

Reporting on the Web (Report Studio) with IBM Cognos

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

Description

This Reporting on the Web (Report Studio) with IBM Cognos 10 training class introduces basic and intermediate reporting techniques with IBM Cognos' Report Studio. Basic topics include IBM Cognos Connection, designing simple queries, charts, grouping, filters, prompts, calculations and more. Intermediate topics include formatting, conditional formatting, multi-query reports, drill through reports and more. The course format includes lecture, instructor-led exercises and independent workshops.

Delegates will learn how to

- Understand the IBM Cognos Connection interface.
- Run reports from IBM Cognos Connection.
- Create basic list, crosstab and chart reports.
- Apply sorting, grouping and headers.
- Create filter expressions to limit data.
- Create value, text box and date prompts.
- Apply basic formatting to reports.
- Apply conditional formatting to reports.
- Create basic drill-through reports.
- Create a simple dashboard report.

Audience

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

Outline

Overview of IBM Cognos 10

- Overview of IBM Cognos 10
- Overview of Studios
- New Studios and Features in IBM Cognos 10

Overview of IBM Cognos Connection Components

- IBM Cognos Connection Interface
- Navigating in Cognos Connection
- Running and Saving Reports and Report Views
- Creating Folders

Introduction to Report Studio

- Definitions - Packages, Subjects, Measures, etc.
- The Report Studio 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 Charts

- Crosstab Basics
- Swap Rows and Columns
- Create and Modify 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

Introduction to Mapping and Advanced Charting

- Introduction to Mapping
- Microcharts in a Crosstab

Complex Reports

- Saving and Scheduling Reports
- Save and Export Reports
- Using the Scheduler
- My Activities and Schedules

Prerequisites

There are no prerequisites for this course.