



Cognos BI V10.2.2: Report Authoring Jumpstart

Training Details

Training Time	:	5 Days
Capacity	:	12
Prerequisites	:	There are no prerequisites for this course.

About Training

About Training

Combining materials covered in IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.2.2) (B5A58G) and IBM Cognos Report Studio: Author Professional Reports Advanced (V10.2.2) (B5A59G), this course enables you to learn report-building techniques using relational data models. You will also learn methods of enhancing, customizing and managing professional reports. You will learn advanced report-building techniques using mostly relational data models, and you will discover ways of enhancing, customizing and managing professional reports.

Your instructor will use interactive demos and workshops to illustrate key concepts while you learn how to use the product.

What You'll Learn

- Overview of the reporting application
- Creating list reports
- Using filters
- Creating crosstab reports
- Presenting data graphically
- Using prompts
- Using calculations
- Report building techniques

- Customize reports
- Drill-Throughs
- Drill-through definitions
- Report layout enhancements
- Creating query models
- Creating query reports
- Advanced dynamic reports
- Effective prompts
- Advanced reports
- Report specifications
- Bursting
- User Interaction with HTML

Who Should Attend

Professional report authors who have knowledge of their business requirements and experience using the Windows OS and a web browser.

Outline

1. Introduction to the Reporting Application

- Examine Report Studio and its interface
- Explore different report types
- Create a simple, sorted and formatted report
- Explore how data items are added to queries

2. Create List Reports

- Format, group and sort list reports
- Options for aggregating data
- Create a multifact query
- Create a report with repeated data

3. Focus Reports Using Filters

- Create filters to narrow the focus of reports
- Examine detail filters and summary filters
- Determine when to apply filters on aggregate data

4. Create Crosstab Reports

- Format and sort crosstab reports
- Convert a list to a crosstab
- Create crosstabs using unrelated data items
- Create complex crosstabs using drag and drop functionality

5. Present Data Graphically

- Create charts containing peer and nested items
- Add context to charts
- Create and reuse custom chart palettes

- Add RAVE visualizations
- Present key data in a single dashboard report

6. Focus Reports Using Prompts

- Identify various prompt types
- Use parameters and prompts to focus data
- Search for prompt items
- Customize prompts to facilitate users' choices
- Navigate between pages
- Display users' prompt selections in the report

7. Extend Reports Using Calculations

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

8. Use Additional Report-building Techniques

- Reuse objects within the same report
- Share layout components among separate reports
- Report templates
- Add pages to a report
- Choose options to handle reports with no available data

9. Customize Reports with Conditional Formatting

- Create multilingual reports
- Highlight exceptional data
- Show and hide data
- Conditionally render objects in reports

10. Drill through from One Report to Another

- Let users navigate from a specific report to a target report
- Pass parameter values to filter the data in drill-through targets

11. Drill-through Definitions

- Enable users to navigate to related data in IBM Cognos BI
- Parameter-driven drill through versus dynamic drill through
- Steps to enable drill-through access for a package
- Limit the items that users can drill through from (set scope)
- Set a measure as the scope
- Drill-Through Assistant

12. Enhance Report Layout

- Force page breaks in reports
- Modify existing report structures
- Apply horizontal formatting
- Specify print options for PDF reports
- Combine data containers displaying data from different queries
- Format data and report objects

13. Create Query Models

- Build query models and then connect them to the report layout
 - Edit an SQL statement to author custom queries
 - Add filters and prompts to a report using the query model
- 14. Create Query Reports Based on Relationships**
- Create reports by merging query results
 - Create reports by joining queries
 - Combine data containers based on relationships from different queries
- 15. Create Advanced Dynamic Reports**
- Filter reports on session parameter values
 - Navigate a briefing book using a table of contents
 - Create dynamic headers and title that reflect report data
 - Let users navigate to specific locations in reports
 - Create a customer invoice report
- 16. Design Effective Prompts**
- Control report displays using prompts
 - Specify conditional formatting values using prompts
 - Specify conditional rendering of objects based on prompt selection
 - Create sorted and filtered reports based on prompt selection
- 17. Create Additional Advanced Reports**
- Create a report that displays summarized data before detailed data
 - Highlight alternate rows in a list report
 - Create a report using an external data file
 - Use single data items to summarize report information
- 18. Examine the Report Specification**
- Examine the report specification structure
 - Modify a report specification
 - Add custom toolbox objects and custom template options
- 19. Distribute Reports through Bursting**
- Distribute reports using bursting
 - Create burst keys
 - Identify report recipients and data items using burst tables
 - Distribute reports using email and IBM Cognos Connection
- 20. Enhance User Interaction with HTML**
- Create tooltips that clarify report data
 - Send emails using links in a report