Cognos Analytics 11.1.7

For Report Viewers

Center for Data, Analytics and Reporting (CeDAR)
Authored by: Leah Targon
Updated 11-30-2020
COGNOS ANALYTICS V11.1.7 WENT LIVE DEC. 4, 2020
CeDAR’s goal is for report viewers/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.

Working Remotely?

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
https://prime.princeton.edu

The **Reporting** tile can be found in the bottom half of the Prime Portal window.
Cognos 11.1.7 Enhancements

- Visualizations Improvements in Reporting and Dashboards
- Redesigned Scheduling Interface
- 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.

Hello. Welcome to The Princeton Information Warehouse: Production.

Recent

Your content will appear here.
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.
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 **Search** feature allows you to search for packages, folders, reports, and visualizations.
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 packages/data 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 for these 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) selected **Filters** will **not** be saved. When you return to a saved search all objects meeting the search criteria will appear. So in this example specific reports are also returned in the saved **Search**.
What’s Changed in Reporting for Report Viewers?

- Enhanced Run as window
- Enhanced Scheduling Features - Subscriptions
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.
**Subscriptions** allow users to schedule a personal copy of the report.

1) You must **Run** the report before you can subscribe to it.
2) After you run the report go to the **More** pull-down menu in the orange toolbar, top right. Select **Subscribe**.
The **Subscribe** window opens. Select the run day(s), time, format and delivery mode for your report.

You can print the report to a selected printer or save it within the Cognos **Scheduler**. Select **Create** to accept your selections.
**Delivery** options include:

1) Send report by email to yourself (attach report or include a link to the report).
2) Print the report to a selected printer (not activated).
3) Send it to a cloud location (not activated).
4) Save the report within the Cognos **Scheduler**.
5) Select **Done** when you have made your selections.
6) When you return to the **Subscribe** window select **Create** to accept your selections.
To verify that your **Subscription** has been created go to the **Person** icon pull-down menu in the orange toolbar, top right.

Select **My schedules and subscriptions**.

**Note:** The subscription has to run at least once to create report output that will show your subscription.
The Schedule window opens. **Enabled** and **Disabled** objects are listed in the bar chart. Other objects are listed below:

1) **Name**: Object name
2) **Modified**: Last modified date & time
3) **Type**: Icon indicating a schedule (calendar) or subscription (report page with person icon)
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.)
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.
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 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.
View Version of Report Output

1) The report output appears in the same browser tab.
2) To return to the Schedule window use the blue return button.

My Pre-Filter (1) - 2020-11-04 - HTML

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Home Address Street</th>
<th>Home Address City</th>
<th>Home Address State</th>
<th>Home Address Postal Code</th>
<th>Home Address Country</th>
<th>Birth Date</th>
<th>Academic Career</th>
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<tbody>
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</table>
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.
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 this message details window with your ticket.
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