

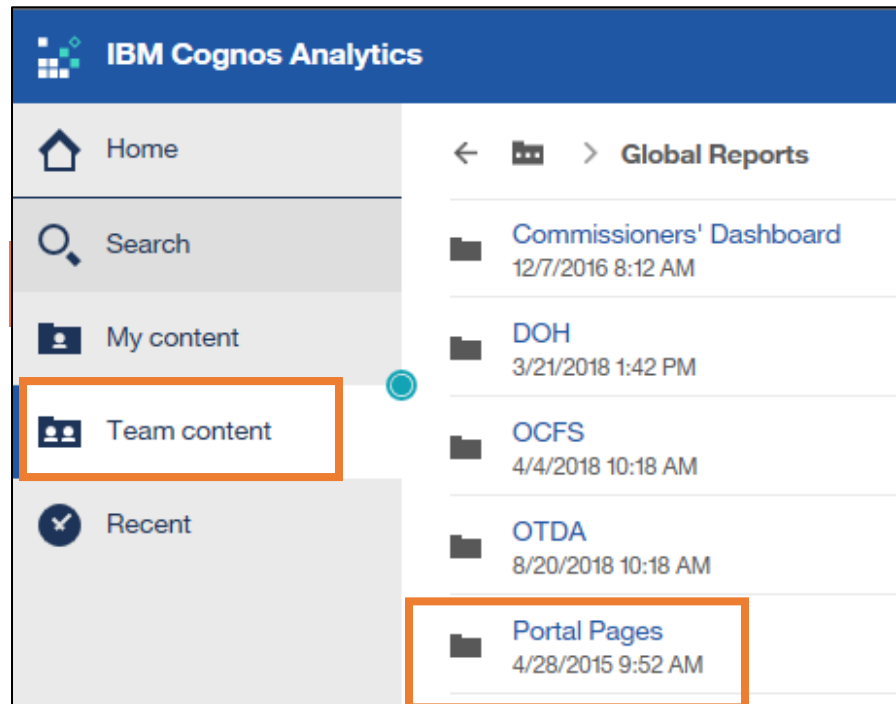
## Creating a Shortcut to the OCFS Data Warehouse Folder for Easier Navigation

- Login to Cognos 11 Analytics.

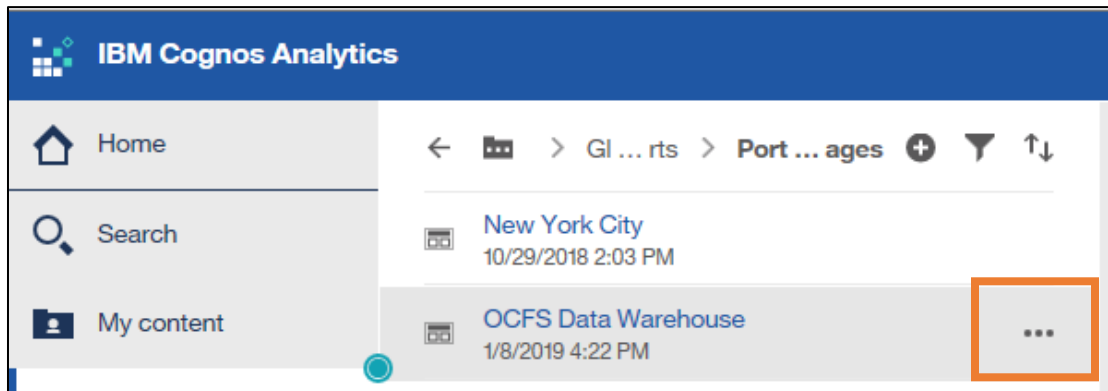
- Go to Team content.

- Click on Global Reports.

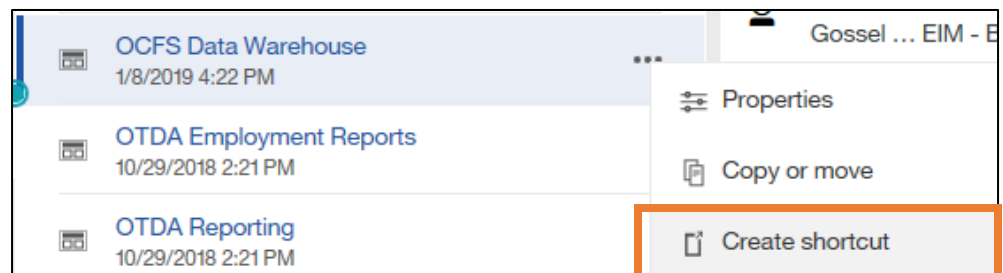
- Click on Portal Pages.



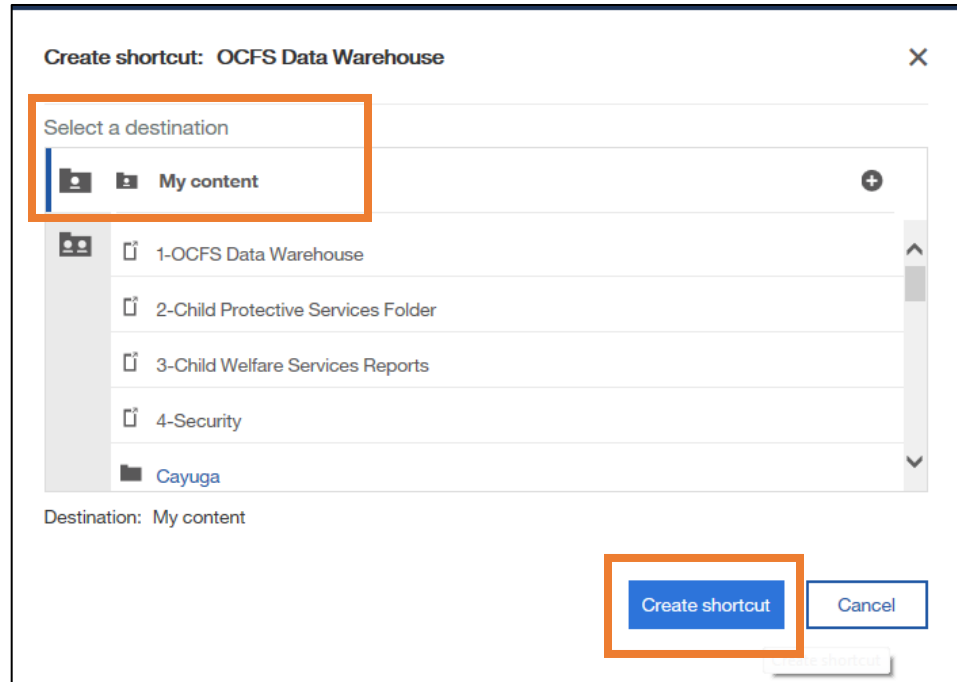
- Hover over OCFS Data Warehouse and click the ellipsis dots.



- Click on Create Shortcut.



- Click on My Content.



- Click the Create shortcut button. A shortcut will be created in your My content folder.

- Click on the My content folder.

- Scroll down to locate the "Shortcut to OCFS Data Warehouse" link.



- Hover over the link and click on the ellipsis dots.
- Click the Properties link.

- Hover over the title and click on the pen icon.



- Change the name of the shortcut to "1-OCFS Data Warehouse".

Because shortcuts are listed alphabetically, those beginning with numbers will appear at the top of the My content list.