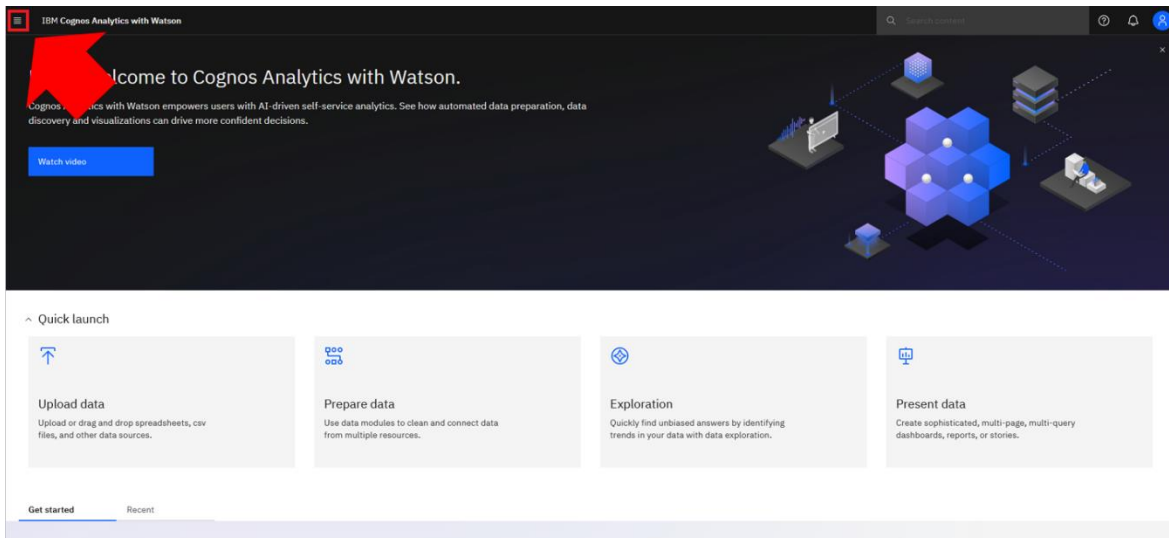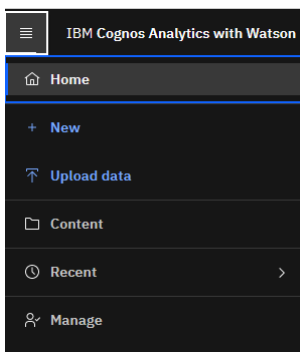# How to navigate Cognos

The first place to go to start learning about Cognos Analytics is the Open Menu, located in the top left corner of every screen:



The Open Menu, also known as the "Hamburger Menu", is the main access point to the Cognos core content and functionalities:
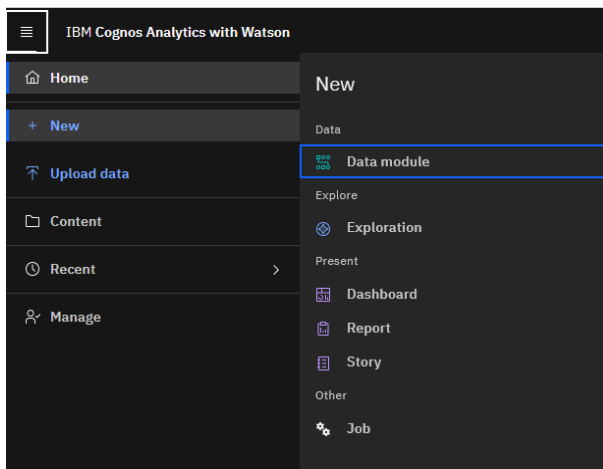


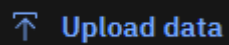To return to the Home Page at any time, click *Home*:

# New

To create a new object, click *New* + **New**, and choose an object in the cascading menu:



# Upload data

To upload a new data source (e.g. a spreadsheet or CSV file), click *Upload data*:
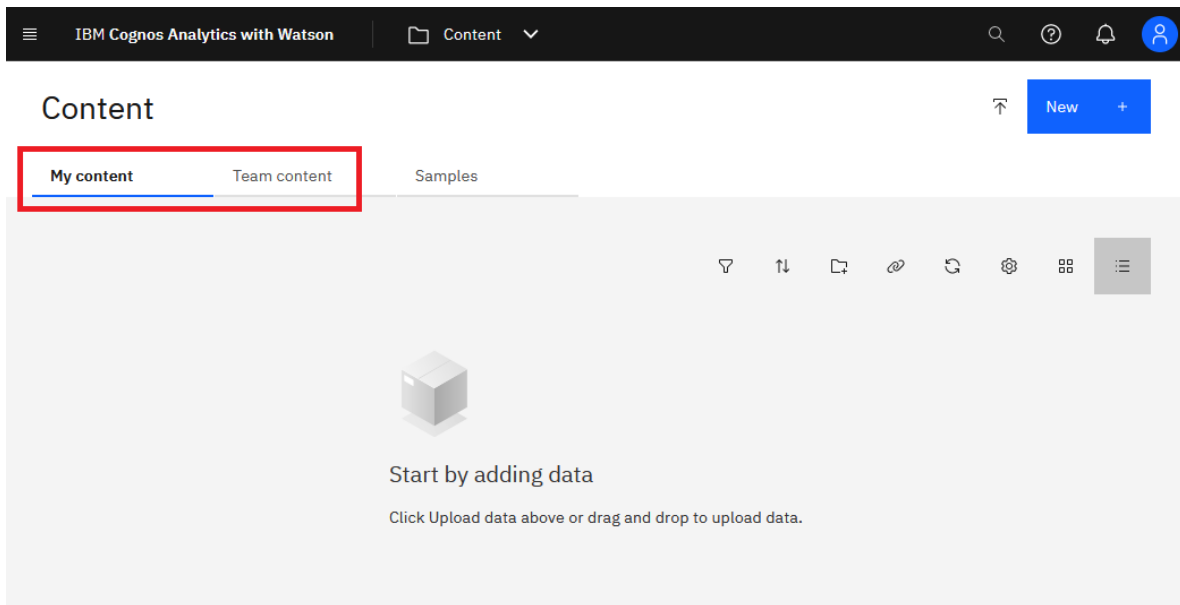


Complete details on how to upload data are available in other chapters of this document.

## Content

To view the existing analytics content that is available in your Cognos environment, click *Content*:


📁 **Content**

The objects in the **My content** folder (tab) are private, and only you can see them. The items in **Team content** are public and available to all Cognos users with the proper permissions:



The objects on the **Samples** tab demonstrate key features of the product, and you can use them to see Cognos in action. This folder is available only when the product samples are installed.
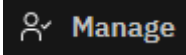
## Recent

To view a list of recently used content, click *Recent*:


🕐 **Recent**

This feature is useful when you are working on the same dashboard every day, and want to quickly access it.

## Manage

To view the administrative user interfaces and features that are available to you, click *Manage*:

**Manage**

These features are for advanced users. In case you are curious, here are the options: