Launching User Resources Tab in Cognos

The User Resource tab in Cognos contains quick reference documents for all Cognos users and a ‘How To’ dictionary for report authoring.

To launch the tab, complete the following steps:

1. Click on the Public Folders tab in Cognos
2. Find the IPFW Shared Reports folder and click to open
3. Look for the User Resources link at the bottom of the folder list
4. Find the Actions icons located across from the User Resources Link
5. Click on the icon
6. User will now see the User Resource tab, located after My Folders
7. Click on the tab to view contents