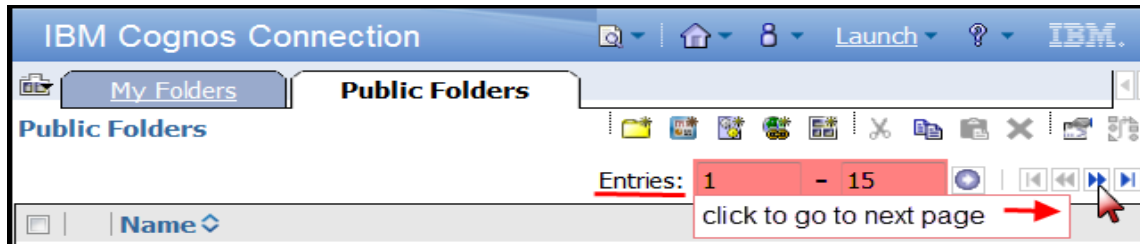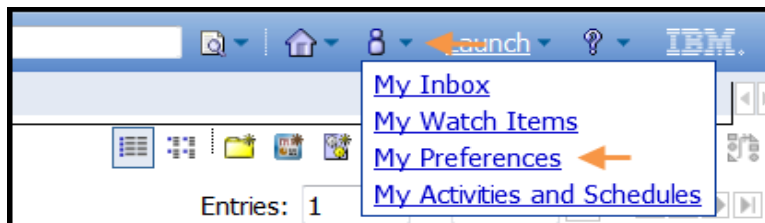# Changing Number of Entries in List View
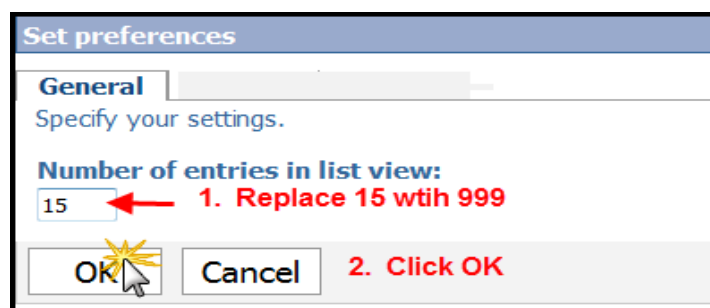
The settings in Cognos are defaulted to show 15 reports per page in the list view. Note the red highlighted area in the screen shot below stating "Entries 1 – 15".   This means that if there are more than 15 reports, you must use the arrow button (shown below) to page over in order to view the rest of the available reports.

You can change the default setting in Cognos so that all reports will display on one

page. To do this, click on the icon displayed below which is found within the top ribbon of Cognos. It is to the **left** of the word Launch. When the drop down opens, select the link titled "My Preferences".

In the window that opens, the top section of the page has an entry field titled Number of entries in list view. Remove the 15 from that field and type in 999. Click OK at the bottom left of the window.

Once you have completed the steps above, all reports within a folder will now display on the first page and you will no longer have to use the page over arrows.