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Welcome to Cognos Version 11

The new version of Cognos, Cognos 11, will be released in mid-July.

Main Difference

Visual appeal and ease of use is the main focus of Cognos 11 but the main difference is the user interface, known as the portal. This new and modern interface provides users with a streamlined way to view content. The portal features a **navigation panel** on the left side and an **application toolbar** across the top.



Application Toolbar

Once a report has been rendered, options appear in the left section of the toolbar.



The **Run** button allows users to choose a different format for the report and reset the prompts to run with different parameters.



The **Save** button allows users to select "Save report as report view...". When a user saves their current report output the parameters used to execute that report will also be saved.

Navigation Panel

The navigation panel features sliding panels that let users expand and collapse menus, providing more screen space.



The **Search** feature at the top of the panel provides users with easy search access and links to their content.



My content is a rename of My Folders. It is the personal content area and holds report views saved by the user.



Team content is a rename of Public Folders. The reports that have been created for Departmental and Functional users are housed here. The folder structure is similar to the previous version of Cognos.



Recent is a new folder that provides shortcuts to the reports a user has executed during current or previous Cognos sessions. This provides the user quick access to the reports used most often. Reports appear in order based on most recently used.



Located in the center of the toolbar to the right of "Cognos" is a drop down that offers the ability to have multiple objects open at the same time and to quickly switch between them. It also allows a user to return to the Home page by clicking on the house icon.



The **More** button allows users to make other content their Home page. Click the More button on the toolbar and select Set as Home.



Personal Menu allows a user to change their personal preferences.

To get a preview of the new and improved Cognos, you can view the [Cognos Analytics videos](#). You can also compare current Cognos screens to Cognos 11 screens [here](#).

For questions, refer to the Cognos Support portlet under the Cognos tab in the WebRaider portal.

