

IBM Cognos 10

Business Intelligence & Analytics Training



Smarter Construction.



Launching Cognos eCMS 3.70 / 4.0

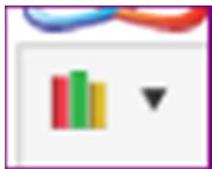
- In eCMS 4.0. Click on the IBM Cognos icon in the button bar.



7. Cognos



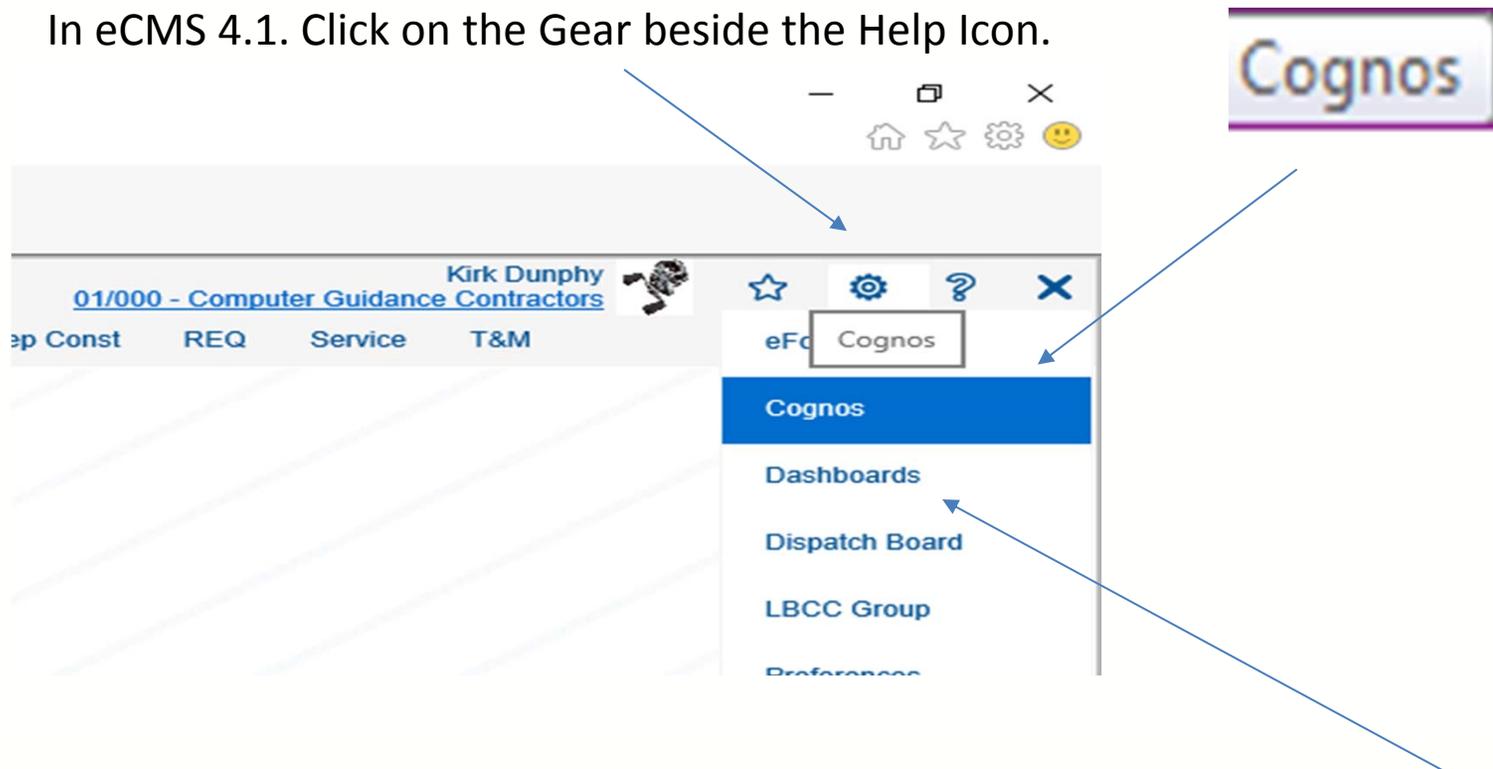
Change Cognos Dashboard



Dashboard Quick Change

Launching Cognos eCMS 4.1

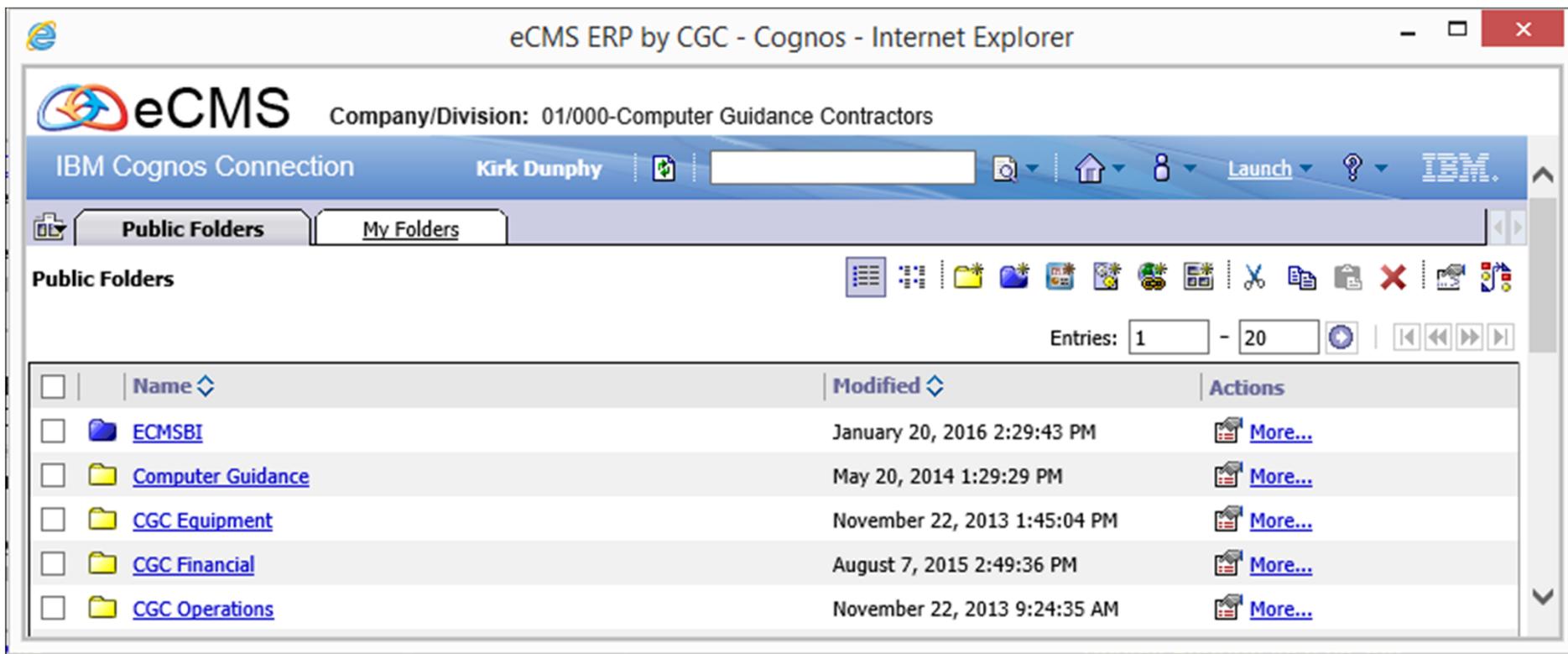
- In eCMS 4.1. Click on the Gear beside the Help Icon.



Smarter Construction. Cloud-based ERP.

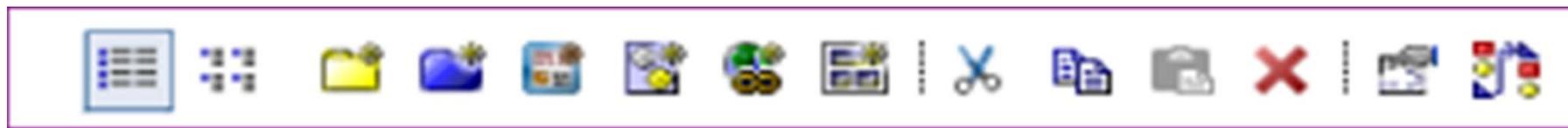
IBM Cognos Connection or Public Folders

This is the first screen you see when launching IBM Cognos from eCMS 4.0



Smarter Construction. Cloud-based ERP.

IBM Cognos Connection or Public Folders



1 2 3 4 5 6 7 8 9 10 11 12 13 14

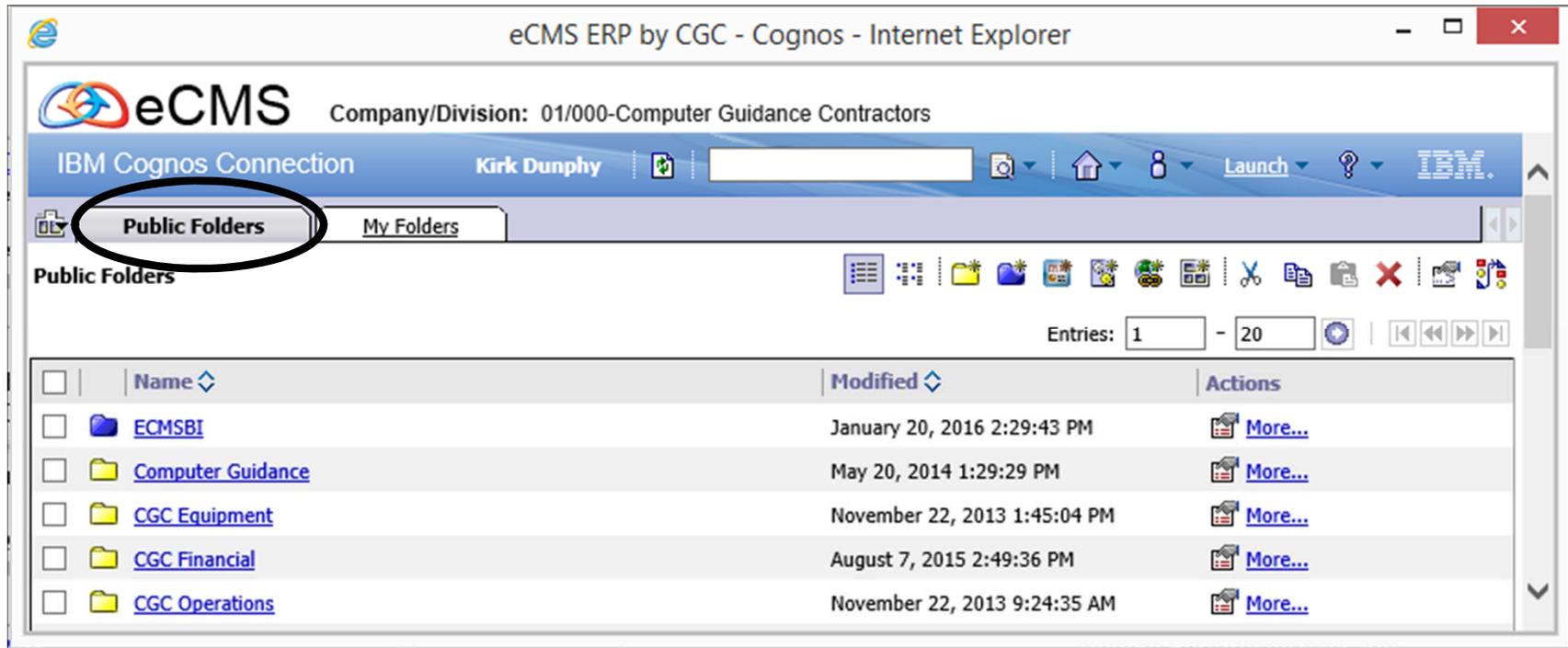
- 1. List View
- 2. Details View
- 3. New Folder
- 4. New Package **
- 5. New Workspace ***
- 6. New Job (Schedule)
- 7. New URL (Location to files and sites)
- 8. New Page
- 9. Cut
- 10. Copy
- 11. Paste
- 12. Delete
- 13. Set Properties
- 14. Order

** Requires Frame Work Manager

*** Not used by eCMS Interactive standalone Dashboards



IBM Cognos Connection or Public Folders

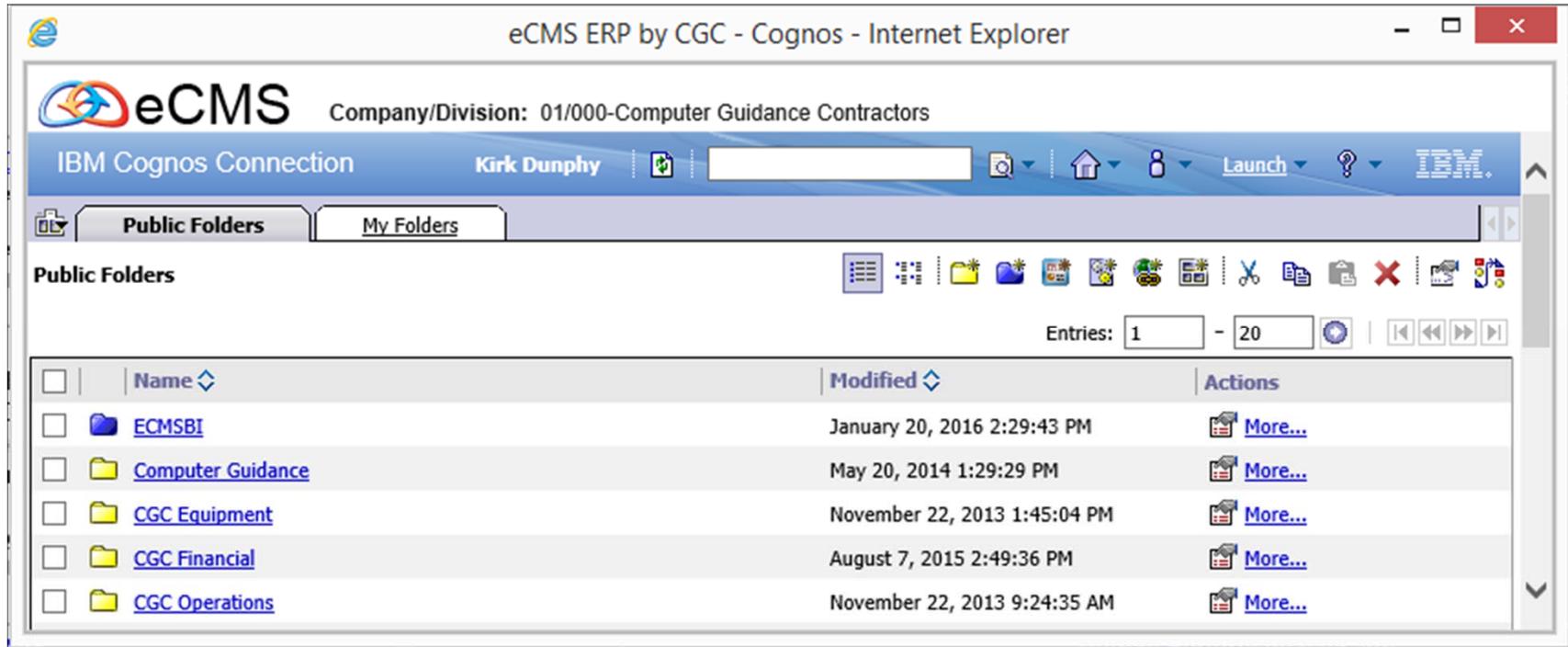


- Public Folders Contain Computer Guidance Cognos Canned Reports, Widgets, & Dashboards.
- All In-House Developed Reports for general distribution will be stored in Public Folders.



Smarter Construction. Cloud-based ERP.

Running a Report

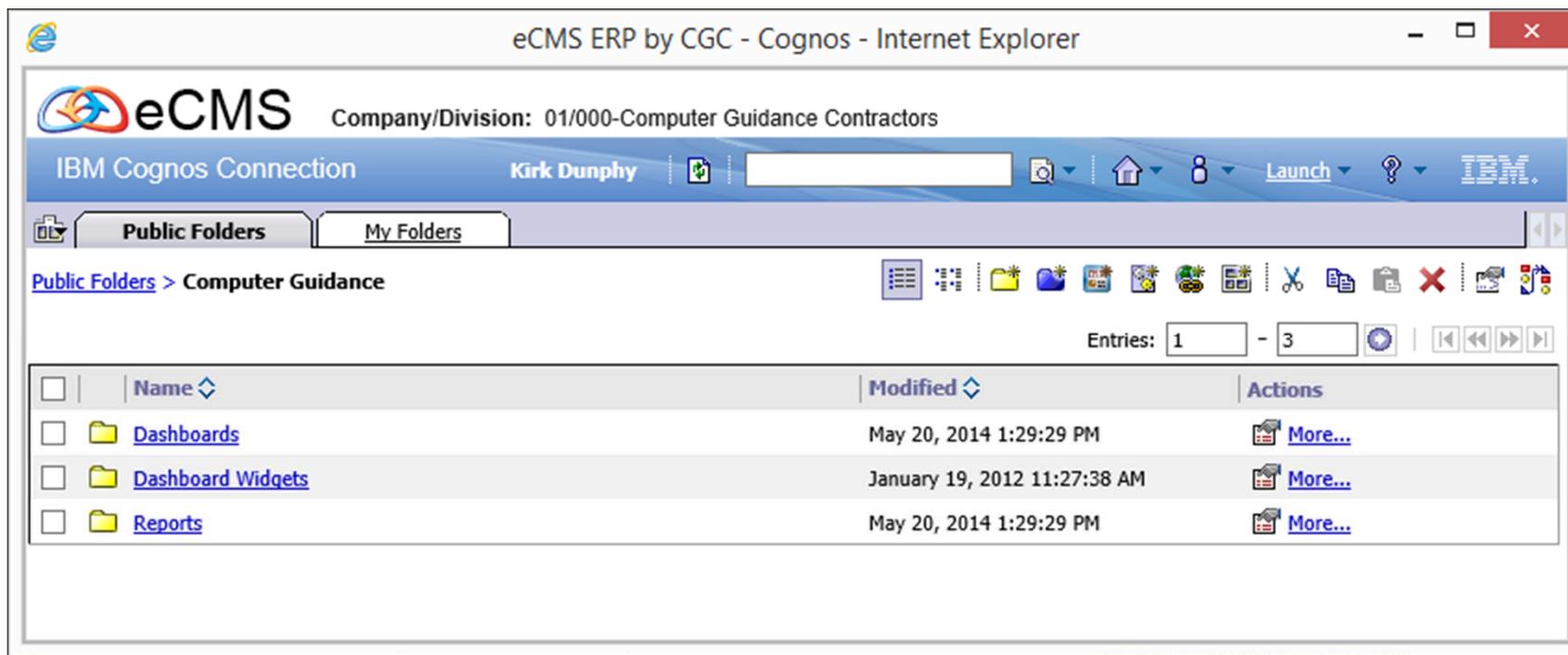


- Click Computer Guidance Folder.



Smarter Construction. Cloud-based ERP.

Running a Report



- Click Computer Guidance Folder.
- Notice 3 folders. Click the folder named Reports.



Smarter Construction. Cloud-based ERP.

Running a Report

The screenshot shows the eCMS application interface. At the top, the logo 'eCMS' is displayed next to the text 'Company/Division: 01/000-Computer Guidance Contractors'. Below this is a navigation bar with 'IBM Cognos Connection' and the user name 'Kirk Dunphy'. The breadcrumb path is 'Public Folders > Computer Guidance > Reports'. A table lists several folders with their modification dates and 'More...' links.

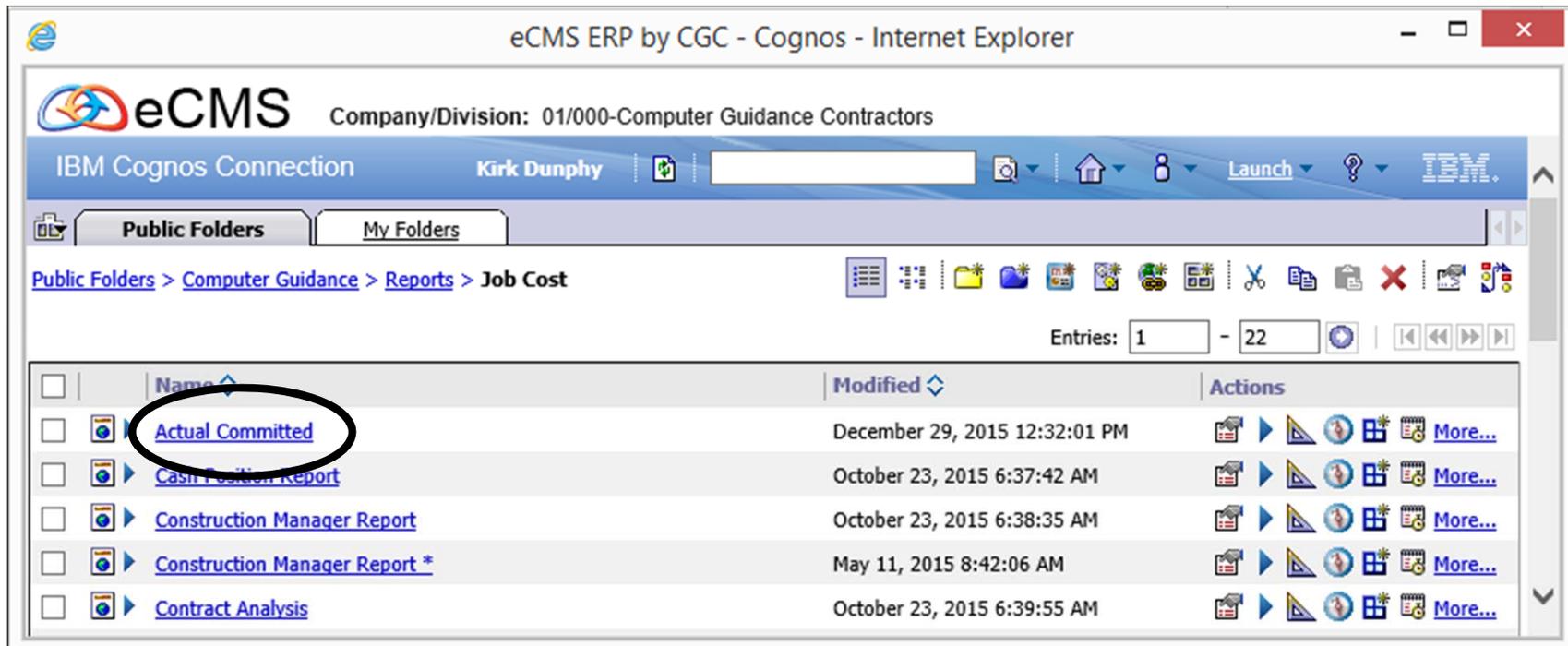
<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Accounts Payable	January 29, 2016 10:50:50 AM	More...
<input type="checkbox"/>	Accounts Receivable	May 20, 2014 1:29:29 PM	More...
<input type="checkbox"/>	General Ledger	May 20, 2014 1:29:29 PM	More...
<input type="checkbox"/>	Job Cost	January 8, 2016 9:09:45 AM	More...
<input type="checkbox"/>	Payroll	May 20, 2014 1:29:30 PM	More...
<input type="checkbox"/>	Security	May 20, 2014 1:29:30 PM	More...

- Click Job Cost



Smarter Construction. Cloud-based ERP.

Running a Report



- To Run a Report, Click the report title.



Smarter Construction. Cloud-based ERP.

Running a Report

The screenshot shows a web browser window titled "eCMS ERP by CGC - Cognos - Internet Explorer". The page header includes the eCMS logo and the text "Company/Division: 01/000-Computer Guidance Contractors". The main heading is "Actual Committed". Below this, there is a section for "Job/Subjob Number :". It contains two rows of input fields. The first row is labeled "From:" and has a dropdown menu with a downward arrow and a radio button selected next to the text "Lowest value". The second row is labeled "To:" and has a dropdown menu with a downward arrow and a radio button selected next to the text "Highest value". At the bottom of the form area, there are two buttons: "Cancel" and "Submit".

- CGC Canned reports usually have a prompt page. Fill in the prompts and click Submit.
- If the Submit button is not greyed out, these prompts are optional.

Running a Report

The screenshot shows the eCMS interface with the following elements:

- Header:** eCMS logo, Company/Division: 01/000-Computer Guidance Contractors
- Navigation:** Keep this version, Add this report, and other utility icons.
- Report Title:** 1 0 Computer Guidance Contractors Actual Committed
- Page Info:** Page 1 of ?, Program : JCP162, User : KDUNPHY, Report Date : 1/21/16, Report Time : 8:57 PM
- Table:** A data table with columns for Job, Sub Job, Job Description, Cost Distribution, Cost Distribution Description, CT, Est Qty, Actual Qty, U/M, % Cmp, Original Budget, Current Budget, Actual Cost, Committed Cost, Open/Buy, ECAC, and Over/Under.
- Table Data:**

Job	Sub Job	Job Description	Cost Distribution	Cost Distribution Description	CT	Est Qty	Actual Qty	U/M	% Cmp	Original Budget	Current Budget	Actual Cost	Committed Cost	Open/Buy	ECAC	Over/Under
A11001		Springfield School	01.01010	Project Mgt	L	0	0		0 D	72,800	72,800	0	0	72,800	72,800	0
01.01010 - Total										72,800	72,800	0	0	72,800	72,800	0
			01.01085	Temp Services & Pwr	L	0	0		0 D	5,000	5,000	0	0	5,000	5,000	0
01.01085 - Total										5,000	5,000	0	0	5,000	5,000	0
			01.01095	Gen Cond - Other	L	0	0		0 D	23,400	23,400	0	0	23,400	23,400	0
01.01095 - Total										23,400	23,400	0	0	23,400	23,400	0

Navigation: Top, Page up, Page down, Bottom

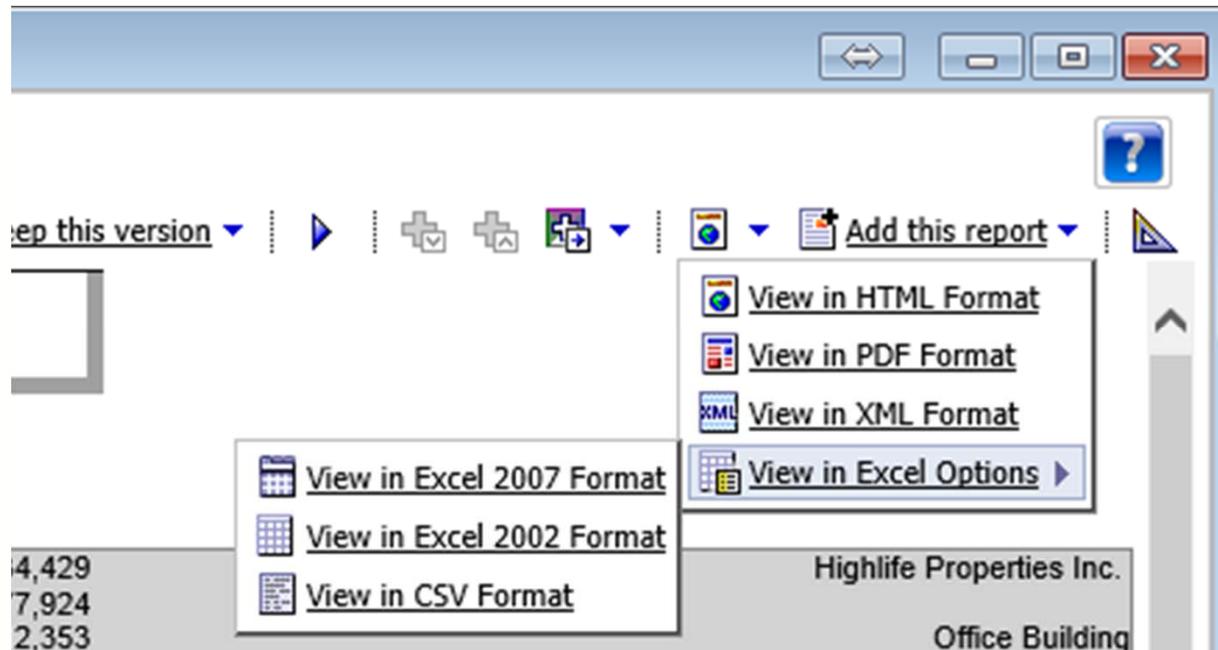
- To return back to the Public folders, move the mouse to the top, right click and click back.



Smarter Construction. Cloud-based ERP.

Running a Report

- The Default output for any report is HTML. Click the Report Output Format Icon to change to PDF or Excel. Return back to Public Folders by hitting the Back Space key on the Key Board.



Running a Report

Company/Division: 01/000-Computer Guidance Contractors

COMPUTER GUIDANCE CORPORATION

Guidance Contractors Committed

Page 1 of ?
Program : JCP162
User : KDUNPHY
Report Date : 1/21/16
Report Time : 8:57 PM

Job	Sub Job	Job Description	Co Dis	% Cmp	Original Budget	Current Budget	Actual Cost	Committed Cost	Open/Buy	ECAC	Over/Under
A11001		Springfield School	01.	0 D	72,800	72,800	0	0	72,800	72,800	0
			01.		72,800	72,800	0	0	72,800	72,800	0
			01.	0 D	5,000	5,000	0	0	5,000	5,000	0
			01.		5,000	5,000	0	0	5,000	5,000	0
			01.	0 D	23,400	23,400	0	0	23,400	23,400	0
			01.		23,400	23,400	0	0	23,400	23,400	0

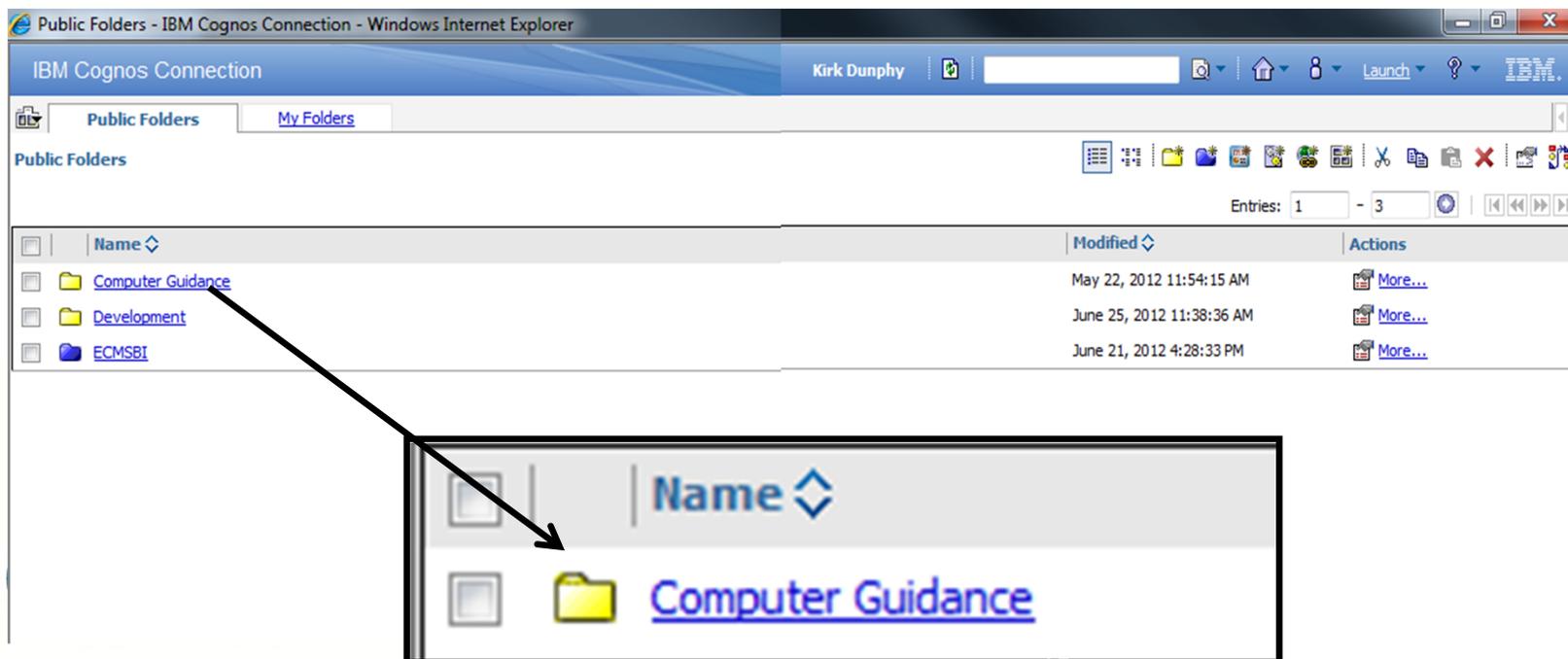
- To return back to the Public folders, move the mouse to the top, right click and click back.



Smarter Construction. Cloud-based ERP.

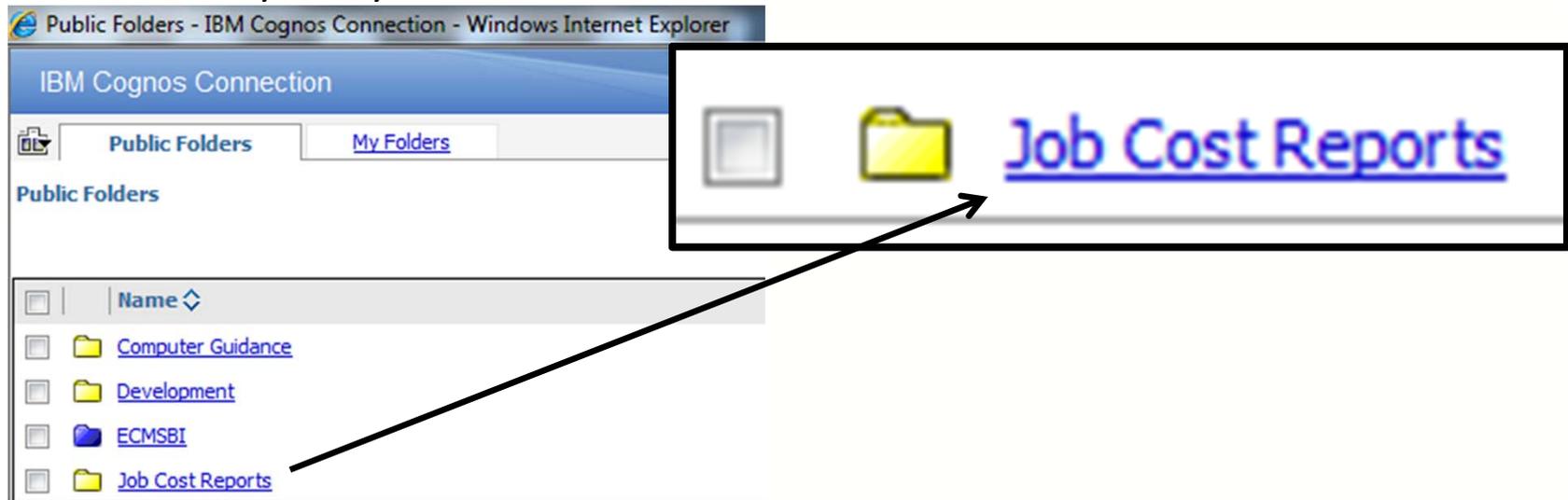
Copy and Paste Reports

- DO NOT put any In-House Developed Reports in any of the Computer Guidance Folders, these folders are Over Written and sometimes Deleted with each Deployed Fix Pack.
- Reports Should Reside in Their own Folder.
- General Practice is, Create Folders for Each eCMS Application.
- Job Cost Reports, Equipment Reports, Payroll Reports, etc...



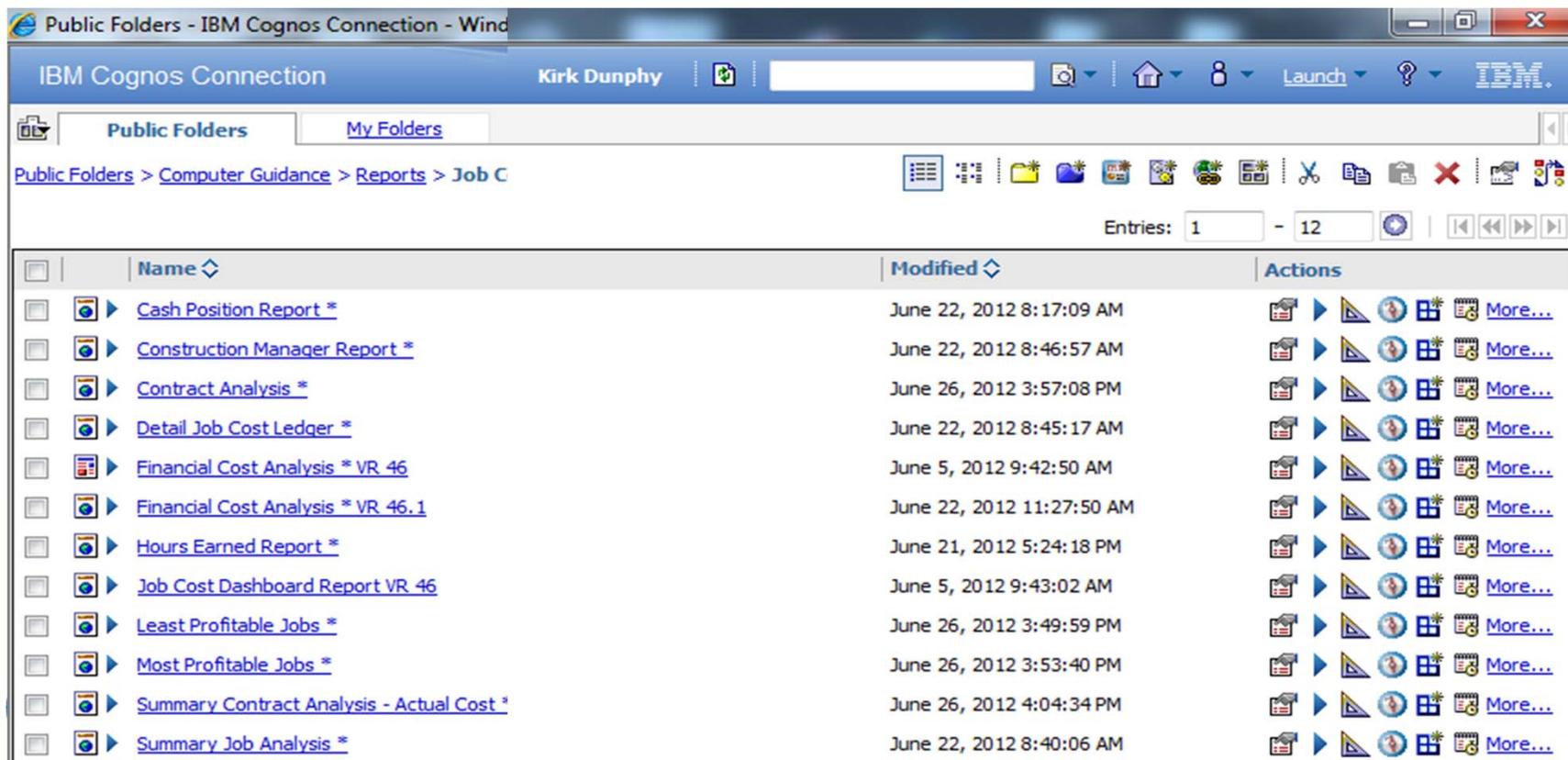
Copy and Paste Reports

- You want to make Changes to a Computer Guidance Report.
- First, copy the Report from the Computer Guidance Folder and put it in a Different Folder, usually in My Folders.



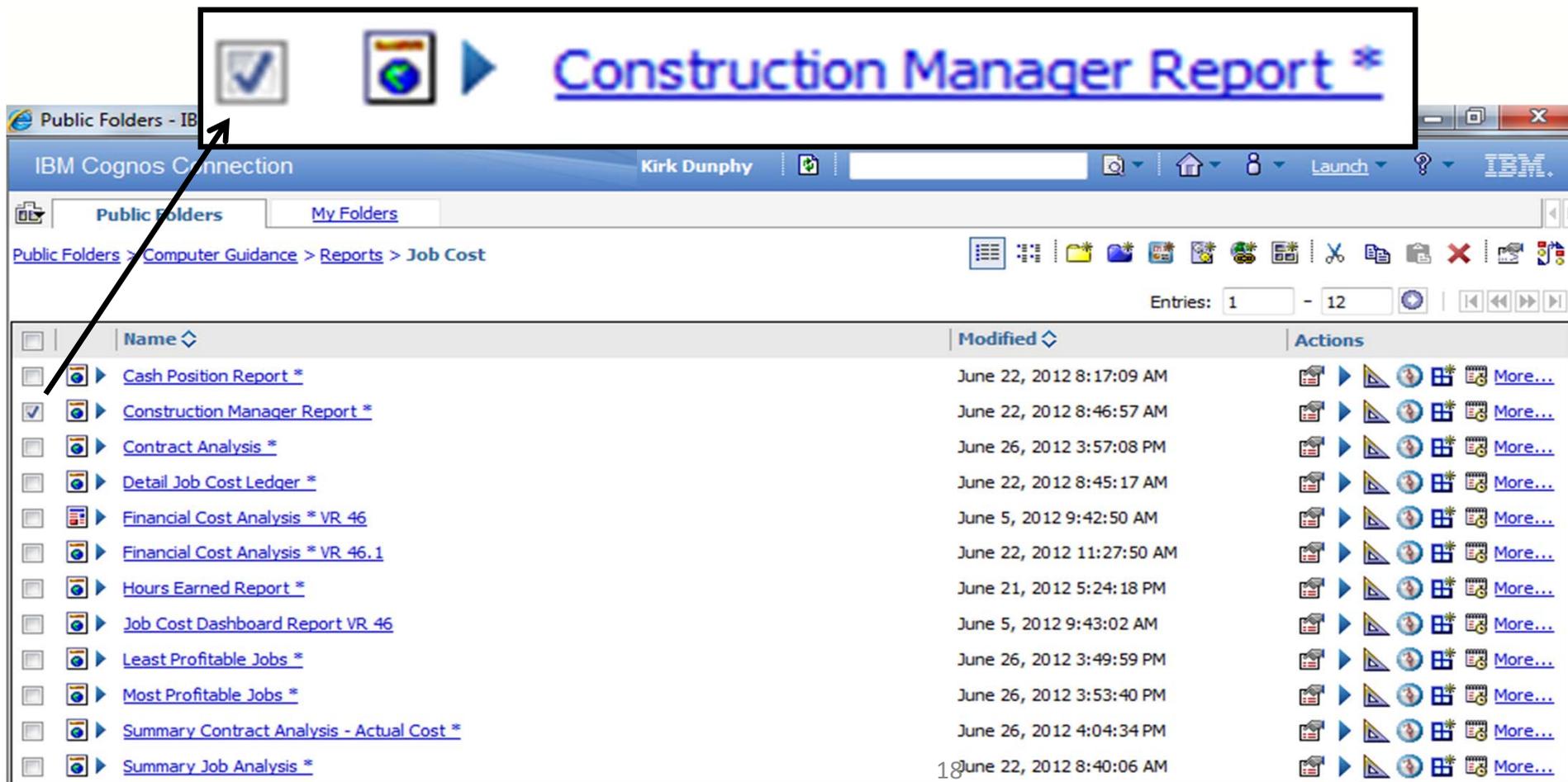
Copy and Paste Reports

- To Select the Canned CGC Report Navigate your way to the Canned Job Cost Reports (Public Folders/Computer Guidance/Reports/Job Cost)
- Just click on the Folder Name to view its Contents.



Copy and Paste Reports

- Put a check mark in the box beside the Report you want to copy and click the copy icon.



Copy and Paste Reports

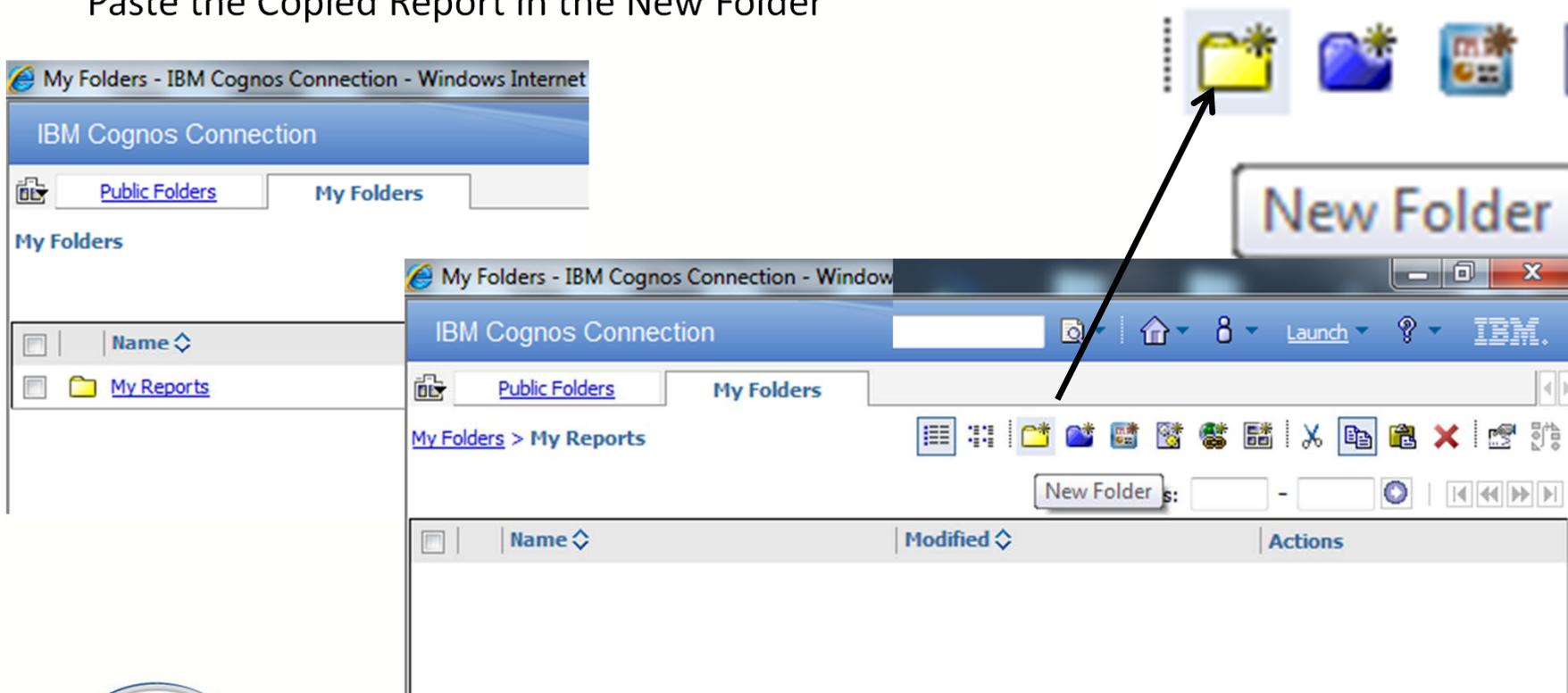
- Click on the Copy Icon

The screenshot shows the IBM Cognos Connection interface within a Windows Internet Explorer browser window. The browser title is "Public Folders - IBM Cognos Connection - Windows Internet Explor". The user is identified as "Kirk Dunphy". The breadcrumb navigation is "Public Folders > Computer Guidance > Reports > Job C". The main content area displays a list of reports with columns for "Name", "Modified", and "Actions". A red box highlights the "Copy" button in the toolbar, with an arrow pointing to the "Copy" icon in the "Actions" column of the report list.

Name	Modified	Actions
<input type="checkbox"/> Cash Position Report *	June 22, 2012 8:17:09 AM	More...
<input checked="" type="checkbox"/> Construction Manager Report *	June 22, 2012 8:46:57 AM	More...
<input type="checkbox"/> Contract Analysis *	June 26, 2012 3:57:08 PM	More...
<input type="checkbox"/> Detail Job Cost Ledger *	June 22, 2012 8:45:17 AM	More...
<input type="checkbox"/> Financial Cost Analysis * VR 46	June 5, 2012 9:42:50 AM	More...
<input type="checkbox"/> Financial Cost Analysis * VR 46.1	June 22, 2012 11:27:50 AM	More...
<input type="checkbox"/> Hours Earned Report *	June 21, 2012 5:24:18 PM	More...
<input type="checkbox"/> Job Cost Dashboard Report VR 46	June 5, 2012 9:43:02 AM	More...
<input type="checkbox"/> Least Profitable Jobs *	June 26, 2012 3:49:59 PM	More...
<input type="checkbox"/> Most Profitable Jobs *	June 26, 2012 3:53:40 PM	More...
<input type="checkbox"/> Summary Contract Analysis - Actual Cost *	June 26, 2012 4:04:34 PM	More...
<input type="checkbox"/> Summary Job Analysis *	19 June 22, 2012 8:40:06 AM	More...

Copy and Paste Reports

- Navigate to MY Folders, Click the Create New Folder Icon, Create a new Folder and Paste the Copied Report in the New Folder



Copy and Paste Reports

- In the New Folder Wizard, Enter a Name for the New Folder.
- Enter Description, Screen Tip (Optional) Click Finish.

Specify a name and description - New Folder wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

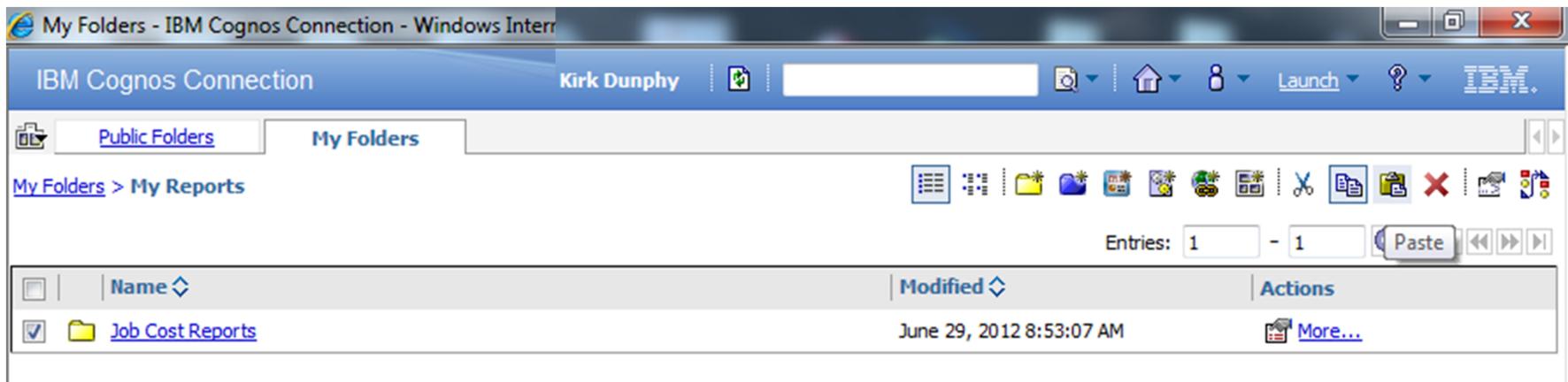
Screen tip:

Location:
My Folders > My Reports
[Select another location...](#) [Select My Folders](#)



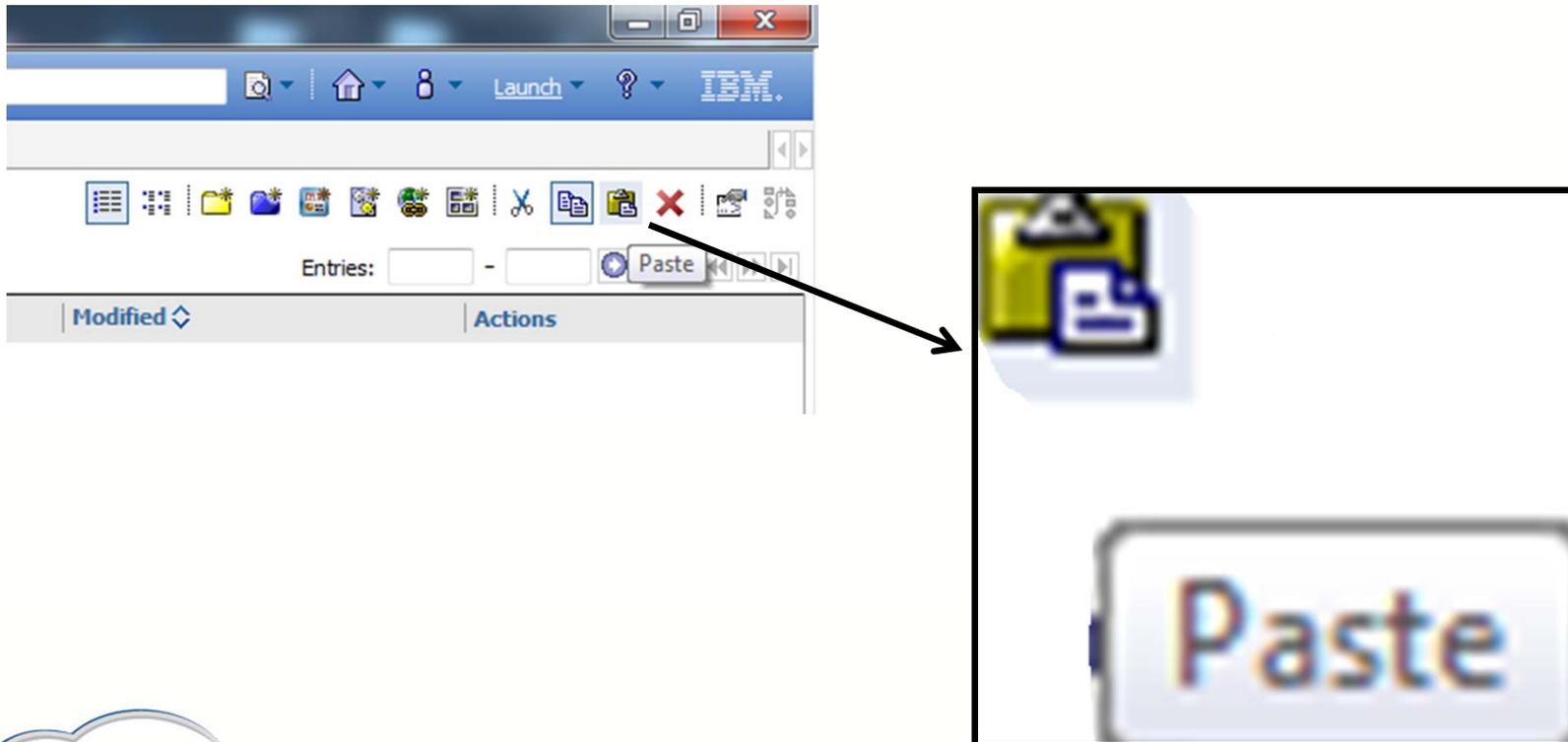
Copy and Paste Reports

- Click the Job Cost Folder to Enter its Workspace.



Copy and Paste Reports

- Once inside the Folder, Click the Paste Icon



Copy and Paste Reports

- Now the Report is in the New Job Cost Folder in My Folders, Ready to make any Required Changes.



Introduction to Report Studio



Smarter Construction. Cloud-based ERP.

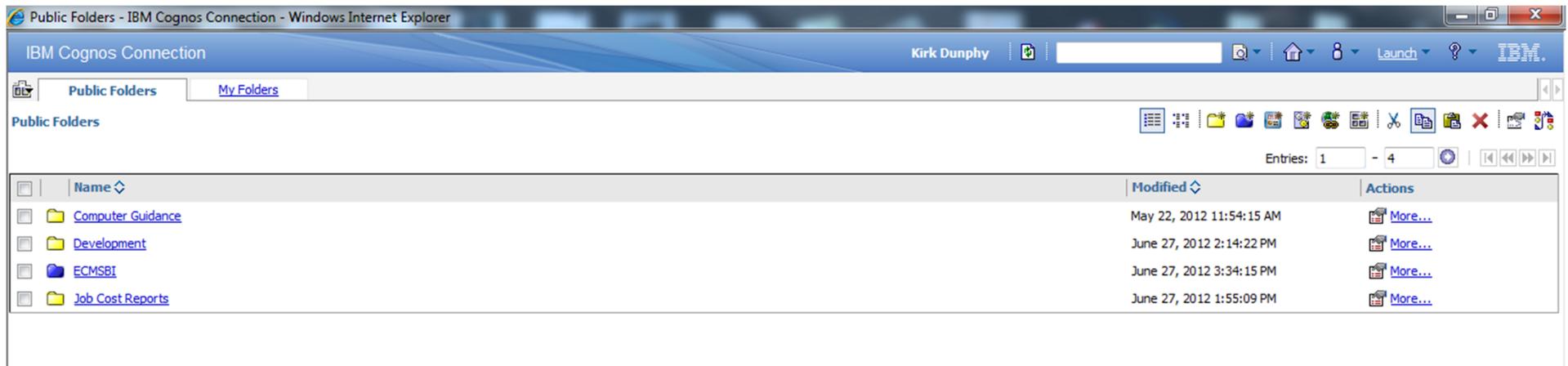
Introduction to Report Studio

- Full Reporting Capabilities.
- Allows Creation of highly Formatted Reports such as list Reports, Charts, Maps, Crosstabs, Active and Statistical Reports.
- Enables users to work with Complex Query Data, Including Joins, Unions, Exceptions and Intersects.
- Authors can Create Complex Calculations, Edit or Enter Free-Hand SQL, insert HTML code into a report.
- Import Microsoft Excel Spreadsheets into their Reports.



Introduction to Report Studio

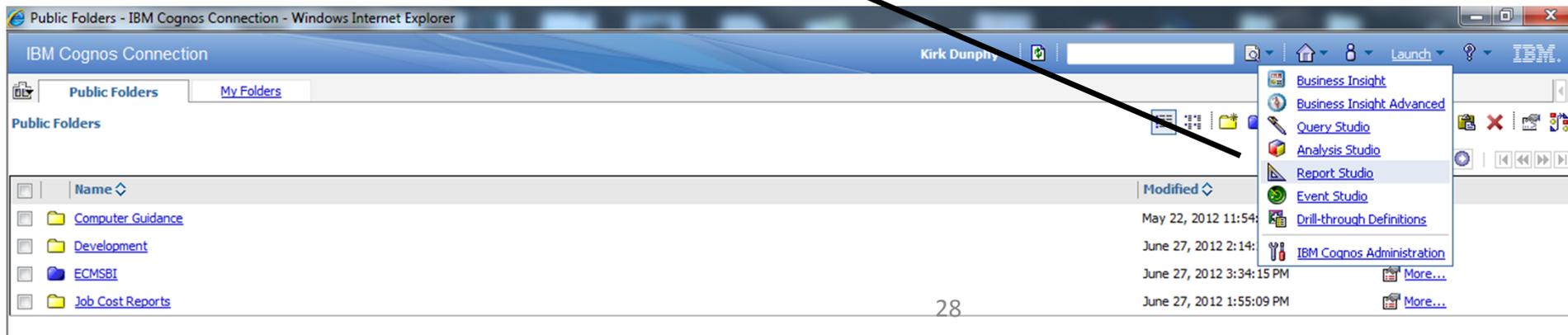
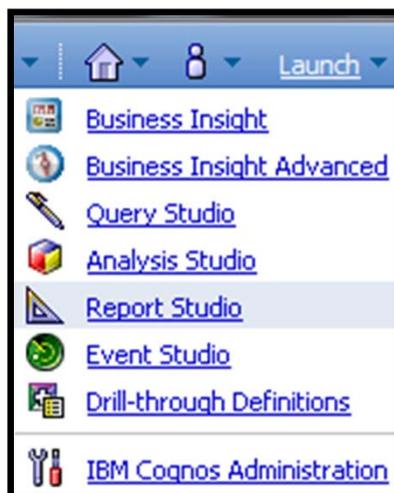
- To Launch Cognos from the Main Menu Screen click on the Cognos Icon



Smarter Construction. Cloud-based ERP.

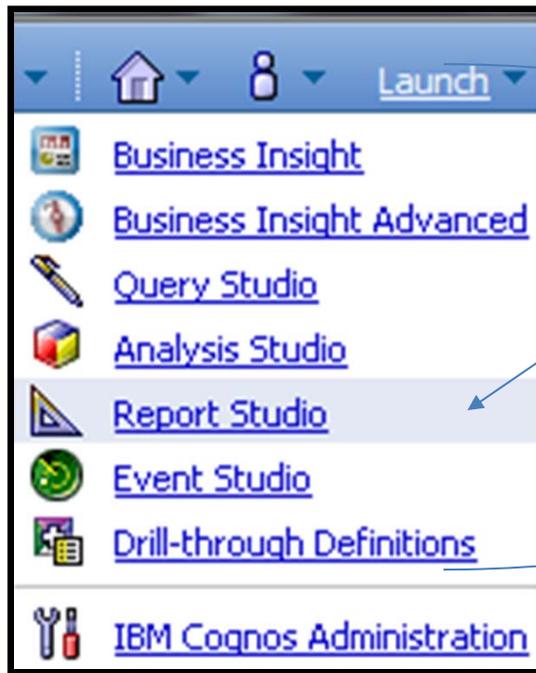
Introduction to Report Studio

- The Launch Menu



Introduction to Report Studio

- The Launch Menu



Report Studio Full Suite

Everything Else Built around Report Studio

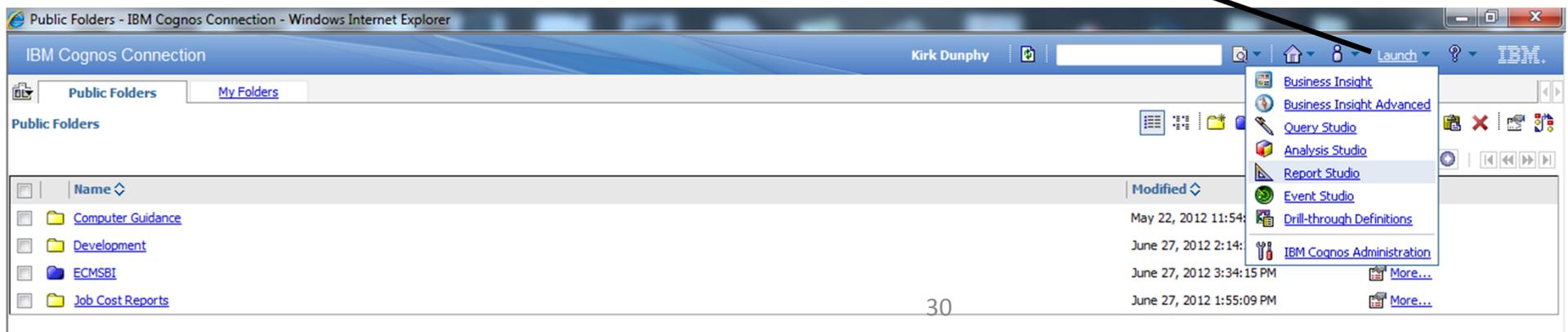
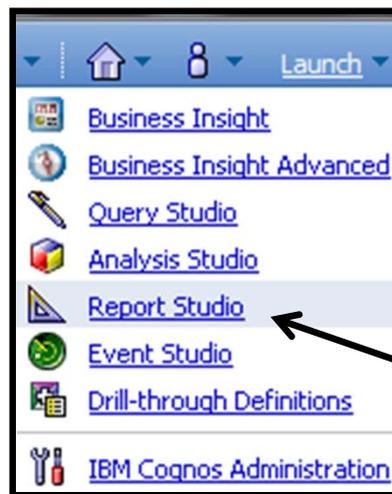
Administration



Smarter Construction. Cloud-based ERP.

Introduction to Report Studio

- To start Report Studio click on the Launch Menu and click Report Studio



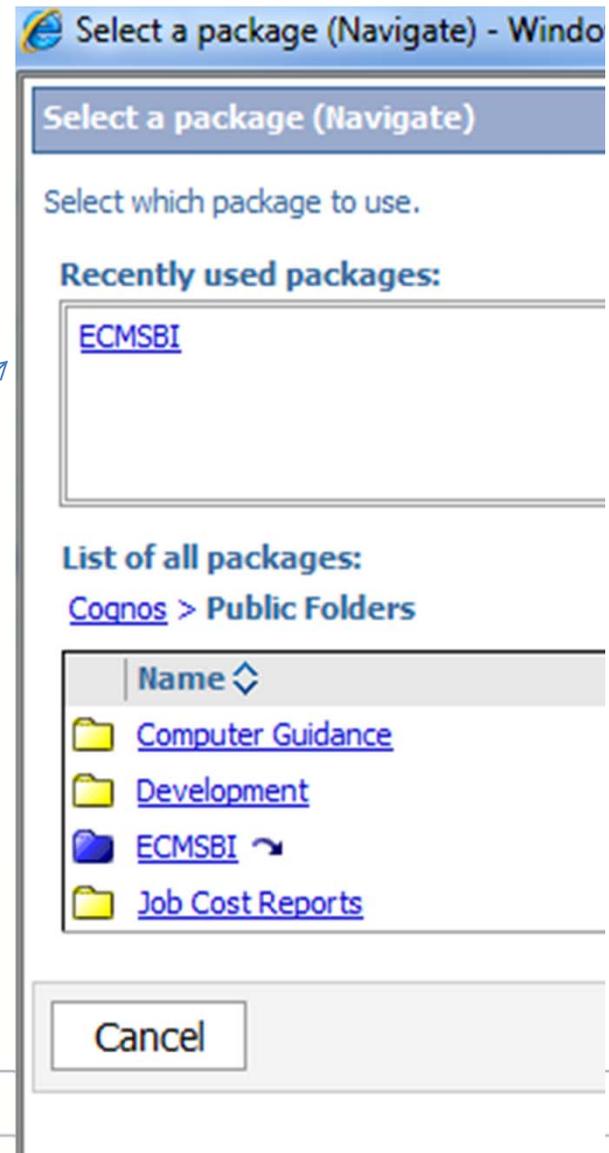
Introduction to Report Studio

- The Select Package Screen Appears, Select the Package from the Package List Below. Best Practice is always Click **ECMSBI from Public Folder**

Select Package from Public Folder Location Not Recently Used.

No

Yes



Introduction to Report Studio

- If the message below appears click on Allow Access
- To remove this see the document for IE Settings to **Allow Programmatic Clipboard Access**. Tools → Internet Options → Security → Custom Level



Introduction to Report Studio

- In the report wizard you have the option of Creating a New report or Opening an Existing report. If you want to skip the report wizard in the future un-check the 'Show this dialog in the future'.
- Click on Create New.

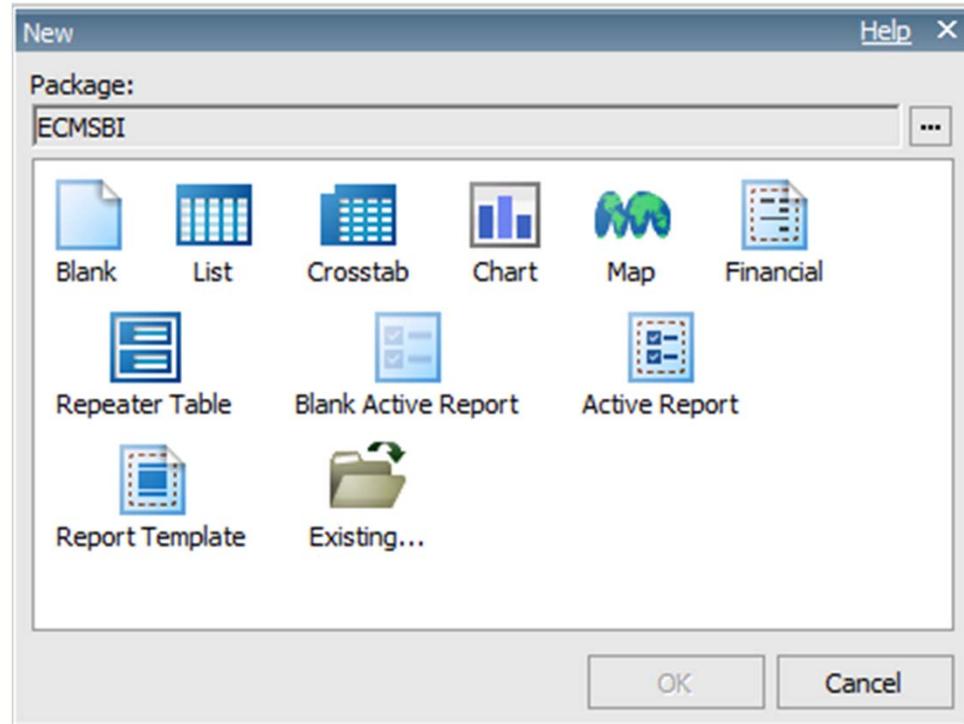
The screenshot shows the IBM Cognos Report Studio interface. A callout box with a black border highlights the 'Create new' button, which is a blue rounded rectangle with a document icon and the text 'Create new'. Below the callout, the main interface features the title 'IBM Cognos Report Studio' and two buttons: 'Create new' and 'Open existing'. At the bottom left, there is a checkbox labeled 'Show this dialog in the future' which is checked. The background of the interface displays a dashboard with various charts and tables. A table at the bottom right shows financial data for various quarters and years.

	2005 Q 2	2005 Q 3	Total(Quarter)	2006 Q 1	Total(Quarter)	2005 Q 2	2005 Q 3	Total(Quarter)
Operating Profit	10,042,374	10,182,148	20,224,522	10,515,330	20,739,852	10,042,374	10,182,148	20,224,522
Total	30,172,867	31,441,585	61,614,452	30,632,580	61,265,160	30,172,867	31,441,585	61,614,452
Shipping Costs	11,105,811	10,187,430	21,293,241	21,657,754	42,950,995	11,105,811	10,187,430	21,293,241
Profit	16,184,918	16,188,217	32,373,135	16,188,217	32,373,135	16,184,918	16,188,217	32,373,135
Expenses	7,702,548	1,189,223	8,891,771	24,788,963	24,788,963	7,702,548	1,189,223	8,891,771
IBM Revenue (Qtr)	42,102,712	41,774,286	83,877,000	42,102,712	83,877,000	42,102,712	41,774,286	83,877,000

Introduction to Report Studio

Report Types

- The next screen displays the available report types . Select the type you would like to use and click OK



Introduction to Report Studio

Report Types



Blank

Creates a blank report to permit the insertion of multiple types of reports.



Chart

Cognos can display data on 2d or 3d charts.



List

Displays headers and columns of data.



Map

Displays the results of your queries in a geographical depiction.



Crosstab

Displays Headers along X and Y with co-ordinates with numeric data in the middle.



Financial

Displays financial data in a Cross Tab format

Introduction to Report Studio

Report Types



Repeater Table

Labels



Active Report

Offline, drillable dynamic reports



Blank Active Report

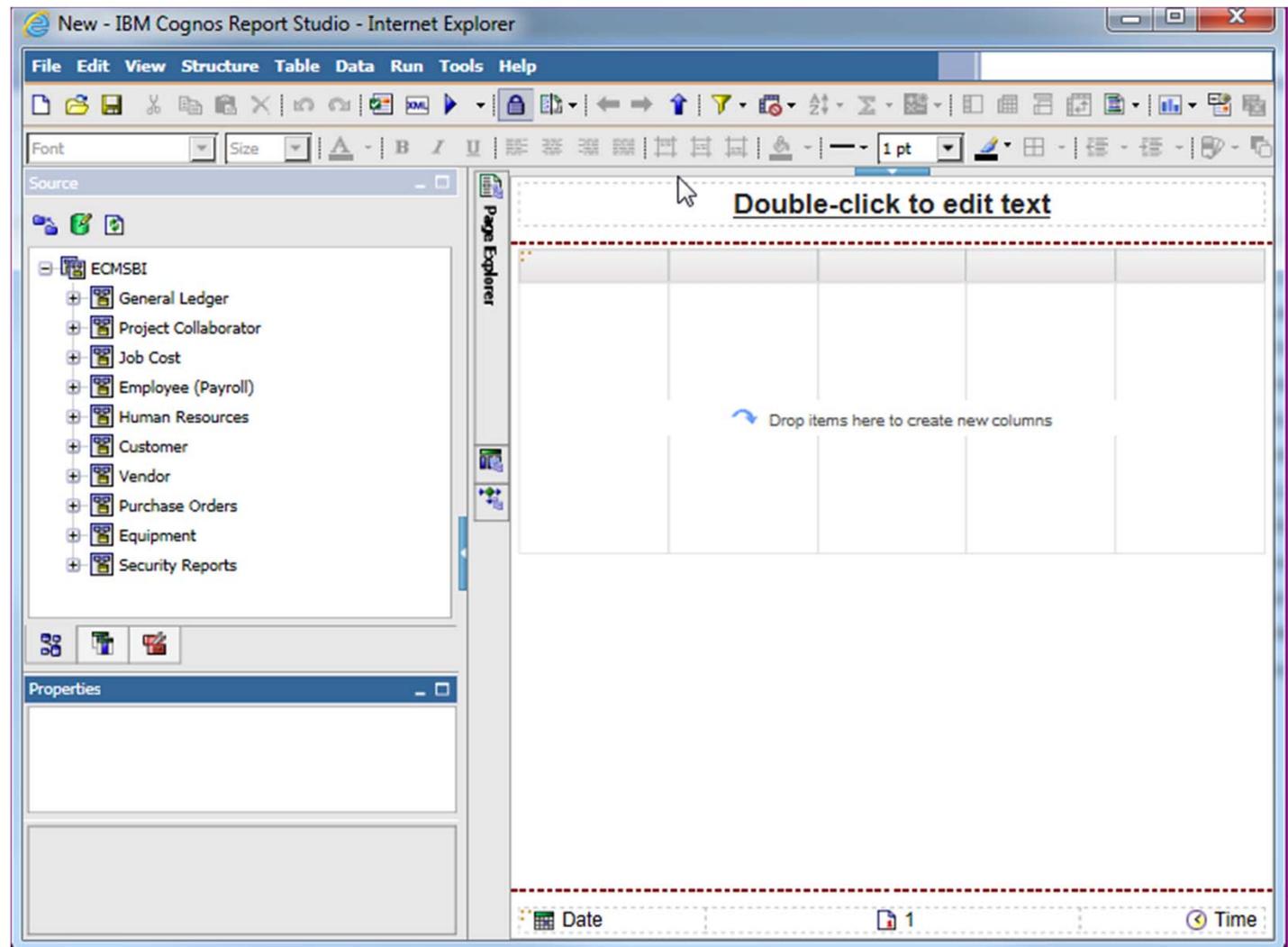
Provides a blank active report to allow multiple types of Offline, drillable dynamic reports



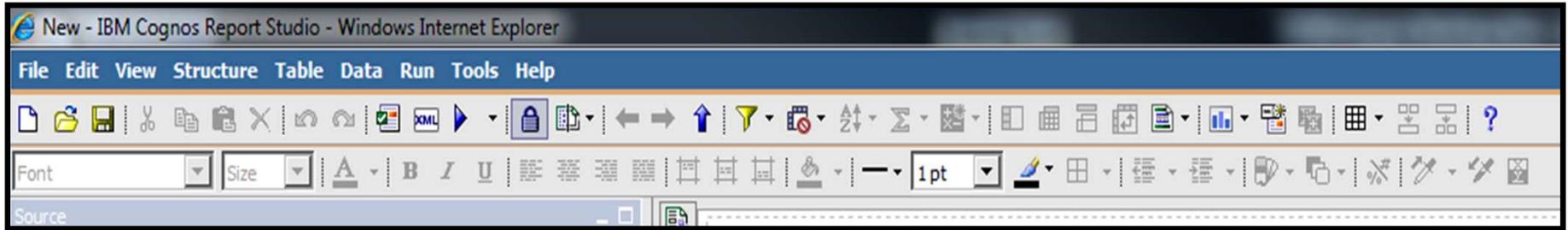
Report Template

Create a standard report layout that can be used as a basis for other reports.

Explore the Report Studio Environment



Explore the Report Studio Environment



Toolbar:
Provides access to frequently used actions in Report Studio

Explore the Report Studio Environment

The screenshot displays the IBM Cognos Report Studio environment within a Windows Internet Explorer browser window. The interface includes a menu bar (File, Edit, View, Structure, Table, Data, Run, Tools, Help), a toolbar, and a main workspace. A 'Source' pane on the left lists data items: ECMSBI, General Ledger, Job Cost, Employee (Payroll), Human Resources, Customer, Vendor, Equipment, and Security Reports. A red dashed box highlights this list, with an arrow pointing to a larger 'Source' pane below. A blue text box on the right explains the 'Insertable Objects Pane'. The main workspace contains a table with a header row and a body row, with the text 'Double-click to edit text' above it. The status bar at the bottom shows 'Date' and 'Time'.

Double-click to edit text

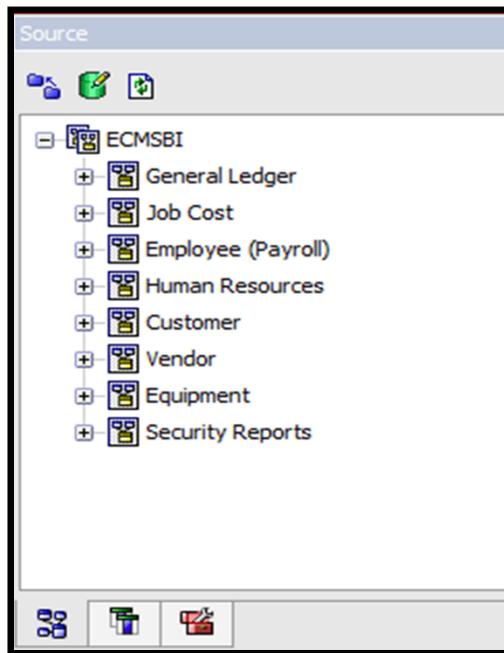
Drop items here to create new columns

Insertable Objects Pane:
Contains objects that you can add to a report. To add an object, you either double-click it or drag it to the work area, or right-click and click insert. The Insertable objects pane contains the source data items, and toolbox tabs.

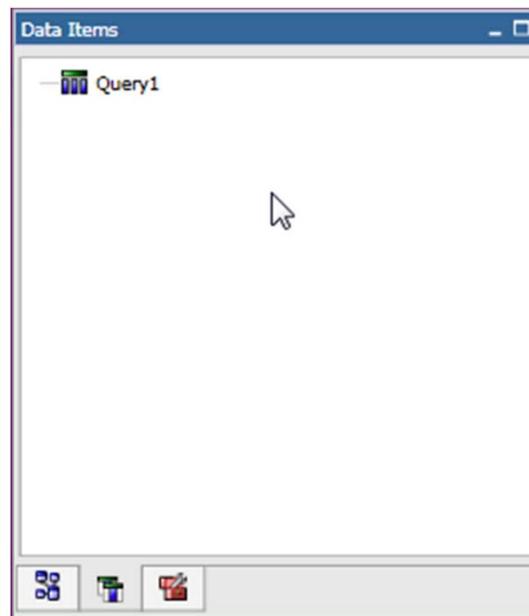
39

Date 1 Time

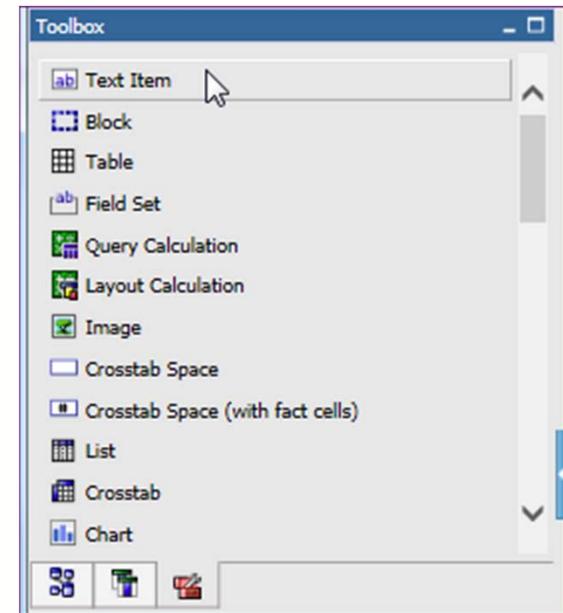
Explore the Report Studio Environment



Source View



Data Items



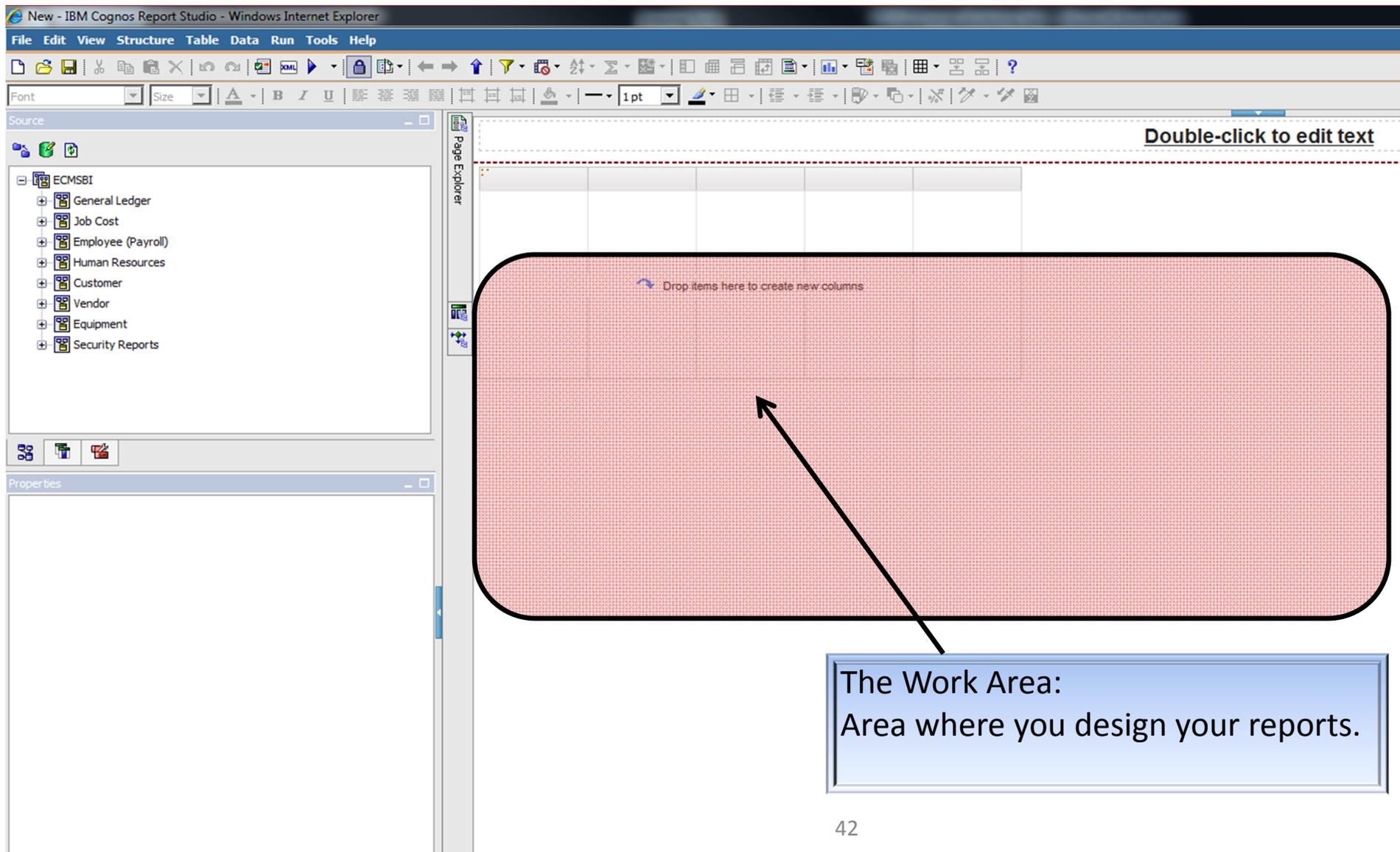
Tool Box

Explore the Report Studio Environment

The screenshot shows the IBM Cognos Report Studio environment. On the left is the 'Source' pane with a tree view of data sources. In the center is the report design area. On the right is the 'Properties - List' pane, which is a table of report object properties. A blue callout box with a white background and black border contains the text: 'Properties Pane: Lists the properties that you can set for an object/column in a report.' A black arrow points from this callout box to the Properties pane. Another black arrow points from a red-shaded rounded rectangle in the bottom-left corner of the report design area to the Properties pane. The Properties pane table is as follows:

Properties - List	
Conditional	
Conditional Styles	
Style Variable	
Render Variable	
No Data Contents	No Data Available
Data	
Grouping & Sorting	
Query	Query1
Rows Per Page	
Master Detail Relationships	
Suppression	
Properties	
Share Result Set	No
General	
Contents Height	Minimal
Column Titles	At start of list
Pagination	(Defined)
Render Page when Empty	Yes
Box	
Border	
Margin	
Box Type	
Color & Background	
Background Image	
Background Color	

Explore the Report Studio Environment



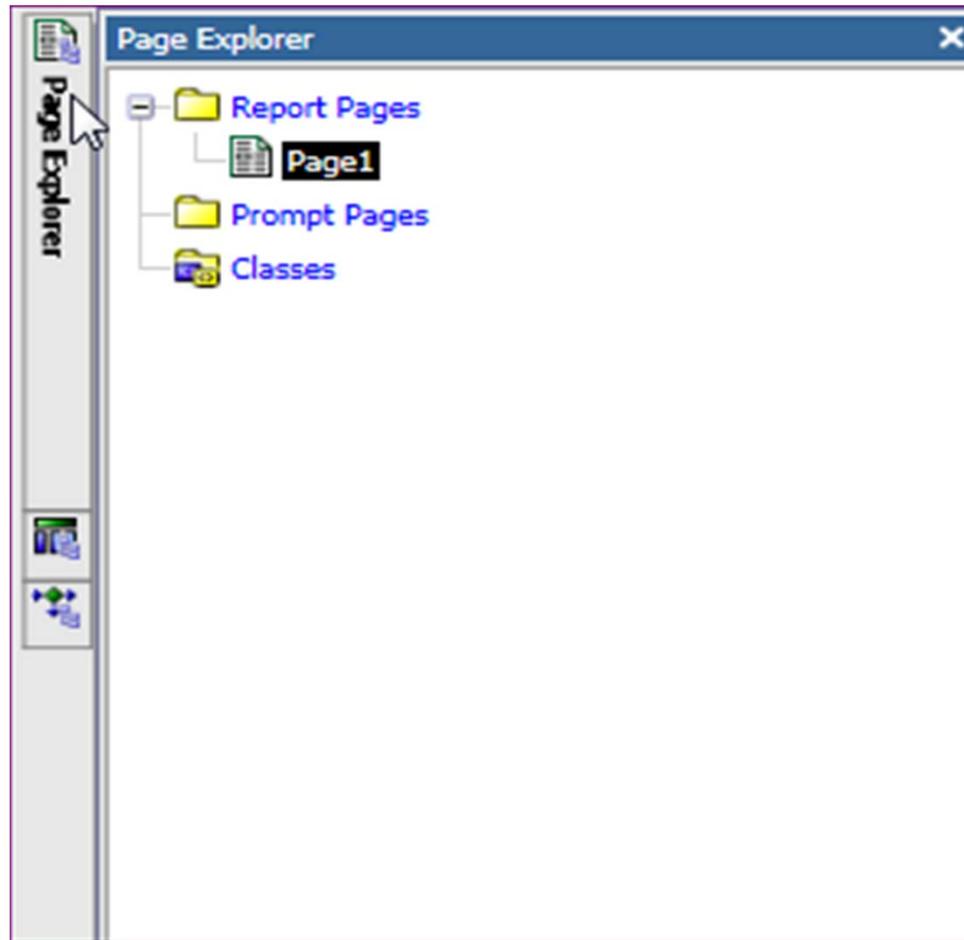
Explore the Report Studio Environment

The screenshot shows the IBM Cognos Report Studio environment within a Windows Internet Explorer browser window. The interface includes a menu bar (File, Edit, View, Structure, Table, Data, Run, Tools, Help), a toolbar, and a main workspace. On the left, there is a 'Source' pane showing a tree view of report components like 'ECMSBI', 'General Ledger', 'Job Cost', etc. Below it is a 'Properties' pane. A vertical bar on the right side of the workspace is highlighted with a red box and labeled 'Page Explorer'. A horizontal double-headed arrow points from this bar to a blue text box. The text box contains the following text:

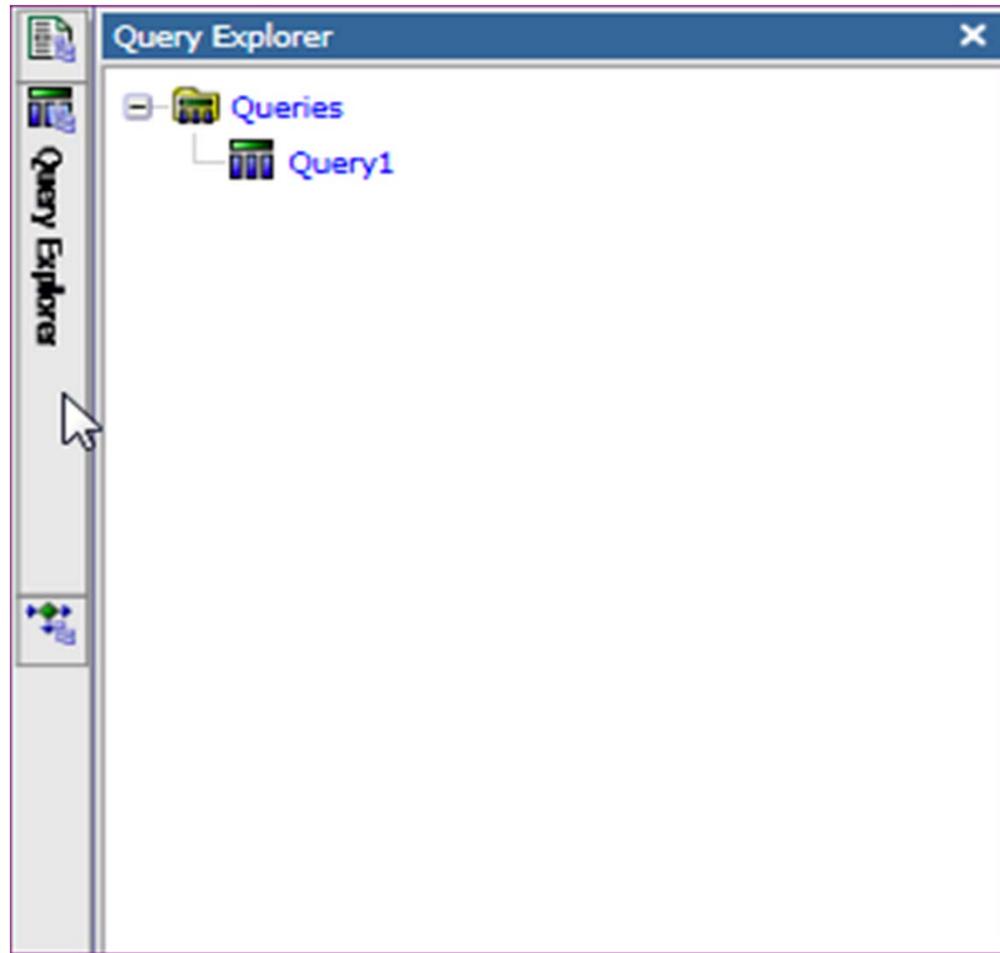
The Explorer Bar:
Contains the Page Explorer, Query Explorer, and Condition Explorer buttons, which let you work with different parts of a report.

At the bottom of the workspace, there is a status bar with 'Date', '1', and 'Time' indicators.

Explore the Report Studio Environment



Explore the Report Studio Environment



Explore the Report Studio Environment

