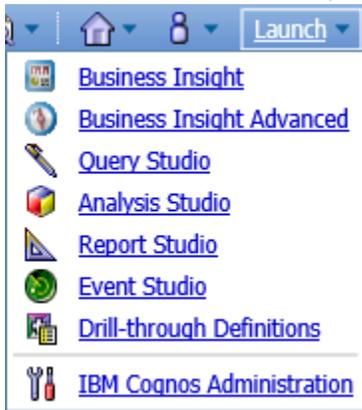
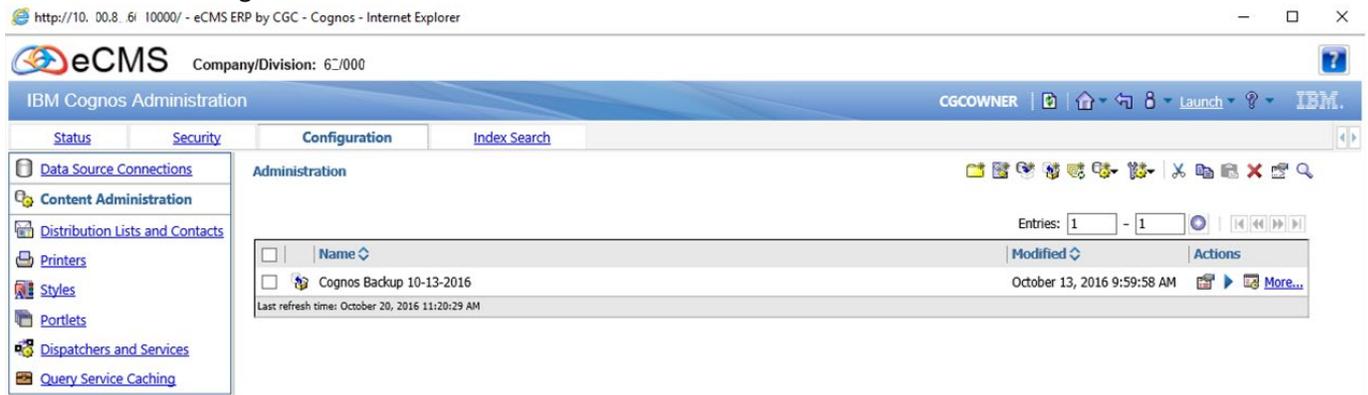


Setting Up Cognos Daily Backup

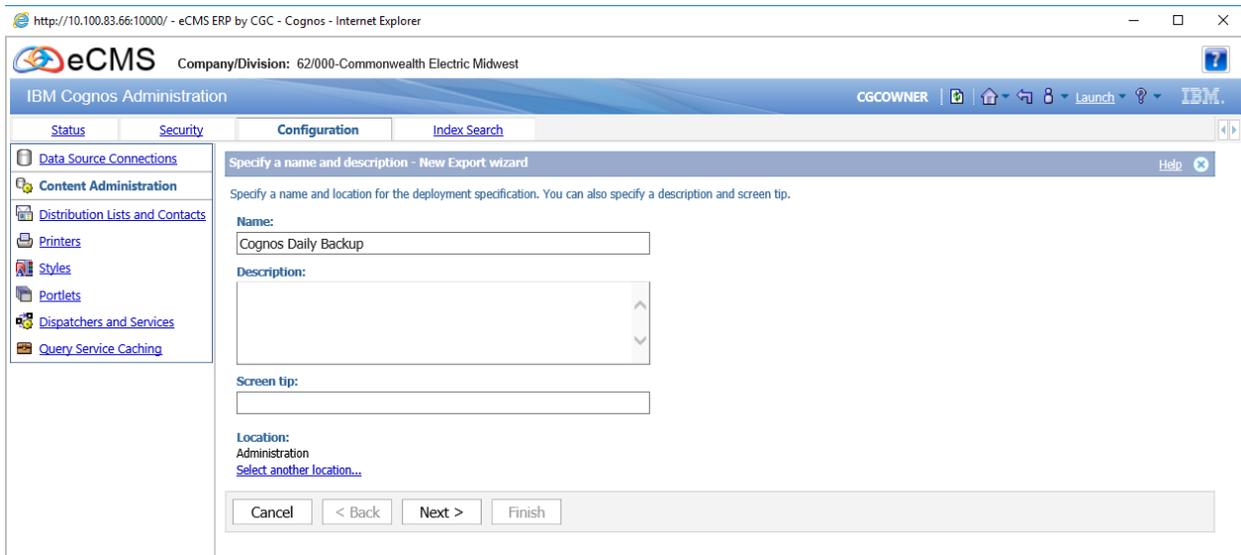
1. Sign on to the eCMS system using the CGCOwner account.
2. Open Cognos.
3. From the Launch Menu, select IBM Cognos Administration.



4. Select the Configuration tab → Content Administration

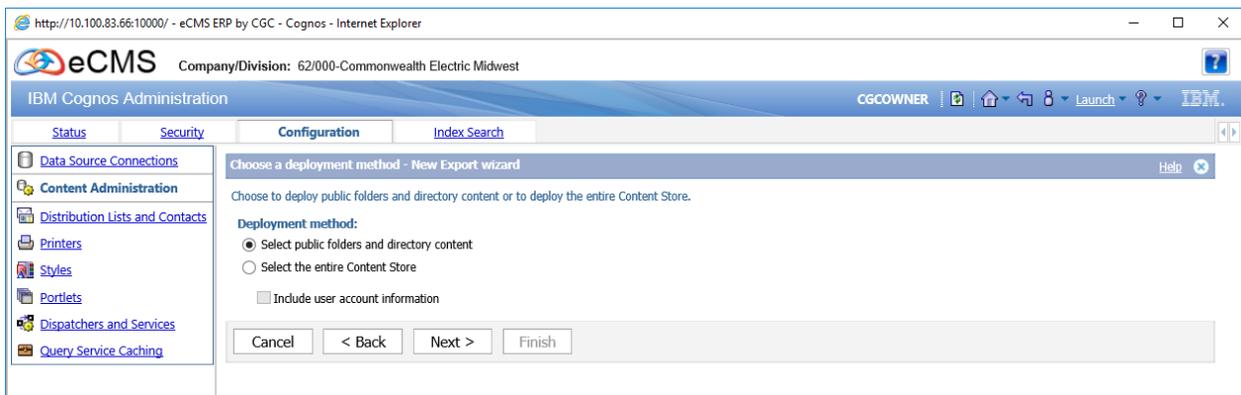


5. Select **Export** from the upper right icon list.



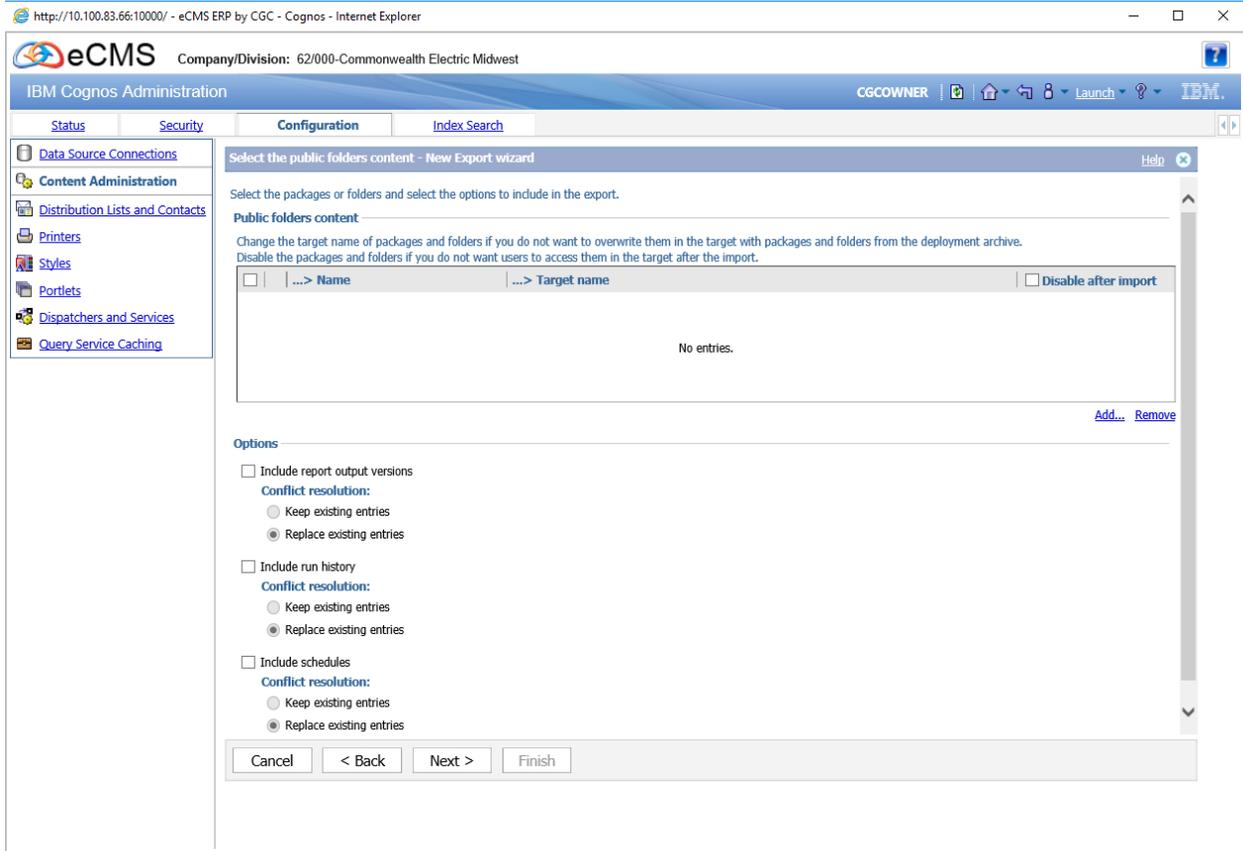
The screenshot shows the IBM Cognos Administration interface in Internet Explorer. The browser address bar shows 'http://10.100.83.66:10000/ - eCMS ERP by CGC - Cognos - Internet Explorer'. The page title is 'eCMS Company/Division: 62/000-Commonwealth Electric Midwest'. The navigation tabs include 'Status', 'Security', 'Configuration', and 'Index Search'. The left sidebar contains a tree view with 'Data Source Connections' selected. The main content area is titled 'Specify a name and description - New Export wizard'. Below the title, it says 'Specify a name and location for the deployment specification. You can also specify a description and screen tip.' There are three input fields: 'Name' with the value 'Cognos Daily Backup', 'Description' (empty), and 'Screen tip' (empty). Below these is a 'Location' section with 'Administration' selected and a link 'Select another location...'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

6. Specify the name, CognosDailyBackup of the export. Press next.

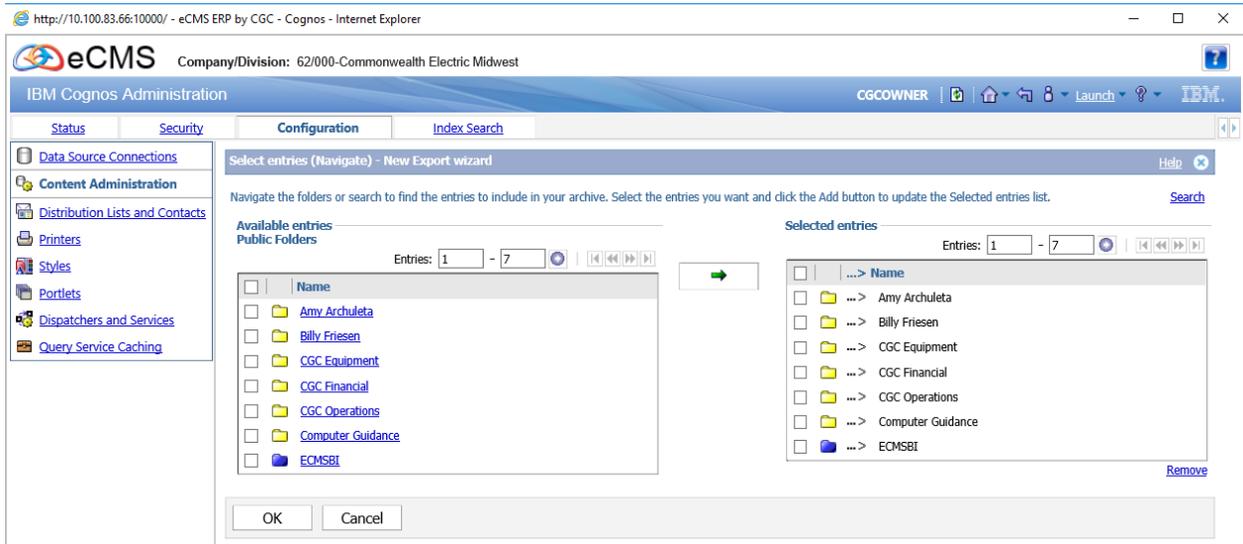


The screenshot shows the IBM Cognos Administration interface in Internet Explorer. The browser address bar shows 'http://10.100.83.66:10000/ - eCMS ERP by CGC - Cognos - Internet Explorer'. The page title is 'eCMS Company/Division: 62/000-Commonwealth Electric Midwest'. The navigation tabs include 'Status', 'Security', 'Configuration', and 'Index Search'. The left sidebar contains a tree view with 'Data Source Connections' selected. The main content area is titled 'Choose a deployment method - New Export wizard'. Below the title, it says 'Choose to deploy public folders and directory content or to deploy the entire Content Store.' There are two radio button options under 'Deployment method': 'Select public folders and directory content' (selected) and 'Select the entire Content Store'. There is also an unchecked checkbox for 'Include user account information'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

7. Select public folders and directory content. Press next.



8. Press Add link.



9. Select all folders the press the → button to select. Press OK.

http://10.100.83.66:10000/ - eCMS ERP by CGC - Cognos - Internet Explorer

eCMS Company/Division: 62/000-Commonwealth Electric Midwest

IBM Cognos Administration CGCOWNER | Home | Launch | ? | IBM.

[Status](#) | [Security](#) | [Configuration](#) | [Index Search](#)

Data Source Connections

Content Administration

[Distribution Lists and Contacts](#)

[Printers](#)

[Styles](#)

[Portlets](#)

[Dispatchers and Services](#)

[Query Service Caching](#)

Select the public folders content - New Export wizard Help

Select the packages or folders and select the options to include in the export.

Public folders content

Change the target name of packages and folders if you do not want to overwrite them in the target with packages and folders from the deployment archive. Disable the packages and folders if you do not want users to access them in the target after the import.

	...> Name	...> Target name	
<input type="checkbox"/>	...> Amy Archuleta	...> Amy Archuleta	<input type="checkbox"/>
<input type="checkbox"/>	...> Billy Friesen	...> Billy Friesen	<input type="checkbox"/>
<input type="checkbox"/>	...> CGC Equipment	...> CGC Equipment	<input type="checkbox"/>
<input type="checkbox"/>	...> CGC Financial	...> CGC Financial	<input type="checkbox"/>
<input type="checkbox"/>	...> CGC Operations	...> CGC Operations	<input type="checkbox"/>
<input type="checkbox"/>	...> Computer Guidance	...> Computer Guidance	<input type="checkbox"/>
<input type="checkbox"/>	...> ECMSBI	...> ECMSBI	<input type="checkbox"/>

Entries: 1 - 7 [Add...](#) [Remove](#)

Options

Include report output versions

Conflict resolution:

Keep existing entries

Replace existing entries

Include run history

Conflict resolution:

Keep existing entries

Replace existing entries

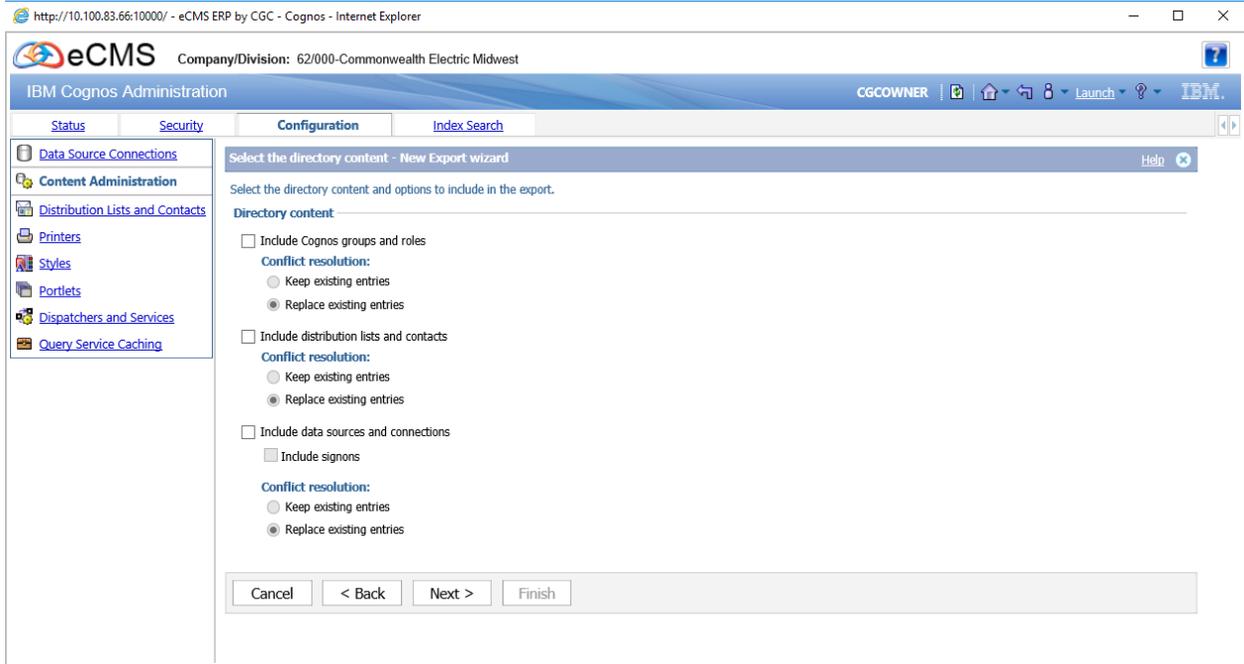
Include schedules

Conflict resolution:

Keep existing entries

Replace existing entries

10. Select Include Schedules. . Press next.

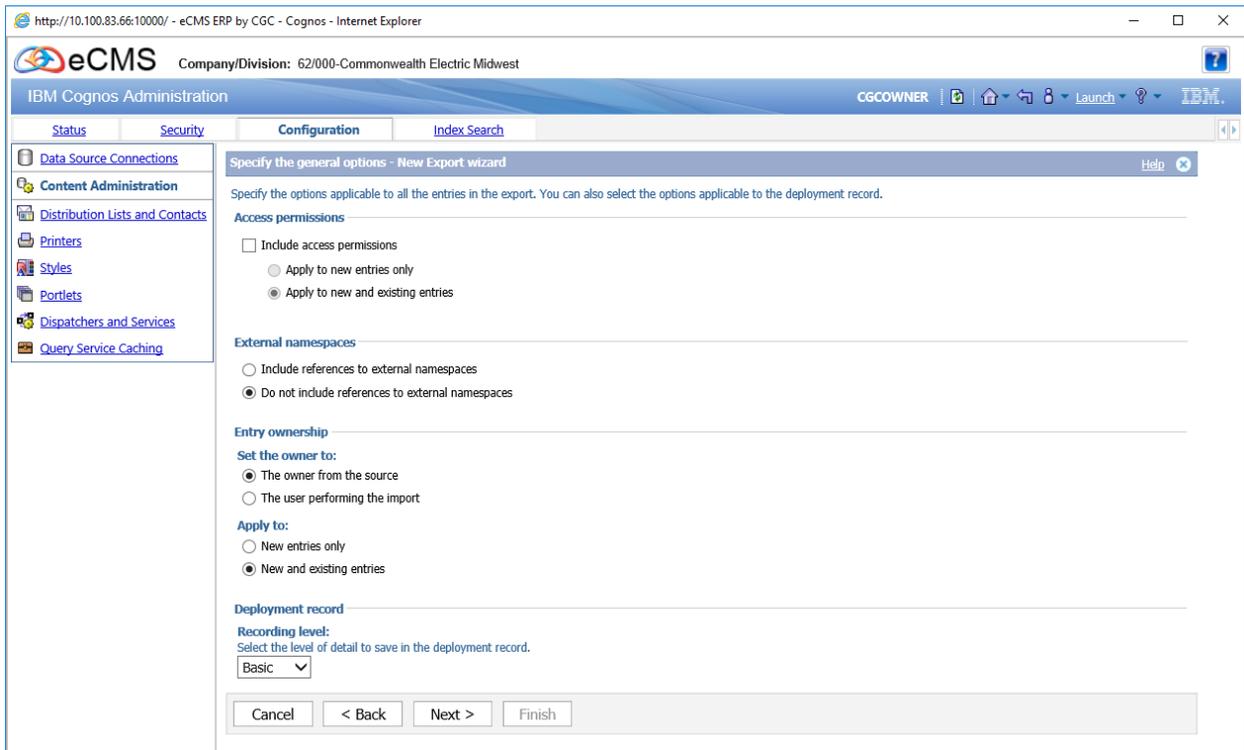


The screenshot shows the 'Select the directory content - New Export wizard' screen in IBM Cognos Administration. The left sidebar contains a navigation menu with items like 'Data Source Connections', 'Content Administration', 'Distribution Lists and Contacts', 'Printers', 'Styles', 'Portlets', 'Dispatchers and Services', and 'Query Service Caching'. The main content area has the following sections:

- Select the directory content and options to include in the export.**
- Directory content:**
 - Include Cognos groups and roles
 - Conflict resolution:
 - Keep existing entries
 - Replace existing entries
 - Include distribution lists and contacts
 - Conflict resolution:
 - Keep existing entries
 - Replace existing entries
 - Include data sources and connections
 - Include signons
 - Conflict resolution:
 - Keep existing entries
 - Replace existing entries

At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

11. . Press next.



The screenshot shows the 'Specify the general options - New Export wizard' screen in IBM Cognos Administration. The left sidebar is the same as in the previous screenshot. The main content area has the following sections:

- Specify the options applicable to all the entries in the export. You can also select the options applicable to the deployment record.**
- Access permissions:**
 - Include access permissions
 - Apply to new entries only
 - Apply to new and existing entries
- External namespaces:**
 - Include references to external namespaces
 - Do not include references to external namespaces
- Entry ownership:**
 - Set the owner to:**
 - The owner from the source
 - The user performing the import
 - Apply to:**
 - New entries only
 - New and existing entries
- Deployment record:**
 - Recording level:** Select the level of detail to save in the deployment record.
 - Basic (selected)

At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

12. Press next.

http://10.100.83.66:10000/ - eCMS ERP by CGC - Cognos - Internet Explorer

eCMS Company/Division: 62/000-Commonwealth Electric Midwest

IBM Cognos Administration CGCOWNER

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Content Administration
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Printers
Styles
Portlets
Dispatchers and Services
Query Service Caching

Specify a deployment archive - New Export wizard

Select from the existing deployment archives or type a new deployment archive name. Select whether to encrypt the content of the archive.

Deployment archive

The location of the deployment archive is set using the deployment files location in IBM Cognos Configuration.

Entries: 1 - 2

Name
<input type="radio"/> Cognos Backup 10-13-2016
<input type="radio"/> Cognos Daily Backup

New archive:
Cognos Daily Backup

Encryption

You can encrypt the content of the archive by setting a password. This password is required to decrypt the archive during import.

Encrypt the content of the archive
[Set the encryption password...](#)

Cancel < Back Next > Finish

13. Press next.

http://10.100.83.66:10000/ - eCMS ERP by CGC - Cognos - Internet Explorer

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Review the summary - New Export wizard

The Export wizard is ready to export to the deployment archive.

If you want to change any settings, click Back.

If you are satisfied with the settings and want to select whether to run, schedule, or save only, click Next.

Deployment specification

Name: Cognos Daily Backup Description:

Deployment archive

Name: Cognos Daily Backup Encryption: Do not encrypt the content of the archive

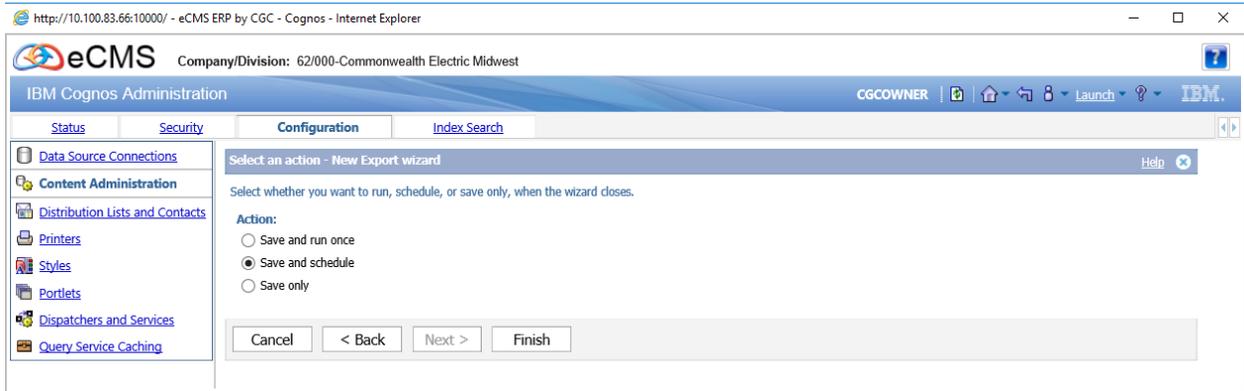
Public folders content

Name	Target name	Disable after import
...> Amy Archuleta	...> Amy Archuleta	
...> Billy Friesen	...> Billy Friesen	
...> CGC Equipment	...> CGC Equipment	
...> CGC Financial	...> CGC Financial	
...> CGC Operations	...> CGC Operations	
...> Computer Guidance	...> Computer Guidance	
...> ECMSBI	...> ECMSBI	

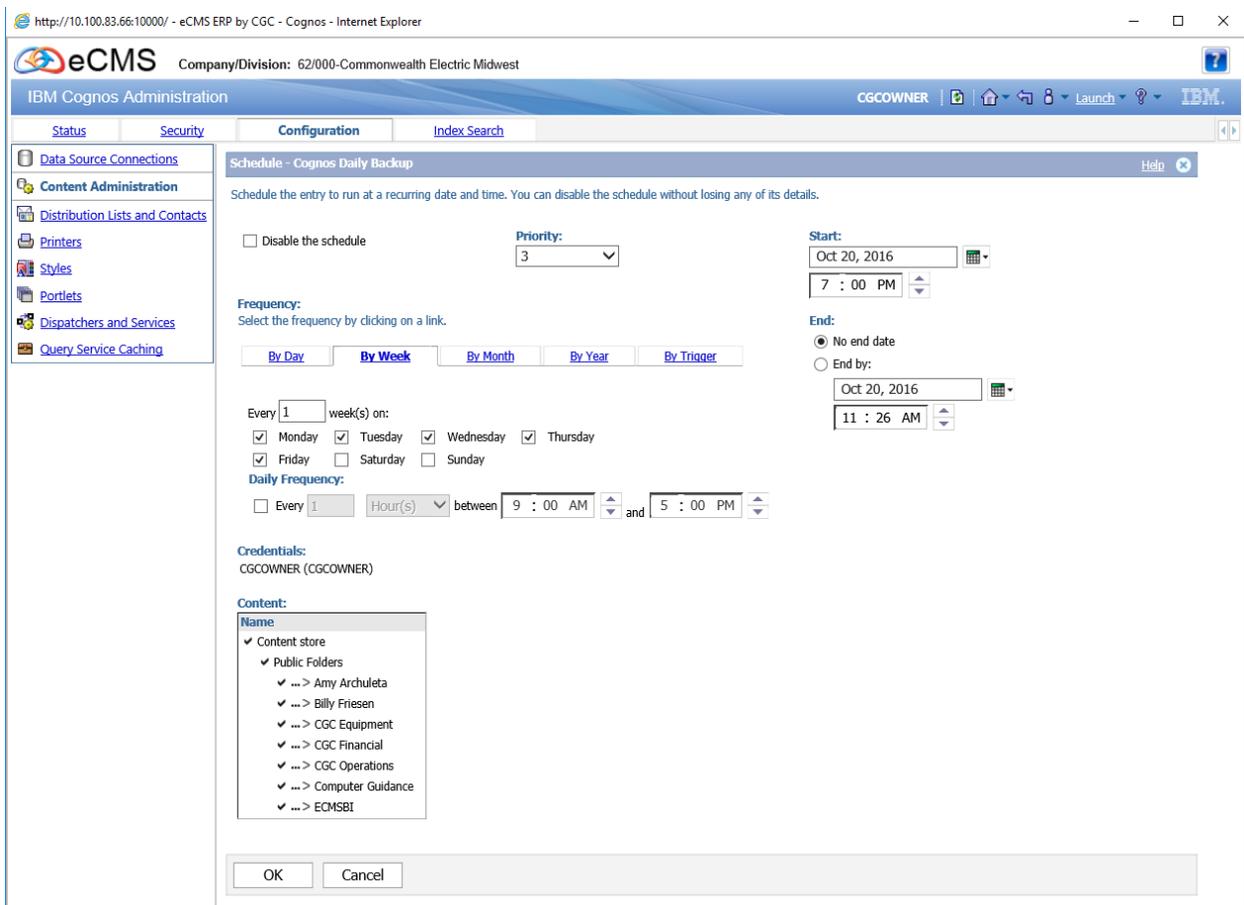
Options:

Cancel < Back Next > Finish

14. Press next.



15. Select Save and schedule. Press next.



16. Set the schedule for an evening run between 7pm – 8pm, Monday through Friday. Press OK to schedule.

17. The backup output file will be placed on the Cognos server in folder c:\IBM\Cognos\10_64\deployment. The file should be copied to an alternate location support recovery if needed.