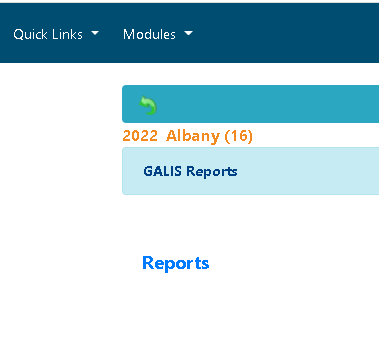
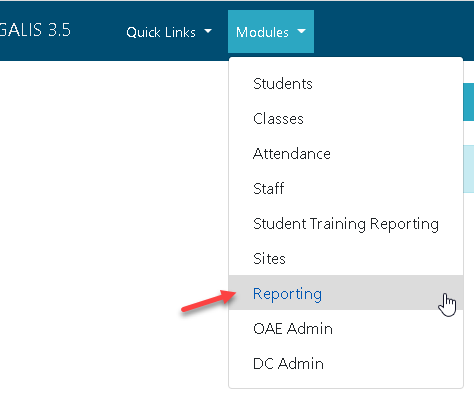
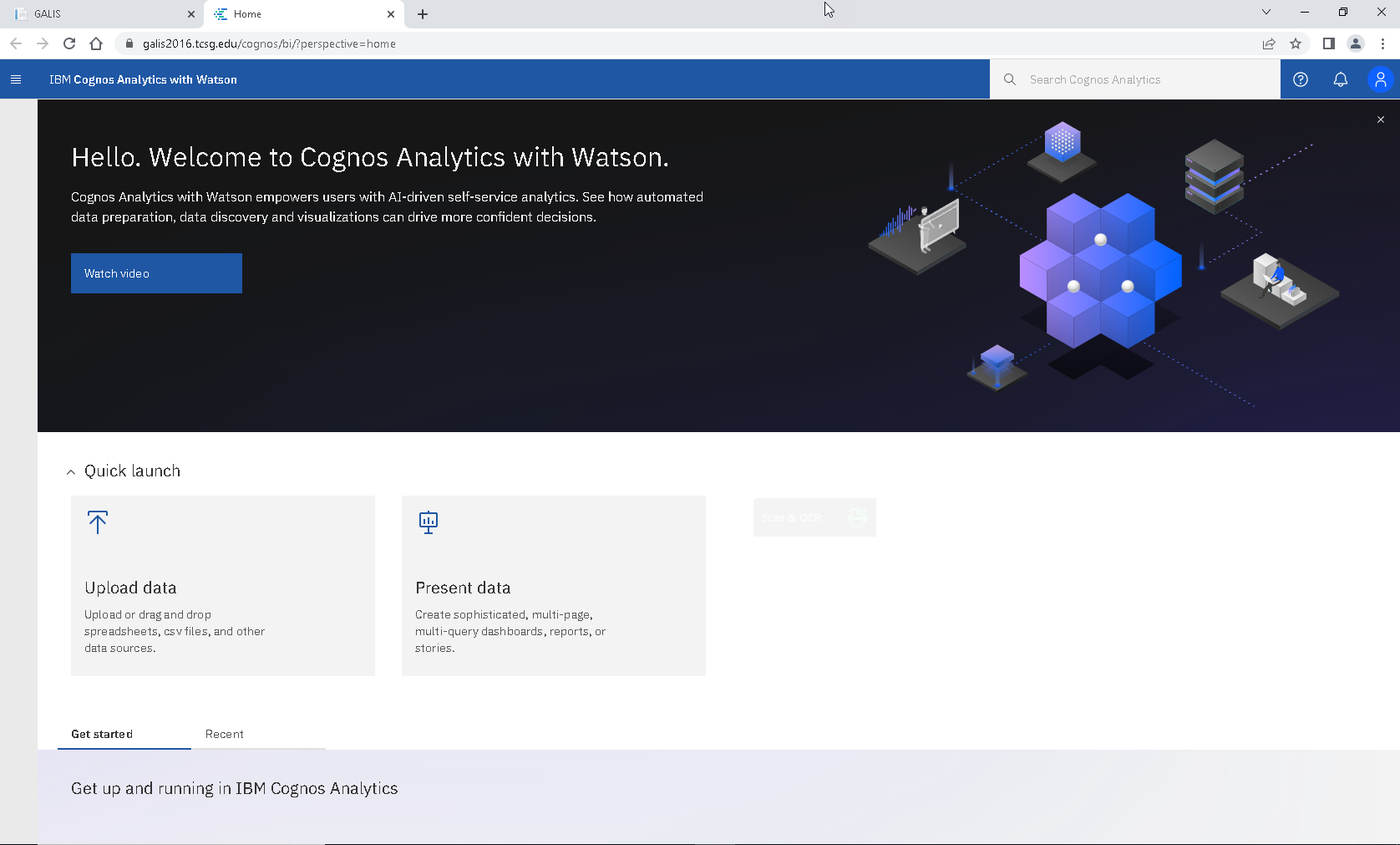
GALIS Reporting- COGNOS

Instructions

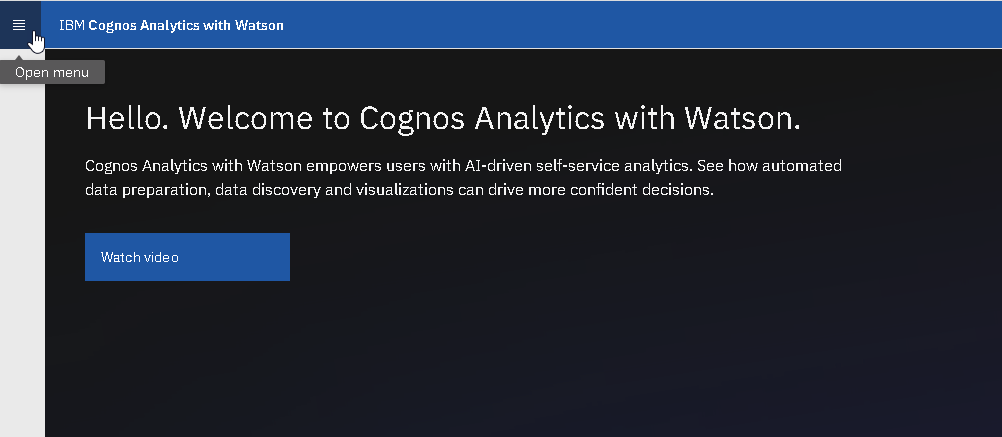
1. Login to GALIS and select the Reporting Module – **No Changes**

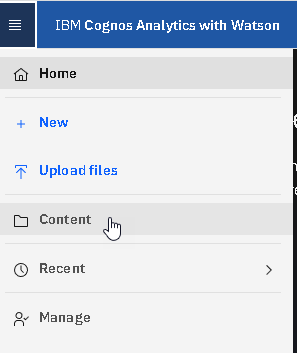


1. You will be directed to a new Welcome Page in COGNOS

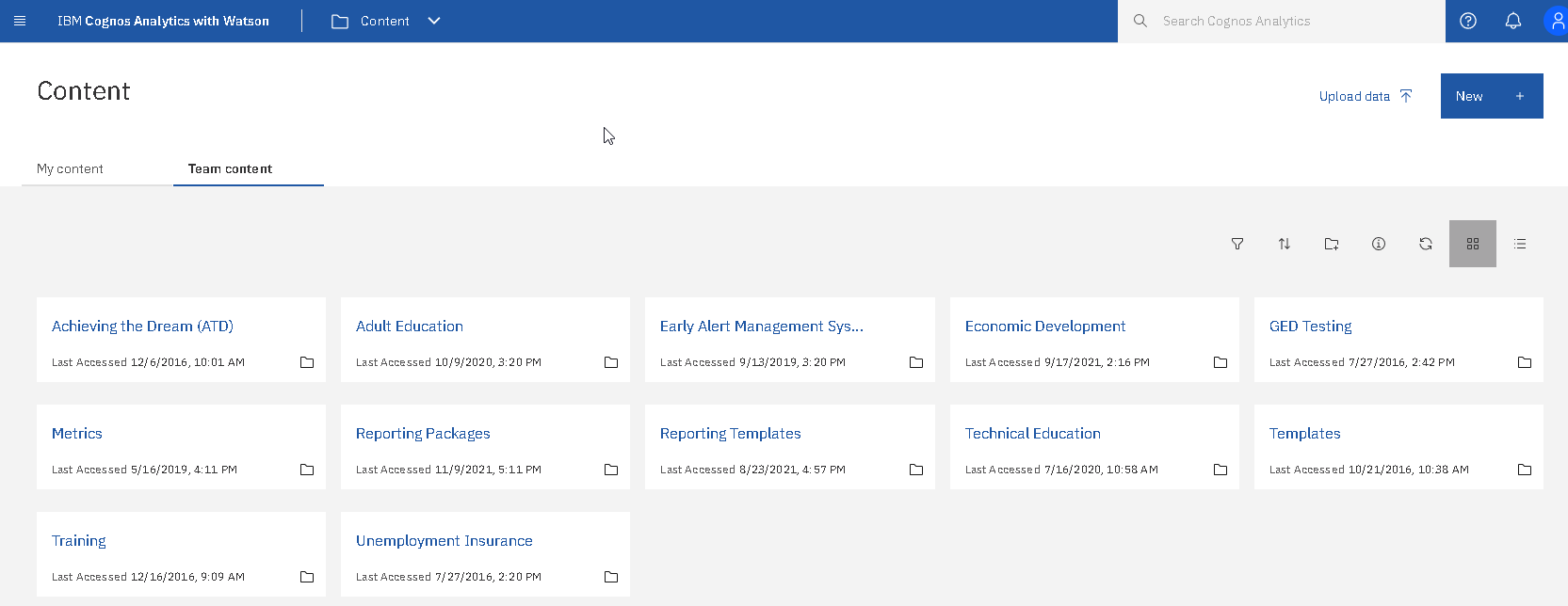


1. Open the menu on the top left and select ‘Content’

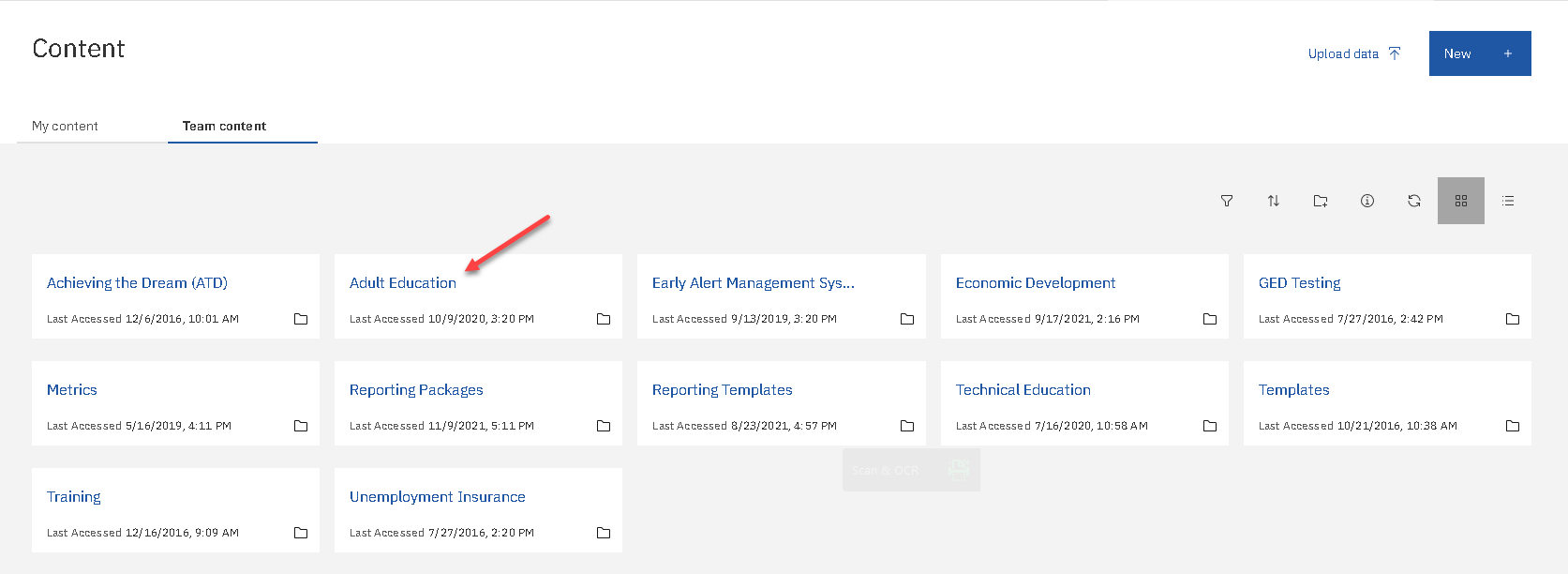


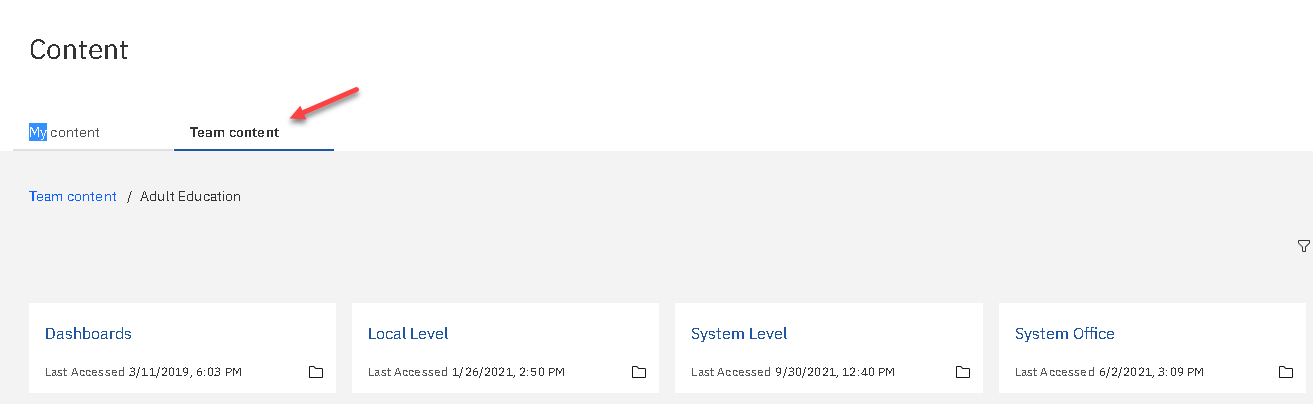


Select Team Content



1. Select Adult Education

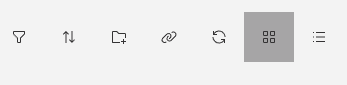


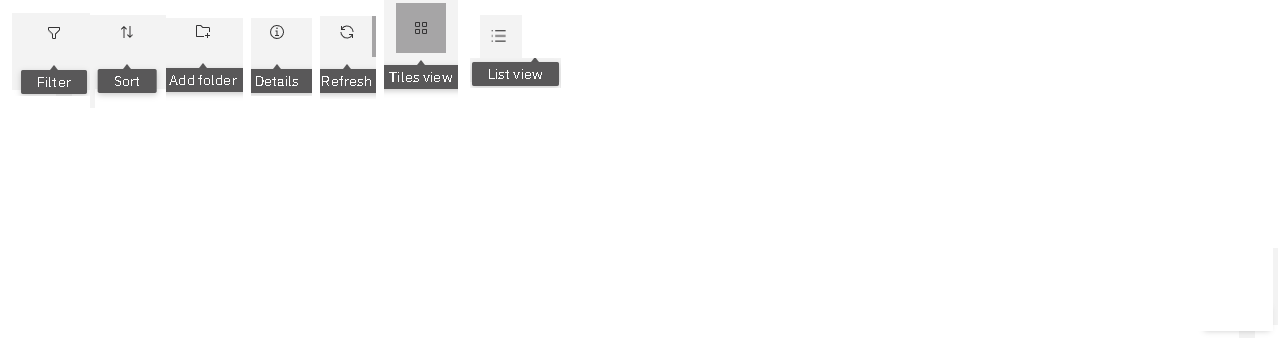


Your access level will determine what options will be available

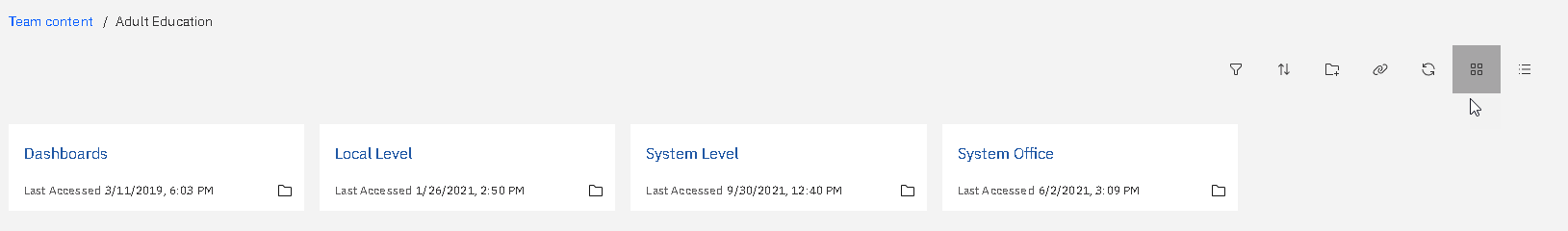
1. Report List Options – Grid/List

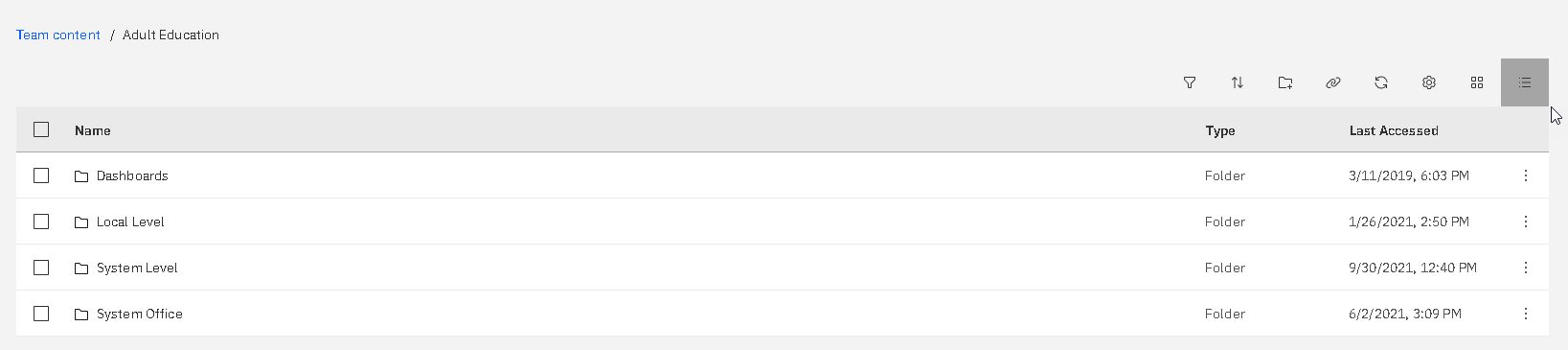
COGNOS gives the user the following options:





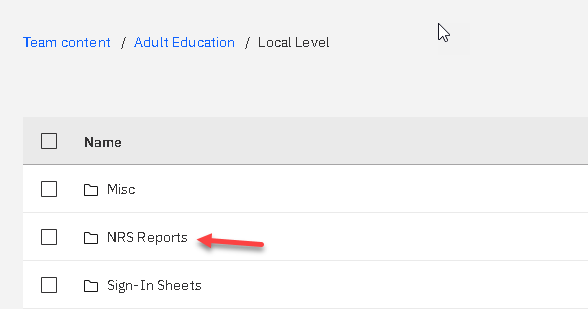
Tile View

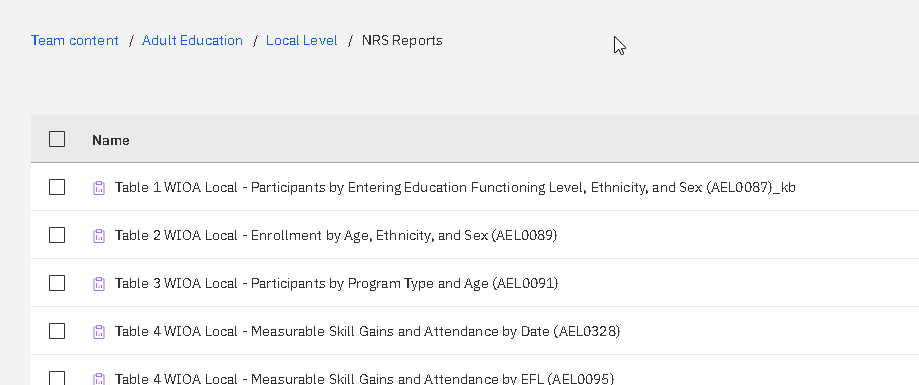


List View

1. Report Selection

The system will display the reports in the group selected.

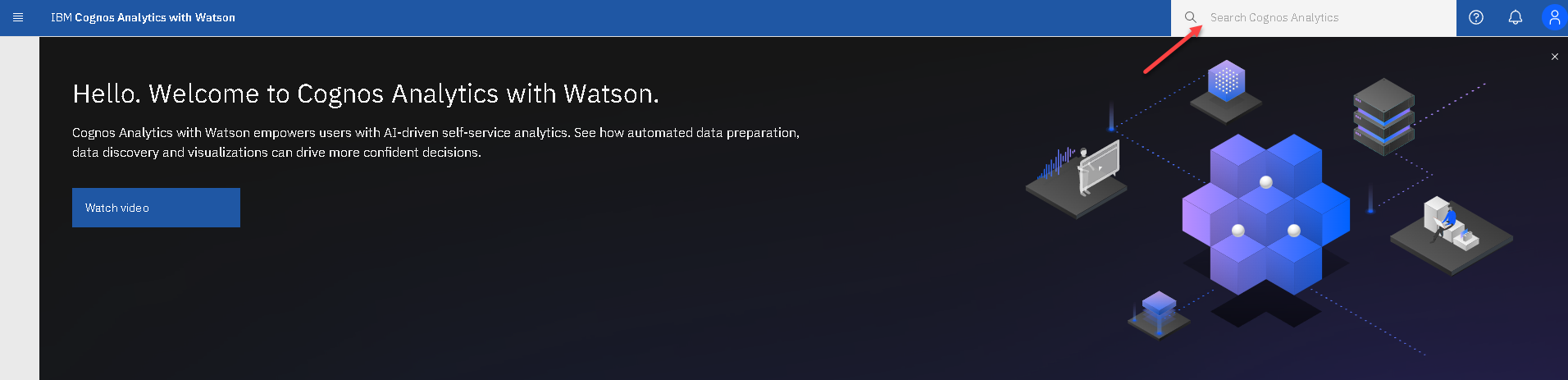




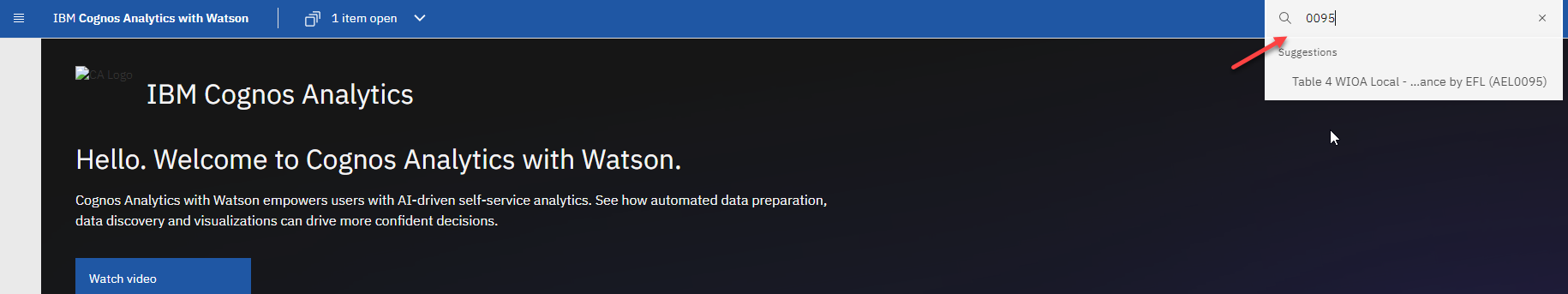
There are no changes in the running of the reports.

1. Search Reports

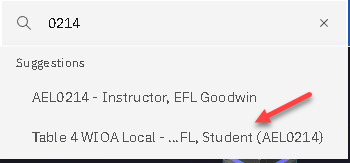
The upgraded COGNOS has the option to search for reports. From the Home Page you can search for reports if you know the Report Name or Report Number. A list of reports can be found in the GALIS Reports User Guide.



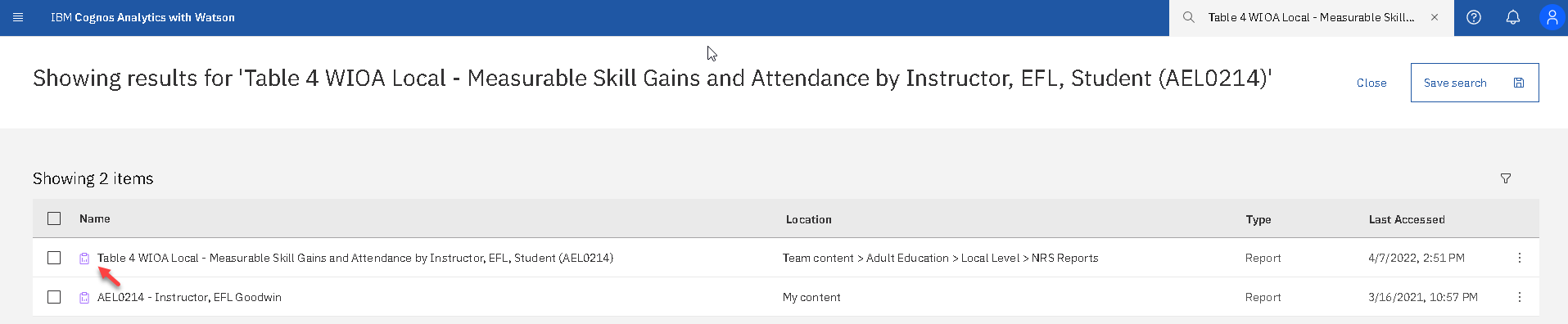
Enter your search criteria and the system will display a suggested list that includes your search criteria.



Click on the report you want to run



Select the report



1. Run the report

