Topics covered in our Cognos Learning Process.

- Cognos Connection
- Query Studio
- Report Studio (Detail)
- Framework Manager
- Analysis Studio
- Event Studio

Cognos Connection:

- ➤ Find Content
  - o Navigating the pages and folder
  - o Searching the folder and files
  - o Creating Bookmarks
  - o Create and set Home page.

- ➤ View Content
  - o Drill UP
  - o Drill Down
  - o Drill Through
  - o Change the output Format of the report
  - o Print the report

- ➤ Deliver Content
  - o Schedule the report
  - o Send the email output of the report
  - o Setting up the Alert
  - o Creating watch rules

- ➤ Work with Reports
  - o Run the report from Cognos Connection
  - o Save the values of the Prompts and run
  - o Run the report by changing the output format – Run with options
  - o View the saved report output

Cognos Connection Exercise

Exercise: 1 - Create a folder in Public Folders, My folders
Exercise: 2 - Change the folder name
Exercise: 3 - Create a new tab and folders in it.
Exercise: 3 - Copy/Move a report from public folder to My folder
Exercise: 4 - Increase the number of lines in the page – Preferences.
Exercise: 5 - Change and preview the different styles and see the preview in Preferences.
Exercise: 6 - Save the report output to local system.
Exercise: 7 - Create new page in Cognos Connection and design.
Exercise: 8 - Add: Schedule the report.
Exercise: 9 - Add: Creating bookmarks.
Exercise: 10- Add: Set each page have 5 Reports and report have alternative colors.

Query Studio Reports:

➢ Creating of a Report

  o The following table explains the icons you will see in the expanded tree structure:

Icon	Item	Definition
	Package	A collection of data tables created by an administrator.
	Query Subject	A table in the database
	Query Item	A column of qualitative data in the database
	Measure or Fact	A column of quantitative data in the database
	Filter	A mechanism for reporting on a subset of data.

  o Insert Columns
  o Format a Columns
  o Move a Column
  o Add a Title
  o Change the Font
  o Calculate

- Delete
- Format
- Group
- Highlight
- Create Section
- Grouping column
- Filter, Combine Filters
- Ungroup
- Create a crosstab report
- Swap rows and columns
- Insert Column
- Create Section
- Chart Report creation
- Types of Charts available
- Bar Chart
- Pie Chart
- Change or move the column and chart
- Custom Group and new column
- Get the query information of the Repot
- Run the report in different options

Run with All Data	Uses all the data for the items you selected. This can take a long time if your data source is large.
Run with Prompts	Asks you to enter information to define the report's content
Preview with Limited Data	To save time, you can run your report with limited data to determine if the results are what you were expecting. A torn border appears at the top and bottom of the report to indicate that your results are not complete.
Preview with No Data	The quickest way to run your report. You will not see any of your actual data. Instead, data in qualitative categories is represented by letters (abcd) and data in quantitative categories is represented by numbers (1,234). A torn border appears at the top and bottom

	of the report to indicate that your results are not complete.
View in PDF Format	Use this option if you want to save a permanent copy of a report at a given time. Also use this option when you want to print your report.
View in CSV Format	Use the CSV (comma separated values) option if you want to save your results in an Excel spreadsheet.
View in XML Format	Use the XML option to see an XML representation of the queries, prompts, layouts, and styles in your report.

Exercise: 1 - Add Data to a Report and Save It

Exercise: 2 – Run the report with different options

Exercise: 3 – Create List, Crosstab and Chart Reports

Exercise: 4 – Create a report and use the following options

- o Create Group on columns
- o Create a filter and add a prompt
- o Calculated column
- o Highlighted (conditional formatting) columns.
- o Create Report title, Subtitle, Total and subtotals.
- o Change the existing column name
- o Set the number of rows on a report page
- o Sort the report columns
- o Concatenate two text columns
- o Swap the rows and columns in a crosstab report
- o Create different types of chart like bar, pie, line, area etc.,

Report Studio Reports:

➢ Work area

- Menu Bar
- Toolbars with Icons
- Insertable Objects (Model, Query Item, Toolbox)
- Properties pane
- Page explorer (Prompt page, Report page)
- Query explorer (different types of queries)
- Conditional Explorer (String, Boolean, language variables)
- Report Body, Header and Footer

- Creating Simple List Report
  - Create new report option
  - Types of report (Blank, List, Crosstab, Chart…)
  - Select few dimensions and facts and create a list report
  - Run the report in different options (pdf, excel, limited data..)
  - Query calculation in the report
  - Grouping and sectioning
  - Total and subtotal
  - Creating filter
  - Add- Prompt layout calculation

- Crosstab Report
  - Creating a crosstab report with one or two measures
  - Add a data item in the query
  - Apply conditional formatting

- Charts
  - New chart report
  - Different types of charts
  - Bar chart with measure, x-axis & y-axis, Legend
  - Another pie chart
  - Modify the axis titles.

- Combine a chart & a list
  - Create a list report
  - Insert a chart inside the list.
  - Master detail relationship
  - Create a new link for master detail

- User Interactive Reports

- Add a prompt page (automatic)
- Change the prompt properties (listbox to dropdown, autosubmit, hide adonments)
- Cascading prompts
- Drill through reports

> Creating Templates
>   - New report template option
>   - Format the header
>   - Format the footer
>   - Format the list and save it.

Exercises can be done based on the other pdf "Cognos Report Studio_tut". Find below Few more exercises:

Exercise: RS1 – Create a prompt page as below:

You can use different dimensions and create a similar page.

The National Manager should **cascade** from Regional Manager similarly for District Manager and Sales representative.

The screen formatting, look and feel should be same as the sample below. Try with all types of prompt options like

1. Value Prompt with single select
2. Value Prompt with multi select
3. Date Prompt & Date prompt with calendar
4. Textbox prompt
5. Select & search prompt

Exercise: RS2 – In a new report page display the selected prompt values of the report. See the below screenshot for sample.

Display the report run date in a specified format for eg., 2nd Mar 2013.

Exercise: RS3 – Create another report page and create list report in it. Use the following options/logic's

1. No data found option for the list

2. Group a column in the list
3. Section Group a column
4. Add two new hardcoded filter. One with = (single select) and other with "in" (multi select) operation
5. Sort a column.
6. Create a Boolean variable and format a column with coloring (green and red background)

Exercise: RS4 – Create another report page with a crosstab report.

Use multiple dimension columns and multiple measures to create the crosstab.

Format the measures with two decimal places and the amt fact with $ symbol.

Exercise: RS5 – Create another report page with chart. Create report with different type of chart.

1. Bar Chart, Line Chart, Area chart, Staged bar chart, pie chart.
2. Add Chart title, axis title,
3. Show chart's without legend.
4. Change the color palette of the chart

➢ **Report Studio – Additional topics**
  o Cascading Prompts
  o Reports based on prompt selection (sorting and grouping)
  o Filter Date Calculation
  o Multiple reports in a single page
  o Conditional Blocks
  o Master Detailed
  o Drill Through reports from list, crosstab and chart
  o Creating reports using queries and joins
  o Using HTML & JAVA scripts in Reports
  o Report XML
  o Add report page prompt selection
  o Add static choice
  o Add default selections

- ➢ FRAMEWORK MANAGER

    - o About Framework Manager
    - o Creating Model & Namespace (Layers)
    - o Importing Metadata
    - o Naming convention for objects in a project
    - o Creating Query Subjects & Query Items
    - o Merging Query Subjects
    - o Creating Relationships & Setting Cardinalities
    - o Creating of Model Filters, Prompts & Calculations
    - o Improving performance
    - o Publishing Package

Exercise 1: Create simple package and publish the package
Exercise 2: Create & publish package from own database
Exercise 3: Update the database from existing package
Exercise 4: Create package using simple queries and publish the package

- ➢ Analysis Studio:

    - o Insert data, Nest Data
    - o Replace data
    - o Sorting
    - o Explore data
    - o Calculations
    - o Drill down details
    - o Filters

Exercise 1: Create simple report for using calculations and sorting
Exercise 2: Create a report using crosstab and chart

- ➢ Event Studio:

    - o Creating Agents
    - o Adding event conditions
    - o Task execution Rules
    - o Scheduling Rules

Exercise 1: Create an Agent, event and schedule the task

- ➢ **Other Topics**
    - o Active Reports
    - o Workspace
    - o Workspace Advance
    - o Overview of Quality Process
    - o POC Reports
    - o Process flow in report development
    - o Documents and links to share