Where to find Cognos Research Golden Reports

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