

■ Objectives:

This 2 day course provides training for new professional report authors using IBM Cognos Analytics Report module and shows, using numerous hands-on demonstrations and workshops, how to build different report types based on a relational database model. The student will be taught best practices and shown the most commonly used techniques used to build reports. We will then expand upon some of techniques to allow more complex and flexible reporting covering many of the new tools available in the product. The student will be productive on their return to their own workplace and will have the skills to create visualisations and basic reports.

Introduction to the Cognos Portal

- What is the Cognos Portal
- Discussion on navigation and options
- Accessing Reports
- Managing Report Distribution
- Scheduling Reports

Report Design and Layout

- Effective Report Design
- Using Tables
- Spacing Objects with Blocks
- Adding text and expressions
- Adding Pages, Headers & Footers
- Drill Through Reports
- Master-Detail Relationships

Report Module Introduction

- Understanding what a package is
- The Reporter Interface
- Report Types
- Adding Objects to Reports
- Viewing the results
- Properties and Layouts

Conditional Formatting

- Changing displays based on Conditions
- Defining the conditions
- Highlighting Exceptions
- Conditional Formatting

Prompts and Filters

- Setting up Parameters
- Using Prompts
- Prompt Types
- Prompt Pages
- Cascading Prompts
- Filtering Data

Advanced Techniques

- Calculations and Functions
- Bursting Reports
- Advanced Formatting
- Layouts and Templates
- Handling Queries
- Maps

Creating List and Crosstab Reports

- Understanding List Reports
- Creating Crosstabs
- Data Sets and Measures
- More Complex Data Layouts
- Grouping and Sorting
- Formatting Options

Advanced Techniques

- Dashboards
- Active Reports
- Joined Queries
- Top 10- style reports
- External Data
- Mobile reports

Using Graphs and Visualisations

- Creating a Chart Report
- Chart Types
- Formatting Charts

Advanced Techniques

- Microsoft Office Integration
- Event Studio
- Differences for OLAP reporting