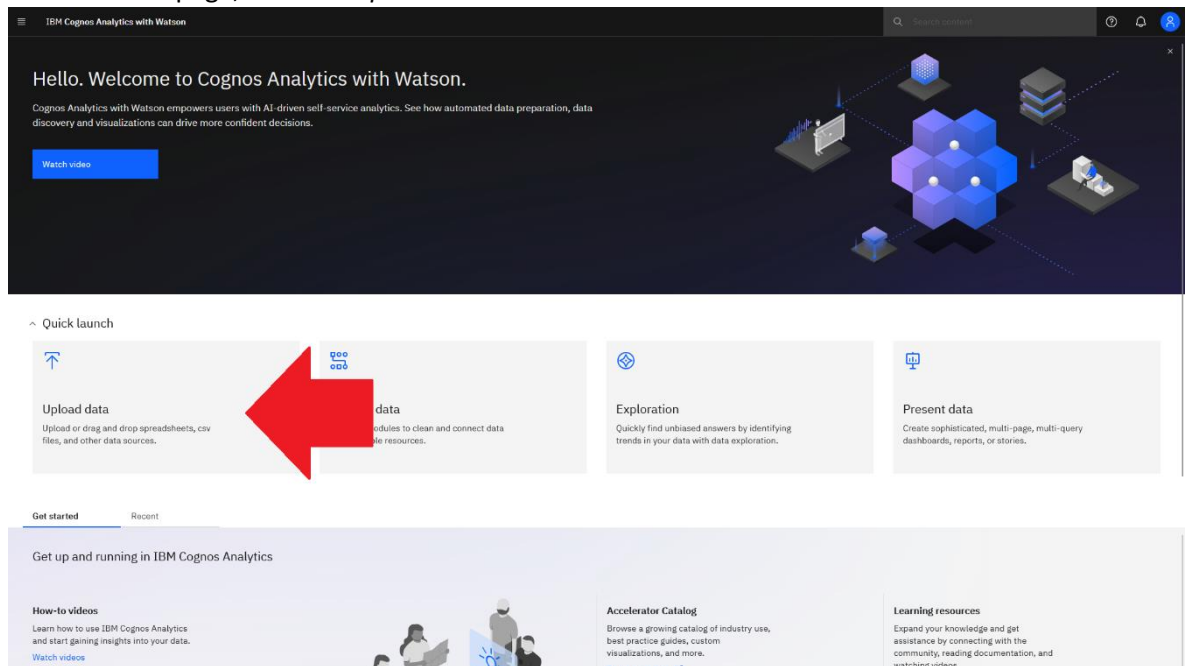


# How to upload data files to Cognos

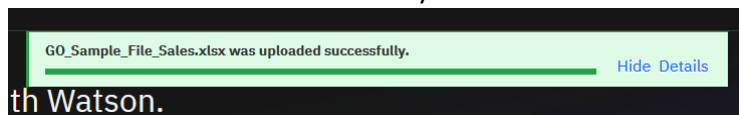
There are several ways to upload your data files to Cognos. The most common ways are as follows:

## From the Home Page

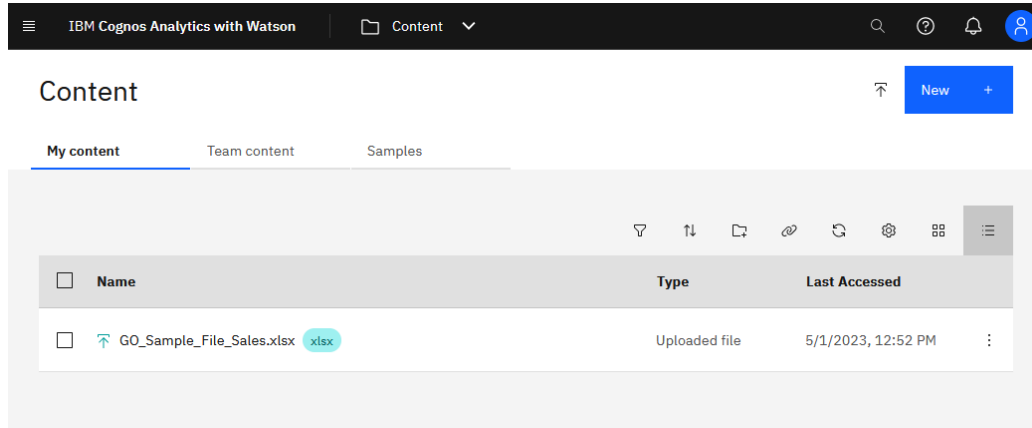
1. On the Home page, click the *Upload data* tile:




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:

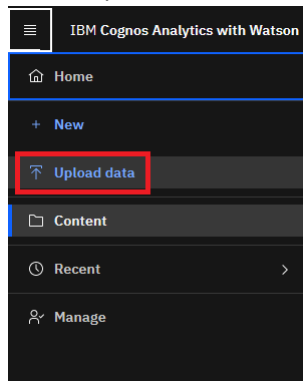


4. Finally, navigate to *My content* to see the new object:

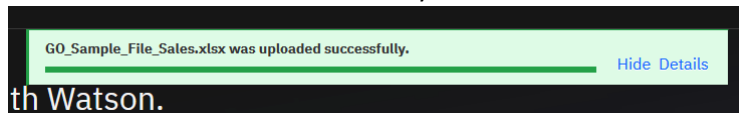


## From the Open Menu

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

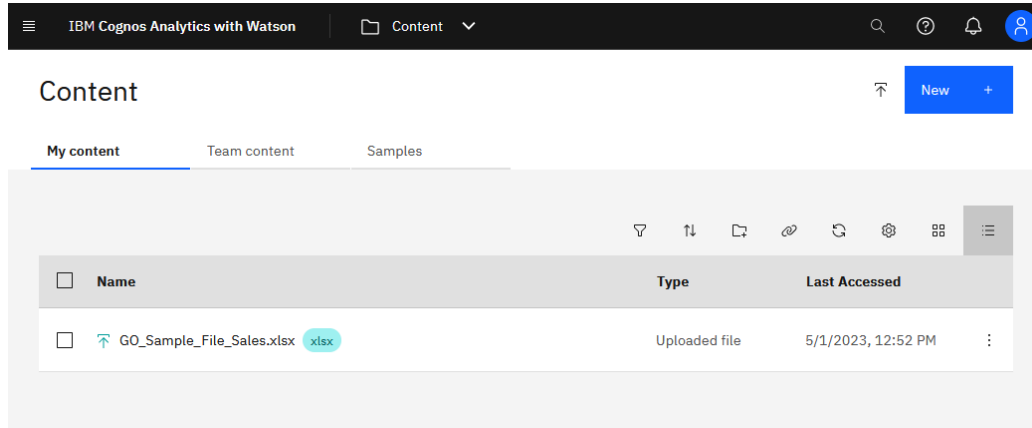


3. In the pop-up *File Upload* dialog box, select the file you want to upload (e.g. *GO\_Sample\_File\_Sales.xlsx*) and click *Open*
4. Wait for the status window to tell you that the file has been uploaded successfully:



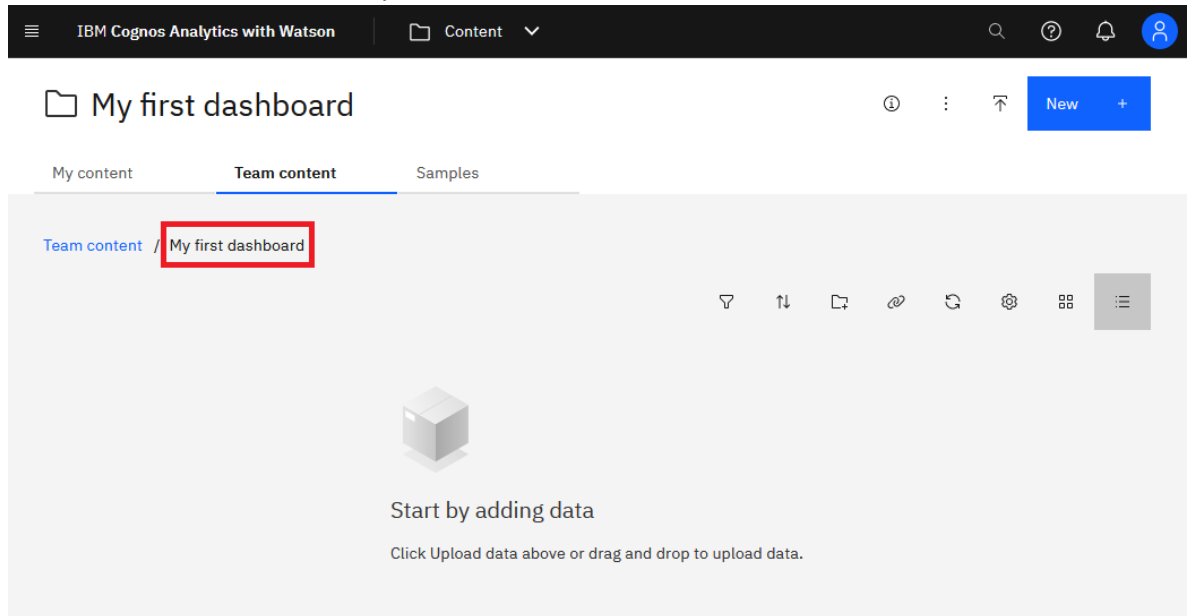
th Watson.

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

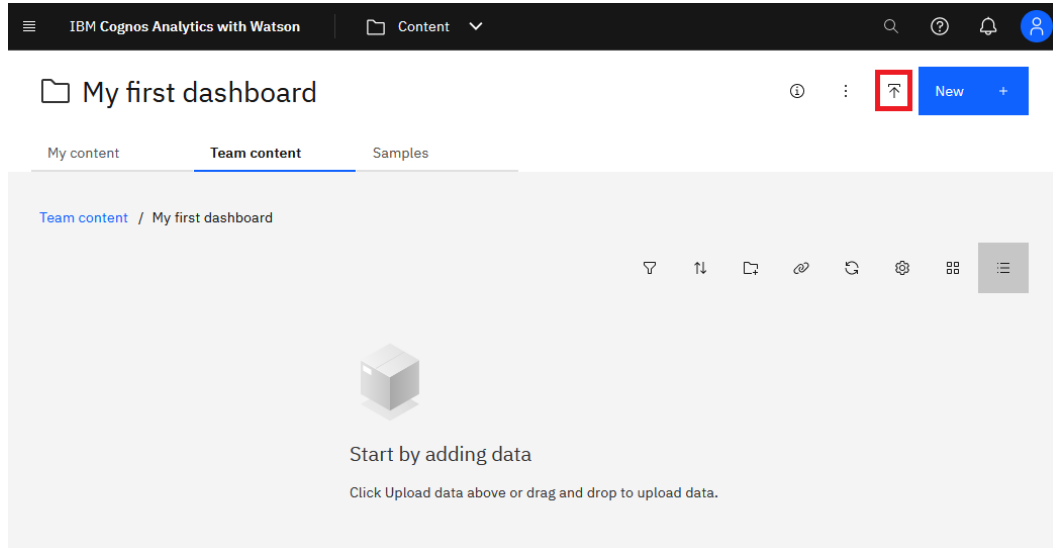


## From a Folder

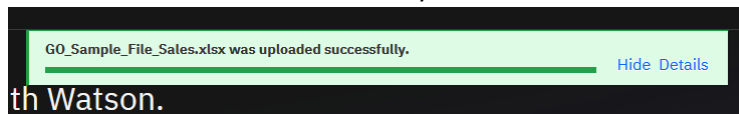
1. Create a new folder in either *My content* or *Team content*:



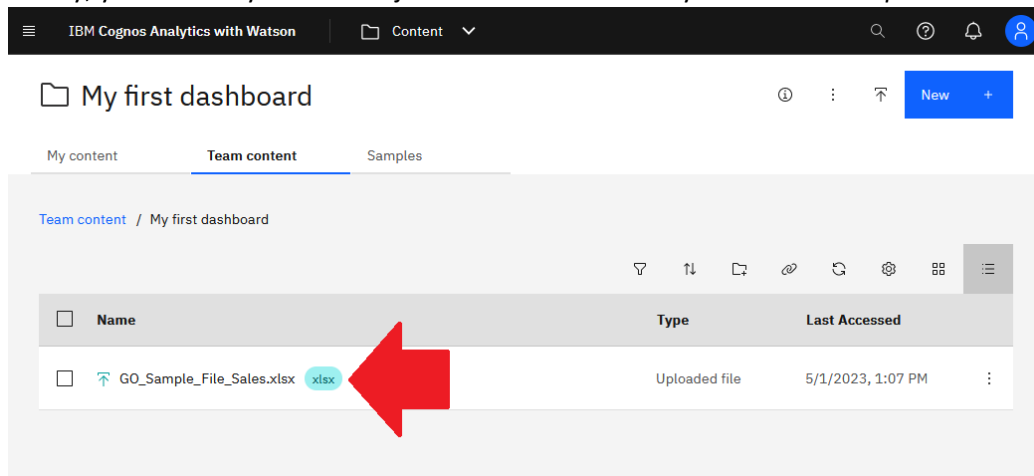
2. Click the *Upload data* icon:



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, you will see your new object in the folder where you clicked the *Upload data* icon:



For more information about how to upload files, see [Uploading files](#).