

# Changing List View Entries

## Logging On

To log onto the Data Warehouse

1. Start your browser and enter the following URL in the address bar:  
**www.princeton.edu/iw.**
2. Enter your LDAP userid and password. The Cognos Connection page is displayed.

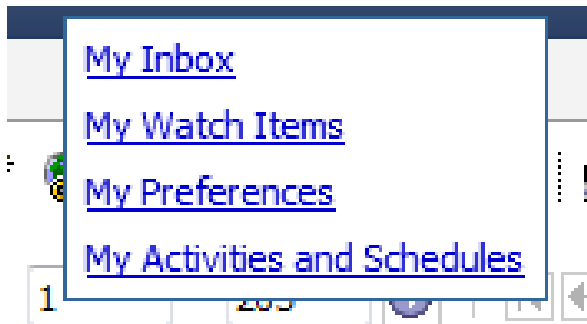
## Change the Number of Entries (Reports, Folders, Links) in a List View

The number of objects, including reports and folders, which appear on the screen, after logging into Cognos, can be changed. The default number is set to fifteen. To increase the number of objects which appear on the screen:

1. Log into the Information Warehouse.
2. While on the Public Folders tab, click on the “My Area Options” icon in the toolbar, represented by the blue-person icon, found in the upper, right-hand side of the screen .

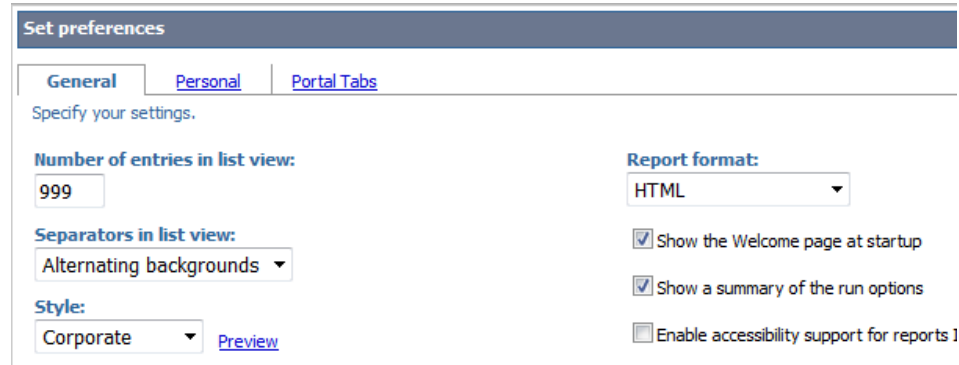


3. In the drop-down menu that appears, click on “My Preferences”.



4. In the new window, on the “General” tab, set the “Number of entries in list view” to “999”.

~For easier viewing, find the “Separators in list view” entry, and choose either *Alternating backgrounds* or *Grid Lines*.



5. Click OK at the bottom of the window. You will now notice all entries appear in one window, alleviating the need to page through multiple Cognos screens.

