RITS-EDIS Cognos Reports Training

2015
The goal of this training is to help local education agencies (LEAs) to use Cognos Reports for:

- Viewing information and reporting for state and federal collections.

*Please note that some users may have to modify browser requirements in order to download Cognos reports to Excel or PDF.*
Data Pipeline Cognos Reports

The Cognos Reports will populate from the Batch and READ submissions (from both RITS & EDIS) that are uploaded and submitted into Data Pipeline.

Though RITS and EDIS have different content, the four reports for each collection are the same. Those reports are:

1) Contact List
2) Detail Error Report
3) Match Report
4) Summary Error Report

RITS Reports would contain student information
EDIS Reports would contain employee information
Data Pipeline Cognos Reports
Choose either EDIS or RITS by clicking on the words. You will have four choices:

1) RITS/EDIS Contact List
2) RITS/EDIS Error Detail Report
3) RITS/EDIS Error Summary Report
4) RITS/EDIS Match Report
To view what each icon does, hover the mouse over each icon.
Every report will have a “required section” if these fields are not filled in, the user will not be able to move to the next selection. There are optional fields in RITS Match report that will help to filter data.
The Contact List allows users to view all the LEA contacts across the state for either RITS or EDIS. This list contains phone numbers and e-mail addresses so the user may contact another LEA if needed.
Data Pipeline Cognos Reports

Error Detail Report - If your batch was error free then this report will have no data for the batch chosen. E=Error and W=Warning
Error Detail Report - This icon allows you to choose the format you would like to download the report in. Downloading a report is optional.
Error Summary Report-Gives an overall look at the errors and warnings in a specific batch.

You can choose your formatting by clicking on this icon.
RITS Match Report
This Optional Selection gives you four choices:
1) Function-submitted (user sees only submissions from LEA) record or possible match
2) Level of Match-Less than 52 or greater than 52
3) Selected Indicator-Yes which is used for submitted records or No which is records that are not submitted
4) Comment-With comments or no comments
Data Pipeline Congos Reports

Once the selections are made in the RITS Match Report, click on the finish button and a Cognos Report will pull up as seen below. The report may then be exported into a chosen format (see red arrow).
Should you have further questions, please contact:

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This training as well as other information can be found at the following website:

http://www.cde.state.co.us/datapipeline/yr_rits