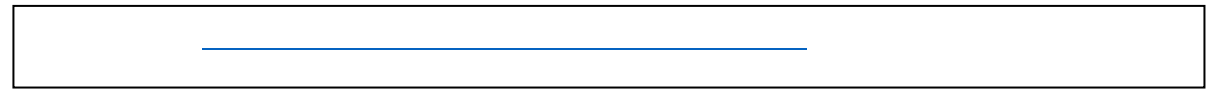




# Cognos 11 - Basic Navigation

UNIVERSITY OF SUSSEX



My content	<b>My Content</b>
Team content	<b>Team Content</b>

IBM Cognos Analytics

Home Search

My content Team content

Recent

Annotations: Red arrows point to the top navigation bar, the Home and Search buttons, the My content and Team content menu, and the Recent section.

My portal pages

Recent

Annotations: Red arrows point to the My portal pages and Recent sections, and a central content area.

Drag and drop files, open Quick launch or [browse](#)

+ New

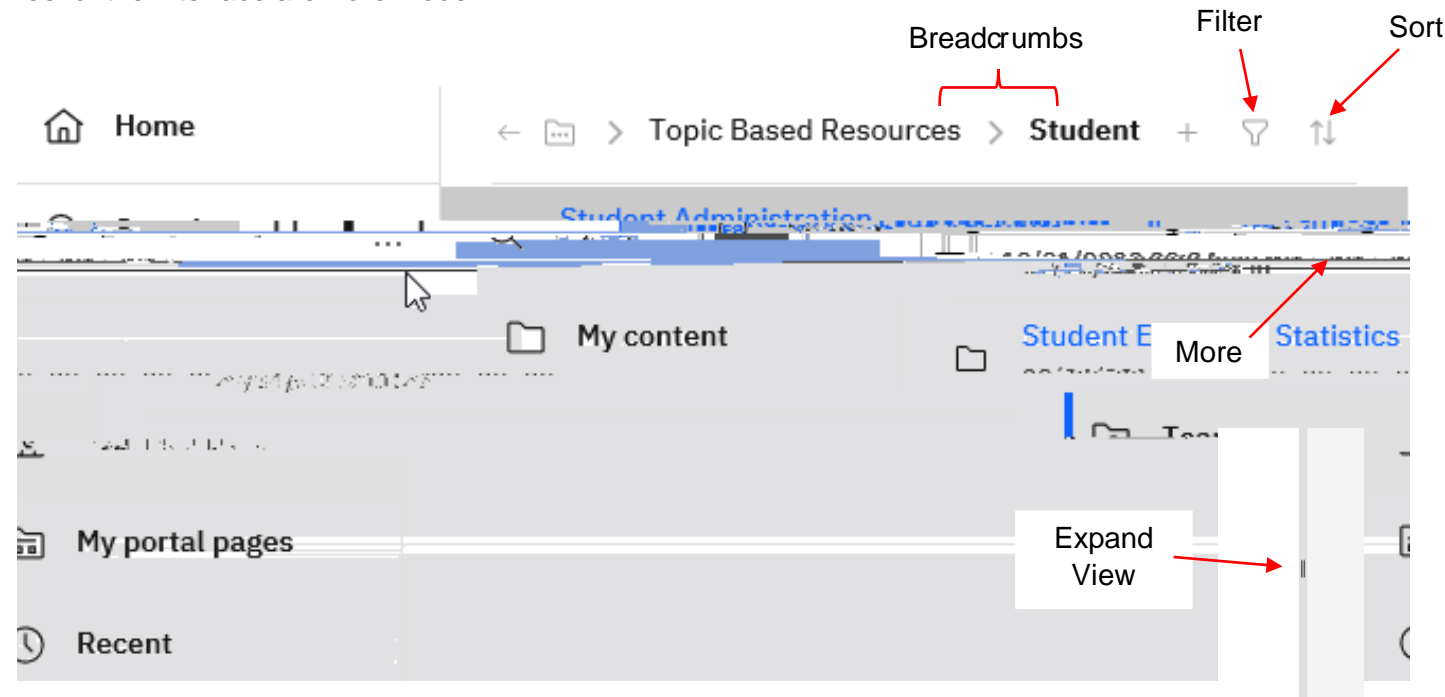
Annotations: Red arrows point to the bottom content area and the '+ New' button.

## Cognos Navigation

Cognos Analytics offers some changes in terminology and content within the content explorer.

My content	My Folders (Cognos 10) is now referred to as My Content
Team content	Public Folders (Cognos 10) is now referred to as Team Content

The menu structure offers easy navigation and additional options to view content within folders. The look and feel of the interface are more modern.



Be mindful that Cognos remembers where you left off. You may need to use your breadcrumbs the next time you navigate to a report.

## Search for Content

The new SelfIndexing Smart Search provides a modernised search engine that uses a smart, intent-driven search process to assist our users.

1. Click Search to open the Search panel.
2. Type in keyword(s) that match your search.

As you type in keywords, an auto-fill feature will launch and render search suggestions for related terms.

3. Select the appropriate suggestions from the list of related terms.

A list of all objects related to your search will appear.

4. To narrow your search, click Filter button and place a check mark in one or more of the boxes beside criteria types.

Your list will now contain only objects outlined by your filter, making it easier to find and select exactly what you're looking for.

If this is a search you perform often, you have the option to save your search simply by clicking the Save icon.

Once you've successfully saved one or more searches, a list will form under Saved Searches and will be seen the next time you click Search from the left.

