KENT STATE UNIVERSITY

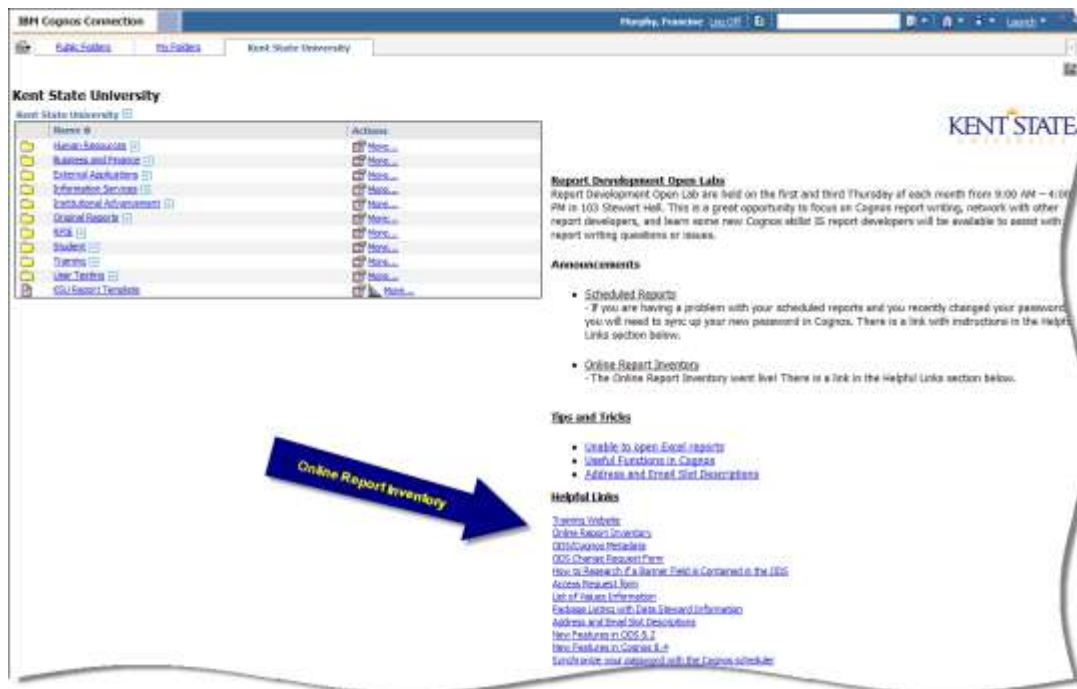IS TECHNICAL TRAINING

COGNOS

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.

Search by Keyword

Browse by Division

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

Locating a Report

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

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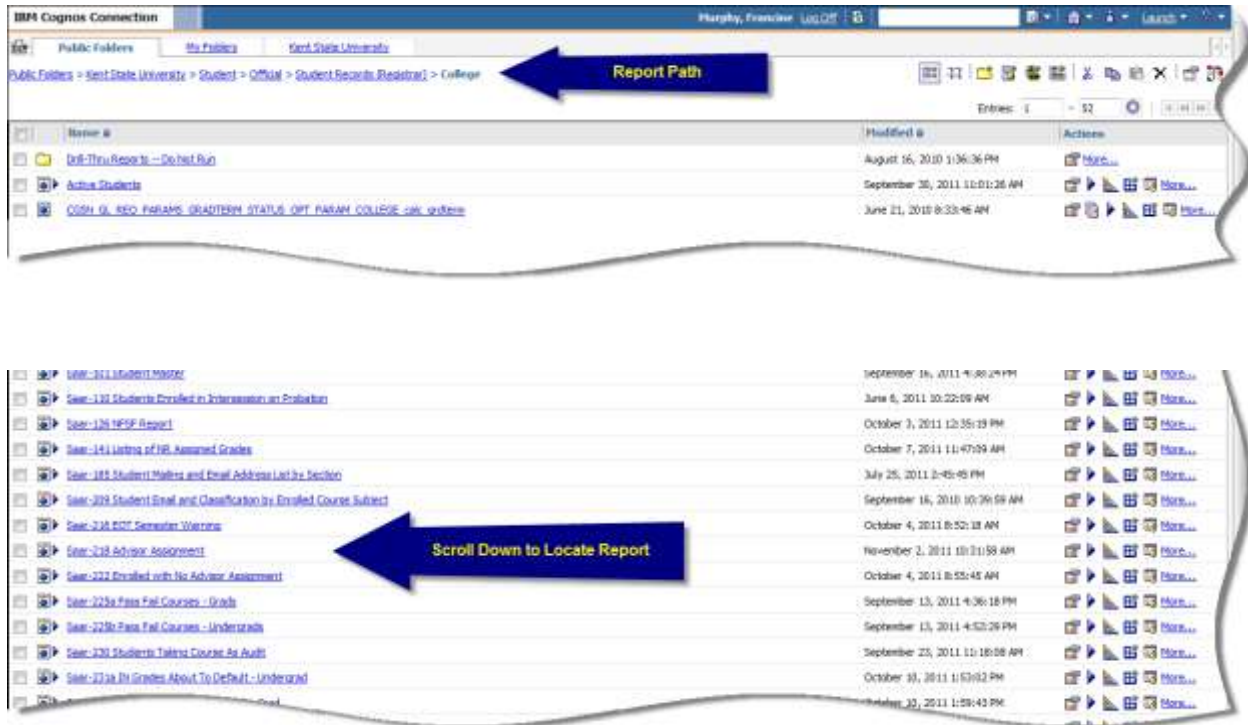
If you do not have access to a report, fill out the **Cognos Official Folder Access Form** at http://www.kent.edu/is/security/accessusers.cfm.

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).**

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