



Email Restricted Data from Cognos Analytics

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Introduction

Special care should be taken when you email sensitive data from Cognos Analytics such as:

- social security numbers
- dates of birth
- addresses

Policy on Transmitting Brown Restricted Data

The [policy on transmitting Brown Restricted Information](#) suggests you use [Virtru](#) to encrypt the data. However, there is currently no option to encrypt data before emailing it from Cognos Analytics.

Three Methods

We recommend 3 alternative methods you can use to email or save report data from Cognos Analytics in a more secure way.

Method 1 | Password protect PDF format

When you use PDF as the report format, you can also set a password to open the PDF, which adds another layer of protection.

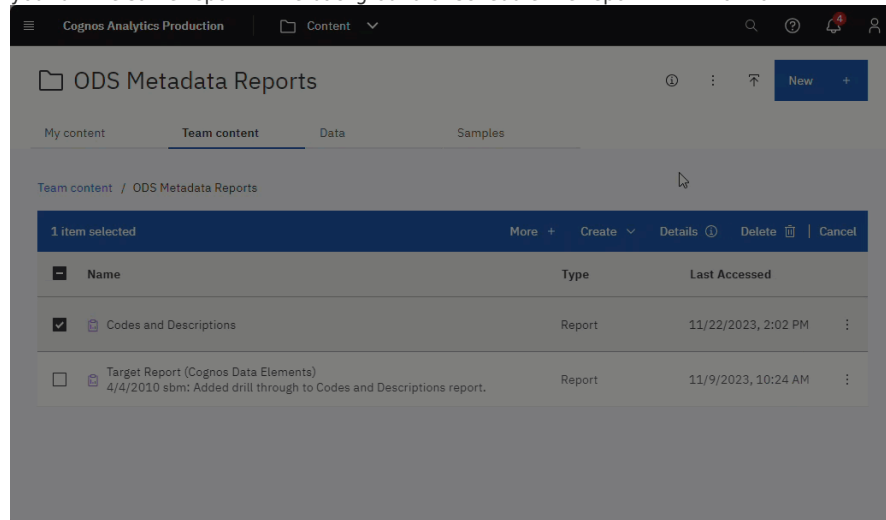
NOTE: There is no similar function to password protect an Excel file within Cognos Analytics.

Where you can password protect a PDF

In report properties

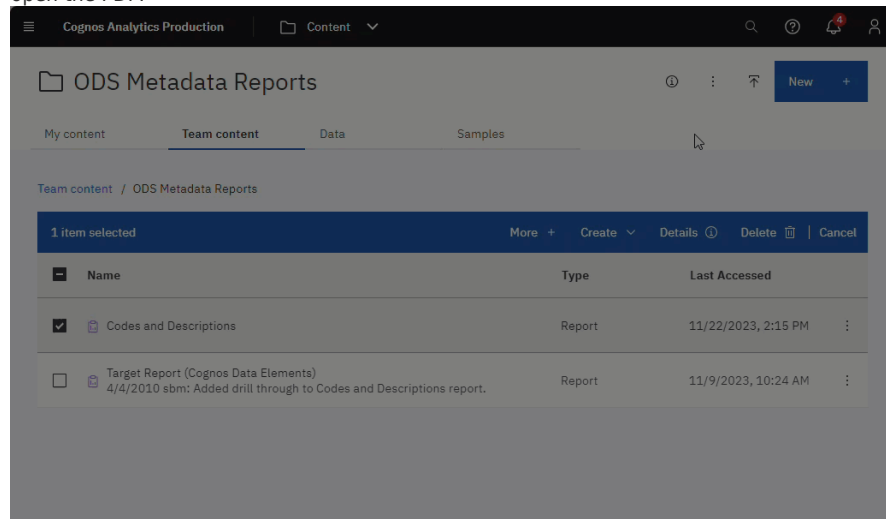
Details

When you set a PDF password in the report properties, the password will also apply when you run the same report in the background or schedule the report in PDF format.



When you use **Run as** with **Run in background**

1. From the **Action** menu, select **Run as**, and then select **Run in Background**.
2. Select the **PDF** checkbox, then click **Edit options**, and here you can enter a password to open the PDF.

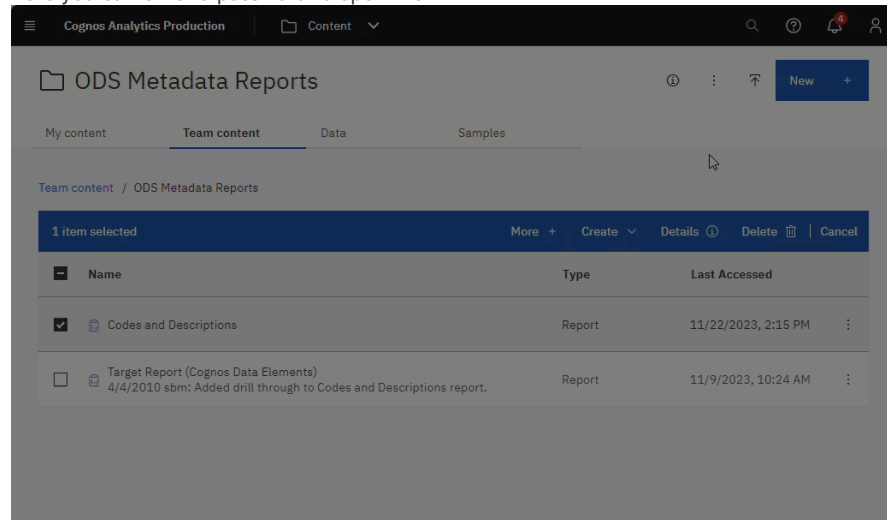


Where you can password protect a PDF

In a schedule

Details

In the schedule options, select the **PDF** format checkbox, then click **Edit options**, and here you can enter a password to open the PDF.



Method 2 | Email a Link Instead of an Attachment

When you email report output, you can "Include a link" to the report instead of an attachment. This avoids sending and storing data in an email inbox that could potentially become compromised.

The **Include a link** option works in conjunction with the **Save** delivery method. When a recipient clicks a link in an email, the user will be prompted to log into Cognos Analytics, and then the system will display the saved output version.

This method only works when:

- The report is located in a folder where you have save permission (in order to use the Save delivery method).
- Your recipient(s) has access to the Cognos Analytics folder where the report is located (not your My Content).

Another variation of this method is to schedule the report to send a link (to yourself OR an administrative staff member charged with distributing the report), then download the report and email it to others using [Virtru](#).

Method 3 | Save Report Output to a Network Folder

You can save report output to a network folder manually or by running the report in the background (such as a schedule) and using the **Save to the file system*** delivery method. Then you can email people only to remind them to get the report from the network folder.

If you're saving PDF output to a network folder, also password protect it (see the first method above).

***NOTE:** If **Save to the file system** interests you, [contact us](#) for assistance setting up permissions to allow you to use this feature.