







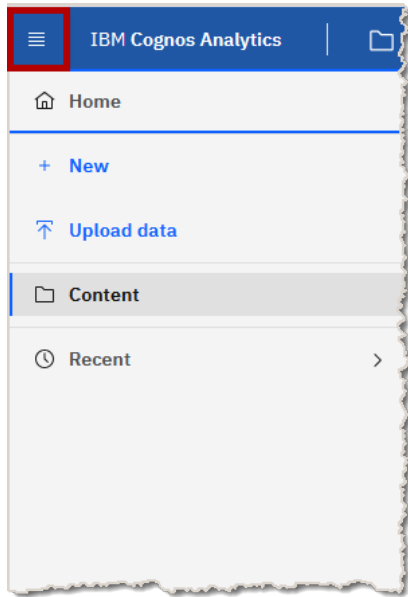
Toolbars and buttons are based on security roles. You may not be able to see or use all the buttons described in this job aid.





### Cognos Application Toolbar



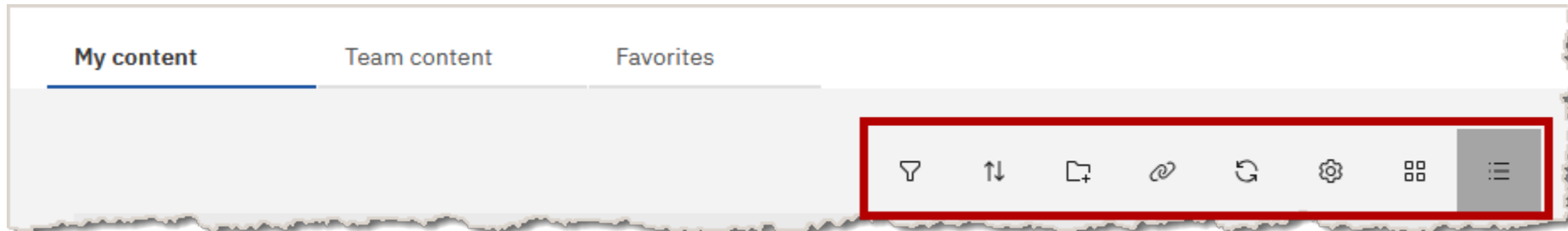
Button	Definition
 IBM Cognos Analytics	Toggle between the Cognos Reports home page and new/opened reports. This object displays the Open Menu icon <b>IBM Cognos Analytics</b> .
 Content ▼	Click the drop-down next to <b>Content</b> to display any open reports.
	Use <b>Search content</b> to find reports in Cognos by searching with keywords.
	Use <b>Learn</b> to search for answers and find recommended Cognos resources.
	Display <b>Notifications</b> for subscribed reports that have finished executing.
	Use the <b>Personal menu</b> to edit profile and settings, log a session, view information about Cognos, gain mobile access, and log out of Cognos.









## Navigation Menu



Button	Definition
 Home	Return to Homepage.
+ New	Create a new <b>Dashboard</b> , <b>Report</b> , or <b>Story</b> . This option is not available for most users.
 Upload data	<b>Upload data</b> when creating a new dashboard.
 Content	Displays <b>My content</b> , <b>Team content</b> , and <b>Favorites</b> .
 Recent	Displays recently viewed objects.

## Content Folder Navigation Toolbar



Button	Definition
	<b>Filter:</b> Filter search results based on object type and modified date.
	<b>Sort:</b> Order folder contents by name or modified date in ascending or descending order. The default sort is by name in ascending order.
	<b>Add a folder:</b> Add a new folder name.
	<b>Add a URL:</b> Add a URL name, Description, URL.
	<b>Refresh:</b> Update with the latest report information.
	<b>Settings:</b> Adjust Row size when using List View
	<b>Tiles View:</b> The default report view.
	<b>List View:</b> Change the current report view.