

Perceptive Experience

Perceptive Content - Reports

Overview

Perceptive Content reports are available through the IBM Cognos web portal.

Users can access the portal to run Perceptive Content Report Library reports. Details about specific reports in the Report Library can be found [here](#).

Run a Report

- 1) Launch the IBM Cognos web portal by selecting Reports from the EDMS drop down options in CBMS
- 2) Click on the **Play** button for the report you want to run
- 3) Choose your report preferences and click the **Run** button
- 4) Complete the prompt and click the **Next** button (repeat for each prompt)
- 5) On the last prompt click the **Finish** button and the report will be generated

The screenshot shows the IBM Cognos Perceptive Content web portal interface. At the top, the user is logged in as 'OINADMIN' with a 'Log Off' link. The breadcrumb navigation shows 'Public Folders > CBMS Reports'. Below the breadcrumb is a table of reports. The table has columns for 'Name', 'Modified', and 'Actions'. The first report, 'Completed Tasks by Task Template', has a yellow circle with the number '2' around the play button icon in the 'Actions' column. Other reports in the list include 'Current Items in Queues', 'Documents Entering Queues per Hour', 'Folders Entering Queues per Hour', 'Folders Remaining in Queue After Specified Interval', 'Folders with Incomplete Tasks', 'Queue Cycle Time for Folders', 'Task Cycle Time', 'Workflow Cycle Time by Folder Type', and 'Workflow Queue Snapshot'.

Name	Modified	Actions
Completed Tasks by Task Template	October 28, 2015 8:16:42 PM	[Icons] More...
Current Items in Queues	October 28, 2015 8:16:43 PM	[Icons] More...
Documents Entering Queues per Hour	October 28, 2015 8:16:43 PM	[Icons] More...
Folders Entering Queues per Hour	October 28, 2015 8:16:44 PM	[Icons] More...
Folders Remaining in Queue After Specified Interval	October 28, 2015 8:16:44 PM	[Icons] More...
Folders with Incomplete Tasks	October 28, 2015 8:16:42 PM	[Icons] More...
Queue Cycle Time for Folders	October 28, 2015 8:16:44 PM	[Icons] More...
Task Cycle Time	October 28, 2015 8:16:42 PM	[Icons] More...
Workflow Cycle Time by Folder Type	October 28, 2015 8:16:45 PM	[Icons] More...
Workflow Queue Snapshot	October 28, 2015 8:16:45 PM	[Icons] More...

Perceptive Experience

Perceptive Content - Reports

Run with options - Current Items in Queues Help

Select how you want to run and receive your report.

Format:
HTML

To specify a time to run the report, or for additional formats, languages, or delivery options, use advanced options.

Accessibility:
 Enable accessibility support

Language:
English (United States)

Delivery:
 View the report now
 Save the report
 Print the report:
Printer location: [Select a printer...](#)

Prompt values:
No values saved
 Prompt for values

3

ImageNow

Prompt Page (1 of 9)
Select workflow items

Document
 Folder

4

ImageNow

Prompt Page (8 of 8)
Select workflow item priorities

Low
Normal
High

5 [Select all](#) [Deselect all](#)



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Current Items in Queues

[Report Help](#)

Report Parameters

Grouped by: Field2
 Selected items: Document
 Selected processes: Auto Form
 Display complete queues: Yes
 Selected queue types: System Queues, Work Queues
 Selected queues: Alamosa (Review Orphaned)
 Selected drawers: Greater than 15 selected
 Selected priorities: Low, Normal, High

Alamosa (Review Orphaned)

Name	Drawer	Field1	Field2	Field3	Field4	Field5	Document Type
321Z21X_14B0H1TW40000Q	Colorado					321Z21X_14B0HTTW80000NQ	Verification
Total for Field2: 0							
Total for Alamosa (Review Orphaned) queue: 1							
Total for all queues: 0							

