

IBM COGNOS PROFESSIONAL REPORT AUTHORIZING (BASICS)

COURSE OVERVIEW

This course will enable you to understand the functionality of the IBM Cognos BI Reporting tools and how to apply these, using a generic set of training data, to produce professional quality reports.

Over the 2 days of the course you will be given an Overview of the IBM Cognos BI Reporting solution and learn, through a series of interactive hands-on lessons, how to use IBM Cognos Connection and the 3 main reporting studios; Query Studio, Analysis Studio and Report Studio.

The course focuses on Report Studio as the main report authoring tool.

Understanding the roles that IBM Cognos Connection and the reporting studios play in the delivery of the overall BI solution together with a detailed knowledge of IBM Cognos Report Studio will equip you with the means to deliver professionally authored reports to your organisation.

COURSE OBJECTIVES

- Understand how reporting fits into the overall IBM Cognos 8 BI Solution
- To learn the fundamentals of IBM Cognos Connection, Query Studio, Analysis Studio and Report Studio
- Learn and apply report authoring techniques using IBM Cognos Report Studio against a case study set of data
- Understand report design and build techniques

WHO SHOULD ATTEND:

Users who are responsible for building and maintaining professional reports using the IBM Cognos toolset.

LENGTH: Two days

COURSE CODE: BIREP2

LOCATION: Inca Academy



COURSE OUTLINE: IBM COGNOS PROFESSIONAL REPORT AUTHORING (BASICS)

LESSON 1: OVERVIEW OF THE IBM IBM COGNOS 8 REPORTING SOLUTION

- Components of the Overall IBM Cognos 8 Solution
- Function of the Reporting Components
- The case study model used in the lessons
- Which tools are best suited to a reporting requirement.
- Deploying reports using IBM Cognos Connection

LESSON 2: USING IBM COGNOS CONNECTION

- Logon and Navigate around the IBM Cognos Web Portal
- Access the on-line help system
- Organise Entries

LESSON 3: USING IBM COGNOS QUERY STUDIO

- Creating a report
- Filter and Sort Data
- Grouping and Summarising Data
- Add calculations
- Basic Formatting

LESSON 4: USING IBM COGNOS ANALYSIS STUDIO

- Creating an Analysis
- Understand Slicing and Dicing
- Use Drill Up / Down
- Add Calculations
- Swap between Reports and Charts

LESSON 5: WORKING WITH REPORTS IN IBM COGNOS CONNECTION

- Understand the deployment options available for reports.
- Create Jobs to Schedule and Run reports

LESSON 6: IBM COGNOS REPORT STUDIO - LIST REPORTS

- The Report Studio Interface
- Creating a List Report
- Grouping and Summarising Data
- Including Headers and Footers

LESSON 7: IBM COGNOS REPORT STUDIO - CROSTAB REPORTS

- Build a crosstab report
- Understand drop zones and crosstab structure
- Nesting data Items within a Report
- Sorting Rows and Columns
- Adding Row and Column Totals.
- Discontinuous Crosstabs

LESSON 8: IBM COGNOS REPORT STUDIO: CHARTS

- Build a report including a chart
- Use Tables to control the layout
- Configure chart properties
- Understand how data can be formatted

LESSON 9: IBM COGNOS REPORT STUDIO - FILTERING DATA

- Understand different types of filters
- Creating filters
- Applying Model Filters

LESSON 10: IBM COGNOS REPORT STUDIO - ADDING PROMPTS TO REPORTS

- Parameters and Prompts
- Prompt types
- Creating an automatic prompts
- Building a Prompt Pages
- Cascading Prompts
- Changing Prompt properties

LESSON 11: IBM COGNOS REPORT STUDIO - ADDING CALCULATIONS TO REPORTS

- Understanding Types of Calculations
- Creating query Calculations
- Creating Layout Calculations
- Using the Functions Tab

LESSON 12: IBM COGNOS REPORT STUDIO - DRILL-THROUGH REPORTS

- Creating a Drill-Through Report
- Passing Parameters and Context between Reports

LESSON 13: IBM COGNOS REPORT STUDIO - DIMENSIONAL REPORTING

- Working with Dimensional Data
- Automatic Drill-Downs
- Member Reporting
- Creating a Report with Drill Up /Down

LESSON 14: IBM COGNOS REPORT STUDIO - ADVANCED FORMATTING

- Adaptive Layouts
- Formatting Report Data and Objects
- Adding Pages and Managing Page Sets

LESSON 15: IBM COGNOS REPORT STUDIO - ADVANCED REPORT BUILDING TECHNIQUES

- Using Sections
- Converting Reports to Another Format
- Reusing report Objects
- Building Master-Detail Reports

LESSON 16: IBM COGNOS REPORT STUDIO - CONDITIONAL FORMATTING

- Changing Displayed Items / formats Based on Conditions
- Conditional Rendering in Reports

LESSON 17: IBM COGNOS REPORT STUDIO - CREATING DASHBOARD TABS

- Using IBM Cognos Connection to Create Dashboards

Summary

