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.
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.