

PLANSOURCE[®]

Query Studio Reports (Cognos 10) in Reporting (Cognos Analytics)

Business Intelligence

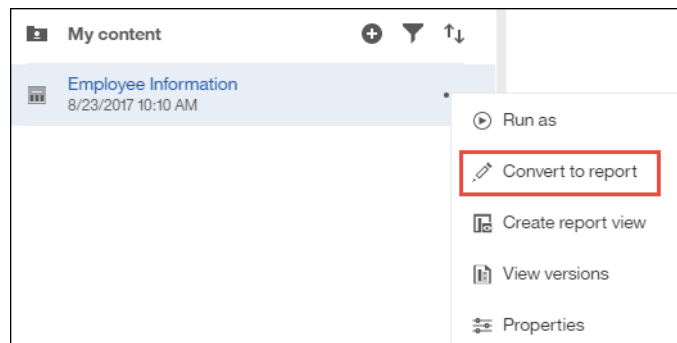
Convert Query Studio Reports to Reporting

All Query Studio reports can be accessed and run in the new Reporting tool.

Any reports created by your organization in Query Studio that need EDITS to the report must be manually converted before the report can be modified in the new Reporting.

After converting the Query Studio report to Reporting, report interactivity must be set to No.

1. Navigate to the location of a Query Studio report.
2. Select the More link to the right of the report name.
3. From the drop-down list opposite the name of the Query Studio report, select Convert to Report.



4. Modify the report in Reporting, as needed.

Hint

Select the Data icon from the side panel to display package data items.



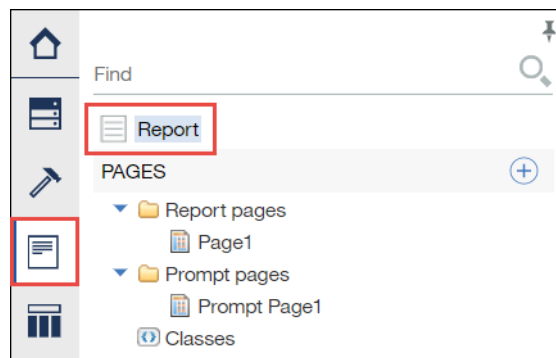
5. From the application bar, select the drop-down arrow to the right of the Save icon, and then select Save As.
6. Name and save the report.
7. Run the report in HTML format.
8. From the report prompt page, if any, make a selection, and then select Run Report.
9. View the report output, and then close the report viewer.
10. Navigate to the Welcome page.

Next, turn off report interactivity.

Turn Off Interactivity

If your Business Intelligence reports do not run as expected, or if a Query Studio report has been converted to Reporting, turn off interactivity.

1. From the side panel in Reporting, select the Pages icon, and then select Report.



2. From the application bar, select Show Properties.
The Properties pane appears.
3. From the Run with Full Interactivity drop-down list, select No.

The screenshot shows a report interface with a blue header bar containing icons for visibility, settings, menu, notifications, user profile, and help. The settings icon is highlighted with a red box. Below the header, the word 'Report' is displayed. A section titled 'RUNNING & VALIDATING' contains a table with the following rows: 'Run options', 'Validate options', 'Burst options', 'Upgrade information', and 'Run with full interactivity'. The 'Run with full interactivity' row has a value of 'No' in the right column, which is also highlighted with a red box.

RUNNING & VALIDATING	
Run options	
Validate options	
Burst options	
Upgrade information	
Run with full interactivity	No