

OCFS Data Warehouse Preparing to Rebuild Saved ReportNet Reports

OCFS Data Warehouse users with saved reports in Cognos ReportNet **MUST** prepare to rebuild any saved reports in Cognos 8 immediately. Please follow these steps to copy user-created ReportNet reports that you absolutely need to keep to a special folder that has been set-up for you. **You MUST complete the steps for EACH report that needs to be rebuilt in Cognos 8.** Any reports that are not copied to the special folder by **January 31, 2008** will eventually be deleted. Once deleted, they cannot be retrieved.

1. Login to Cognos ReportNet immediately:
 - Most staff: <http://htptda0a1aspcog/crn> or <http://172.16.98.26/crn>.
 - SSL VPN staff: <https://rc1.ft.state.ny.us/ocfs>, and click on the link for Cognos ReportNet.
2. If a confidentiality warning appears, read it and click **I Accept**.
3. Check the My Folders tab, as well as the "OCFS DW – Technical Assistance" folder on the Public Folders tab, for any of your saved reports.
4. Determine which reports (if any) you absolutely need to keep based on the business needs of your district, agency, or regional office.
5. For each report that you deem necessary, follow these instructions to copy the report to a special folder in the Technical Assistance area of ReportNet:
 - a. Click on the [More...](#) link to the right of the screen, across from the name of the report that you want to copy.
 - b. Select [Copy...](#) from the list of available actions.
 - c. In the Name area, type your name at the **end** of the report name (e.g., "Copy of My Weekly Report – Jennifer Gordon"). This will help us determine which reports belong to which users.
 - d. In the Location area, click on [Select another location...](#)
 - e. Click on the **Public Folders** tab.
 - f. Click on **OCFS DW – Technical Assistance**.
 - g. Click on the following folder:
 - Districts, Regional Offices, and OCFS staff: Click on the folder for your region.
 - Contract agencies: Click on **Contract Agencies (all regions)**.
 - h. Click on the following folder:
 - Districts and contract agencies: Click on the "Conversion" folder that matches your Agency ID (e.g., A18 – Conversion, T20 – Conversion).
 - Regional Office staff: Click on **RO – Conversion**.
 - OCFS staff: Click on **State staff – Conversion**.

Note: You may need to use the [Next](#) link in the upper right corner to find your folder.

 - i. Click on **Reports to Rebuild**.
 - j. Click **OK**.
 - k. Click **OK** again.

Contact the OCFS Data Warehouse Team at data.warehouse@ocfs.state.ny.us with questions.