

# OCFS Data Warehouse

## IBM Cognos 8 Tip Sheet: Copy Reports between My Folders and Technical Assistance Folder

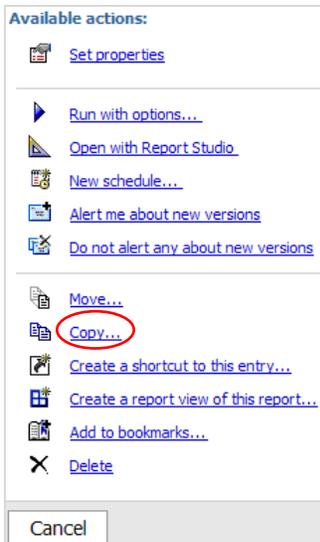
*The Technical Assistance folder is a temporary location for report transfer among Data Warehouse users and/or the Data Warehouse team. It should not be used for permanent report storage. Reports left in this area may be deleted without prior notice.*

### Copy a Report from My Folders to the Technical Assistance Folder

1. From the **My Folders** tab, locate the report that you want to copy.
2. Click on the **More...** hyperlink in the Actions column across from the report name.

<input type="checkbox"/>	Name ↕	Modified ↕	Actions
<input type="checkbox"/>	<a href="#">FASPs Due within the Next 10 Days</a>	March 1, 2011 10:25:53 AM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Contact Info for Children Placed Out of State</a>	March 1, 2011 10:26:53 AM	<a href="#">More...</a>

3. Click on **Copy...**



4. In the Name area, you can change the name of the report.



5. In the Location area, click on **Select another location**.



6. Click on **Cognos**.



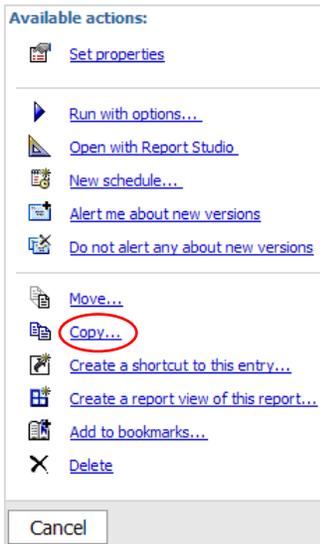
7. Navigate to **Public Folders > Global Reports > OCFS > OCFS Data Warehouse**.
8. Click on **Technical Assistance**.
9. Click on your Region.
10. Click on the **OK** button to select this Location, or continue navigating to the desired subfolder.
11. Click on the **OK** button to save a copy of the report to the Location displayed.

## Copy a Report from the Technical Assistance Folder to My Folders

1. From the **OCFS Data Warehouse** tab, click on the **Technical Assistance** folder.
2. Navigate to the report within the Technical Assistance folder that you want to copy.
3. Click on the **More...** hyperlink in the Actions column across from the report name.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	<a href="#">FASPs Due within the Next 10 Days</a>	March 1, 2011 10:25:53 AM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Contact Info for Children Placed Out of State</a>	March 1, 2011 10:26:53 AM	<a href="#">More...</a>

4. Click on **Copy....**



5. In the Name area, you can change the name of the report.



6. In the Location area, click on **Select My Folders**.  
*To save the report to a My Folders subfolder, click on **My Folders** first, and then click on **Select another location**.*



7. Click on the **OK** button to save a copy of the report to the Location displayed.