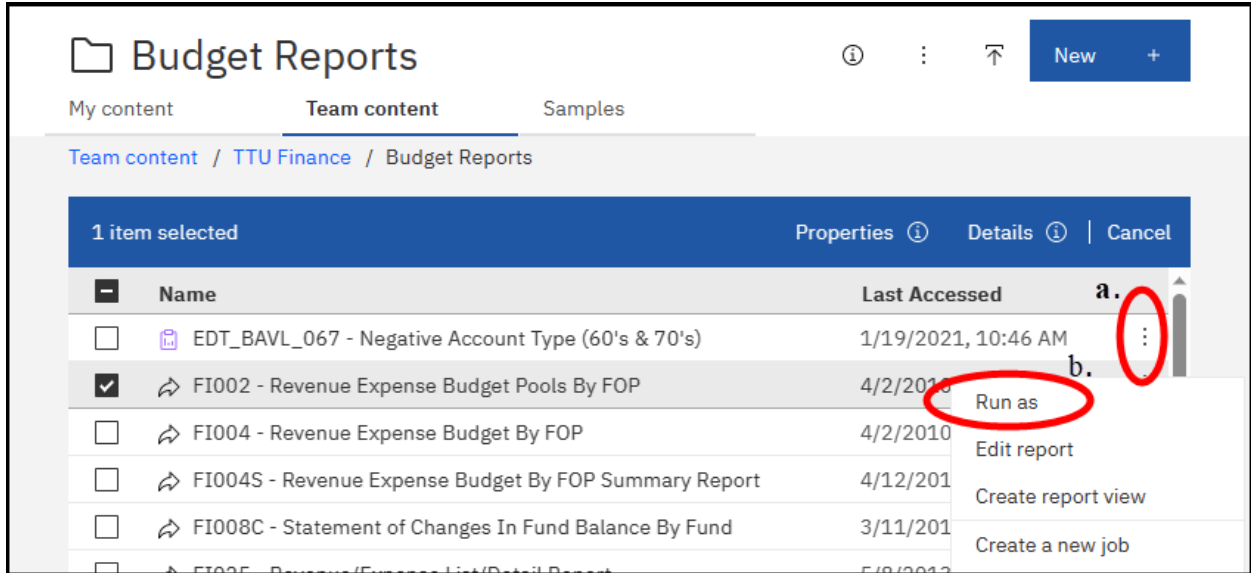


Changing Report Format Before Rendering

Changing Report Format before Rendering From the “My Content” or “Recent” folder found in left column, choose the desired report.

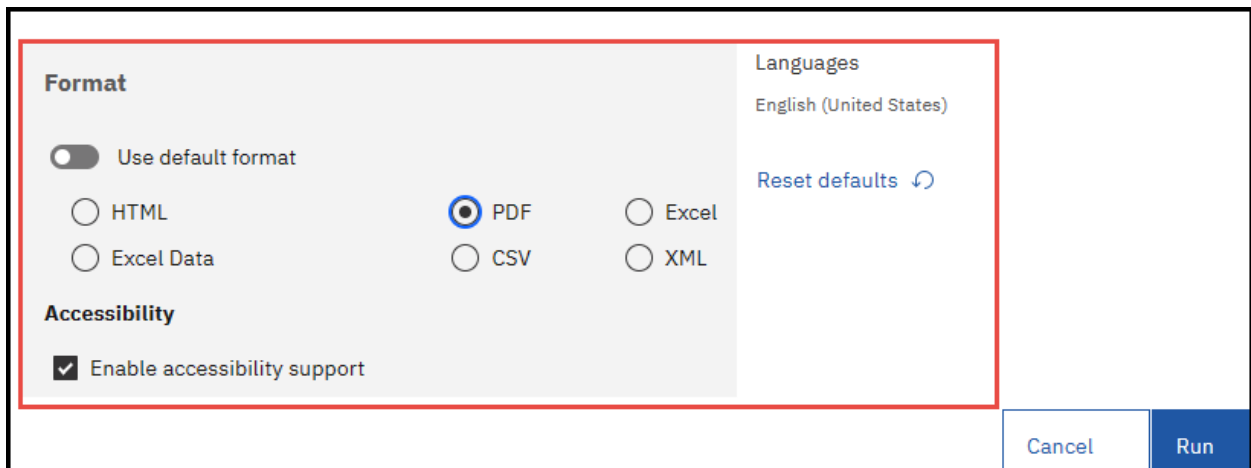
- a) Click the ellipsis that appears to the right of the report as you hover over the report link. Select “Run as”.



The screenshot shows a web interface for "Budget Reports". The breadcrumb trail is "Team content / TTU Finance / Budget Reports". A table lists several reports. The second report, "FI002 - Revenue Expense Budget Pools By FOP", is selected. A context menu is open over this report, with the "Run as" option circled in red. A red circle labeled "a." points to the ellipsis menu icon, and another red circle labeled "b." points to the "Run as" option.

Name	Last Accessed
EDT_BAVL_067 - Negative Account Type (60's & 70's)	1/19/2021, 10:46 AM
<input checked="" type="checkbox"/> FI002 - Revenue Expense Budget Pools By FOP	4/2/2010
<input type="checkbox"/> FI004 - Revenue Expense Budget By FOP	4/2/2010
<input type="checkbox"/> FI004S - Revenue Expense Budget By FOP Summary Report	4/12/2010
<input type="checkbox"/> FI008C - Statement of Changes In Fund Balance By Fund	3/11/2010
<input type="checkbox"/> FI009F - Revenue Expense List/Detail Report	5/19/2012

- b) In the next window, choose desired format by clicking the radio button for the desired report output. Choose Run in the bottom right of this pane. The parameter page will display.

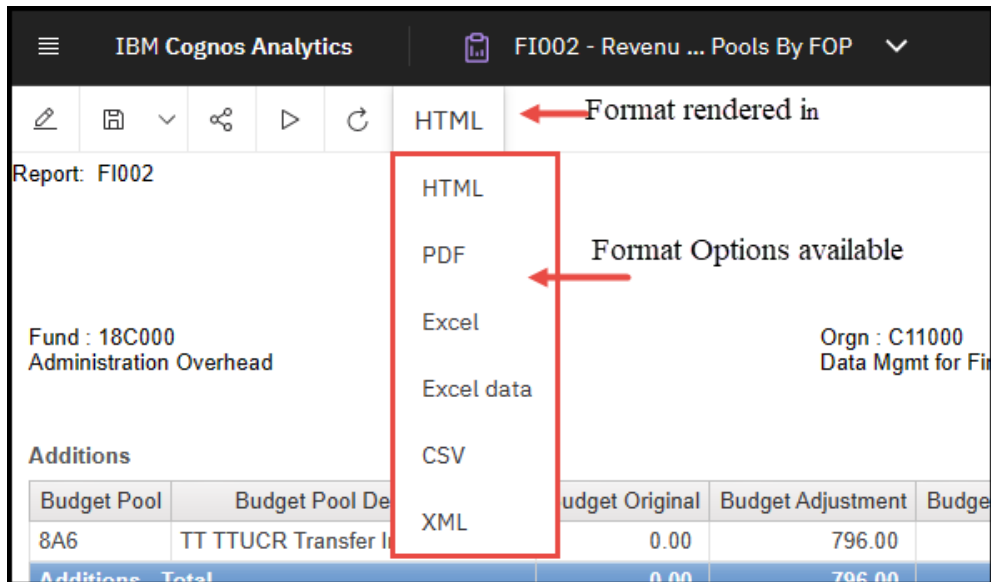


The screenshot shows a "Format" dialog box. It has a "Format" section with a "Use default format" toggle (turned off) and radio buttons for HTML, PDF (selected), Excel, Excel Data, CSV, and XML. There is also an "Accessibility" section with a checked "Enable accessibility support" option. On the right, there is a "Languages" section showing "English (United States)" and a "Reset defaults" link. At the bottom right, there are "Cancel" and "Run" buttons.

Changing Report Format After Rendering

This is done from within a rendered report.

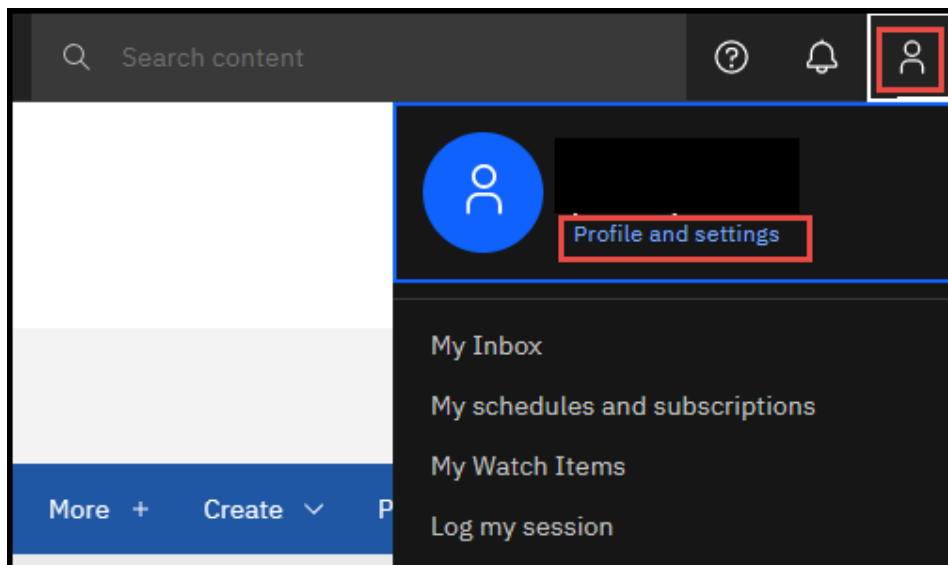
- a) Click on the link showing the format rendered in.
- b) From the drop down that opens, select the desired format for the report.



Changing Default Report Format

Once in Cognos, look to the top right for a person icon.

- a) Select the person icon in top upper right.
- b) Select link labeled profile and settings.



The Profile & Settings panel displays.

- c) Select tab labeled Settings.
- d) Select the drop down to the right of the displayed format.
- e) Select desired format from within drop down.
- f) Selected format will be the default format for reports executed.

