

Introduction to Reporting in Cognos Analytics

Duration: 2 Days · **Training format:** Virtual Classroom / Online

Description

This Introduction to Reporting in Cognos Analytics training class 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.

Audience

The audience for this class includes report authors/developers and other users, who will create, maintain, and run reports.

Outline

Overview of IBM Cognos Analytics

- Overview of IBM Cognos Analytics
- Overview of Studios
- New Studios and Features in IBM Cognos Analytics

Overview of IBM Cognos Analytics Portal

- IBM Cognos Analytics Portal
- Navigating the Portal
- Running and Saving Reports and Report Views
- Creating Folders

Introduction to Reporting

- Definitions – Packages, Subjects, Measures, etc.
- The Reporting Interface
- Templates
- Create a List Report
- Add and Remove Data

- Changing Measure Aggregation Properties
- Grouping and Associated Features
- Set Rows per Page and Page Breaks

Introduction to Crosstabs and Visualizations

- Crosstab Basics
- Swap Rows and Columns
- Create and Modify Visualizations/Charts
- Display Crosstabs and Charts in the Same Report

Introduction to Filters

- Definitions
- Model and Custom Filters
- Creating, Editing and Removing Detail and Summary Filters

Parameters and Prompts

- Definitions
- Create Prompts and Prompt Pages
- Multiple Prompts in a Single Report
- Cascading Prompts

Calculations

- Define Calculations
- Subtotals
- Query and Layout Calculations
- Use Functions in Calculations

Formatting

- Fonts and Styles
- Headers and Footers
- Sections
- Blocks, Tables and Graphics in Reports
- Reuse Objects

Conditional Formatting

- The Condition Explorer
- Creating Boolean and String Conditional Formats

Complex Reports

- Simple Dashboard Reports

- Reports with Multiple Packages
- Drill-Through Reports
- Use a Dimensional Source in a Report

Saving and Scheduling Reports

- Save and Export Reports
- Using the Scheduler
- My subscriptions

Prerequisites

There are no prerequisites for this course.