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
Perceptive Experience
Perceptive Content - Reports

Run with options - Current Items in Queues
Select how you want to run and receive your report.

Format: HTML

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

Run | Cancel

ImageNow
Prompt Page (1 of 9)
Select workflow Items

- Document
- Folder

Cancel | Back | Next

ImageNow
Prompt Page (8 of 8)
Select workflow item priorities

Low
Normal
High

Finish

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## Current Items in Queues

### 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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Drawer</th>
<th>Field1</th>
<th>Field2</th>
<th>Field3</th>
<th>Field4</th>
<th>Field5</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>321221X_4B011E74000000Q</td>
<td>Colorado</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>321221X_4B011E74000000Q</td>
<td>Verification</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total for Field2:** 0

**Total for Alamosa (Review Orphaned) queue:** 1

**Total for all queues:** 0