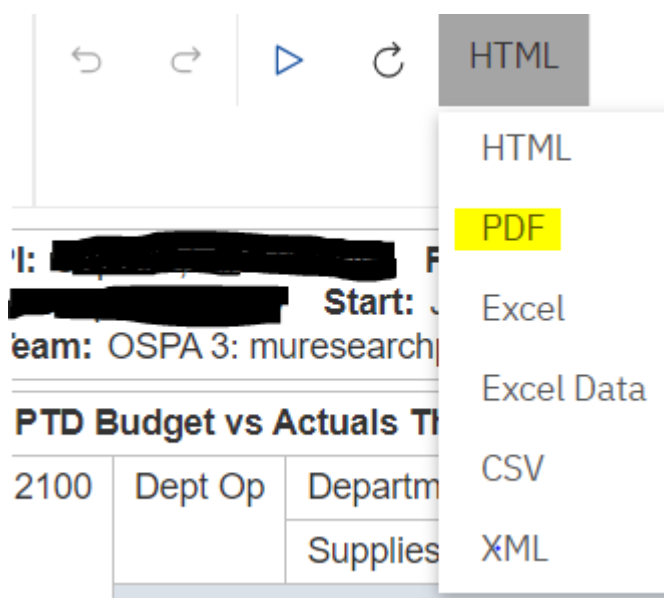


## Running a PDF from the report. *(A PDF cannot be created from the monthly report sent directly to the Pls)*

1. Select a PI Grant and Contract Report



2. Select the prompts needed to run the report (See “Prompt Instructions for All Reports” for how to set up prompts)
3. After a report is run, hover over “HTML” to get dropdown list of formats and choose PDF

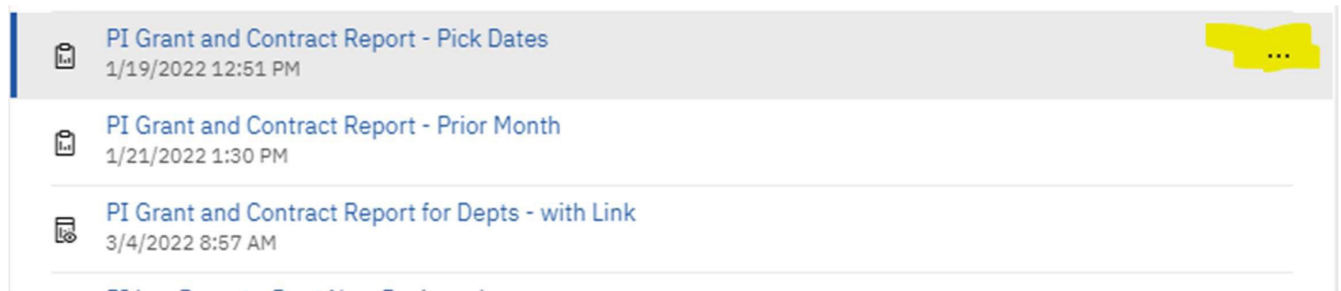


4. A PDF will pop up and can be printed or downloaded.

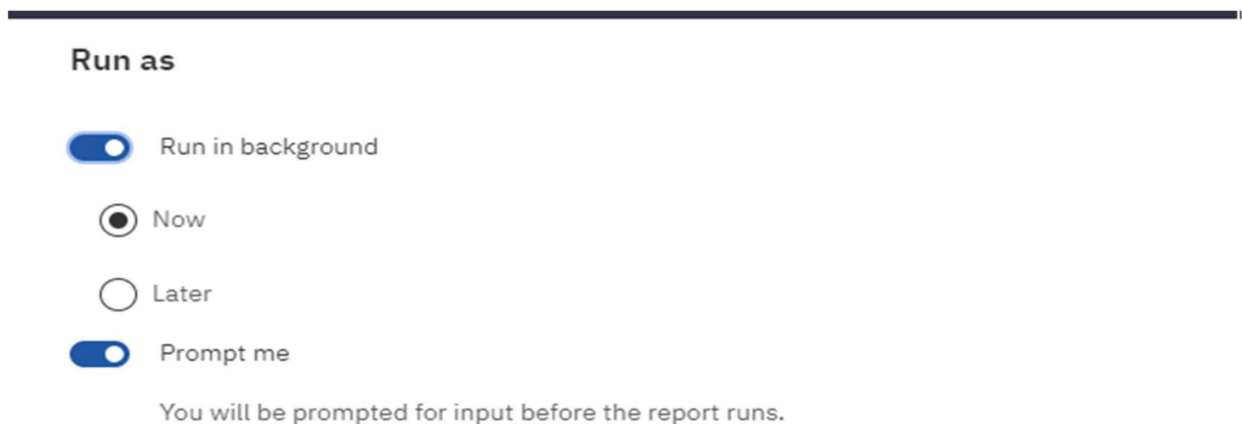


## Emailing a PDF from Cognos

1. When hovering over a report, an ellipsis will pop up to the right.



2. Click Run in Background



3. Choose PDF as the format



4. Choose send report by email and click edit details

### Delivery

☒ Save

☒ Save report

☐ Save as a report view

☐ Save report as an external file

☒ Send report by email

[Edit details](#)

No recipients

5. Enter the email addresses the report link needs to be sent in the 'To' field, Update the Subject Line if necessary, and add whatever you would like the email to say in the Message field, and select "Attach Report Output"

[←](#)

Send report by email

To

lockhartc@umsystem.edu ×

Cc | Bcc

Directory

Subject

A new version of PI Compliance Report for Depts - with Link is available

Message

Dr.

Below is a link to your outstanding PI Compliance Report for March 2021 Expenses

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Styles

Normal

body p

Include the following with my message

☐ Include link

☒ Attach report output

6. Click RUN at the very bottom



7. Select the prompts needed to run the report and click Finish run the report (See “Prompt Instructions for All Reports” for how to set up prompts)

