



Northeastern

# Where to find Cognos Research Golden Reports

January 04, 2019

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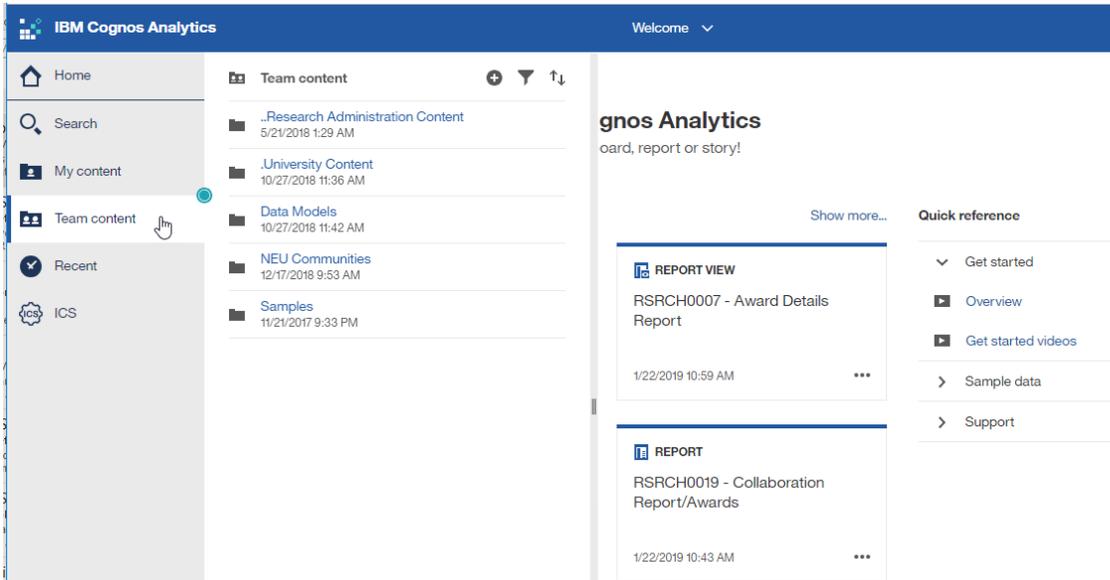
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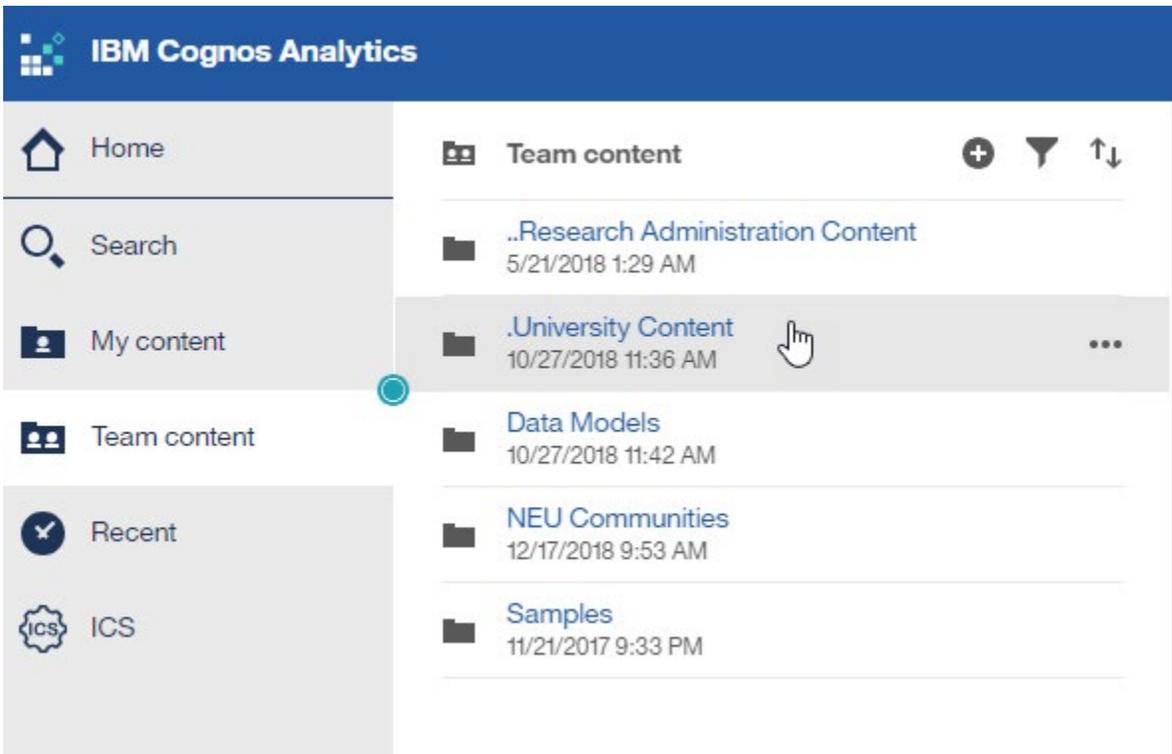
# 1. Where to find Cognos Research Golden Reports

First login to the Cognos Production environment using the following link: <https://insights360.neu.edu>

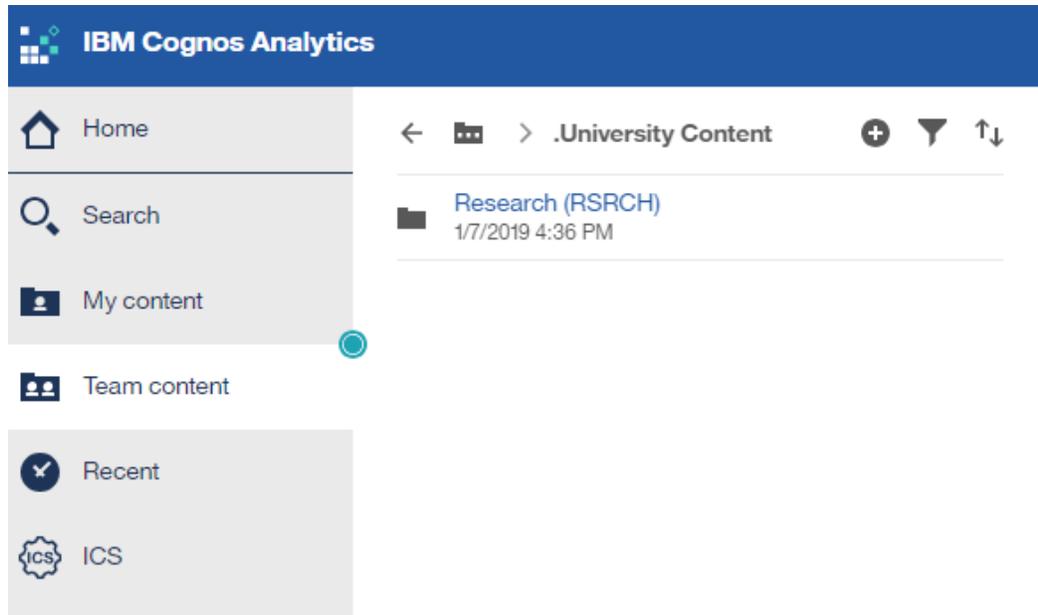
On the navigation bar to the left of the homepage, expand the “Team Content” folder:



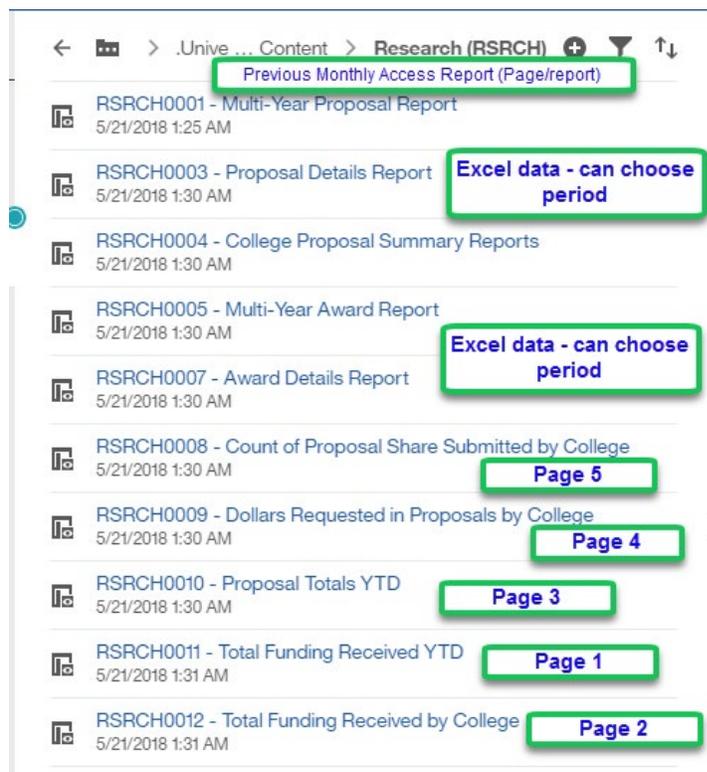
Next open the “.University Content” folder:



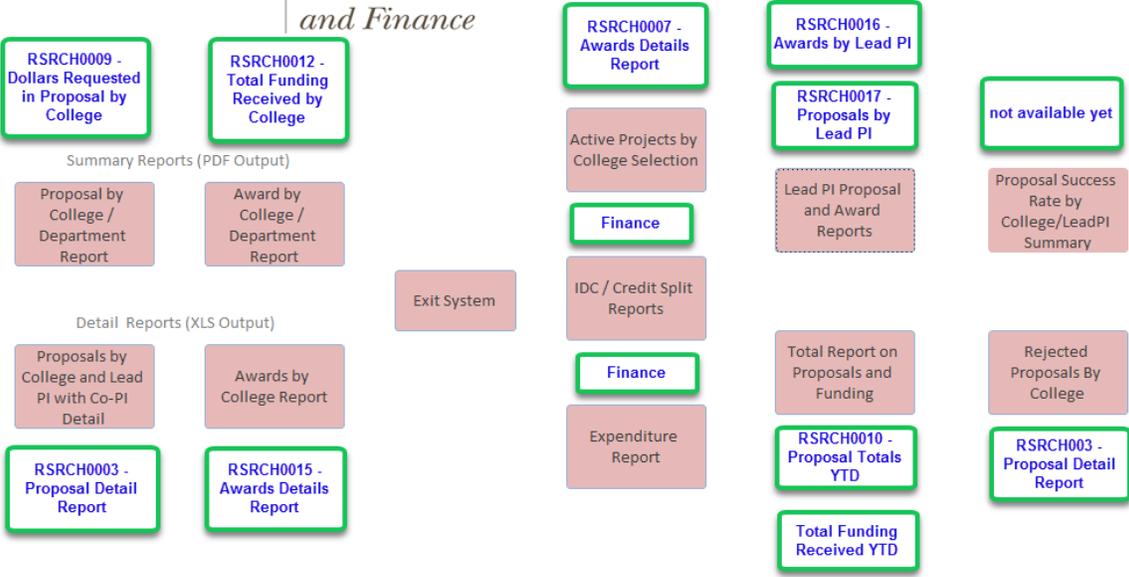
Inside of the “.University Content” folder open the “Research (RSRCH)” folder:



Inside the “Research (RSRCH)” folder users can find the Cognos Research Golden reports. The reports numbered below map to the order of the previous Access monthly reports (1-5 are the PDF's; 6 & 7 are the Excel details); also included is a mapping of the ORAF Inquiry reporting tool, and the corresponding Cognos Report:



**ORAF** | **Northeastern University**  
*Office of Research Administration  
 and Finance*



## 2. User Resources

### Data Administration SharePoint Site

A new section of the Data Administration SharePoint page provides the Cognos User Community with a convenient one-stop shop for all Cognos-related resources. The follow areas are available on the [Data Administration SharePoint](#) page, under the Business Intelligence & Analytics Program tab:

#### Getting Access

Links to the Cognos Access form can be found in this section. In addition, there are detailed instructions for both applicants and their managers to follow when filling out the form. A properly completed form is a pre-requisite for any Cognos training session.

#### Data Cookbook

The Data Cookbook page contains a link to the Data Cookbook. The Data Cookbook is Northeastern University's online data dictionary for the Cognos reporting environment. The Data Cookbook contains field definitions for all dimensions and measures available in the Cognos application, as well as specifications for both data models and all public user reports. This includes long descriptions, hierarchy descriptions, level definitions, source, data type, and data examples. The Data Cookbook arranges the definitions in the same hierarchies as the Cognos tool, making it very easy to navigate. Users can also search for definitions on the Data Dictionary page. Results will be displayed below the search box.

The screenshot displays the Data Administration SharePoint site. At the top, there is a breadcrumb trail: "Northeastern SharePoint Home > Office of the Provost > Data Administration > Business Intelligence & Analytics Program". A search bar is located in the top right corner. Below the breadcrumb, a navigation menu includes "Data Administration", "Data Stewardship Council", "DAPSec Initiatives", "Argos User Community", "Business Intelligence & Analytics Program", and "Data Classification". The "Business Intelligence & Analytics Program" tab is selected. The main content area is titled "Data Cookbook". On the left, a sidebar menu lists "Getting Access", "Data Cookbook", "Training", "Customer Support and Feedback", "Project Status Updates", "FAQ", "Chatter Group", and "BI Core Team". The "Data Cookbook" item is highlighted. The main content area contains a paragraph explaining that the following links will redirect to the Data Cookbook, a new data dictionary software. It notes that users must use their myNEU username and password to log in. Once logged in, users can review a description of the Cognos package, a listing of data items ("Definitions"), and documentation for each of the canned reports available in Cognos, including proposed usage of the report, data items available in the report, and filters applied to the data. These are located under the "Specifications" tab within the Data Cookbook. Users can browse all data item definitions on the "Definitions" tab and have the ability to search for any term via a convenient search bar available in the top right of each page. To the right of this text is a "Data Cookbook Search" box with a search input field, an "Exact match?" checkbox, and a "Search" button.

## **Training**

The Training section contains training class and user group definitions, and training materials and documentation.

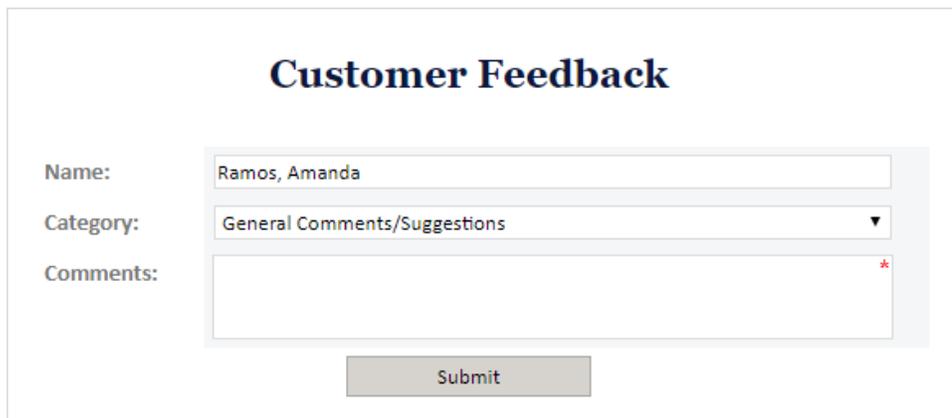
[Intro to Cognos Training Video](#)

## **Customer Support and Feedback**

This section contains two distinct features. The Customer Support area serves as the guide to resolve issues around the Cognos application itself. For website or log-in difficulties, the site provides links to Service Now for users to open a ticket. We encourage users to open a ticket for these types of problems so they can be routed to the best resource for faster resolution. To open a Service Now ticket:

1. Log into **Service Now**.
2. Navigate to the **Service Catalog** in the left side navigation pane.
3. Click the **Business Intelligence/Cognos Issues** link in the **Business and Enterprise Applications** area.
4. Complete the form and click Submit.

The Customer Feedback area enables users to communicate with the Data Administration team regarding the data dictionary, training sessions, feedback, and materials, or general comments.



The screenshot shows a web form titled "Customer Feedback". It contains three input fields: "Name" with the value "Ramos, Amanda", "Category" with a dropdown menu showing "General Comments/Suggestions", and "Comments" which is currently empty. A red asterisk is visible in the bottom right corner of the "Comments" field, indicating it is a required field. Below the form is a "Submit" button.

The FAQ sections contains answers to commonly asked questions and is a good resources for general Cognos information.