



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing Cognos[®] Consumer Quick Start Guide

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OPM HR SOLUTIONS
by government, for government

USA Staffing uses IBM Cognos Business Intelligence for reports. USA Staffing has created an extensive library of reports for users and allows agencies to designate report authors that can create and share agency-specific reports.

As a Reports Consumer, you can access Cognos and pull standard or agency-specific reports based on your permissions. Reports can be exported to Excel or viewed within the browser.

Browser Compatibility

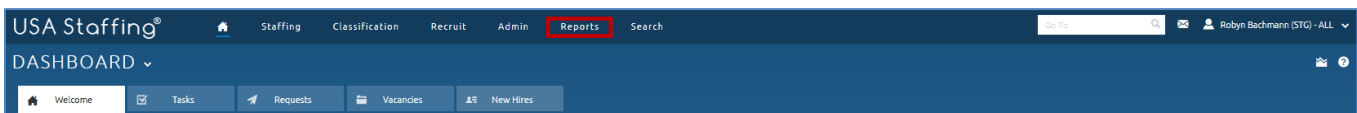
Cognos uses default browser configurations. In order to run reports your browser must be configured to:

- Allow cookies
- Active scripting
- Allow meta refresh
- Allow popups from both usastaffing.gov and data.usastaffing.gov

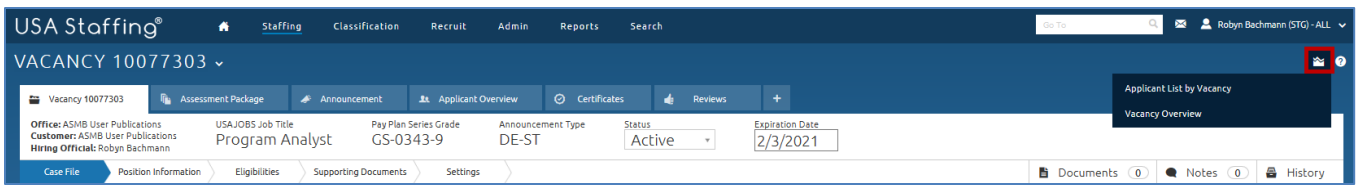
How to Access Reports

There are two ways a user can access reports.

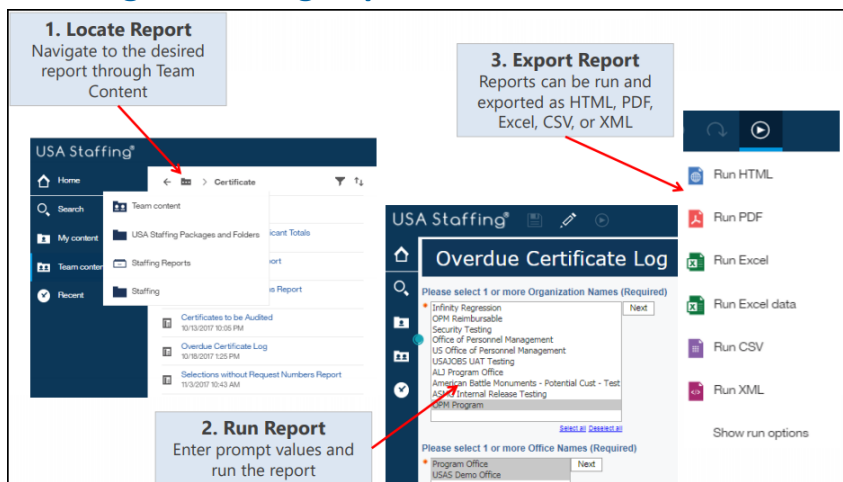
1. At the top of your screen, click on the Reports link.



2. If working on a specific page in USA Staffing that has defaulted reports, click the Graph icon.



Running an Existing Report



1. Locate Report
Navigate to the desired report through Team Content

2. Run Report
Enter prompt values and run the report

3. Export Report
Reports can be run and exported as HTML, PDF, Excel, CSV, or XML


The image shows a sequence of three screenshots from the USA Staffing system. The first screenshot shows the 'Team content' navigation pane with 'Staffing Reports' selected. The second screenshot shows the 'Overdue Certificate Log' report with a search prompt for 'Organization Names'. The third screenshot shows the 'Run' options menu with choices for Run HTML, Run PDF, Run Excel, Run Excel data, Run CSV, and Run XML.

How to Perform Tasks in Cognos

Here are the step-by-step links for performing tasks in Cognos:

- Generating a report: https://help.usastaffing.gov/USAS/index.php?title=Generating_a_cognos_report
- Running a Cognos Reports list (Which will give you a listing of all reports):
https://help.usastaffing.gov/USAS/index.php?title=Running_a_cognos_reports_list
- Exporting a report: https://help.usastaffing.gov/USAS/index.php?title=Exporting_a_cognos_report
- Saving a report: https://help.usastaffing.gov/USAS/index.php?title=Saving_a_cognos_report_view
- Scheduling a report: https://help.usastaffing.gov/USAS/index.php?title=Scheduling_a_cognos_report
- Subscribing to a report: https://help.usastaffing.gov/USAS/index.php?title=Subscribing_to_a_cognos_report

Tips for Reporting Using Cognos

- My Content is your personal folder. Only you have access to those reports. Team Content is where to find USA Staffing or your agency-specific reports.
- Hover over icons to display a description of the icon.
- To select multiple items in a reports prompt at the same time, hold the keyboard Ctrl key and click on your other selections.
- Use the Export/Run icon () rather than the Save icon. This will allow you to export the report into a more consumable format.
- Save your reports with a descriptive name that will make it easier to identify a month later.
- When running a report in Excel, and saving it to your computer, add parameters and date you ran the report as part of the report name to know what the data represents (e.g. Applicant List Report 1Jun2019-30May2020 run 15July2020).
- You can always return to the home screen by clicking on the Home icon on the top left.
- To go back to a report you were working on from the Home screen, click on Welcome at the top of the page and the list of reports you have open will appear.
- If you are having errors while running Cognos reports, try closing all your browser windows, clearing cache, and logging back in.