

Cognos Reports

User Guide for Running IPEDS HR Reports

*Version 7
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Cognos Log in Procedure

1. Click on or copy and paste this link into your browser:
<https://analytics.usg.edu/cognos/cgi-bin/cognos.cgi>



The image shows the Cognos login screen. It features a blue header with a "Help" link in the top right corner. The main content area has a light blue background with a graphic of three stylized human figures (blue, orange, green) and a large yellow key. The text "Log on" is prominently displayed, followed by the instruction "Please type your credentials for authentication." Below this, the "Namespace:" is set to "BOROUD". There are input fields for "User ID:" and "Password:". At the bottom of the form are "OK" and "Cancel" buttons. A small IBM logo is in the bottom left, and a copyright notice is in the bottom right.

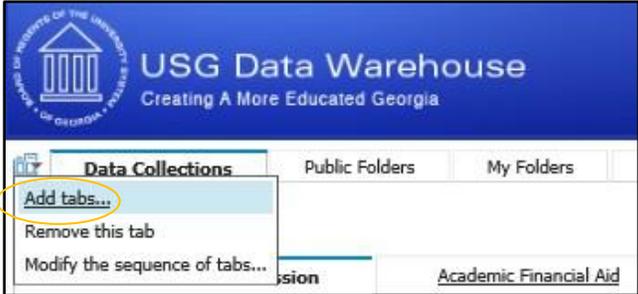
2. The Cognos login screen will be displayed.
3. Enter your **User ID** and **Password**.
Note: If you do not have a Cognos User ID and Password, please ask the HR POC at your institution to contact the Help Desk (helpdesk@usg.edu) to request them for you.
4. Once logged in, Cognos will display the **USG Data Warehouse**.



The image shows the USG Data Warehouse dashboard. The header is blue with the USG logo and the text "USG Data Warehouse" and "Creating A More Educated Georgia". Below the header is a navigation bar with tabs for "Data Collections", "Public Folders", "My Folders", and "IPEDS HR Survey Reports". Under "Data Collections", there are sub-tabs for "Academic Data Submission", "Academic Financial Aid", "EdPrep Data Submission", "Facilities Inventory", "Financial", and "Human Resources". The "Academic Data Submission" tab is active, showing a list of reports under "Data Submission Errors", "Submission Status", and "Course Data Submission Review". On the right, there is a section titled "USG Data Warehouse Academic Data Submission Reports" with a brief description and a sub-section "1. Data Submission Errors" with a description of the report.

Add IPEDS HR Reports Tab

- 1. Click on the **Tab Menu** icon in the top left corner and select **Add tabs...**



- 2. Click on the **Public Folders** link.



- 3. Click on the **Secure Folders** link.



- 4. Click on the **Human Resources** link.



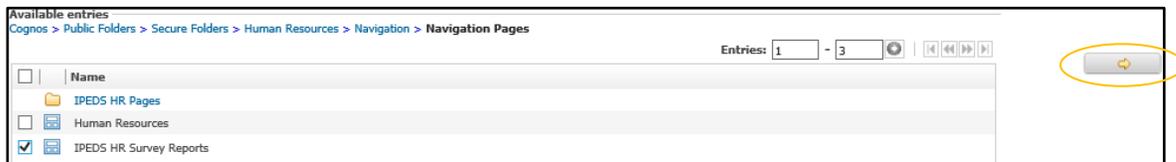
- Click on the **Navigation** link.



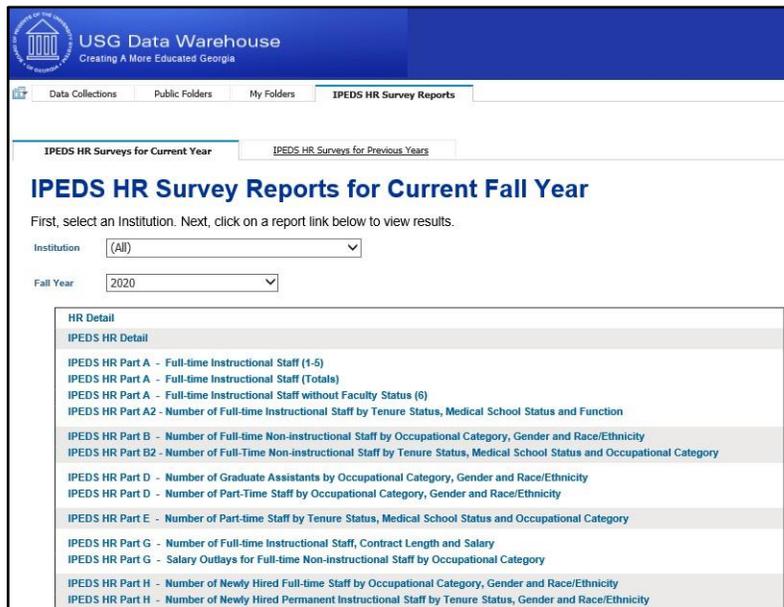
- Click on the **Navigation Pages** link.



- Click the checkbox next to **IPEDS HR Survey Reports** and click the yellow arrow to move it to the Selected entries on the right and click **OK**



- The **IPEDS HR Survey Reports** tab is now available. Click on the tab to view the contents.



Running Cognos Reports

1. Select your institution and Fall Year from the separate drop down menus. Next, select the IPEDS HR Part you're needing. For example: **IPEDS HR Part A – Full-time instructional staff (1-5)**
2. The following prompt screen will appear.

Part A - Full-time instructional staff with faculty status

Parameters

Section

57000 - Abraham Baldwin Agricultural College

Number of full-time instructional staff with faculty status who are tenured

Gender	Race/Ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic Rank
Female	Asian	1	0	0	0	0	0
	Black or African American	0	2	0	0	0	0
	White	11	13	9	0	0	0
Female - Total		12	15	9	0	0	0
Male	Asian	2	1	0	0	0	0
	Black or African American	4	1	0	0	0	0
	White	10	14	8	0	0	0
Male - Total		16	16	8	0	0	0
57000 - Abraham Baldwin Agricultural College - Total		28	31	17	0	0	0

3. Select the **Section** or **(All)** from the *Section* dropdown list.
4. Click **Finish** to run the report.
5. The chosen report displays based on the selections made above.

Drill Down to Report Details

Reports may be drilled down to display the details that make up a specific number.

Gender	Race/Ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic Rank
Female	Asian	1	0	0	0	0	0
	Black or African American	0	2	0	0	0	0
	White	11	13	0	0	0	0
Female - Total		12	15	9	0	0	0

1. For example: to display the details of the 2 Black or African American Female Associate professors on the report above, click on the 2 link.
2. A new window will open that shows all of the details for those 2 faculty.

Row Number	Last HRDM Load Date	FALL_CENSUS_DATE	Institution	SETID	EMPLOYEE_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	Gender Code	FULLTIME_EMPLOYMENT_INDICATOR
1	Apr 26, 2018	11/1/19							F	Y
2	Apr 26, 2018	11/1/19							F	Y

As shown below, this detailed report may also be exported in HTML, PDF, XML or Excel.

