

Output appears instead of a Cognos Analytics report prompt page

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Two Reasons Report Output Appears Instead of a Prompt Page

In Cognos Analytics, when you click a report name (expecting to run it) and report output appears instead of a prompt page, this could be one of two reasons.

- The report **doesn't have a prompt page** and runs when you click the report name using built in filters.
(Most reports have prompts, but some reports do not have any at all.)
OR
- The **Default Portal Action** is set to show you the most recent saved version.

Default Portal Action

The **Default Portal Action** is a report property setting that specifies what happen when you click the report name. It can have any of the following values.

- **View most recent report**—If there is a saved output version(s), this will display the most recent saved version. If there are no saved versions, you will be prompted to run the report.
- **Run the report**—The is usually the default, which typically displays a prompt page*, and then you can choose your data values to run the report.
- **Edit report**—If you have author privileges to the folder where the report is located, this option will open the report in the authoring tool.

View (and Modify) the Default Portal Action

You can view (and modify if you have save permission to the report's folder) the **Default Portal Action** in the report **Properties**, on the **Report** tab, under **More options**.

General **Report** Schedule

Source
Grants

Prompt for values
 No Yes


Current values
There are currently no values

Report ▼

More options ▲

Display of run history
 ▲▼ ▼


Display of report output versions
 ▲▼ ▼

Default portal action  ▼

Workaround: Use "Run as" to Run the Report

You can still run a report when the **Default Portal Action** is set to **View most recent report** by using **Run as**.

From the report **Action menu**, select **Run as**.

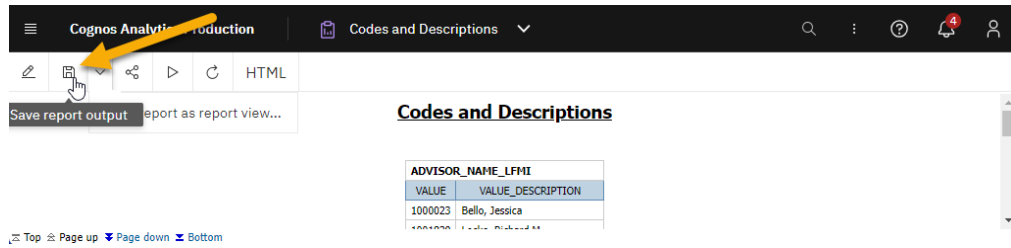
1 item selected				More +	Create ▼	Result reason ⓘ	Delete 🗑️	Cancel
<input checked="" type="checkbox"/>	Name	Location	Type	Last Modified				
<input checked="" type="checkbox"/>	Huron Monthly Proposal Activity Report	Team content > Grants Reports ...	Report	4/24/20...	 <ul style="list-style-type: none"> Run as Edit report Create report view Create a new job View versions 			
<input type="checkbox"/>	Huron Monthly Proposal Activity Report	Team content > RAIS Team > Gr...	Report	4/25/20...				
<input type="checkbox"/>	SG - Huron Monthly Proposal Activity Report	Team content > RAIS Team > Gr...	Report	4/25/20...				

Save Report Output to Cognos Analytics

Users can save report output to Cognos Analytics when they have the save permission to the folder where the report is located. For data security, users don't typically have the save permission on **Team content** folders used by multiple departments.

You can save report output to Cognos Analytics the following ways.

- When you run a report in the background or schedule a report, select **Save** as the delivery method.
- After running a report to the screen, on the toolbar, click **Save report output**



View Saved Report Output

To view saved report output, from the **Action menu**, select **View Versions**, select then select the version and format you want to view.

