This document provides information on the Cognos output options and behaviors for exporting Cognos reports.

HTML
- This is a report's usual default.
- Web based and designed for viewing report output on-screen.
- If the report contains tabbed layouts, all pages will all be displayed and accessible.

PDF
- Used for printing and distributing output in Adobe Acrobat Reader.
- You must have administrator privileges to specify the advanced PDF options.
- Each page in a tabbed layout report will render its own page.

NOTE: For *Authoring* Users - To modify the PDF default settings for the report, open the *Authoring* tool and open the properties for Page, then PDF Page Setup.

Excel
- Previously named Excel 2007 Format
- Supports lists, crosstabs, icons, titles, subtotals, totals, and charts.
- Preferable over Excel 2002.
- Each page of a tabbed layout will render as its own worksheet in Excel.

NOTE: *Authoring* Users - If Rows per Page in the Report Page Properties is populated with a value, this Excel version will page break into separate worksheets based on the number of rows per page.

Excel data
- Report formatting (titles, charts, icons, subtotals, totals, etc.) are dropped and data is returned in spreadsheet format (like CSV file).
- Only the first page of tabbed layouts will appear.
- If the first page of the report contains more than one report object (list or crosstab), only the first object is displayed.

Delimited text (CSV)
- Export data which is tab-delimited and can be imported to (or read by) other software.
- Strings are not enclosed in quotation marks.
- CSV exports show only the results of the report query.
- Page layout items, such as titles, images, totals, and subtotals, etc., **do not appear**.

- Only the first page of tabbed layouts will appear.
- If the first page of the report contains more than one report object (list or crosstab), only the first object is displayed.

XML

- XML report outputs save the report data in a format that conforms to an internal schema, xmldata.xsd.
- Is useful if you want to use a report as a data source for another report.
- **NOTE:** For reports that have more than one query defined in the report, unless the additional queries are used for prompts, the following is true – if the report contains more than one data container, such as a crosstab and a list, and both containers use the same query, only the output for the list is produced. If the report contains multiple lists, only the output for the first list is produced. If the report contains multiple crosstabs and multiple lists, only the output for the first list is produced.

SCHEDULED REPORT OUTPUT OPTIONS

If using the Cognos scheduler for report distribution via email, consider the report content, the output type selected, and how the report is being distributed.

1. **Does the report have drill through options?**

INCLUDE A LINK TO THE REPORT	DRILL THROUGH
HTML	WORKS
PDF	WORKS
Excel	DO NOT USE
Excel data	DO NOT USE
CSV	DO NOT USE
XML	DO NOT USE

ATTACH THE REPORT	DRILL THROUGH
HTML	WORKS
PDF	DO NOT USE
Excel	DO NOT USE
Excel data	DO NOT USE
CSV	DO NOT USE
XML	DO NOT USE

2. **Does the intended user(s) have a Cognos license?**

3. **Does the report contain sensitive/secure information?**

Include a link to the report	Use this option if you need the report to stay within Cognos. Recipients receive the link and log into Cognos to review the output. Recipients **must have access to Cognos** to use this feature.
	All output types can be used. Cognos will store all types.
	This is a more secure option for report delivery.
Attach the report	Use this if you want the output as an email attachment.
	All output types can be attached. Cognos will store all types.
	This option is less secure. Consider any sensitive report output before using this feature.
	Recipients **do not have** to have access to Cognos to view the output.