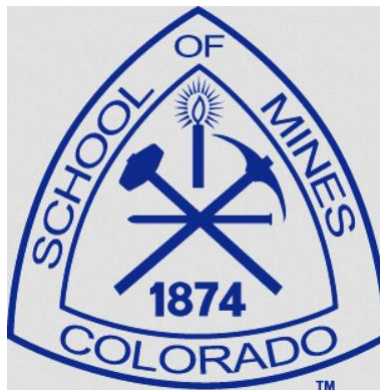


# Introduction to IBM Cognos for Consumers

## IBM Cognos



**June 2015**

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These materials were customized for Colorado School of Mines on IBM Cognos 10.2.1.



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**\*\*\* There are Notes pages in the back of this document for your use.**

# Getting Started in IBM Cognos

## Introduction to IBM Cognos 10

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IBM Cognos 10 Business Intelligence is a web-based, integrated business intelligence suite. It provides a toolset for reporting, analysis, scorecarding, monitoring of events and metrics, and business analytics.

### Why use IBM Cognos?

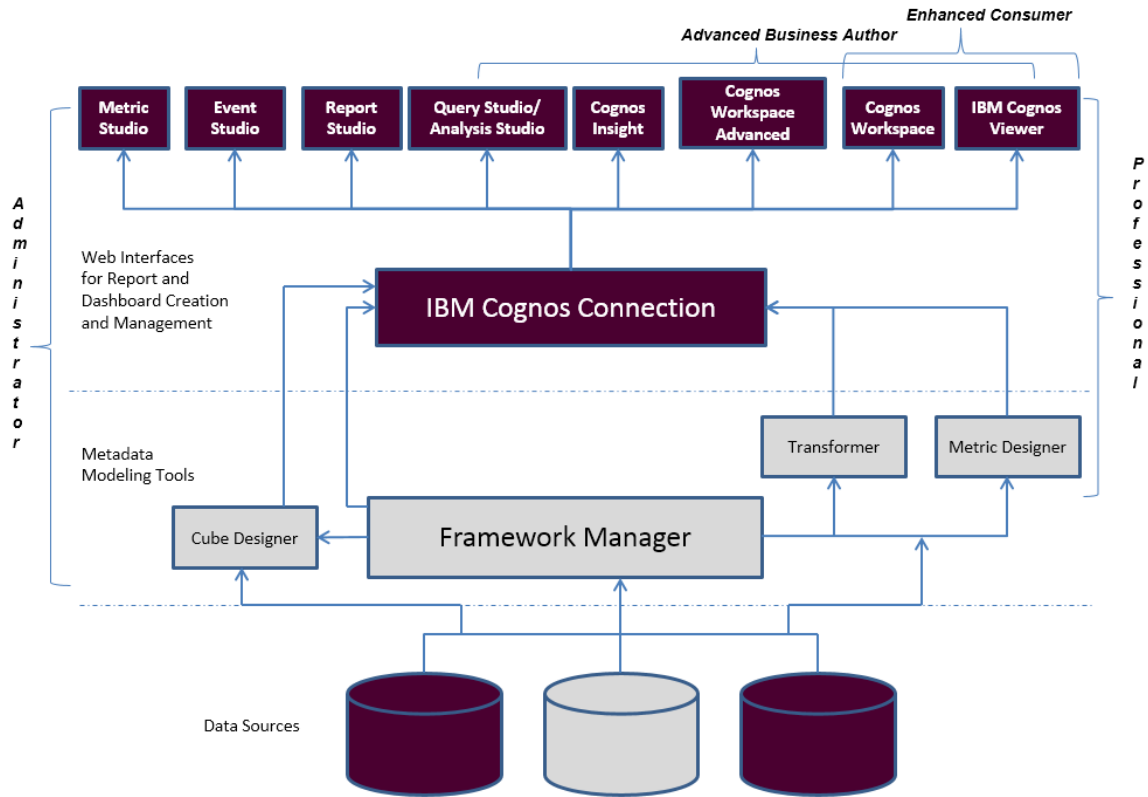
In many organizations, finding answers to business questions is a manual process that uses a mix of different tools and interfaces. Before using Cognos, business users across the organization pull together different versions of the same numbers. Different users will likely make slightly different assumptions, use different calculations, and perhaps even use different definitions for terms to describe the data. They might have used different interfaces, different time periods, or even different data sources. The result of these differences is sometimes disappointing for the business users, as they'll sit down in a meeting and spend most of the time talking about where the numbers came from as opposed to what to do with the numbers. This slows down the decision making processes that drive performance.

IBM Cognos has simplified this process by focusing on organizing the users into user groups and leveraging best practices when using multiple data sources.

# Getting Started in IBM Cognos 10

## Overview of IBM Cognos 10

Components and license roles in IBM Cognos 10 Business Intelligence (BI) tool suite:



## Getting Started in IBM Cognos

Components in IBM Cognos 10 Business Intelligence (BI) tool suite:

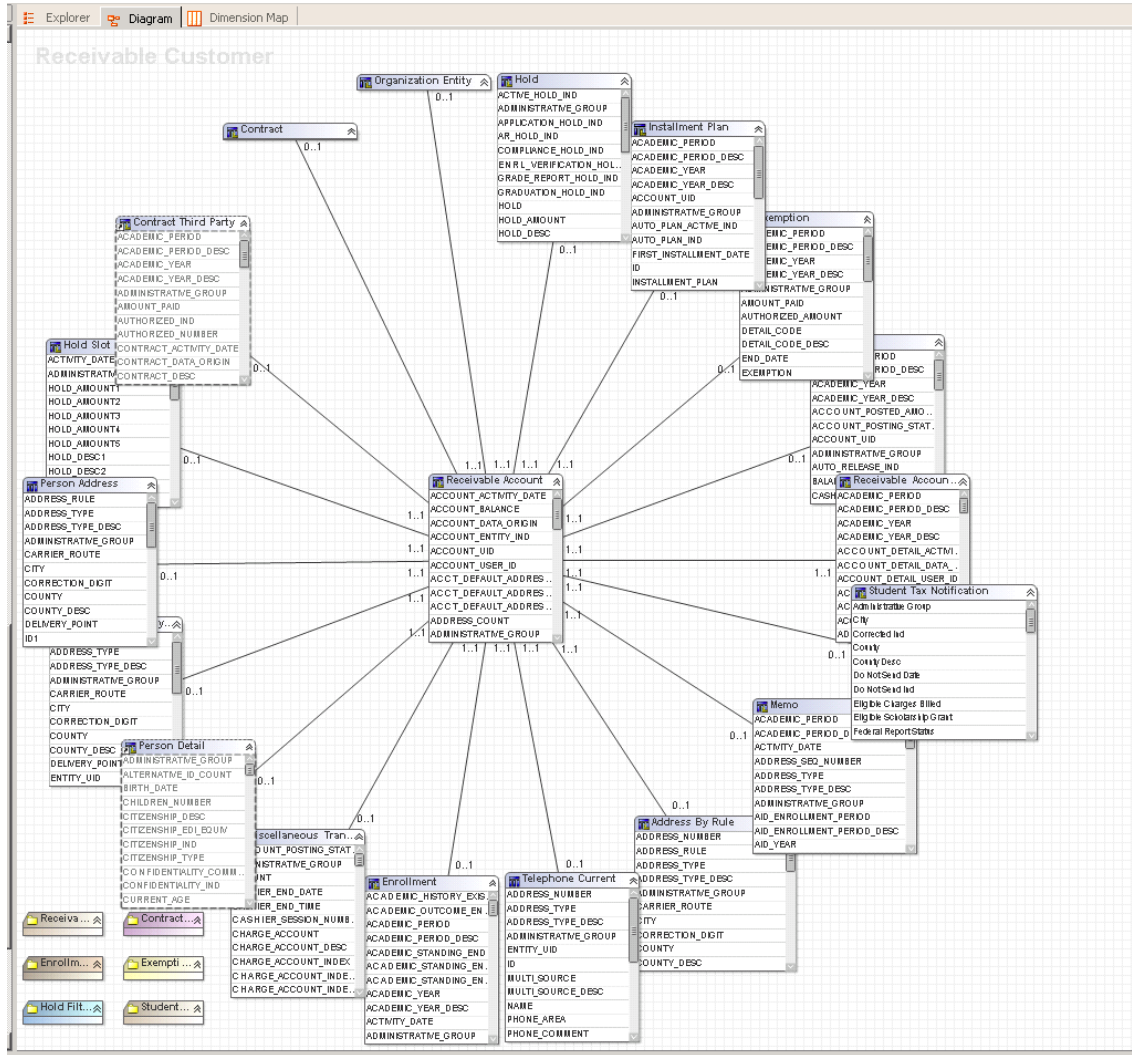
IBM Cognos Component	Use
<b>Metric Studio</b>	Monitor performance against benchmarks and priorities
<b>Event Studio</b>	Invoke tasks, and track events and processes
<b>Report Studio</b>	Create managed reports – most advanced studio
<b>Query Studio</b>	Create ad hoc reports
<b>Analysis Studio</b>	Explore and analyze data
<b>Cognos Insight</b>	Explore data, build scenario models, and share insights
<b>Cognos Workspace Advanced</b>	Author reports with relational or dimensional data and analyze data in lists, crosstabs, and charts.
<b>Cognos Workspace</b>	Build and use sophisticated, interactive dashboards using Cognos content as well as external data sources.
<b>IBM Cognos Viewer</b>	View results of all reports, queries, and analyses. Cognos Viewer shows report output after a user has interacted with any prompts.
<b>IBM Cognos Connection Framework Manager</b>	Access all data available through IBM Cognos Create and publish metadata models on which reports are based. Query Studio and Report Studio can report from all models. Query Studio, Analysis Studio, and Report Studio can report from dimensionally modeled relational data (which can be created in Framework Manager)
<b>Transformer</b>	Create and publish cubes on which reports are based. Query Studio, Analysis Studio, and Report Studio all can report from cubes
<b>Metric Designer</b>	Create scorecards and metrics

# Getting Started in IBM Cognos

Let's take a closer look at three of the key components you use to model, access, and analyze your data.

## What is Framework Manager?

Framework Manager is the metadata modeling tool that allows your Cognos Administration team to model relational data.



The result of a Framework Manager model is a package(s). When packages are published, report developers can create reports against the data using Cognos.



### What is IBM Cognos Connection?

IBM Cognos Connection is the portal interface to all of the functionality available in IBM Cognos 10.2. It is a web application for viewing, creating, and managing queries and reports. In the portal, you can view and run public reports and personalize the portal to meet your needs.



### Getting Started

1. In Internet Explorer type the following URL into the address bar:

**<https://cognos.mines.edu/ibmcognos/cgi-bin/cognos.cgi>**

2. In the fields provided type your assigned Cognos User ID and Password. This login and password are the same as your usual CSM network login. Click OK.

A screenshot of a "Log on" dialog box. The title bar says "Log on" and has a "Help" link. The text inside says "Please type your credentials for authentication." Below this, it shows "Namespace: ADIT". There are two input fields: "User ID:" and "Password:". At the bottom, there are "OK" and "Cancel" buttons. Below the buttons, there is a copyright notice: "Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other (s) 2005, 2013. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide."

## Getting Started in IBM Cognos

The **Welcome Page** may appear, with links to IBM Cognos Connection (IBM Cognos content) and the Actions available to you.

Note the option to uncheck the box to “Show this page in the future” if you’d prefer to bypass this page when you login.



*Note: You may not see all of the icons that appear in this image on your home screen as they are based on permissions.*

3. Under My Content click **IBM Cognos Content**.



# Getting Started in IBM Cognos

## Understanding IBM Cognos Connection

Once you have successfully logged into IBM Cognos, or selected IBM Cognos content from the Welcome Page, the portal appears. This is the primary way to access reports and reporting tools. The web interface means that nothing needs to be maintained on the user's desktop.

The screenshot shows the IBM Cognos Connection web interface. At the top, the browser address bar displays 'test\_cognos01' and a 'Log Off' button. Below the browser, the interface has a navigation bar with 'Public Folders' and 'My Folders' tabs. The main content area shows a list of folders under 'Public Folders':

Name	Modified	Actions
Finance	June 17, 2015 12:34:35 PM	More...
Financial Aid	June 17, 2015 10:59:56 AM	More...
Human Resources	June 10, 2015 10:01:42 AM	More...
Student	June 10, 2015 9:28:44 AM	More...

Callout boxes provide the following information:

- My Folders**: Your personal workspace
- Your user name**: test\_cognos01
- Public Folders**: All reports available to more than one person exist here
- My Area Options**: Personalize and manage your reports here
- Page Up and Page Down**: If there are more than 15 entries on a page, you'll need to page down to see everything

### NOTE

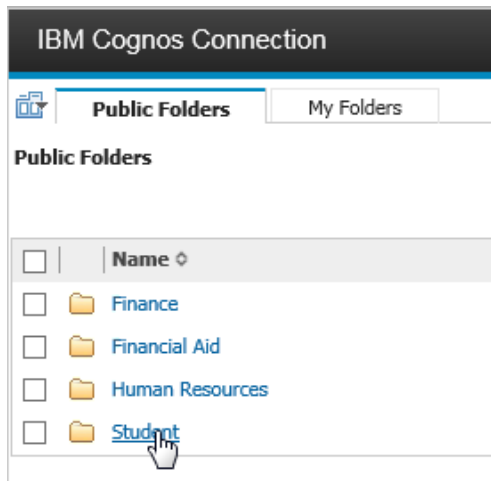


IBM Cognos Connection is the web portal and primary way to access Report Studio. This allows developers to create hyperlinks to reports directly from another application or web page and link them to Cognos. This bypasses IBM Cognos Connection after the user has been authenticated.

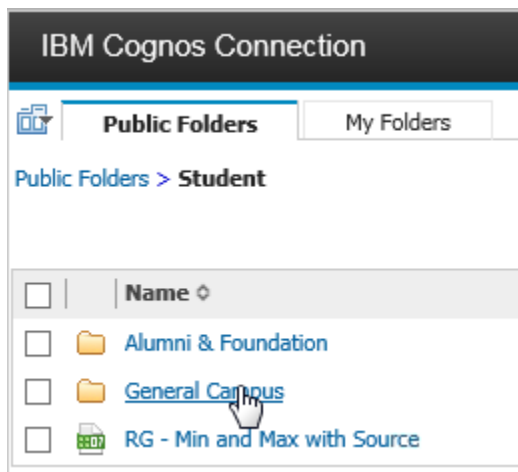


### *Navigating in IBM Cognos Connection*

1. In Public Folders click the **Student** folder.

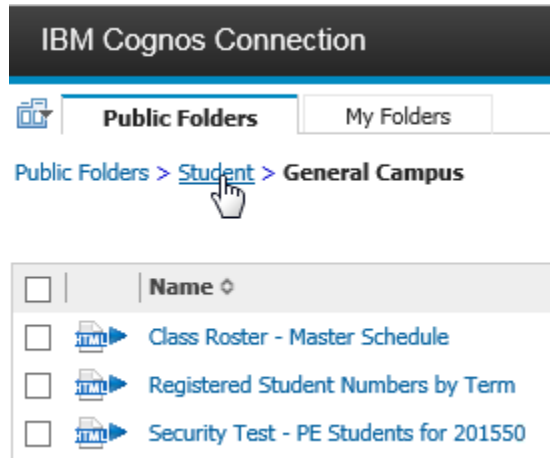


2. Click the **General Campus** folder.






## Getting Started in IBM Cognos

3. Use the “breadcrumbs” and click on the **Student** folder link to navigate back up.



The screenshot shows the IBM Cognos Connection interface. At the top, there is a dark header with the text "IBM Cognos Connection". Below this, there are two tabs: "Public Folders" (which is active) and "My Folders". Under the "Public Folders" tab, there is a breadcrumb trail: "Public Folders > [Student](#) > General Campus". A mouse cursor is pointing at the "Student" link. Below the breadcrumb trail, there is a table with a header "Name" and a list of three folders, each with a checkbox and a folder icon:

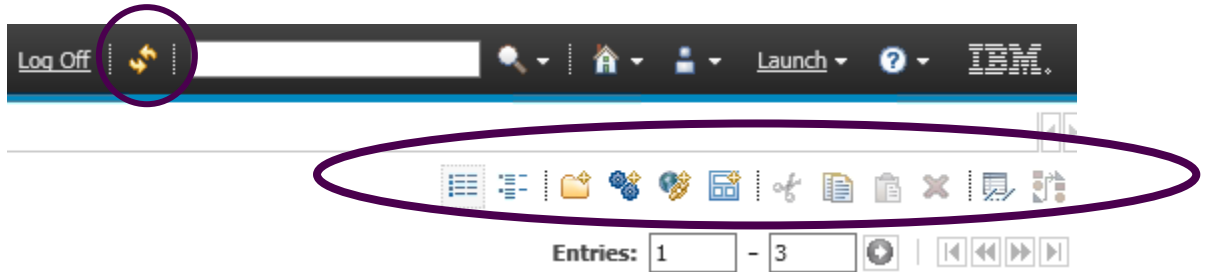
<input type="checkbox"/>	Name
<input type="checkbox"/>	 Class Roster - Master Schedule
<input type="checkbox"/>	 Registered Student Numbers by Term
<input type="checkbox"/>	 Security Test - PE Students for 201550














## Getting Started in IBM Cognos

### Folder Tools

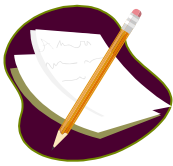
As you navigate through the Public Folders, a Toolbar of available options displays.

The Toolbar shows the actions that can be performed in the portal. They are described below.



	Refresh the portal		Cut selected entries
	Show entries in a List View		Copy selected entries
	Show entries in Detail View		Paste selected entries to the current location
	Create a New Folder		Delete selected entries
	New Job - run multiple reports		Set properties for the current folder or package
	New URL - to an external file or web site		Set the order for folders or entries
	New page		

### NOTE



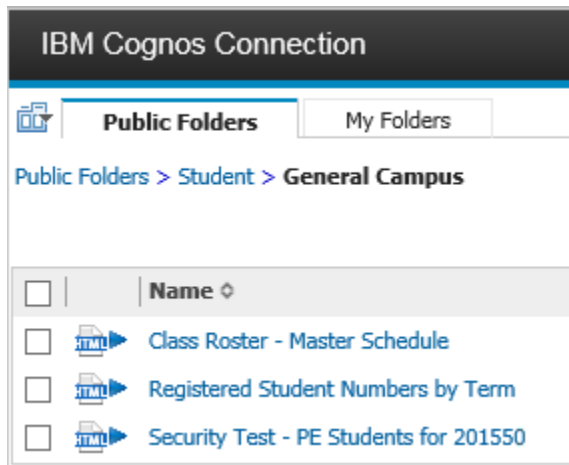
The Folder Tool icons vary based on licensing permissions and only appear where they are relevant. On some pages they are not displayed.

Due to security permissions, not all users are able to see all folders.

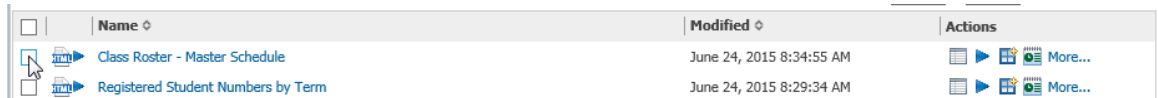


## Running a Report

1. In IBM Cognos Connection click on the Public Folders tab.
2. Click to open the **Student** folder, and the **General Campus** folder.




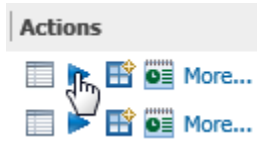
3. Find the **Class Roster – Master Schedule** report specification and notice the Actions Menu and the options available:



	Set/modify properties		Create a report view (shortcut)
	View the output versions		Schedule recurring jobs
	Run with options	More...	All available report options

## Getting Started in IBM Cognos

- In the Actions Menu click Run with options .



- In the Run with options window, from the Format dropdown select **HTML**.

Run with options - Class Roster - Master Schedule Help

Select how you want to run and receive your report.

Format: HTML

Accessibility:  Enable accessibility support

Language: English (United States)

Delivery:  View the report now  Print the report:  
Printer location:

Prompt values: No values saved  Prompt for values

Run Cancel


**Format Options --**  
HTML  
PDF  
EXCEL 2007  
EXCEL 2002  
Delimited text (CSV)  
XML

**Advanced Options --** One time scheduling, and distribution options

- Click Run.



When you click on the report name link in IBM Cognos Connection, the report displays as it was last run; the data displayed may not be the most current.

We recommend that you always select Run with options  in the Actions Menu to execute a report in Cognos Connection.



## Getting Started in IBM Cognos

A prompt page appears.

Office of the Registrar  
--Report Name Here--

Please provide values for the following parameters:

-Enter Term\*:

-Enter College(s) or Leave Blank for All:

Choices:

[Select all](#) [Deselect all](#)

-Enter Department(s) or Leave Blank for All:

Choices:

[Select all](#) [Deselect all](#)

\* Indicates a required field.

Cancel < Back Next > Finish

Before the report can run, you must enter a Term into the field provided. Term Example: 201510. The dotted orange line under the Term field and the asterisk next to Enter Term\* indicates that this Prompt is required.

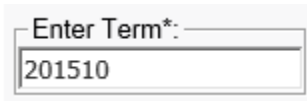
There are two Optional prompts for this report:

To view data for one or more Colleges, type the College codes one at a time into the blank field and click Insert to add them to the Choices box. College Code Example: EN.

To view data for one or more Departments, type the Department codes into the blank field and click Insert to add them to the Choices box. Department Code Example: MS.

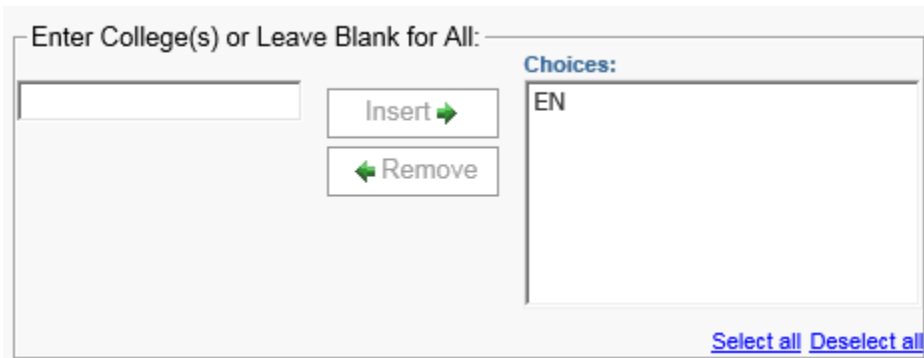
## Getting Started in IBM Cognos

7. In the Prompt for Term type “201510”.



Enter Term\*:  
201510

8. In the Prompt for College type “EN” and click the Insert button to add it to the Choices box.



Enter College(s) or Leave Blank for All:

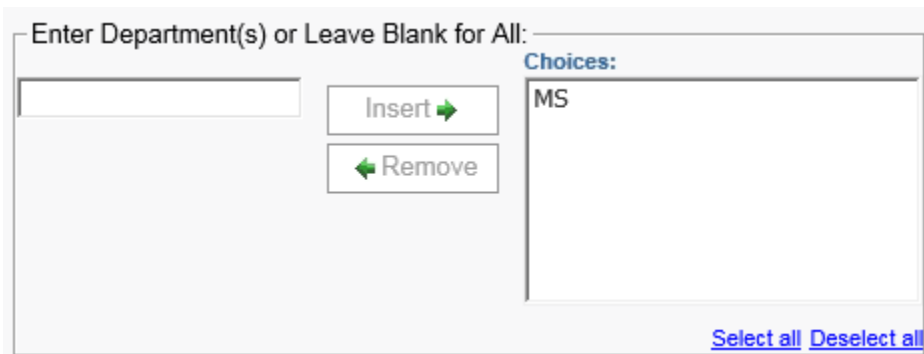
Insert →

← Remove

Choices:  
EN

Select all Deselect all

9. In the Prompt for Department type “MS” and click the Insert button to add it to the Choices box.



Enter Department(s) or Leave Blank for All:

Insert →

← Remove

Choices:  
MS

Select all Deselect all

10. Click Finish.




Cancel < Back Next > Finish


## Getting Started in IBM Cognos

The report executes and displays the results in IBM Cognos Viewer. This is the interface used to display reports in IBM Cognos. This output is in HTML format.

Term	Term Desc	College	College Desc	Department	Department Desc	Course ID	CRN	Section	Title Short Desc	Instr Lvl	Inst Crs Lvl	Inst Crs Lvl	Inst Crs Lvl	Capable	Min	Max	Actual	Max	Open	Start Date	End Date	Building	Room	Begin	End	M	T	W	R	F	S	S			
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10204	A	FOUNDATIONS OF USAF II	Agulir	Fulltime			Y	1.5	1.5	2	20	18	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	MS	303	1400	1010										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10243	B	FOUNDATIONS OF USAF II	Agulir	Fulltime			Y	1.5	1.5	0	20	20	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1000	1050										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10244	C	FOUNDATIONS OF USAF II	Agulir	Fulltime			Y	1.5	1.5	0	20	20	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1100	1150										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10245	D	FOUNDATIONS OF USAF II	Agulir	Fulltime			Y	1.5	1.5	3	20	17	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1400	1450										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10246	LA	FOUNDATIONS OF USAF II	Agulir	Fulltime			N	0	0	0	80	80	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1000	1010										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10247	LB	FOUNDATIONS OF USAF II	Agulir	Fulltime			N	0	0	0	0	0																
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10207	A	EVOL OF USAF AIR & SPACE POWER	Agulir	Fulltime			Y	1.5	1.5	0	20	20	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1000	1050										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10400	B	EVOL OF USAF AIR & SPACE POWER	Agulir	Fulltime			Y	1.5	1.5	0	20	20	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1300	1350										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10461	C	EVOL OF USAF AIR & SPACE POWER	Agulir	Fulltime			Y	1.5	1.5	1	20	19	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1400	1450										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10449	LA	EVOL OF USAF AIR & SPACE POWER	Agulir	Fulltime			N	0	0	0	0	0																
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10300	A	AIR FORCE LEADERSHIP STUDIES	Agulir	Fulltime			Y	3.5	3.5	0	0	0																
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10300	B	AIR FORCE LEADERSHIP STUDIES	Agulir	Fulltime			Y	3.5	3.5	0	0	0																
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10351	C	AIR FORCE LEADERSHIP STUDIES	Agulir	Fulltime			Y	3.5	3.5	5	20	16	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1400	1510										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10352	LA	AIR FORCE LEADERSHIP STUDIES	Agulir	Fulltime			N	0	0	0	80	84	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1000	1010										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10353	LB	AIR FORCE LEADERSHIP STUDIES	Agulir	Fulltime			N	0	0	0	0	0																
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	11050	D	AIR FORCE LEADERSHIP STUDIES	Agulir	Fulltime			Y	3.5	3.5	1	20	16	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	0800	1000										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10300	A	NSA & PREP FOR ACTIVE DUTY I	Agulir	Fulltime			Y	3.5	3.5	3	20	17	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1400	1510										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10217	B	NSA & PREP FOR ACTIVE DUTY I	Agulir	Fulltime			Y	3.5	3.5	0	20	20	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	0800	1040										
201510	Spring 2015	EN	College of Engineering	MS	Military Science	AF1902	10218	C	NSA & PREP FOR ACTIVE DUTY I	Agulir	Fulltime			Y	3.5	3.5	0	20	20	Jan 7, 2015 12:00:00 AM	May 8, 2015 12:00:00 AM	OFF	BOULDER	1400	1510										

Notice, in the Report Header, the yellow filter icon that indicates the Filters applied to this report – Term: 201510; College(s): EN; Department(s): MS.


**COLORADOSCHOOL OF MINES**  
 EARTH • ENERGY • ENVIRONMENT  
**Office of the Registrar**  
Class Roster - Master Schedule  

 Term: 201510 College(s): EN Department(s): MS Run Date: Jul 2, 2015

### NOTE

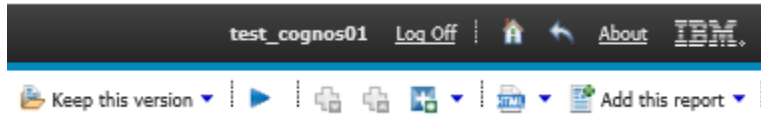



Report Writers can specify a default format in the properties of any report. Adobe Reader is required on the user's desktop to allow selection of the PDF option (as the default or at runtime).


## Getting Started in IBM Cognos

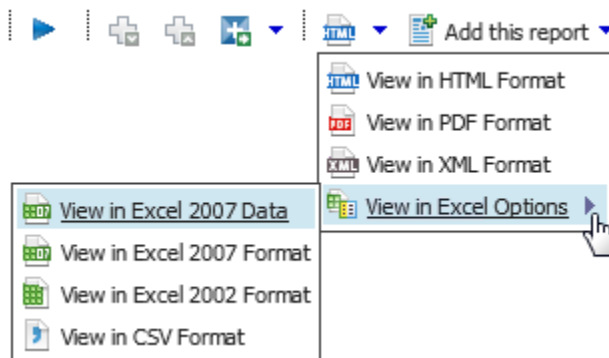
### Understanding IBM Cognos Viewer

When you view a report in IBM Cognos Viewer, there are many actions available in the Toolbar:




Click the blue arrow  to run the report again. This is a quick way to access the Prompt page, update Prompt selections and run the report again.

Click the View options  drop down to change the View output of the report. Options include: HTML, PDF, XML, Excel.




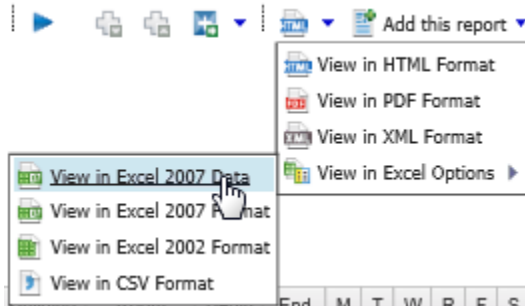
Click on the arrow  to return to the previous folder.

Click on Home  to return to IBM Cognos Connection home.

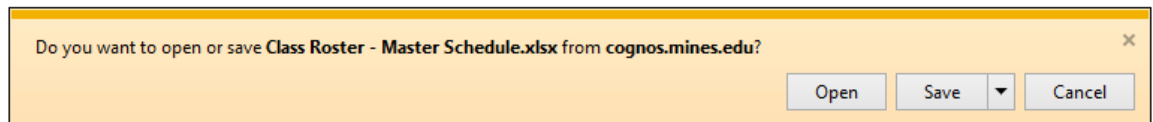
Click on the Browser's X button  to close IBM Cognos Viewer and IBM Cognos Connection.

## Getting Started in IBM Cognos

11. In the Cognos Viewer Toolbar click the View in  dropdown and select Excel 2007 Data.



12. At the bottom of the Internet Explorer window click Open:

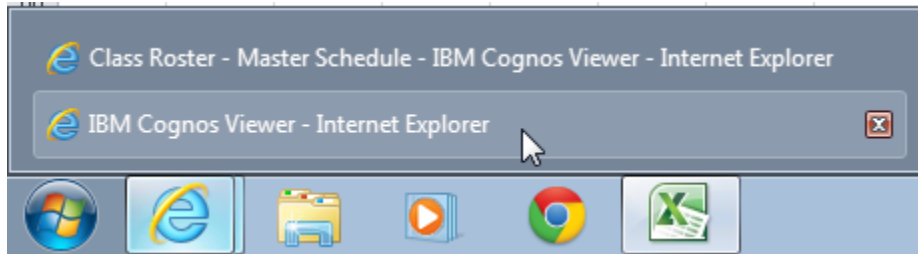


The report opens in a new Microsoft Excel window:

Term	Class	College	Department	Course ID	Section	Title	Status	Instructor	Discipline	Prerequisites	Grade	Credits	Max Hrs	Actual Enroll	Max Enroll	Seats	Avg Start Date	End Date	Building	Room	Begin Time	End Time	Days		
201510	Spring 2015 EN	College of HS	Military S&A	10004	A	FOUNDAT	Agular, Frances	Y	1.5	1.5	0	20	18	#####	###	1400	1515								
201510	Spring 2015 EN	College of HS	Military S&A	10044	C	FOUNDAT	Agular, Frances	Y	1.5	1.5	0	20	#####	#####	###	1400	1515								
201510	Spring 2015 EN	College of HS	Military S&A	10045	D	FOUNDAT	Agular, Frances	Y	1.5	1.5	3	20	17	#####	#####	###	1400	1400							
201510	Spring 2015 EN	College of HS	Military S&A	10046	LA	FOUNDAT	Agular, Frances	N	0	0	0	0	0	#####	#####	###	1500	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10047	LB	FOUNDATIONS OF USAF II		N	0	0	0	0	0	#####	#####	###	1500	1550							
201510	Spring 2015 EN	College of HS	Military S&A	10007	A	EVOL OF U	Agular, Frances	Y	1.5	1.5	0	20	20	#####	#####	###	1200	1300							
201510	Spring 2015 EN	College of HS	Military S&A	10040	B	EVOL OF U	Agular, Frances	Y	1.5	1.5	0	20	20	#####	#####	###	1200	1300							
201510	Spring 2015 EN	College of HS	Military S&A	10041	C	EVOL OF U	Agular, Frances	Y	1.5	1.5	1	20	19	#####	#####	###	1400	1400							
201510	Spring 2015 EN	College of HS	Military S&A	10048	LA	EVOL OF U	Agular, Frances	N	0	0	1	60	59	#####	#####	###	1500	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10049	LB	EVOL OF USAF ABS & SPACE POWER		N	0	0	0	0	0	#####	#####	###	1500	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10006	A	ASB FORCE LEADERSHIP STUDIESE		Y	3.5	3.5	0	0	0	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10050	B	ASB FORCE LEADERSHIP STUDIESE		Y	3.5	3.5	0	0	0	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10051	C	ASB FORCE LEADERSHIP STUDIESE		Y	3.5	3.5	0	0	0	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10052	LA	ASB FORCE LEADERSHIP STUDIESE		N	0	0	6	60	54	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10053	LB	ASB FORCE LEADERSHIP STUDIESE		N	0	0	0	0	0	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	11669	D	ASB FORCE LEADERSHIP STUDIESE		Y	3.5	3.5	1	20	19	#####	#####	###	0900	1030							
201510	Spring 2015 EN	College of HS	Military S&A	10054	A	NSA & PRE	Agular, Frances	Y	3.5	3.5	3	20	17	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10055	LB	NSA & PRE	Agular, Frances	Y	3.5	3.5	0	20	20	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10057	B	NSA & PRE	Agular, Frances	Y	3.5	3.5	0	20	20	#####	#####	###	0900	1045							
201510	Spring 2015 EN	College of HS	Military S&A	10058	LA	NSA & PRE	Agular, Frances	Y	3.5	3.5	0	20	20	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10059	C	NSA & PRE	Agular, Frances	Y	3.5	3.5	0	20	20	#####	#####	###	1400	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10160	A	NSA & PREP FOR ACTIVE DUTY I		N	0	0	3	60	57	#####	#####	###	1500	1515							
201510	Spring 2015 EN	College of HS	Military S&A	10161	A	LEADERSHIP	Agular, Frances	Y	2	2	9	60	51	#####	#####	###	1100	1150							
201510	Spring 2015 EN	College of HS	Military S&A	10162	A	LEADERSHIP	Agular, Frances	Y	2	2	10	20	10	#####	#####	###	1200	1200							
201510	Spring 2015 EN	College of HS	Military S&A	10163	A	LEADERSHIP	Agular, Frances	Y	3	3	2	30	28	#####	#####	###	0900	0950							
201510	Spring 2015 EN	College of HS	Military S&A	10164	A	OFFICER	Agular, Frances	Y	3	3	1	30	29	#####	#####	###	1100	1215							
201510	Spring 2015 EN	College of HS	Military S&A	10165	A	LEADERSHIP	Agular, Frances	Y	0.5	0.5	1	48	47	#####	#####	###	0900	0950							

## Getting Started in IBM Cognos

13. In your computer's task bar, mouse over the Internet Explorer icon and click to return to the IBM Cognos Viewer tab.



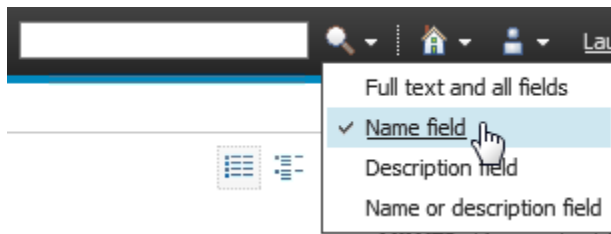
14. In the upper right hand corner of the Viewer Window click Home to return to IBM Cognos Connection and the Public Folders.



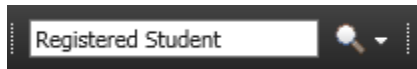


## Searching and Viewing Public Reports

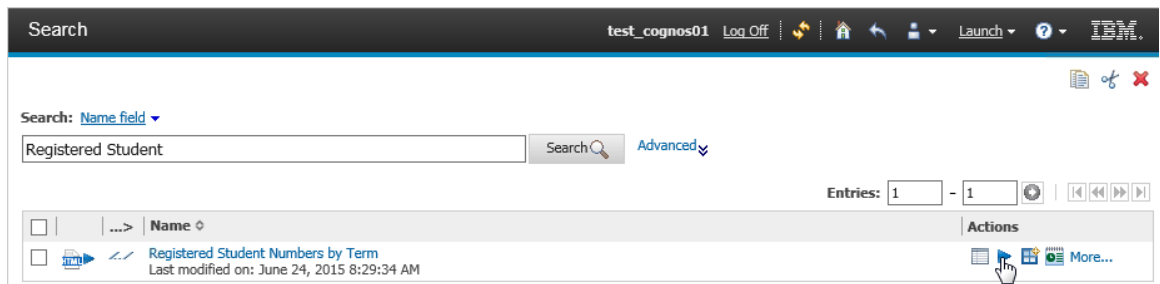
1. From IBM Cognos Connection and the Public Folders click on the down arrow next to the Search box and select **Name field**.



2. In the Search box type "Registered Student" and click Search (the magnifying glass).



In the Search results you should see a report called **Registered Student Numbers by Term**.



3. In the Actions Menu click **Run with Options**.

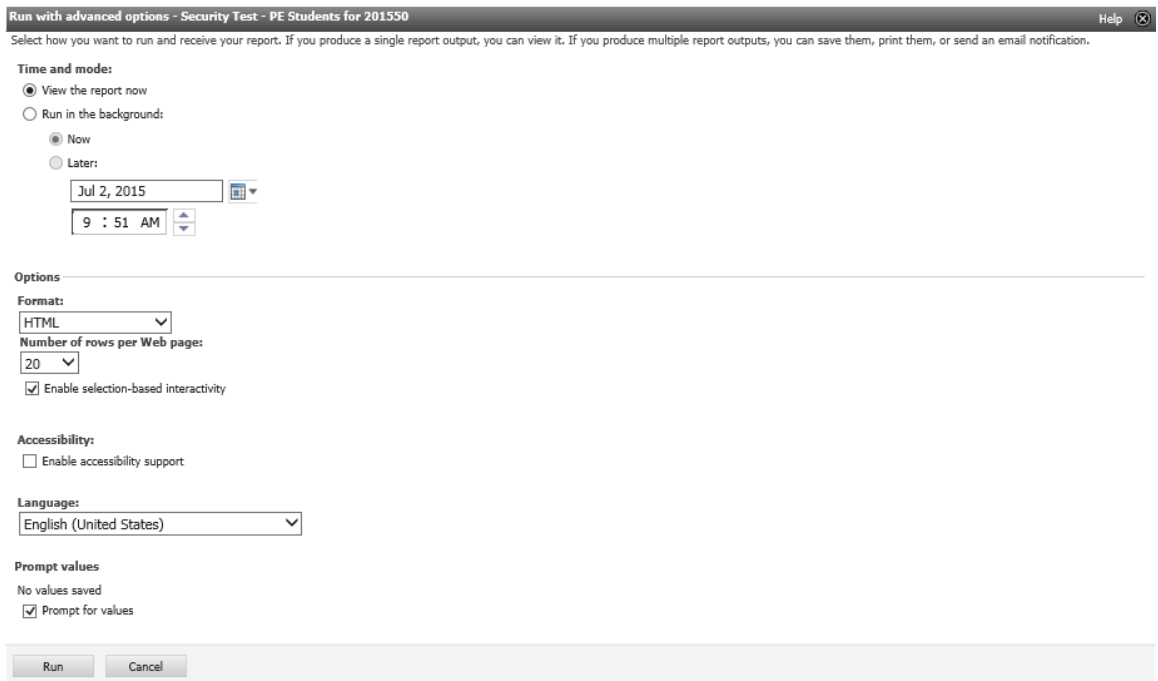
## Getting Started in IBM Cognos

In the next steps you learn how to schedule a report to run one time:

4. In the upper right hand corner of the Run with options window, click **advanced options**.



5. In the Run with advanced options window, under Time and mode, click the radio button to select **View the report now**. Leave the Format set to HTML.



6. Click Run.





## Getting Started in IBM Cognos

A prompt page appears.

The screenshot shows a web-based prompt page for the report 'Registered Student Numbers by Term' from the Office of the Registrar at the Colorado School of Mines. The page includes the following elements:

- Header:** Colorado School of Mines logo and name, 'Office of the Registrar', and the report title 'Registered Student Numbers by Term'.
- Instruction:** 'Please provide values for the following parameters:'
- Required Field:** 'Enter Term\*:' with a text input field and a dotted orange line below it indicating it is required.
- Optional Field:** 'Enter Student Level or Leave Blank for All:' with a text input field, 'Insert' and 'Remove' buttons, and a 'Choices' list box. Below the list box are 'Select all' and 'Deselect all' links.
- Cross-Tab Selection:** 'Select the Cross-Tab you wish to view\*:' with a list of radio button options:
  - Registered by Student Type
  - Registered by Student Class
  - Registered by Student Gender
  - Registered by Student Ethnicity
  - Registered Term Credits
  - Registered by Student Program
  - Registered by Student Type and Degree
  - Registered by Student Gender & Student Ethnicity
- Legend:** 'Indicates a required field' with a red asterisk.

Before the report can run, you must enter a Term into the field provided. Term Example: 201510.

Note that the dotted orange line under the Term field and the asterisk in Enter Term\* indicates that this Prompt is required.

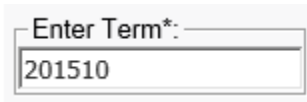
There is one Optional prompt for this report.

To view data for one or more Student Levels, type the Student Level codes one at a time into the blank field and click Insert to add them to the Choices box. Student Level Code Example: GR.

You are also provided with a required Prompt to select the Cross-Tab report you wish to view.

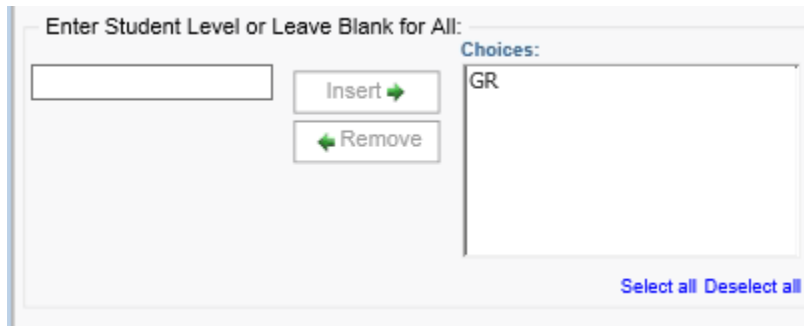
## Getting Started in IBM Cognos

15. In the Prompt for Term type “201510”.



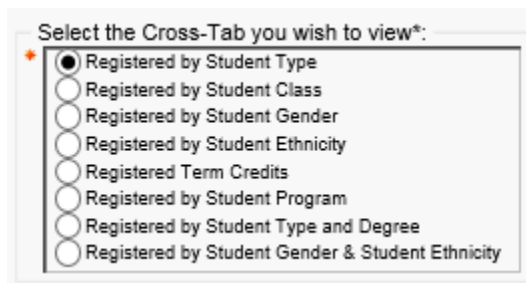
Enter Term\*:  
201510

16. In the Prompt for Student Level type “GR” and click the Insert button to add it to the Choices box.



Enter Student Level or Leave Blank for All:  
[Input field: GR] [Insert] [Remove]  
Choices:  
GR  
[Select all] [Deselect all]

7. In the Prompt to select the Cross-Tab, leave it set to the default choice of Registered by Student Type.



Select the Cross-Tab you wish to view\*:  
 Registered by Student Type  
 Registered by Student Class  
 Registered by Student Gender  
 Registered by Student Ethnicity  
 Registered Term Credits  
 Registered by Student Program  
 Registered by Student Type and Degree  
 Registered by Student Gender & Student Ethnicity

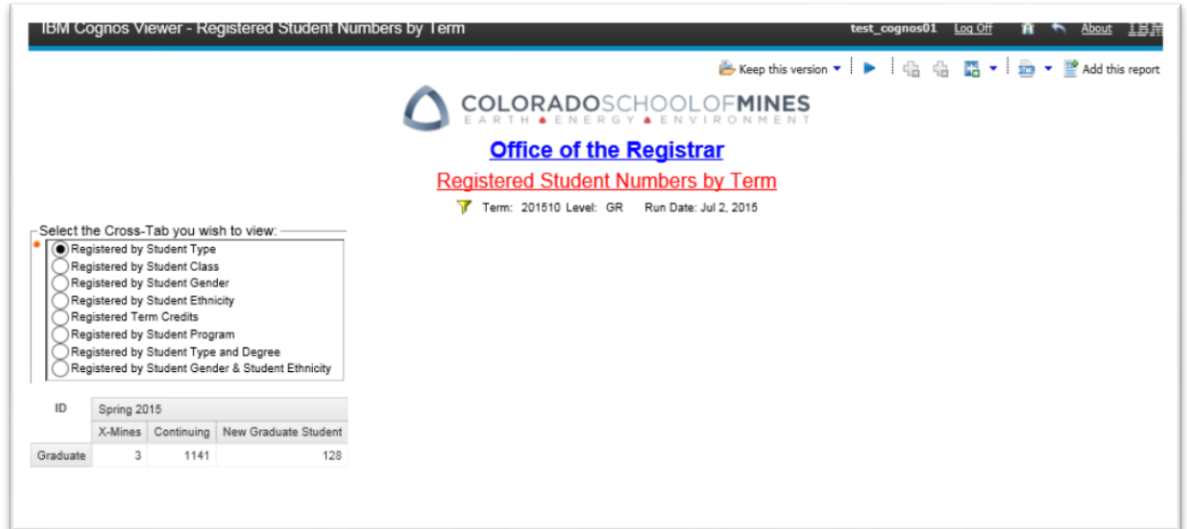
8. Click Finish.



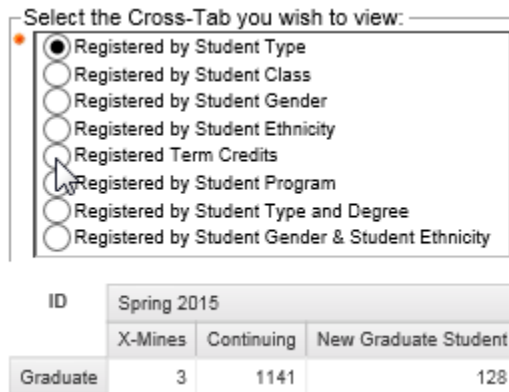
Cancel < Back Next > Finish

## Getting Started in IBM Cognos

The report opens in IBM Cognos Viewer. Notice the option to select a different Cross-Tab view from inside the report.



9. In the Select the Cross-Tab Prompt on the page click to select **Registered by Term Credits**:



Notice how the report automatically runs again to display a different view of the Cross-Tab.

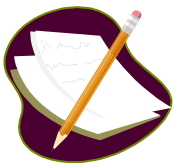
REGISTERED_TERM_CREDITS	Spring 2015
Graduate	11,434.00

## Getting Started in IBM Cognos

11. In the upper right hand corner of the screen click Return to go back to IBM Cognos Connection.



### NOTE



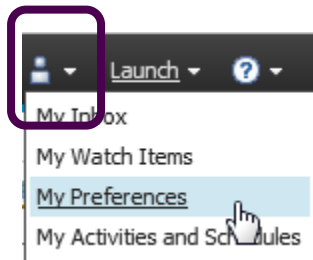
When you use IBM Cognos Viewer in HTML output, always check to see if there is a Page Down option in the bottom left of the report. There may be more data that isn't displayed on the initial page.

[⌂ Top](#) [⬆ Page up](#) [⬇ Page down](#) [⬆ Bottom](#)

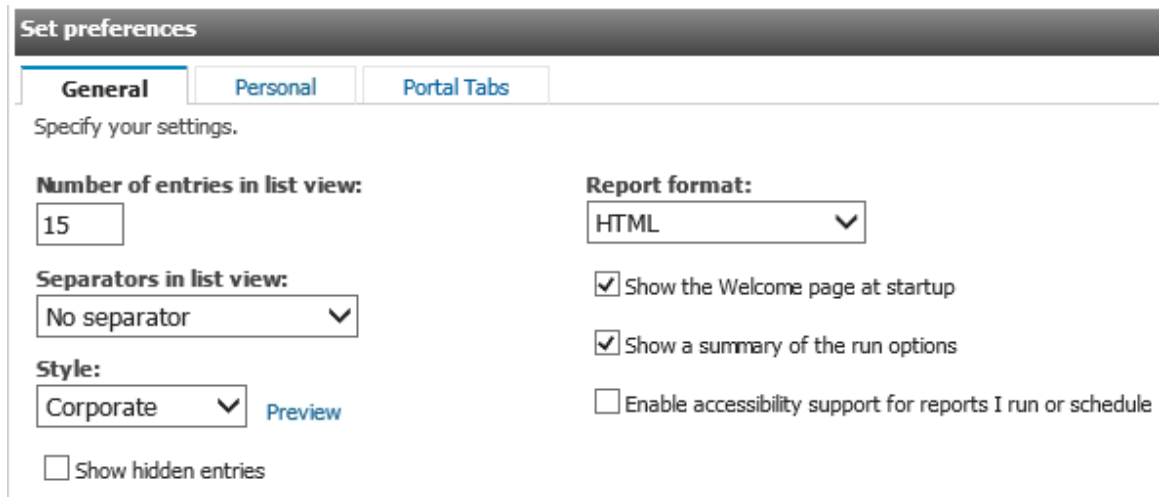


## Personalizing the Portal

1. In the upper right section of the portal click on the My Area Options drop-down arrow and select **My Preferences**.



In My Preferences, you can personalize your portal view.



The screenshot shows the 'Set preferences' dialog box with the 'General' tab selected. The 'Number of entries in list view' is set to 15. The 'Report format' is set to HTML. The 'Separators in list view' is set to 'No separator'. The 'Style' is set to 'Corporate'. There are checkboxes for 'Show hidden entries', 'Show the Welcome page at startup', 'Show a summary of the run options', and 'Enable accessibility support for reports I run or schedule'.

2. In the General tab, notice the Number of entries in list view is set to 15.

This means that you only see 15 entries in each folder in IBM Cognos Connection and must use the Page up and Page down buttons in the Folder Tools to see more reports. We recommend you change this to 25.

3. For Separators in list view select **Alternating backgrounds**. Click OK.

Notice in the Alternating backgrounds that appear in the folder on your screen.

### Tips for Using IBM Cognos

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As you work with IBM Cognos, keep these tips in mind for easier use and better performance.

- **It doesn't work like a browser.** IBM Cognos does not fully support the functionality of the Internet Explorer browser (or other browsers). For example, you may notice that sometimes the Back button works and sometimes you get errors or no response at all. For greater Cognos Workspace Advanced happiness, only use options visible within the IBM Cognos interface and not in your browser.
- **Cancel doesn't really mean Cancel.** When you run a report, you might notice that Cancel is an option while the report runs. Unfortunately, if you click on the Cancel button it does not cancel the query and can contribute to a backlog of data requests if used repeatedly for the same report. Unless you plan to change the report in some way and resubmit the query, it is better to wait out the report rather than try to interrupt it. As an alternative, you can choose **Select a delivery method**.
- **Navigate to the Bottom for faster performance.** If you run a long report in HTML there will be navigation options at the bottom of the screen. If you pick **Page down**, the report needs to re-run. Choose **Bottom** instead, which places the entire report into memory (cache) and allows you to more quickly move between pages.

 [Top](#)  [Page up](#)  [Page down](#)  [Bottom](#)

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