

Knowledgebase > Business Systems > Cognos Analytics > Output appears instead of report prompt page

Output appears instead of report prompt page

Wendi Lewis - 2023-11-22 - Comments (0) - Cognos Analytics

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**.

\equiv Cognos Analytics Production \Box 2	2 items open 🗸 🗸		Q (?) 🦨 🔒
Showing results for 'Code	s and Descriptions'	Close	Save search
Search results in: Team content	Search results in: All Content		
		ß	
Showing 7 items			
1 item selected			Delete 📺 Cancel
Name	Location	Type Last Acce	ssed
Codes and Descriptions	Team content > ODS Meta	Report 11/22/20	23, 12:54 PM 🚦
DDS Metadata Codes and Description	ns Team content > CIS Repor	Report 11/16/20	23, 9:58 AM :
Report view of Codes and Description:	s Team content > CIS Repor	Report View 9/30/201	9, 8:02 AM :
🦳 👝 Target Report (Cognos Data Elements)) +		• • • • •

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**.

\equiv Cognos Analytics Production \Box 2	2 items open 🗸 🗸			Q (2) 4	°C
Showing results for 'Code	s and Descriptions'		Close	Save sea	arch 🗄	Ð
Search results in: Team content	Search results in: All Content					
Showing 7 items						
1 item selected	More	+ Create ~	Details 🛈	Delete 🗓	j Canc	el
Name	Location	Туре	Last Acces	sed		
Codes and Descriptions	Team content > ODS Meta	Report	11/22/202	3, 12:55 P	м :	
DDS Metadata Codes and Description	ns Team content > CIS Repor	Report	11/16/202	3, 9:58 AM	ı :	
🔲 🔋 Report view of Codes and Description	s Team content > CIS Repor	Report View	9/30/2019	, 8:02 AM	:	
👝 💪 Target Report (Cognos Data Elements))			· · · · · ·		¥

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.

≡ Cognos Analytics Production Content ∨		Q (?) (.	<u>අ</u> උ
🗀 ODS Metadata Reports		③ : 주 New	+
My content Team content Data Sample	s	G	
Team content / ODS Metadata Reports			
1 item selected			Incel
Name	Туре	Last Accessed	
Codes and Descriptions	Report	11/22/2023, 12:58 PM	:
Target Report (Cognos Data Elements) 4/4/2010 sbm: Added drill through to Codes and Descriptions report.	Report	11/9/2023, 10:24 AM	: