



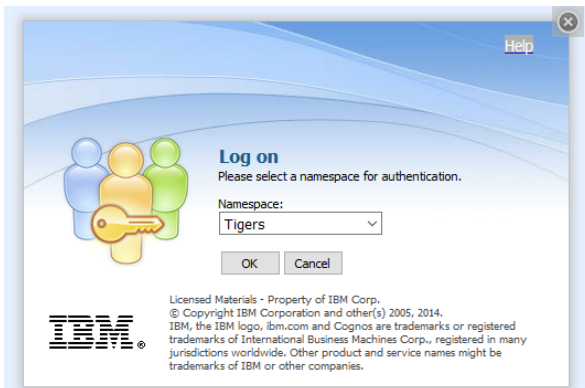
The COGNOS REPORTS PORTAL can be location on the HR Home Page under Quick Links in additional to under the about us section. Click HR Facilitators, then under HR Facilitators Resources on the left. Named UMKC COGNOS Reports Portal.

OR

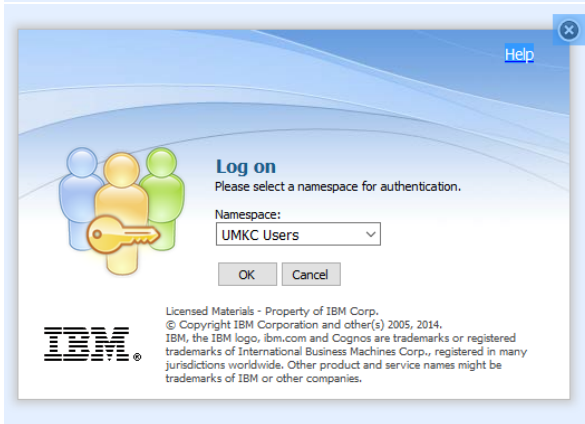
Logging On

[COGNOS PORTAL](#) – Click on the name or below.

[https://reports.umssystem.edu:443/cognos/cgi-bin/cognosisapi.dll?b_action=dashboard&pathinfo=/pagelet&path=storeID\(%22i343875826A8A4D7EA44C86EB02BDA4C2%22\)&frag-header=true](https://reports.umssystem.edu:443/cognos/cgi-bin/cognosisapi.dll?b_action=dashboard&pathinfo=/pagelet&path=storeID(%22i343875826A8A4D7EA44C86EB02BDA4C2%22)&frag-header=true)



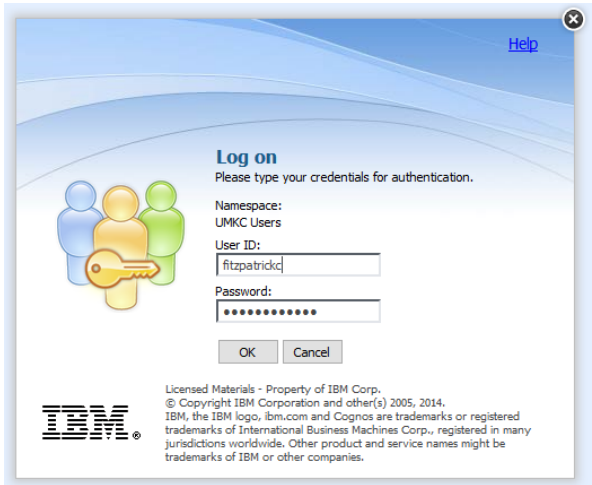
Defaults to Tigers Namespace.



Change to UMKC Users



Log in with SSO and Password. This is your standard login for your email.



You should only see folders and reports for which you have access based upon security. I have broad security, so you will NOT see all that that are pictured below. The Folder dedicated to HR facilitators and Business Partners is named just that.

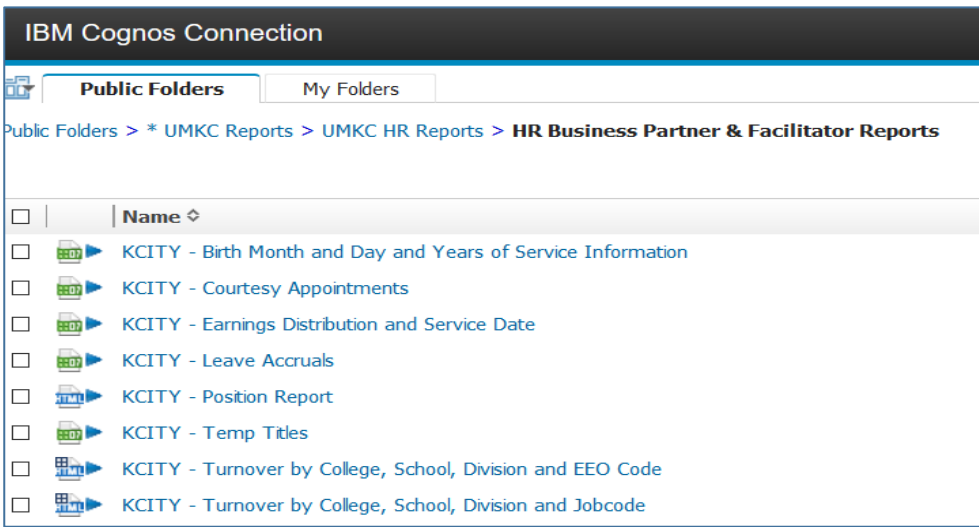
HR Business Partner & Facilitator Reports



Clicking the folder does not open the folder.

Click on the Name of the Folder – it is a hyperlink. You may see all kinds of clickable things under the Actions portion of the screen. This manual is not written to include how to use those actions. Please do not attempt to use because support to answer questions with those functions is unavailable.

Once you click on the selected report, you will be able to manage most anything you need. The names of the reports are self-explanatory.



Cognos Functionality

Kansas City - Birth Month and Day and Years of Service Information by Division

College, School, Division (Optional: Based on PeopleSoft security organization tree; Ctrl-click for multiple, leave blank for all):

- Campus Accounts
- Chancellor
- College of Arts & Sciences
- Conservatory of Music & Dance
- Diversity
- Honors College
- Human Resources
- Information Services
- Institute for Human Dev
- Intercollegiate Athletics
- Libraries

Select all Deselect all

Refresh Dept List

Departments (Optional: Based on PeopleSoft security organization tree; Ctrl-click for multiple, leave blank for all):

Cancel < Back Next > Finish

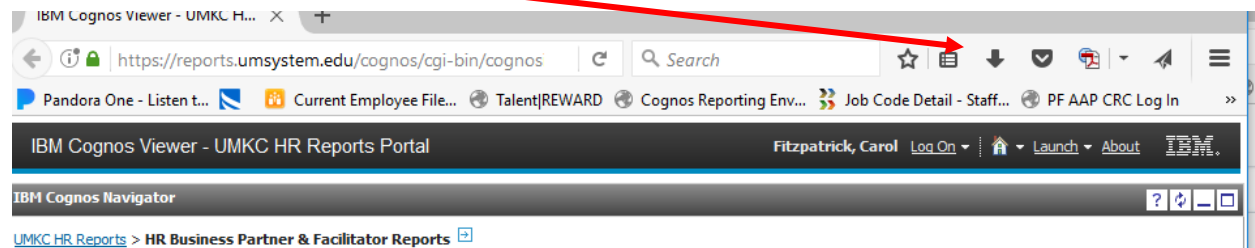
You are able select all that you want, or click more than one, by using the Ctrl-Click combination. This applies to all lists.

You need to select the College School or Division. Then click this refresh button to return the departments available to you.

These buttons navigate through steps. **Finish** always runs the report. You may see a message after clicking the Refresh List buttons that say a report is working or running. It is simply pulling the data for the next question you have to answer.

After clicking finish, the report will run and either download to excel or ope. Depending upon your browser and settings, it may give a message asking where you want the report saved, or it may drop into downloads. In Firefox, you can typically monitor with the arrow on the upper right side of the browser. Click on the arrow when download completes. If you are not sure of your download functions in browser, you can google or ask your IT contact.

In Firefox, it is here.



The default output of the reports was determined factoring in the needs of the department, the security, and ease of output.

These reports will allow you to select certain items in order to filter the output. My security is wide, so again, the screen shots are going to look a little different, but should behave the same as yours.

Reports - Short Instruction:

KCITY - Birth Month and Day and Years of Service Information – You will make selection(s) of CSD, Click “Refresh Dept List”; then your choice of departments will appear. You may select all, select one, or select specific ones by using the Ctrl-click.

KCITY – Courtesy Appointments – Provides all courtesy appointments for units to which you have security. You simply click on the report and the data returns. Downloads according to browser preferences.

KCITY - Earnings Distribution and Service Date – You will make selection(s) of CSD, Click “Refresh Dept List”; then your choice of departments will appear. You may select all, select one, or select specific ones by using the Ctrl-click. (This report may take some time depending upon size of request. Please be patient. Do not Reclick.

KCITY – Leave Accruals – You will make selection(s) of CSD, Click “Refresh Dept List”; then your choice of departments will appear. You may select all, select one, or select specific ones by using the Ctrl-click.

KCITY – Position Report You will make selection(s) of CSD, Click “Refresh Dept List”; then your choice of departments will appear. You may select all, select one, or select specific ones by using the Ctrl-click. This report does not auto download to excel. You can save to excel. Instructions in detail to follow.

KCITY – Temp Titles Provides all courtesy appointments for units to which you have security. You simply click on the report and the data returns. Downloads according to browser preferences.

KCITY – Turnover by College, School, Division and EEO Code -

KCITY – Turnover by College, School, Division and Job Code – In both of the version of the turnover reports, you may make selections in several categories. Remember to click “Refresh XXX List”. You may select all, select one, or select specific ones by using the Ctrl-click.

These reports also do not auto download to excel and are not very conducive to excel, however you can save to excel. Instructions in detail to follow.

The default setting for Turnover creates a page that looks like this:

The screenshot shows the IBM Cognos Viewer interface for a report titled "Overall UMKC Turnover Aug 1, 2017 - Aug 31, 2017". A blue callout box on the left contains the text: "You will be able to see the selection criteria here. Blocked for privacy." Below this is a table with the following data:

Fiscal Year	Fiscal Quarter	Accounting Period	Active Count	Total Separations	Total Turnover Rate	Voluntary Separations	Vol %	Involuntary Separations	Invol %
2016	Q1	Aug	148	3	2.03%	3	2.03%	0	0.00%
	Q1 - Summary		148	3	2.03%	3	2.03%	0	0.00%
2016 - Summary			148	3	2.03%	3	2.03%	0	0.00%
Overall - Summary			148	3	2.03%	3	2.03%	0	0.00%

At the bottom of the report area, there are navigation buttons: "Top", "Page up", "Page down", and "Bottom". A red callout box points to these buttons with the text: "These tiny buttons are navigation through the pages of the report. It is easy to miss or forget about these and think the report failed. Do not forget the pages in this format are very different." The page number "1" is visible at the bottom center.

Do save any report to another format. Once the report has run, you will see an HTML button that looks like this.

The screenshot shows the IBM Cognos Viewer interface for a report titled "Position Report". A red callout box highlights a button with a document icon and the text "HTML". Below the callout is a table with the following columns:

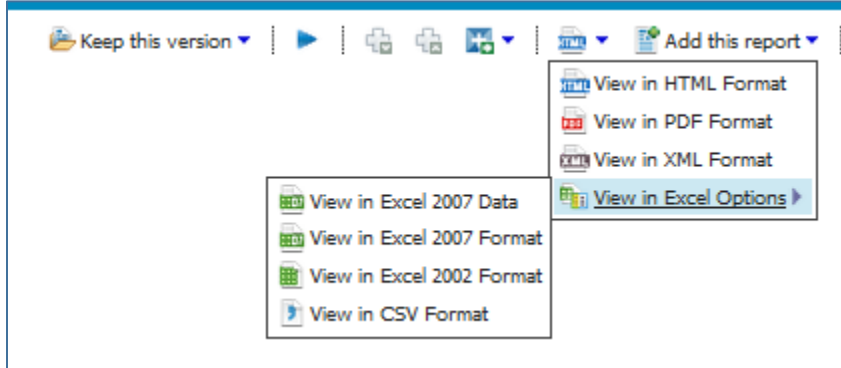
CSD Descr	Position DeptId	EmplId	Empl Rcd	NAME	Position Nbr	Deptd Job	Dept Name	Jobcode	Job Descr	Reg Temp	Position FTE	Reports To Position #	Supervisor EMPLID	Supervisor Name	Empl Type UM	Empl Status	Paygroup
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Click the HTML



button.

You will see other options for saving the report.



Once you make your selection, the report will download.

Troubleshooting:

Browsers I have good experiences with are Firefox and Explorer. Before reporting issue, please try another browser first.

It is easy to become stuck in an error message loop while logging in and out. Particularly if you close a window without logging off. (Just in case you have not found it. Logging off is done by clicking the arrow by the "Log On" link to the right of your name in the black COGNOS bar at the top.)

So, how do you log off when you can't log in to log off?

Open another browser. Get the log in screen to appear by going to COGNOS Home.

<https://reports.umsystem.edu/default.asp>

Fill in the login information as if you were going to login, but **instead**, click the Logout button below and to the right of the Password entry space. Close windows with any active attempts to log in and try again.

