

Basic Navigation

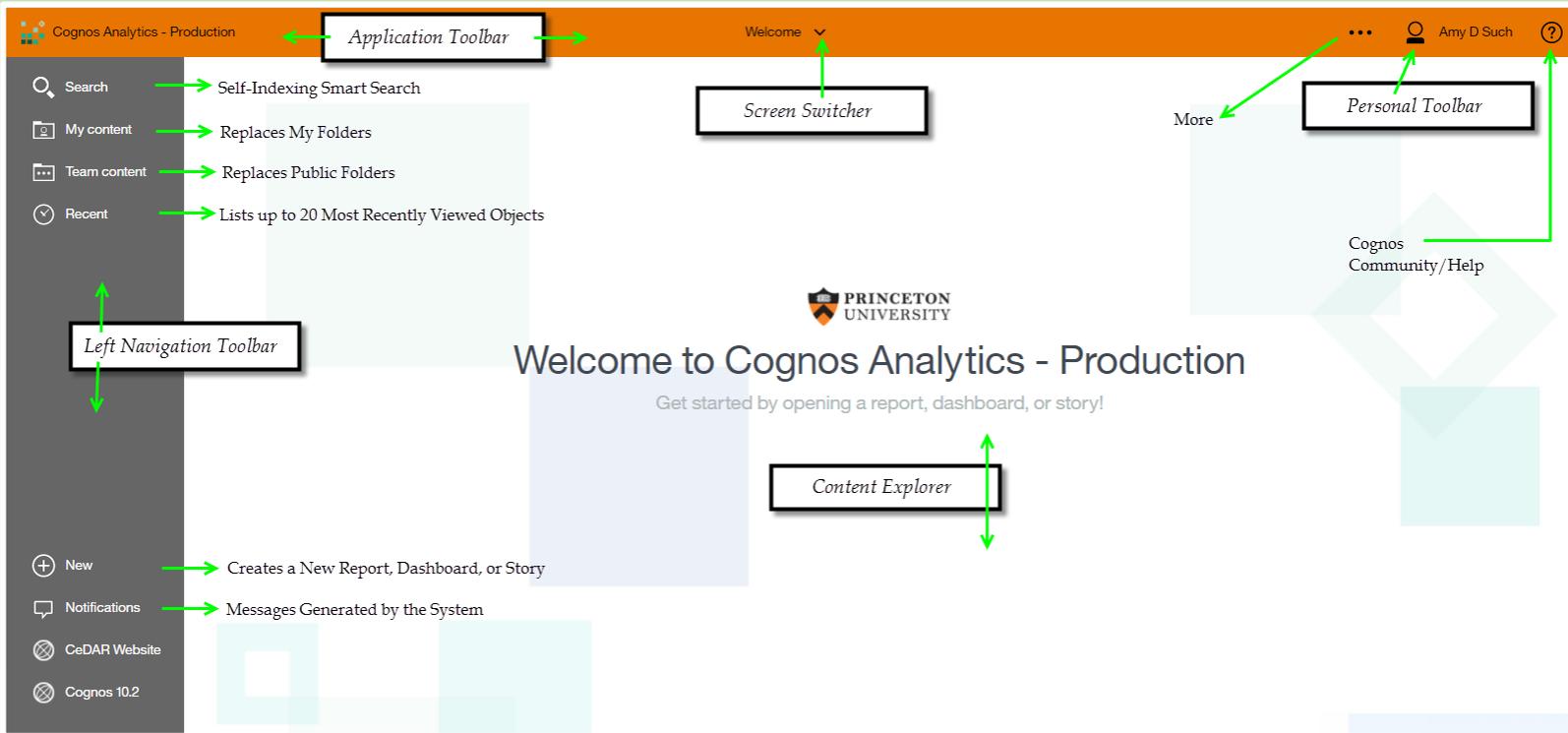
Logging In

1. Navigate to <https://cedar.princeton.edu>
2. From the **IW & Tools** tab, click **Enter the Warehouse**
3. Enter your **NetID** and **Password**

Cognos Analytics (v11)

Cognos Analytics provides self-service business intelligence that enables users to efficiently navigate and access data in Princeton's Information Warehouse to create and/or run customized reports and dashboards. The redesigned, engaging, intent-driven interface surfaces content sensitive menus that guide users through the tool and allows users to jump from capability to capability inside of its built-in Content Explorer.

New User Interface



The screenshot displays the Cognos Analytics v11 user interface. The top navigation bar is orange and contains the text "Cognos Analytics - Production" on the left, a "Welcome" dropdown menu in the center, and a "Personal Toolbar" on the right which includes a "More" menu, a user profile for "Amy D Such", and a help icon. The left sidebar is dark grey and contains a "Left Navigation Toolbar" with items: "Search" (Self-Indexing Smart Search), "My content" (Replaces My Folders), "Team content" (Replaces Public Folders), "Recent" (Lists up to 20 Most Recently Viewed Objects), "New" (Creates a New Report, Dashboard, or Story), "Notifications" (Messages Generated by the System), "CeDAR Website", and "Cognos 10.2". The main content area features the Princeton University logo, the heading "Welcome to Cognos Analytics - Production", and the instruction "Get started by opening a report, dashboard, or story!". A "Content Explorer" is visible at the bottom of the main area. A "Screen Switcher" is located in the top right corner of the main content area.



Basic Navigation

Search for Content

The new **Self-Indexing Smart Search** provides a modernized search engine that uses a smart, intent-driven search algorithm to assist our users.

1. Click **Search** to open the Search panel.
2. Type in keyword(s) that match your search.

As you type in keywords, an auto-fill feature will launch and render search suggestions for related terms.

3. Select the appropriate suggestion from the list of related terms.

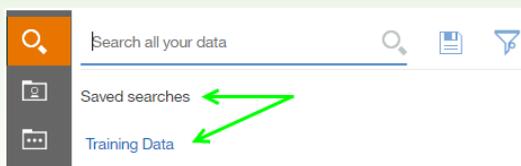
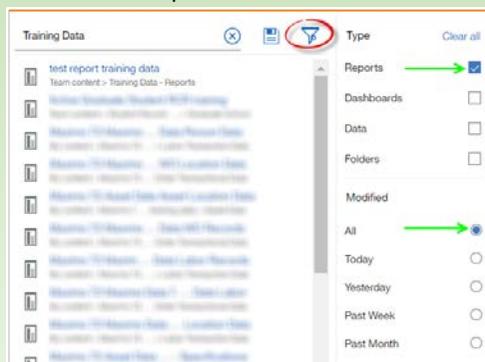
A list of all objects related to your search will appear.

4. To narrow your search, click the **Filter** button and place a check mark in one or more of the boxes beside criteria types.

Your list will now contain only objects outlined by your filter, making it easier to find and select exactly what you're looking for.

If this is a search you perform often, you have the option to save your search simply by clicking the **Save** icon.

Once you've successfully saved one or more searches, a list will form under **Saved Searches** and will be seen the next time you click **Search** from the left navigation toolbar.

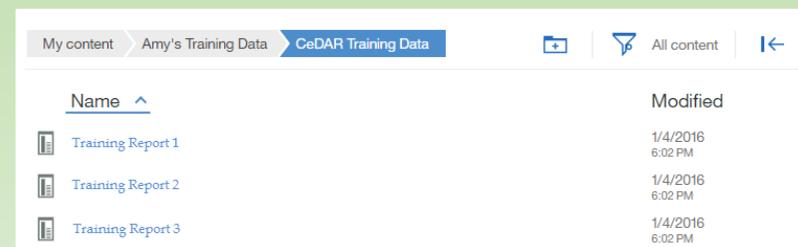


Switching Views

In previous versions of Cognos, the portal was displayed in a wider view. As part of the new user interface, the content lists now open into the Content Explorer in more of a narrow view, by default.

Click the **Switch Views** button to see your content in a wider view (similar to the view offered in Cognos Connection). Switching to this view offers additional features/advantages such as:

- Viewing your crumb trail
- Adding folders to **My Content**
- Sorting
- Filtering



More, More, More

With the redesigned user interface that Cognos Analytics brings, action items and other options that were out clearly displayed in Cognos Connection have now been compartmentalized and tucked behind a series of **More** buttons within the tool.



Depending on where you are within the tool, the **More** button might be displayed horizontally or vertically. While the **More** button typically displays multiple options, a single action may also be behind it.

*Anytime you see the **More** button, you are encouraged to click it to see what might be hiding behind it.*

