

## Hands-on Lab 4: Getting Started with Cognos Analytics

**Estimated time needed:** 40 minutes

IBM Cognos Analytics is an AI-fueled business intelligence platform that supports the entire data analytics cycle, from discovery to operationalization. It provides users with data discovery capabilities to visually explore and interact with their data to identify the key insights for improving data driven decisions. Users can perform data discovery and then quickly assemble that information into interactive, visually appealing dashboards; all without the need of formal training.

In this lab, first you will learn how to sign up for IBM Cognos Analytics trial plan, and learn general navigation around the Cognos Analytics user interface (UI). Next, you will learn how to upload external data files to Cognos Analytics, and then learn how to start a new dashboard with templates. Lastly, you will learn how to create a simple dashboard.

### Software Used in this Lab

Like the videos in the course, for the hands-on labs we will be using IBM Cognos Analytics trial version (currently limited to 90 days) as this is available at no charge.

### Dataset Used in this Lab

The dataset used in this lab comes from the VM designed to showcase IBM Cognos Analytics. This dataset is published by IBM. You can download the dataset file directly from here: [CustomerLoyaltyProgram.csv](#)

### Objectives

After completing this lab, you will be able to:

- Sign up for a Cognos Analytics trial plan and navigate around the Cognos Analytics user interface.
- Upload external data files to the Cognos Analytics platform.
- Start a new dashboard with dashboard templates.
- Create a simple dashboard.

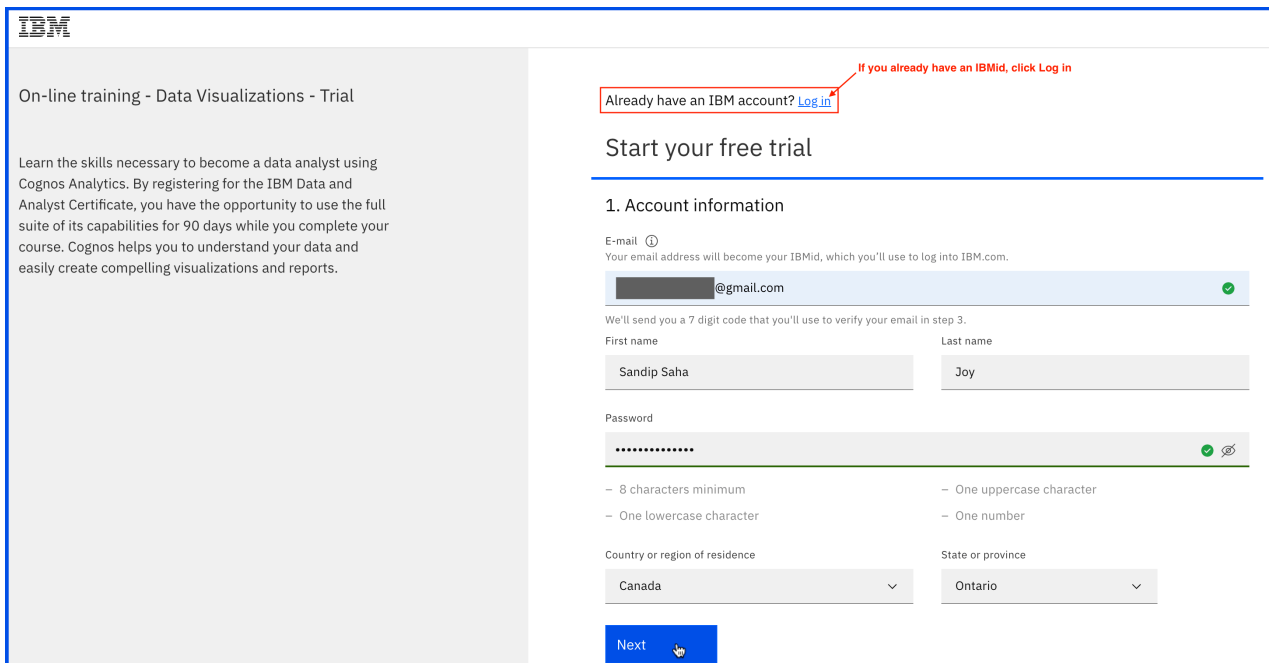
### Exercise 1: Sign up for Cognos Analytics Trial Plan

In this exercise, you will learn how to sign up for an IBM Cognos Analytics trial plan.

1. Go to [Try IBM Cognos Analytics](#).

Note- If you use your existing cloud account, you will get only 30 days trial for Cognos Analytics.

2. Fill out section **1. Account information** with your information and click **Next**. The email address you are going to use here, will be called IBMid. If you already have an IBMid, click **Log in**. Enter your IBMid and password.



IBM

On-line training - Data Visualizations - Trial

Learn the skills necessary to become a data analyst using Cognos Analytics. By registering for the IBM Data and Analyst Certificate, you have the opportunity to use the full suite of its capabilities for 90 days while you complete your course. Cognos helps you to understand your data and easily create compelling visualizations and reports.

Already have an IBM account? [Log in](#) If you already have an IBMid, click Log in

### Start your free trial

#### 1. Account information

E-mail ⓘ  
Your email address will become your IBMid, which you'll use to log into IBM.com.

①@gmail.com ✓

We'll send you a 7 digit code that you'll use to verify your email in step 3.

First name Last name

Sandip Saha Joy

Password

..... ✓ ⓘ

- 8 characters minimum
- One lowercase character
- One uppercase character
- One number

Country or region of residence State or province

Canada Ontario

Next

3. Fill out section **2. Additional information** with your information. In the case of the Data Center, select one which is nearest to your location. Then click **Next**.

## 2. Additional information

Are you a student? (optional)

☒ Yes ☐ No

Select Data Center (optional)

US East (Washington DC) ▾

Next



4. Now enter the 7 digit code you received on your email address and click **Create account**.

## 3. Verify email

We emailed a 7 digit code to

██████████@gmail.com

This code will expire in 30 minutes.

Verification token

5734728

Didn't receive the email? Check your spam filter for an email from ibmacct@iam.ibm.com.

[Resend code](#)

IBM may use my contact data to keep me informed of products, services and offerings:

☒ by email

You can withdraw your marketing consent at any time by submitting an [opt-out request](#). Also you may unsubscribe from receiving marketing emails by clicking the unsubscribe link in each email.

More information on our processing can be found in the [IBM Privacy Statement](#). By submitting this form, I acknowledge that I have read and understand the IBM Privacy Statement.

I accept the product [Terms and Conditions](#) of this registration form.

Create account



5. Click **Proceed**.

About your IBMid Account Privacy

✕

This notice provides information about accessing your IBMid user account (Account). If you have previously been presented with a version of this notice, please refer to "Changes since the previous version of this notice" below for information about the new updates.

Updates to the [IBM Privacy Statement](#) since this notice was originally published provide additional information about how your personal information is processed by IBM.

Changes since the previous version of this notice

▼

What data does IBM collect?

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Why IBM needs your data

▼

How your data was obtained

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How IBM uses your data

▼

How IBM protects your data

▼

How long we keep your data

▼

Your rights

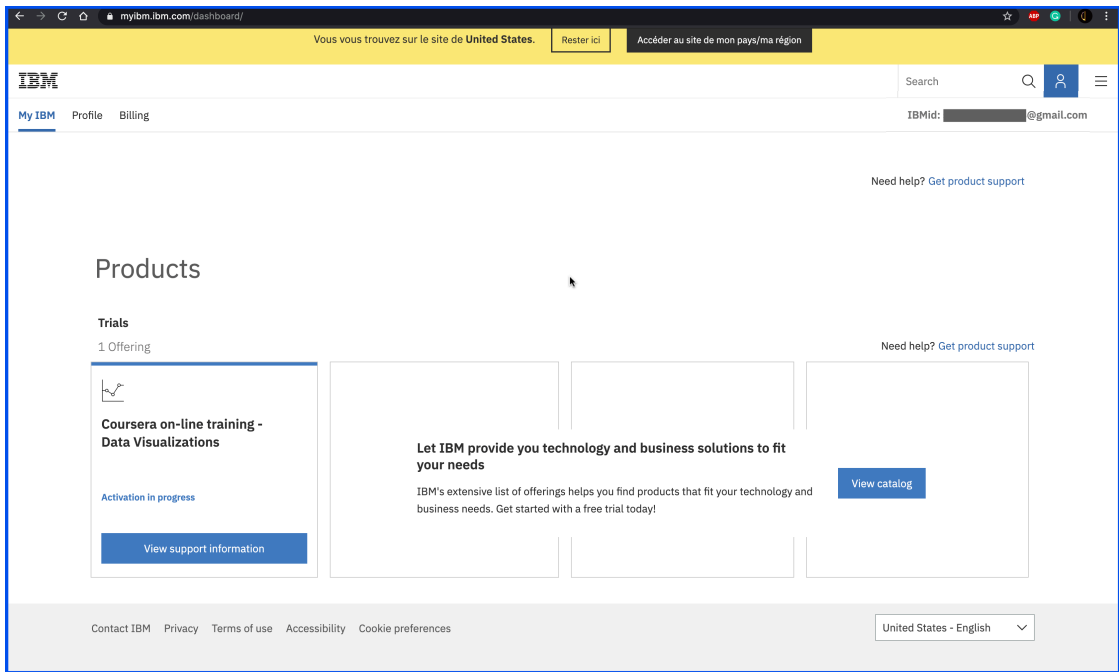
▼

I acknowledge that I understand how IBM is using my Basic Personal Data and I am at

Cancel

Proceed

6. You are now done with the sign up procedure. You will be redirected to [myibm.ibm.com/dashboard/](https://myibm.ibm.com/dashboard/) automatically. Wait for some moment until the Coursera on-line training - Data Visualizations trial offering becomes active.




7. Click on the **Launch** button of this offering.

# Products

## Trials

1 Offering



### Coursera on-line training - Data Visualizations

**Active**  
Expires on Jan 24, 2021

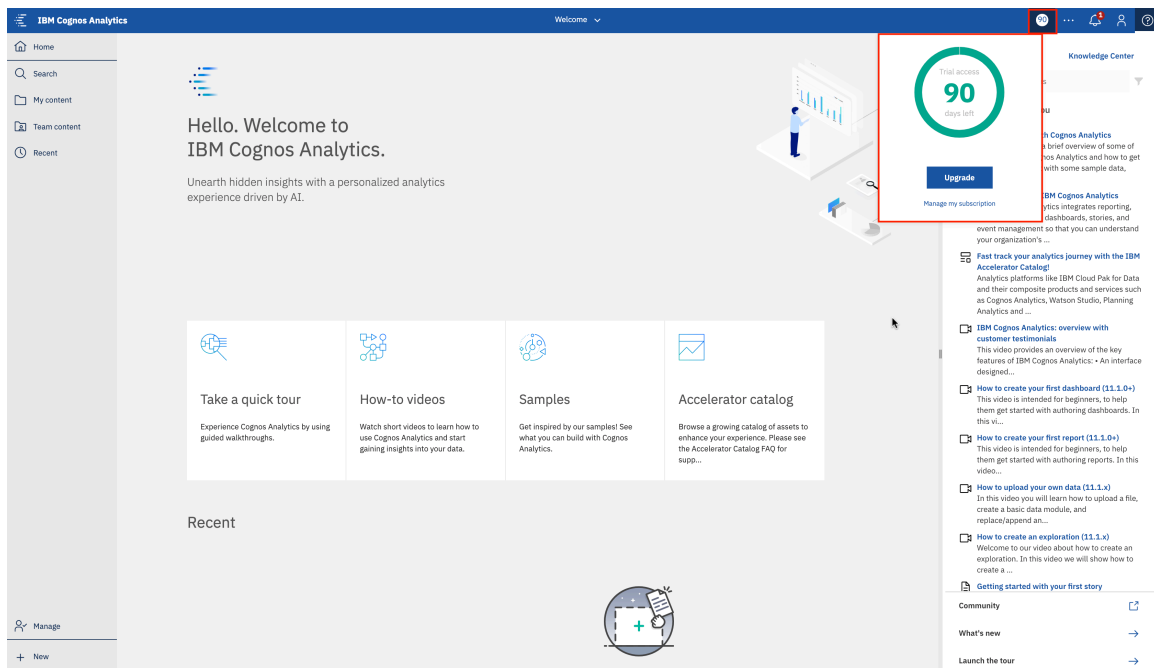
Launch

Manage

If it has been more than 72 hours since you initiated your Cognos Trial activation, but its still showing Activation in Progress, please let us know on the forum so we can follow up with the Cognos team on your behalf.

NOTE: The trial will not be activated for learners in countries under US sanctions.

8. You have successfully launched the Cognos Analytics platform.



The screenshot displays the IBM Cognos Analytics user interface. At the top, a blue header bar contains the 'IBM Cognos Analytics' logo and a 'Welcome' message. Below the header, the main content area features a large 'Hello. Welcome to IBM Cognos Analytics.' message with a sub-header 'Unearth hidden insights with a personalized analytics experience driven by AI.' To the right of this message is a circular trial timer showing '90 days left' and an 'Upgrade' button. Below the welcome message are four tiles: 'Take a quick tour', 'How-to videos', 'Samples', and 'Accelerator catalog'. On the left side, there is a sidebar with navigation links: 'Home', 'Search', 'My content', 'Team content', and 'Recent'. On the right side, there is a 'Knowledge Center' sidebar with a search bar and a list of links including 'Fast track your analytics journey with the IBM Accelerator Catalog!', 'IBM Cognos Analytics: overview with customer testimonials', and 'How to create your first dashboard (11.1.0+)'. At the bottom of the dashboard, there is a 'Recent' section and a 'Manage' button.

9. From now on, if you want to sign in to the Cognos Analytics platform with your IBMid, go to [myibm.ibm.com](https://myibm.ibm.com). Enter your IBMid and password. Repeat step 7 and 8.

## Log in to IBM

IBMid [Forgot IBMId?](#)

@gmail.com

☒ Remember Me ⓘ

Continue

Do not have an account? [Create an IBMId](#)

## Exercise 2: Navigate around Cognos Analytics UI

In this exercise, you will learn general navigation around the Cognos Analytics user interface.

1. The goal of the Cognos Analytics user interface (UI) is to provide you with a streamlined way to get started using Cognos Analytics and view content and activities pertinent to them. You will begin your general navigation here.

☰ IBM Cognos Analytics with Watson Application Toolbar Trial Countdown 79

ⓘ Maintenance Thank you for your patience. At this time the email service is now restored. We apologize for any inconvenience th

# Hello. Welcome to Cognos Analytics with Watson.


You can get started right away by taking a look at our introduction video, product tour and Getting Started tab.

Watch video

Take a product tour


Video Demonstration

### ^ Quick launch




### Upload data

Upload or drag and drop spreadsheets, csv files, and other data sources.



### Prepare data

Use data modules to clean and connect data from multiple resources.

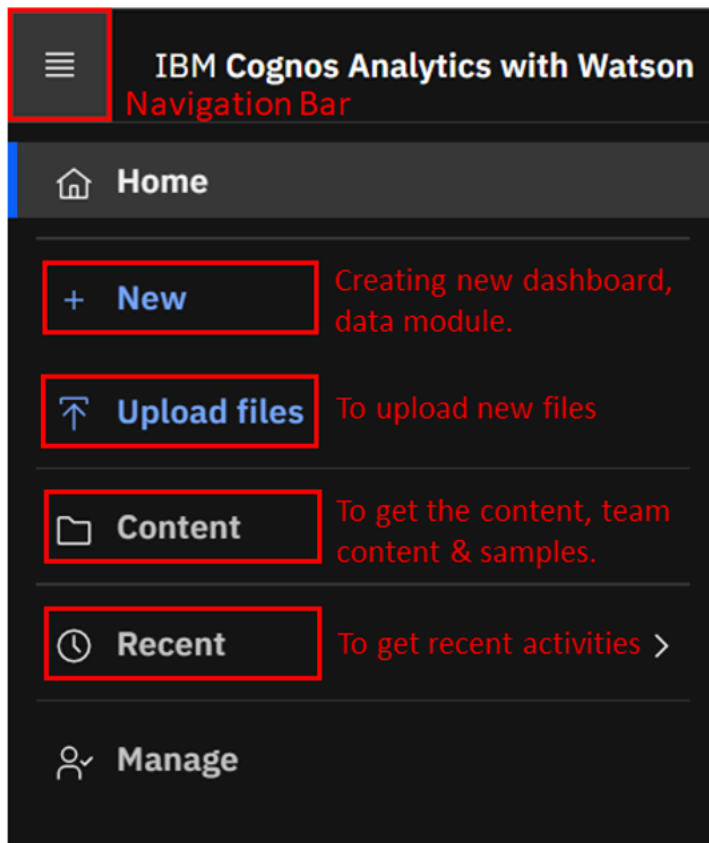


### Exploration

Quickly find unbiased answers by identifying trends in your data with d...

Upload Dataset

- Click on the **Navigation Bar**, you can use the **Content** to work on different **Samples** The canvas now shows the Recently used files in the **Recent** section, if any, along with the **File drop zone** where you can easily upload your external data files.



- Once you begin working with content, the canvas will update with your recently used items. In your Cognos Analytics instance, you may see recent content on the canvas.

## Exercise 3: Create a Simple Dashboard with Cognos Analytics

In this exercise, you will learn how to upload external data files to Cognos Analytics, and then learn how to start a new dashboard with templates. Lastly, you will learn how to create a simple dashboard.

### Task A: Upload External Data Files


In this task, you will learn how to upload external data files to Cognos Analytics.

- Download the file [CustomerLoyaltyProgram.csv](#).
- To sign in to the Cognos Analytics platform with your IBMid, go to [myibm.ibm.com/dashboard/](https://myibm.ibm.com/dashboard/).
- Enter your IBMid and password.
- Scroll down and click **Launch**.

# Products

## Trials

1 Offering




### IBM Cognos Analytics on Cloud - Trial

**Active**  
Expires on Oct 16, 2020

LaunchManage


5. To upload a file, you may either drag and drop this file into the File Drop Zone (highlighted in the image above), or you may click **Upload files** at the bottom left corner to navigate to where the file is saved. For this lab, we will use the second option. Click **New > Upload files**.

<

**IBM Cognos Analytics**

## Get quick answers with the Assistant


Ask the Assistant a question in your own words to uncover insights about your data.



### Introduction to Cognos Analytics


Leverage self-service analytics to make more confident decisions.

**To upload the dataset**



Upload data and start creating content

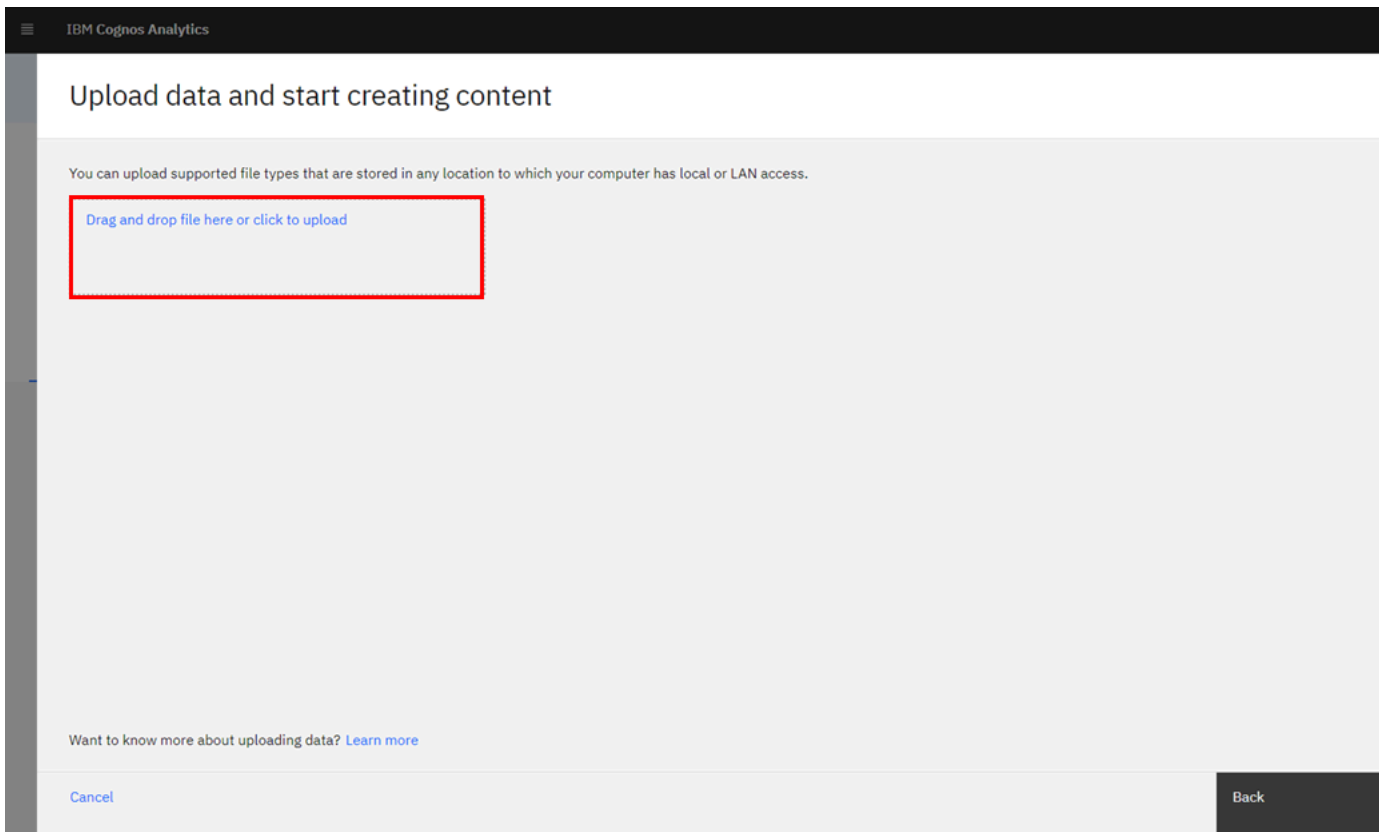
Upload spreadsheets, CSV files, and other types of files, and create content based on these files.



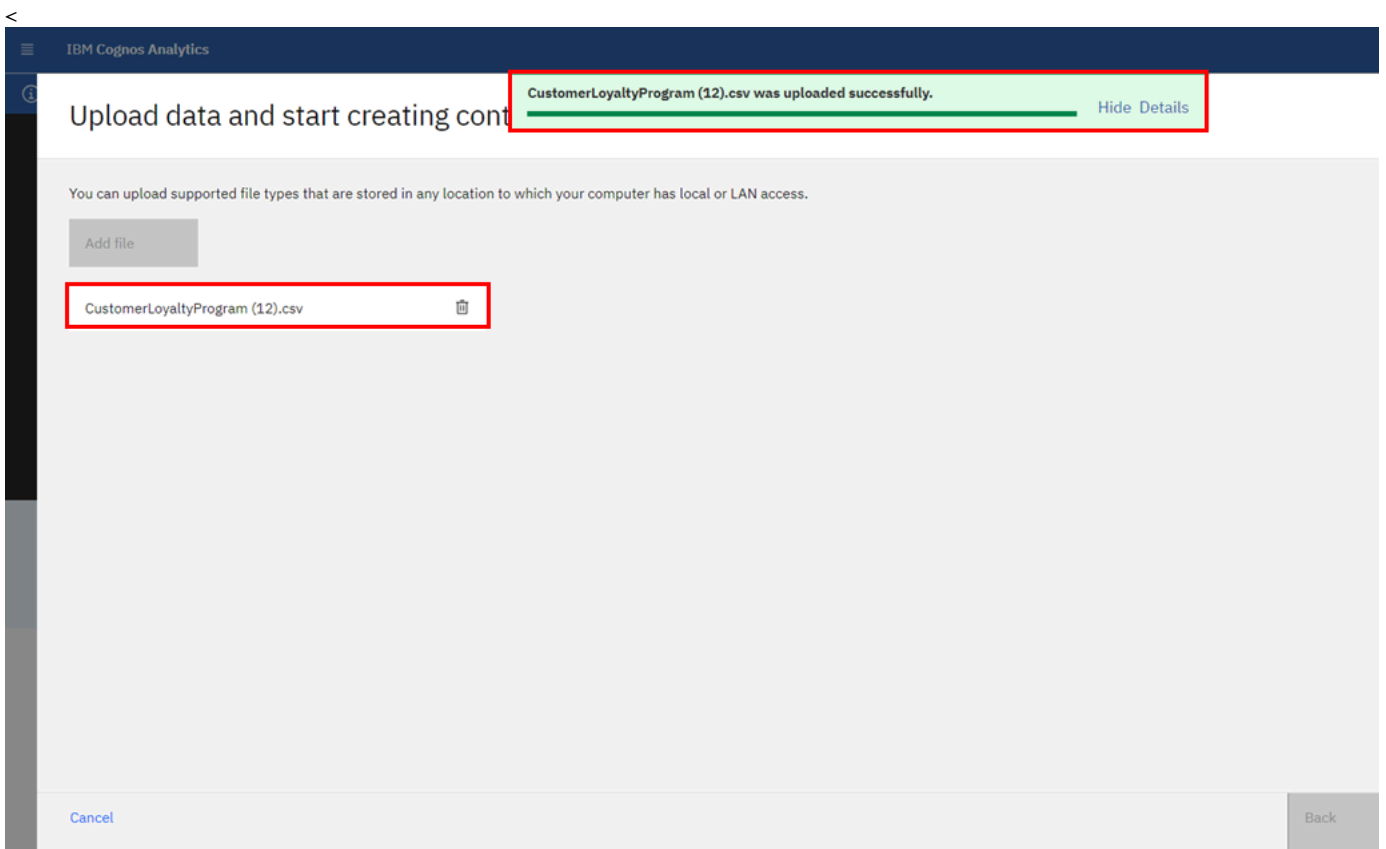
Create content from existing data

Locate data sources in the Content view, and create content based on these sources.

6. Click on Drag and drop file here or click to upload, a updated new file browser window will open. Navigate to where the file is saved, select the file, and click Open.\*.

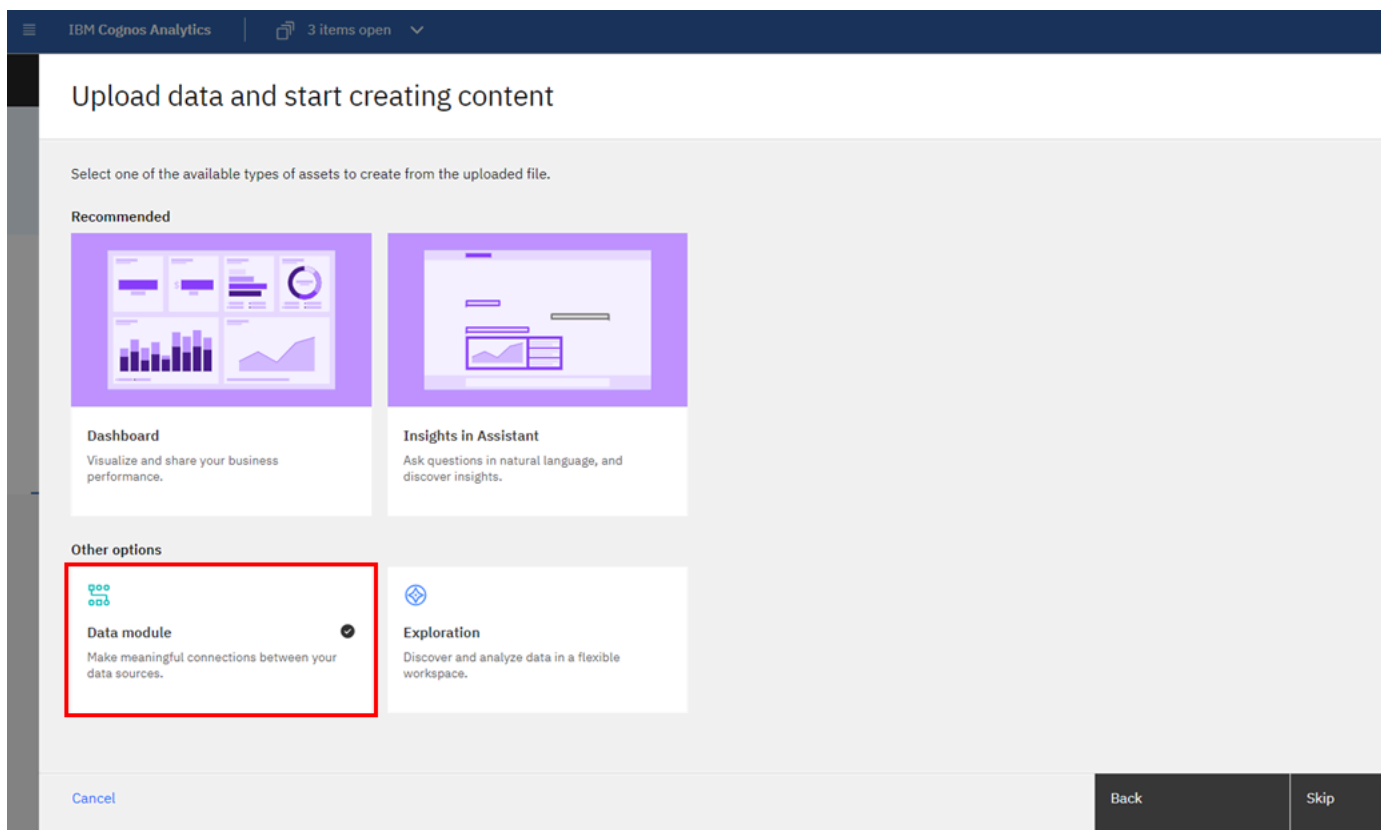


7. As the file uploads, status bars will be visible as the upload process reads and analyzes the data being brought in. Once it completes, the status bar will update to show the successful completion before closing.



8. Convert the **CustomerLoyaltyProgram.csv** to **Data module** by selecting the **Data module** in **Other options** and click **Create** .

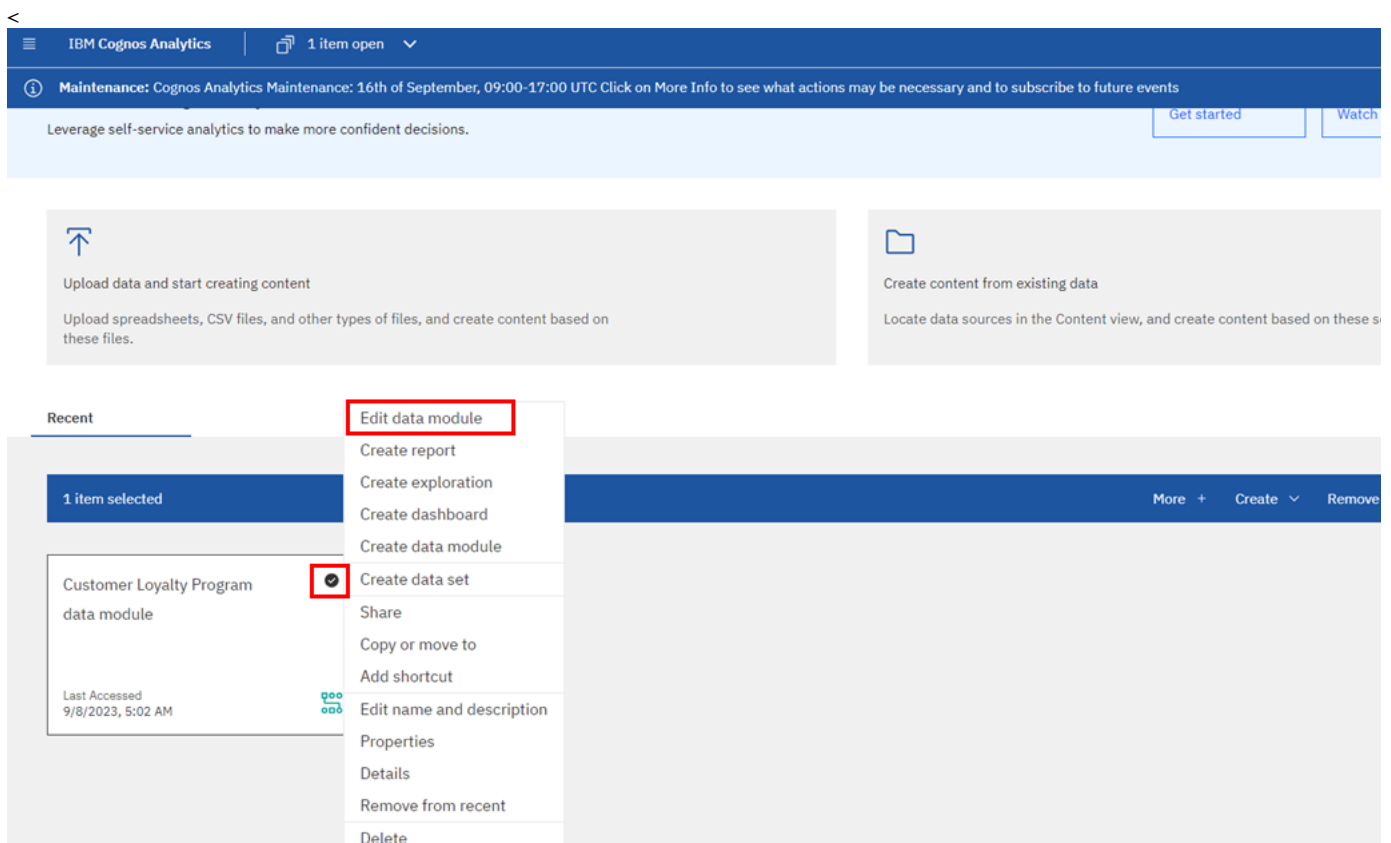




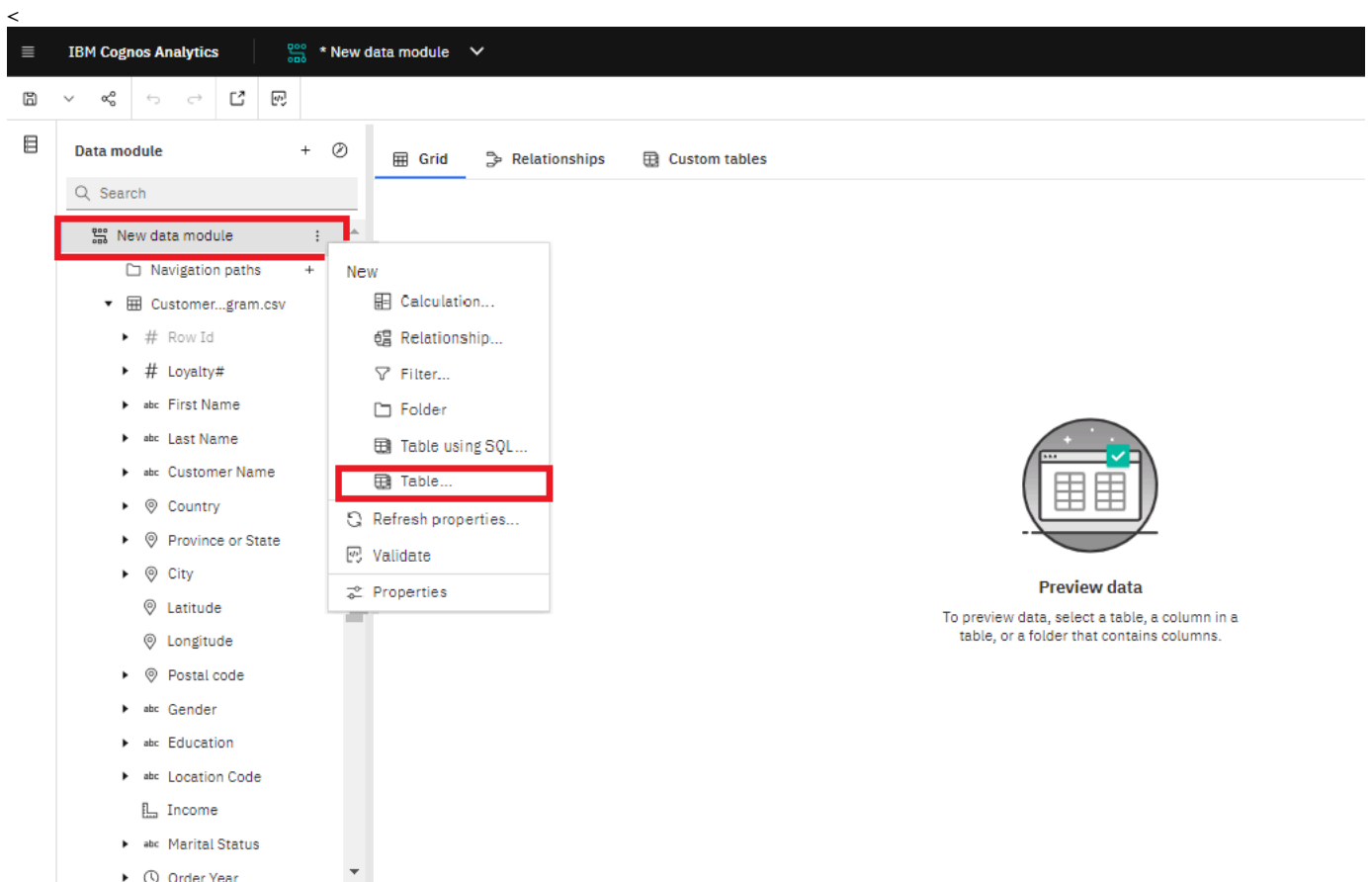
## Task B: Edit Data Module and view the table on IBM cognos.

In this task we will learn how to view the dataset on IBM Cognos.

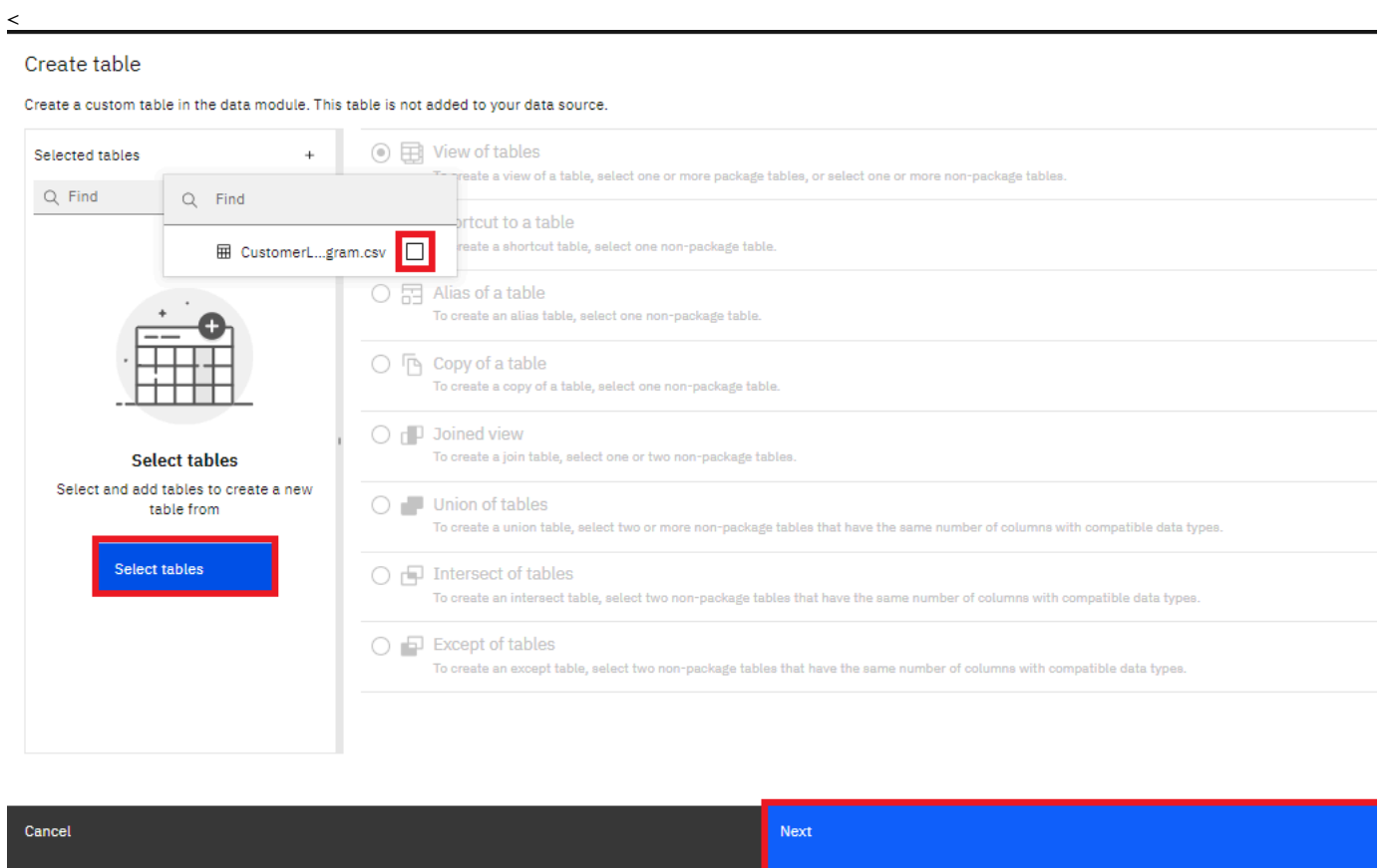
1. Navigate to the **CustomerLoyaltyProgram** data module. Click **Action Menu** (represented by three dots) under it. Next click the **Edit Data Module** to create a **Data Module**.



2. A New Data Module will be created. Click on the Action Menu (represented by three dots) of **New data Module**. Next click the **Table** option under the **Action Menu** to launch the **Create Table** window.



- Click on the **Select Tables** button in the **Create table** screen. Select the uploaded dataset **CustomerLoyaltyProgram.csv**. Finally, click the **Next** button to proceed with the creation of the table.



- Click the **Refresh** button in the **Create a view of a table** window to view the data.

Create a view of a table

New table name: CustomerLoyaltyProgram.csv - View (1)

Select items

Find

CustomerL...ogram.csv

Invert Clear all

Row Id	Loyalty#	First Name	Last Name	Customer Name	Country
Data will appear here					

Refresh

(29) columns selected.

Previous Cancel Finish

5. Now you will be able to see view the data in the table,click on the **Finish** button.

Create a view of a table

New table name: CustomerLoyaltyProgram.csv - View (1)

Select items

Find

CustomerL...ogram.csv

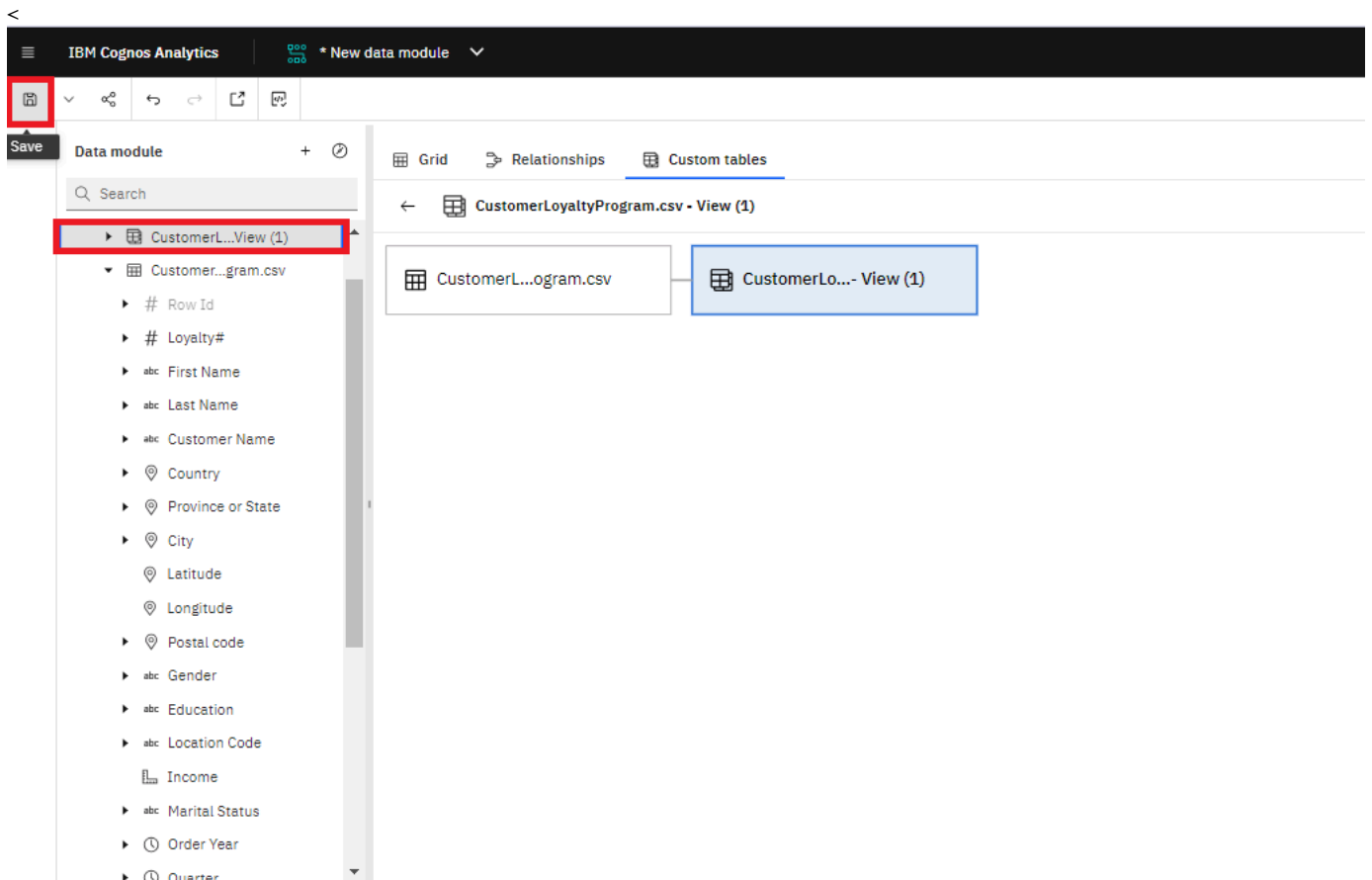
Invert Clear all

Row Id	Loyalty#	First Name	Last Name	Customer Name	Country
1	837810	Abigail	Goris	Abigail Goris	Canada
2	707928	Ada	Glaude	Ada Glaude	Germany
3	901442	Ada	Staback	Ada Staback	Canada
4	237303	Adam	Boner	Adam Boner	Canada
5	348835	Adam	Dunnegan	Adam Dunnegan	Canada
6	186842	Adelaide	Drago	Adelaide Drago	Germany
7	605640	Adell	Maroni	Adell Maroni	United King
8	723924	Adolph	Prey	Adolph Prey	Germany
9	202299	Adria	Osterstuck	Adria Osterstuck	Canada
10	826271	Adriane	Dottin	Adriane Dottin	Canada
11	616030	Akilah	Carvalho	Akilah Carvalho	Germany
12	747903	Al	Johson	Al Johson	United Stat

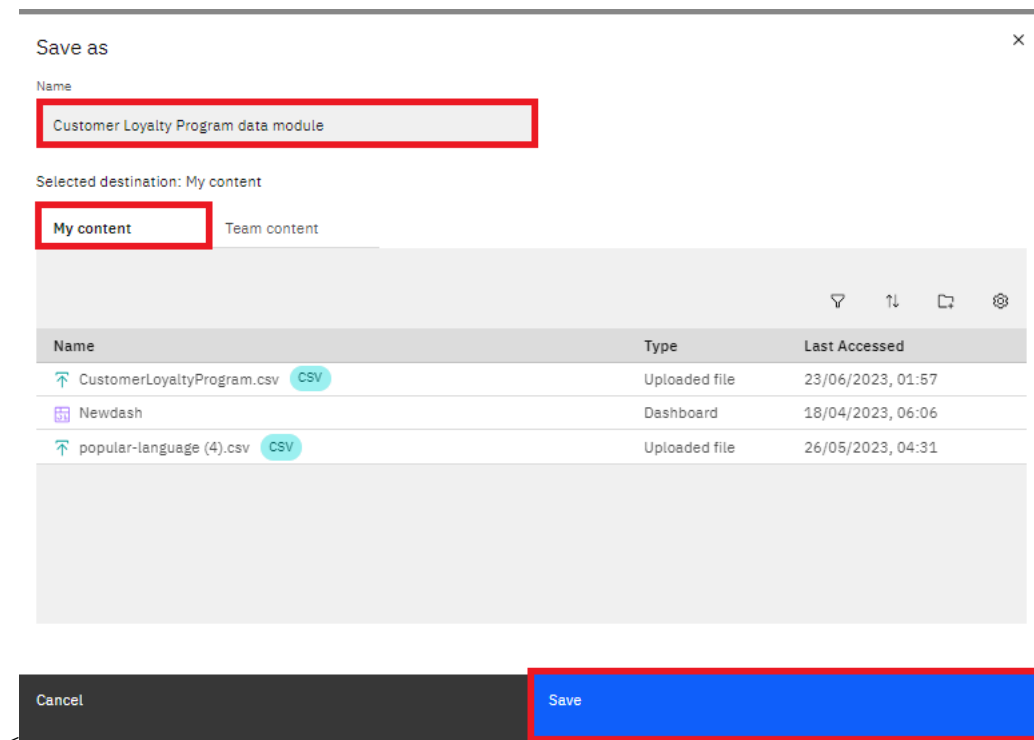
(29) columns selected.

Previous Cancel Finish

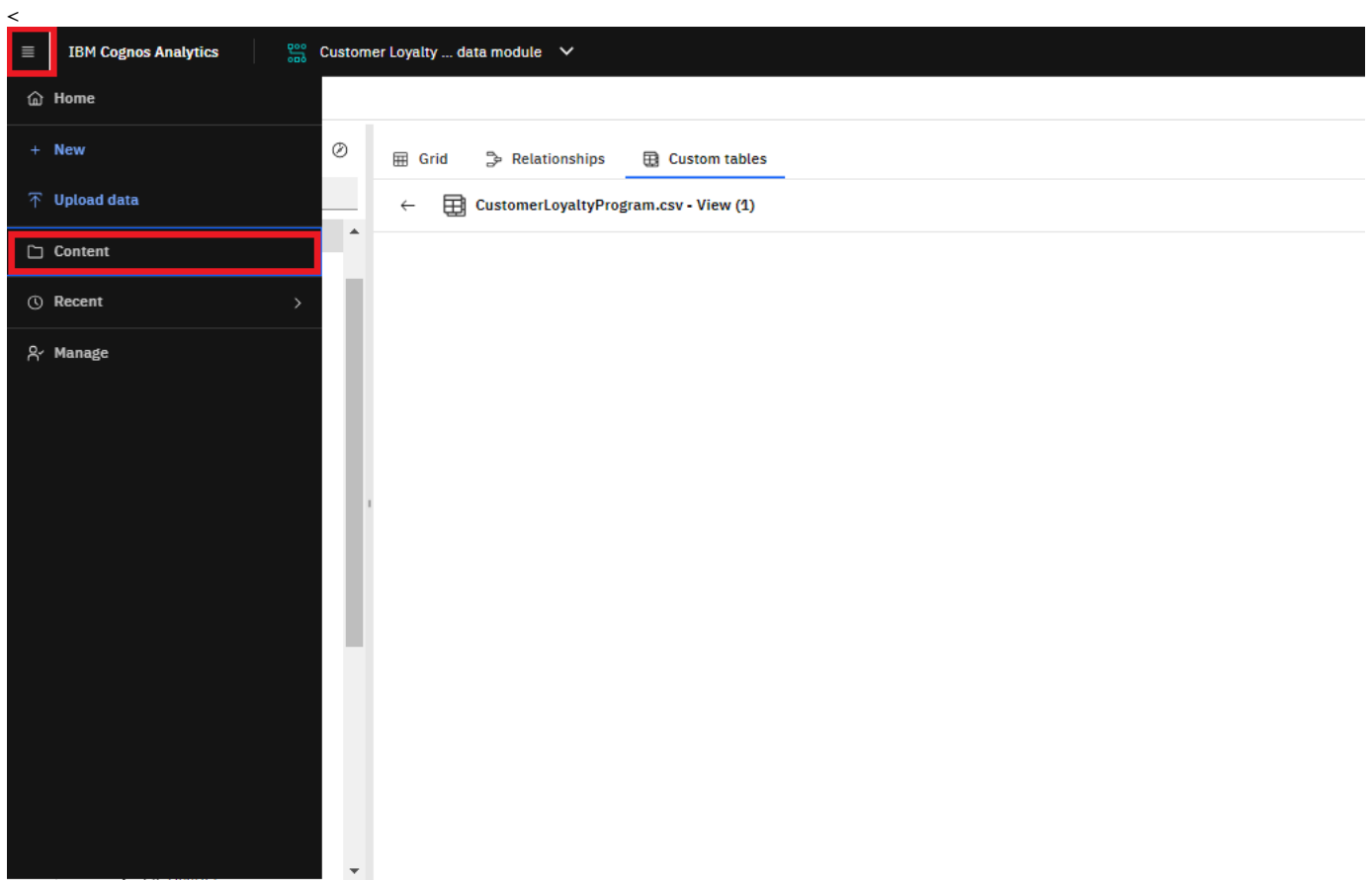
6. The new table view will be added in source panel now save this Data Module using the **Save** option.



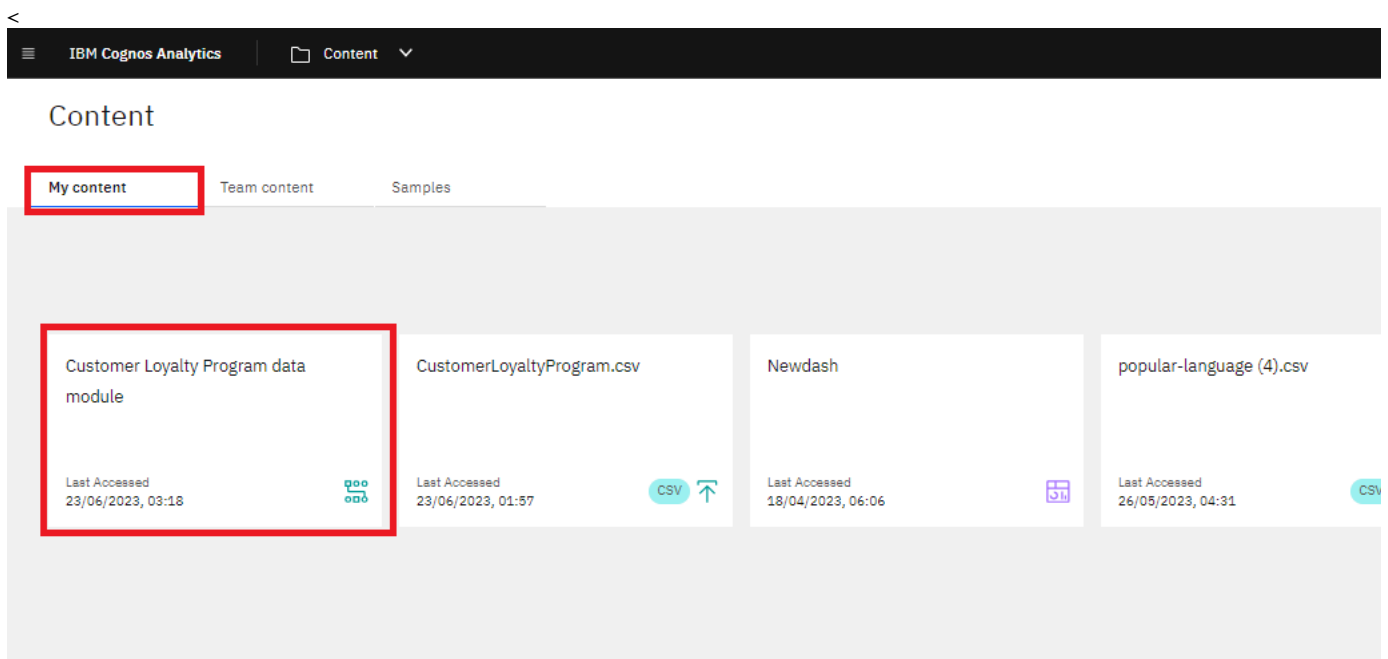
7. In the new popup window labeled **Save as**, Give the name **Customer Loyalty Program data module** and select **My content** tab, click on the 'Save' button to proceed.



8. Next, please navigate to the menu option of IBM Cognos, which is represented by three horizontal lines. Click on the menu and select the 'Content' option from the available choices.



9. You will now be able to locate the **Customer Loyalty Program data module** under the **My Content** tab.



## Task C: Start a New Dashboard with Templates

In this task, you will learn how to start a new dashboard with templates.

1. Click on the uploaded data file **CustomerLoyaltyProgram.csv**.

Get started

Recent

CustomerLoyaltyProg...

Last Modified  
6/7/2021, 1:56 AM

CSV



- The Template window will display allowing you to select the type of dashboard and the template style. Select the **tabbed dashboard style**. This will allow you to have multiple pages for your dashboards. Select the **three-panel template**. Click **Create**.

## Create a dashboard

Select a template for your dashboard

Cancel

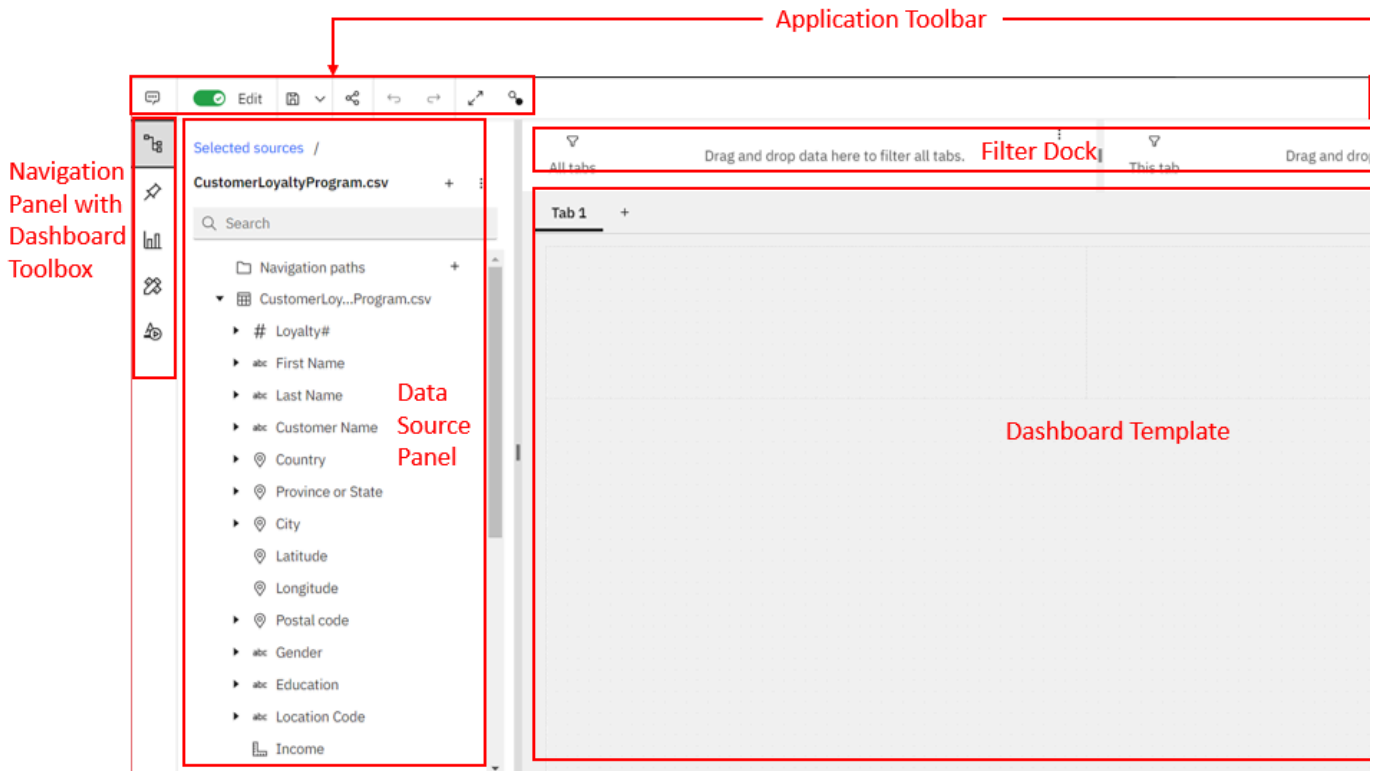
Create

Tabbed

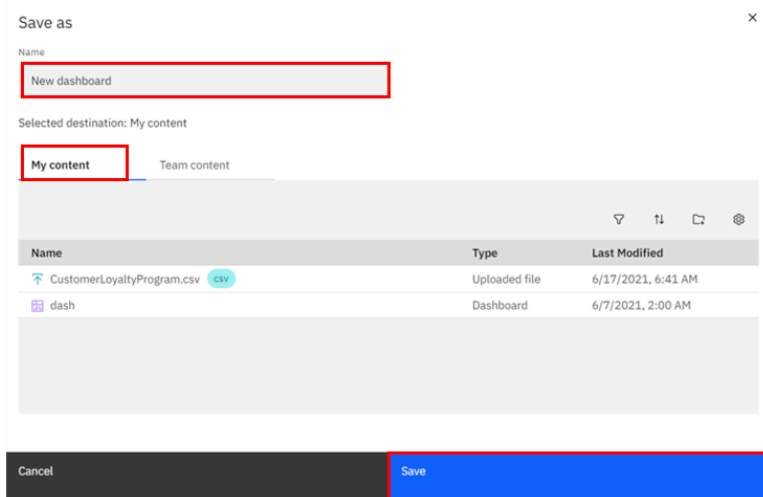
Infographic



- Now you have created a new dashboard using the dashboard template.  
updat



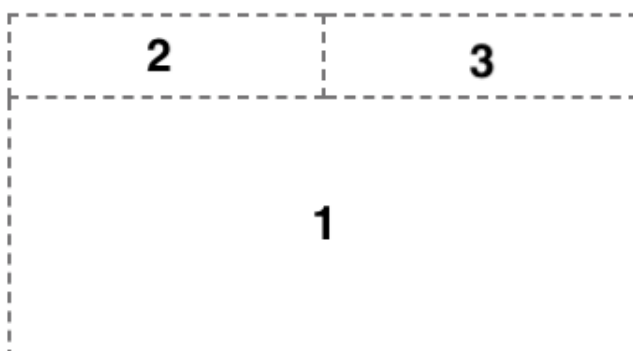
4. To save the newly created dashboard, press **CTRL+S**. Select **My content** as **Destination**. On the **Save as:** text field, write “Simple dashboard”, and click **Save**.



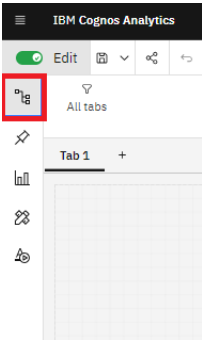
## Task D: Create a Simple Dashboard

In this task, you will learn how to create a simple dashboard with Cognos Analytics.

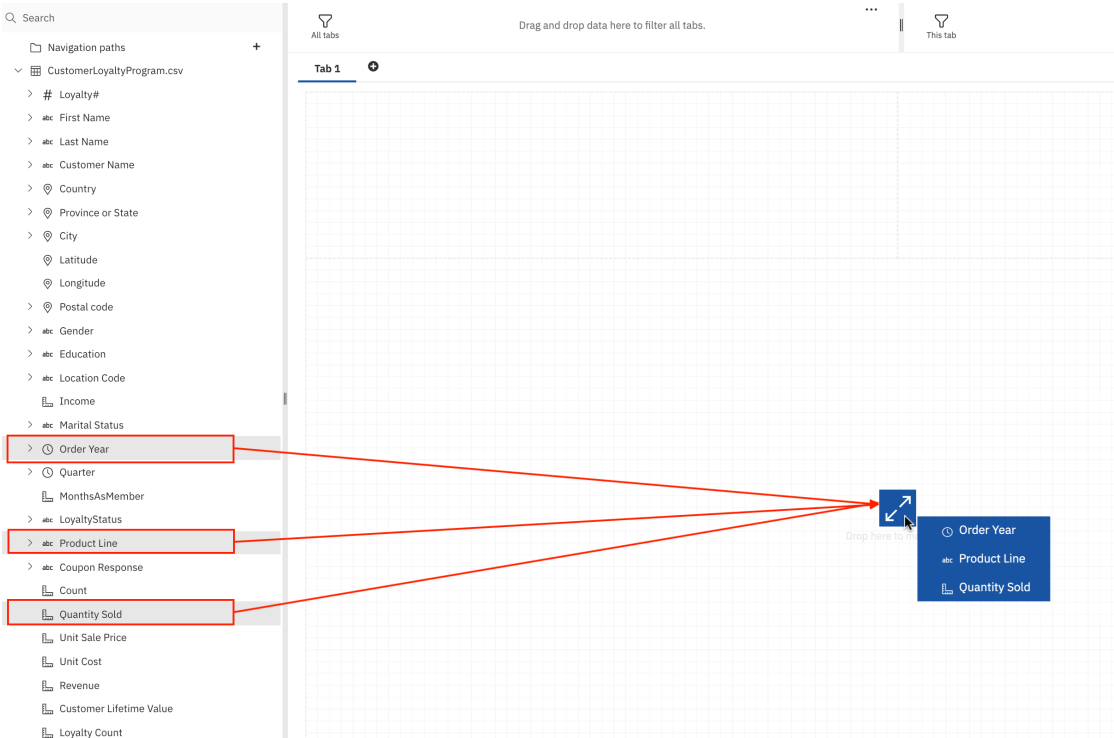
- As you build the dashboard, the location placement for Widgets in the dashboard template will be referenced using the following Panel numbers.



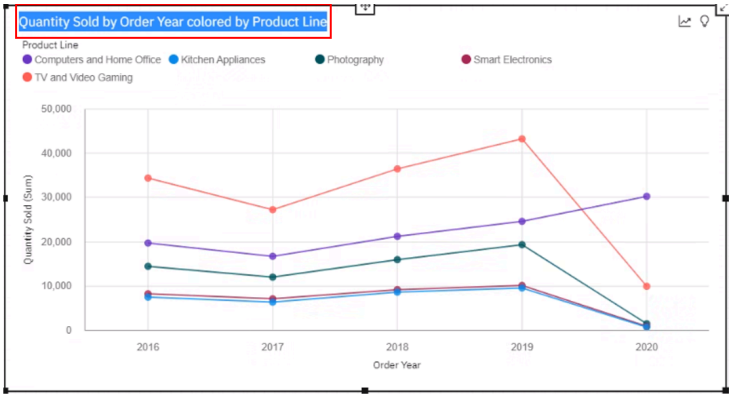
2. From the **Navigation** panel, select **Sources** to open the data source panel, if it is not already open. The **Data Source** panel displays the uploaded file **\*\*샵** **stomerLoyaltyProgram.csv** as the Selected Source.



3. From the **Data Source** panel, press **CTRL** and select **Order Year**, **Quantity Sold**, **Product Line** and drag it to the center of **Panel 1**, releasing them once you see the **drop zone** turn blue.

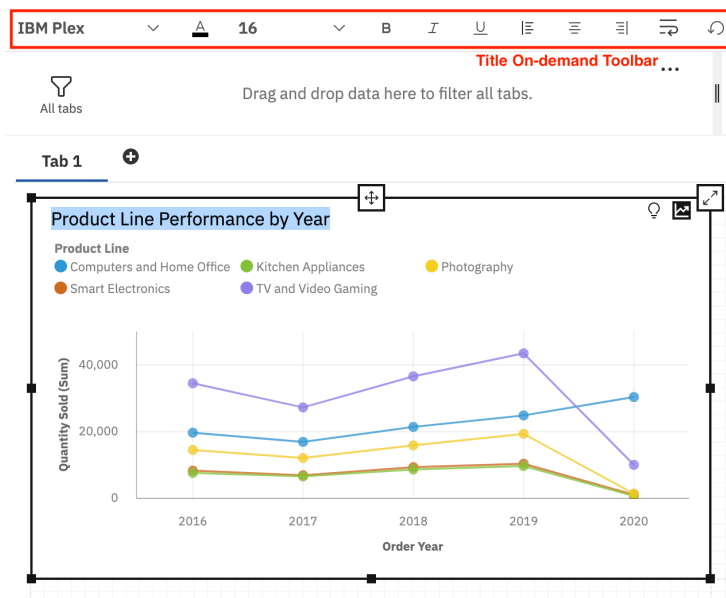


4. Click on the **Line chart** in panel 1 to bring it into focus and render the **on-demand toolbar**.
5. From the on-demand toolbar, select the title and enter the title “Product Line Performance by Year” to the visualization.



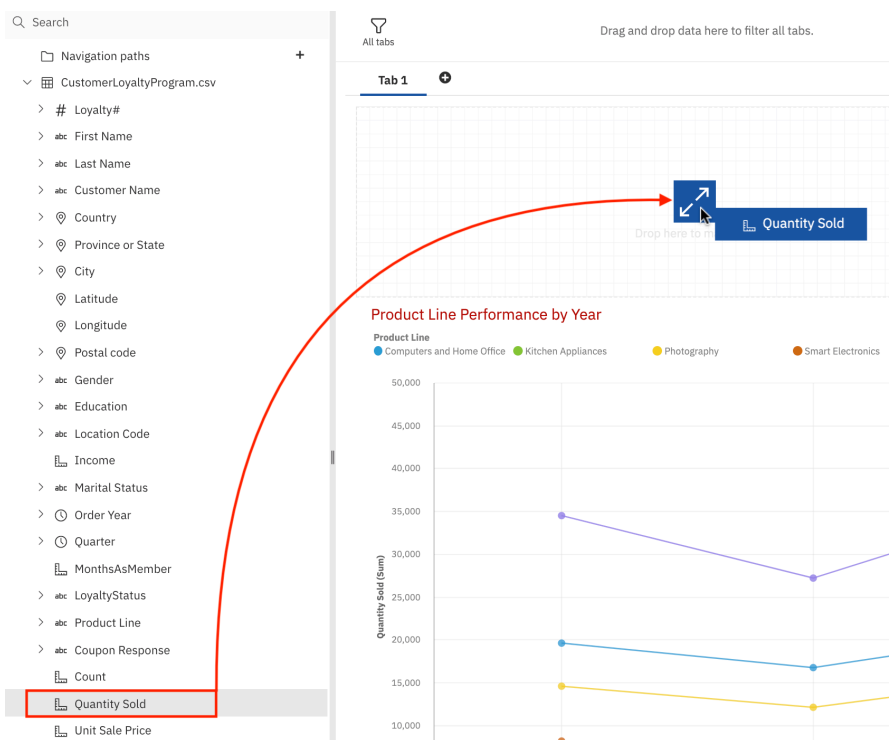
6. Highlight the **Title** to open the **Title on-demand toolbar**. From here, you can change the various properties on the title.



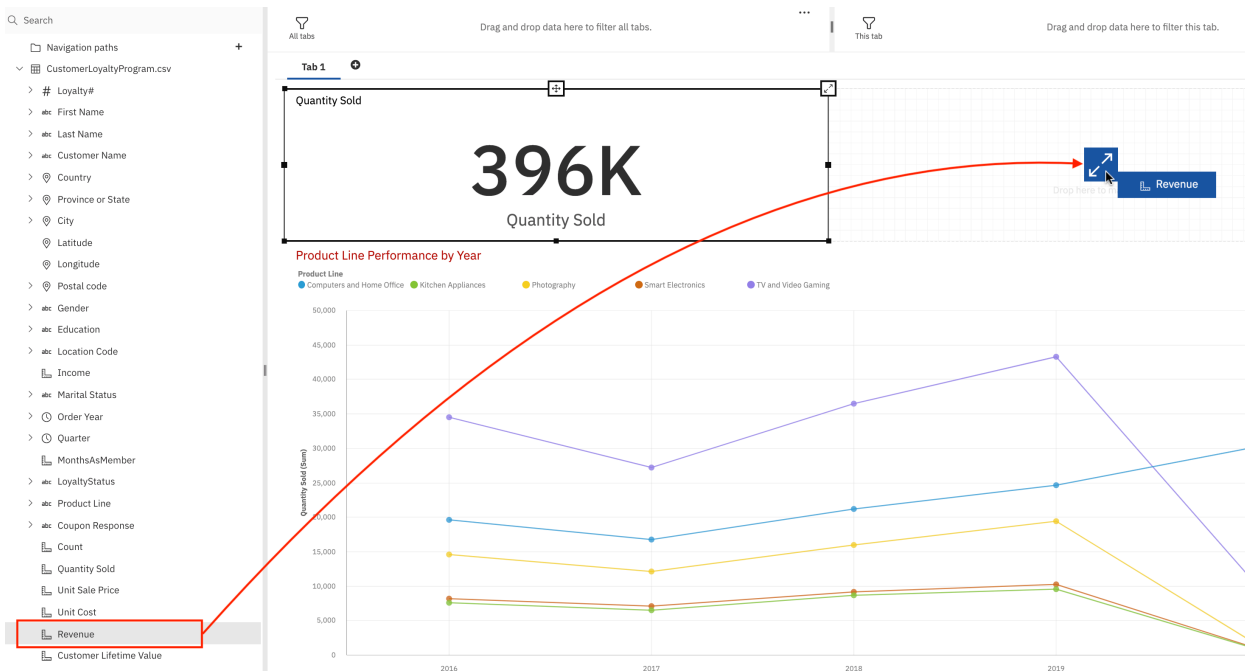


7. Click the **Color picker** icon, and change the color to **Red**, then click the font size drop-down and choose **18**.

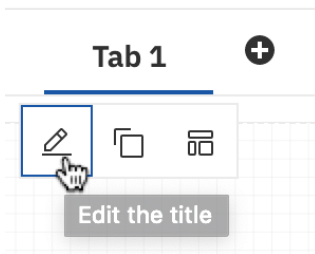
8. From the **Data Source** panel, select **Quantity Sold** and drag it to the center of **Panel 2**, releasing it once you see the **drop zone** turn blue.



9. From the **Data Source** panel, select **Revenue** and drag it to the center of **Panel 3**, releasing it once you see the **drop zone** turn blue.

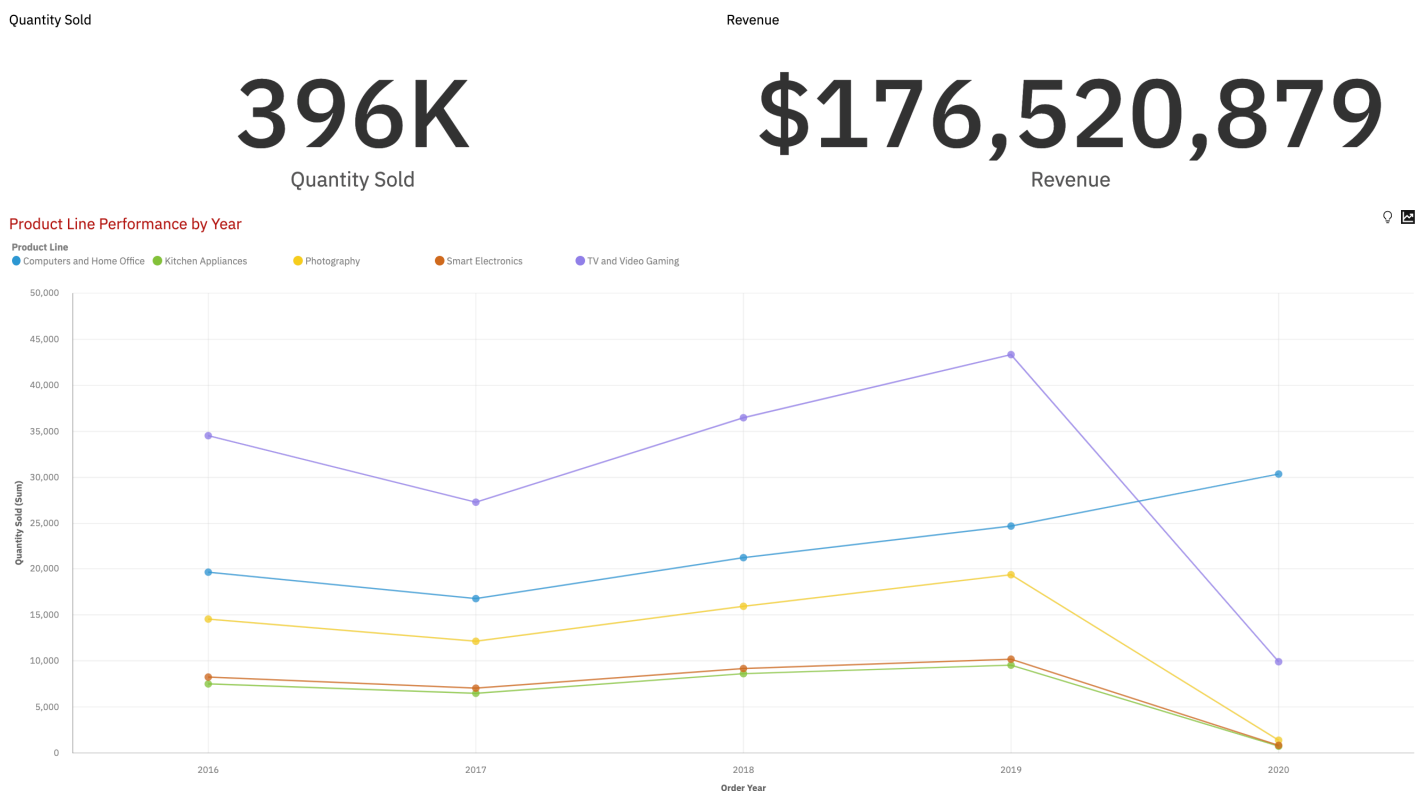


10. Click on the tab name **Tab 1** to bring up the Tab on-demand toolbar. Select the **Edit** icon.



11. **Rename** the tab to "A - Product Sales" 12. To save the current work of the dashboard, press **CTRL+S**.

**Finally, your dashboard "A - Product Sales" should look like below:**



**Congratulations! You have completed Lab 4, and you are ready for the next topic.**

## Author(s)

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## Other Contributor(s)

[Steve Ryan](#)

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