

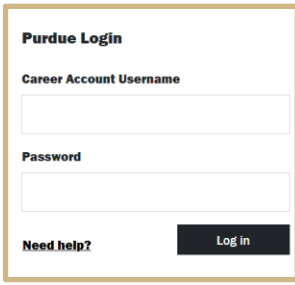
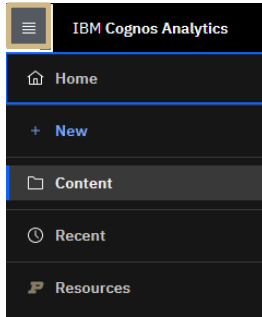
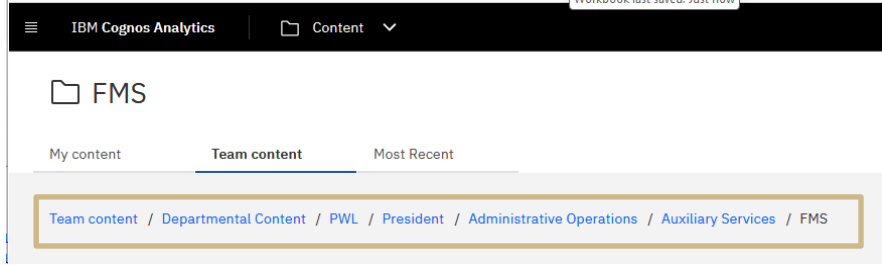


### Process FMS Reports in Cognos

Last Updated: 12/2024

This QRG provides the steps to process FMS reports in Cognos. These reports can include all buildings, floors, and room data for West Lafayette and all regional campuses.

Jump Links: <https://one.purdue.edu/task/all/cognos>

Access Cognos	
<ul style="list-style-type: none"> <li>Access Cognos at <a href="https://one.purdue.edu/task/all/cognos">https://one.purdue.edu/task/all/cognos</a></li> <li>Click Start</li> </ul>	 <p><b>Analytics &amp; Reporting</b> Cognos</p> <p><b>Start</b> For all roles Access the Cognos reporting tool.</p>
<ul style="list-style-type: none"> <li>Log in with Career Account</li> <li>Click on  icon in upper left-hand corner</li> <li>Click on Content &gt; Team Content &gt; Departmental Content &gt; PWL &gt; President &gt; Administrative Operations &gt; Auxiliary Services &gt; FMS</li> </ul>	 <p><b>Purdue Login</b></p> <p>Career Account Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Need help? <input type="button" value="Log in"/></p>  <p>IBM Cognos Analytics</p> <ul style="list-style-type: none"> <li>Home</li> <li>New</li> <li><b>Content</b></li> <li>Recent</li> <li>Resources</li> </ul>  <p>IBM Cognos Analytics   Content</p> <p>FMS</p> <p>My content   <b>Team content</b>   Most Recent</p> <p><a href="#">Team content</a> / <a href="#">Departmental Content</a> / <a href="#">PWL</a> / <a href="#">President</a> / <a href="#">Administrative Operations</a> / <a href="#">Auxiliary Services</a> / <a href="#">FMS</a></p>

- FMS reports will be displayed

- Select report you wish to run

Building Details (1.10 1.13)  Last Accessed 9/16/2024, 1:01 PM	Building Vacancy (1.30 1.31)  Last Accessed 9/16/2024, 1:02 PM	Divisions and Organizations by Building and Floor (2.11, 2.12)  Last Accessed 9/16/2024, 1:05 PM
Organization Occupancy (2.10)  Last Accessed 9/16/2024, 1:06 PM	Research Lab Report  Last Accessed 6/26/2024, 12:45 PM	Room Summary Details (1.40)  Last Accessed 12/13/2024, 1:10 PM
Space Class Distribution Standard by Building and Floor (1.20 1.21 1.22 1.23)  Last Accessed 9/18/2024, 12:05 PM	White Paper Attachment (2.85)  Last Accessed 10/29/2024, 4:54 PM	Employee List (3.10.1)  Last Accessed 10/24/2024, 11:35 AM

### Select Filtering Options

- Select filtering options:

- Campus:** Select a specific campus or multiple campuses

**Campus (Optional)**  
**Select the Campus Location**

Purdue University Fort Wayne  
 Purdue University Indianapolis  
 Purdue University Northwest  
 Purdue University at West Lafayette

- Building:** Enter keyword or bldg abbreviation and click Search; Select building and click on Insert to move result over to Choice

**Building (Optional)**  
**Search for Building Code, Name, or Abbreviation**

Keywords:  
Type one or more keywords separated by spaces

Agricultur

Options

Results:

1004-ABE-Agricultural and Biological Engineering	<input type="button" value="Insert"/>	Choice:
1008-WSLR-Roy L. Whistler Hall of Agricultural Rsh	<input type="button" value="Remove"/>	1008-WSLR-Roy L. Whistler Hall of Ag
1043-PFEN-David C. Pfendler Hall of Agriculture		

- Floor:** Select a specific floor or multiple floors

**Floor Code (Optional)**  
**Select the Floor Code**

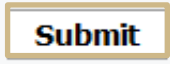
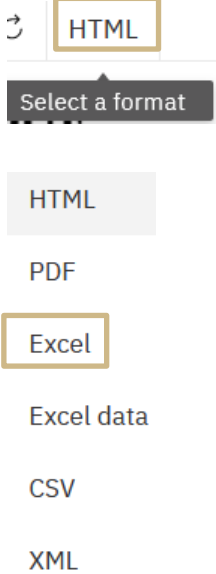
01  
 02  
 03  
 04  
 05

- Space Use Code:** Select a specific space use code or multiple codes

**Space Use Code (Optional)**  
**Select the Space Use Code**

310  
 315  
 350  
 355  
 410

### Submit Report

<ul style="list-style-type: none"> <li>Click on <b>Submit</b> in top middle of the page to process</li> </ul>	
<p><b>Export the Report</b></p>	
<ul style="list-style-type: none"> <li>Click on HTML to select desired format</li> <li>Select format</li> </ul>	
<ul style="list-style-type: none"> <li>Click on spreadsheet in upper right hand to view results</li> </ul>	