

## Cognos 11 Analytics navigation and general knowledge

An important aspect to know about Cognos Analytics, is that it got rid of the dependency on its built-in interface (GUI) in replace of a more favorable web-browser based experience. What you will notice is that the selection boxes along with the menu items to control selected maintenance are both gone, and that hovering over items will display their hidden menus.

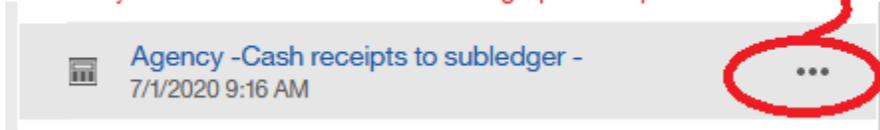
To navigate and control items in the Cognos Content Store, click on the “Team content” icon, then when the fly-out window displays the list, do one of the following:

- a) Click on the empty area of an item to select it, make sure to click on the area under the line where the items name is on.
- b) If you want to select multiple items, hold down the [CTRL] key-board key while selecting the empty areas.
- c) To select a range, Click on the first item’s empty area, then hold the [SHIFT] key-board key while selecting the last item’s empty area.

Once you have an item(s) selected, use the mouse to right-click to bring up the menu options.

If you click on an expended items name, it will run that item. However if you hover over an items name, it will display the ellipsis (...) menu item. You can click the ellipsis menu item to bring up those item’s options:

Hover your mouse over the item to bring up the ellipsis menu item



When navigating the Content Store, you will see two types of studio reports. These can be identified by the items icon:

 - Query Studio Item

 - Report Studio Item

**NOTE: The Query items that were built in Cognos 10 BI’s Query Studio, will have to be converted in order to be opened up in Cognos 11 Analytics’ Report Studio.**

## Converting Query Items:

Cognos Analytics provides a conversion tool to make it easy if you're already familiar with Report Studio. When you hover over an query item with your mouse, right click-on it to bring up the menu, click on the "Convert to report" option and it will open in Report Studio. Although easy, you will need to remember the reports name, and location, to do the conversion.

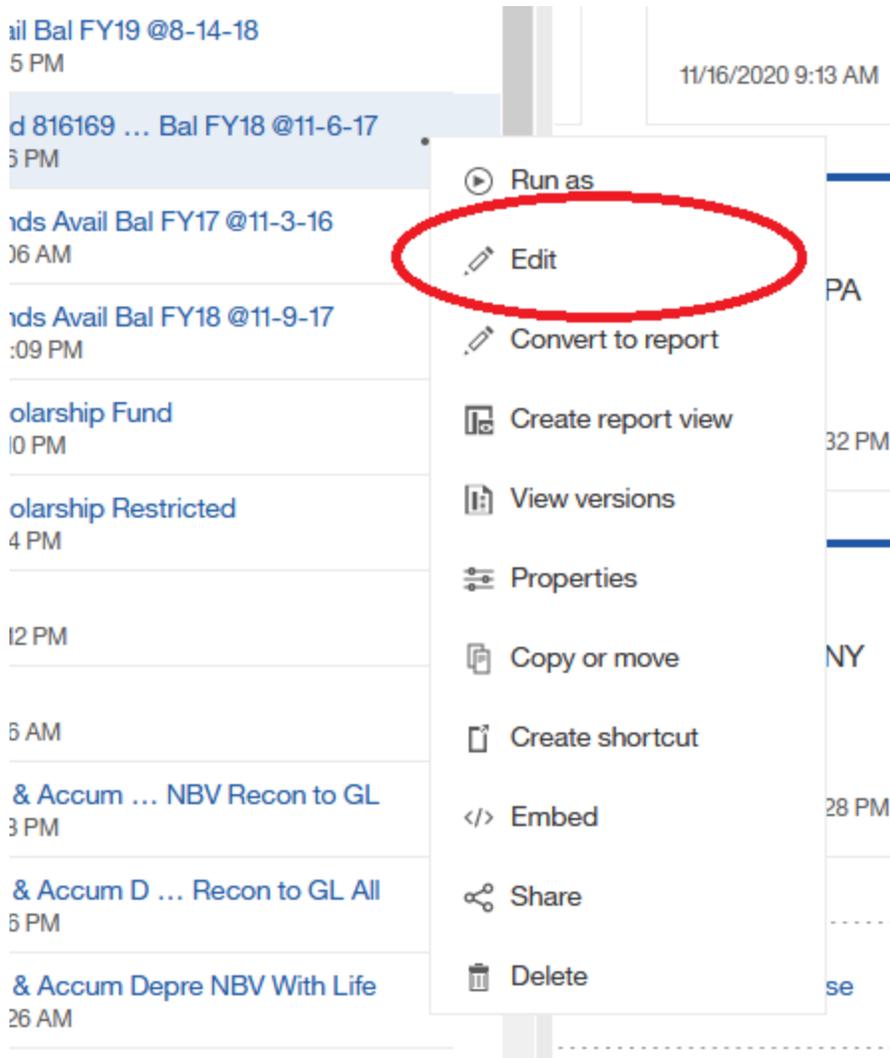
The screenshot shows a list of query items on the left and a context menu on the right. The 'Convert to report' option in the menu is circled in red.

Query Item Name	Time
ail Bal FY19 @8-14-18	5 PM
d 816169 ... Bal FY18 @11-6-17	3 PM
nds Avail Bal FY17 @11-3-16	16 AM
nds Avail Bal FY18 @11-9-17	:09 PM
olarship Fund	10 PM
olarship Restricted	4 PM
	12 PM
	5 AM
& Accum ... NBV Recon to GL	3 PM
& Accum D ... Recon to GL All	5 PM
& Accum Depre NBV With Life	26 AM

Menu Item	Time
Run as	
Edit	
<b>Convert to report</b>	
Create report view	32 PM
View versions	
Properties	
Copy or move	NY
Create shortcut	
Embed	28 PM
Share	
Delete	se

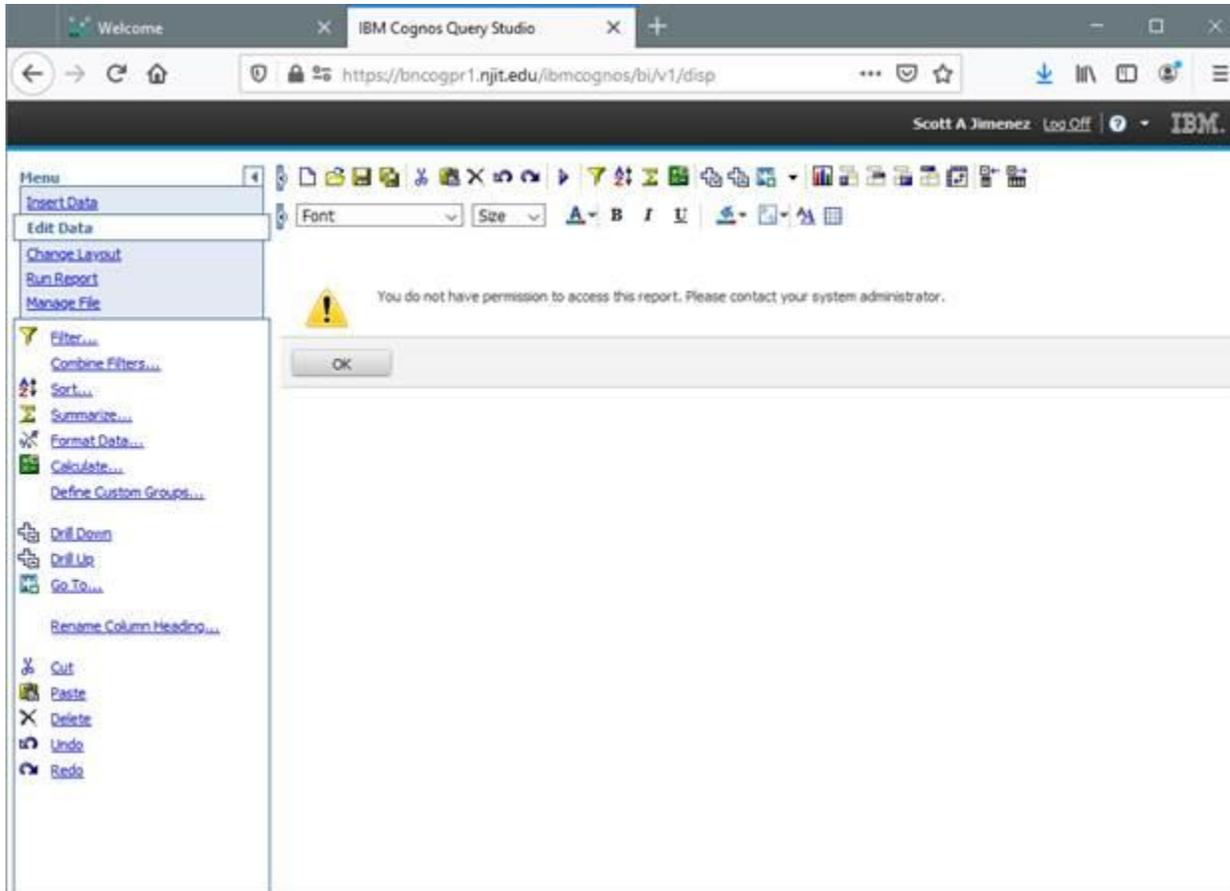
The other option is to use the "Edit" option, this will open it up in Query Studio where you should then do what you have to do then re-save it as a Report Studio report:



The reasoning behind this was, Query Studio became an obsolete tool and it was merged into Report Studio, IBM phased it out in Analytics. At one point they notified users that any items built in Query Studio, wouldn't be compatible in Analytics, but they ultimately provided a work-around so customers wouldn't have to scramble with converting items. The work around was making Query Studio available as a conversion tool, so that anyone who has never used Report Studio can quickly come on board and use Analytics.

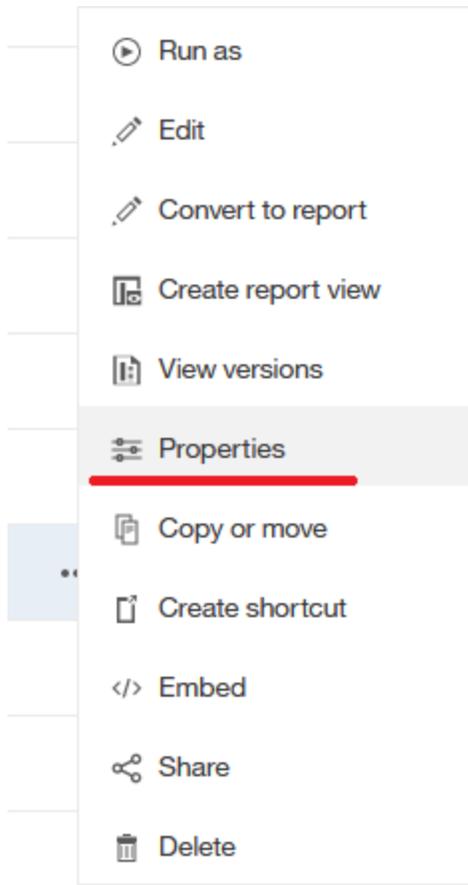
## How to relink a ODS reporting package back to a Query Item

For Cognos 10 Query Studio Users: if you click a Query item that you have access to, and it opens in Query Studio with this similar access issue:



Then the reporting package that the query is using, will need to be relinked back to the query.

To relink a package back to the Query, either right-click on the item or hover over and click the ellipsis (...), then from the pop-up menu options, choose the "Properties" option:



On the Properties window, click on the General tab then click on the “Advanced” drop-down arrow to expand the list, next to the “Source package or data module” row, click on the “Set” link:

The screenshot shows a software interface with three tabs: **General**, **Report**, and **Schedule**. The **General** tab is selected and circled in red. Below the tabs, the text "General Tab" is written in red. Underneath, the word "Description" is visible. A red arrow points to a blue upward-pointing arrow icon in the "Advanced" section header, with the text "Advanced drop-down arrow:" next to it. Below this are two rows: "Disable this entry" and "Hide this entry", each with an unchecked checkbox. The "Location" is shown as "Team content > NJIT ... > General Accounting". The "ID" is "i122F57AF850F4178A1F2955ADED8672D". The "Permission" is "Write" with an information icon. The "Languages" section has a red arrow pointing to the text "Click to set the package" and a "Set..." link. The "Source package or data module" row has a "Set..." link circled in red. The "Name" and "Location" fields are both set to "Unavailable".

General Report Schedule

General Tab

Description

Advanced drop-down arrow:

Advanced

Disable this entry

Hide this entry

Location Team content > NJIT ... > General Accounting

ID i122F57AF850F4178A1F2955ADED8672D

Permission Write ⓘ

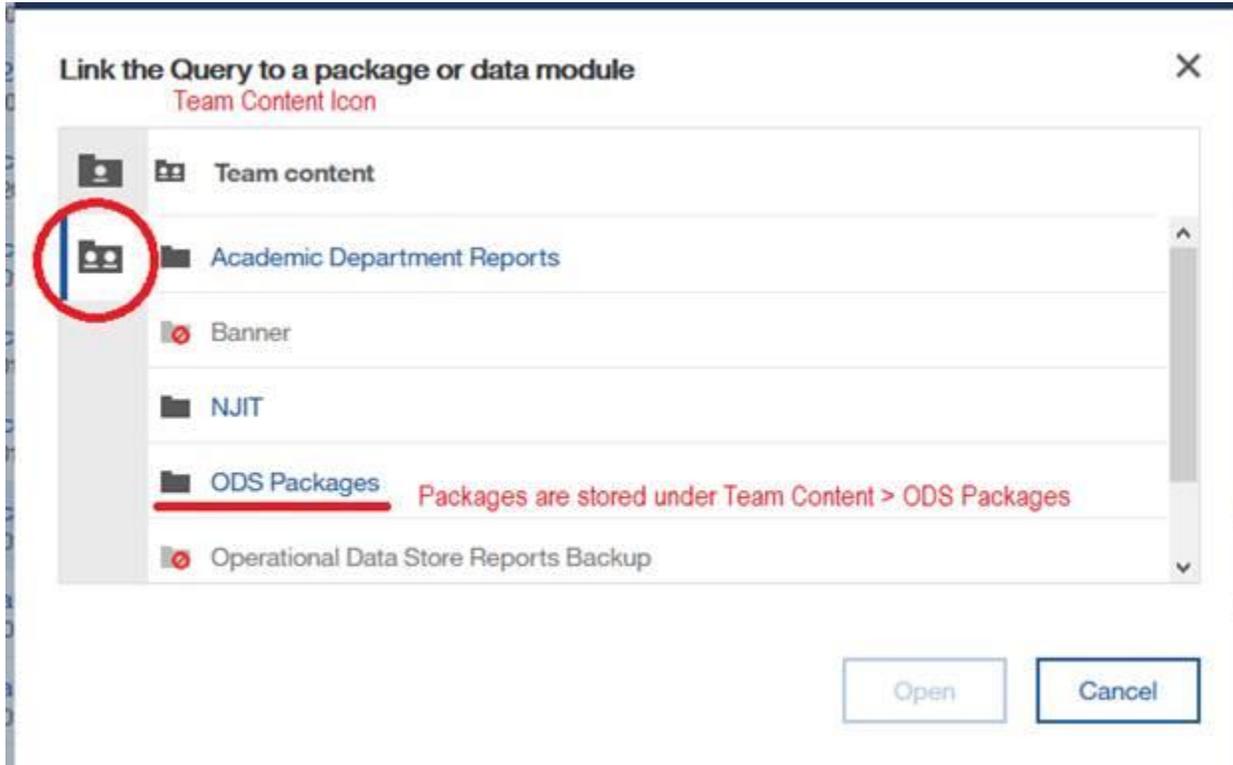
Languages Click to set the package Set...

Source package or data module Set...

Name Unavailable

Location Unavailable

On the Linking window that pops-up, click on the Team Content folder icon, then navigate through the ODS packages to find the source you are looking for:



When you click into the package container, it will look empty as if there is nothing to select. But you happen to be in the base package location there just aren't any sub-routines to pick from. So from here, click on Open and it will select the "Employee" package that you are navigated into to use in the query:

**Link the Query to a package or data module** ✕

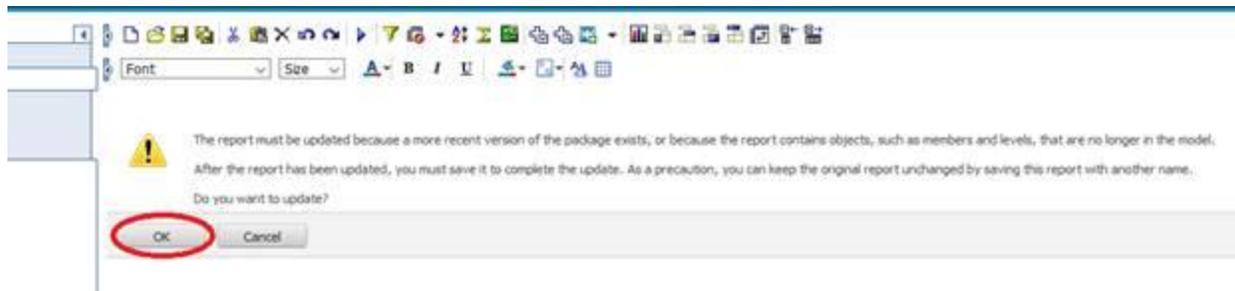
**Team content** > ODS Packages > HR > **Employee**

There's nothing in this folder.

Example of navigated all the way into the Employee package, this view just means there are no sub-routines available within the package.

Once you are in the source package, just click "Open" and it will link the package to the report. →

This will link the package so that the Query will open in Query Studio now, when it opens you will be displayed a message letting you know the report specification needs to be updated from the Cognos 10 to a Cognos 11 version, this is expected and you just need to click ok:



**PLEASE NOTE: It's highly recommended to re-save these as a Report Studio report.**

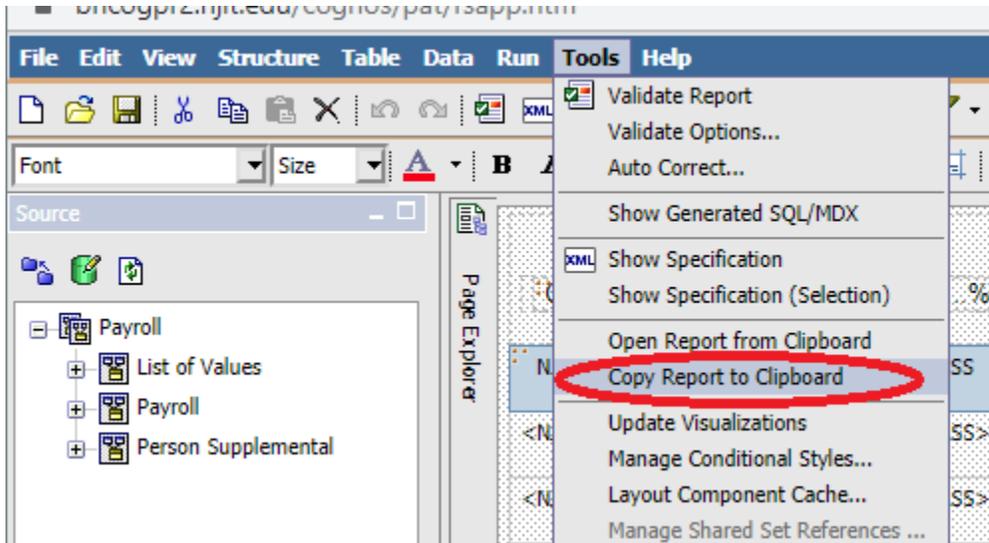
## Copying Reports over from Cognos 10 Business Intelligence to Cognos 11 Analytics

Cognos Report Studio is a set of graphical tools that are manipulating xml code to produce the results you see on the screen, this gives the reports the ability to be used outside of Cognos. The xml can be opened, modified, or copied from one Cognos environment to another.

The follow steps can be used to copy your Cognos 10 BI Reports over to Cognos 11 Analytics:

1) In Cognos 10 - In order to view a reports specification (spec), open it up to view in Reports Studio.

There is a “Tools” option on the main menu bar, click that then click the “Copy report to Clipboard” option:



Depending on your browser, this will either open a new pop-up window that displays the reports spec, or it will not open a new pop-up and it will just copy the spec to the PC's clipboard. If you are displayed a pop-up, you can select all then copy the text you see. This copies the reports spec into your computer clipboard, so that it can be pasted elsewhere.

2) In Cognos Analytics – Either open a new report, or from within any already opened report, click on either the “Pages” or the “Queries” tab:

The screenshot shows the Cognos Analytics interface. At the top, there is a blue toolbar with icons for home, save, edit, refresh, and play. Below the toolbar is a sidebar with several icons: a home icon, a list icon, a hammer icon, a document icon (circled in red), a bar chart icon (circled in red), and a refresh icon. The main content area displays a report with a parameter 'Calendar Year: <%ParamDisplay...%>' and a table with columns 'NJITID', 'Employee', and 'EMPLOYEE\_CLASS'. Below the table is a 'Date' filter. Red arrows point from the circled icons in the sidebar to the text labels 'Pages Tab' and 'Queries Tab'.

NJITID	Employee	EMPLOYEE_CLASS
<NJITID>	<Employee>	<EMPLOYEE_CLASS>
<NJITID>	<Employee>	<EMPLOYEE_CLASS>
<NJITID>	<Employee>	<EMPLOYEE_CLASS>

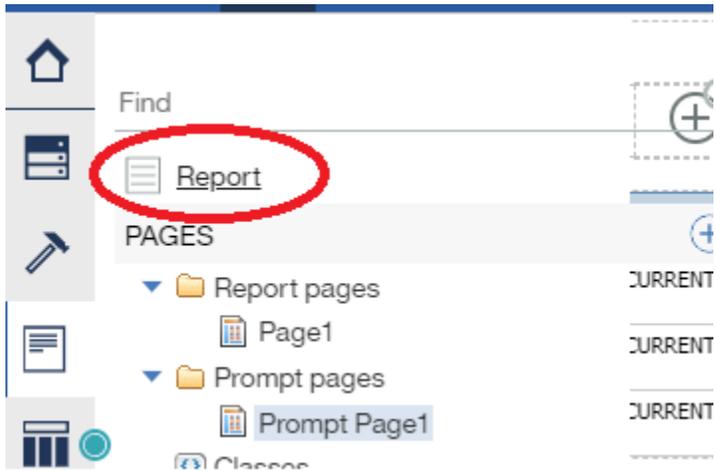
Calendar Year: <%ParamDisplay...%>

Date

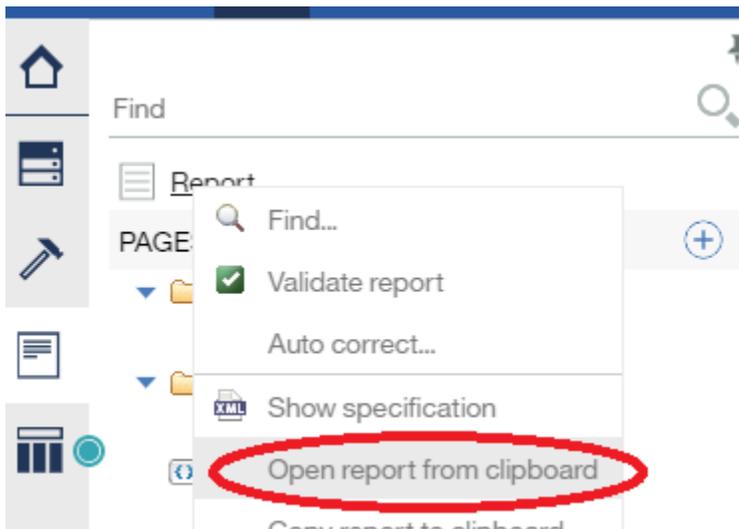
**Pages Tab**

**Queries Tab**

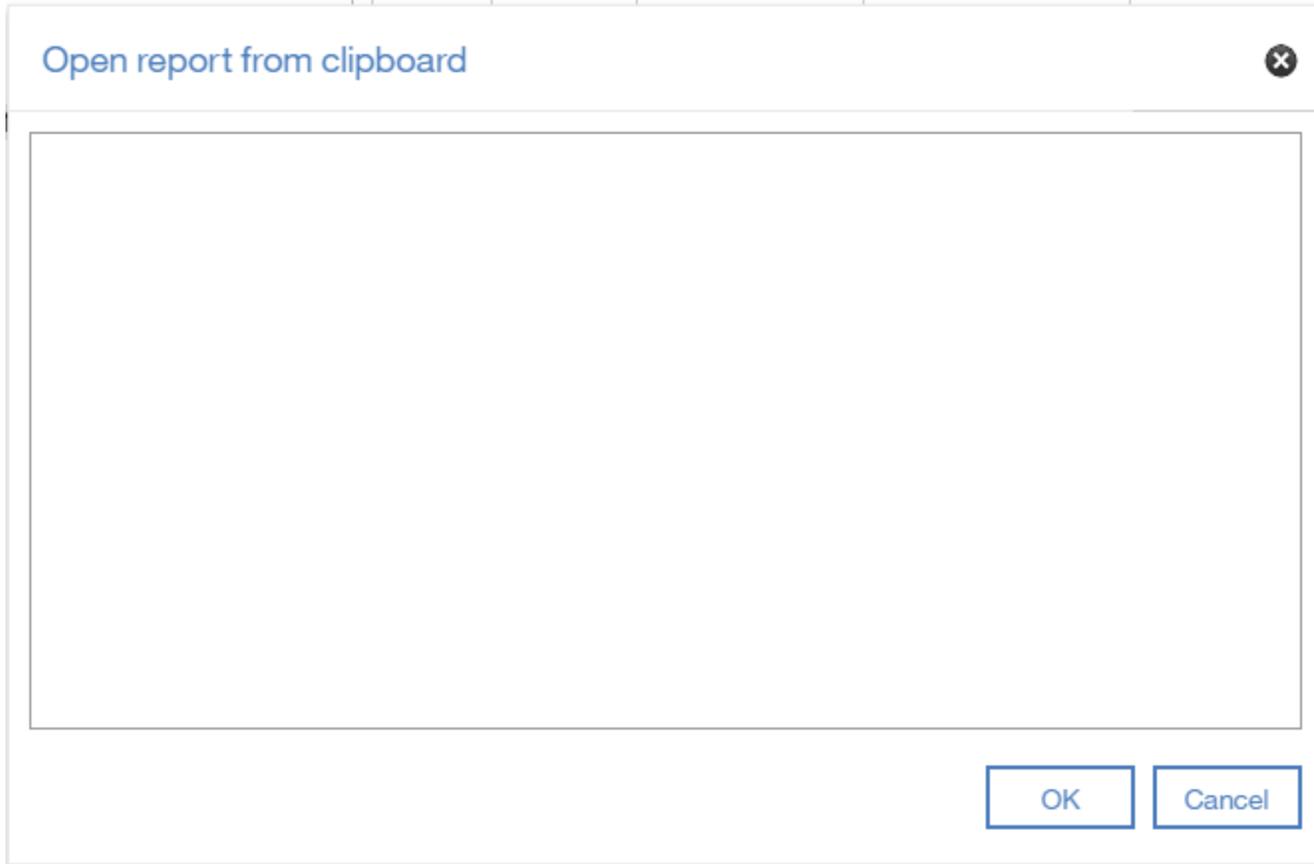
What you're looking for is the Report object:



Right-click on that, then choose the "Open report from clipboard" option this time:



Again depending on your web-browser, it will either just open the stored report xml or it will open a new pop-up window where you can paste the report spec in:



Paste the copied text into the window then click ok, it should successfully validate the spec then you can save it.

Just to note:

When "opening a report from clipboard", this is creating a new instance of a report. It will not overwrite the current report you have opened. You will be prompted to save the current report you are working on or it will be lost.

This same process can also be done to handle versioning of projects, to reuse code as a template, or just backup something important. The code being copied is only report logic, it is not copying any data.