An online report inventory containing 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.
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](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).

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