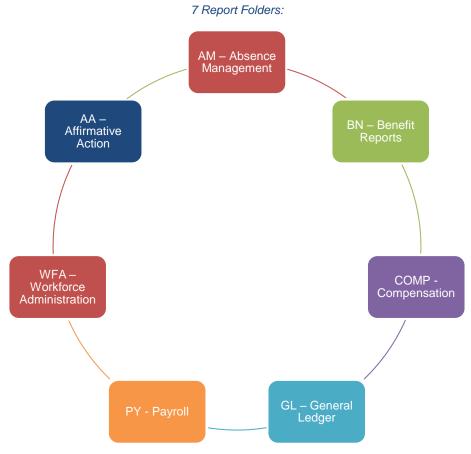# COGNOS REPORTS

COGNOS reports are used by UC locations to research, monitor and review UCPath data. The data is as of the previous day and can be defined by ORG, Dept, Employee Class and Date Range. Cognos reports are provisioned in EACS by the Department, Shared Service Center or Central Office SAA (Systems Access Administrators). The report data is limited to the UCPath accountability structure.

COGNOS reports are divided into 6 categories. Each category contains multiple reports that are based on a person's role. Some reports are listed in multiple categories because the report contains data that can be used for multiple purposes.
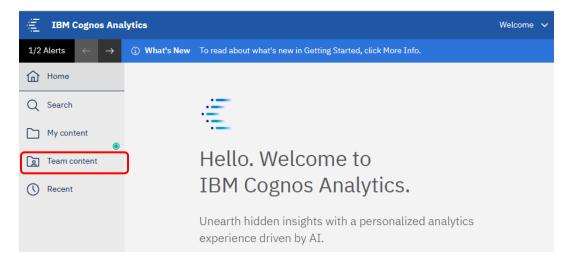
7 Report Folders:

To find the COGNOS reports, log into the UCPath Portal. From the main menu, select **Quicklinks>Cognos Reports**

Note: When being provisioned in EACS for the COGNOS Report Consumer roles, access will be granted the next day. COGNOS is a 3rd party vendor that receives access requests through their nightly RI (Reporting Instance) data feed. They do run their security access request job daily, so you may not be granted access until mid-day the following day.
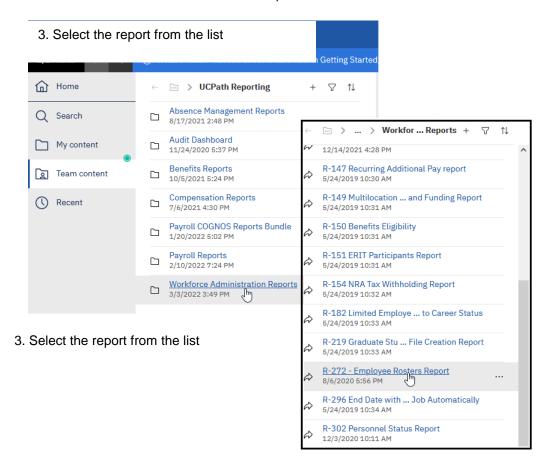
COGNOS REPORTS

1. Log into the COGNOS screen by selecting *University of California, Riverside* location. Select the Team content folder.
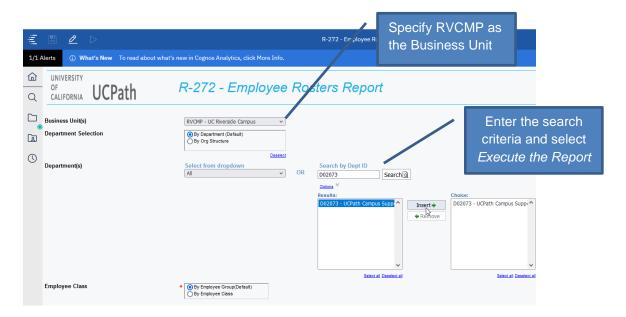

2. Select the folder that contains the listed reports

3. Select the report from the list

3. Select the report from the list

COGNOS REPORTS

Specify RVCMP as the Business Unit

Enter the search criteria and select *Execute the Report*

4. View the report online or export to Excel. To download to Excel, select the carrot in the top ribbon and select Run Excel

5. The report can now be saved to your local drive.