



# Summary

CDE periodically upgrades technology platforms to provide new features and enhance data security. The Cognos reporting platform has recently been upgraded, resulting in changes to its appearance, navigation, and usage.

## What changed?

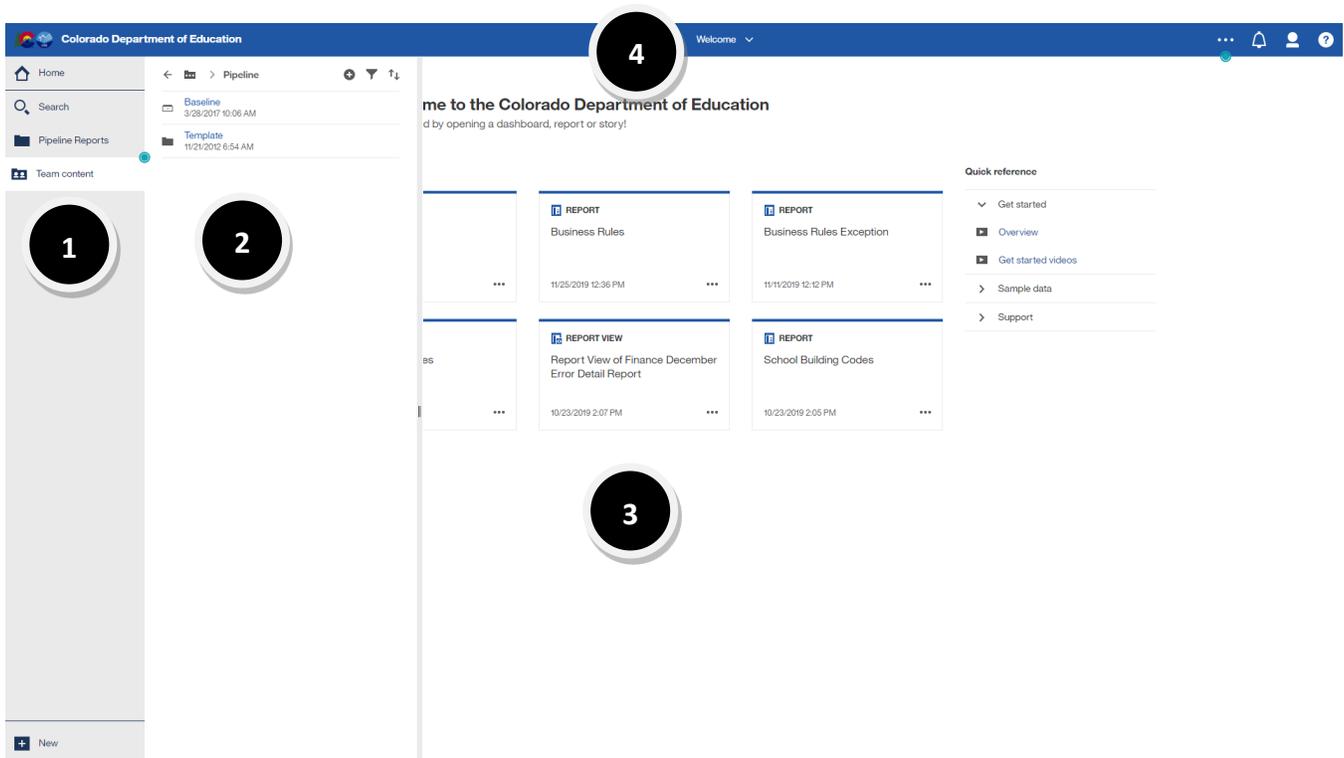
- Report navigation
- How to export reports
- New feature: Recent Reports
- New feature: Report Switcher
- Supported Browsers

## What hasn't changed?

- [Data Pipeline](#)
- Access from Data Pipeline via the *Cognos Reports* button
- Logging in with [Identify Management](#)
- Report appearance
- Reporting data

# Report Navigation

When you go to run a Cognos report, you'll note significant changes in the way you navigate to your report and the look and feel of the pages. **Note:** Click and drag the right corner of a screenshot to zoom or right click and "Save as picture" to save to your computer. It can then be opened in full screen.





## 1 - Navigation

The files-and-folders structure has been replaced with a left-side navigation bar. Use the *Pipeline Reports* or *Team content* folder icons to look for the report you want to run. *Search* is also available to find a report by name.



Pipeline Reports – a shortcut to the Pipeline-specific reports



Team content – access all the reports you have permissions to use, including Data Pipeline and Data Lab.

**Note:** the organization of the reports has not changed. You should be able to find reports where they were previously.

## 2 - Report Listing

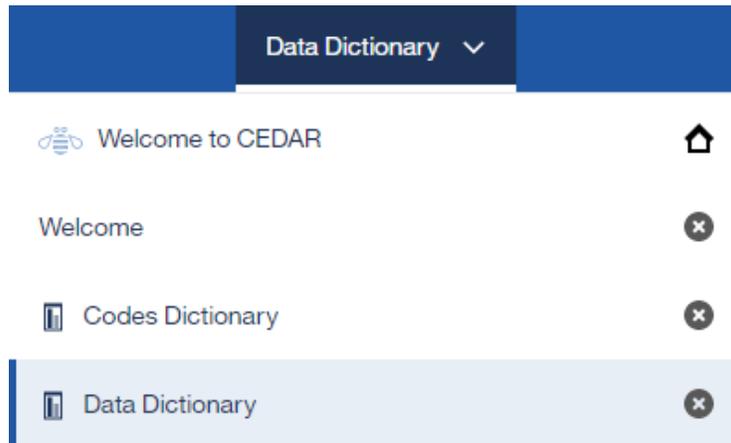
This white pane will show you the reports and folders that you can access. Click on the name of the folder or report (in blue) to open. The report itself will work and look just like before.

**Note:** the date/time displayed under the name is the last time that folder or report definition was updated. This does not reflect the data within reports.

## 3 - Recent Reports

New to the upgrade, you can now access your recently ran reports from this pane.

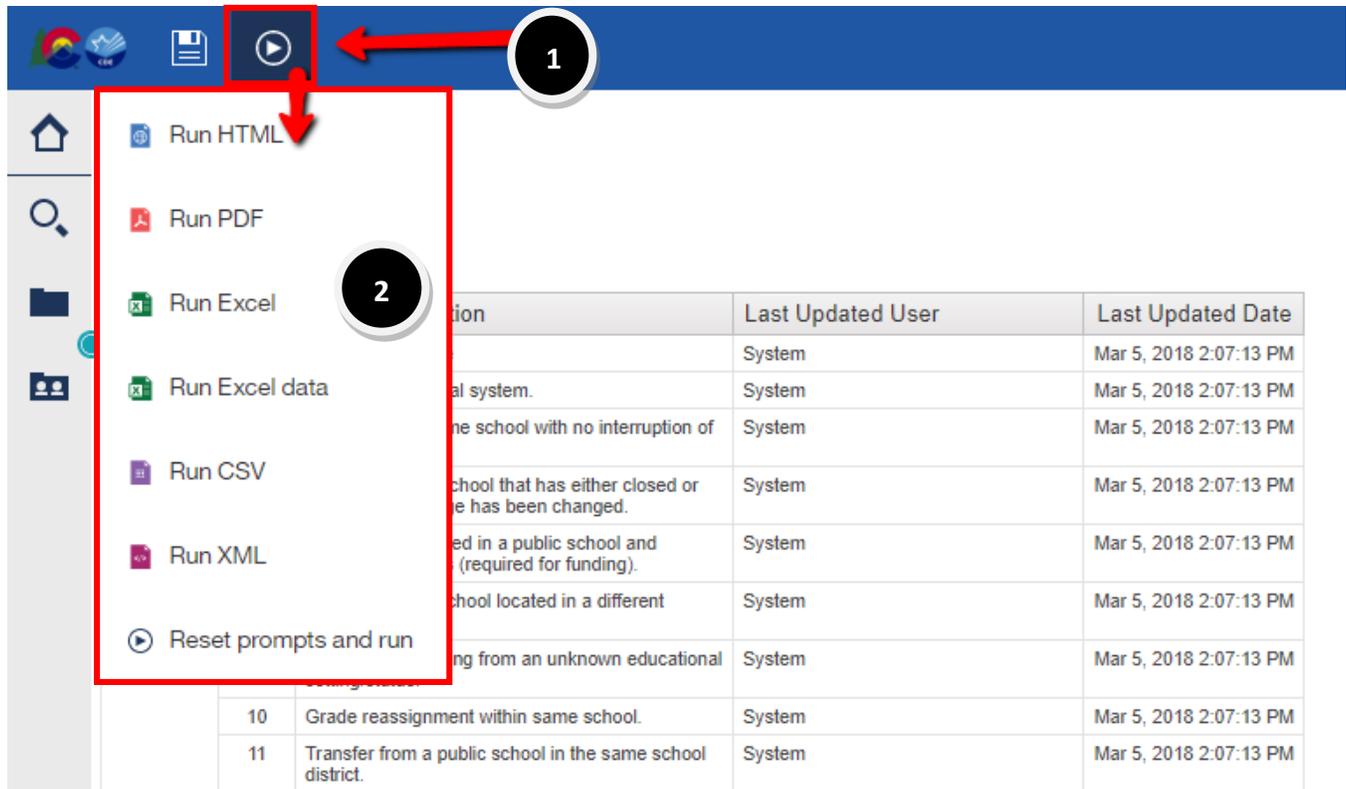
## 4 - Report Switcher



New to the upgrade, you can now jump between reports that you’ve run this session. Similar to open tabs in a browser, you can switch between reports without re-running.

**Note:** This feature also means reports need to be manually reset if you want to refresh the information presented. The easiest way to do this is through the *Reset prompts and run* feature (see screenshot below).

## Exporting Reports



		Last Updated User	Last Updated Date
		System	Mar 5, 2018 2:07:13 PM
	al system.	System	Mar 5, 2018 2:07:13 PM
	ne school with no interruption of	System	Mar 5, 2018 2:07:13 PM
	school that has either closed or e has been changed.	System	Mar 5, 2018 2:07:13 PM
	ed in a public school and (required for funding).	System	Mar 5, 2018 2:07:13 PM
	school located in a different	System	Mar 5, 2018 2:07:13 PM
	ng from an unknown educational	System	Mar 5, 2018 2:07:13 PM
10	Grade reassignment within same school.	System	Mar 5, 2018 2:07:13 PM
11	Transfer from a public school in the same school district.	System	Mar 5, 2018 2:07:13 PM

### 1 - Ready to Export

If you'd like a copy of a report, click on the  button.

### 2 - Export Options

Every report offers several export format options:

- Run HTML – This is the default and what is displayed when you first click a report. Choosing this option will have no effect.
- Run PDF – Save the report results as a PDF, with formatting retained. This option is good for printing or saving a read-only copy to your computer.
- Run Excel – Saves the report results as an Excel file, with formatting retained.
- Run Excel data – Saves the report results as an Excel file, but with formatting removed.
- Run CSV – Saves the report results as a CSV, comma separated file.
- Run XML – This displays the report (formatting and data) in XML format. This is used for connecting to other tools.
- Reset prompts and run – resets the report back to when you first opened it. If the report has parameters, you will be asked to select them again. **Note:** This is the easiest way to get the latest data for a report, e.g., latest collection upload errors.



## Supported Browsers

---

Several web browsers are supported by the latest Cognos version. CDE recommends using  Google Chrome for the best experience when working with the Data Pipeline and Cognos reports.

Supported Software	Version
Apple Safari	9 and future fix packs
Apple Safari on iOS	11.x and future fix packs
	12.x and future fix packs
Google Chrome	(latest release) and future fix packs
Microsoft Internet Explorer	11 and future fix packs
Mozilla Firefox ESR	60 and future fix packs

Source: [ibm.com](http://ibm.com) Software Product Compatibility Reports

**Note:** We have noted that newer versions of Firefox (latest as of writing is v.70) are unable to export reports, but otherwise can run reports successfully. Microsoft Edge is not supported. Microsoft Edge is not supported and in initial testing does not work.

## Need help?

---

There are several ways to reach us for support:

- **Data Pipeline Support:** [datapipeline.support@cde.state.co.us](mailto:datapipeline.support@cde.state.co.us)
- **Collection Owner:** Contact your CDE collection owner. Data Pipeline contact information is [available here](#).
- **Help Desk:** [HelpDesk@cde.state.co.us](mailto:HelpDesk@cde.state.co.us) or 303-866-6833