



MOTIOCI ADMINISTRATOR'S GUIDE

# MotioCI<sup>TM</sup>

version 3.7

## Administrator's Guide

Technical guidance for administrators who configure  
and manage MotioCI for the business analytics team



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U.S. patents #7,885,929; #8,140,477; #8,285,678; #8,972,349; #9,292,822; #9,489,291; 9,785,907; #10,242,331; Patent Pending

Canadian patent #2,634,938

Published in the United States of America by Motio®, Inc.

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Software version: 3.7

Publication date: October 30, 2024



# Contents

|   |            |
|---|------------|
| <b>About this guide.....</b>                                  | <b>vii</b> |
| Conventions and notation.....                                 | vii        |
| Related documentation.....                                    | vii        |
| <b>List of Figures.....</b>                                   | <b>9</b>   |
| <br>  |            |
| <b>Chapter 1. Introduction.....</b>                           | <b>11</b>  |
| What's new in this release.....                               | 12         |
| About version control.....                                    | 12         |
| Customer Support.....   | 12         |
| "Active" and "Compatible" support.....                        | 12         |
| <br>  |            |
| <b>Chapter 2. Connecting to MotioCI.....</b>                  | <b>13</b>  |
| Logging in to MotioCI.....                                    | 14         |
| Logging in to MotioCI using Cognos portal authentication..... | 16         |
| MotioCI user interface components.....                        | 19         |
| MotioCI and Cognos user accounts.....                         | 20         |
| Logging out of MotioCI.....                                   | 21         |
| <br>  |            |
| <b>Chapter 3. Navigation.....</b>                             | <b>23</b>  |
| Searching for content.....                                    | 24         |
| Performing an advanced search.....                            | 26         |
| Saving a search.....  | 29         |
| Navigation in the work area.....                              | 30         |
| The MotioCI home page.....                                    | 32         |
| Instance page.....  | 33         |
| Project page.....   | 35         |
| Labels folder page.....                                       | 36         |
| Label page.....   | 37         |
| Test cases folder page.....                                   | 38         |
| Nodes in the Cognos instance tree.....                        | 39         |
| Viewing recent objects.....                                   | 41         |
| Sharing links.....  | 43         |
| Workbench.....  | 43         |
| Adding objects to the workbench.....                          | 44         |
| Viewing the workbench.....                                    | 45         |
| <br>  |            |
| <b>Chapter 4. Version Control.....</b>                        | <b>47</b>  |
| Version information stored.....                               | 48         |
| Version Now.....  | 48         |
| Standard and exhaustive versioning.....                       | 48         |
| Running a Version Now action on an instance.....              | 49         |
| Running a Version Now action on a project.....                | 49         |
| Running a Version Now action on Cognos content.....           | 51         |
| Adding or editing user comments for an object.....            | 52         |
| Setting a version as minor or major.....                      | 55         |
| Version control and deleted content.....                      | 57         |
| Differing.....  | 57         |
| Comparing properties of two versions of an object.....        | 58         |
| Comparing different objects.....                              | 60         |

|   |           |
|---|-----------|
| <b>Chapter 5. Regression Testing.....</b>                   | <b>63</b> |
| Projects.....   | 64        |
| Test cases.....   | 65        |
| Viewing the status of all projects in an instance.....      | 66        |
| Reviewing the status of a project.....                      | 66        |
| Adding a project to a Cognos instance.....                  | 68        |
| Starting the Add Project Wizard and naming the project..... | 69        |
| Selecting a use case.....                                   | 72        |
| Confirming project paths and completing the wizard.....     | 74        |
| Running a test case.....                                    | 74        |
| Viewing the run history of a test case.....                 | 75        |
| Viewing the results of a test case run.....                 | 76        |
| <b>Chapter 6. Deployment.....</b>                           | <b>77</b> |
| Labels.....   | 78        |
| Adding a label at the project level.....                    | 79        |
| Deploying labels.....                                       | 81        |
| Viewing the contents of a label.....                        | 86        |
| Editing a label.....  | 88        |
| About updating labels.....                                  | 88        |
| About hiding labels.....                                    | 88        |
| Viewing label membership.....                               | 90        |
| Editing label membership for a version.....                 | 91        |
| Ad hoc deployment.....                                      | 93        |
| Deploying Cognos objects.....                               | 94        |
| About deploying uploaded files and data set objects.....    | 97        |
| Deleting child objects.....                                 | 97        |
| Viewing a deployment.....                                   | 98        |
| Saved deployments.....                                      | 99        |
| Saving a deployment.....                                    | 99        |
| Running a saved deployment.....                             | 100       |
| Deleting a saved deployment.....                            | 100       |
| Scheduled deployments.....                                  | 101       |
| Scheduling a deployment.....                                | 101       |
| Canceling a scheduled deployment.....                       | 102       |
| Running a scheduled deployment immediately.....             | 103       |
| Deleting a scheduled deployment.....                        | 103       |
| Deployment results.....                                     | 103       |
| About the Running deployment page.....                      | 103       |
| Viewing past deployment results.....                        | 104       |

# About this guide

The *MotioCI Administrator's Guide* is written for administrators who configure and manage MotioCI for the business analytics team (and who typically have the *MotioCI Administrator* role). For technical guidance for members of the business analytics team who develop, test, and maintain Cognos business analytics objects using MotioCI but who do not have the *MotioCI Administrator* role, consult the *MotioCI User Guide*.

MotioCI 3.3 introduced a redesigned user interface, with a modern look and feel, new ways to navigate, and clearer presentation of information and options. This New UI version of the *MotioCI Administrator's Guide* covers features available in the updated interface. Certain features are currently available only in the legacy application, but as more are implemented in the new application, this documentation will be expanded as well.

## Conventions and notation

This guide uses style conventions to indicate various kinds of UI elements.

| Format                                 | Meaning   | Example   |
|--|---|---|
| <b>Myriad Pro 9 pt. bold</b>           | Designates menu commands, buttons, hyperlinks, field names, or any clickable or fillable UI element that you must select or click         | Select the label that you want to edit and click <b>Edit</b> .  |
| <b>Myriad Pro Light 9 pt. semibold</b> | Indicates the name of a window, section, or panel or other non-field-name label that is not clickable                                     | The MotioCI <b>Login</b> page is displayed.   |
| <i>Myriad Pro 9 pt. italic</i>         | <ol style="list-style-type: none"><li>Introduces the first instance of a MotioCI-specific term</li><li>Indicates a MotioCI role</li></ol> | <ol style="list-style-type: none"><li>This list is the <i>revision history</i>.</li><li>Log in as a <i>MotioCI Administrator</i>.</li></ol> |

## Related documentation

In addition to this guide, Motio publishes several sources of information about MotioCI. The "classic UI" version of the *MotioCI Administrator's Guide* covers features currently available only in the legacy application.

- *MotioCI Administrator's Guide*: Technical guidance for administrators who configure and manage MotioCI for the business analytics team.
- *MotioCI User Guide*: Technical guidance for members of the business analytics team who develop, test, and maintain Cognos business analytics objects using MotioCI, specifically, users who typically do not have the MotioCI role, *MotioCI Administrator*.
- *MotioCI Installation and Upgrade Guide*: How to install the application and the MotioCI plug-in and extensions included with MotioCI. For use by IT staff or Cognos system administrators who are responsible for installing or upgrading the MotioCI application.
- *MotioCI 3.7 System Requirements*: Just the system requirements portion of the *MotioCI Installation and Upgrade Guide*, extracted as a separate, standalone document. Contains nothing that is not already included in the install guide.
- *MotioCI Online Help*: A topic-based, context-sensitive guide, optimized for reading while using the MotioCI web application.
- The [MotioCI section of the Motio website](#): Articles about MotioCI features and releases.
- MotioCI Knowledgebase: Articles and troubleshooting tools to help you solve issues that you cannot resolve by reading the other documentation. Available at <https://support.motio.com> (login required).



# List of Figures

|   |    |
|---|----|
| Figure 1: The MotioCI home page.....  | 32 |
| Figure 2: The MotioCI root node in the Cognos instance tree.....                | 33 |
| Figure 3: Instance page node.....   | 34 |
| Figure 4: Admin project page.....   | 35 |
| Figure 5: Creating a label in the Labels folder.....                            | 36 |
| Figure 6: Test cases view.....  | 38 |
| Figure 7: Nodes in the Cognos instance tree.....                                | 40 |
| Figure 8: Getting a link to a label page.....                                   | 43 |
| Figure 9: Versions marked as "minor".....                                       | 55 |
| Figure 10: By default, content deleted from Cognos is shown with an X icon..... | 57 |
| Figure 11: Test case run history.....   | 67 |
| Figure 12: Details of test case run.....  | 68 |
| Figure 13: The Add label wizard.....  | 80 |
| Figure 14: Selecting items to add to the label.....                             | 81 |
| Figure 15: The Deployment wizard.....   | 82 |
| Figure 16: Viewing labeled objects on the label page.....                       | 87 |
| Figure 17: Editing a label on the Labels page.....                              | 88 |



# 1

## 1. Introduction

- [What's new in this release](#)
- [About version control](#)
- [Customer Support](#)

Motio Continuous Integration (MotioCI) is a server-based product that augments your Cognos environment with version control, automated testing, auditing/tracking, and object deployment capabilities.

MotioCI provides version control, automated regression testing, deployment, and tracking capabilities for all objects in Cognos®. In the *MotioCI Administrator's Guide*, you learn how you and your business analytics service team can use the features in MotioCI to simplify the development, testing, and maintenance of Cognos content in your organization, along with administering your MotioCI installation.

 **Note:**

This version of the *MotioCI Administrator's Guide* covers only the new user interface introduced in MotioCI 3.3. For information about features not currently in the new UI, consult the other MotioCI documentation.

## What's new in this release

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*This release of MotioCI includes many enhancements.*

The Java Runtime Environment system requirement has been updated to JDK 17 64-bit JDK or JRE. Motio tests with Eclipse Temurin 17, but no issues with other OpenJDK 17 64-bit Java implementations are expected.

Minor enhancements include:

- Execution Stats report added to inventory archive
- Object Counts category added to inventory summary
- Upgrades to Tomcat and Spring

For more details about the changes in this release, see the MotioCI Release Notes.

## About version control

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*In MotioCI, version control refers specifically to business analytics objects created in a Cognos instance, such as reports, queries, and other Cognos Analysis Studio objects.*

MotioCI tracks the content in Cognos and identifies when a change is made to content. Using the version control tools in MotioCI, you can track, review, and compare versions of an object and restore an object to a previous version. A version includes the set of changes to the business analytics object along with information about who created the version of the object and when.

Using version control, you can accomplish several tasks.

- Quickly review and understand the history of any business analytics object, such as a Cognos report, data source, folder, or package object, by seeing a summary of all its versions in a single location in MotioCI
- View historical outputs for each version of an object
- Compare two versions of an object
- Recreate a version of a business analytics object at any time to reverse changes, because MotioCI has both the original version of the object and all saved changes that occurred between its origin and a specific time
- Restore objects that were accidentally (or intentionally) deleted from Cognos

## Customer Support

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*You can request hands-on technical assistance or product information from Motio Customer Support, either through the Motio support portal or by email.*

In addition to traditional customer support services, Motio, Inc. maintains the Knowledgebase, a library of articles with how-to information about troubleshooting common issues. You must have a Motio support account to access the Knowledgebase and open support tickets.

You can create a support account or access your existing account from the Motio Support site:

<https://support.motio.com>

Alternatively, you can contact Motio Support directly via email, at this address:

[help@motio.com](mailto:help@motio.com)

## "Active" and "Compatible" support

*With regard to support, Motio uses the same terms as IBM does, with the same basic meanings.*

- **Active:** Tested with MotioCI
- **Compatible:** May be tested, but testing may be limited or support may be based on upward compatibility statements from IBM®

### Related information

<http://www-01.ibm.com/support/docview.wss?uid=swg21347341>

# 2

## 2. Connecting to MotioCI

- *Logging in to MotioCI*
- *Logging in to MotioCI using Cognos portal authentication*
- *MotioCI user interface components*
- *MotioCI and Cognos user accounts*
- *Logging out of MotioCI*

This chapter explains how to connect to the MotioCI web application and describes major elements in the MotioCI user interface.

## Logging in to MotioCI

---

### Procedure

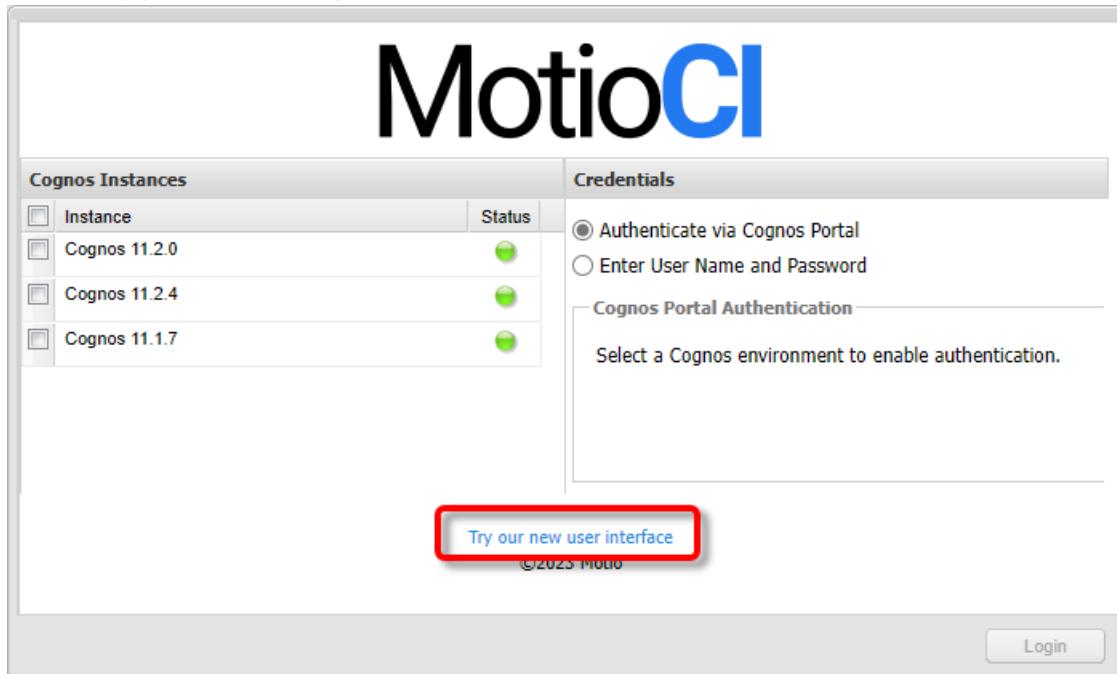
1. Point a web browser to the following URL:

```
https://<hostname>:<port>/ux
```

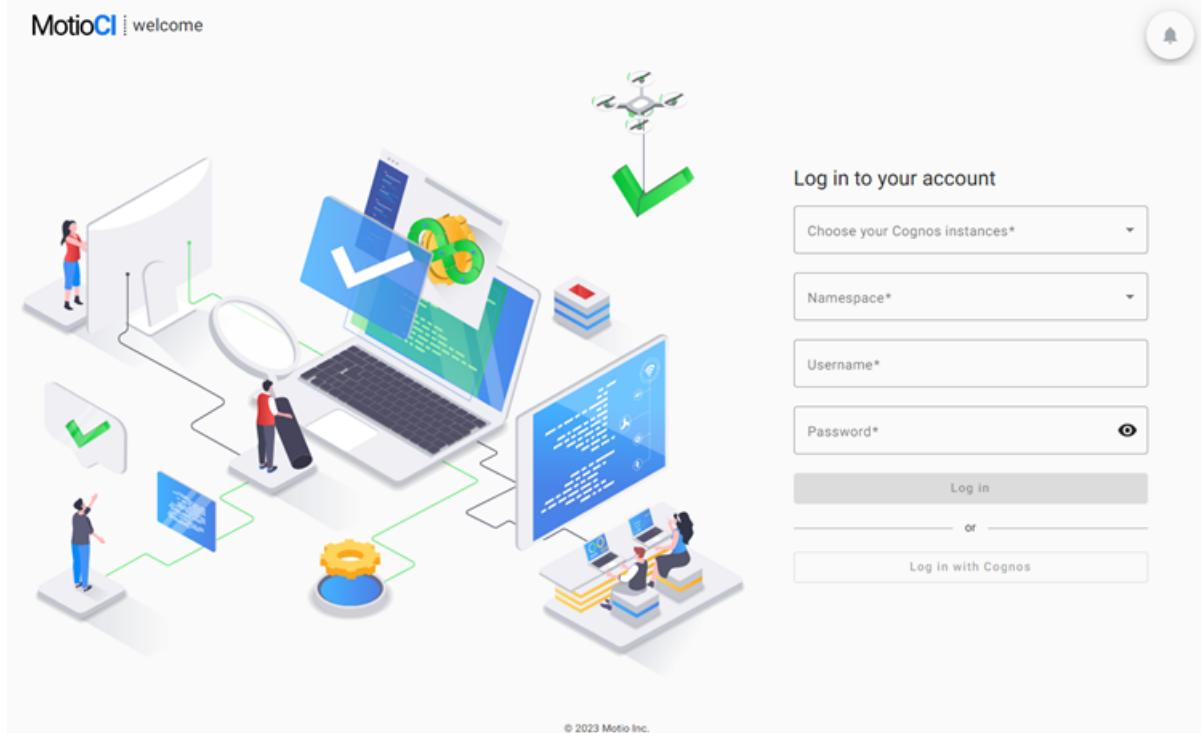
where *<hostname>* is the host name of your MotioCI server and *<port>* is the port number for MotioCI.

 **Note:** If you installed MotioCI without SSL, `http` should be used instead of `https`. In addition, if using the default MotioCI port, you do not have to include a port number in the URL.

Alternatively, you can click the **Try our new user interface** link on the classic MotioCI Login page:

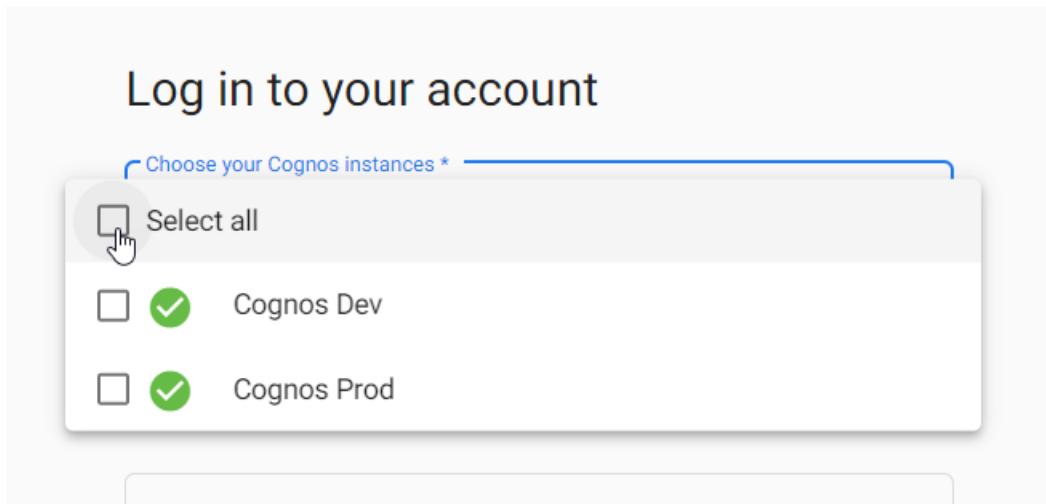


The new **Login** page is displayed.



2. From the **Choose your Cognos instances** list, select one or more instances to log in to.

3. Optional: If you want to log in to all instances, select the **Select all** check box.



4. From the **Namespace** list, select your namespace.

5. Enter your user name and password.

6. Click **Log in**.

If you are currently logged in to each Cognos server, MotioCI logs you in to each selected instance and opens the **Projects** page.

## Logging in to MotioCI using Cognos portal authentication

*If Cognos integration is included in your MotioCI license, you can log in to MotioCI by using the authentication from your Cognos instance.*

### Before you begin

- Install the Cognos integration extension, as described in the *MotioCI Administrator's Guide (classic UI version)*.
- If MotioCI is running with SSL enabled, but Cognos is running without SSL, ensure that the MotioCI advanced property Open Cognos portal authentication in a new window is set to true. (For details about advanced properties, see the *MotioCI Administrator's Guide*, classic UI version.)

### Procedure

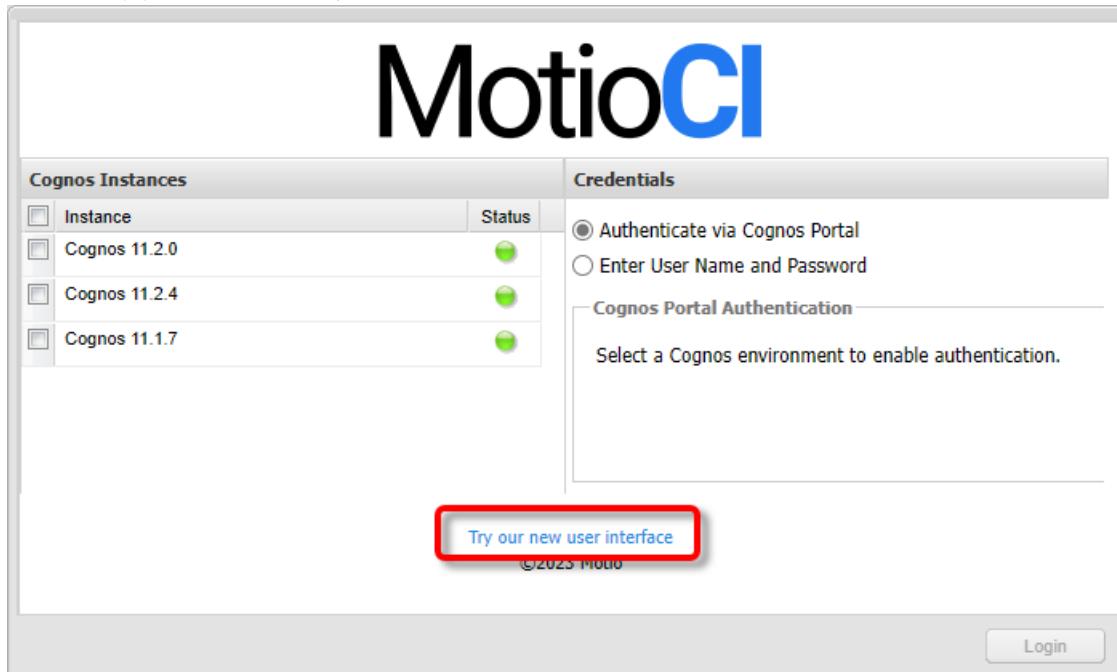
1. Point a web browser to the following URL:

```
https://<hostname>:<port>/ux
```

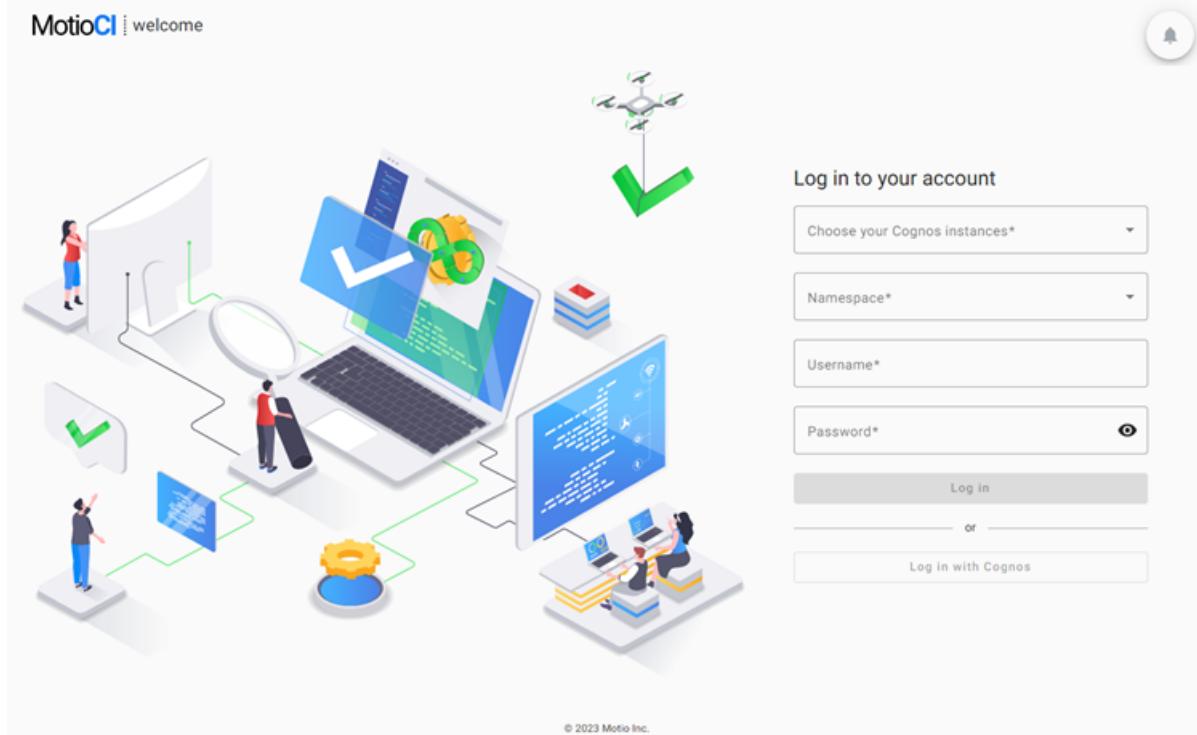
where *<hostname>* is the host name of your computer and *<port>* is the port number for MotioCI.

**Note:** If you installed MotioCI without SSL, `http` should be used instead of `https`. In addition, if using the default MotioCI port, you do not have to include a port number in the URL.

Alternatively, you can click the **Try our new user interface** link on the classic MotioCI Login page:

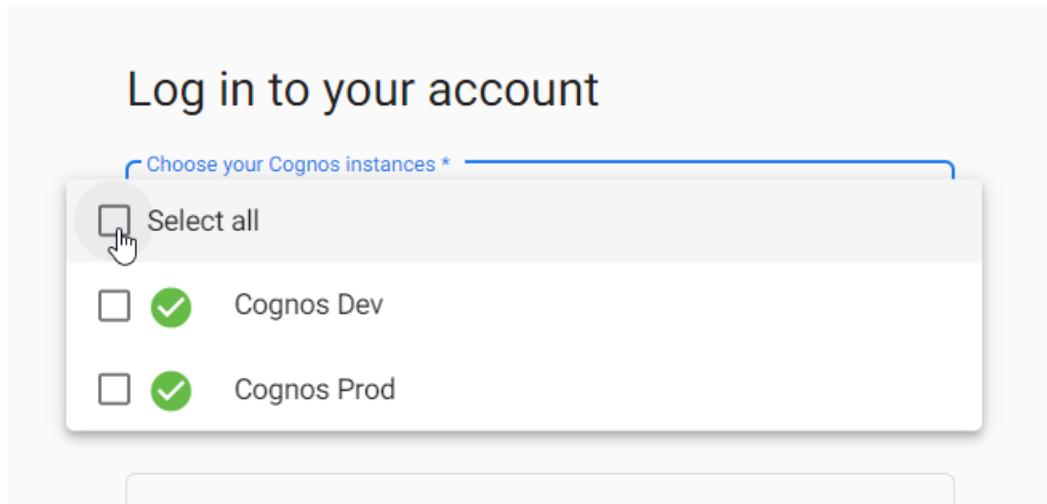


The MotioCI Login page is displayed.



2. From the **Choose your Cognos instances** list, select one or more instances to log in to.

3. Optional: If you want to log in to all instances, select the **Select all** check box.

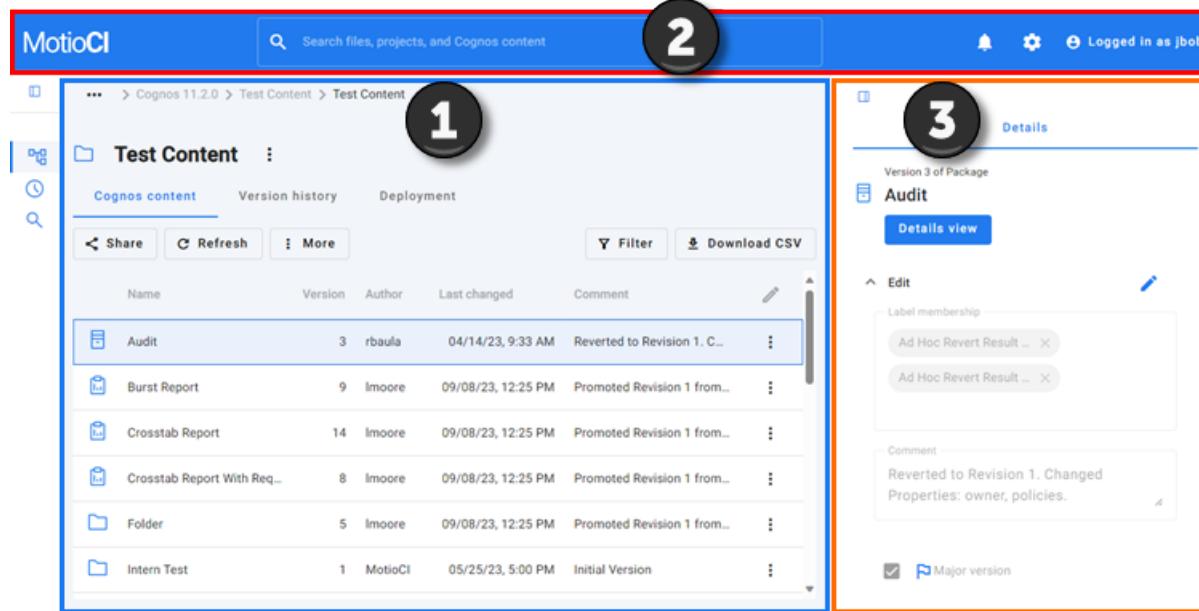


4. Click **Log in with Cognos**.

If you are currently logged in to each Cognos server, MotioCI logs you in to each selected instance using Cognos authentication and opens the **Projects** page.

## MotioCI user interface components

Here is an overview of the main elements of the new MotioCI UI.



### 1. Work area

Now includes ways to navigate MotioCI:

- Breadcrumbs
- Tiles
- **Cognos content** tab in the lower half

The content displayed depends on the currently open folder, object, or navigation panel node.

Single-click a tile or Cognos object to select it. Double-click to open it. You can press **Ctrl** or **Shift** while clicking to select multiple Cognos objects.

### 2. Main toolbar

Shows logged-in users and the instances that they are logged in to.

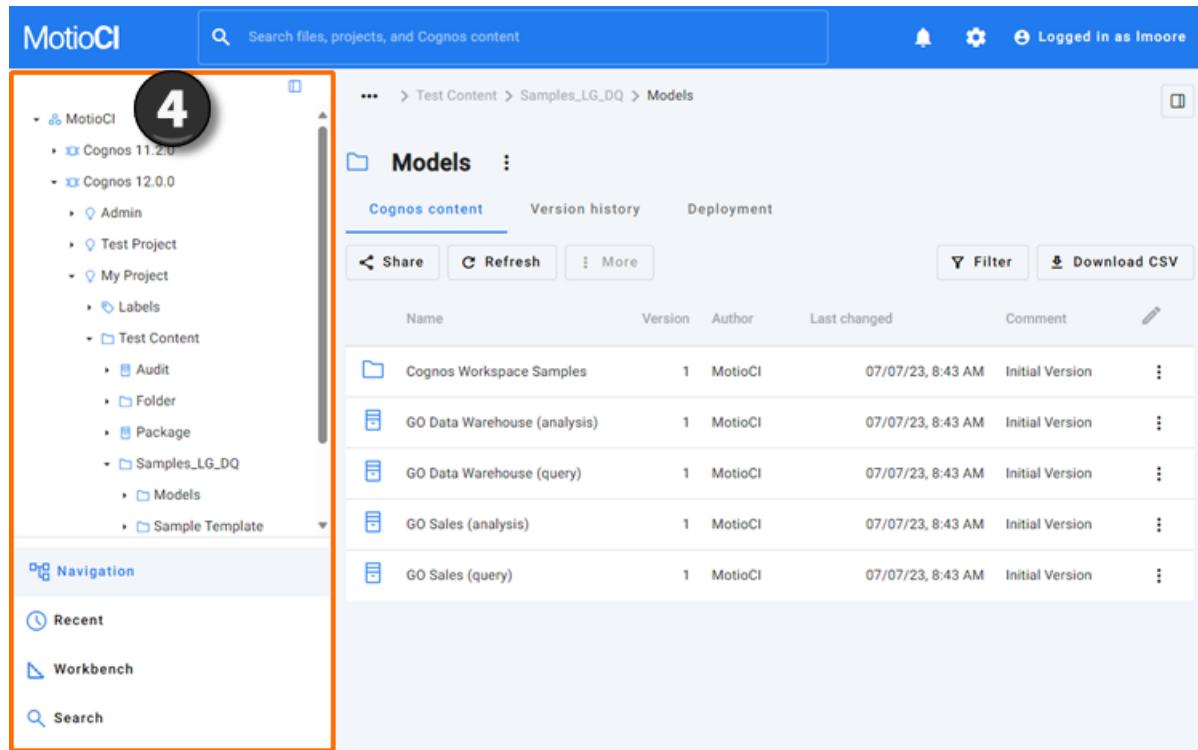
- View current logins, or log out, by clicking the user account icon (✉).
- Use the search box to find content in your Cognos instances.
- Click the bell icon (🔔) for notifications.
- Click the settings icon (⚙) to access MotioCI settings.

### 3. Details panel

Displays information and, in some cases, settings for the selected item. You can do many things here, for example:

- Edit label membership.
- Click **Details view** to see item properties and policies.
- Copy values to the clipboard.

Although the streamlined work area and search are your main tools for navigation, the navigation panel is still available. It expands from the left.



#### 4. Navigation panel

Contains the following:

- MotioCI root node ()
- **Navigation:** If in Recent or Search view, return to the Cognos node that you last viewed in the work area.
- **Recent:** See a list of objects that you have recently interacted with in MotioCI. You can also navigate to a recent object or interact with it in the details panel.
- **Workbench:** View the workbench. You can add Cognos objects to the workbench. From the workbench, you can then create a MotioCI project that contains those objects.
- **Search:** View search results after performing a search. You can navigate to or perform actions on the objects in the list.

## MotioCI and Cognos user accounts

Access MotioCI using your Cognos user account. MotioCI validates your user credentials against the Cognos instance set in the MotioCI login window.

Because you use your Cognos user credentials for MotioCI, MotioCI automatically reflects any user administration tasks related to Cognos (for example, adding new accounts or changing account permissions).

Administrators can manage user capabilities within MotioCI through a number of roles. In Cognos, access these roles under the Cognos namespace in the MotioCI namespace folder.

MotioCI roles govern what displays in the user interface and what a logged-in user can do: for example, what options are available in the work area.

**Tip:** Each role is prepopulated with the Cognos Everyone or System Administrators role, but MotioCI recommends that you review the default role memberships for every Cognos instance monitored by MotioCI.

## Logging out of MotioCI

---

### Procedure

- Click the user account button (in the upper right corner of the page), and then click **Log out**. MotioCI logs you out, and the MotioCI login window reloads.

 **Note:** If you are logged in to multiple instances with different credentials, the MotioCI login information area displays all logged-in user names. Clicking **Log out** logs you out of all instances and all sets of credentials.



# 3

## 3. Navigation

---

- [\*Searching for content\*](#)
- [\*Navigation in the work area\*](#)
- [\*Nodes in the Cognos instance tree\*](#)
- [\*Viewing recent objects\*](#)
- [\*Sharing links\*](#)
- [\*Workbench\*](#)

To navigate in MotioCI 3.7, you mainly use the central work area and the search box, and optionally the Cognos instance tree.

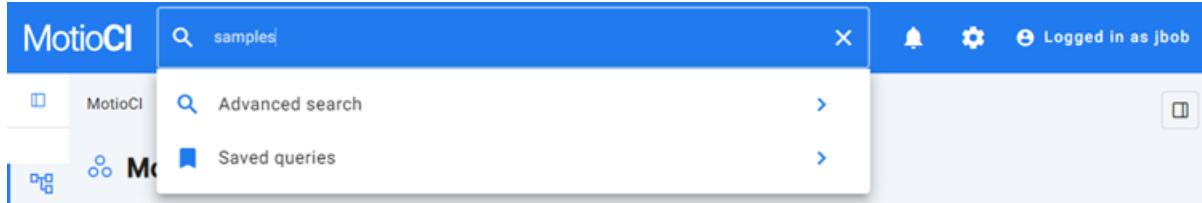
Use this section for basic familiarity with the settings, functions, and information available in each page of the work area. Consult feature-specific topics in other chapters for detailed instructions.

## Searching for content

You can search for Cognos content as well as MotioCI objects such as labels.

### Procedure

- In the search box in the main toolbar, type a search term and then press **Enter**.



A list of search results displays in the work area.

| Name    | Last changed       | Last Author | Instance      | Projects             | Path                      |
|---------|--------------------|-------------|---------------|----------------------|---------------------------|
| Samples | 05/09/23, 4:12 PM  | MotioCI     | Cognos 11.2.4 |                      | /Team Content/Samples     |
| Samples | 05/09/23, 4:12 PM  | MotioCI     | Cognos 11.2.4 | My Project           | /Team Content/Samples     |
| Samples | 07/07/23, 12:06 PM | lmoore      | Cognos 11.2.4 |                      | /Team Content/Motio Sa... |
| Samples | 07/07/23, 12:06 PM | lmoore      | Cognos 11.2.4 | My Project           | /Team Content/Motio Sa... |
| Samples | 10/18/21, 12:23 PM | MotioCI     | Cognos 11.2.0 | Admin                | /Team Content/Samples     |
| Samples | 10/18/21, 12:23 PM | MotioCI     | Cognos 11.2.0 | My Project91234      | /Team Content/Samples     |
| Samples | 10/18/21, 12:23 PM | MotioCI     | Cognos 11.2.0 | Just Another Project | /Team Content/Samples     |
| Samples | 06/28/23, 2:40 PM  | -           | Cognos 11.2.0 | Admin                | -                         |

- Optional: Click the **Edit** icon (edit icon) to change which columns are displayed.
- Optional: To perform actions on an item, click its **More Options** icon (three dots icon). A menu displays available actions, which can vary based on item type.

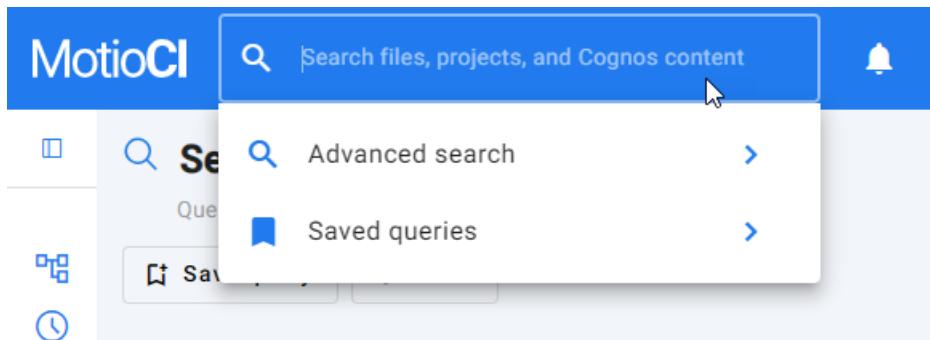
| Instance      | Projects        | Path                         |   |
|---------------|-----------------|------------------------------|---|
| Cognos 11.1.7 | Admin           | /Team Content/yet another... | ⋮   |
| Cognos 11.2.4 | Admin           | /Team Content                |  Label       |
| Cognos 11.1.7 | Admin           | /Team Content                |  Compare     |
| Cognos 11.2.0 | Admin           | /Team Content                |  Version now |
| Cognos 11.2.0 | My Project91234 | /Team Content                |  Deploy      |

## Performing an advanced search

The new MotioCI search engine includes an advanced search feature.

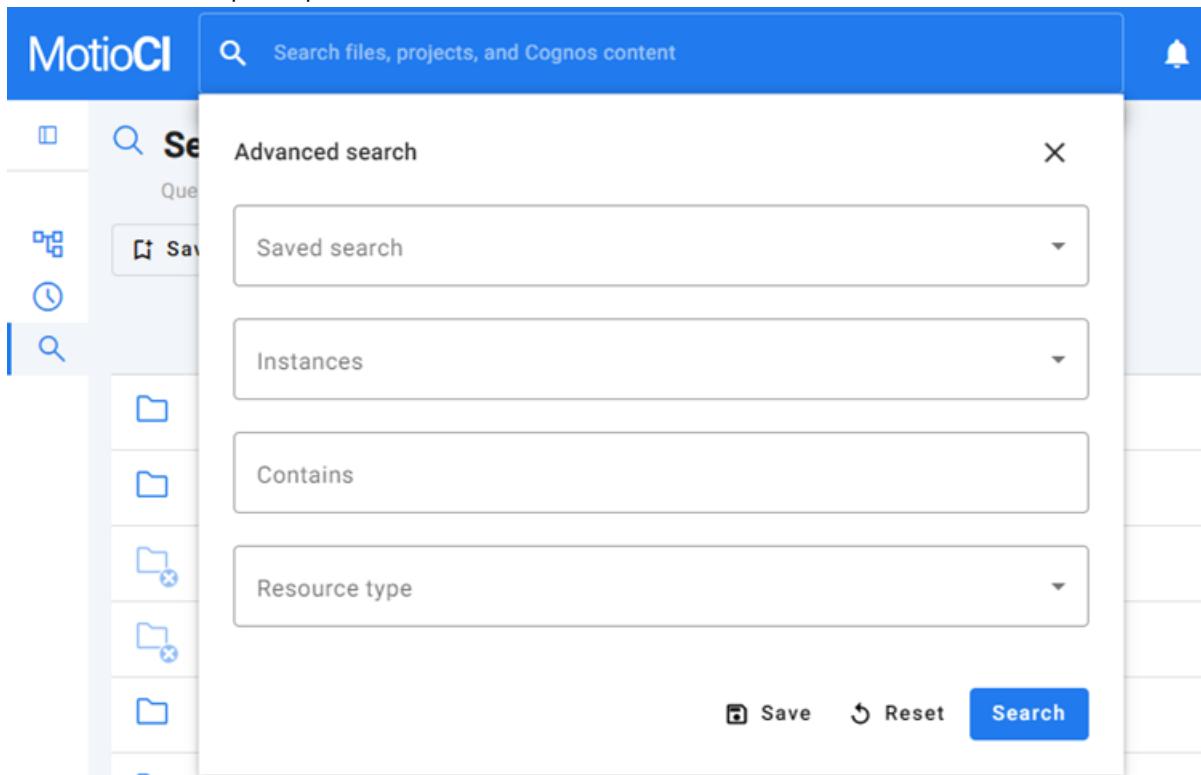
### Procedure

1. Click the search box in the main toolbar.



2. Click **Advanced search**.

The Advanced search panel opens.



3. Complete any of the following fields:

#### **Saved search**

Load a previously saved advanced search, and applicable fields will be automatically filled.

#### **Instances**

Select the Cognos instances to search in.

#### **Contains**

Enter the terms to search for.

### Resource type

Search only for instances, labels, projects, or Cognos objects, or any combination thereof.

The screenshot shows the MotioCI search interface with the 'Advanced search' dialog open. The search bar at the top contains the placeholder 'Search files, projects, and Cognos content'. On the left, there is a sidebar with icons for MotioCI, Questions, Saved searches, and a magnifying glass. The main area has a title 'Advanced search' with a close button 'X'. It contains four dropdown fields: 'Saved search' (set to 'Cognos 11.2.0, Cognos 11.2.4'), 'Instances' (set to 'Cognos 11.2.0, Cognos 11.2.4'), 'Contains' (set to 'test'), and 'Resource type'. At the bottom are three buttons: 'Save' (with a disk icon), 'Reset' (with a circular arrow icon), and a large blue 'Search' button.

When you search by resource type, additional fields might be displayed.

4. Optional: If you selected the **Label** type, select or clear the **Show only hidden labels** check box.
5. Optional: If you selected the **Cognos objects** type, complete any of the following fields:

#### Object types

Enter the object types to search for.

#### Date of last modification

Search for objects that were last modified on this date.

#### Last modified by

Enter one or more authors.

#### Comment

Search for objects that have a comment containing this text.

#### Show only deleted cognos objects check box

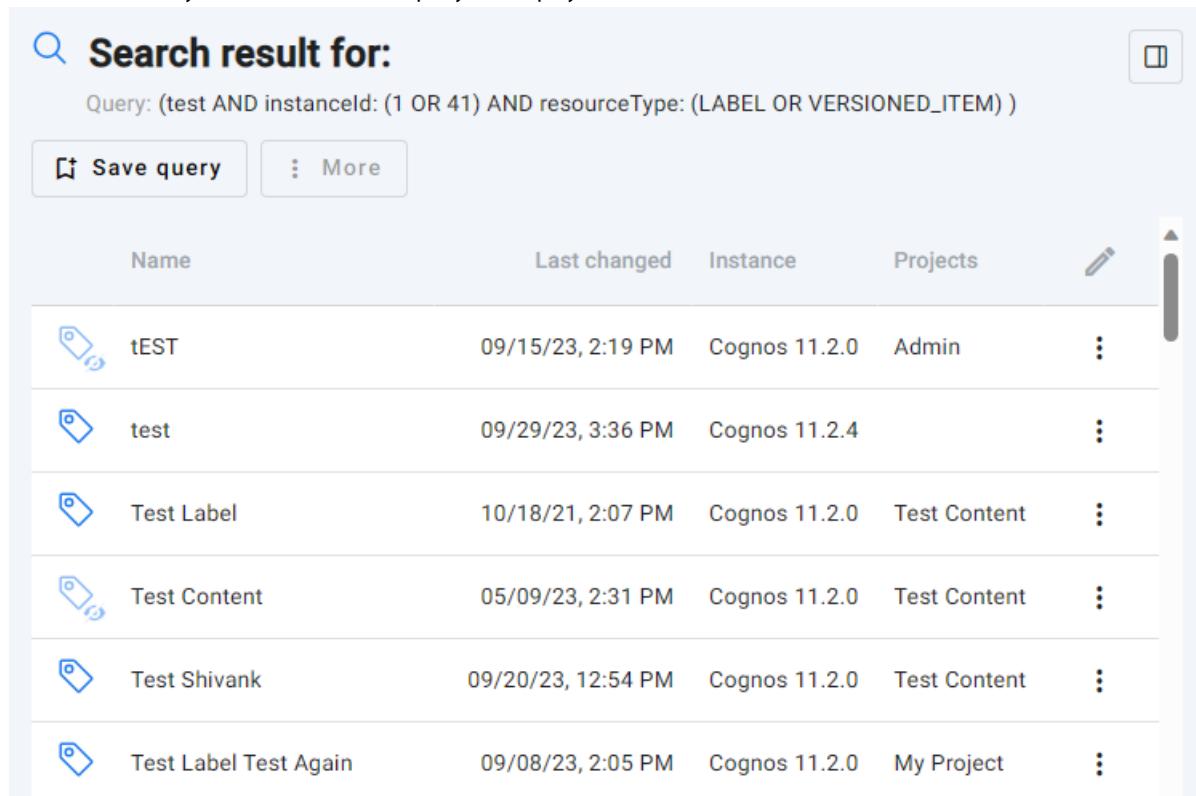
Select to show only deleted Cognos content in the search results.

6. Optional: Click **Save** to save this search query for use in future advanced queries (see [Saving a search](#)).

7. Optional: Click **Reset** to clear everything in the **Advanced search** panel.

8. Click **Search**.

Search results for your advanced search query are displayed.



The screenshot shows a search results page with the following details:

**Search result for:** (test AND instanceId: (1 OR 41) AND resourceType: (LABEL OR VERSIONED\_ITEM))

**Buttons:** Save query, More

| Name                  | Last changed       | Instance      | Projects     | Actions |
|-----------------------|--------------------|---------------|--------------|---------|
| tEST                  | 09/15/23, 2:19 PM  | Cognos 11.2.0 | Admin        | ⋮       |
| test                  | 09/29/23, 3:36 PM  | Cognos 11.2.4 |              | ⋮       |
| Test Label            | 10/18/21, 2:07 PM  | Cognos 11.2.0 | Test Content | ⋮       |
| Test Content          | 05/09/23, 2:31 PM  | Cognos 11.2.0 | Test Content | ⋮       |
| Test Shivank          | 09/20/23, 12:54 PM | Cognos 11.2.0 | Test Content | ⋮       |
| Test Label Test Again | 09/08/23, 2:05 PM  | Cognos 11.2.0 | My Project   | ⋮       |

**Note:** On the search results page, you can also save your query. However, because results for advanced search and simple search are displayed in the same way, clicking **Save query** here saves the query to the **Saved Queries** list instead of the **Advanced search** panel.

## Saving a search

You can save your search queries. Saved searches are specific to the initially logged-in user and persist across sessions and browsers.

### About this task

Follow these steps if you want to save a simple or advanced search.

### Procedure

1. On the results page for a simple search, click **Save query**.

| Name    | Last changed       | Last Author | Instance      | Projects             | Path                      |
|---------|--------------------|-------------|---------------|----------------------|---------------------------|
| Samples | 05/09/23, 4:12 PM  | MotioCI     | Cognos 11.2.4 |                      | /Team Content/Samples     |
| Samples | 05/09/23, 4:12 PM  | MotioCI     | Cognos 11.2.4 | My Project           | /Team Content/Samples     |
| Samples | 07/07/23, 12:06 PM | lmoore      | Cognos 11.2.4 |                      | /Team Content/Motio Sa... |
| Samples | 07/07/23, 12:06 PM | lmoore      | Cognos 11.2.4 | My Project           | /Team Content/Motio Sa... |
| Samples | 10/18/21, 12:23 PM | MotioCI     | Cognos 11.2.0 | Admin                | /Team Content/Samples     |
| Samples | 10/18/21, 12:23 PM | MotioCI     | Cognos 11.2.0 | My Project91234      | /Team Content/Samples     |
| Samples | 10/18/21, 12:23 PM | MotioCI     | Cognos 11.2.0 | Just Another Project | /Team Content/Samples     |
| Samples | 06/28/23, 2:40 PM  | -           | Cognos 11.2.0 | Admin                | -                         |

2. To save an advanced search, click **Save** in the **Advanced search** panel.

Advanced search X

Saved search ▼

Instances ▼

Contains ▼

Resource type ▼

Show only hidden labels

Save
Reset
Search

- In the **Save search query** window, enter a name for your query.



- Click **Save**.  
MotioCI saves your search query.

#### Next steps

- To access a saved simple query, click the search box and then **Saved queries**.
- To access a saved advanced query, open the **Advanced search** panel and click the **Saved search** field.

## Navigation in the work area

Along with search, the work area is where navigation primarily takes place.

The screenshot shows the MotioCI interface. On the left is a sidebar with icons for Home, Recent, Test Content, and Help. The main area has a blue header with the MotioCI logo, a search bar, and a user logged-in indicator. The main content area shows a breadcrumb path: ... > Cognos 11.2.0 > Test Content > Test Content. The left panel displays a list of items under 'Test Content' with columns for Name, Version, Author, Last changed, and Comment. The right panel shows the 'Details' for the selected 'Test Content' folder, including sections for 'Edit' (with a 'Major version' checkbox), 'General information' (Path: /Team Content/Test Content, User: MtninCI), and 'Comments' (Changed Properties: description, metadata). A red box highlights the 'Test Content' list view.

| Name                         | Version | Author  | Last changed       | Comment                            |
|------------------------------|---------|---------|--------------------|------------------------------------|
| Audit                        | 3       | rbaula  | 04/14/23, 9:33 AM  | Reverted to Revision 1, Change...  |
| Burst Report                 | 9       | lmoore  | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogn...   |
| Crossstab Report             | 14      | lmoore  | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogn...   |
| Crossstab Report With Req... | 8       | lmoore  | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogn...   |
| Folder                       | 5       | lmoore  | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogn...   |
| Intern Test                  | 3       | MotioCI | 10/13/23, 5:00 PM  | Changed Properties: description... |
| Large Dataset Report         | 5       | lmoore  | 07/06/23, 3:41 PM  | Changed Properties: metadata...    |
| List Report                  | 13      | lmoore  | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogn...   |

The work area displays the contents of a folder (or navigation tree node) as well as actions that you can take:

**Action buttons**

**Tabs**

**Cognos content panel**

| Name                        | Version | Author | Last changed       | Comment  |
|-----------------------------|---------|--------|--------------------|----------|
| Audit                       | 3       | rbaula | 04/14/23, 9:33 AM  | Reverted |
| Burst Report                | 9       | lmoore | 09/08/23, 12:25 PM | Promote  |
| Crosstab Report             | 14      | lmoore | 09/08/23, 12:25 PM | Promote  |
| Crosstab Report With Req... | 8       | lmoore | 09/08/23, 12:25 PM | Promote  |
| Folder                      | 5       | lmoore | 09/08/23, 12:25 PM | Promote  |

The following folder contains reports. As with any object on the **Cognos content** tab, double-clicking a report drills down to it.

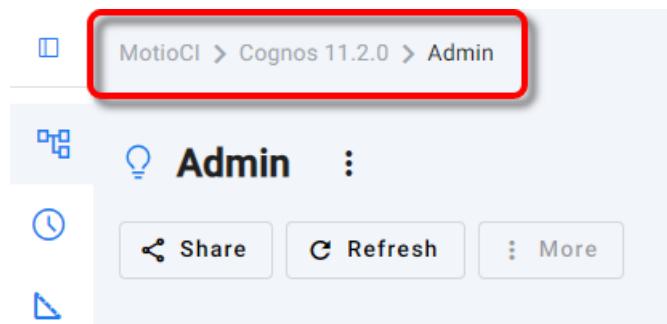
**Documentation**

**Edit icon**

| Name                      | Version | Author  | Last changed       | Comment                        |
|---------------------------|---------|---------|--------------------|--------------------------------|
| Data Item Lookup          | 5       | MotioCI | 09/21/23, 10:17 AM | Changed Properties: polic...   |
| Data Item Lookup - Target | 5       | MotioCI | 09/21/23, 10:17 AM | Added detail filters: [Cogn... |
| FM Complete Reference     | 6       | MotioCI | 09/21/23, 10:17 AM | Changed Properties: polic...   |
| FM Query Items Detail     | 6       | MotioCI | 09/21/23, 10:17 AM | Changed Properties: polic...   |
| Jobs Documentation        | 5       | MotioCI | 09/21/23, 10:17 AM | Changed Properties: polic...   |

You can change which columns are shown in the list by clicking the **Edit icon** ().

At the top of the work area, you can use the breadcrumbs to go up one or more levels:



## The MotioCI home page

*The home page of the work area is the MotioCI root node of the Cognos instance tree.*

The MotioCI home page is what is first displayed in the work area after you log in. It corresponds to the **MotioCI root node** (» MotioCI), the top folder in the Cognos instance tree, though the tree is hidden by default.

The page shows the Cognos instances that you are logged in to.

**Figure 1: The MotioCI home page**

The screenshot shows the MotioCI home page with two main sections: Cognos 11.2.0 (7 Projects) and Cognos 11.1.7 (1 Project). Each section contains a tile for each project. The Cognos 11.2.0 section includes a summary of test case status: 12 failed, 4 warnings, and 59 successful. The Cognos 11.1.7 section shows 'No test cases' for all projects. The page includes a toolbar with Share, Refresh, More, Filter, and a list icon.

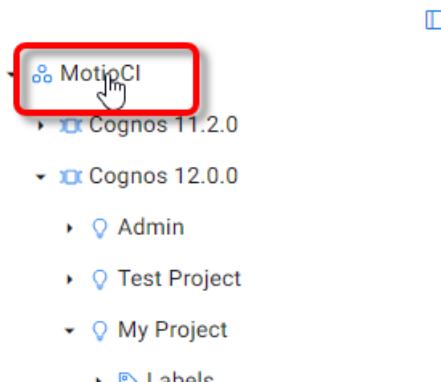
| Cognos Instance | Projects   | Status Summary                       |
|-----------------|------------|--------------------------------------|
| Cognos 11.2.0   | 7 Projects | 12 failed, 4 warnings, 59 successful |
| Cognos 11.1.7   | 1 Project  | No test cases                        |

On this page, you can run the **Version now** feature on an instance.

Underneath each instance is a tile for each of its projects. Double-click a tile to go to that project. Then, you can view the project contents, drill down further, or perform other actions.

When you are at a level other than the MotioCI root, you can return to it from within the work area by clicking the leftmost breadcrumb. You can also click its node in the Cognos instance tree (the navigation panel must be open).

**Figure 2: The MotioCI root node in the Cognos instance tree**



On the MotioCI home page, the following options are available:

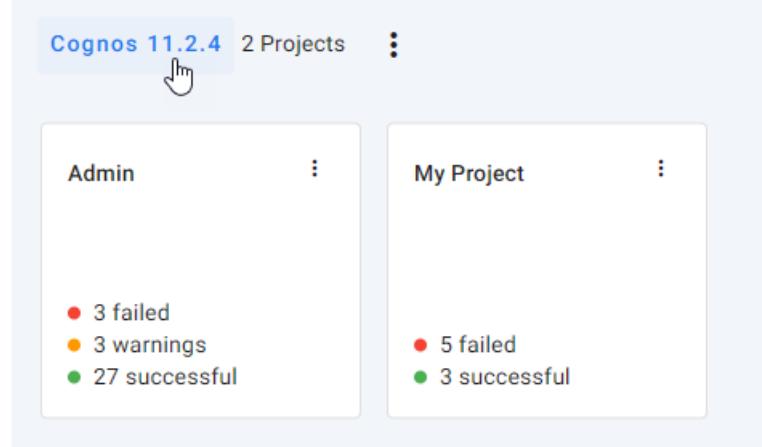
| Button                     | Description   |
|----------------------------|---|
| <b>Share</b>               | Copy a sharable link to the page to the clipboard.                    |
| <b>Refresh</b>             | Refresh all child nodes of the MotioCI root node.                     |
| <b>More</b>                | Click <b>Version now</b> to create a version of the selected project. |
| <b>Filter</b>              | Filter the page by instance name and project name.                    |
| <b>List view/Tile view</b> | Display content in the work area as either a list or tiles.           |

## Instance page

*On the instance page, you can access the settings and operations for a specific Cognos instance registered with MotioCI and placed under version control.*

Every Cognos instance that you configured in MotioCI displays as a separate instance page. The contents of an instance (its projects) display in the work area.

On the MotioCI home page, you can go to an instance page by clicking the instance name.



**Figure 3: Instance page node**

The screenshot shows the MotioCI interface with a navigation sidebar on the left and a main content area on the right. The sidebar lists various MotioCI instances, with 'Cognos 11.2.4' highlighted by a red box and a cursor click icon. The main content area displays the 'Cognos 11.2.4 - 2 Projects' page, showing a table of projects with their names and status details.

| Project name | Status  |
|--------------|---|
| Admin        | ● 3 failed<br>● 3 warnings<br>● 27 successful |
| My Project   | ● 5 failed<br>● 3 successful                  |

## Project page

Each project that you create for a Cognos instance in MotioCI appears as a page in the work area.

On this page, you can view the test cases, labels, and subfolders of the project. Single-click an object in the list to view more information in the details panel. Other things you can do in the details panel include editing the label membership and comment of the item and clicking **Details view** to see detailed properties and policies.

**Tip:** In the **General information** section of the details panel, you can copy any value by clicking the **Copy to Clipboard** icon (□).

**Figure 4: Admin project page**

The screenshot shows the MotioCI Admin project page. At the top left, there is a navigation bar: MotioCI > Cognos 11.2.4 > Admin. Below the navigation bar, the title "Admin" is displayed with a gear icon. To the right of the title are three buttons: "Share", "Refresh", and "More".

Below the title, there are two summary tiles: "Test cases" (98) with a flask icon and "Labels" (7) with a tag icon. Further down, there is a table listing five objects: Administration, Capability, Configuration, Directory, and home. Each row in the table includes columns for Name, Version, Author, Last changed, Comment, and a more options menu. The "Administration" row is currently selected, highlighted with a blue border.

At the bottom of the main content area, there are "Filter" and "Download CSV" buttons.

On the right side of the page, there is a "Details" panel. It starts with a header "Version 1 of Admin Folder" and a tree view showing "Administration" expanded. Under "Administration", a "Details view" button is highlighted in blue. Below this, there is an "Edit" section containing a "Label membership" field and a "Comment" field with the value "Initial Version". A checkbox labeled "Major version" is checked. At the bottom of the "Edit" section, there is a "General information" section with fields for Path (/Administration), User (MotioCI), and Type (Admin Folder). There is also a "More options" link at the bottom of this section.

Double-click an object in the list to drill down to it. Double-click the **Labels** tile to go to the [Labels folder page](#) for the project, where you can view, add, and deploy labels. Double-click the **Test cases** tile to view all of the test cases in the project.

On the project page, the following options are available:

| Button              | Description  |
|---------------------|--|
| <b>Share</b>        | Copy a sharable link to the page to the clipboard.   |
| <b>Refresh</b>      | Refresh all child nodes of the project node.   |
| <b>More</b>         | Access the following options: <ul style="list-style-type: none"> <li><b>Label:</b> Add a label to the selected objects.</li> <li><b>Compare:</b> See the differences between two objects.</li> <li><b>Version now:</b> Create a version of the selected objects.</li> <li><b>Deploy:</b> Deploy the selected objects.</li> </ul> |
|                     | <b>Add to workbench</b> Add the selected objects to the MotioCI workbench.   |
| <b>Filter</b>       | Open the Filters window to customize what content is shown.  |
| <b>Download CSV</b> | Download a .CSV file of the items in the work area.  |

## Labels folder page

You can apply labels to specific versions of your versioned items. Double-click the **Labels** tile to add a label.

To add a label, double-click the **Labels** tile for a project and, in the work area, click **Add label**:

**Figure 5: Creating a label in the Labels folder**

The screenshot shows the 'Labels' folder page in the Cognos interface. At the top, there is a breadcrumb navigation: '... > Cognos 11.2.0 > My Project > Labels'. Below the breadcrumb is a header with a 'Labels' icon, 'Share' and 'Refresh' buttons, a red-circled 'Add label' button, a 'More' button, a 'Filter' button, and a 'Download CSV' button. The main area is a table listing three labels:

| Label   | Version | # | Version comment | Version created    | Actions |
|---|---------|---|-----------------|--------------------|---------|
| Ad Hoc Promotion Result                             | 2       | 0 | -               | 09/08/23, 1:22 PM  | ⋮       |
| Label With Versioned Items and Versioned File Items | 1       | 1 | -               | 09/08/23, 12:27 PM | ⋮       |
| Test Label Test Again                               | 1       | 0 | -               | 09/08/23, 2:05 PM  | ⋮       |

The **Add label** wizard opens:

The screenshot shows the 'Add label' wizard, step 1: Set label properties. The title bar says 'MotioCI' and 'Add label'. The progress bar shows step 1 (Set label properties), step 2 (Select items), and step 3 (Review selected items). The form fields are:

- Name:** (input field)
- Description:** (input field)
- Version comment:** (input field)
- Label version creation action:** (dropdown menu showing 'On edit')
- Property set:** (dropdown menu showing 'Default')

At the bottom are 'Previous step' and 'Next step' buttons.

After you complete the wizard, the new label appears on the Labels page. Double-clicking a label opens it in the work area, where you can view its objects and deployment history, as described in [Label page](#).

On the Labels page, the following options are available:

| Button              | Description   |
|---------------------|---|
| <b>Share</b>        | Copy a sharable link to the page to the clipboard.  |
| <b>Refresh</b>      | Refresh the labels of the project.  |
| <b>Add label</b>    | Add a label to the project.   |
| <b>More</b>         | Access these options:   |
|                     | <b>Deploy:</b> Deploy the selected label.   |
|                     | <b>Update:</b> Create a new version of the selected label, containing the latest version of each item in the label.     |
|                     | <b>Hide:</b> Hide the selected labels. You can make hidden labels visible by clicking <b>Filter</b> .                   |
|                     | <b>Unhide:</b> Unhide the selected labels. This is possible only when the <b>Show hidden objects</b> filter is applied. |
| <b>Filter</b>       | Show hidden labels.   |
| <b>Download CSV</b> | Download a .CSV file of the items in the work area.   |

## Label page

When you drill down to a label, the Deployment tab becomes available in the tab bar.

The Deployment tab displays a list of all deployments, reversions, and exports that included the selected label. When you select a deployment, the details panel displays a summary with more information.

The screenshot shows two main panels. On the left, the 'Labels' page is displayed with a list of items. One item, 'Ad Hoc Revert Result - Reduction 1472 Rollback', is selected. Below it, there are tabs for 'Objects' and 'Deployment'. Under 'Deployment', there are buttons for 'Share', 'Refresh', and 'Download CSV'. A table lists deployment details: Time (06/21/23, 11:17 AM), Target instance (Cognos 11.2.0), User (lmoore), Description (-), and a more button. On the right, a detailed 'Deployment summary' is shown for the selected item. It includes sections for 'General information' (Type: Deploy, Description: -), 'Source' (Source: Cognos 11.2.0), 'Source project' (Admin), and 'Target'.

## Test cases folder page

The Test cases page displays all test cases under a project and their status. Here you can run test cases, view their run history and output, and perform other tasks.

To view test cases, double-click the **Test cases** tile for a project.

**Figure 6: Test cases view**

| Test Case                  | Version | Status     | Start time        | Output                                   |
|----------------------------|---------|------------|-------------------|--|
| Package                    | 6       | Successful | 11/01/23, 8:51 AM |  |
| Folder                     | 5       | Successful | 11/01/23, 3:02 PM |  |
| List Report                | 13      | Successful | 11/01/23, 3:02 PM |  |
| List Report - Properties   | 13      | Failed     | 11/01/23, 3:02 PM |  |
| List Report 1              | 13      | Failed     | 11/01/23, 3:02 PM | SQL Multi-page HTML                      |
| List Report 2              | 7       | Successful | 11/06/23, 3:43 PM | PDF Single-page HTML CSV Multi-page HTML |
| List Report 2 - Properties | 7       | Failed     | 11/06/23, 3:43 PM |  |

The details panel initially shows the results of all test cases.

**Details**

**Test cases**

**Generated test case results**

- 130 Total number of test cases
- 0 Running
- 28 Failed
- 4 Warnings
- 0 Cancelled
- 15 No results
- 66 Successful

Select a test case to view its details

When you select a test case, you can view the following information in the panel:

- **Details:** Properties of the test case
- **Run history:** Status of a test case run and the results of previous runs

The screenshot shows the MotioCI interface with the following components:

- Left Panel:** A navigation tree showing "Cognos 11.2.0 > Test Content > Test Cases".
- Main Title:** "Test cases" with a blue icon.
- Toolbar:** Buttons for "Share", "Refresh", "More", and "Filter".
- Table:** A list of test cases with columns for "Test Case" and "Status". The first row, "List Report 2", is highlighted with a blue border.
- Run History Tab:** A tab labeled "Run history" is active, indicated by a blue underline.
- Run History Details:** A section titled "List Report 2" showing a list of runs. Each run is represented by a row with a green dot for status, a timestamp, and a "See result" link.

| Test Case  | Status     |
|--|------------|
| List Report 2                                    | Successful |
| List Report 2 - Properties                       | Failed     |
| List Report 2.1                                  | Warning    |
| List Report With Optional Parameter              | Successful |
| List Report With Optional Parameter - Properties | Failed     |
| List Report With Optional Parameter 1            | Failed     |
| List Report With Optional Parameter 2            | Successful |

| List Report 2 |                         |
|---------------|-------------------------|
| Successful    | 11/06/2023 3:43 PM (7)  |
| Successful    | 11/01/2023 4:16 PM (7)  |
| Successful    | 11/01/2023 2:42 PM (7)  |
| Successful    | 11/01/2023 8:51 AM (7)  |
| Successful    | 10/24/2023 10:18 AM (7) |

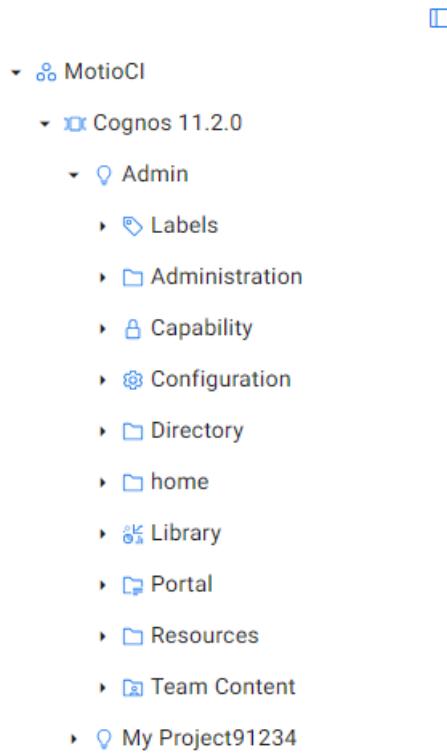
## Nodes in the Cognos instance tree

In the navigation panel, the Cognos instance tree displays the various nodes that you can select or expand in MotioCI.

The navigation panel is collapsed by default. You can expand it from the left side of the screen.

The root of the tree, the **MotioCI root node** ( MotioCI), is always visible in the tree. The rest of the nodes appear only after you add a Cognos instance and version that instance for the first time.

**Figure 7: Nodes in the Cognos instance tree**



When you select a node, its content is displayed in the work area.

## Viewing recent objects

You can view a list of Cognos objects that you have recently interacted with in MotioCI. When viewing your recent history, you can navigate back to recent objects or interact with them in the details panel.

### Procedure

- In the navigation panel, click **Recent**.

The Recent page opens.

| Name                       | Version | Last Accessed |
|----------------------------|---------|---------------|
| Execute reports by tenant  | 1       | Mo            |
| Logon operations by tenant | 1       | Mo            |

- With the details panel expanded, select an object in the list to see details.

| Name                    | Date and time  | Project      | Instance      |
|-------------------------|----------------|--------------|---------------|
| Multi-tenancy reports   | 0 minutes ago  | My Project   | Cognos 12.0.0 |
| Style reference reports | 11 minutes ago | My Project   | Cognos 12.0.0 |
| Models                  | 11 minutes ago | My Project   | Cognos 12.0.0 |
| Motio Samples           | 11 minutes ago | Admin        | Cognos 11.2.0 |
| Team Content            | 11 minutes ago | Admin        | Cognos 11.2.0 |
| Admin                   | 11 minutes ago | Admin        | Cognos 11.2.0 |
| Test Content            | 11 minutes ago | Test Content | Cognos 11.2.0 |
| Test Content            | 11 minutes ago | Test Content | Cognos 11.2.0 |

- With the details panel expanded, select an object in the list to see details.

The screenshot shows the MotioCI interface with two main panels. On the left is the 'Recent' section, which lists recently accessed objects. On the right is a detailed view of a specific folder.

**Recent Section:**

| Name                    | Date and time  | Project      | Instance   |
|-------------------------|----------------|--------------|------------|
| Multi-tenancy reports   | 0 minutes ago  | My Project   | Cognos 12. |
| Style reference reports | 11 minutes ago | My Project   | Cognos 12. |
| Models                  | 11 minutes ago | My Project   | Cognos 12. |
| Motio Samples           | 11 minutes ago | Admin        | Cognos 11. |
| Team Content            | 11 minutes ago | Admin        | Cognos 11. |
| Admin                   | 11 minutes ago | Admin        | Cognos 11. |
| Test Content            | 11 minutes ago | Test Content | Cognos 11. |
| Test Content            | 11 minutes ago | Test Content | Cognos 11. |

**Details Section:**

Version 1 of Folder  
Style reference reports

**Details view**

**Edit**

Label membership

Comment  
Initial Version

Major version

**General information**

Path  
/Team Content/Test Content/Audit/...

3. You can double-click an object to navigate back to that location.

## Sharing links

Throughout MotioCI, you can click **Share** to copy a link to the current page to the clipboard. Users can then enter the link into a web browser to navigate to the relative location in MotioCI.

You can use Share links to let other users easily access the exact view you are in. If a user enters a Share link, but there is no existing MotioCI session, the user is first presented with the login page. After logging in, the user is forwarded to the target location.

**Figure 8: Getting a link to a label page**

| Path                        | Version | Version Comment |
|-----------------------------|---------|-----------------|
| /Team Content/Test Conte... | 1       | Initial Version |
| /Team Content/Test Conte... | 1       | Initial Version |
| /Team Content/Test Conte... | 1       | Initial Version |
| /Team Content/Test Conte... | 1       | Initial Version |

## Workbench

When browsing Cognos content in MotioCI, you can select objects to add to the workbench.

The MotioCI workbench contains objects that you have added by using the **Add to workbench** option. You can then create projects containing those objects.

Workbench objects are grouped by Cognos instance.

The screenshot shows the Workbench interface. On the left, there is a sidebar with icons for Home, Workbench, Projects, and Search. The main area has a title bar "Workbench". Below it is a "Clear all" button. A tree view shows "Cognos 11.2.0" expanded and "Cognos 12.0.0" collapsed. At the bottom of the tree view are "Add project" and "More" buttons. The main content area displays a table with columns "Name" and "Path". The table contains the following data:

| Name                                   | Path   |
|--|--|
| Customer lifetime value analysis       | /Team Content/Samples/Reports/Customer lifetime value analysis       |
| Customer claim analysis                | /Team Content/Samples/Reports/Customer claim analysis                |
| Corporate website visits               | /Team Content/Samples/Reports/Corporate website visits               |
| Customer churn information by zip code | /Team Content/Samples/Reports/Customer churn information by zip code |
| List Report                            | /Team Content/Test Content/List Report                               |
| List Report 2                          | /Team Content/Test Content/List Report 2                             |

## Adding objects to the workbench

The **Add to workbench** option is available when you select Cognos objects.

### Procedure

1. In the work area, select a Cognos object, or select multiple by pressing **Ctrl** or **Shift** while you click.
2. Click **More > Add to workbench**.

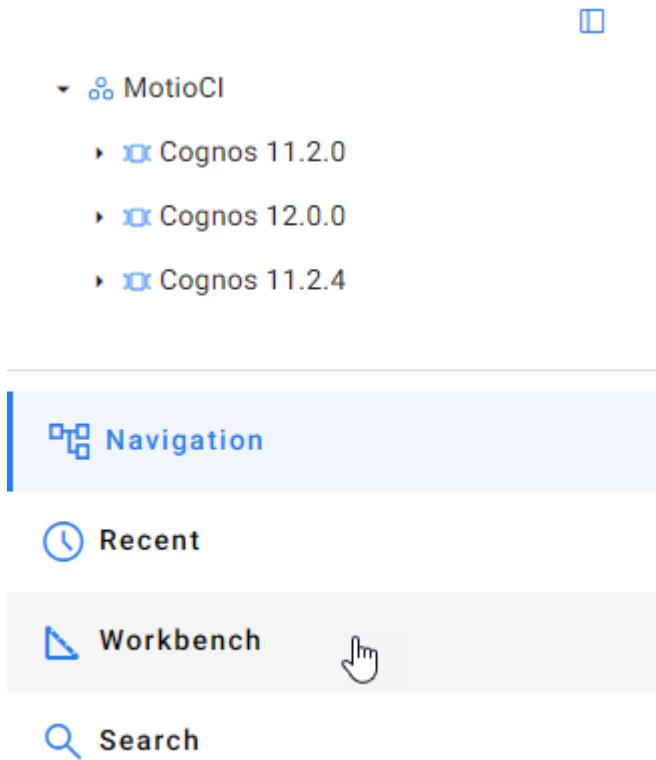
The screenshot shows the "Test Content" page. At the top, there is a navigation bar with "Cognos content", "Version history", and "Deployment". Below it is a toolbar with "Share", "Refresh", "More", "Filter", and "Download CSV". The main area displays a table of objects with columns "Name", "Last changed", and "Comment". The table includes rows for "Burst Report", "Crosstab Report", "Crosstab Report With Re", "Folder", "GO Sales (query) (1)", and "Large Dataset Report". A context menu is open over the first row ("Burst Report"), showing options: "Label", "Compare", "Version now", "Deploy", and "Add to workbench". The "Add to workbench" option is highlighted with a mouse cursor.

## Viewing the workbench

You can open the workbench from the navigation panel.

### Procedure

- In the navigation panel, click **Workbench**.



The workbench is displayed in the work area. Objects that have been added to the workbench are displayed, grouped by Cognos instance.

### Next steps

You can create a project containing workbench objects, as described in [Adding a project to a Cognos instance](#).



# 4

## 4. Version Control

- *Version information stored*
- *Version Now*
- *Adding or editing user comments for an object*
- *Setting a version as minor or major*
- *Version control and deleted content*
- *Diffing*

In the new MotioCI interface, you can currently view different versions of your Cognos® content. You can also perform actions on individual versions, such as editing their labels, adding a comment, and marking the version as major.

Version control refers to the management of different versions of the same unit of information, such as a file or report. You can create new versions of content by using the **Version now** feature.

## Version information stored

In MotioCI, a version refers to a snapshot, or a record of various pieces of information about an object at a particular time.

MotioCI stores several kinds of information with each version of a business analytics object, including the following:

- All properties of the object
- Cognos instance name
- Identity of the user who changed the object (if active versioning feature is present)
- Incremented number for the version
- Date and time that the version was created
- Cognos version
- Explanatory comments about the version

MotioCI uses this information to recreate any version of a business analytics object exactly as it was when it was saved as a version.

 **Note:** All times displayed in MotioCI reflect MotioCI server time and not client time.

## Version Now

You can manually run MotioCI passive versioning by using the **Version now** feature. You can run a **Version now** action at the instance level, at the project level, or on the node for an individual versioned item.

### Standard and exhaustive versioning

MotioCI can perform versioning in two modes: **Standard** and **Exhaustive** versioning.

When running a **Version now**, it is usually best to select the **Standard** option, the option that MotioCI uses when running a scheduled versioning action. The **Exhaustive** option queries Cognos for the details of each item in your content store and so may take a long time.

 **Tip:** Motio recommends that you run **Version now** after importing from Cognos or after changing items in your content store using the Cognos SDK. Use the **Exhaustive** option only when the properties included from the **Version Control Configuration** window (currently accessible only in the classic interface) have changed or if your content store has been upgraded to a later version of Cognos.

## Running a Version Now action on an instance

You can version an instance on demand, using either the **Standard** or **Exhaustive** options.

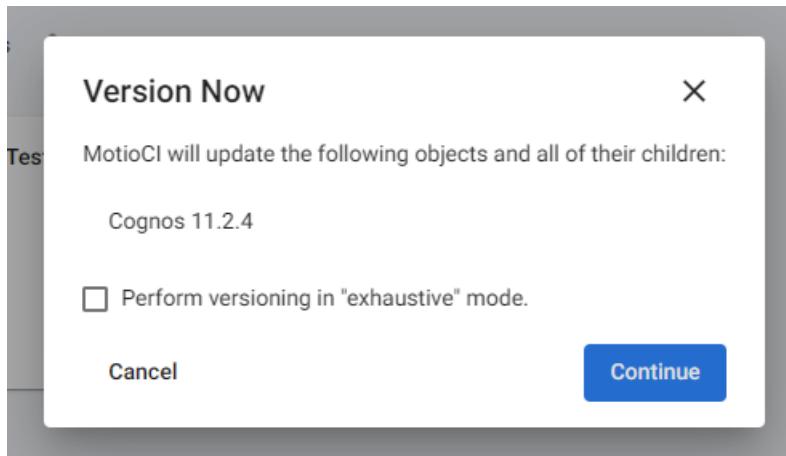
### Procedure

- On the MotioCI home page, click the **More Options** icon (⋮) for the instance that you want to version.

| Instance   | Failed | Warnings | Successful |
|------------|--------|----------|------------|
| Admin      | 3      | 3        | 27         |
| My Project | 5      |          | 3          |

- Click **Version now** from the menu.

A window opens, including a check box for optionally performing versioning in the more time-consuming, **Exhaustive** mode.



- Optional: If you require **Exhaustive** versioning and have time for it to complete, select the **Perform versioning in "exhaustive" mode** check box.

**Caution:** Exhaustive versioning may take a long time to complete and may consume large amounts of system resources. In most cases, it is best to continue with "standard" versioning.

- Click **Continue**.

The **Version now {timestamp}** page opens, displaying the status of the versioning action.

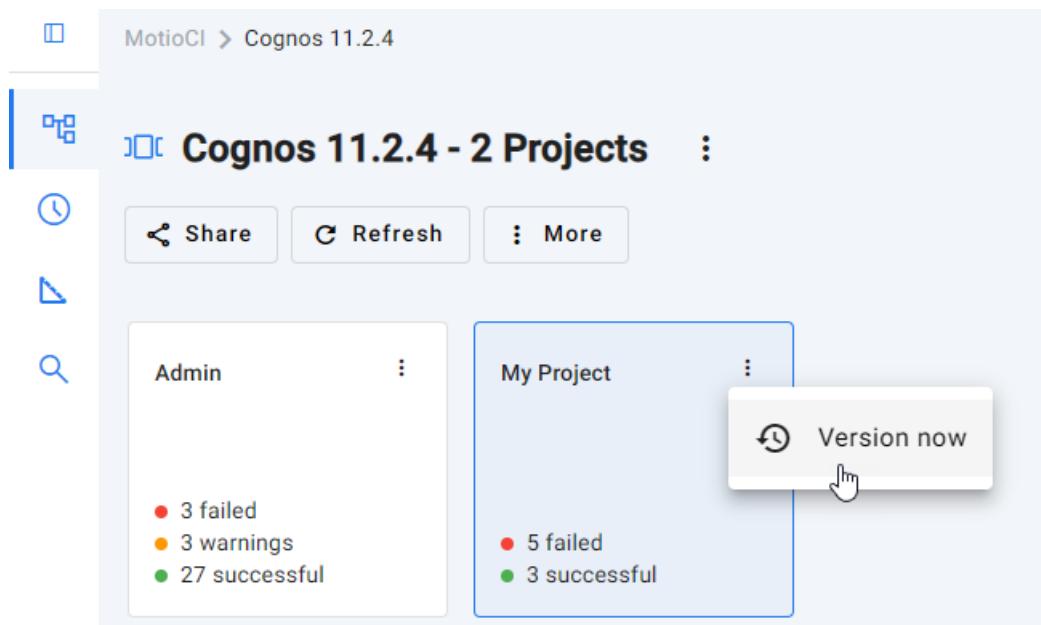
## Running a Version Now action on a project

You can version a project within an instance on demand.

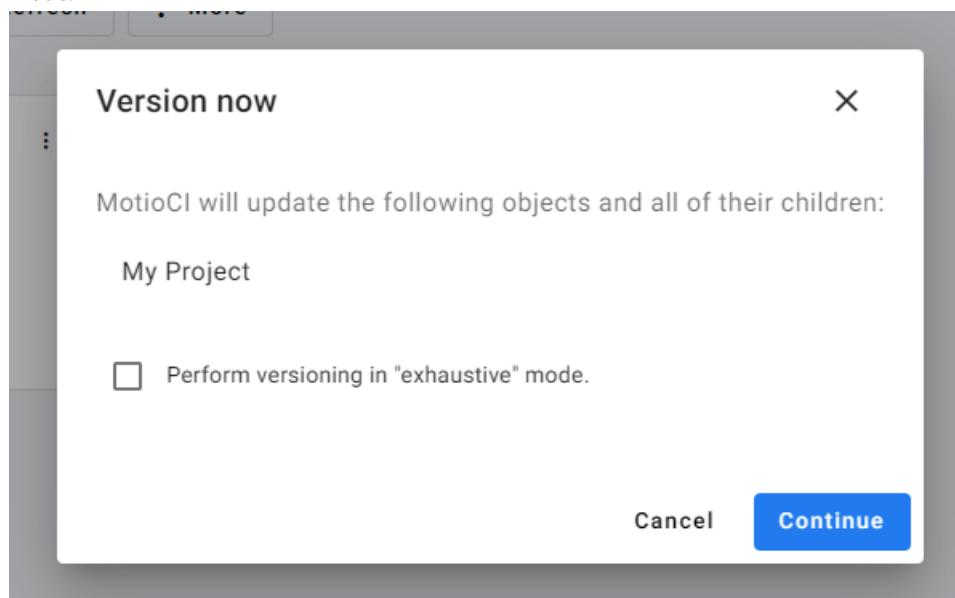
### Procedure

- In the work area, navigate to either the MotioCI home page or the page for a specific Cognos instance.
- Click the **More Options** icon (⋮) of the project that you want to version.

**3. Click **Version now**.**



A dialog box displays, including a check box for optionally performing versioning in the more time-consuming, **Exhaustive** mode.



**4. Optional:** If you require **Exhaustive** versioning and have time for it to complete, select the **Perform versioning in "exhaustive" mode** check box.

**⚠ Caution:** Exhaustive versioning may take a long time to complete and may consume large amounts of system resources. In most cases, it is best to continue with "standard" versioning.

**5. Click **Continue**.**

The **Version now {timestamp}** page opens, displaying the status of the versioning action.

## Running a Version Now action on Cognos content

You can also version Cognos objects on demand.

### About this task

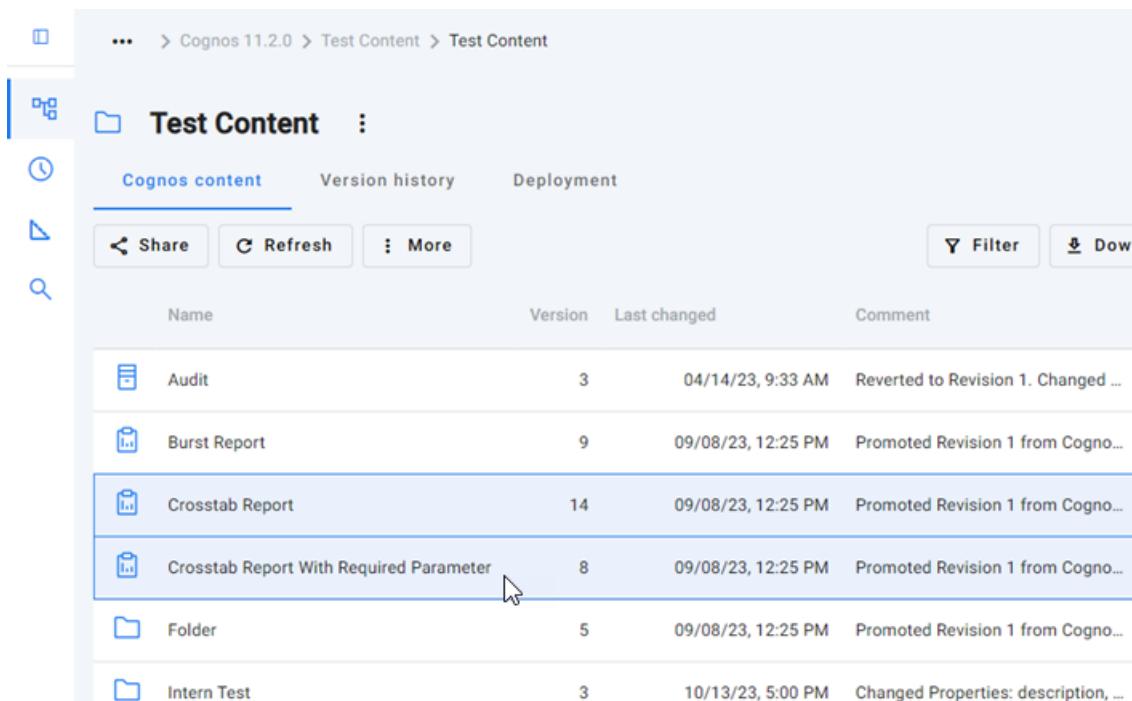
**Version now** is available for Cognos content in the following places:

- Project page
- **Cognos content** tab when you drill down
- Search page

 **Tip:** To select multiple objects, press **Ctrl** or **Shift** and click.

### Procedure

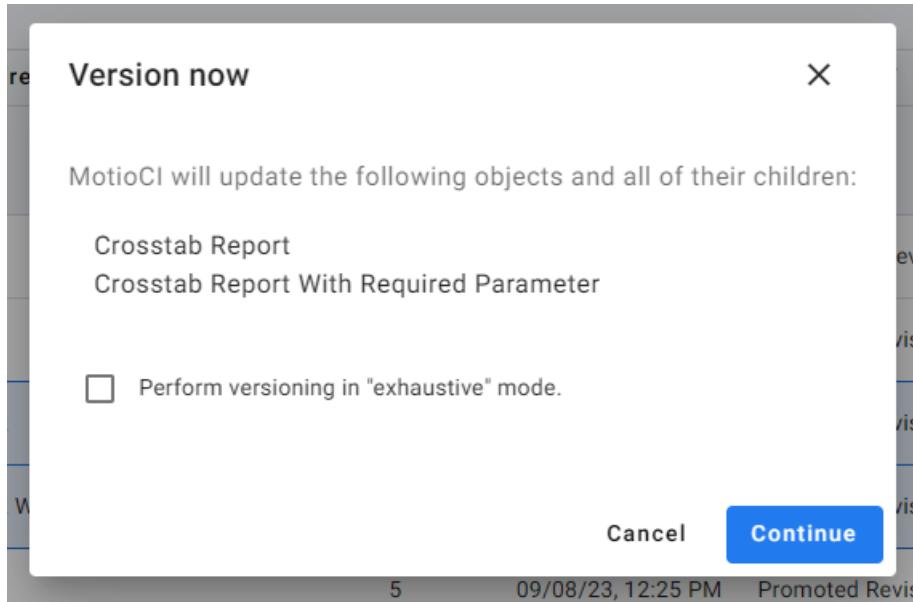
1. Do one of the following:



| Name                                    | Version | Last changed       | Comment                              |
|---|---------|--------------------|--------------------------------------|
| Audit                                   | 3       | 04/14/23, 9:33 AM  | Reverted to Revision 1. Changed ...  |
| Burst Report                            | 9       | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogno...    |
| Crosstab Report                         | 14      | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogno...    |
| Crosstab Report With Required Parameter | 8       | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogno...    |
| Folder                                  | 5       | 09/08/23, 12:25 PM | Promoted Revision 1 from Cogno...    |
| Intern Test                             | 3       | 10/13/23, 5:00 PM  | Changed Properties: description, ... |

2. Click **More > Version now**.

A dialog box displays, including a check box for optionally performing versioning in the more time-consuming, **Exhaustive** mode.



3. Optional: If you require **Exhaustive** versioning and have time for it to complete, select the **Perform versioning in "exhaustive" mode** check box.

**Caution:** Exhaustive versioning may take a long time to complete and may consume large amounts of system resources. In most cases, it is best to continue with "standard" versioning.
4. Click **Continue**.  
The Version now {timestamp} page opens, displaying the status of the versioning action.

## Adding or editing user comments for an object

---

*In the details panel, you can add or edit a user comment for an object.*

### About this task

You can use the comment to record specific notes for a particular version, such as the name and department of the user who requested a change to the object.

You can add comments to the following items:

- Versions on the **Version history** tab
- Objects in the **Cognos content** panel

### Procedure

1. In the work area, select a Cognos object or object version.

The screenshot shows the MotioCI interface. On the left, the 'Cognos content' panel for 'Test Content' is displayed, listing various objects like 'Burst Report', 'Crosstab Report', and 'List Report'. The 'Crosstab Report' item is selected and highlighted with a blue border. A large mouse cursor arrow points to this selected item. On the right, a detailed view for 'Crosstab Report' is open, showing tabs for 'Details' and 'Edit'. The 'Edit' tab is active, revealing fields for 'Label membership' and 'Comment', both of which are currently grayed out. Below these fields is a checkbox labeled 'Major version'.

2. If the details panel is collapsed, expand it by clicking the **Details panel** icon (□).
3. In the details panel, click the **Edit** icon (✎).

This screenshot shows the expanded details panel for the 'Crosstab Report'. The 'Edit' icon, which is a blue pencil symbol enclosed in a red rounded rectangle, is clearly visible. The 'Label membership' and 'Comment' fields are now fully visible and appear to be in an edit mode. The 'Major version' checkbox is also present at the bottom.

The **Label membership** field, **Comment** field, and **Major version** check box become editable.

4. Edit the **Comment** field.

Version 3 of Report

**Crosstab Report**

**Details view**

Label membership

Comment

Need to review the changes in this version

Major version

5. Click **Save**.

MotioCI updates the comment for the specified object or version.

**Note:** Long user comments appear truncated in the user interface, but you can resize the **Comment** field to read the full text.

## Setting a version as minor or major

For objects under version control, MotioCI can mark any version that a user makes as major or minor when creating the version. You can configure the default setting for this action.

### About this task

These steps cover editing a version from the **Version history** tab, but they also apply to the **Cognos content** tab and the lower panel of the Project page.

### Procedure

- In the work area, drill down to the object whose versions you want to edit.

| Name                    | Version | Last changed       | Comment                     | More |
|-------------------------|---------|--------------------|-----------------------------|------|
| Burst Report            | 4       | 07/20/23, 1:45 PM  | Changed Properties: defa... | ⋮    |
| Crosstab Report         | 3       | 06/02/23, 9:00 PM  | Changed Properties: defa... | ⋮    |
| Crosstab Report With Re | 2       | 10/27/23, 11:31 AM | Changed Properties: para... | ⋮    |
| Folder                  | 2       | 05/11/23, 9:00 PM  | Changed Properties: user... | ⋮    |
| Large Dataset Report    | 2       | 05/25/23, 9:00 PM  | Changed Properties: desc... | ⋮    |
| List Report             | 2       | 05/25/23, 9:00 PM  | Changed modelPath to /T...  | ⋮    |

- Open the **Version history** tab.

MotioCI displays a list of versions for the object, sorted by revision number.

**Figure 9: Versions marked as "minor"**

| Type    | Version | Major | Date              | Comments  | More |
|---------|---------|-------|-------------------|---|------|
| -pencil | 3       |       | 06/02/23, 9:00 PM | Changed Properties: defaultOutputFormat, owner. | ⋮    |
| -pencil | 2       |       | 05/24/23, 9:00 PM | Added body item to Page1 page: textItem:test2.  | ⋮    |
| +       | 1       |       | 05/09/23, 4:13 PM | Initial Version                                 | ⋮    |

3. Click a version to select it.
4. Expand the details panel if needed, and then click the **Edit** icon (edit).

The screenshot shows the MotioCI interface with the following components:

- Version history:** A table listing report versions. The columns are Type, Version, Major, Date, and Comments. Version 3 is selected, indicated by a blue border around its row.
- Details panel:** An expanded panel for Version 3 of the Crosstab Report. It includes sections for **Label membership** and **Comment**. The **Major version** checkbox is checked and highlighted with a red box.
- Header:** Shows the path: ... > My Project > Test Content > Crosstab Report.

The **Label membership** and **Comment** fields and **Major version** check box become editable.

5. Select or clear the **Major version** check box.

The screenshot shows the MotioCI interface with the following components:

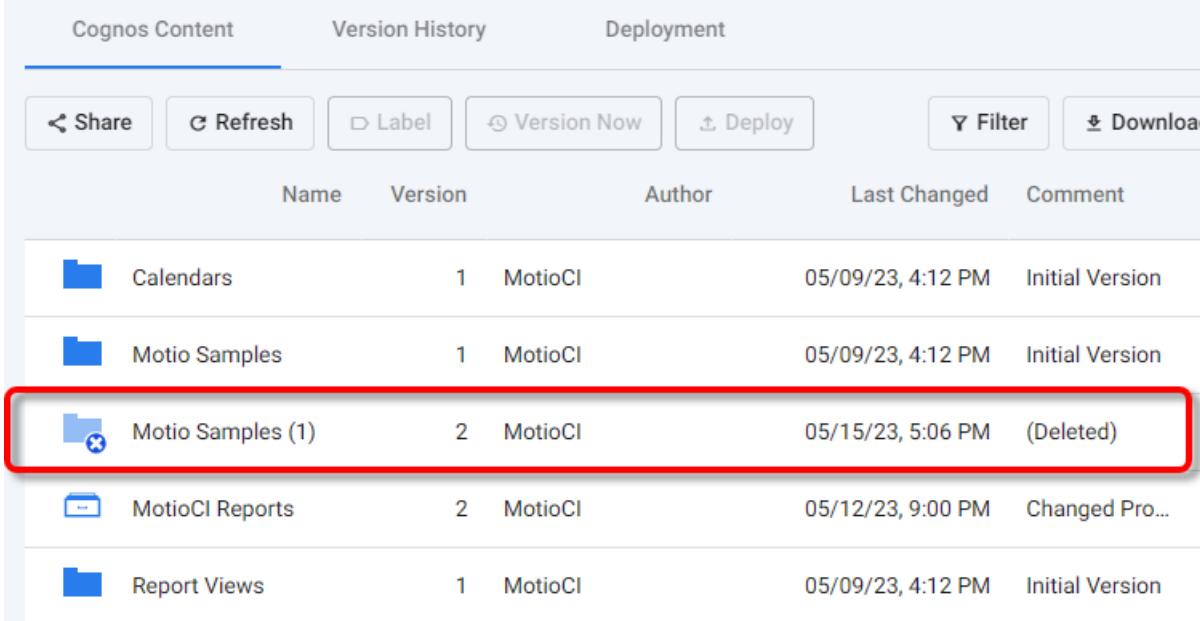
- Title:** Version 2 of Report Crosstab Report
- Details View:** A button labeled "Details View".
- Edit Panel:** An expanded panel with the following fields:
  - Label Membership:** A text input field.
  - Comment:** A text input field containing "Changed Properties: defaultOutputFormat, policies.".
  - Major Version:** A checked checkbox labeled "Major Version".
- Buttons:** "Edit", "Cancel", and "Save".

6. Click **Save**.

## Version control and deleted content

Although you normally use MotioCI to monitor and manage current and active business analytics objects, you can also use it to monitor and track deleted business analytics objects.

**Figure 10: By default, content deleted from Cognos is shown with an X icon**



| Cognos Content |                   | Version History |         | Deployment        |                 |  |
|----------------|-------------------|-----------------|---------|-------------------|-----------------|--|
|                | Name              | Version         | Author  | Last Changed      | Comment         |  |
|                | Calendars         | 1               | MotioCI | 05/09/23, 4:12 PM | Initial Version |  |
|                | Motio Samples     | 1               | MotioCI | 05/09/23, 4:12 PM | Initial Version |  |
|                | Motio Samples (1) | 2               | MotioCI | 05/15/23, 5:06 PM | (Deleted)       |  |
|                | MotioCI Reports   | 2               | MotioCI | 05/12/23, 9:00 PM | Changed Pro...  |  |
|                | Report Views      | 1               | MotioCI | 05/09/23, 4:12 PM | Initial Version |  |

By tracking deleted business analytics content, MotioCI preserves your content if someone accidentally (or intentionally) deletes an object from Cognos.

Objects deleted within the last two days are visible by default, but you can hide them by using a filter.

**Note:** The new MotioCI interface does not yet support restoring deleted content by reversion. This functionality will be added in a future update.

## Diffing

You can compare the properties of different versions of an object.

In addition, you can compare the properties of an object with the properties of another object in any configured instance.

**Note:** You must be able to access generated output for a report before you can compare its output.

Diffing in this way can be helpful in identifying which properties changed from one version to another.

## Comparing properties of two versions of an object

You can diff properties of two object versions.

### About this task

The diff option is available in the Cognos content tab and the Version history tab.

### Procedure

1. In the work area, select an object (Cognos content tab) or a version of an object (Version history tab).
2. Click the More Options icon (⋮) and then click Compare.

The screenshot shows the MotioCI interface with the Cognos content tab selected. A list of objects is displayed in a table with columns: Name, Version, Last changed, and Comment. An object named 'Audit' is currently selected. A context menu is open on the right side of the screen, listing several options: Label, Compare, Version now, Deploy, and Add to workben...

| Name                          | Version | Last changed       | Comment                                   |
|-------------------------------|---------|--------------------|---|
| Audit                         | 5       | 12/14/23, 4:03 PM  | Changed Properties: owner, policies.      |
| Burst Report                  | 4       | 01/03/24, 12:47 PM | Added column: p. Removed column: Manager. |
| Crosstab Report               | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| Crosstab Report With Req...   | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| Folder                        | 7       | 12/14/23, 4:04 PM  | Changed Properties: policies.             |
| Large Dataset Report          | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| List Report                   | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| List Report With Optional ... | 1       | 01/03/24, 11:08 AM | Initial Version                           |

- Click **Compare to the previous version**.

The screenshot shows the MotioCI interface with the 'Version history' tab selected. The table lists report versions with columns for Name, Version, Last changed, and Comment. A red box highlights the 'Compare to the previous version' button in the 'Compare Latest' window.

| Name                        | Version | Last changed       | Comment                                   |
|-----------------------------|---------|--------------------|---|
| Audit                       | 5       | 12/14/23, 4:03 PM  | Changed Properties: owner, policies.      |
| Burst Report                | 4       | 01/03/24, 12:47 PM | Added column: p. Removed column: Manager. |
| Crosstab Report             | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| Crosstab Report With Req... | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| Folder                      | 7       | 12/14/23, 4:04 PM  | Changed Properties: policies.             |

**Burst Report (v4)**  
 /Team Content/Test Content/Burst Report      →      **Compare to the previous version**

The **Compare Latest** window opens.

The screenshot shows the 'Compare Latest' window with two objects selected for comparison: 'Burst Report (v4)' and 'Burst Report (v3)'. The 'Properties' tab is selected, displaying a table of differences between the two versions. The table has two columns: 'Source object' and 'Compare to'. The 'Properties' tab is selected, showing differences in properties like date and id.

| Identity   | Properties                           | Policies | Specification |                    |
|--|--------------------------------------|----------|---------------|--------------------|
| 1 cognosVersion: COGNOS11_2_0  |                                      |          |               | Side by side view  |
| 2 - dateTime: 2024-01-03T18:47:31.510Z                                 | + dateTime: 2024-01-03T18:46:00.569Z |          |               | Show complete comp |
| 3 defaultName: Burst Report  |                                      |          |               |                    |
| 4 - id: 269589   | + id: 269588                         |          |               |                    |
| 5 itemIdentifier: 1704241021820  |                                      |          |               |                    |
| 6 parentStoreId: i320347779624406B94694A7D24041F5B                     |                                      |          |               |                    |
| 7 path: /content/folder@name='Test Content'/report@name='Burst Report' |                                      |          |               |                    |
| 8 prettyPath: /Team Content/Test Content/Burst Report                  |                                      |          |               |                    |
| 9 storeId: iB9B22C6C58BB40DD8A79933F748AB7DF                           |                                      |          |               |                    |
| 10 userId: lmoore  |                                      |          |               |                    |

The **Identity**, **Properties**, **Policies**, and **Specification** tabs contain different comparisons.

- To diff the properties of the two versions, click the **Properties** tab.

## Comparing different objects

*In addition to diffing the versions of an object, you can diff two different objects.*

### Procedure

1. In the work area, open the **Cognos content** tab.
2. Select the source object.
3. Click the **More Options** icon (⋮) and then click **Compare**.

The lower bar indicates that you can now compare this object to another object.

The screenshot shows the Cognos content tab in a web-based application. At the top, there are three tabs: "Cognos content" (which is selected), "Version history", and "Deployment". Below the tabs are several buttons: "Share", "Refresh", "More", "Filter", and "Download". A table lists five objects: "Burst Report" (version 4, last changed 01/03/24, 12:47 PM, comment: "Added column: p. Removed column: Manager."), "Crosstab Report" (version 1, last changed 01/03/24, 11:08 AM, comment: "Initial Version"), "Crosstab Report With Requir..." (version 1, last changed 01/03/24, 11:08 AM, comment: "Initial Version"), "Folder" (version 7, last changed 12/14/23, 4:04 PM, comment: "Changed Properties: policies."), and "Large Dataset Report" (version 1, last changed 01/03/24, 11:08 AM, comment: "Initial Version"). Below the table, the path is shown as "/Team Content/Test Content/Burst Report". To the right, there is a blue button labeled "Compare to the previous version" with a double-headed arrow icon, and the text "or select another obj" is visible.

| Name                           | Version | Last changed       | Comment                                   |
|--------------------------------|---------|--------------------|---|
| Burst Report                   | 4       | 01/03/24, 12:47 PM | Added column: p. Removed column: Manager. |
| Crosstab Report                | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| Crosstab Report With Requir... | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| Folder                         | 7       | 12/14/23, 4:04 PM  | Changed Properties: policies.             |
| Large Dataset Report           | 1       | 01/03/24, 11:08 AM | Initial Version                           |
| List Report                    | 1       | 01/03/24, 11:08 AM | Initial Version                           |

Burst Report (v4)  
/Team Content/Test Content/Burst Report

→ ← Compare to the previous version or select another obj

4. Select an object to compare the source object to.
5. Click the **More Options** icon (⋮) and then click **Compare**.

The screenshot shows the MotioCI interface for version control. At the top, there are tabs for "Cognos content", "Version history", and "Deployment". Below the tabs are buttons for "Share", "Refresh", "More", "Filter", and "Download". A table lists objects with columns for Name, Version, Last changed, and Comment. The objects listed are: Burst Report (version 4), Crosstab Report (version 1), Crosstab Report With Requir... (version 1), Folder (version 7), Large Dataset Report (version 1), and List Report (version 1). To the right of the table, a "More Options" menu is open, showing icons for Label, Compare (with a hand cursor over it), Version now, Deploy, and Add to workben...

| Name                           | Version | Last changed       | Comment                   |
|--------------------------------|---------|--------------------|---------------------------|
| Burst Report                   | 4       | 01/03/24, 12:47 PM | Added column: p. Remove   |
| Crosstab Report                | 1       | 01/03/24, 11:08 AM | Initial Version           |
| Crosstab Report With Requir... | 1       | 01/03/24, 11:08 AM | Initial Version           |
| Folder                         | 7       | 12/14/23, 4:04 PM  | Changed Properties: polic |
| Large Dataset Report           | 1       | 01/03/24, 11:08 AM | Initial Version           |
| List Report                    | 1       | 01/03/24, 11:08 AM | Initial Version           |

Burst Report (v4)  
/Team Content/Test Content/Burst Report

←→
Compare to the previous version
or select another obj

The **Compare Latest** window opens.

**Compare Latest**

Source object

Burst Report (v4) ▾

/Team Content/Test Content/Burst Report

Compare to

List Report (v1) ▾

/Team Content/Test Content/List Report

| Identity   | Properties | Policies | Specification | Side by side view   | Show complete comparison |
|--|------------|----------|---------------|---|--------------------------|
| 1 cognosVersion: COGNOS11_2_0  |            |          |               | 1 cognosVersion: COGNOS11_2_0   |                          |
| 2 - dateTime: 2024-01-03T18:47:31.510Z                                   |            |          |               | 2 + dateTime: 2024-01-03T17:08:58.835Z                                  |                          |
| 3 - defaultName: Burst Report  |            |          |               | 3 + defaultName: List Report  |                          |
| 4 - id: 269589   |            |          |               | 4 + id: 269437  |                          |
| 5 - itemIdentifier: 1704241021820  |            |          |               | 5 + itemIdentifier: 1704241021816                                       |                          |
| 6 parentStoreId: i320347779624406B94694A7D24041F5B                       |            |          |               | 6 parentStoreId: i320347779624406B94694A7D24041F5B                      |                          |
| 7 - path: /content/folder@name='Test Content'/report@name='Burst Report' |            |          |               | 7 + path: /content/folder@name='Test Content'/report@name='List Report' |                          |
| 8 - prettyPath: /Team Content/Test Content/Burst Report                  |            |          |               | 8 + prettyPath: /Team Content/Test Content/List Report                  |                          |
| 9 - storeId: iB9B22C6C5BBB40DD8A79933F748AB7DF                           |            |          |               | 9 + storeId: iC5C464AB6C414086A4580AA36A75F4D0                          |                          |
| 10 - userId: lmoore  |            |          |               | 10 + userId: MotioCI  |                          |

Clos

# 5

## 5. Regression Testing

- [\*About regression testing\*](#)
- [\*Projects\*](#)
- [\*Test cases\*](#)
- [\*Viewing the status of all projects in an instance\*](#)
- [\*Reviewing the status of a project\*](#)
- [\*Adding a project to a Cognos instance\*](#)
- [\*Running a test case\*](#)

Regression testing in MotioCI refers to automated tests regularly conducted on your objects to ensure that they meet your expectations for consistency, accuracy, and performance.

You can use the automated regression testing feature in MotioCI to proactively identify problems in these business analytics objects early and reduce the cost of correction.

The new MotioCI UI currently supports features such as running test cases and viewing test case output and run history. Test case settings, parameters, and other testing features will be added in future releases.

## About regression testing

*Regression testing refers to automated tests performed on a software application to identify problems early in the development cycle.*

You can use the regression testing tools in MotioCI to verify objects before putting them into general use. You create and run regression tests in MotioCI to check different aspects of a business analytics object.

- **Appearance:** Whether the object uses an approved set of images, fonts, and colors
- **Performance:** Whether the object runs within a specified time frame
- **Output:** Whether the object contains the expected data

MotioCI is designed to work with multiple Cognos instances. You can configure different types of regression tests to run in each of your Cognos environments. For example, if in your Development environment you choose to test reports for appearance, performance, and output, in your Production environment you may opt to test the same reports for performance only. You can thereby set up different testing approaches and strategies for a report at each stage of its life cycle.

 **Note:** In some earlier releases of MotioCI, a bug related to regression testing caused multiple copies of a report to show up in search results in Cognos. In MotioCI 3.2.4, that bug was fixed, eliminating redundant search results.

## Regression testing and continuous integration

*Regression testing is a key component of continuous integration (CI), an approach that software developers follow to reduce the time and costs associated with software development.*

In the CI approach, a system frequently rebuilds new or modified software code and test deliverables to catch and fix bugs early in the development cycle. This process reduces development costs, because it is easier and cheaper to fix a bug while an application is still in development than after it is released to either QA or to end users.

## Projects

*In MotioCI, a project is the high-level "container" for regression testing. Each project corresponds to a set of paths that contain the objects to be tested. An instance must have at least one project in order to be useful.*

You can use projects for many tasks, including the following:

| Task                     | Description   |
|--------------------------|---|
| <b>Deploying</b>         | Label a package and a set of reports so that you can deploy all labeled items from one Cognos environment to another whenever needed. |
| <b>Verifying objects</b> | Examine or run Cognos objects and verify their properties, execution, or output.  |

A project defines several key settings.

- Maximum run time for each executable object in the project
- When, how, and to whom MotioCI notifies people about test results
- Default credentials for running project tasks, like reports or queries
- Root paths for Cognos content included in the project

 **Tip:** Create a project for each package in your Cognos environment, that is, if it is practical to do so for the size of your content store and the number of packages.

In the work area, the tile for a project displays the status of recent test cases run. To refresh test case statuses immediately, click **Refresh**.

## Test cases

---

A test case is the basic element of regression testing in MotioCI. Each test case is associated with an individual object and is saved as a child under the object.

A test case defines several key settings:

- Path of the object is tested
- Locale when running the report and generating output
- User credentials required for running the object
- Output formats generated when the report is run
- Parameters to pass to the authored report when it is run
- Assertions to apply to the object before and after it is run



**Note:** All times displayed in MotioCI reflect MotioCI server time and not client time.

Currently, you can create and configure test cases only in the legacy MotioCI application. You can view and run test cases in the new UI, but not all testing features are available yet.

## Viewing the status of all projects in an instance

You can view the status of all your projects for a particular instance.

### Procedure

- On the MotioCI home page, scroll down to a Cognos instance or click its name to drill down to it. The project tiles display the testing status of the projects.

The screenshot shows a dashboard titled "Cognos 11.2.0 - 7 Projects". It includes three project tiles:

- Admin:** Contains a summary of test results: 28 failed, 4 warnings, and 66 successful cases. This section is highlighted with a red box.
- Test Content:** Contains 14 failed, 2 warnings, and 9 successful cases.
- My Project:** Shows "No test cases".

## Reviewing the status of a project

You can view the current status of a project and its test cases from the Test cases page of the project.

### Procedure

- On the project page, double-click the **Test cases** tile to open the Test cases folder.

The screenshot shows the "Test Content" page under the "Cognos 11.2.0" instance. It features two main tiles:

- Test cases:** Displays the number 29 and a flask icon. This tile is highlighted with a red box.
- Labels:** Displays the number 7 and a tag icon.

All test cases for the project are displayed in the list.

The screenshot shows the MotioCI interface for managing test cases. The top navigation bar includes a search bar, user information, and a bell icon. Below the header, a breadcrumb trail indicates the current location: Cognos 11.2.0 > Test Content > Test Cases. The main content area is titled "Test cases" and displays a table of test runs. The columns include "Test Case", "Version", "Status", "Start time", and "Output". The "Output" column shows options like SQL, Multi-page HTML, PDF, Single-page HTML, CSV, and Multi-page HTML. A "Filter" button is located at the top right of the table. The table data is as follows:

| Test Case                  | Version | Status     | Start time        | Output                                   |
|----------------------------|---------|------------|-------------------|--|
| Package                    | 6       | Successful | 11/01/23, 8:51 AM |  |
| Folder                     | 5       | Successful | 11/01/23, 3:02 PM |  |
| List Report                | 13      | Successful | 11/01/23, 3:02 PM |  |
| List Report - Properties   | 13      | Failed     | 11/01/23, 3:02 PM |  |
| List Report 1              | 13      | Failed     | 11/01/23, 3:02 PM | SQL Multi-page HTML                      |
| List Report 2              | 7       | Successful | 11/06/23, 3:43 PM | PDF Single-page HTML CSV Multi-page HTML |
| List Report 2 - Properties | 7       | Failed     | 11/06/23, 3:43 PM |  |

Here you can view results for individual test case runs and the run history of a specific test case. With a test case selected, expand the details panel if needed.

**Figure 11: Test case run history**

The screenshot shows the MotioCI interface with the "Run history" tab selected for the "List Report 2" test case. The left pane displays a list of test cases with their status. The "List Report 2" row is highlighted, indicating it is the selected item. The right pane shows the detailed run history for this specific test case. The "Run history" tab is active, and the "Details" tab is visible but inactive. The data in the right pane is as follows:

| Status     | Date                    | Action                     |
|------------|-------------------------|----------------------------|
| Successful | 11/06/2023 3:43 PM (7)  | <a href="#">See result</a> |
| Successful | 11/01/2023 4:16 PM (7)  | <a href="#">See result</a> |
| Successful | 11/01/2023 2:42 PM (7)  | <a href="#">See result</a> |
| Successful | 11/01/2023 8:51 AM (7)  | <a href="#">See result</a> |
| Successful | 10/24/2023 10:18 AM (7) | <a href="#">See result</a> |

**Figure 12: Details of test case run**

The screenshot shows the 'Run history' tab of the MotioCI interface. It lists three test runs:

- List Report 2** (Successful, 11/06/2023 3:43 PM (7))
  - Description: Test Case Generated by MotioCI
  - Execution time: 44.794s
  - Latest outputs:
    - PDF
    - Single-page HTML
    - CSV
    - Multi-page HTML
- 11/01/2023 4:16 PM (7)** (Successful)
  - See result
- 11/01/2023 2:42 PM (7)** (Successful)
  - See result

## Adding a project to a Cognos instance

You can add a project to test any versioned object that has been added to the workbench. To perform the following procedure, you must have the MotioCI Administrator role.

To add a project, complete the steps in the following sections:

- [Starting the Add Project Wizard and naming the project](#)
- [Selecting a use case](#)
- [Confirming project paths and completing the wizard](#)

## Starting the Add Project Wizard and naming the project

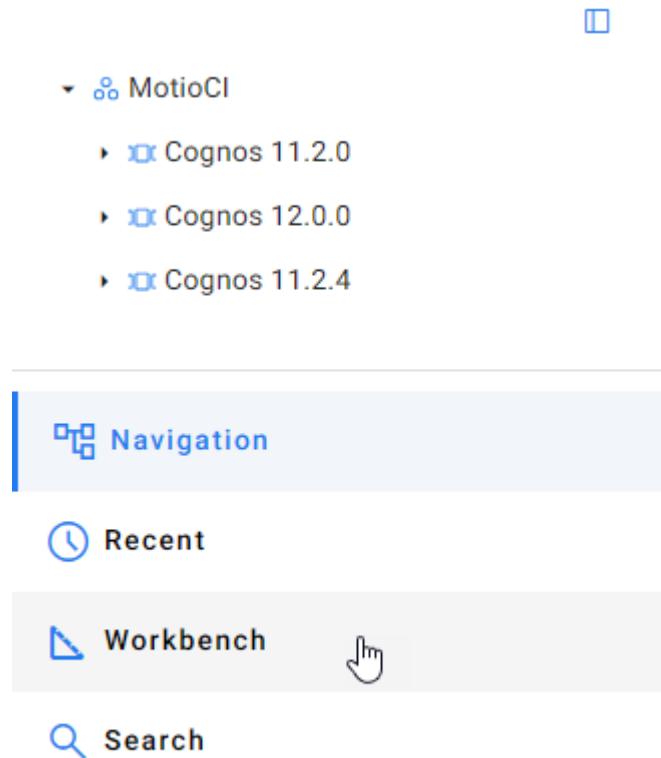
Use the **Add Project** wizard to complete all the necessary steps for adding a new project to an instance.

### Before you begin

- Log in to MotioCI as a user with the *MotioCI Administrator* role.
- Add at least one object to the workbench, as described in [Adding objects to the workbench](#).

### Procedure

1. Open the workbench by clicking **Workbench** in the navigation panel.



The workbench is displayed in the work area. Objects that have been added to the workbench are displayed, grouped by Cognos instance.

2. Expand the section for the Cognos instance in which you want to create a new project.

3. Under the instance name, click **Add project**.

The screenshot shows the MotioCI Workbench interface. On the left is a sidebar with icons for Home, Workbench, Instances, Reports, and Help. The main area is titled 'Workbench' and shows two collapsed sections: 'Cognos 11.2.0' and 'Cognos 12.0.0'. Below these sections is a button labeled 'Add project' with a magnifying glass icon, which is highlighted with a red box. To the right of the button is a 'More' link. The main content area displays a table with six rows, each containing a project name and its path:

| Name                                   | Path   | More |
|--|--|------|
| Customer lifetime value analysis       | /Team Content/Samples/Reports/Customer lifetime value analysis       | ⋮    |
| Customer claim analysis                | /Team Content/Samples/Reports/Customer claim analysis                | ⋮    |
| Corporate website visits               | /Team Content/Samples/Reports/Corporate website visits               | ⋮    |
| Customer churn information by zip code | /Team Content/Samples/Reports/Customer churn information by zip code | ⋮    |
| List Report                            | /Team Content/Test Content/List Report                               | ⋮    |
| List Report 2                          | /Team Content/Test Content/List Report 2                             | ⋮    |

The **Add project** wizard starts. The first page of the wizard, **Introduction**, is displayed.

4. In the **Project name** field, type the name of the project.

The screenshot shows the 'Add project' wizard in the 'Introduction' step. At the top, there are three numbered tabs: '1 Introduction', '2 Confirm', and '3 Generate test cases'. The '1 Introduction' tab is active. Below the tabs, a descriptive text states: 'This wizard will assist you in creating a new project - a hub for settings, labels, tests, assertions, and other features applied to a set of Cognos objects. Check out our guide if you are curious about the possibilities of the MotioCI project.' A section titled 'Start by giving your project a unique name' follows, with a 'Project name \*' input field containing the text 'Team content'. Below this is a 'Select a use case' section with a note: 'Only the "Output Stability and Comparison" and "Stability" use cases are currently available. Additional options are under development and will be available soon.' A dropdown menu labeled 'Use case \*' is shown. At the bottom right is a blue 'Next step' button.

**Note:**

The project name cannot contain special characters.

**Next steps**

[\*Selecting a use case\*](#)

## Selecting a use case

Complete the **Introduction** page by selecting a use case for the project.

### Before you begin

Complete the steps in [Starting the Add Project Wizard and naming the project](#).

### Procedure

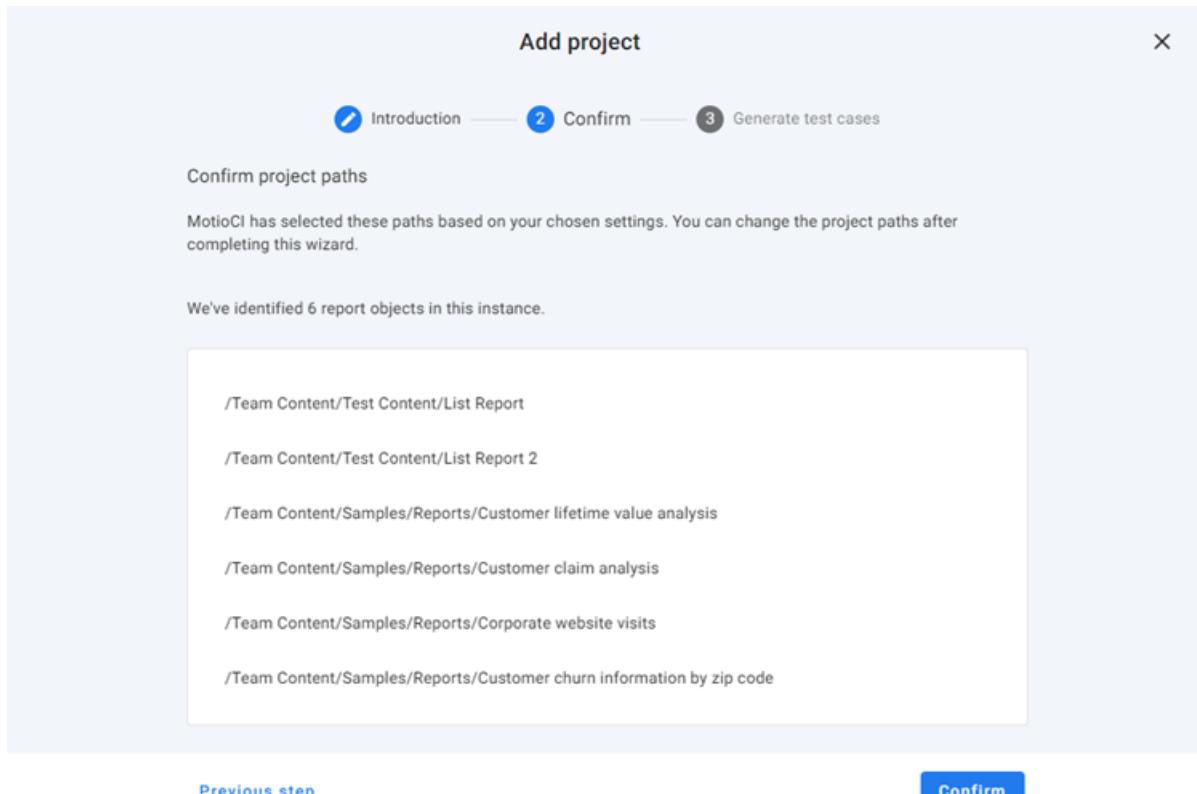
- From the **Use case** list, select a use case:

- Output Stability and Comparison**
- Stability**

The screenshot shows the 'Select a use case' step of the Add Project Wizard. At the top, there is a header 'Start by giving your project a unique name' with fields for 'Project name \*' and 'Team content'. Below this, a message says 'Only the "Output Stability and Comparison" and "Stability" use cases are currently available. Additional options are under development and will be available soon'. A dropdown menu titled 'Use case \*' is open, showing two options: 'Output Stability and Comparison' and 'Stability'. A cursor icon is pointing at the 'Output Stability and Comparison' option. To the right of the dropdown is a blue 'Next step' button.

- If you selected **Output Stability and Comparison**, from the **Select a target instance** list select another instance.
- Click **Next step**.

The **Confirm** page is displayed.

**Next steps**

*Confirming project paths and completing the wizard*

## Confirming project paths and completing the wizard

*Finish creating the project by confirming project paths and generating test cases.*

### Before you begin

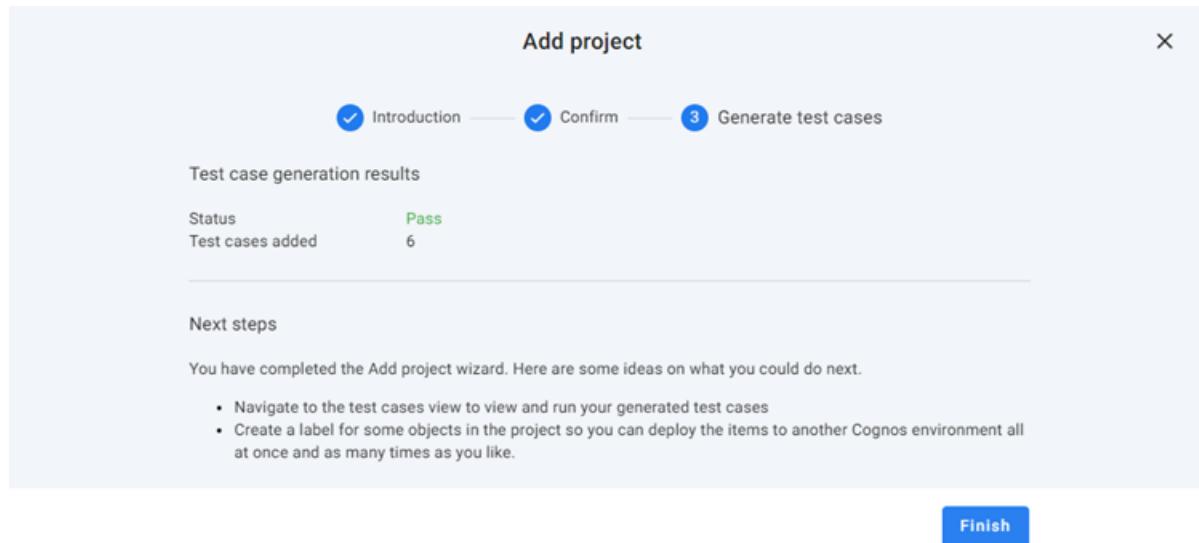
Complete the steps in [Selecting a use case](#).

### About this task

The Confirm page lists the project paths that MotioCI selected automatically.

### Procedure

1. Review the project paths and click **Confirm**.  
The **Generate test cases** page is displayed. MotioCI begins generating test cases.
2. After test cases are generated, click **Finish**.



The wizard closes, and your new project is added.

## Running a test case

*You can manually run one or more test cases.*

### Procedure

1. On the project page, double-click the **Test cases** tile to open the Test cases folder.
2. Select a test case, or select multiple by pressing **Ctrl** or **Shift** while you click.

**3. Click More > Run.**

The screenshot shows the MotioCI Test cases page. A context menu is open over the first row, which contains the test case 'Locked Items 1'. The menu has two options: 'Run' and 'Cancel'. The 'Run' option is highlighted with a red box and a cursor icon pointing at it. The rest of the page displays a table of test cases with columns for Test Case, Status, Start time, and Output types (PDF, SQL, CSV). Each row also has a 'More' button and a three-dot menu icon.

| Test Case                    | Status     | Start time        | Output      |
|------------------------------|------------|-------------------|-------------|
| Locked Items 1               | Successful | 12/13/23, 1:42 PM | PDF SQL CSV |
| Version Control Statistics 1 | Failed     | 12/13/23, 1:42 PM |             |
| Test Results Instance Co...  | Failed     | 12/13/23, 1:42 PM |             |
| Commit Statistics 1          | Failed     | 12/13/23, 1:42 PM |             |
| Dispatcher Properties Co...  | Successful | 12/13/23, 1:42 PM | PDF SQL CSV |
| Dispatcher Assertion Stat... | Successful | 12/13/23, 1:42 PM | PDF SQL CSV |

MotioCI runs the selected test cases. The **Status** column of a test case is updated while the test case runs. After a test case has finished running, the column displays the notation, Failed or Successful.

**4. Optional:** To view more detailed results of a test case, do one of the following:

- Select it and, in the details panel, click **Run history**.
- Double-click it to drill down to it.

## Viewing the run history of a test case

The **Run History** tab for a test case shows a consolidated view of the run history for that test case. On that panel you can view individual results of test case executions, cancel currently running test cases, and do a diff between the various test case executions.

### Procedure

1. In the work area, open the test case.
2. Click the **Run History** tab.

The **Run History** tab opens, displaying start time, execution time, output types, and status of recent runs of the selected test case.

The screenshot shows the MotioCI Run History tab. At the top, there are tabs for 'Run History', 'Settings', and 'Parameters', with 'Run History' being the active tab. Below the tabs are buttons for 'Share' and 'Refresh'. The main area is a table with columns for Start time, Version, Status, Output, and Execution time. There are three entries in the table, all showing a successful execution time of approximately 1 minute and 50 seconds.

| Start time        | Version | Status     | Output      | Execution time |
|-------------------|---------|------------|-------------|----------------|
| 12/13/23, 1:42 PM | 37      | Successful | PDF SQL CSV | 1m 50.994s     |
| 12/13/23, 5:10 PM | 37      | Successful | PDF SQL CSV | 21.844s        |
| 12/13/23, 5:35 PM | 37      | Successful | PDF SQL CSV | 24.503s        |

## Viewing the results of a test case run

On the Test cases page, you can view the results of a test case after it has run.

### Procedure

1. On the project page, double-click the **Test cases** tile to open the Test cases folder.
2. Select a completed test case from the list.
3. In the details panel, click **Run history**.
4. Next to a test case run, click **See result**.

The screenshot shows a user interface for viewing test case results. At the top, there are two tabs: "Details" and "Run history". The "Run history" tab is currently selected, indicated by a blue underline. Below the tabs, the title "Locked Items 1" is displayed, followed by a blue laboratory flask icon. The main content area lists two successful test runs:

- 1. Successful  
12/13/2023 5:35 PM (37) [See result](#)
- 2. Successful  
12/13/2023 5:10 PM (37) [See result](#)

In a new browser tab, test case results are shown in a Cognos report from the MotioCI reporting package.

The screenshot shows a detailed Cognos report titled "Test Result Detail". The report includes the following sections:

- Start Time:** Aug 10, 2023 9:07:26 PM
- Execution Time:** [Table]
- Output:** [Table]
- Test Case Results:** [Table]
 

| Test Case Result Name                 | Test Case Result Status | Test Case Results Description  | Test Case Result Failure Message Type | Test Case Result Validation Error Desc | Test Case Result Failure Message | Test Case Result Failure Message Description | Test Case Result Failure Message Details |
|---------------------------------------|-------------------------|--------------------------------|---------------------------------------|--|----------------------------------|--|--|
| MotioCI Assertion Studio - Properties | Success                 | Test Case Generated by MotioCI |                                       |  |                                  |  |  |
- Assertion Results:** [Table]
 

| Assertion Name       | Assertion Result Status |
|----------------------|-------------------------|
| Membership Stability | Success                 |
- Assertion Step Results:** [Table]
 

| Assertion Step Result Name | ASR Status | ASR Message                     |
|----------------------------|------------|---------------------------------|
| Membership Companion       | Success    | The membership has not changed. |
- Test Case Categories:** [Table]
 

| Category                       |
|--------------------------------|
| Approved Report                |
| Data Source Problems           |
| Failing Cognos Execution       |
| Failing Validation             |
| Generated                      |
| Has Component Data Differences |
| Large Output                   |
| Long Execution Time            |
| Parameter Problems             |
| Run on Change Only             |
| Short Execution Time           |

# 6

## 6. Deployment

- [\*Labels\*](#)
- [\*Ad hoc deployment\*](#)
- [\*About deploying uploaded files and data set objects\*](#)
- [\*Viewing a deployment\*](#)
- [\*Saved deployments\*](#)
- [\*Scheduled deployments\*](#)
- [\*Deployment results\*](#)

The new interface of MotioCI 3.3 currently supports the deployment of labels. You can deploy business analytics objects under version control from their current folder to another folder within the same Cognos instance or to another Cognos instance.

When an object is deployed to another location, the deployed object becomes the most current version in the new location. By deploying a business analytics object, you can distribute any object in your content store throughout your Cognos environments and keep them synchronized to the latest available version of the object.

## Labels

---

If your account has the *MotioCI Manage Labels* role, you can create new labels and modify labels, in addition to viewing existing labels. If you have the *MotioCI Label Promotion* role, you can deploy labels.

A label is a set of Cognos objects, intended for use in batch deployment, reverting, or exporting. (Reverting and exporting are currently available only in the classic UI.) A label is a snapshot of these objects and so records the version of each object as it is when the label is created. You can think of a label as a “release package.”

 **Note:** Some version control systems refer to labels as “tags.”

After you create a label, you or any other user can continue to work on any of the objects that the label contains, knowing that when you deploy the label, only the versions of the objects that existed upon label creation will be deployed. (If you wish to use the latest versions of the objects included in a label, you can of course [update a label](#) when needed, in effect creating a new version of the label.)

In order to create a label, you must have the *MotioCI Manage Labels* role.

 **Tip:** Although Cognos administrators typically have the ability to create labels in MotioCI, it is a good idea not to limit that ability to administrators. Users who understand the contents of a label may have the best knowledge as to which objects to include in a label and deploy together.

Users wishing to create or use a label must have the applicable role:

- *MotioCI Manage Labels* role (for creating labels)
- *MotioCI Label Promotion* role (for deploying labels)

## Adding a label at the project level

If you have the MotioCI Manage Labels role, you can add and configure labels on the Labels page of a project.

### Procedure

- On the project page, double-click the **Labels** tile to open the Labels folder.

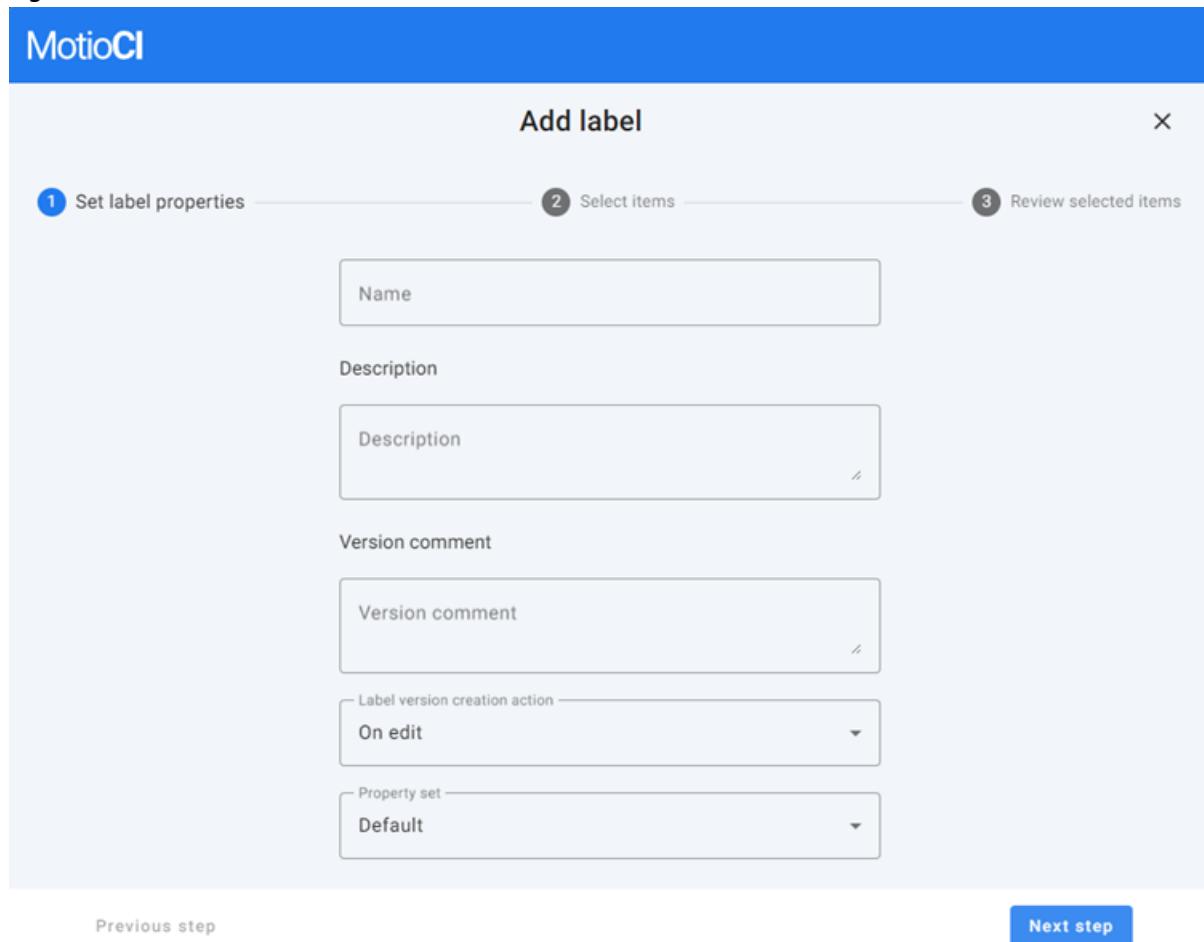
The screenshot shows the MotioCI interface for a project named "Test Content". At the top left, there is a breadcrumb navigation: MotioCI > Cognos 11.2.0 > Test Content. Below the breadcrumb is a title bar with a lightbulb icon and the text "Test Content". Underneath the title bar are three buttons: "Share", "Refresh", and "More". To the right of these buttons is a red box highlighting a card titled "Labels" which contains the number "8" and a small tag icon. A cursor arrow is pointing towards the tag icon. To the left of the "Labels" card is another card titled "Test cases" with the number "28" and a flask icon.

- Click **Add label**.

The screenshot shows the "Labels" page within the MotioCI interface. At the top left, there is a breadcrumb navigation: ... > Cognos 11.2.0 > Test Content > Labels. Below the breadcrumb is a title bar with a tag icon and the text "Labels". Underneath the title bar are four buttons: "Share", "Refresh", "+ Add label", and "More". The "+ Add label" button is highlighted with a red box and has a cursor arrow pointing to it. To the right of these buttons are two more buttons: "Filter" and "Download CSV". Below the buttons is a table with columns: Label, Version, #, Version comment, Version created, and an edit icon. The table contains three rows of data:

| Label                              | Version | #  | Version comment                     | Version created    |                |
|------------------------------------|---------|----|-------------------------------------|--------------------|----------------|
| Ad Hoc Promotion Result            | 7       | 0  | -                                   | 10/24/23, 12:07 PM | <span>⋮</span> |
| Ad Hoc Revert Result - Reductio... | 1       | 17 | Undo of Reduction 1472 at 2023...   | 06/21/23, 11:17 AM | <span>⋮</span> |
| New Label                          | 2       | 1  | Renamed label from [Test1] to [...] | 05/09/23, 2:36 PM  | <span>⋮</span> |

The **Add label** wizard opens, showing options for creating a new label.

**Figure 13: The Add label wizard**

3. Enter a label name and, optionally, a description and a version comment.
4. Optional: From the **Label version creation action** list, select when a new version of the label will be created.
5. Optional: From the **Property set** list, select a different property set.
6. Click **Next step**.

The **Select items** page is displayed.

7. Drill down into the tree on the left; then, from the file browser in the middle, select objects to include in the label.

**Figure 14: Selecting items to add to the label**

The screenshot shows the 'Add label' process in MotioCI. Step 2, 'Select items', is active. On the left, a tree view shows 'Test Content' expanded, with 'Samples\_LG\_DQ' and 'Models' under it. In the center, a list titled 'Cognos Workspace Samples' shows items like 'Sales by Year Workspace\_DQ', 'Revenue Data Workspace\_DQ', etc., with checkboxes for 'Include all' and 'Exclude all'. On the right, a 'Selected objects' panel lists 'Sales by Year ...' and 'Revenue Data ...', each with a 'Version 6 / Remove' button. At the bottom are 'Previous step' and 'Next step' buttons.

8. To select the version of an item to be labeled, click the **Edit** icon for the item.

By default, the most recent version displays as selected.

**Tip:** To easily include an item and all of its descendants in the label, select the parent item and click **Include all**.

9. Click **Next step** to review your selections, and then click **Finish**.

MotioCI saves your changes. The new label appears on the Labels page.

| <b>Labels</b> |                         |         |   |                               |                    |
|---------------|-------------------------|---------|---|-------------------------------|--------------------|
|               | Label                   | Version | # | Version comment               | Version created    |
|               | Sample dashboards       | 1       | 2 | This is a sample comment      | 10/27/23, 5:10 PM  |
|               | Ad Hoc Promotion Result | 7       | 0 | -                             | 10/24/23, 12:07 PM |
|               | Test Label 5            | 6       | 1 | Updated to current revisio... | 10/23/23, 4:33 PM  |

## Deploying labels

If you have the MotioCI Label Promotion role, you can deploy labels.

You can deploy labels in two ways:

- In the Labels folder of a project, select a label and click **More > Deploy**.
- On the page of the label itself, click **Deploy**.

## Using the Deployment wizard

To deploy the objects in a label, complete the **Deployment** wizard.

### Before you begin

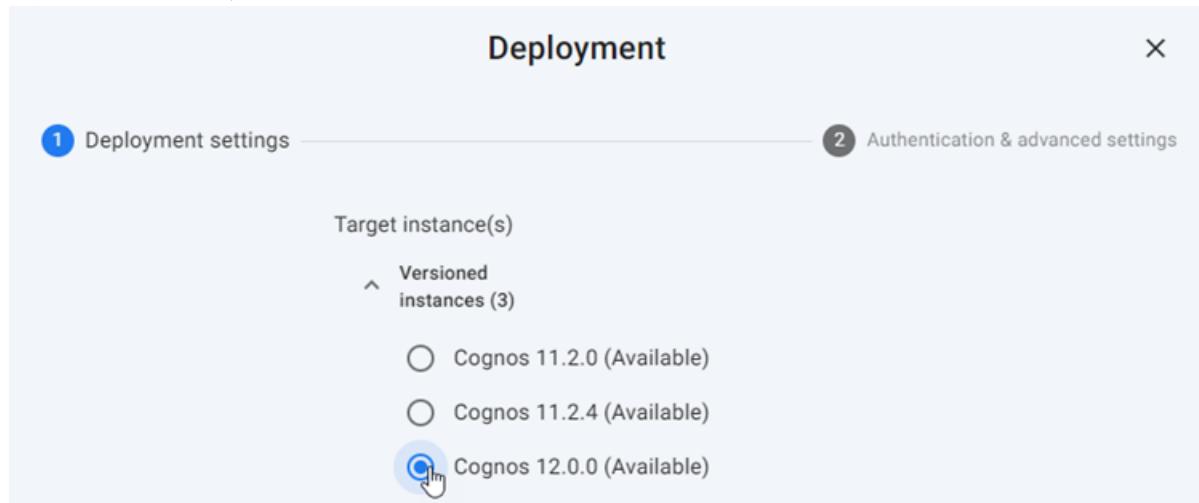
- Start the wizard: select a label in the Labels folder and click **More > Deploy**, or drill down to a label and click **Deploy**.
- You should be on the first page of the wizard, **Deployment settings**.

### Procedure

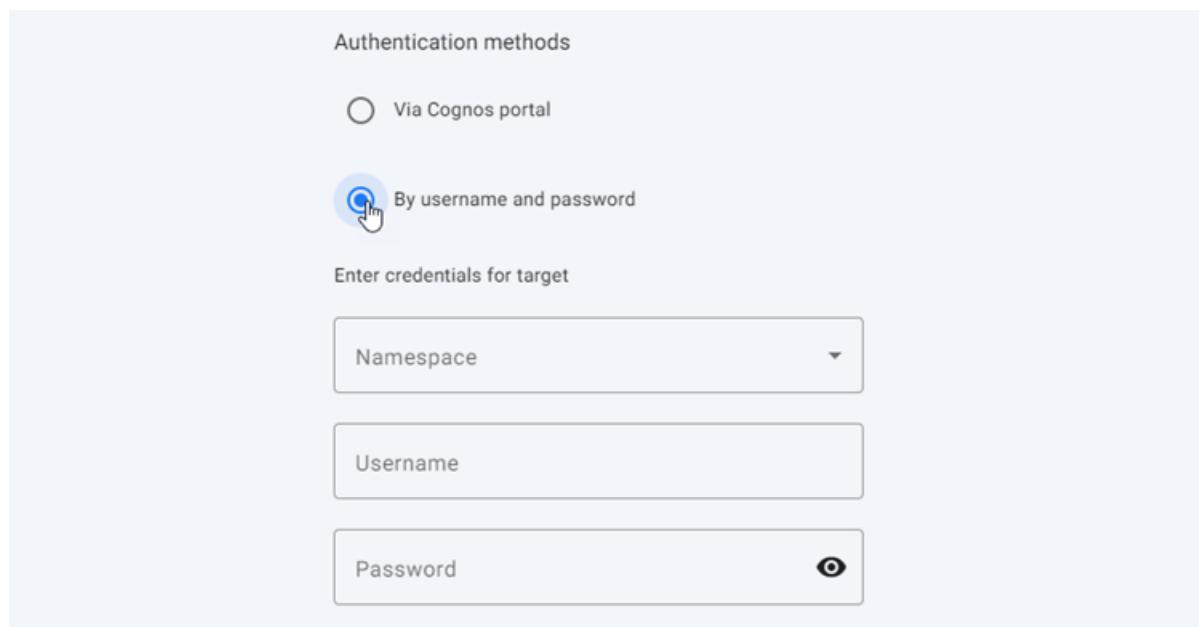
- Choose the deployment target in one of these ways:

- Under **Versioned instances**, select an available Cognos instance to deploy to.
- Under **Deployment groups**, you can select a deployment group if any have been made.
- Under **Unversioned instances**, select an unversioned Cognos instance.

**Figure 15: The Deployment wizard**



- Click **By username and password**.



- From the **Namespace** list, select a namespace of the user that you want to use for authentication.
- In the **Username** and **Password** fields, type the credentials for the user account.

**5. Click **Next step**.**

The wizard proceeds to the **Authentication & advanced settings** page.

The screenshot shows the MotioCI deployment wizard at step 2, titled "Authentication & advanced settings". The interface is a clean, modern design with light gray backgrounds and white forms. At the top, there are two numbered circles: "1 Deployment settings" and "2 Authentication & advanced settings". The "2" circle is highlighted with a blue background. Below the circles, the section title "Target label" is displayed. Under "Target label", there is a dropdown menu labeled "Target project" with a downward arrow. Below the dropdown is a text input field labeled "Target label name". Further down is another dropdown menu labeled "Property set". Under "Description", there is a large text area with a placeholder "Description" and a small "x" icon in the bottom right corner. At the bottom of the form, there is a "Advanced settings" dropdown with a downward arrow.

**6. Complete these fields:**

**Target project**

Select the target project that the deployed content will be labeled to.

**Target label name**

Type a name for the label.

**Property set**

Select a property set.

**Description (optional)**

Enter a description for the deployment.

**Note:** To see target projects and labels, you must already be authenticated into the target instance. If using stored credentials, you cannot see any projects because you are not authenticated into the target instance. The target label will therefore be created in the default project (Admin).

**7. Optional: Click **Advanced settings** to configure additional settings.**

You can configure these settings:

- **Source path**
- **Target path**
- **Include invalid references**
- **Replace credentials on schedules with those of the deploying user**
- **Let MotioCI decide which sub-objects to delete**

**8. Click **Run**.**

MotioCI begins deploying the business analytics objects and opens the **Running deployment** page, which shows real-time results of the deployment. When deployment completes, the **Deployed items** tab lists objects that were successfully deployed.

## Deploying with stored credentials or Cognos portal authentication

You can deploy using stored credentials or the Cognos portal instead of a user name and password.

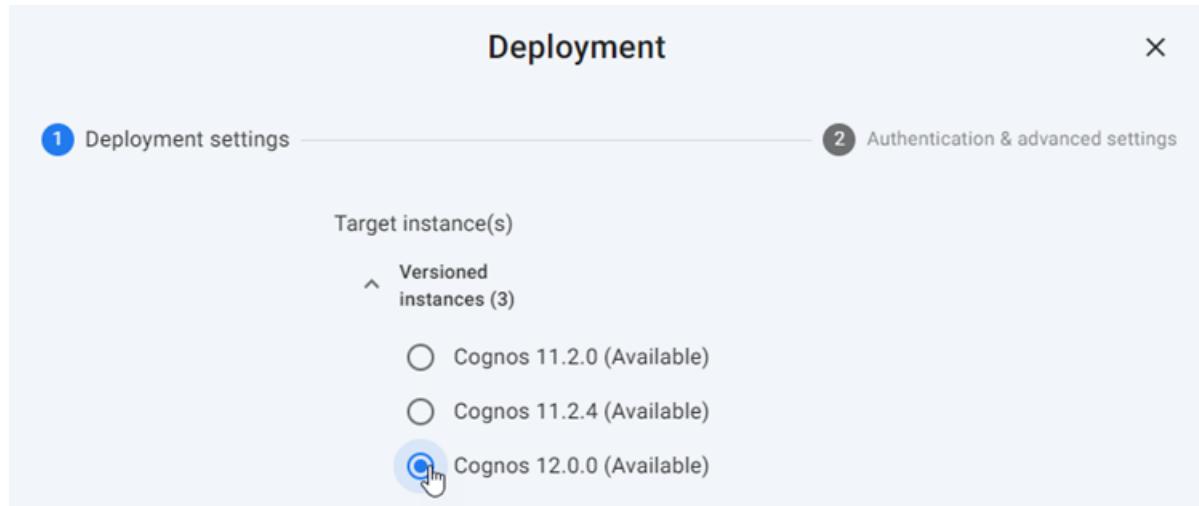
### Before you begin

- Start the wizard: select a label in the Labels folder and click **More > Deploy**, or drill down to a label and click **Deploy**.
- You should be on the first page of the wizard, **Deployment settings**.

### Procedure

- Choose the deployment target in one of these ways:

- Under **Versioned instances**, select an available Cognos instance to deploy to.
- Under **Deployment groups**, select either **All Instances** or **Versioned Instances Only**.
- Under **Unversioned instances**, select an unversioned Cognos instance.



- Click **Use stored credentials** or **Via Cognos portal**.
- If you clicked **Via Cognos portal**, click **Authenticate via Cognos**.  
The Cognos portal page opens in a new browser tab.
- Log in to the Cognos portal.
- In the deployment wizard, click **Next step**.  
The wizard proceeds to the **Authentication & advanced settings** page.
- Complete these fields:

#### Target project

Select the target project that the deployed content will be labeled to.

#### Target label name

Type a name for the label.

#### Property set

Select a property set.

#### Description (optional)

Enter a description for the deployment.

**Note:** You can see only the target projects that you have permissions to. If you are using stored credentials, you cannot see any projects because you are not authenticated in the target instance. The target label will therefore be created in the default project (Admin).

- Optional: Click **Advanced settings** to configure additional settings.

You can configure these advanced settings:

- **Source Path**
- **Target Path**
- **Include invalid references**
- **Replace credentials on schedules with those of the deploying user**
- **Let MotioCI decide which sub-objects to delete**

**8. Click Run.**

MotioCI begins deploying the business analytics objects and opens the **Running deployment** page, which shows real-time results of the deployment. When deployment completes, the **Deployed items** tab lists objects that were successfully deployed.

## Deploying to a different path

*You can deploy objects to a different path in the target environment.*

### Before you begin

You should be on the **Authentication & advanced settings** page of the **Deployment** wizard, as described in [Using the Deployment wizard](#).

### Procedure

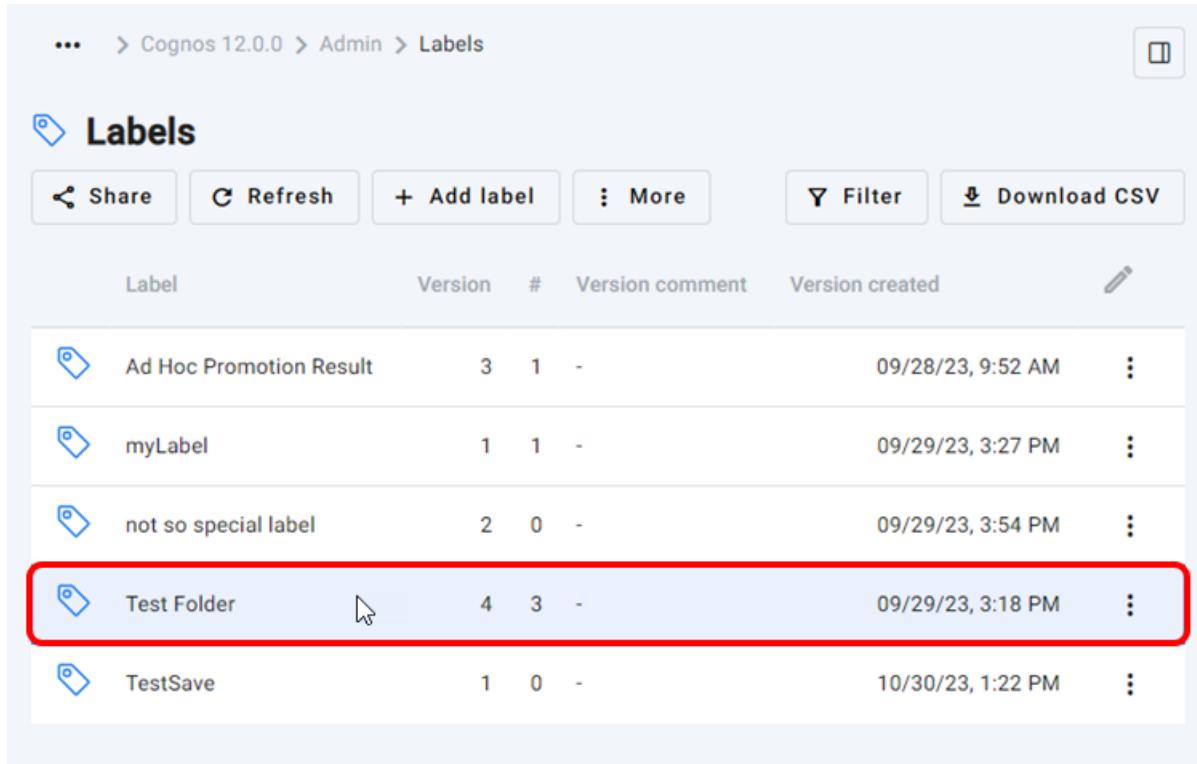
1. Click the **Advanced settings** section to expand it.
  2. In the **Source path** field, enter the source path.
-  **Note:** When using advanced settings, keep in mind the following:
- Source and target paths cannot refer to objects within the deployment.
  - Deploying using advanced settings has no effect on shared files.
3. In the **Target path** field, enter the path that you want to deploy to in the target instance.
  4. Optional: If you want the deployment to disregard any references that are invalid, clear the **Include invalid references** check box.
  5. Optional: If you want to use credentials of the deploying user account for schedules, select the **Replace credentials on schedules with those of the deploying user** check box.
  6. Optional: If you are promoting uploaded files or dataset2 objects and want to allow MotioCI to decide which child objects to delete, select the **Let MotioCI decide which sub-objects to delete** check box (the default).
  7. Click **Run**.

## Viewing the contents of a label

You can view label contents in the work area.

### Procedure

1. On the project page, double-click the **Labels** tile to open the Labels folder.
2. Double-click a label to view it.



The screenshot shows the 'Labels' page in the Cognos 12.0.0 Admin interface. The top navigation bar shows the path: ... > Cognos 12.0.0 > Admin > Labels. Below the header, there are several buttons: Share, Refresh, Add label, More, Filter, and Download CSV. The main content is a table listing labels. The columns are: Label, Version, #, Version comment, and Version created. The table contains the following data:

| Label                   | Version | # | Version comment | Version created   |
|-------------------------|---------|---|-----------------|-------------------|
| Ad Hoc Promotion Result | 3       | 1 | -               | 09/28/23, 9:52 AM |
| myLabel                 | 1       | 1 | -               | 09/29/23, 3:27 PM |
| not so special label    | 2       | 0 | -               | 09/29/23, 3:54 PM |
| <b>Test Folder</b>      | 4       | 3 | -               | 09/29/23, 3:18 PM |
| TestSave                | 1       | 0 | -               | 10/30/23, 1:22 PM |

The row for 'Test Folder' is highlighted with a red box and has a cursor icon pointing to its first column. There is also a red box around the entire row.

The **Objects** tab lists labeled objects. From the **Version** drop-down list, you can select which label version to view.

**Figure 16: Viewing labeled objects on the label page**

The screenshot shows the MotioCI interface for viewing labeled objects. The title bar says "Test Folder". Below it, there are tabs for "Objects" (which is selected) and "Deployment". A toolbar contains buttons for "Share", "Refresh", "Edit Latest", "Deploy", and "Download CSV". A dropdown menu for "Version" is set to "4 (Latest)". The main area displays a table with three rows of data:

| Path                                    | Version | Author | Version comment             |
|---|---------|--------|-----------------------------|
| /Team Content/test folder               | 2       | lmoore | Promoted Revision 1 from... |
| /Team Content/test folder/New dashboard | 1       | lmoore | Promoted Revision 1 from... |
| /Team Content/test folder/Test report   | 1       | lmoore | Promoted Revision 1 from... |

## Editing a label

Every time you edit a label, whether it be the name, description, or versioned items contained in the label, MotioCI creates a new version of the label. The versions are stored under each individual label.

### Before you begin

Ensure that your user account has the *MotioCI Manage Labels* role.

### Procedure

1. On the project page, double-click the **Labels** tile to open the Labels folder.  
All labels for the project are displayed in the list.
2. Select the label that you want to edit and click **More > Edit**.

**Figure 17: Editing a label on the Labels page**

The screenshot shows the 'Labels' page with a list of labels. A context menu is open over the second item in the list, 'Ad Hoc Promotion Result'. The menu options are: Deploy, Update, Edit (which is highlighted with a mouse cursor), Hide, and Unhide.

| Label                        | Version | #  | Created                                 |
|------------------------------|---------|----|---|
| Ad Hoc Promotion Result      | 7       | 0  | 10/24/23, 1                             |
| Ad Hoc Revert Result - Re... | 1       | 17 | on 1472 at 2023-04-...                  |
| New Label                    | 2       | 1  | 05/09/23,                               |
| New Label 2                  | 5       | 0  | 08/28/23, 1                             |
| Sample dashboards            | 2       | 2  | Updated to current revisions. 10/30/23, |

The **Edit label** wizard opens, showing options for configuring the selected label.

- **Name**
- **Description**
- **Version comment**
- **Label version creation action**
- **Property set**

3. After making changes to the label, click **Finish**.

## About updating labels

You can update a label to add the latest version of each of its objects before deploying.

The “update a label” feature creates a new version of the label containing the most recent revision of each of the items in the label. You can update labels individually in the Labels folder.

## About hiding labels

If you have the *MotioCI Manage Labels* role, you can hide labels on the Labels page.

You can hide or unhide a label by selecting it, clicking **More**, and then clicking **Hide** or **Unhide**.

You can also hide or unhide multiple labels simultaneously. To select multiple labels, press **Ctrl** or **Shift** while you click.

The screenshot shows the 'Labels' section of the MotioCI interface. A context menu is open over a row for 'Test Label'. The menu items are: Deploy, Update, Edit, Hide (with a cursor icon), and Unhide. The 'Hide' option is highlighted. The main table lists several labels: 'New Label', 'New Label 2', 'Sample dashboards', 'Shivank test', and 'Test Label' (which is currently selected).

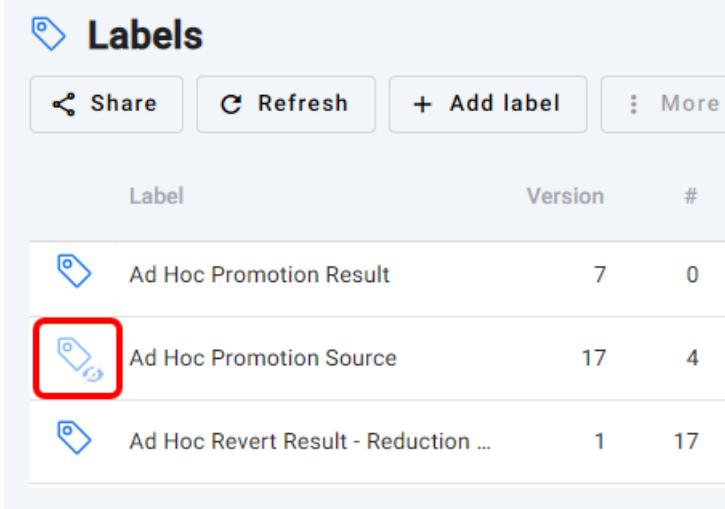
| Label             | Version created                         |
|-------------------|---|
| New Label         | Version comment                         |
| New Label 2       | Renamed label from [Test1] to [New La]  |
| Sample dashboards | Renamed label from [New Label 2] to [P] |
| Shivank test      | Updated to current revisions.           |
| <b>Test Label</b> |   |

You can still see hidden labels if you apply the **Show hidden objects** filter.

The screenshot shows the 'Labels' section with the 'Show hidden objects' filter applied. The filter dialog is open, showing the checked 'Show hidden objects' checkbox and a blue 'Apply' button. The main table now includes hidden labels like 'Ad Hoc Promotion Result' and 'Ad Hoc Revert Result - Reduction ...'.

| Label                                | Version created    |
|--------------------------------------|--------------------|
| Ad Hoc Promotion Result              | 10/24/23, 12:07 PM |
| Ad Hoc Revert Result - Reduction ... | 06/21/23, 11:17 AM |
| Sample dashboards                    | 10/30/23, 2:57 PM  |
| Shivank test                         | 10/23/23, 4:33 PM  |
| Test Label                           | 10/18/21, 2:07 PM  |
| Test Label 5                         | 10/23/23, 4:33 PM  |

Hidden labels are then shown with a crossed-out eye icon.



| Label                                | Version | #  |
|--------------------------------------|---------|----|
| Ad Hoc Promotion Result              | 7       | 0  |
| Ad Hoc Promotion Source              | 17      | 4  |
| Ad Hoc Revert Result - Reduction ... | 1       | 17 |

## Viewing label membership

You can see whether a selected version belongs to one or more labels.

The label membership of an object is displayed in two places: the details panel and the **Version history** tab.

## Editing label membership for a version

You can edit label membership for versioned items.

### Before you begin

Ensure that your user account has the *MotioCI Manage Labels* role.

### About this task

You can edit label membership for items in the following places:

- Project page lower panel
- **Cognos content** tab
- **Version history** tab

### Procedure

1. In the work area, select a Cognos object or a version.

The screenshot shows the MotioCI interface with the 'Test Content' Cognos content tab selected. The left pane displays a list of objects including 'Burst Report', 'Crosstab Report' (which is highlighted), 'Crosstab Report With Re...', 'Folder', 'Large Dataset Report', and 'List Report'. The 'Crosstab Report' row is selected, indicated by a blue border. A large black arrow points to this row from the left. To the right, the 'Details' panel is open, showing the following information for 'Crosstab Report' (Version 3 of Report):

| Name                       | Version  | Last changed             | Comment                            |
|----------------------------|----------|--------------------------|------------------------------------|
| Burst Report               | 4        | 07/20/23, 1:45 PM        | Changed Properties: defa...        |
| <b>Crosstab Report</b>     | <b>3</b> | <b>06/02/23, 9:00 PM</b> | <b>Changed Properties: defa...</b> |
| Crosstab Report With Re... | 2        | 10/27/23, 11:31 AM       | Changed Properties: para...        |
| Folder                     | 2        | 05/11/23, 9:00 PM        | Changed Properties: user...        |
| Large Dataset Report       | 2        | 05/25/23, 9:00 PM        | Changed Properties: desc...        |
| List Report                | 2        | 05/25/23, 9:00 PM        | Changed modelPath to /T...         |

The 'Edit' section of the details panel contains a 'Label membership' field, which is currently empty. Below it, a 'Comment' field shows the message: 'Changed Properties: defaultOutputFormat, owner.' with a small edit icon. At the bottom of the details panel, there are sections for 'Major version' and 'General information'.

2. If the details panel is collapsed, expand it by clicking the **Details panel** icon (□).

3. In the details panel, click the **Edit** icon ().

The screenshot shows the 'Details' panel for a 'Crosstab Report'. At the top, there is a blue button labeled 'Details view'. Below it, a section titled 'Edit' contains three fields: 'Label membership', 'Comment', and 'Changed Properties'. The 'Label membership' field is currently empty. The 'Comment' field contains the text 'Changed Properties: defaultOutputFormat, owner.' A red box highlights the 'Edit' icon (a blue pencil) located above the 'Label membership' field. At the bottom of the panel, there is a checkbox labeled 'Major version'.

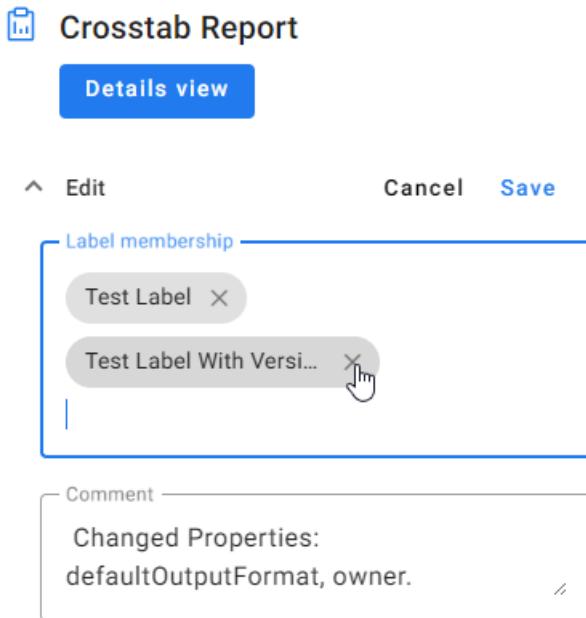
The **Label membership** field, **Comment** field, and **Major version** check box become editable.

4. To add the version to a label, click the **Label membership** field.

A list is displayed, containing the labels that have been created in this project.

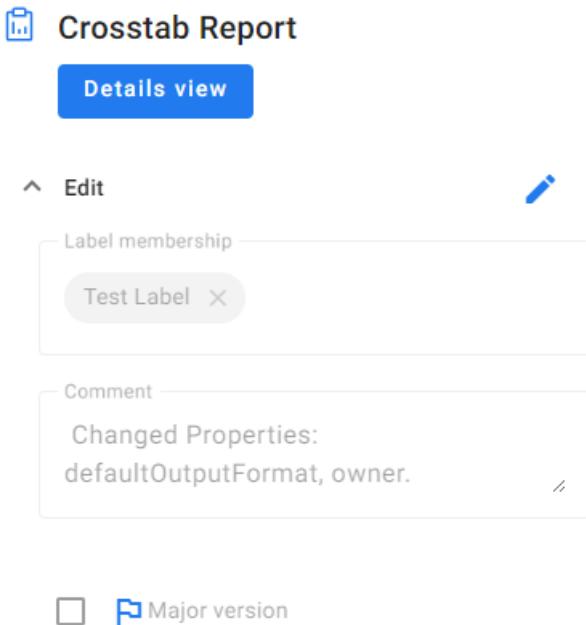
5. Select a label.  
6. Repeat steps 4 and 5 if you want to select more labels.

7. To remove a label, click its **Delete** icon.



8. Click **Save**.

The version is now included in the selected labels.



## Ad hoc deployment

You can deploy objects from the **Cognos content** panel.

Ad hoc deployment is the deployment of one or more objects from the **Cognos content** panel. Like label deployment, ad hoc deployment uses the **Deployment** wizard, but within the wizard you can also add or remove objects to be deployed.

## Deploying Cognos objects

In the work area, select the Cognos content that you want to deploy, and then click **Deploy**.

### About this task

Ad hoc deployment is available in the following places:

- Project page lower panel
- Cognos content tab

### Procedure

1. In the work area, select a Cognos object, or select multiple by pressing **Ctrl** or **Shift** while you click.

The screenshot shows a 'Test Content' work area. At the top, there are tabs for 'Cognos content', 'Version history', and 'Deployment'. Below the tabs are buttons for 'Share', 'Refresh', 'More', 'Filter', and 'Download CSV'. A table lists six items: 'Burst Report' (version 4), 'Crosstab Report' (version 3), 'Crosstab Report With Required Parameter' (version 2), 'Folder' (version 2), 'Large Dataset Report' (version 2, currently selected), and 'List Report' (version 2). Each item has a 'More' button to its right.

2. Click **More > Deploy**.

The **Deployment** wizard opens, with the **Select items** page open. The **Selected Objects** sidebar lists the content that you initially selected.

The screenshot shows the 'Deployment' wizard with the 'Select items' step active. On the left, there's a tree view under 'Admin' with nodes like 'Admin', 'Administration', 'Capability', etc. On the right, a sidebar titled 'Selected objects' lists three items: 'Large Dataset Report' (version 2), 'Crosstab Report' (version 2), and 'Crosstab Repo...' (version 2). At the bottom, there are 'Previous step' and 'Next step' buttons.

3. Optional: Drill down into the tree on the left; then, in the file browser in the middle, change which objects will be deployed.

|                                     | Name                        | Version | Last changed | Comments                    |
|-------------------------------------|-----------------------------|---------|--------------|-----------------------------|
| <input checked="" type="checkbox"/> | Crosstab Report             | 3 / 3   | 06/02/2023   | Changed Properties: defa... |
| <input checked="" type="checkbox"/> | Crosstab Report With Req... | 2 / 2   | 10/27/2023   | Changed Properties: para... |
| <input type="checkbox"/>            | Folder                      | 2 / 2   | 05/11/2023   | Changed Properties: user... |
| <input checked="" type="checkbox"/> | Large Dataset Report        | 2 / 2   | 05/25/2023   | Changed Properties: desc... |
| <input checked="" type="checkbox"/> | List Report                 | 2 / 2   | 05/25/2023   | Changed modelPath to /T...  |
| <input type="checkbox"/>            | List Report 2               | 3 / 3   | 05/25/2023   | Changed Properties: desc... |

When you add or remove an object, the **Selected Objects** list is updated.

4. Optional: Click the **Edit** icon for an item to select the version to deploy.

| Type                             | Version | Major | Author  | Date                 | Comments                                  |
|----------------------------------|---------|-------|---------|----------------------|---|
| <input checked="" type="radio"/> | 7       |       | MotioCI | 4/26/2023, 5:00 PM   | Changed Properties: retentions.           |
| <input type="radio"/>            | 6       |       | rbaula  | 4/14/2023, 9:34 AM   | Reverted to Revision 3. Changed Proper... |
| <input type="radio"/>            | 5       |       | MotioCI | 4/14/2023, 9:31 AM   | (Deleted)                                 |
| <input type="radio"/>            | 4       |       | MotioCI | 4/10/2023, 5:00 PM   | Changed Properties: defaultOutputFor...   |
| <input type="radio"/>            | 3       |       | MotioCI | 3/14/2023, 5:00 PM   | Changed Properties: policies.             |
| <input type="radio"/>            | 2       |       | lmoore  | 1/7/2022, 9:26 AM    | Copied from /Team Content Changed P...    |
| <input type="radio"/>            | 1       |       | MotioCI | 10/18/2021, 12:24 PM | Initial Version                           |

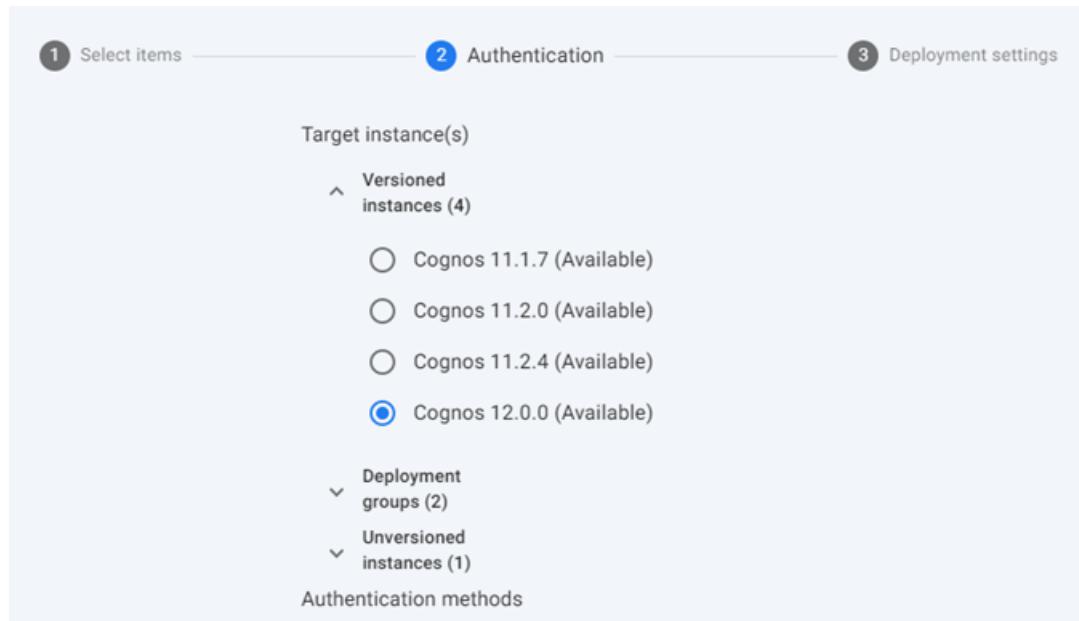
By default, the most recent version displays as selected.

**Tip:** To easily select an item and all its children for deployment, select the parent object and click **Include all**.

5. Click **Next step** to go to the **Authentication** page.

**6.** Choose the deployment target in one of these ways:

- Under **Versioned instances**, select an available Cognos instance to deploy to.
- Under **Deployment groups**, you can select a deployment group if any have been made.
- Under **Unversioned instances**, select an unversioned Cognos instance.



7. Select an authentication method: click **By username and password**, **Use Stored Credentials**, or **Via Cognos portal**.
8. If you selected **By username and password** or **Via Cognos portal**, complete authentication setup as described in [Using the Deployment wizard](#) and [Deploying with stored credentials or Cognos portal authentication](#).
9. Click **Next step**.

10. On the Deployment settings page, complete these fields:

**Target project**

Select the target project that the deployed content will be labeled to.

**Target label name**

Type a name for the label.

**Property set**

Select a property set.

**Description (optional)**

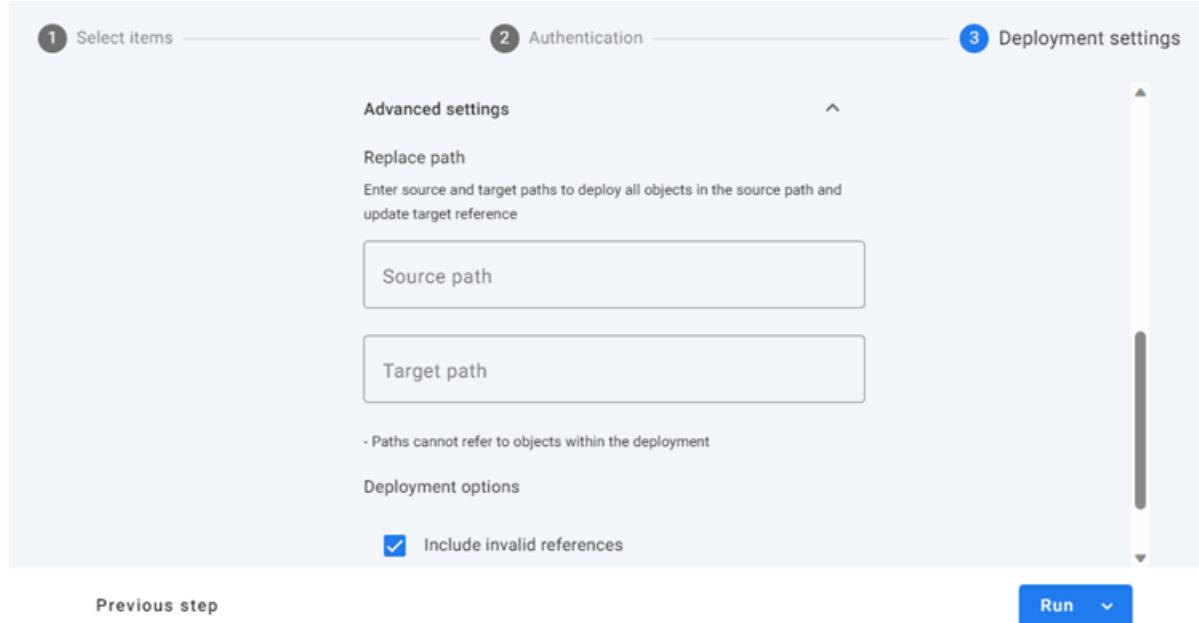
Enter a description for the deployment.

**Note:** To see target projects and labels, you must already be authenticated into the target instance. If using stored credentials, you cannot see any projects because you are not authenticated into the target instance. The target label will therefore be created in the default project (Admin).

11. Optional: Click **Advanced settings** to configure additional settings.

You can configure these advanced settings:

- **Source path**
- **Target path**
- **Include invalid references**
- **Replace credentials on schedules with those of the deploying user**
- **Let MotioCI decide which sub-objects to delete**



## 12. Click **Run**.

The deployment runs. You can view the deployment status of an object on its **Deployment** tab.

## About deploying uploaded files and data set objects

*In order to deploy uploaded files and data set objects, you must disable data encryption in Cognos Analytics.*

By default, Cognos Analytics encrypts newly uploaded files as well as data set objects. The encryption uses techniques specific to the Cognos environment. You can therefore revert the content to the same environment, but the encryption prevents MotioCI from deploying successfully. In order to deploy uploaded files and data set objects to a different Cognos environment, you must disable data encryption in Cognos.

The following are recommended environment settings:

| Cognos environment | Data encryption setting |
|--------------------|-------------------------|
| Source             | Off                     |
| Target             | On                      |

Disabling the data encryption setting affects only future uploaded files and data set objects. Therefore, existing uploaded files and data set objects need to be updated for deployment to work.

## Deleting child objects

*When you deploy uploaded files or data set objects, child objects in the target environment must be deleted.*

Uploaded files and data set objects are composite objects much like agents and jobs. To ensure that the composite object is valid after it is deployed, either MotioCI or you must delete these child objects after deployment.

By default, MotioCI will determine which child objects to delete. The applicable setting is in the **Advanced settings** section of the **Deployment** wizard. If you prefer, you can opt out of that action, but if you do so, be sure to manually delete the child objects when they have been deployed to the target instance.

## Viewing a deployment

On the **Deployment** tab, you can view deployment results as well as deployments that have been saved or scheduled.

### Before you begin

Save, schedule, or run a deployment.

### Procedure

1. Open the **Deployment** tab of the object with the deployment.
2. Select the deployment.

The screenshot shows the 'Deployment' tab of a web interface. At the top, there are tabs for 'Cognos content', 'Version history', and 'Deployment'. Below the tabs are buttons for 'Share', 'Refresh', and 'More', along with a 'Download CSV' button. A table follows, with columns: Time, Source, Target, Source label, Target label, User, Comment in source instance, Result, and a pencil icon. One row is highlighted in blue, representing a deployment from 'Cognos 11.2.4' to 'Cognos 12.0.0' using an 'Ad Hoc Deployment Source' and 'Ad Hoc Deployment Result'. The user is 'lmoore' and the result is 'Saved'. There are three vertical dots at the end of the row.

The details panel provides a summary of the deployment.

The screenshot shows the 'Details' panel for a 'Saved deployment'. It includes fields for Type (Deploy), Description (empty), Source (Cognos 11.2.4), Source project (My Project), Target instance (Cognos 12.0.0), Target project (My Project), Property Set (Default), User (lmoore), Credential (Local/LDAP/lmoore), and Status (Saved deployment). Below this, a section titled 'Items to deploy (274)' is shown. At the bottom, there are buttons for 'Schedule' and 'Run now', and a link to 'Delete deployment'.

From here, you can schedule a saved deployment or cancel a scheduled one. Saved and scheduled deployments can also be deleted or immediately run.

## Saved deployments

### Saving a deployment

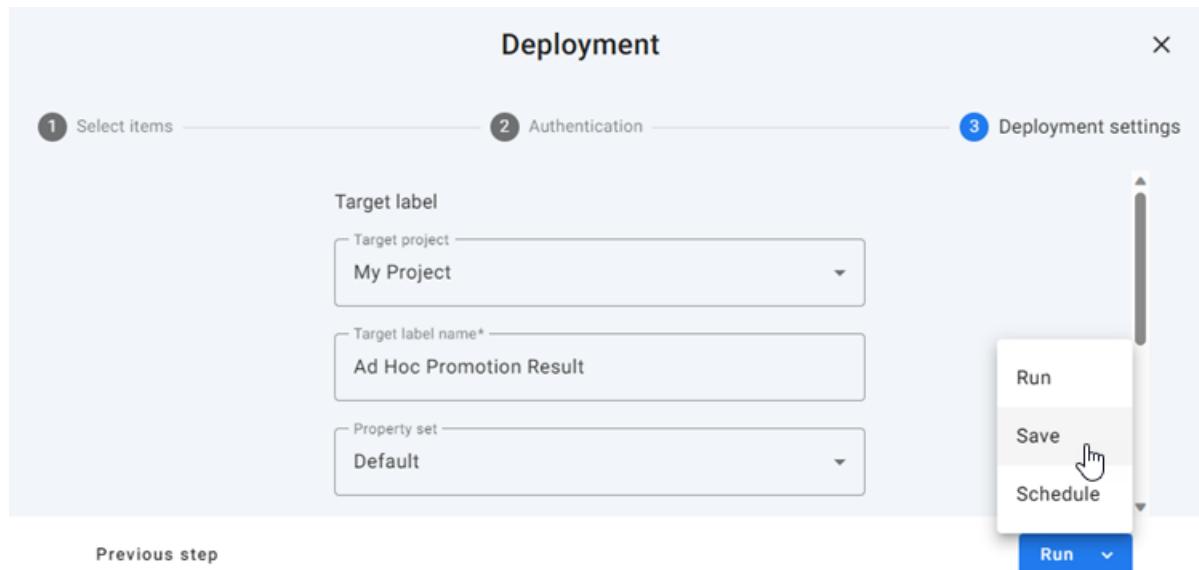
After you configure a deployment, you can save it and run it later.

#### Before you begin

Deploy an object.

#### Procedure

1. In the last step of a deployment, click the arrow next to **Run**.
2. Click **Save**.



A message notifies you that MotioCI successfully saved your deployment.



## Running a saved deployment

You can run a saved deployment, starting from the **Deployment** tab.

### Before you begin

[Viewing a deployment](#)

### Procedure

- In the details panel, click **Run now**.

## Deleting a saved deployment

You can delete a saved deployment, starting from the **Deployment** tab.

### Before you begin

[Viewing a deployment](#)

### Procedure

- In the details panel, click **Delete deployment**.  
A confirmation window opens.
- Click **Yes**.

## Scheduled deployments

### Scheduling a deployment

After you configure a deployment, you can schedule it to run at a specific time.

#### Before you begin

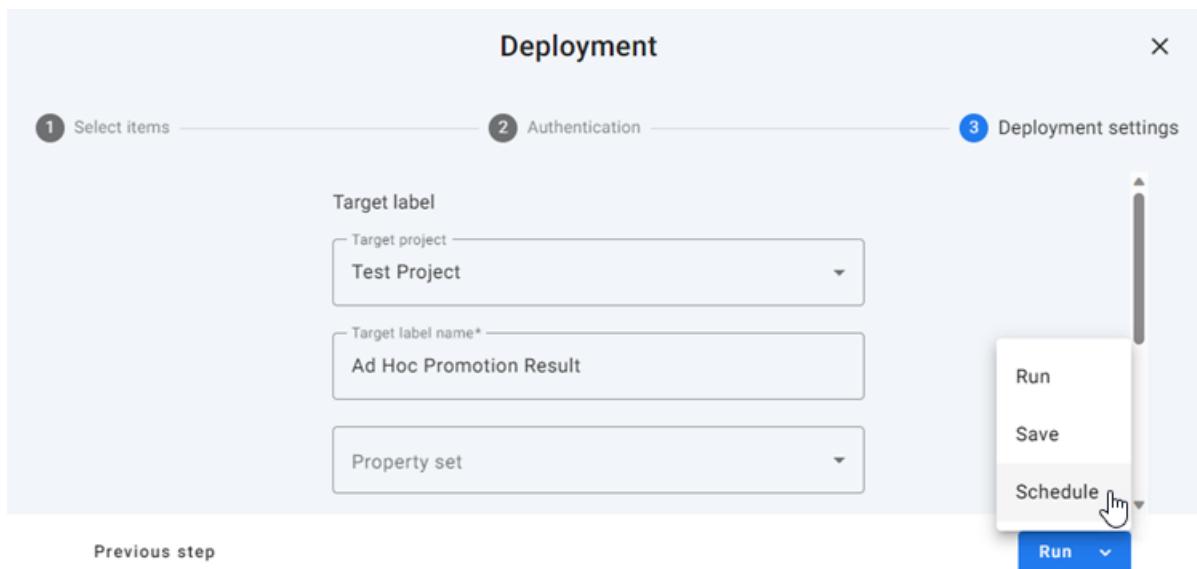
Deploy an object.

#### About this task

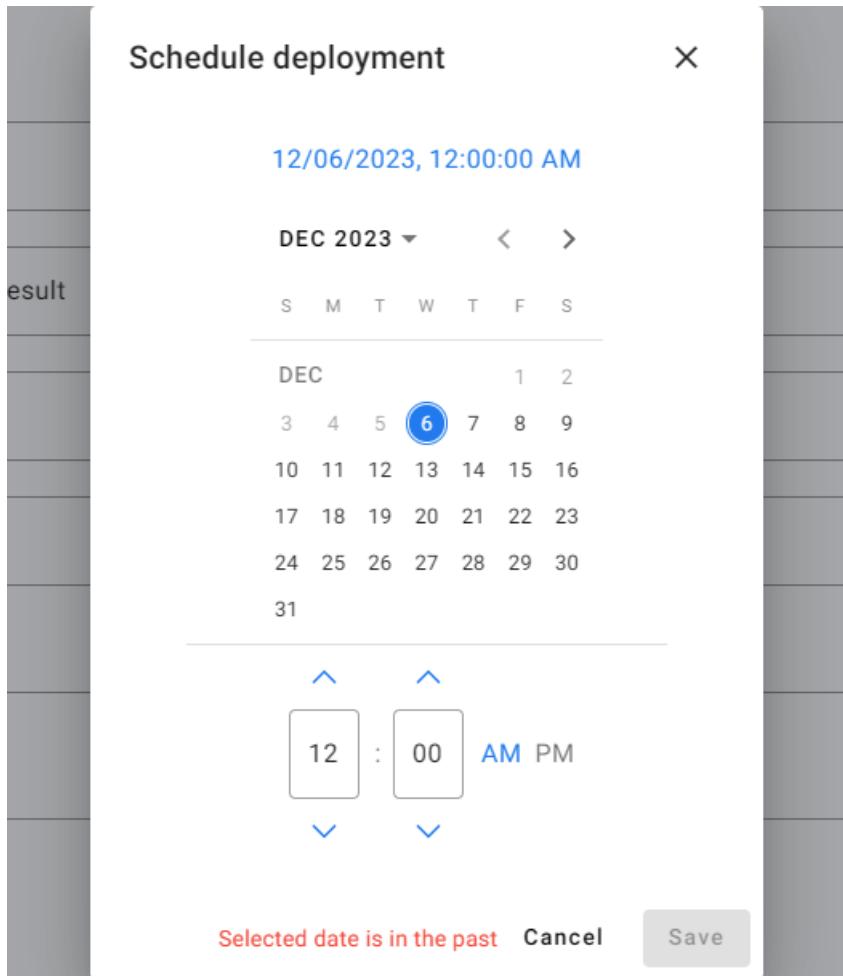
Scheduling can be useful when doing a large deployment that would be disruptive to end users during business hours. You can configure the deployment to run during off-peak hours.

#### Procedure

1. In the last step of a deployment, click the arrow next to **Run**.
2. Click **Schedule**.



The **Schedule deployment** window opens, in which you can enter a time and date for the deployment to run.



3. Select a date on the calendar.
4. In the time fields, click the arrows to select a time, or type into the fields.
5. Click **Save**.

The scheduled deployment appears listed in the **Deployment** tab of an object.

| Version history    |               | Deployment    |                          | Child objects           |        |           |  |  |              |
|--------------------|---------------|---------------|--------------------------|-------------------------|--------|-----------|--|--|--------------|
|                    |               | Share         | Refresh                  | More                    |        |           |  |  | Download CSV |
| Time               | Source        | Target        | Source label             | Target label            | User   | Result    |  |  |              |
| 12/08/23, 11:00 AM | Cognos 11.2.0 | Cognos 12.0.0 | Ad Hoc Deployment Source | Ad Hoc Promotion Result | lmoore | Scheduled |  |  |              |

## Canceling a scheduled deployment

From the **Deployment** tab, you can cancel a scheduled deployment.

### Before you begin

[Viewing a deployment](#)

### Procedure

1. In the details panel, click **Cancel**.  
A confirmation window opens.
2. Click **Yes**.

## Running a scheduled deployment immediately

*Even if a deployment is scheduled to run at a specific date and time, you can run it anytime.*

### Before you begin

[Viewing a deployment](#)

### Procedure

- In the details panel, click **Run now**.

## Deleting a scheduled deployment

*You can delete a scheduled deployment, starting from the **Deployment** tab.*

### Before you begin

[Viewing a deployment](#)

### Procedure

1. In the details panel, click **Delete deployment**.  
A confirmation window opens.
2. Click **Yes**.

## Deployment results

---

### About the Running deployment page

*Whenever a user deploys a label, MotioCI opens the **Running deployment** page.*

This page gives real-time information about your deployment.

## Viewing past deployment results

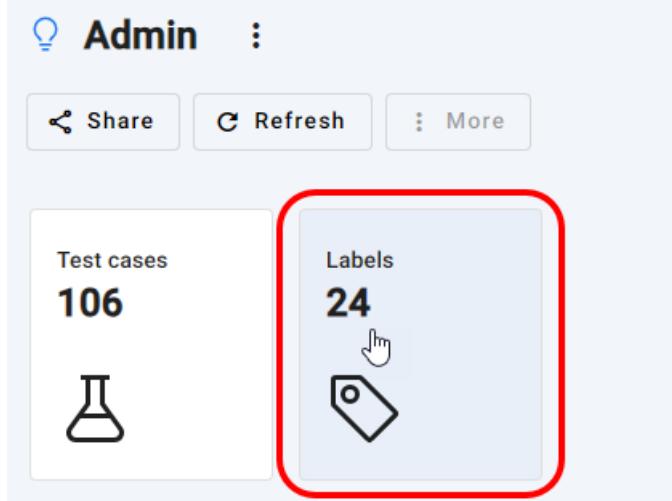
You can view the results of any deployment to see detailed information including a list of items that were deployed, a list of items that failed (if any) and the version number of the item in both the source and target instance.

## Viewing deployment results for a label

You can view summary information about deployments on the **Deployment** tab. You can drill down to more detailed information by double-clicking any individual deployment.

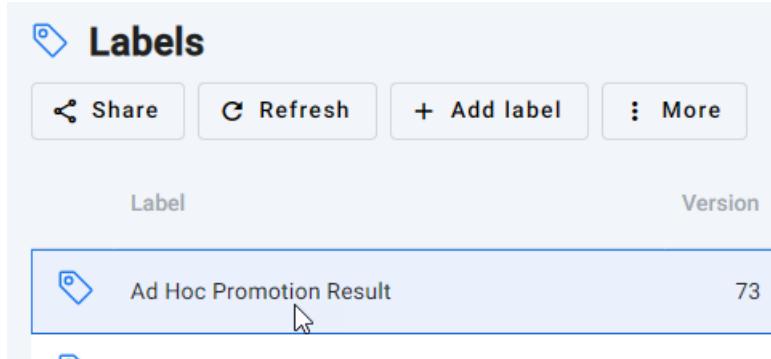
### Procedure

1. On the project page, double-click the **Labels** tile to open the Labels folder.



The screenshot shows the MotioCI Admin project page. At the top, there is a navigation bar with a lightbulb icon labeled "Admin" and a three-dot menu icon. Below the navigation bar are four buttons: "Share", "Refresh", and "More" on the left, and a three-dot menu icon on the right. The main area contains two tiles. The first tile on the left is titled "Test cases" with the value "106" and an icon of a flask. The second tile on the right is titled "Labels" with the value "24" and an icon of a price tag. A red box highlights the "Labels" tile, and a cursor icon is positioned over the "24" value.

2. Double-click the label whose deployment history you want to view.



The screenshot shows the "Labels" folder. At the top, there is a navigation bar with a tag icon labeled "Labels" and a three-dot menu icon. Below the navigation bar are four buttons: "Share", "Refresh", "+ Add label", and "More". The main area displays a table with two columns: "Label" and "Version". There is one entry in the table: "Ad Hoc Promotion Result" under "Label" and "73" under "Version". A blue box highlights the first column of the table, and a cursor icon is positioned over the "Ad Hoc Promotion Result" entry.

**3.** Click the **Deployment** tab to open it.

The tab lists all deployments and includes the following information:

- The time of the deployment
- The instance
- The user who initiated the deployment
- The description of the deployment (if any)

**4.** To view an individual deployment, double-click it.

The **Deployment {timestamp}** page is displayed. Similar to the **Running deployment** page, this page lists deployed items and any failed items.

The screenshot shows two panels side-by-side. The left panel is a table titled "Deployment at 10/09/23 04:43 PM" showing deployment details. The right panel is a detailed "Deployment summary" page for the same timestamp.

**Left Panel: Deployment at 10/09/23 04:43 PM**

| Path                      | Source version | Target version | Action type | Source comment           | Edit |
|---------------------------|----------------|----------------|-------------|--------------------------|------|
| /Team Content/HR Devel... | 3              | Excluded path  | No change   | Moved from /Team Content |      |
| /Team Content/HR Devel... | 2              | Excluded path  | No change   | Moved from /Team Content |      |
| /Team Content/Human R...  | 2              | 2              | Deleted     | (Deleted)                |      |

**Right Panel: Deployment summary**

**Deployment 10/09/23, 4:43 PM**

**General information**

- Type: Deploy
- Description: -
- Source: Cognos 11.2.0
- Source project: Admin
- Target: Cognos 11.2.0
- Target project: Admin
- Source label: Ad Hoc Promotion Source

