

# Basic Navigation

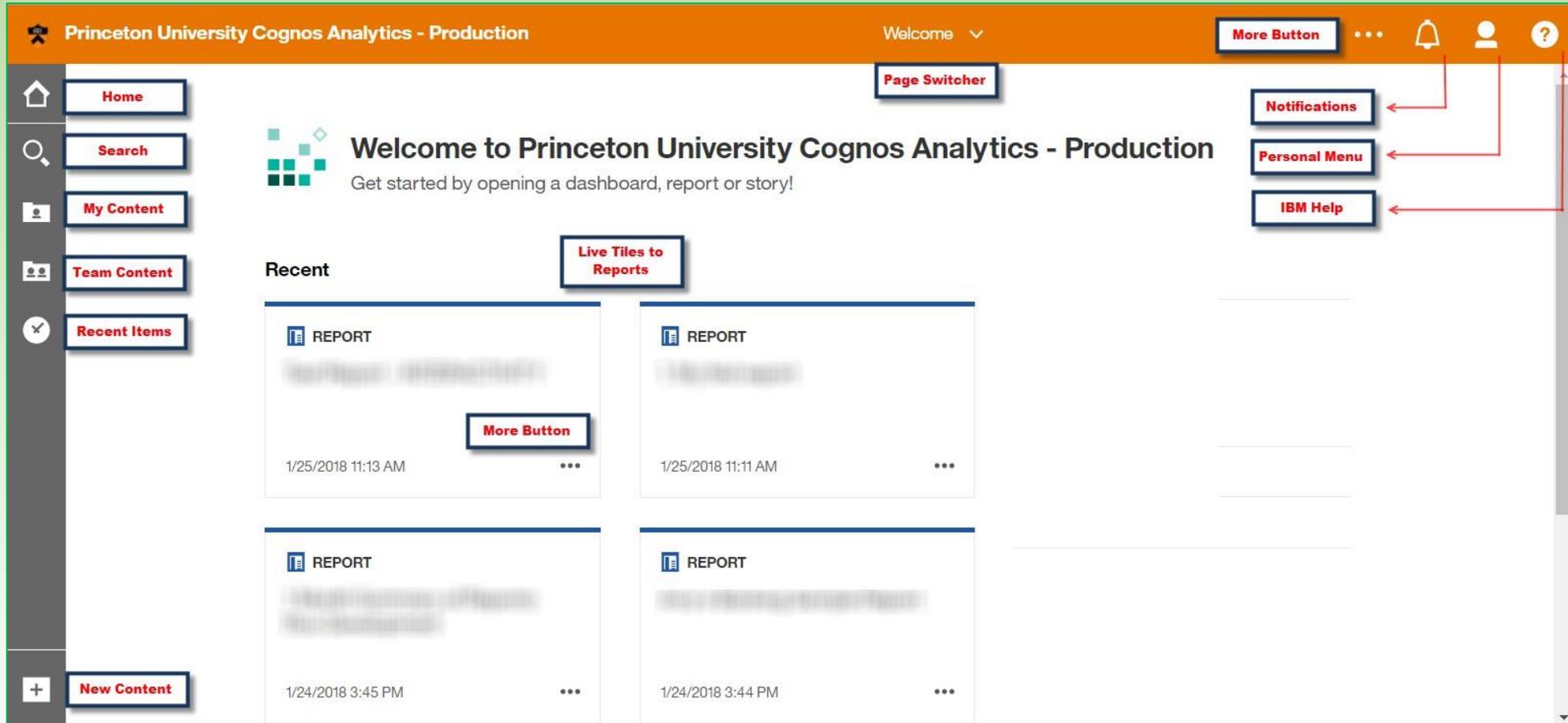
## Logging In

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 Princeton University Cognos Analytics - Production interface. The top navigation bar is orange and contains the title "Princeton University Cognos Analytics - Production", a "Welcome" dropdown, and a "More Button" (three dots) which opens a menu with "Notifications", "Personal Menu", and "IBM Help". A "Page Switcher" is also visible in the top bar. On the left, a vertical sidebar contains navigation options: Home, Search, My Content, Team Content, Recent Items, and New Content. The main content area features a "Welcome to Princeton University Cognos Analytics - Production" message with the instruction "Get started by opening a dashboard, report or story!". Below this is a "Recent" section with a "Live Tiles to Reports" label, showing four report tiles. Each tile includes a "REPORT" icon, a title, a timestamp, and a "More Button" (three dots).



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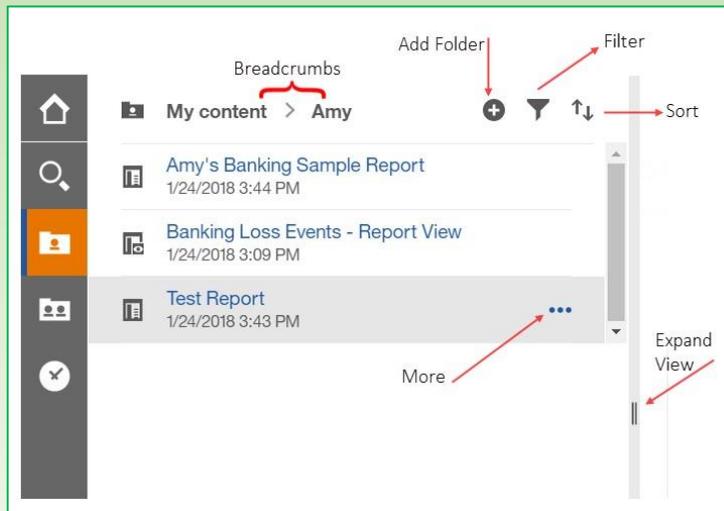
## Content Navigation

Cognos Analytics offers some changes in terminology and content navigation within the content explorer.

 Public Folders is now referred to as **Team Content** and is the shared content area.

 My Folders is now referred to as **My Content** and is the personal content area.

The menu structure offers easy navigation and additional options to view content within folders. The look and feel of the interface is more modern.



 Be mindful that Cognos remembers where you left off. You may need to use your breadcrumbs the next time you navigate to a report.

## Search for Content

The new **Self-Indexing Smart Search** provides a modernized search engine that uses a smart, intent-driven search process 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.

