Contextual Toolbars

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

Contextual Toolbars

Toolbars in the Reporting interface of Cognos Analytics are context-sensitive. This means when you click an object within a report, a toolbar pertaining to the selected context is displayed, giving you options to work with that particular object.

Contextual toolbar: header/footer

Contextual toolbar: selecting the list

Contextual toolbar: selecting query item

Most commonly seen icons on contextual toolbars:

- Apply Style
- Font
- Border
- Background Color
- Horizontal Alignment
- Vertical Alignment
- Apply Layout
- Insert Table
- Select Ancestor
- Filters
- Sort
- Summarize
- Insert Calculation
- Data Format
- More
- Section/Unsection
- Change Chart Type
- Suppress
- Group/Ungroup

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

Running a report with Interactivity enabled displays another contextual toolbar, depending on where you click.