

OCFS Data Warehouse Quick Reference Guide for Cognos ReportNet

Logging Into Cognos ReportNet

1. Double-click on the **Internet Explorer icon** on your local desktop.
2. In the Address window at the top of the screen, type the appropriate web address (see below), and press Enter on your keyboard:
 - Local Districts, OCFS State Staff, and Voluntary Agency Staff that are not NIS or SSL/VPN
http://htptda0a1aspcog/crn or **http://172.16.98.26/crn** (If you use the latter web address, you may be asked to fill-out a login screen with your User ID and NT password to proceed.)
 - NIS Voluntary Agency Staff
http://cognos.otda.state.nyenet/crn (Make sure your LAN Admin has completed the “NIS Agency Server Set-up” process posted on the Data Warehouse page of the CONN Intranet site.)
 - SSL/VPN Voluntary Agency Staff
https://rc1.oft.state.ny.us/ocfs (Make sure your LAN Admin has followed the “SSL VPN Request for Cognos ReportNet Access” instructions posted on the Data Warehouse page of the CONN Intranet site to submit the OCFS-4827 form.)
3. If a **confidentiality warning** appears, read it and click “I Accept.”
4. You should now be at the **Cognos ReportNet welcome screen**.



Note: If you do not see the Cognos ReportNet welcome screen, you have not been granted access to the Cognos ReportNet environment. Please see the section titled “Additional Resources” for information on requesting access.

Add Cognos ReportNet To Your Internet “Favorites”

1. With the Cognos ReportNet welcome screen showing, click on **Favorites** from the menus at the top of the Internet Explorer screen.
2. Select **Add to Favorites** from the drop-down list.
3. In the Add Favorite dialog box, change the text in the **Name** area to “ReportNet Login,” and click **OK**.
4. The next time you want to access Cognos ReportNet, open Internet Explorer, click on Favorites from the menus, and select “ReportNet Login” from the drop-down list.

Running Pre-defined User Reports

Note: Internet Explorer pop-up blockers must be disabled in order to run reports.

1. From the Cognos ReportNet welcome screen, click once on **Public Folders** tab in the upper left corner.
2. Click once on the **“OCFS DW” folder name** that contains the subject matter of the reports you are interested in viewing. For example, the folder named **OCFS DW - FASP Reports** contains pre-defined FASP reports.

Note: OCFS DW folders with the word “Admin” are for administrative use by the Data Warehouse Team only. In addition, Public Folders that do not begin with “OCFS DW” are related to other OCFS or OTDA projects and do not contain Data Warehouse reports.
3. Click once on the appropriate **folder name**, depending on whether you work for a Local District or Voluntary Agency. Regional Office staff can access reports from either the “Local Districts and Regional Offices” folder or the “Voluntary Agencies” folder.
4. Click once on any **report name** to run the report.
5. When the report prompt appears, make your selection(s) and click the **Next button** at the bottom of the screen. You may need to scroll downward to see the Next button.
6. Continue filling-out the report prompts until the Next button no longer appears, which means that you have reached the last prompt.
7. Once you have completed all the report prompts, click the **Finish button** to run the report. A spinning cube will appear on your screen until the report appears in the Report Viewer.

OCFS Data Warehouse

Quick Reference Guide for Cognos ReportNet

The Report Viewer Toolbar

The following buttons appear at the top of the screen once you run a report.

[Return](#) [About](#)



Button	Function	Button	Function
	Save the report as a report view		View in Excel 2000 single sheet format
	Send the report by email		View in Excel 2000 multi-sheet format
	Run the report again		View in Excel 2002 format
	View in HTML format <i>(default view)</i>		View in CSV format
	View in PDF format		View in XML format
		Return	Return to report list

Saving & Printing Reports in PDF Format

1. With the report open on your screen, click once on the **View in PDF format** button on the Report Viewer toolbar. It may take a minute for the PDF file to generate.
2. Click on the **Save button** on the PDF toolbar.
3. When the **Save a Copy** dialog box appears:
 - a. Use the **Save in** window to navigate to the location on your local computer where you want to save the PDF file.
 - b. In the **Object name** area, type a filename for the PDF file.
 - c. Make sure the **Save as type** area is set to Adobe PDF Files (*.pdf).
 - d. Click the **Save** button.
4. With the PDF file still open on your screen, click on the **Print button** on the PDF toolbar to send the report to your local printer.

Saving & Printing Reports in Excel Format

Note: Some set-up needs to be done prior to saving reports in Excel for the first time. See the Step-by-Step Guide for more information.

1. With the report open on your screen, click once on any of the three **View in Excel format** buttons on the Report Viewer toolbar. It may take a minute for the Excel file to generate.
2. Select **File → Save as** from the menus at the top of the Excel screen.
3. When the **Save As** dialog box appears:
 - a. Use the **Save in** window to navigate to the location on your local computer where you want to save the Excel file.
 - b. In the **File name** area, type in a filename for the Excel file.
 - c. Change the **Save as type** area to Microsoft Excel Workbook (*.xls).
 - d. Click the **Save** button.
4. With the Excel file still open on your screen, click on the **Print button** on the Excel toolbar to send the report to your local printer. You may want to adjust the column widths, use **File → Page Setup**, or use **View → Page Break Preview** to format before printing.

Logging Out of Cognos ReportNet

1. Close any report by clicking **Return** in the upper right corner of the Report Viewer screen.
2. From the Cognos ReportNet welcome screen or Public Folders screen, click **Log Off** in the upper right corner.
3. Close the Internet browser.

Additional Resources

Visit the Data Warehouse page of the CONNECTIONS Intranet site for more information on Cognos ReportNet and the Case Management Reports (<http://ocfs.state.nyenet/connect>). To request access to Cognos ReportNet, send an email to data.warehouse@ocfs.state.ny.us with your full name and NT UserID, and "cc" your Director.