

■ Objectives:

This course is designed to provide delegates with the working knowledge to build menus for existing IBM Cognos Planning models and to produce reports using the add in for Excel. The course is suitable for people with day to day knowledge of the solution tasked with running models who have had no formal training but some in house guidance.

MODULE 1 **Building Manager Flowcharts And Menus**

- The role of Manager in a planning application
- Using the flowchart function
- Building menu screens
- Automating applications with menus

MODULE 2 **Excel Add-in and Manager Reports**

- Overview of the Excel Add-in for Analyst
- Creating basic reports
- Reports with multiple views
- Printing Reports
- Manager Reports