

Cognos 8 Planning 8.3 Contributor Application Administration

Connecting you to your Cognos Software

Cognos 8 Planning 8.3 Contributor Application Administration is a four-day, instructor-led course in which participants will learn to build, administer, and deploy Contributor applications through the Contributor Administration Console. In particular, participants will learn how to develop the Contributor application (based on a Cognos 8 Planning - Analyst model), manage security using the Cognos 8 security model, perform administrative tasks, such as importing and publishing data, and deploy the application to the Cognos 8 portal. They will also learn how to create events using Cognos 8 Event Studio, which will monitor changes in published Planning data. This course also contains a case study that helps participants further develop their skills as they create and administer a Contributor application.

Introduction to Cognos 8 Planning - Contributor Administration

- Review the Cognos performance management solution
- Identify Cognos 8 Planning and Cognos 8 BI components and architecture
- Examine Contributor and its components
- Examine the development process for the Contributor solution

Build a Contributor Application

- Examine best practices for building the underlying Analyst model
- Configure the Contributor Administration Console
- Create a Contributor application
- Specify navigation, orientation, and application settings
- Import the e.List and rights
- Run Go to Production and preview a Contributor application

Manage Workflow and Web Activities

- Access the application in Cognos Connection
- Examine the user roles and workflow states
- Create annotations
- Attach documents to contributor application items
- Browse, edit, and delete commentary
- Bounce users from the application
- Work offline

Apply Security

- Examine Cognos 8 Planning security
- Examine authentication and authorization
- Identify Cognos 8 Planning roles
- Assign access rights to end users
- Examine levels of user rights
- Create saved selections and access tables

Administer Applications

- Review what happens during Go to Production
- Create a Planning package
- Back up the datastore and reset workflow states
- Set advanced options for subsequent Go to Production processes
- Examine job management and the types of jobs
- Create help text for end users
- Verify that data entered is valid

Manage Data

- Synchronize the Contributor application with Analyst
- Import data into the Contributor application as a planner, reviewer, and administrator
- Publish Contributor data

Use Extensions

- Examine Contributor extensions
- Report from Contributor data using extensions
- Configure Contributor extensions
- Use client and administration extensions

Automate Applications

- Examine automation of common administration tasks using macros
- Create and publish a macro
- Group related tasks into one macro
- Examine how to run macros

Additional Integration with Cognos 8

- Examine Cognos Connection
- Create a portal page to group different types of content into a single view
- Access live data in Cognos 8 Studios
- Create and run agents based on Planning data in Event Studio

Case Study

- Create a Contributor application
- Ensure planners and reviewers have the required access to the appropriate data
- Modify the application to accommodate the addition of new locations
- Bring test data into the application in an administrator role and an end user role
- Publish data for reporting and automate this task

Intended Audience

- Application Administrators
- Data Analysts
- Business Subject Matter Experts

Prerequisites

- Cognos Planning 8.3 Analyst Model Building course
- Knowledge of Microsoft Excel
- Knowledge of the business' data and structure

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/>.

Use the Add-in for Excel (Optional)

- Examine the Cognos 8 Planning - Contributor Add-in for Excel
- Enter, save, and submit Contributor data
- Modify the display of Contributor data in Excel
- Annotate data in Excel
- Access client extensions from Excel

Move Data Between Analyst and Contributor (Optional)

- Export data from Analyst for use in Contributor
- Integrate Contributor with Analyst
- Move data from Analyst to Contributor using a D-Link
- Move data from Contributor to Analyst using a D-Link
- Compare D-Links to importing data in the Administration Console

Translate an Application (Optional)

- Examine the translation cycle
- Create a translation
- Translate applications into different languages
- Export files for translation