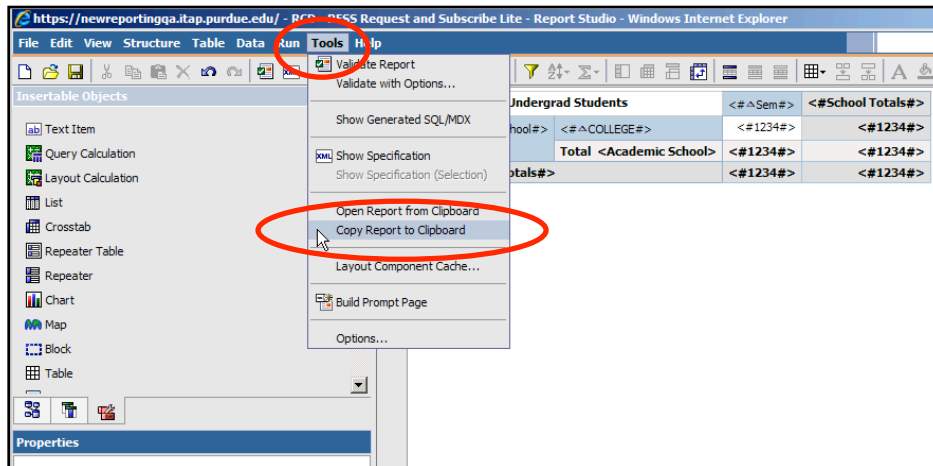


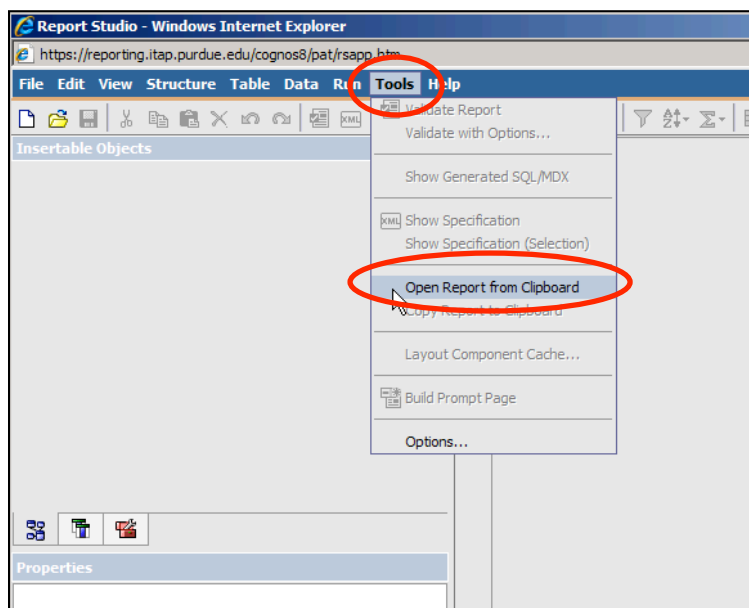
Copying COGNOS Reports or Report Pieces

Copying a Full Report (this would be used to copy a report from the Cognos QA Server to the Cognos Production server)

1. Open the report
2. Select **Tools**
3. Choose **Copy Report to Clipboard**

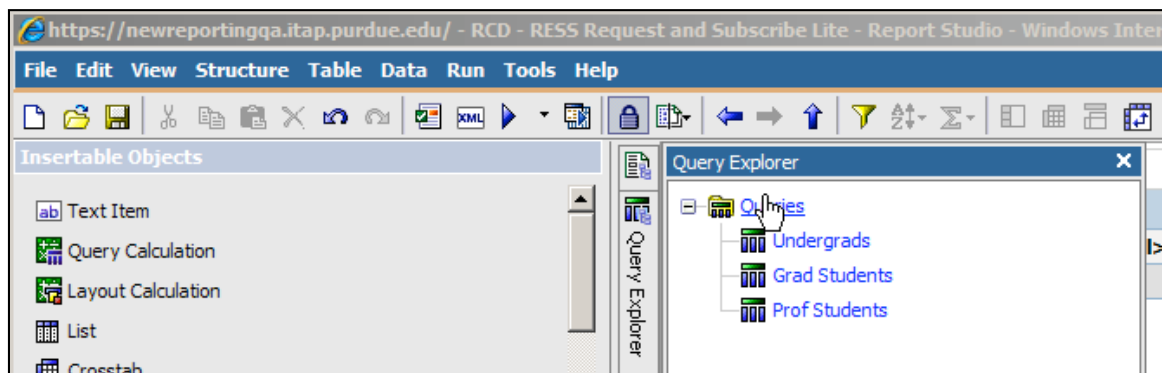


4. Open a blank report (probably start a Cognos Production Server session in a new Internet window)
 - a. Choose Report Studio
 - b. Pick the package the report was built from
 - c. If you have the pop-up window where you choose a new or existing report or template, just close it.
5. Select **Tools**
6. Choose **Open Report from Clipboard** and **Save As** report to desired folder on the Cognos Production Server

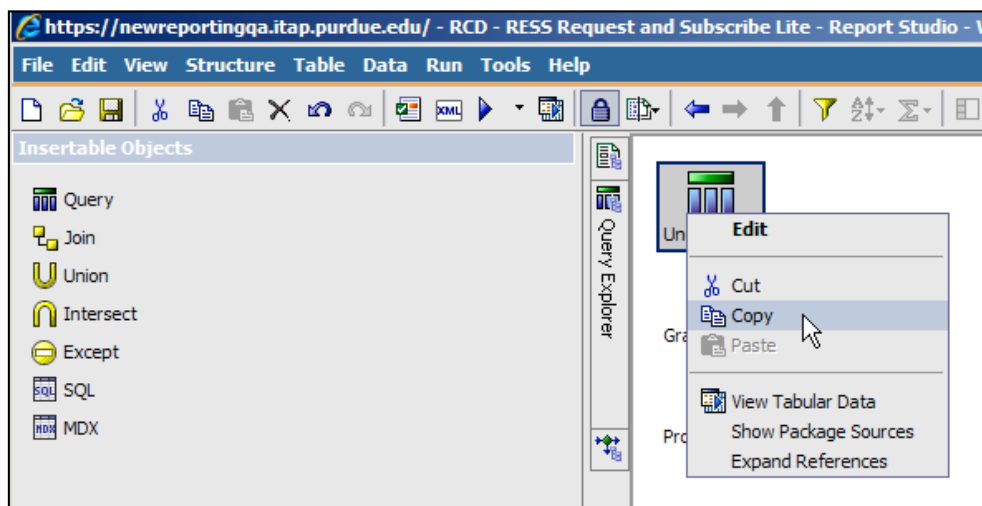


Copying Part of a Report (this could be within the same system or to different systems)

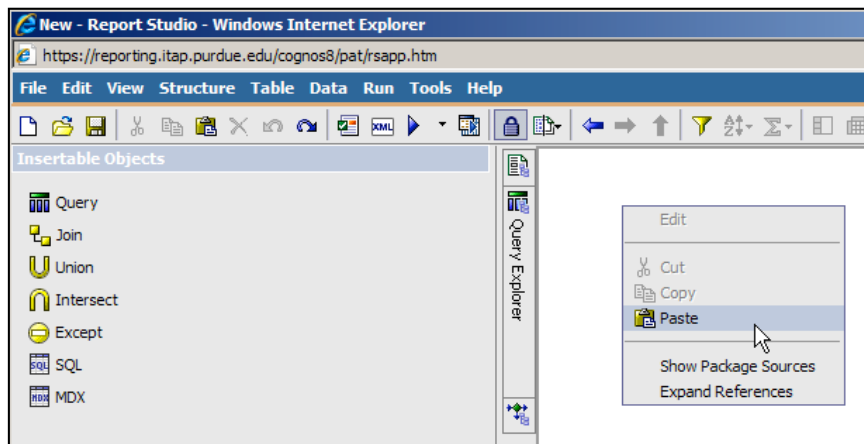
1. Open the source report.
2. Open the report you are **copying to** in a different Internet Explorer window. NOTE: The report must be based off the same package as the source report.
3. Switch to the source report window.
4. Select the center explorer bar, select Query Explorer and select Queries. NOTE: In order to copy reports this way, the queries must be copied first, and then the pages referring to the queries can be copied afterwards. Also be sure the destination report doesn't have queries with the same names as what you are wanting to copy over.



5. Right-click on the first query to be copied and select Copy.



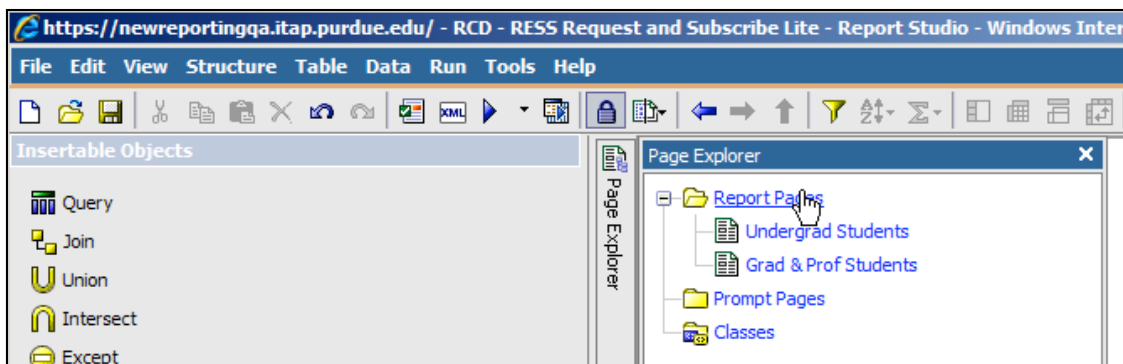
6. Switch to the destination report.
7. Select the center explorer bar, select Query Explorer and click on Queries.
8. Right click in the white area of the query window and select Paste. This will bring a copy of your query over to the new report with all the associated filters.



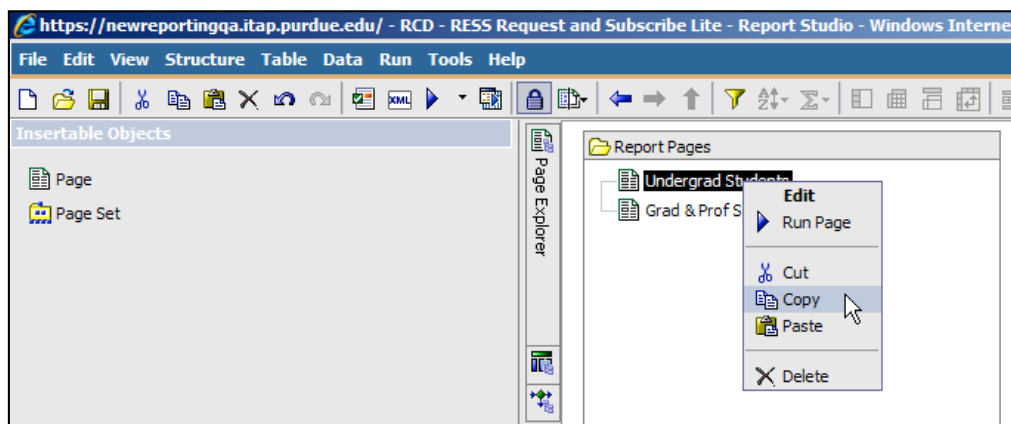
9. Using the above steps, continue to copy the desired queries across to the new report.

NOTE: After the queries are copied you can copy the Report Pages you want. Be careful of your page names. Make sure your copied pages don't have the same name as the pages in the destination report.

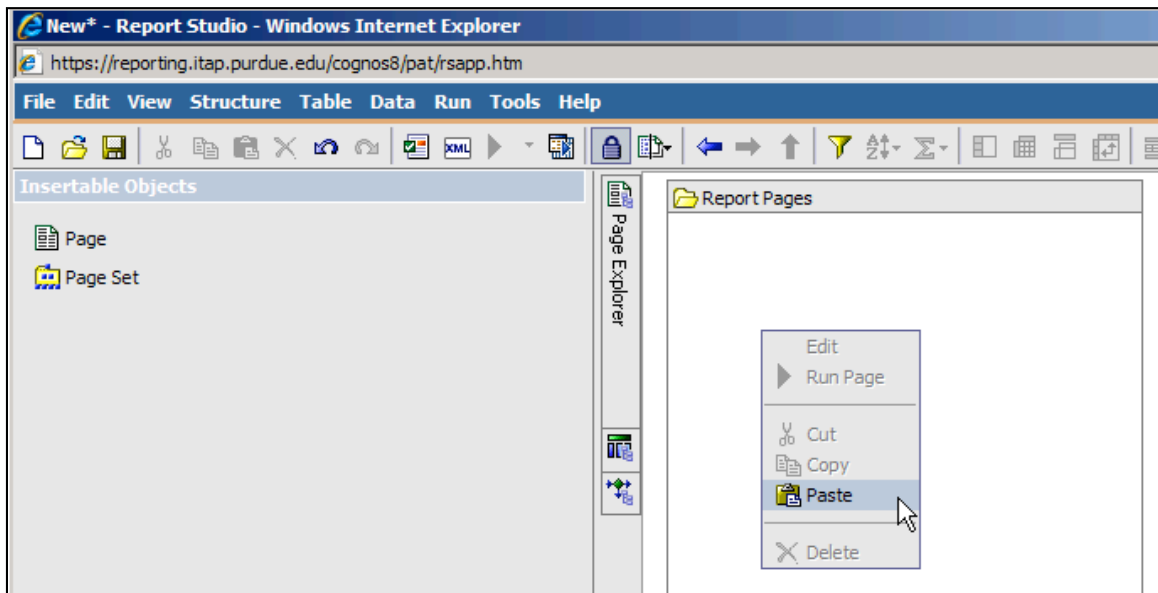
10. Go back to the source report.
11. Select the center explorer bar, select Page Explorer and then click on Report Pages.



12. In the Report Pages window, right click on the first page to be copied and select Copy.



13. Go back to the destination report.
14. Be sure you are in the Report Pages window. Right click in the white area and select Paste.



15. Repeat these steps as many times as needed.

NOTE: You could also create a blank page in your new report and copy across portions (or all) of the objects within that page. Perhaps you have three objects on the original page, but you only want one of them in the new report. You can go into the page of the original report, copy the individual object and paste into the page of the new report. Just be sure to copy across the associated query first before copying the object.

16. After the pages (and/or objects) are copied, go back into Query Explorer and make sure that each of your queries is pointing to the correct package. If you selected the correct package when you initially created the new package, it should be OK. If not, go up to the Menu Bar and select File – Report Package and select the correct PROD package.
17. Finally, remember to SAVE your new report.