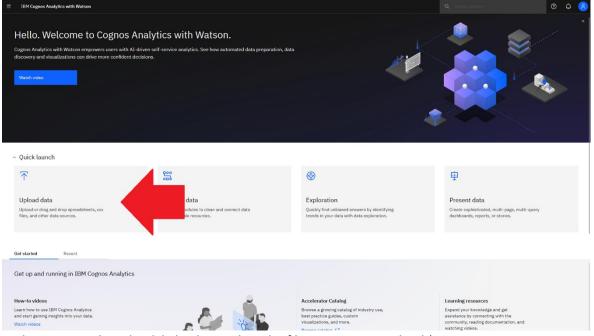
How to upload data files to Cognos

There are several ways to upload your data files to Cognos. The most common ways are as follows:

From the Home Page

1. On the Home page, click the Upload data tile:



- 2. In the pop-up *File Upload* dialog box, select the file you want to upload (e.g. *GO_Sample_File_Sales.xlsx*) and click *Open*
- 3. Wait for the status window to tell you that the file has been uploaded successfully:

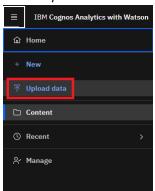


4. Finally, navigate to *My content* to see the new object:

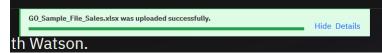
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From the Open Menu

- 1. Click the *Open Menu* icon
- 2. Select Upload data:



- 3. In the pop-up *File Upload* dialog box, select the file you want to upload (e.g. *GO_Sample_File_Sales.xlsx*) and click *Open*
- 4. Wait for the status window to tell you that the file has been uploaded successfully:

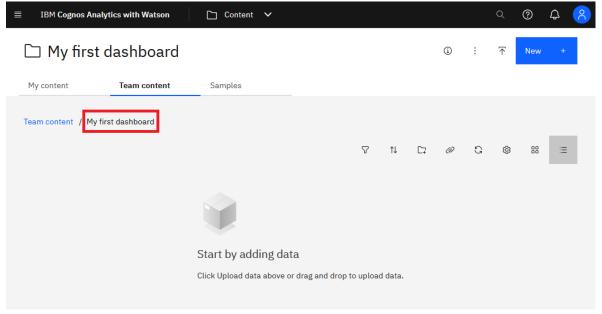


5. Finally, navigate to *My content* to see the new object:

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From a Folder

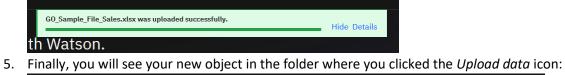
1. Create a new folder in either *My content* or *Team content*:



2. Click the Upload data icon:

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			Start by adding data									
			Click Upload data above or drag and d	rop to uploa	d data.							

- 3. In the pop-up *File Upload* dialog box, select the file you want to upload (e.g. *GO_Sample_File_Sales.xlsx*) and click *Open*
- 4. Wait for the status window to tell you that the file has been uploaded successfully:



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For more information about how to upload files, see <u>Uploading files</u>.