

COGNOS BI

I) BI introduction

- Products Introduction
- Architecture
- Workflows

II) Working with **Framework Manager** (Modeling Tool):

- Introduction
- Architecture
- Flow charts
- Creating Project
- Creating Data Sources
- Preparing Relational Metadata for Reports
 - (Physical Layer, Presentation Layer, Business layers)*
- Models (***Relationships, Resolving Problems***)
- Query Subjects (***Model, Data source, stored procedure***)
- Query Items (***usage: Identifier, Attribute, and Fact***)
- Name spaces, Filters, Folders
- Parameter maps
- Making Metadata Available to Report Authors
- Creation of Package
- Publishing the Package
- Case Studies

III) Query Studio

- Introduction
- Creating a Report, Open an Existing Report, Add Data to a Report
- Save a Report (Save a Report Using a Different Name or Location)
- Run a Report, View a Report in PDF Format, CSV Format, XML Format, Excel 2000 Format, Excel 2000 Single Sheet Format, Excel 2002 Format 17
- Open a Report in Report Studio
- Get the Report Definition
- Setting up a Multilingual Reporting Environment
- Types of Reports
- (*List Reports, Grouped List Reports, Crosstab Reports, Charts*)
- Changing the Appearance of Reports
- Apply a Template, Change the Title, Format Text and Data, Format Borders ,
- Collapse a Report, Reorder Report Items, Change the Report Item Name
- Swap Rows and Columns, Specify the Rows Per Pages
- Defining Conditional Styles, Set Page Breaks

Working with Data :

- Filters, Complex Filter, Add a Model Filter, Use a Prompt, Custom Groups
- Sort Data, Group Identical Values
- Turn Off Automatic Summarization
- Change the Data Format, Calculations
- Add a Summary to a Report, Calculation to a Report
- Drilling to View Related Data, Drill Up or Drill Down, Navigate to Another
- working with charts

IV) Report Studio

- Introduction
- Planning Reports, User Interface, Basic Report Structure
- Working with Objects, Set Options
- Creating a Report, Specify the Package, Choose a Report Template
- Add Data to a Report
- Save a Report, Run a Report, Print a Report
- Creating Your Own Report Templates
- Types of Reports :
 - ❖ List Reports, Group Data, Set the Group Span for a Column, Format Lists
 - ❖ Crosstab Reports, Crosstab Nodes and Crosstab Node Members
 - ❖ Create a Single-Edge Crosstab Report, Create a Nested Crosstab Report
 - ❖ Format Crosstab: Change a List into a Crosstab
 - ❖ Charts, Customize a Chart, Customize the Colors of a Chart, Chart Background
 - ❖ Add a Baseline to a Chart, Customize the Lines in a Chart
 - ❖ Create a Drill-up and Drill-down Chart
 - ❖ Ignore Data with no Features, Add Titles, Subtitles, Footers, and Axis Title
 - ❖ Repeaters, Convert a List into a Repeater
- Formatting a Report

Working with Data :

- ❖ Filter Data, Define a Slicer, Sort Data, Perform Advanced Sorting
- ❖ Create Sections, Remove Sections, Add a Summary,
- ❖ Setting Aggregation Properties for a Column
- ❖ Aggregating Values in Crosstabs and Charts
- ❖ Create a Calculation, Format Data, Specify the Format for an Object
- ❖ Specifying the Number of Decimals
- ❖ Adding Prompts, Use the Build Prompt Page Tool, Build Your Own Prompt and Prompt Page
- ❖ Create a Parameter to Produce a Prompt, Create a Prompt Directly in a Report Page
- ❖ Modifying Prompts, Control the Data That Appears in a Tree Prompt

Working with Queries

Create a Union Query

Create a Join Relationship

Working with SQL or MDX

Add Multiple Items to a Single Column

Bursting Reports, Defining Burst Recipients, Specify Burst Groups, Set Burst Options

Enable Bursting

Defining Conditions

Add a Variable, Adding Conditional Formatting to a Report

Drill-through Access, Set Up Drill-through Access in a Report

Create a Drill-up/Drill-down Report,

Conditional Blocking

Repeaters, repeater tables

Working with locking the page objects.

V) Cognos Connections

- Navigation between Folders Public and Private
- Managing Reports (run options, history, versions...)
- Distribution and Scheduling Reports
- Manage the pages
- Deployments
- Content Administration
- Directory

VI) Analysis Studio (PP on Web)

VII) Event Studio

VIII) Transformer