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”.

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.
**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.

![Image showing format options]

**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.

![Image showing profile and settings option]
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.