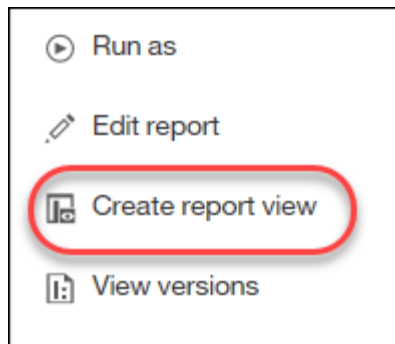


Report content, created by report authors and stored in available folders, may be saved as report views in your own **My content** or **departmental folders**. This allows you to save your favorite reports in a location that is easily accessible.

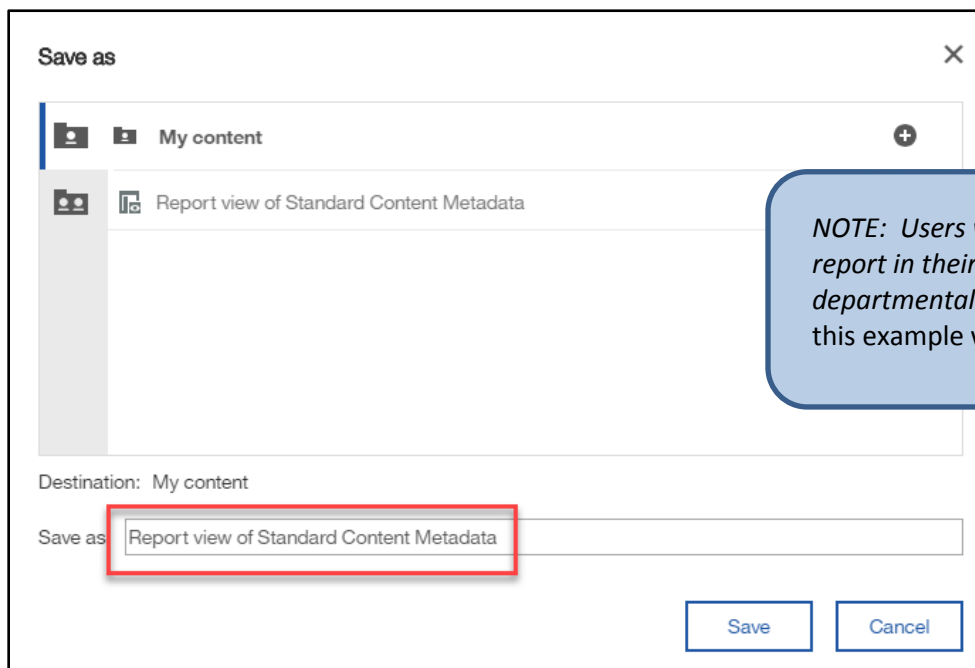
NOTE: *The steps below would be used to create a Report View for scheduled reports or general use of the report to save selected prompts.*

- Report views are a combination of a shortcut and a dynamic copy of the original report.
- If the source report is moved to another location, the report view link is not broken.
- If the source report is deleted, the report view link to the source report is removed and the report view will have to be re-created.

1. **Navigate** to the folder that contains the report.
2. **Right-click** on the report name.
3. Select the **Create report view** option.



4. Notice the report name has been changed to include **Report view of** in front of the title. Cognos defaults the original name of the report and adds **Report view of** at the beginning. **Navigate** to the location you would like to save your Report View and then select **Save**.



NOTE: *Users will only be able to save the report in their **My content** folder or departmental folder in **Team content**. In this example we saved it to **My content**.*

5. **Navigate** to the folder where you saved your Report View. The Report View will alphabetize within the list. Notice the report icon has changed.

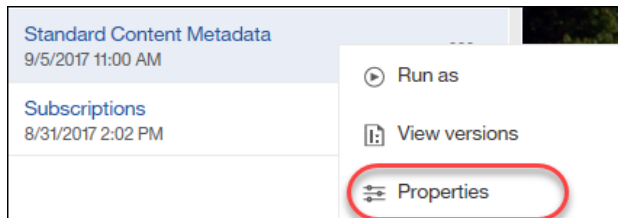


6. **Right-click** on the report name, or **hover and click the ellipses**.
7. **Click Properties** then **hover** to the right of the report name.
8. **Click the Edit Pencil** that appears.
9. **Click inside the Report name block** and **remove Report View of** from the title. (**NOTE: This step is optional. Users may wish to keep the reference in the title.**)

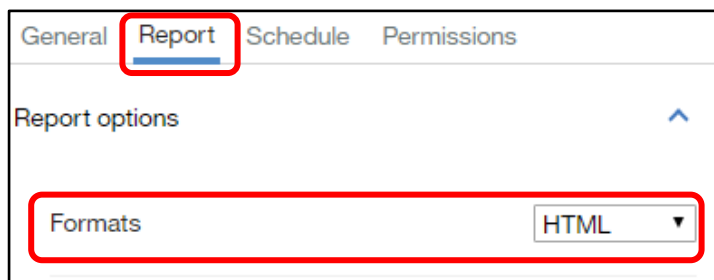


Setting Prompts on the Report View

1. Using the new **Report View Copy just created**, **Right-click** on the report name and **select Properties** from the list of options.



2. **Select Report** on the **menu**.
3. **Use the drop down arrow** next to **Report options** to change the format to **HTML**.



4. Make sure the **Prompt for values** box is checked.

5. Under **Current values**, select **Set values** or whatever text is displayed.

6. When the pane changes, select **Set or Edit**, whichever is shown. Select **Clear** if you want to change previously selected values.

7. When the prompt page opens, select the values for the prompts:

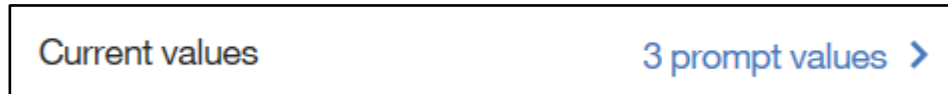
NOTE: If the prompt page doesn't open, please refer to the **Workaround for Editing Existing Prompt Values** QRC located on the Cognos Resources page in the **Cognos Reference Documents for all Users** section.

8. Click the **Submit** button on the top or bottom of the prompt page.

The prompt values selected will appear on the right side. Prompt names appear on the left.

9. Click **Back** option to return to the **Report View Options** pane.

Current selections are counted and displayed.



10. **Close** the report.