

## Introduction to IBM Cognos 10 Business Insight

### Course Summary

#### Description

This course introduces IBM Cognos 10's dashboarding product, Business Insight. Business Users will learn to design and manipulate dashboards with existing report content. Topics include basic navigation, creating dashboards, adding widgets, filtering in dashboards, formatting and organizing dashboard content, drill behavior and more. The course format includes lecture, instructor-led exercises and independent workshops.

#### Topics

- Overview of IBM Cognos 10
- Introduction to Business Insight
- Create a Dashboard
- Filtering in Dashboards
- Sorting, Grouping and Calculations
- Drill Behavior in Dashboards
- Collaboration and Watch Rules
- Exporting and Printing
- Conclusion

#### Audience

This class is designed for Business Users who will create dashboards based on existing report content.

#### Prerequisites

A basic knowledge of Windows, Internet Explorer, and browser techniques is expected.

#### Duration

One day

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### Course Outline

- I. Overview of IBM Cognos 10**
  - A. Overview of IBM Cognos 10
  - B. Overview of Studios
  - C. Overview of New Features including Extended Search Capabilities
- II. Introduction to Business Insight**
  - A. The Business Insight Interface and Toolbars
  - B. Introduction to Widgets
  - C. Open and View a Dashboard
- III. Create a Dashboard**
  - A. Dashboard Layouts and Styles
  - B. Adding Widgets
  - C. List, Crosstab and Chart Widgets
  - D. Saving Dashboards
  - E. Add Image and Web Page Widgets
- IV. Filtering in Dashboards**
  - A. Filter Definitions
  - B. Filters in Widgets
  - C. Select Value Filter Widget
  - D. Slider Filter Widget
- V. Sorting, Grouping and Calculations**
  - A. Sorting Lists, Crosstabs and Charts
  - B. Change Chart Styles
  - C. Apply Grouping
  - D. Create Calculations
- VI. Drill Behavior in Dashboards**
  - A. Drill Down and Drill Up
  - B. Listen for Widget Events
  - C. Drill-Through Behavior
- VII. Collaboration and Watch Rules**
  - A. Using Comments
  - B. IBM Lotus Connections
  - C. Add Watch Rules
  - D. Watch Rules for Thresholds
  - E. Maintain Watch Rules
- VIII. Exporting and Printing**
  - A. Export Widgets to Excel, PDF
  - B. Email Dashboards
  - C. Save Dashboards as Favorites
- IX. Conclusion**