Log on to ozone.ou.edu and select the Faculty and Staff tab.

We recommend you disable your pop-up blocker.
1. Click on Tools in your web browser icon bar. Select Pop-Up Blocker, Pop-Up Blocker Settings.
2. The Pop-Up Blocker Settings window will display. Under Address of Web site to allow, enter the following address: https://cognos.ou.edu/cognos8 and click Add.
3. Verify the two boxes under Notification and Filter Level are checked.
4. Under Filter Level, select: Low: Allow pop-ups from secure sites. Click Close.

Select Cognos Reports.

Cognos will open in a new window. Maximize the screen if necessary.
Select **My home.**

![Image of Cognos interface showing My Home and My Folders]

Select **Reports - University Of Oklahoma.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports - University Of Oklahoma</td>
<td></td>
</tr>
<tr>
<td>Active Registration</td>
<td></td>
</tr>
<tr>
<td>Admissions Application</td>
<td></td>
</tr>
<tr>
<td>OU Bursar</td>
<td>The folders you see are based on your authorization in Cognos.</td>
</tr>
<tr>
<td>OU Student Advanced</td>
<td></td>
</tr>
<tr>
<td>OU Student Info By Term</td>
<td></td>
</tr>
</tbody>
</table>

In this demonstration we will use a College report as our example.
Select **Colleges**.

Your choice of reports within the folders is also determined by your authorization.

The default output formats are html or Excel. This icon indicates the default format for this report is Excel.

For this demonstration we're selecting **Admitted Students Contact Information**.
In this example we are going to search for Undergraduate students admitted to the Norman campus College of Architecture for fall 2010 between the dates of August 1, 2009 and today (April 14, 2010).

Select the Fall 2010 term.

Select the Norman Campus

Select the College of Architecture.

For the Begin Date, change the year to 2009 and Select August 1.
In this example the end date for the query is the default of today's date (April 14, 2010).

Select Undergraduate Level
Click Finish

Your query will process. This can take several minutes.

If you prefer, you can click the Select a delivery method link to have the report run in the background and then saved or sent as an email.

The File Download dialog box will appear when the process is finished. Click Open to view the results.
The Microsoft Excel window opens. Maximize the screen if necessary.

The results found for your query are presented in a spreadsheet.

When the File Download dialog box opens you also have the choice of saving the file to your computer. Click Save.
Select the location on your computer where you want to save the report.

Name the file. Click Save.

Click Open to view the report you've just saved.
This next example shows a report with **html** default format.

Select **Reports - University Of Oklahoma**.

The folders you see are based on your authorization in Cognos.
Select Registration.

Select August Intersession Class Schedule.

Your choice of reports within the folders is also determined by your authorization.

The default output formats are html or Excel. This icon indicates the default format for this report is html.

The August Intersession Class Schedule enrollment report appears.
If a report has html as the default format, once it displays you can click this arrow to view your choice of formats.

To view the report in Excel, select View in Excel 2007 Format.

The File Download dialog box opens.

You can choose to Open or Save the report, just as with the Admitted Students report in the previous example.
If you choose Open to view the Excel output, the report opens in Excel.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Instructor</td>
<td><a href="mailto:johndoe@institution.edu">johndoe@institution.edu</a></td>
<td>12345</td>
<td>Room 101</td>
<td>Anatomy</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Teaching Assistant</td>
<td><a href="mailto:janesmith@institution.edu">janesmith@institution.edu</a></td>
<td>67890</td>
<td>Office 202</td>
<td>Biology</td>
</tr>
<tr>
<td>Michael Lee</td>
<td>Lecturer</td>
<td><a href="mailto:michaellee@institution.edu">michaellee@institution.edu</a></td>
<td>54321</td>
<td>Office 303</td>
<td>Chemistry</td>
</tr>
</tbody>
</table>

August 28, 2013