



How to Access Previous Versions of Saved Output in Congos 10

8/24/12

The method in which you access previous versions of saved report outputs in Cognos 10 is a little different than Cognos 8.

1. Click on the icon with the saved papers: 
2. Click the box under Versions for the date you are interested in viewing.


<input type="checkbox"/> Versions 
<input type="checkbox"/> August 20, 2012 6:35:44 AM
<input type="checkbox"/> August 19, 2012 6:30:18 AM
<input type="checkbox"/> August 18, 2012 6:30:04 AM
<input type="checkbox"/> August 17, 2012 6:30:05 AM
<input type="checkbox"/> August 16, 2012 6:30:03 AM
<input type="checkbox"/> August 15, 2012 6:30:04 AM
<input type="checkbox"/> August 14, 2012 6:30:05 AM
<input type="checkbox"/> August 13, 2012 6:30:05 AM
<input type="checkbox"/> August 12, 2012 6:30:07 AM
<input type="checkbox"/> August 11, 2012 6:30:07 AM
<input type="checkbox"/> August 10, 2012 6:30:08 AM
<input type="checkbox"/> August 9, 2012 6:30:04 AM
<input type="checkbox"/> August 8, 2012 6:30:04 AM
<input type="checkbox"/> August 7, 2012 6:30:11 AM
<input type="checkbox"/> August 6, 2012 6:30:05 AM
<input type="checkbox"/> August 5, 2012 6:30:15 AM
<input type="checkbox"/> August 3, 2012 6:30:12 AM
<input type="checkbox"/> August 2, 2012 6:30:05 AM
<input type="checkbox"/> August 1, 2012 6:30:04 AM
<input checked="" type="checkbox"/> July 31, 2012 6:30:05 AM

3. Double click on the date (July 31, 2012)
4. Then click the PDF link

If you only want to see the CURRENT or latest version of the report:

1. Click on the report name, and it will automatically show you the latest version

OR

2. Click on the icon with the saved papers:  and click the PDF link.