



COGNOS REPORTS USING IR DATA WAREHOUSE AND IR CUBES

SET PREFERENCES

BEFORE PROCEEDING TO RUN REPORTS USING THE IR DATA WAREHOUSE OR IR CUBES

make sure your “Report Format” setting is set to HTML

To change your settings and change to the “HTML” default:

- In IBM Cognos Connection Home page, **GO** to the top right corner
- Click the little guy icon  
- In My Area Options, **SELECT** and **CLICK** “My Preferences”
- In the “Set Preferences” Under Report Format, select “HTML” format

Report format:
HTML ▼

- Then Click “OK”


OK Cancel

To change the number of line items each HTML page of the report (decrease number of ‘next page’):

Set preferences

General Personal Portal Tabs

Specify your settings.


Number of entries in list view:
25  **default number**

Separators in list view:
No separator ▼

Set preferences

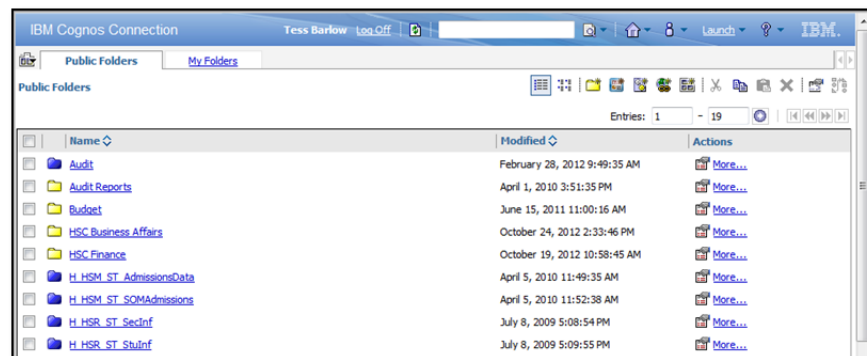
General Personal Portal Tabs

Specify your settings.

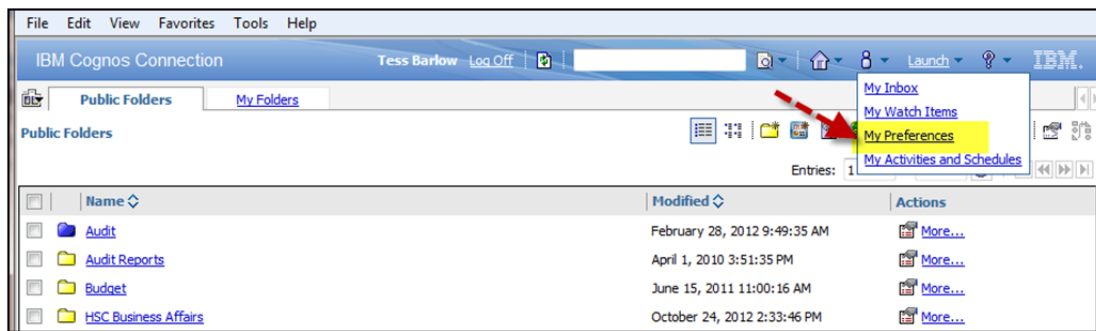
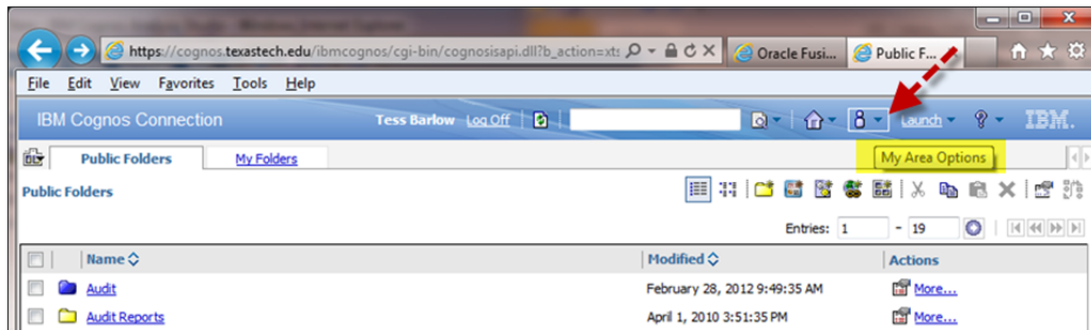
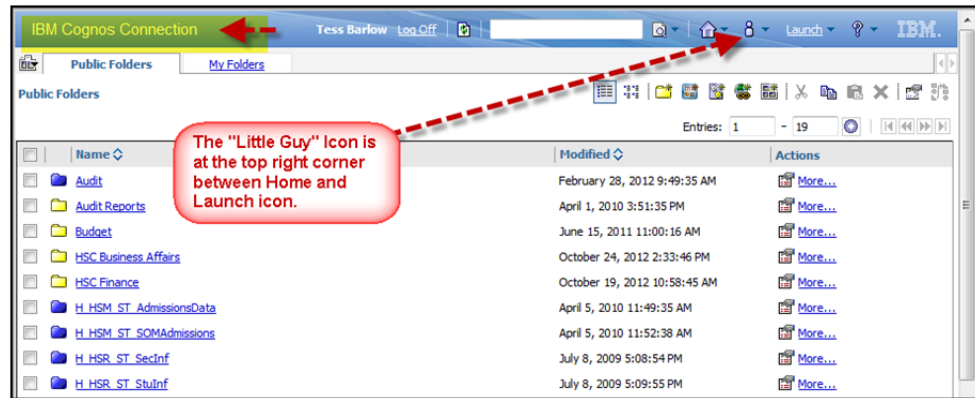
Number of entries in list view:
999 

Separators in list view:
No separator ▼

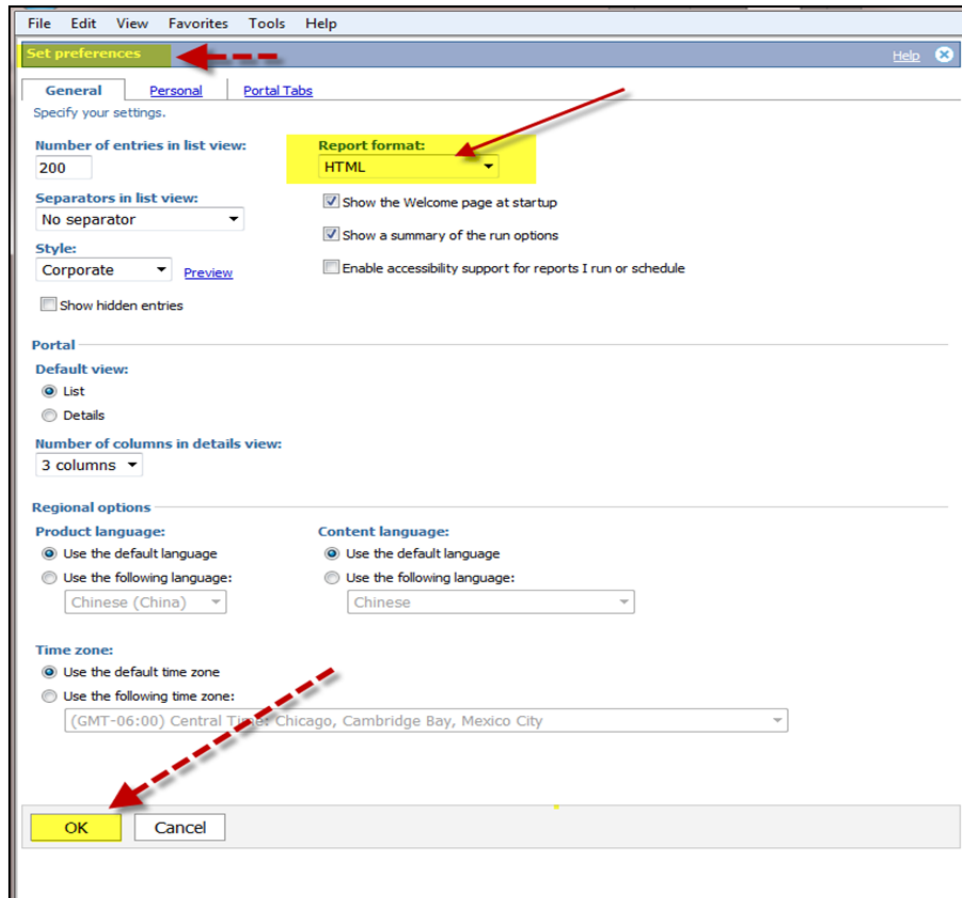
Below are screen shots for changing your settings in your Preferences:



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File Edit View Favorites Tools Help

Set preferences Help

General **Personal** Portal Tabs

Specify your settings.

Number of entries in list view:
200

Separators in list view:
No separator

Style:
Corporate [Preview](#)

☐ Show hidden entries

Report format:
HTML

☒ Show the Welcome page at startup
☒ Show a summary of the run options
☐ Enable accessibility support for reports I run or schedule

Portal

Default view:
☒ List
☐ Details

Number of columns in details view:
3 columns

Regional options

Product language:
☒ Use the default language
☐ Use the following language:
Chinese (China)

Content language:
☒ Use the default language
☐ Use the following language:
Chinese

Time zone:
☒ Use the default time zone
☐ Use the following time zone:
(GMT-06:00) Central Time of America, Chicago, Cambridge Bay, Mexico City

OK **Cancel**