum GPA, Term Admitted, Advisor Type, Primary Indicator

Sort Sequence:
Advisor Name, Student Name

Links (Filters) Used:

Prompt:
Term, Campus Enrolled, College, Advisor Name, Report Type (Summary or Detail)

Report Run-time:
Unspecified

Comments:

Locating a Report

The **Online Report Inventory** does not give you access to the report, but does help you locate the report in Cognos.

Online Reports Inventory

Not logged in: [Login](#)

[Browse](#) [Search](#)

NOTE: The report inventory entry will indicate where the report can be found in Cognos. If you cannot access that folder, or the contents of the folder appear empty, you do not have security access to the Cognos folder.

Division: [ADV \(111\)](#) [BME \(129\)](#) [EMSA/AA \(203\)](#) [HR \(88\)](#) [EXTERNAL \(9\)](#)

Saar-218 Advisor Assignment

Folder: Official/Student Records (Registrar)/College **Report Status:** Complete

Package: KSU Active Registration **Assigned To:**

Division: EMSA/AA **Owner:**

Category: Advising **Completed By:** Traci Riley

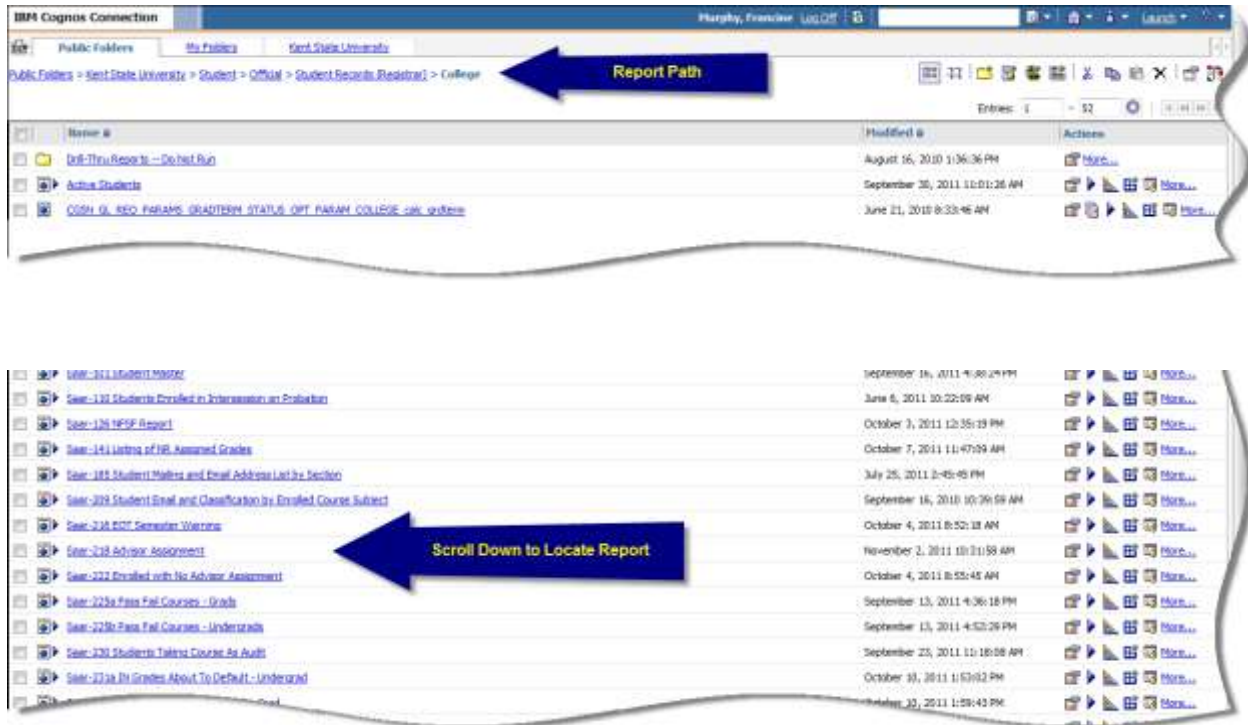
Report Description / Purpose:
This report provides a summary list of student counts by advisor, campus, college and class or a detail report and/or a detail report that lists individual student information by advisor.

Report Columns (Data):
Summary - Advisor Name, Campus, College, Class, Student Count; Detail - Advisor, Student Name, ID, Class, Email, College, Degree, Major, Concentration, Campus Enrolled, Earned Hrs, Registered Hrs, Cum GPA, Term Admitted, Advisor Type, Primary Indicator

Online Report Inventory

Use the **Folder** information to locate the report. In this example we will look in the **Student** folder because we selected the EMSA/AA link.

NOTE: All reports are located in the **Kent State University** folder in Cognos.



If you do not have access to a report, fill out the **Cognos Official Folder Access Form** at <http://www.kent.edu/is/security/accessusers.cfm>.

Online Report Inventory

For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at cognos@kent.edu. For technical assistance, contact the IS Help Desk at 672-HELP (4357).



www.kent.edu/is/training
istraining@kent.edu