



How to Run a Cognos Report

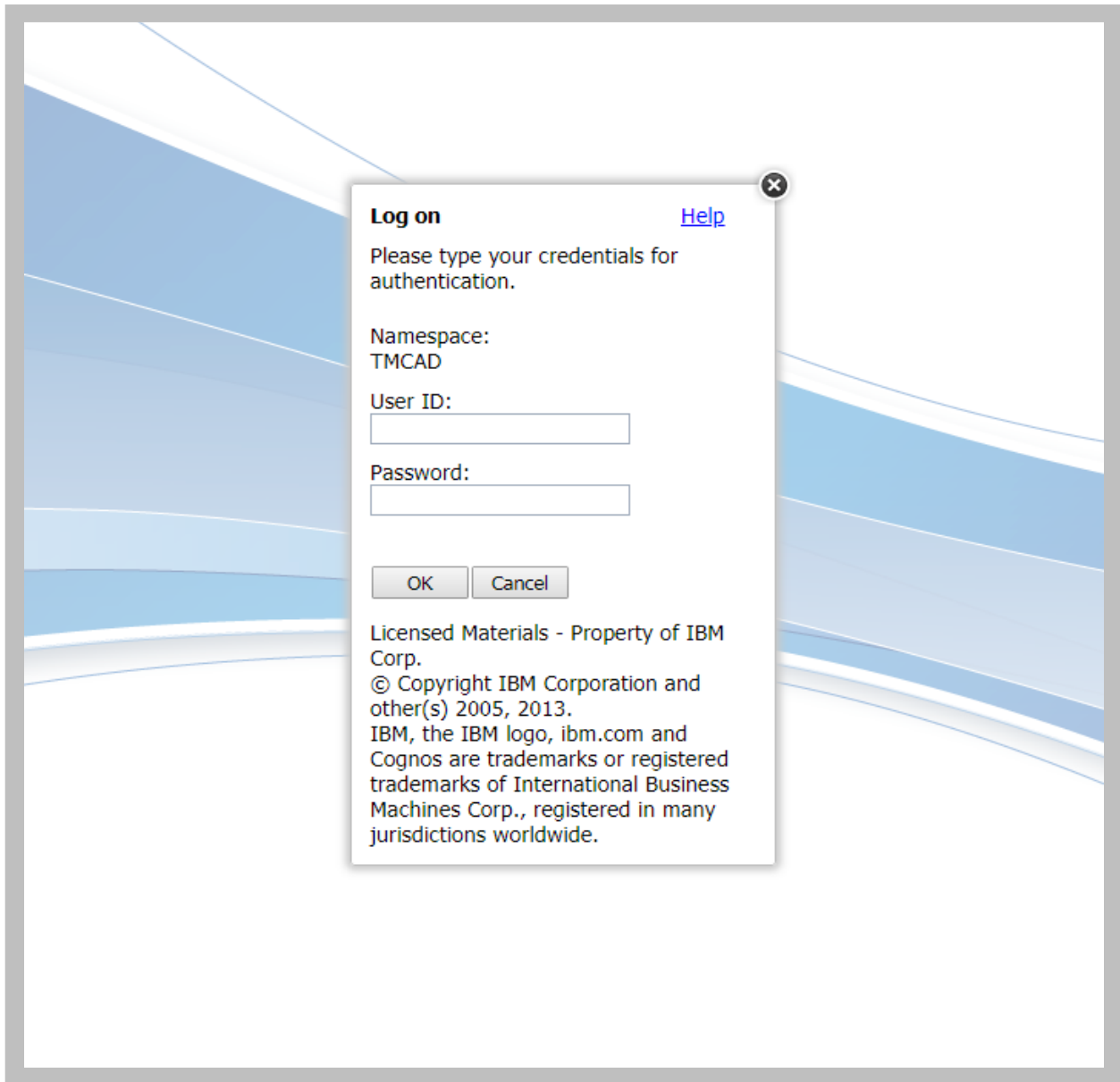
This tutorial will show you how to run a Cognos Report

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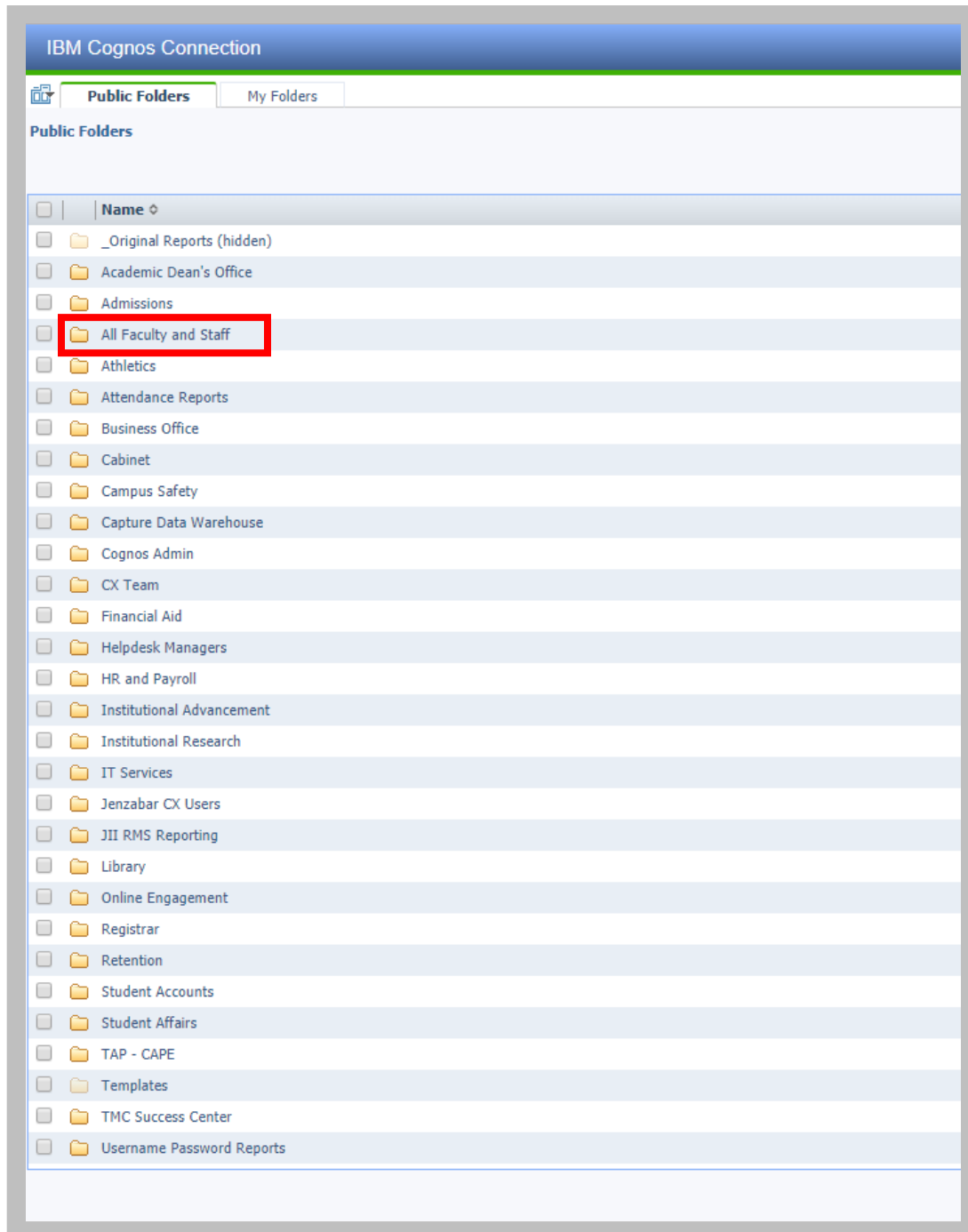
If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Browse to cognos.thomasmore.edu and login with your Thomas More username and password



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Find the folder that has the report that you would like to open and click on it



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Locate the report that you would like to open and click on it



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You have now opened the Report. You can run the report by filling in the appropriate fields and clicking “Ok”

Provide values for the report you are about to run.

- * Indicates a required field.
- Points to missing information.

id_param

Provide a number:

Insert →

← Remove

* Choices:

[Select all](#) [Deselect all](#)

OK Cancel

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