COGNOS ANALYTICS V11.1.7 WENT LIVE DEC. 4, 2020
CeDAR’s goal is for report writers/consumers to smoothly transition from Cognos Analytics v11.1.3 to Cognos Analytics v11.1.7.

This updated version includes enhancements and improvements in functionality.
Browsers

- Chrome
- Firefox ESR
- Internet Explorer
- Safari

Not supported:
- Microsoft Edge
<table>
<thead>
<tr>
<th>WEB BROWSERS</th>
<th>VERSION(S)</th>
<th>RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Safari</td>
<td>5.0, 6.0, 7.0 and future fix packs</td>
<td></td>
</tr>
<tr>
<td>Google Chrome</td>
<td>41 &amp; future versions, releases and fix packs</td>
<td></td>
</tr>
<tr>
<td>Microsoft Internet Explorer*</td>
<td>8.0, 9.0, 10, 11 and future fix packs</td>
<td>Preferred</td>
</tr>
<tr>
<td>Mozilla Firefox ESR</td>
<td>38, 45, 52 and future fix packs</td>
<td></td>
</tr>
<tr>
<td>Microsoft Edge</td>
<td>Not supported</td>
<td></td>
</tr>
</tbody>
</table>

*IBM Cognos Business Intelligence now contains document mode tabs which allows Internet Explorer to be used without manually setting any compatibility modes. Content from IBM Cognos BI will be rendered in the appropriate document mode as designated by the product.

As you do now, you will continue to VPN into the Cognos environment.
How Do You Enter the IW?

- External Links
- PeopleSoft
- STRIPES
- PRIME Financials Reporting Tile
- CeDAR Website
Production: https://cedar.princeton.edu

Information Warehouse Production site:
https://dwprod.princeton.edu/cognos/bi
The **Reporting** tile can be found in the bottom half of the Prime Portal window.

https://prime.princeton.edu
Cognos 11.1.7 Enhancements

- Redesigned Scheduling Interface
- Visualizations Improvements in Reporting and Dashboards
- Redesigned and Improved Data Sets
- Performance Improvements
- Updated Color Scheme per the IBM Carbon Standard
What is Carbon?
Carbon is IBM’s open source design system for products and digital experiences. With the IBM Design Language as its foundation, the system consists of working code, design tools and resources, human interface guidelines, and a vibrant community of contributors.

How does Carbon affect you?
- Updated color scheme that will be most apparent in visualizations.
- You will notice new icons and updates to fonts and colors.
- The adoption of Carbon Design provides a consistent user experience across IBM products.
The Reporting User Interface remains the same, including:

- Left navigation toolbar
- Horizontal contextual toolbars
- Fly-out panes

Core skills learned in previous versions of Cognos Analytics still apply in v11.1.7.
WHAT STAYS THE SAME

- Data
- Security
- Folder Directories
- Team Content Folder
- My Content Folder
- Report Names
- Reports
- Prompts
- Run Formats
Cognos Analytics, v11.1.7

The first time you enter the environment the Welcome page greets you with no Recent content.
Objects will populate the **Welcome** page as you open them, appearing under the **Recent** heading. New **Carbon** object icons and bubble indicate if the object is a report, report view, visualization, dashboard, story or data module. The last modified date and time is also indicated for each object.

**Note:** the **Report View** icon includes an eye, distinguishing it from the **Report** icon.

![Image of Welcome page with recent objects]

- **Report**
- **Report view**
The gray navigation toolbar and fly-out windows on the left remain the same. The **Home** icon takes you to your **Welcome** page, as does the pull-down menu in the center of the **Orange** toolbar.
The **New** object button is still at the bottom of the left navigation panel. From here you create a new report, job or other object.
The **Search** feature allows you to search for packages, folders, reports, and visualizations.

Hello. Welcome to The Princeton Information Warehouse: Production.

Recent

Your content will appear here.
The **Search** button opens the **Search** field window. As you begin typing any objects that meet the criteria will begin to populate the window.
You can select an object from the pull-down menu or hit the **Enter** key to return all related objects.

**Note:** Icons next to objects indicate if they are data packages/sets, folders, reports/report views, or other objects.
The **Save and Filter** buttons are in the top right of the **Search** window.

The **Save** button allows you to **Save** searches that you may use often. When you **Save** a search the next time you return to the **Search** window your **Saved** searches will appear under the **Search** field.
Best Practice: Search Feature for Reports Run Occasionally

You can use the **Saved searches** feature to quickly find those reports that you need to access/run occasionally, i.e. monthly, quarterly, yearly. Using the **Report Name** as a saved search is an easy way to find and retrieve reports used less often.

**Note:** Of course, you have to remember that you have created a saved search to locate reports run less often.
The **Filter** button allows you to refine your search. In this example **Data** and **Folders** are selected, so specific reports are not returned in the **Results** window.
If you **Save** a particular **Search** (training) any selected **Filters** will **not** be saved. When you return to a saved search all objects meeting the search criteria will appear.
Cognos v11.1.6 corrected the known issues with the scheduling tool. The Classic View scheduler was removed in v11.1.6. We’ll review scheduler tool changes further along in this session.
What’s Changed in Cognos 11.1.7

- Enhanced Run as window
- Run a single page in a multi-page report
- Enhanced Scheduling Features – Subscriptions and Jobs
When you select the **Run as** feature next to a report name, an enhanced window opens.
You can:

1) Choose when to run the report: now or later. The default setting is run now. Select your report **Format**. Select **Run** to accept your selections and run the report.
Run in background: Later

You can select the **Run** date and time for the report.

You will be prompted for input before the report runs.
Run in background: Later

**Note:** You may need to scroll down to view the Delivery window.

You can select the **Delivery** method: **Save** or **Save as a report view**.
Delivery options include:

1) **Save** the report in the Cognos **Scheduler** as a report/report view.
2) Send report by **Email** (select **Edit details** to open the email window). You will need to scroll down to view the entire window.
3) Send report to mobile device (not active)
4) **Print** the report to a selected printer (need to add the network address the first time you send to a printer).
If you create multi-page reports, you can now run a single page in the report. Reports with title and summary pages, or mail merge letters with attached report pages have this feature.

1) Under the **Report** tab select the **Pages** tab. (Maximize your window.)

2) **Select** the **Page** you want to **Run**. When you select the page a contextual toolbar appears above the page list.

3) A new **Run as** button is now located in the contextual toolbar. The pull-down menu allows you to select your format.
The Schedule window has been enhanced with Cognos v11.1.7.

The enhanced Schedule window lists both Schedules and Subscriptions. Schedules distribute a report to one or more consumers on a scheduled basis, while Subscriptions are for personal use and used by report viewers.
Go to the report name. Open the More pull-down menu to the right. Select the Create a new job button.
The **New job** window opens at the **Steps** page.

The **Classic View** page no longer exists so we modify our job here, or via the **Properties** window.

The **Plus** sign in the gray toolbar allows you to add reports to this job.

**Note:** After you create your job and leave the **Steps** window you can return to it via the **Add to Job** link in the **More (...)** pull-down menu, found next to the report name from the gray navigation bar.
Go to the report name via the gray navigation bar, or via the Welcome page if it is a recently used report. Open the More pull-down menu to the right of the report name. Select the Properties button.
You can also return to the **Welcome Page** and find your report. Open the **More** pull-down menu to the right. Select the **Properties** button.
The fly-out window opens. Select the **Schedule** tab.

![Screenshot of the Princeton Information Warehouse: Production interface with the Schedule tab highlighted.]
The **Create schedule** window opens. Click the **Create schedule** button.
Frequency

You can set the frequency to:

- Daily
- Weekly
- Monthly
- Yearly
- By trigger (not used at PU since our data is refreshed daily)
Daily Time Interval – By Trigger (not used since our data is only refreshed every 24 hours)

You can set a time interval to repeat a specified number of Minutes or Hours between a specified time period. The Frequency should be set to By trigger if you use this time interval.
**Period**

You can set the time period to a specific start and end date/time if you **uncheck No end date**, which reveals the Start/End calendars/times.
After you **Save** your **Job** settings you return to the **Schedule** tab. Check the **Summary** description to confirm that your selections are correct.

You can **Edit** or **Delete** the job in this tab.

You can also **Enable** or **Disable** the job here, using the radio button.

**Summary**

Run every 1 day(s) from November 2, 2020 at 6:00 PM to November 4, 2020 at 6:01 PM.
Confirm that your job has been scheduled.

If you open the **Person** icon pull-down menu in the top right orange toolbar you can go to **My schedules and subscriptions**.

This will take you to the enhanced **Schedule** window.
The **Schedule** window opens. **Enabled** and **Disabled** objects are listed in the bar chart. Other objects are listed:

1) **Name**: Object name  
2) **Modified**: Last modified date & time  
3) **Type**: Icon indicating a schedule (calendar) or subscription (report page)  
4) **Scheduled by**: NetID indicating who scheduled the object  
5) **Status** (Enabled, Disabled)  
6) **Priority**: Numeric level, 3 is the default. (Only report writers can change the priority setting.)

---

The most recently created/modified job will appear at the bottom row.  

**Note**: If you hover over a name, a tooltip will open giving you the report location.

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Type</th>
<th>Scheduled by</th>
<th>Status</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>COGNOSUSERS</td>
<td>4/27/2018 6:10 PM</td>
<td>Calendar</td>
<td>Leah N. Targon</td>
<td>Disabled</td>
<td>3</td>
</tr>
<tr>
<td>Maximo Email list</td>
<td>5/8/2018 12:20 PM</td>
<td>Calendar</td>
<td>Leah N. Targon</td>
<td>Disabled</td>
<td>3</td>
</tr>
<tr>
<td>Student Data</td>
<td>10/8/2020 8:11 AM</td>
<td>Calendar</td>
<td>Leah N. Targon</td>
<td>Disabled</td>
<td>3</td>
</tr>
<tr>
<td>Personal Data Report</td>
<td>10/8/2020 8:11 AM</td>
<td>Calendar</td>
<td>Leah N. Targon</td>
<td>Disabled</td>
<td>3</td>
</tr>
<tr>
<td>My Pre-Filter</td>
<td>10/28/2020 12:28 PM</td>
<td>Calendar</td>
<td>Leah N. Targon</td>
<td>Enabled</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Filter</td>
<td>11/2/2020 5:41 PM</td>
<td>Calendar</td>
<td>Leah N. Targon</td>
<td>Enabled</td>
<td>2</td>
</tr>
</tbody>
</table>
If you click on the **More (…)** button, rightmost on the object line a drop-down function window opens.

From here you can:

1) **Run once:** Run your report, report view, visualization once.

2) **Modify this subscription:** The **Subscribe** window opens and you can modify the **Days** run, **Time run**, **Format** and **Delivery** of the **Subscription**.

3) **View versions:** The **Versions** tab allows you to view the reports that have run. The **Archives** tab is disabled.

4) **Disable this subscription:** This is a toggle button, so you can **Disable** and **Enable** the subscription here.

5) **Remove this subscription:** If you no longer need or want this subscription it can be removed here.
View Versions of Your Scheduled Report

1) Under the **More** pull-down menu select **View versions**.
2) The **Versions** tab opens showing the most recent run of the report.
3) To view earlier runs of the report select the **Show all history** box.
View Versions of Your Scheduled Report

1) By default the last 5 versions of report output are saved, with only the last successful report output run being viewable. Report authors may modify this setting.

2) When you click on the report date and time the detail window will open.

**Note:** Earlier versions by default setting are not accessible. The report writer can modify this default setting.
Report Run Issues

1) A red circle with an exclamation point indicates that the report did not run successfully.

2) When you click on the blue details button a new window will open.
Report Version Detail Window

1) The report format is shown on the right (HTM). If you click the format icon you will be taken to the report output of this version.

2) You can also Delete this version here.

![Image of Report Version Detail Window]

- Nov 4, 2020, 4:03:00 PM
- Delete report version
- Nov 3, 2020, 4:03:00 PM
View Run History Details

1) In the top right of the window it indicates that the report run has failed.

2) The **Messages** window below gives you details regarding the cause of the run failure.

3) The **Run time** window gives details about the report run **Request time, Start time, and End time**.

**Note:** If a report run fails on a regular basis please contact the Help Desk to create a SN@P ticket. Include a screen shot of the message details window.
After a schedule runs you will notice a new notification in the top orange toolbar.

When you click on the bell button the **Notifications** window opens indicating that a new version of a report is now available.
We in CeDAR are here to answer any questions you may have. In addition, we have provided a few links that should prove to be useful.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Link/email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CeDAR Website</td>
<td><a href="https://cedar.princeton.edu">https://cedar.princeton.edu</a></td>
</tr>
<tr>
<td>OIT Support and Operations (SOC)</td>
<td><a href="mailto:helpdesk@princeton.edu">helpdesk@princeton.edu</a></td>
</tr>
<tr>
<td>Prime Portal</td>
<td><a href="https://prime.princeton.edu">https://prime.princeton.edu</a></td>
</tr>
<tr>
<td>Financial Service Center (FSC)</td>
<td><a href="mailto:finance@princeton.edu">finance@princeton.edu</a></td>
</tr>
<tr>
<td>Employee Learning Center</td>
<td><a href="http://www.princeton.edu/training">www.princeton.edu/training</a></td>
</tr>
<tr>
<td>Information Warehouse (Production)</td>
<td>Will be updated on 12/4/2020</td>
</tr>
<tr>
<td>IBM Knowledge Center</td>
<td><a href="https://www.ibm.com/support/knowledgecenter/">https://www.ibm.com/support/knowledgecenter/</a></td>
</tr>
</tbody>
</table>
THANK YOU