

Getting Started in I*Reports

Internet Explorer (IE) - browser settings for I*Reports

Note: Computers on campus should already have these settings in place. If you have problems, check to be sure that you are using Internet Explorer (for PCs) and verify these settings. If you wish to access I*Reports from home on a PC, then change your settings as described below:

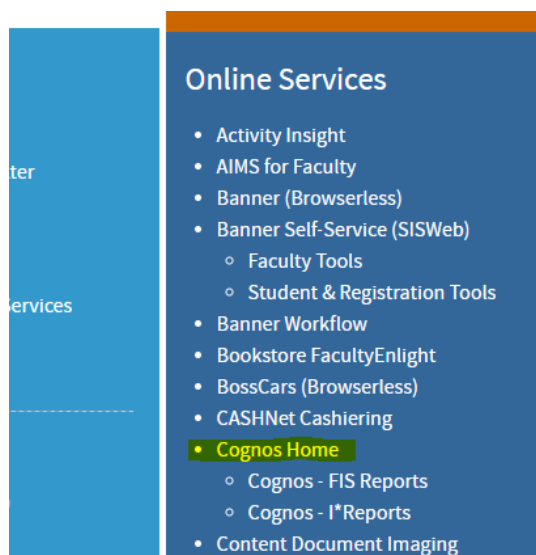
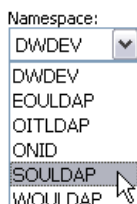
Open Internet Explorer and be sure that only one IE browser window is open on your machine. Make the following changes to your settings, and be sure to click OK to save your changes.

- 1) Tools, Internet Options
 - a. General, Tab, Settings (recommended)
 - i. Enable Tabbed Browsing
 - ii. Always switch to new tabs when they are created
 - iii. When a new tab is opened, open: The new tab page
 - iv. When a pop-up is encountered: Always open pop-ups in a new tab
 - b. Security, click on Trusted sites and make the following changes
 - i. Sites:
 1. Uncheck "Require server verification...)
 2. Add ous.edu as a trusted site
 3. Close
 - ii. Security level **for this zone**: Custom Level (changes to Medium defaults)...
 1. Downloads – All three options should be enabled
 2. Miscellaneous – Use Pop-Up Blocker (Disable)
 3. Scripting – Allow Programmatic clipboard access (Enable)
 4. Scripting, Enable XSS filter (Disable)
- 2) Click OK, OK, then Close and re-open Internet Explorer.

Logging In

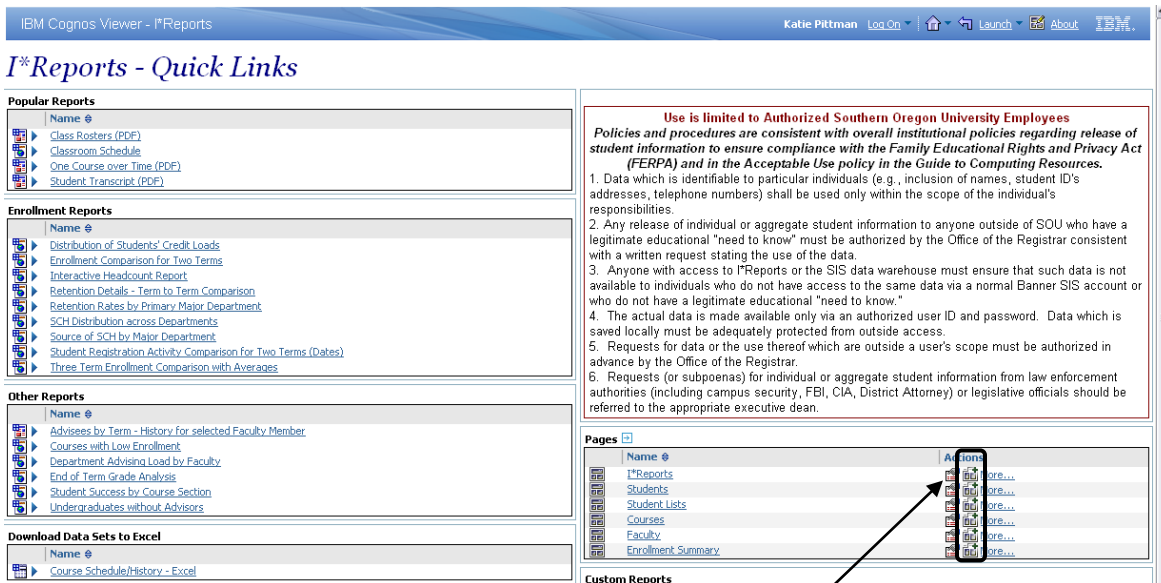
From Inside SOU:

1. Click on the Cognos – Home link in the **Online Services**. That's it!
2. Select **SOULDAP** from the dropdown menu.
3. Log in with your regular SOU network name and password.
4. Note: after you've logged in the first time to set up your home page (see next page for instructions), you can use the Home link from MySOU or add a Favorite in Internet Explorer for quick access. To create a "favorite" in Internet Explorer, use this URL: <https://cognos.usse.oregonstate.edu/ibmcognos>



First-time I*Reports setup – start with MySOU “COGNOS BI-Home” link

1. When you click on the Cognos BI – Home link, select the I*Reports folder, then the I*Reports Start Page link. You will then be greeted with this page:



2. Click on the “Add to My Portal Tab” button for each of the pages shown (as circled above.) This will add each page as a tab. *It may appear as though nothing is happening--this is okay.*
3. Click the HOME icon (circled below) – pages should now show as tabs at the top of the screen.



4. Click the person icon, then choose My Preferences from the dropdown menu.



- Set preferences: **General** tab
 - a. Select Style: Business
 - b. Uncheck ‘Show the Welcome page at startup’
 - Set preferences: **Portal Tabs**
 - a. Click the Checkbox next to Public Folders, then click on Remove (lower-right).
 - b. Click Modify the Sequence... (next to Remove) to change the order of the tabs.
 - c. Move I*Reports to the top and My Folders to the bottom
 - Click on OK, OK to save changes
5. Set your new home page
 - Click on the I*Reports page (or whatever page you want to open to)
 - Click on the drop-down arrow next to the “Home” icon, and select Set View as Home
 6. Options: You can also open a single page without the tabs across the top by clicking on the page link on the I*Reports page. If you generally use just one page, that page alone can be your home view. To get back to the view with the tabs across the top, click on Launch, IBM Cognos Connection.
 7. To access I*Reports in the future, use the HOME link on the MySOU page or a favorite (see p. 1)

