

Cognos 8 BI Report Studio: Authoring Professional Reports (version 8.3)

Cognos 8 BI Report Studio: Authoring Professional Reports (version 8.3) is a five-day, instructor-led course. It is designed for professional report authors to learn report building techniques using relational data models, and ways of enhancing, customizing, managing, and distributing professional reports. Attendees will participate in hands-on demos and workshops that illustrate key concepts while learning how to use the product.

Topics Covered

- Create and format reports using different report types, grouping, headers, footers, and formatting options
- Focus reports by filtering data and using prompts
- Add value to your reports using calculations and additional report building techniques
- Enhance reports with advanced formatting and highlight exceptional data
- Author reports through query models
- View related information in different reports
- Examine Cognos Connection, personalize your portal, and manage the reporting environment
- Examine and edit XML in report specifications
- Burst reports to email and Cognos Connection
- Create relationships between queries (set operations, joins, unions)
- Design effective prompts to determine report contents and format at runtime
- Navigate reports using bookmarks and table of contents
- Add HTML items to control the behavior of elements in your reports
- Set up drill-through access to reports and packages
- Create agents to manage events in Event Studio

Intended Audience

- Professional Report Authors

Prerequisites

- Knowledge of your business requirements
- Experience using the Windows operating system and a Web browser
- Knowledge of XML (recommended)

Let Us Help You

We believe an effective training program reduces the time it takes for users to learn and adopt new technology and will lead to greater satisfaction overall. Whether you choose to attend public training, deliver your own training, take self-paced training, or require customized training that reflects your business, let Cognos Training Services assist you in developing comprehensive and economical training plans to meet these needs. To learn more or find a Training Services contact near you, visit <http://support.cognos.com/training/>.

Cognos 8 BI Report Studio: Authoring Professional Reports (version 8.3)

1: Overview of Cognos 8 BI

- discuss Cognos 8 and Performance Management
- describe Cognos 8 BI components
- define Cognos 8 BI groups and roles
- explain how to extend Cognos 8 BI

2: Introduction to the Reporting Application

- discuss different modes of reporting
- examine Report Studio and its interface
- explore different report types
- create a simple, sorted, and formatted report
- explore how data items are added to queries

3: Create List Reports

- format, group, and sort list reports
- describe options for aggregating data
- create a multi-fact query
- create a report with repeated data

4: Create Crosstab Reports

- format and sort crosstab reports
- convert a list to a crosstab
- create complex crosstabs using drag and drop functionality
- create crosstabs using unrelated data items

5: Present Data Graphically

- create charts containing peer and nested columns
- present data using new chart type options
- add context to charts
- create and reuse custom chart palettes
- present key data in a single dashboard report

6: Present Data Using Maps

- present data using map reports
- navigate to another level within a map

7: Focus Reports Using Filters

- create filters to narrow the focus of reports
- examine detail and summary filters
- determine when to apply filters on aggregate data

8: Focus Reports Using Prompts

- identify various prompt types
- use parameters and prompts to focus data
- search for prompt types
- customize prompts to facilitate users' choices
- display users' prompt selections in the report
- navigate between pages

9: Extend Reports Using Calculations

- create calculations based on data in the data source
- add run-time information to the reports
- create expressions using functions

10: Design Effective Reports

- enhance report design with report objects
- format data and report objects
- choose options to handle reports with no available data

11: Create Query Models

- build query models and then connect them to the report layout
- add filters and prompts to a report using the query model
- edit an SQL statement to author custom queries

12: Design Effective Reports Using Single Data Values

- use single data items to focus on report information
- use single data items to summarize report information

13: Use Additional Report Building Techniques

- reuse objects within the same report
- share layout components among separate reports
- discuss report templates
- add pages to a report

Cognos 8 BI Report Studio: Authoring Professional Reports (version 8.3)

14: Customize Reports with Conditional Formatting

- create multi-lingual reports
- highlight exceptional data
- show and hide data
- conditionally render objects in reports

15: Drill-Through from One Report to Another

- let users navigate from a specific report to a target report
- pass parameter values to filter the data in drill-through targets
- discuss drill-through on a package

16: Enhance Report Layout

- force page breaks in reports
- modify existing report structures
- apply horizontal formatting
- specify print options for PDF reports
- combine data containers displaying data from different queries

17: Manage Content in Cognos Connection

- discuss Cognos 8 roles and groups
- examine Cognos Connection personal preferences
- schedule and manage reports
- organize content
- set alerts and watch rules
- design a portal page
- set permissions

18: Examine the Report Specification

- examine the report specification structure
- save and edit reports locally
- discuss considerations for modifying a report specification
- discuss adding custom toolbox objects and custom template options

19: Distribute Reports Through Bursting

- distribute reports using bursting
- create burst keys
- identify report recipients and data items using burst tables
- distribute reports using email and Cognos Connection

20: Create Reports Based on Query Relationships

- create reports by merging query results
- create reports by joining queries

21: Create Advanced Dynamic Reports

- filter reports on session parameter values
- navigate a briefing book using a table of contents
- create dynamic headers and titles that reflect report data
- create a Customer Invoice report

22: Design Effective Prompts

- control report displays using prompts
- specify conditional formatting values using prompts
- create a report that formats based on prompt selection
- create a sorted report based on prompt selection
- create a filtered report based on prompt selection

23: Set Up Advanced Drill Through Access

- let users navigate through multiple reports
- let users navigate to specific locations in reports

24: Enhance User Interaction with HTML

- create tooltips that clarify report data
- send E-mails using links in a report

25: Create Additional Advanced Reports

- create a report that displays summarized data before detailed data
- highlight alternate rows in a list report
- highlight exceptional data in crosstabs using a measure not displayed in the report
- save Reports to the Server File System

26: Introduction to Event Studio

- examine the role of Event Studio in Corporate Performance Management
- list the benefits of Event Studio
- add tasks to an agent
- run an agent

End to End Workshop (optional)