

# Cognos 11 Navigation 2021 - 2022

Nassau BOCES Instructional  
Data Warehouse  
(IDW)



# Welcome to Our New Logon Screen

## n a s s a u BOCES Instructional Data Warehouse

Type your NASSAU BOCES IDW credential

Sign in with your [nbdw ID](#)



User ID



Password

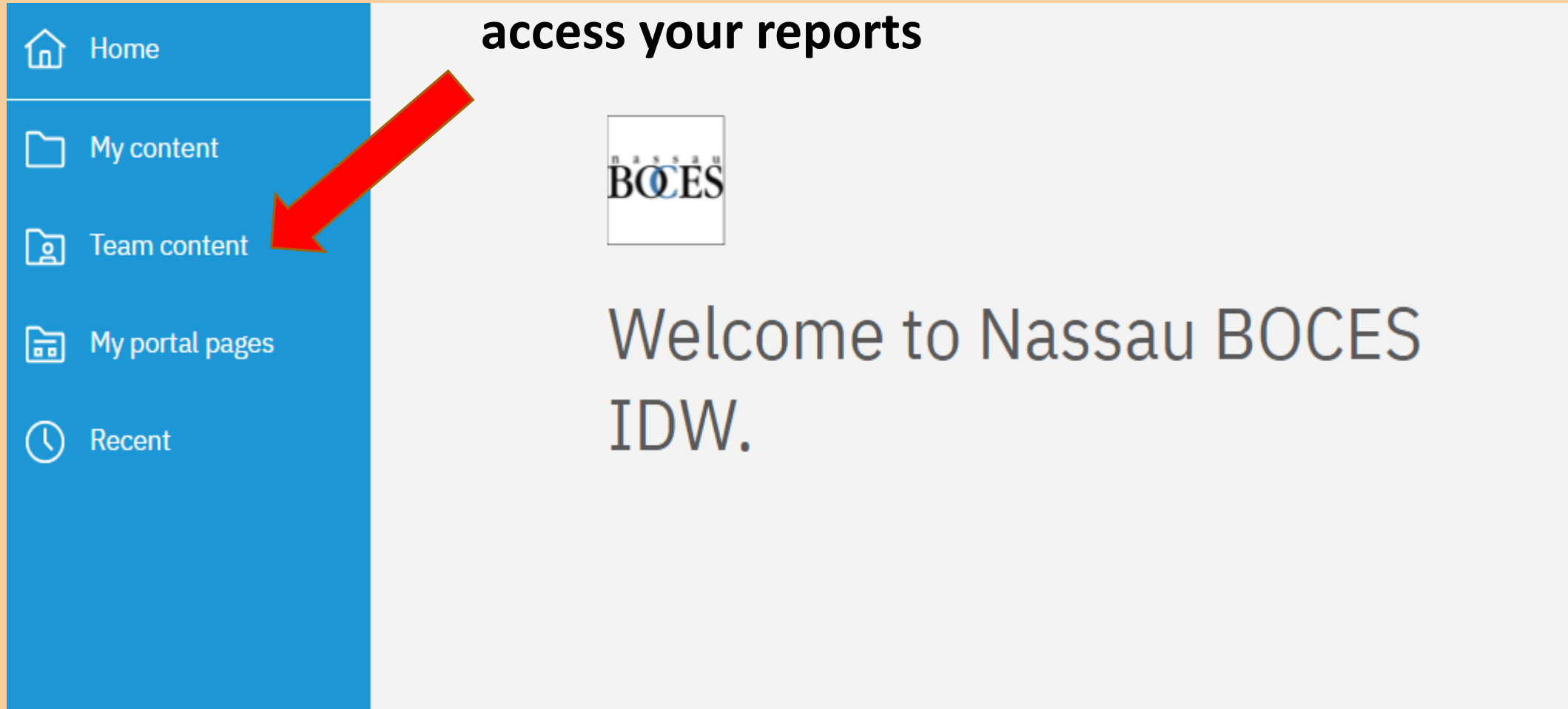
[Sign in](#)

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jurisdictions worldwide.

[Click here to reset password](#)

After logging on, this screen appears.

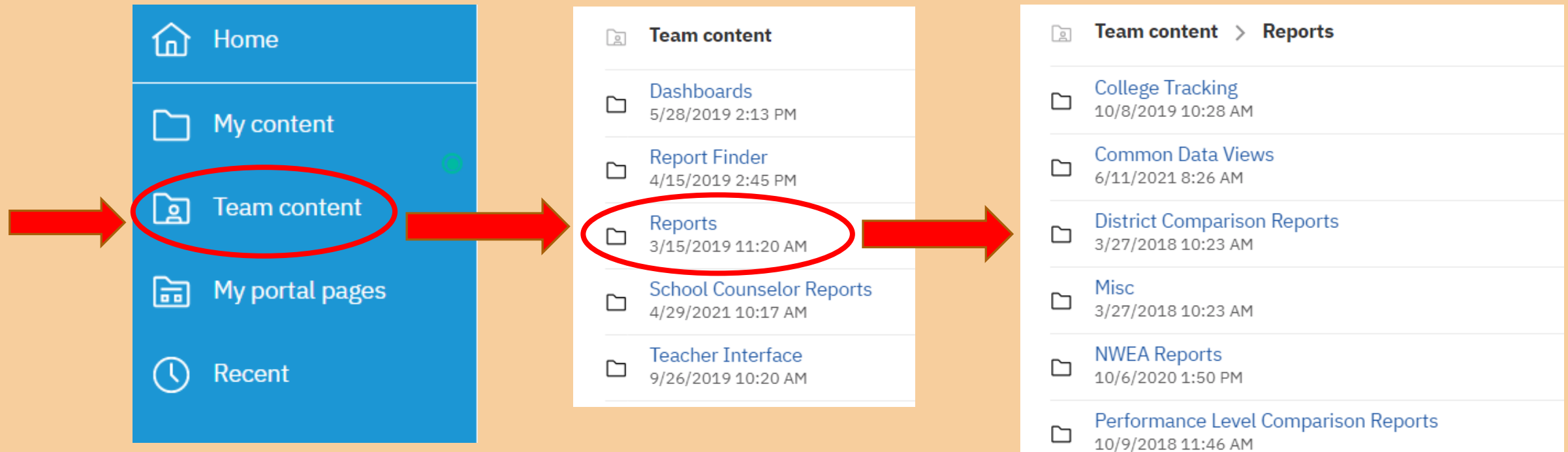
**Click on Team content to  
access your reports**



The screenshot shows a user interface with a blue sidebar on the left and a white main content area on the right. The sidebar contains five menu items: 'Home' (house icon), 'My content' (folder icon), 'Team content' (folder icon with a person), 'My portal pages' (calendar icon), and 'Recent' (clock icon). A red arrow points from the 'Team content' menu item to the main content area. The main content area features the Nassau BOCES logo, the text 'Welcome to Nassau BOCES IDW.', and the instruction 'Click on Team content to access your reports'.

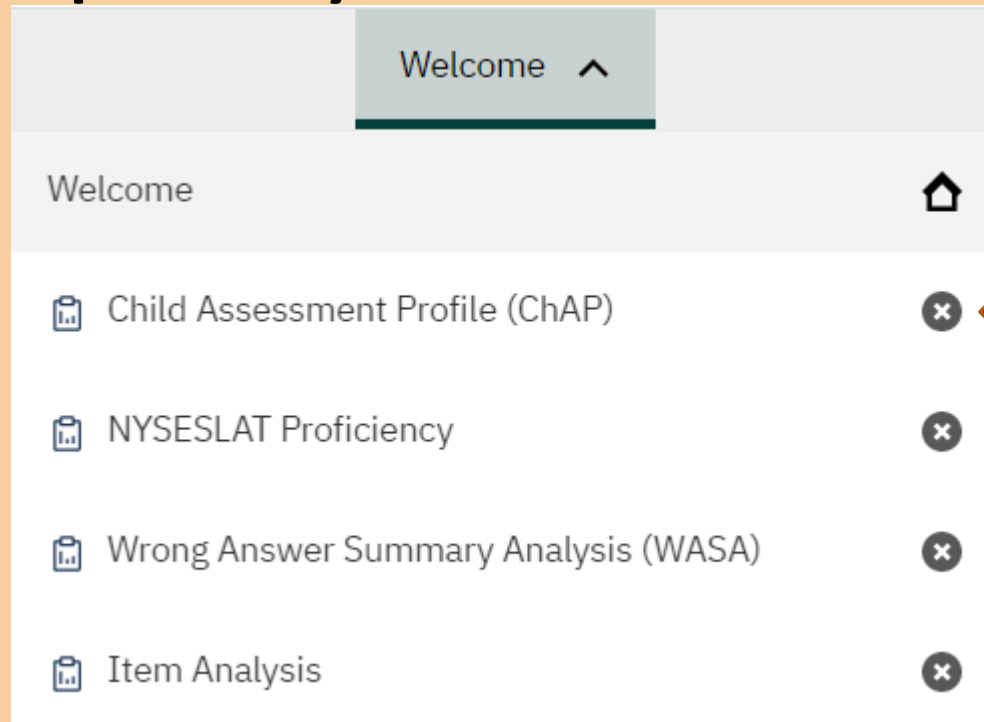
# IDW User Navigation (idw.nasboces.org)


## Basic Report Navigation



# Switcher Menu

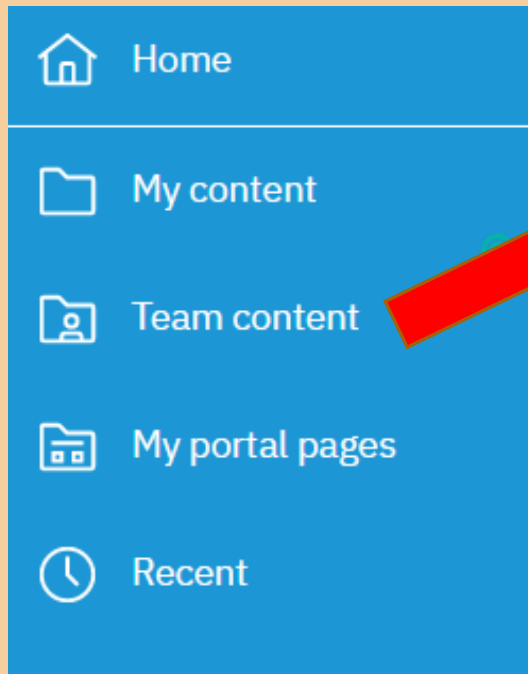
The ***Switcher Menu*** in the top center of the screen is used to navigate between reports opened by the user.



Click  to close a report

# How Do I Go Back?

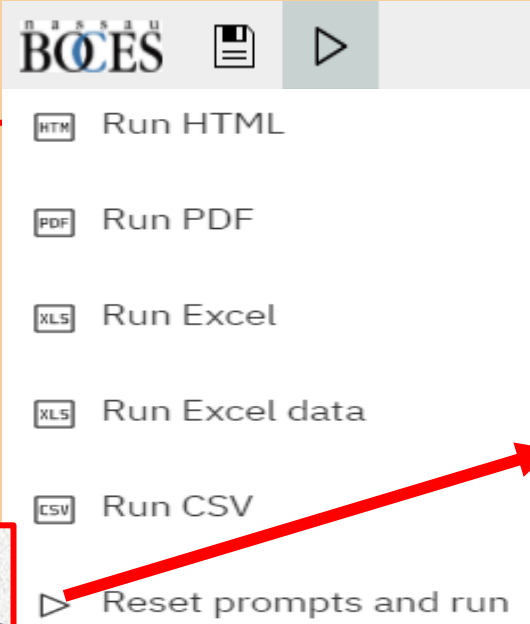
Navigate *Team Content* by using the *bread crumb trail* at the top to go back to a previous menu.



# Report Options

## Converting Reports

Convert reports to pdf or Excel from the *Run As* button.



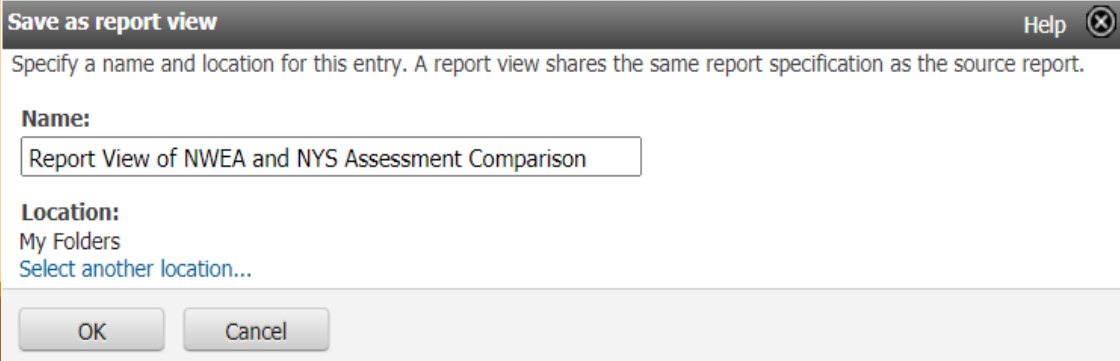
To rerun a report with different options.

## Saving Reports

Within a report, click on the disk icon to save to *My Content*.

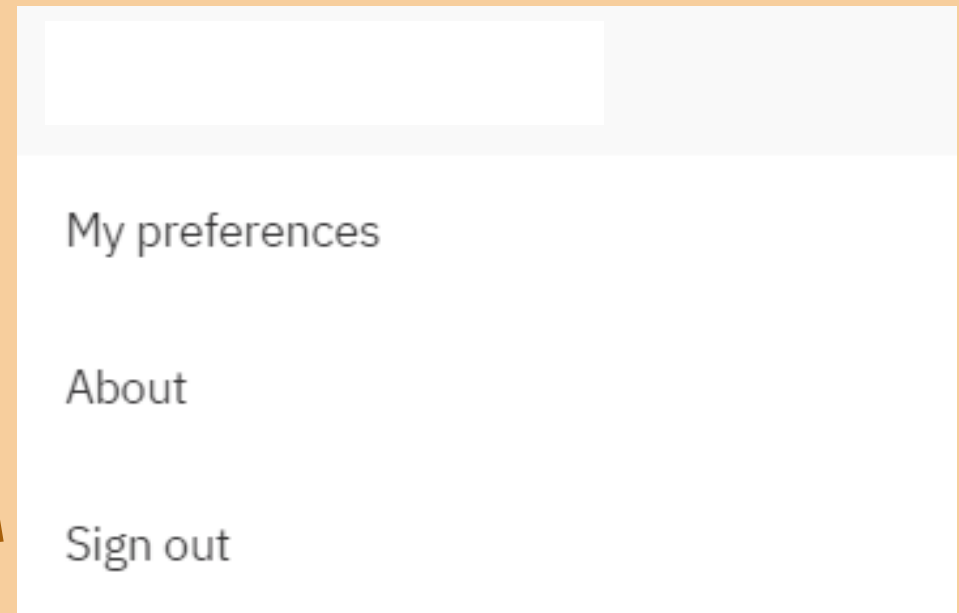


Save report as report view...



# Logging Off

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# Additional Time & Support

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**Schedule one-to-one support with a Nassau BOCES IDW trainer:**

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