

## Introduction to Reporting in Cognos Analytics

### Course Summary

#### Description

This course introduces basic and intermediate reporting techniques with IBM Cognos' Reporting. Basic topics include the IBM Cognos Analytics portal, designing simple queries, charts, grouping, filters, prompts, calculations and more. Intermediate topics include formatting, conditional formatting, multi-query reports, creating reports from multiple packages, drill through reports and more. The course format includes lecture, instructor-led exercises, and independent workshops.

#### Topics

- Overview of IBM Cognos Analytics
- Overview of IBM Cognos Analytics Portal
- Introduction to Reporting
- Introduction to Crosstabs and Visualizations
- Introduction to Filters
- Parameters & Prompts
- Calculations
- Formatting
- Conditional Formatting
- Complex Reports
- Saving and Scheduling Reports

#### Audience

This course is designed for report authors/developers and other users, who will create, maintain, and run reports in Reporting.

#### Prerequisites

Before taking this course, a basic knowledge of Windows, Internet Explorer, and browser techniques is expected.

#### Duration

Two days

## Introduction to Reporting in Cognos Analytics

### Course Outline

- I. Overview of IBM Cognos Analytics**
  - A. Overview of IBM Cognos Analytics
  - B. Overview of Studios
  - C. New Studios and Features in IBM Cognos Analytics
- II. Overview of IBM Cognos Analytics Portal**
  - A. IBM Cognos Analytics Portal
  - B. Navigating the Portal
  - C. Running and Saving Reports and Report Views
  - D. Creating Folders
- III. Introduction to Reporting**
  - A. Definitions – Packages, Subjects, Measures, etc.
  - B. The Reporting Interface
  - C. Templates
  - D. Create a List Report
  - E. Add and Remove Data
  - F. Changing Measure Aggregation Properties
  - G. Grouping and Associated Features
  - H. Set Rows per Page and Page Breaks
- IV. Introduction to Crosstabs and Visualizations**
  - A. Crosstab Basics
  - B. Swap Rows and Columns
  - C. Create and Modify Visualizations/Charts
  - D. Display Crosstabs and Charts in the Same Report
- V. Introduction to Filters**
  - A. Definitions
  - B. Model and Custom Filters
  - C. Creating, Editing and Removing Detail and Summary Filters
- VI. Parameters & Prompts**
  - A. Definitions
  - B. Create Prompts and Prompt Pages
  - C. Multiple Prompts in a Single Report
  - D. Cascading Prompts
- VII. Calculations**
  - A. Define Calculations
  - B. Subtotals
  - C. Query and Layout Calculations
  - D. Use Functions in Calculations
- VIII. Formatting**
  - A. Fonts & Styles
  - B. Headers and Footers
  - C. Sections
  - D. Blocks, Tables and Graphics in Reports
  - E. Reuse Objects
- IX. Conditional Formatting**
  - A. The Condition Explorer
  - B. Creating Boolean & String Conditional Formats
- X. Complex Reports**
  - A. Simple Dashboard Reports
  - B. Reports with Multiple Packages
  - C. Drill-Through Reports
  - D. Use a Dimensional Source in a Report
- XI. Saving and Scheduling Reports**
  - A. Save and Export Reports
  - B. Using the Scheduler
  - C. My subscriptions
- XII. Summary**