



Set a Cognos Analytics Folder as Your Home View

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Introduction

Instead of the default home screen, you can set any folder or report as your home view. This can save you a couple of clicks accessing the content you use most often.

When you log in or from the **Open** menu, click **Home** you will see your home view location instead of the default home page.

Set Content as Home

1. Navigate to the folder location or open the report prompt page you want to make your home page.
2. In the upper-right corner, from the **Personal menu**, select **Profile and settings**.
3. On the **Settings** tab, select **Set home as (current view)**.

Your home screen is set to the folder or report you specified.