# What types of files can I upload to IBM Cognos Analytics?

**Author:** IBM
**Date:** 6-Oct-2020

## What types of files are supported?

If you want to do some quick analysis and visualizations with data files, you can upload the files to IBM Cognos Analytics by yourself. Your data files must meet size and structure requirements.

The following file formats are supported for upload:
- Microsoft Excel XLS and XLSX with single or multiple sheets
- Delimited text files, containing either comma-, tab-, semi colon-, or pipe separated values
- Zip files containing multiple Excel files, multiple delimited files, or any combination of both

Filters within a Microsoft Excel file are ignored. Excel file formats prior to 2003, e.g. 95 or 97, are not supported.

For complete details, please visit Uploaded files.

## What structure should the uploaded file have?

How should I prepare my data? The data being imported must be in simple columnar form. Pivot tables/crosstabs are not supported.
Comments, titles, subtitles, etc. before the first header row in a data file are interpreted as column headers:
- If you have text that describes the worksheet (e.g. a title, a description, the date, etc.) before the first row, the text will be incorrectly read as a column header. This text must be deleted prior to uploading
- Similarly, do not place any text at the end of the file

Totals and subtotals in your data are treated as part of the data set:
- Totals can be mistaken as unsummarized data, and give misleading results
- It is preferred to remove totals and subtotals from your data

## How do I upload a file?

In the vertical application toolbar, tap the *New* icon, and then tap *Upload files*. Locate the files on your local drive or on the LAN, and select one or multiple files to upload them.

For more information, see Uploading files.