

Cognos 11

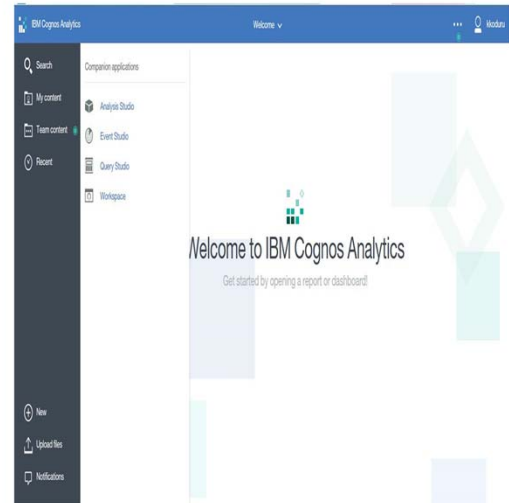
Lesson 02: Cognos Connection

Module Objectives :

1. What is Cognos Connection?
2. Schedule Reports
3. Organize Content with Folders
4. Customize Portal

Cognos Connection

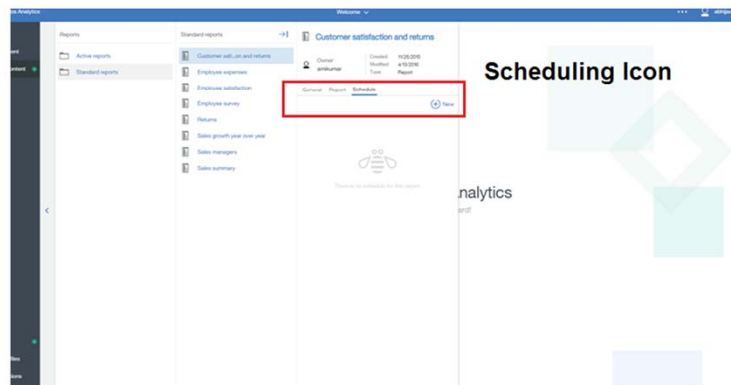
- What is Cognos Connection?
 - Web portal provided with Cognos 11 where users have a single point of access to corporate data. Users can query, analyze and organize data, create reports, scorecards and events
- User Interface
 - Access the Cognos Connection from the Cognos Analytics web portal.



Schedule Reports

Steps :

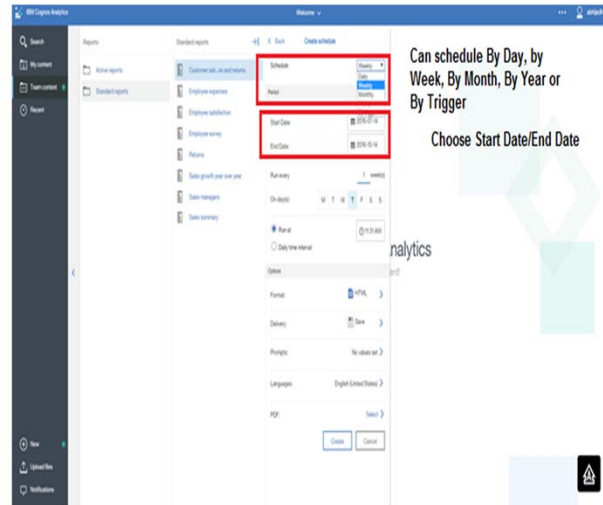
1. Select the Scheduling Icon



Schedule Reports

Steps :

2. Choose Frequency
 - By Day
 - By Week
 - By Month
 - By Year



Schedule Reports

Steps :

3. Choose Start Date/End Date (can choose No end Date)
4. Choose Override the default values so you can choose format and delivery options
5. If you choose send report by email for delivery option, choose "Edit the Options"

IBM Cognos Analytics

Standard reports

Create schedule

Schedule

Start Date: 2016-07-18

End Date: 2016-10-18

Run every: 1 week

On days: M, T, W, F, S, S

Run at: 11:30 AM

Daily time interval

Options

Format: HTML

Delivery: Email

Phonetic: No values set

Language: English-United States

PDF: Select

Delivery

Send this report by email

Attach the report

To: Aileen.version@Customer.sabotage

Include a link to the report

Send this report

Save this report on the system

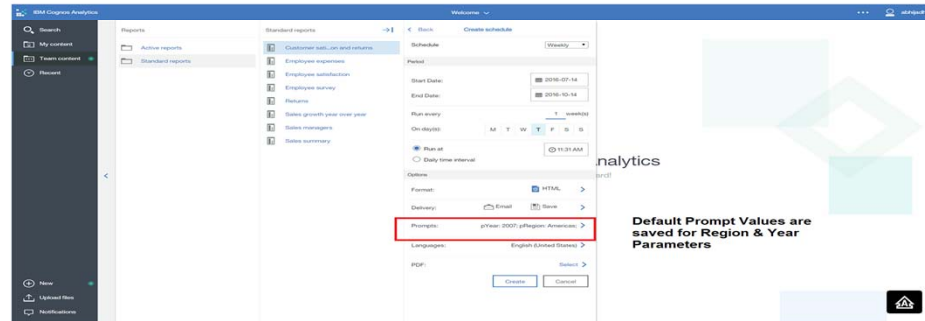
Show

Analytics

Schedule Reports

- Steps :


6. If you want to have the report run with specific prompts, check “Override the default values” checkbox under Prompt values.
7. Click the “Set..” link
8. Prompts for the report will load - select the prompt values



Organize Content with Folders

Thank You

Review Date	14-July-2016
Version	1.0
Next Review Due	14-July-2017



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