IBM COGNOS ANALYTICS 11.0.10

New Features

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Cognos 11.0.10 – New Features

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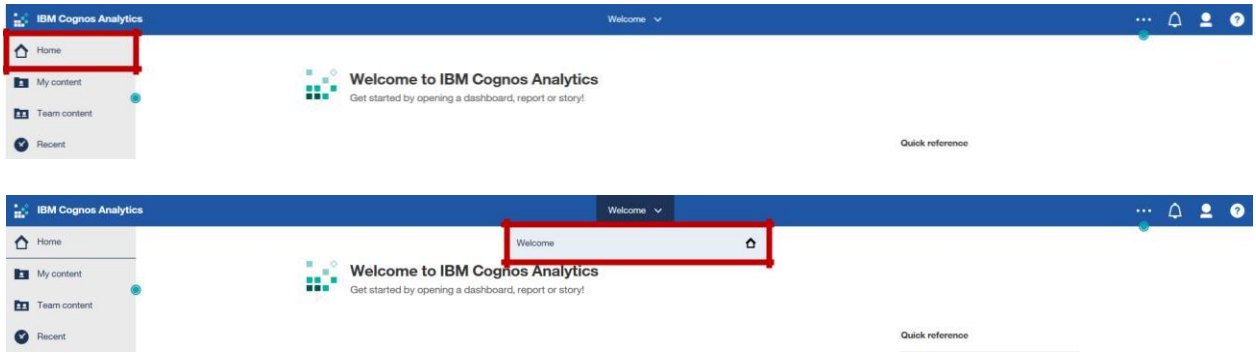
Cognos 11.0.10 – New Features

Purpose

The purpose of this document is to outline some of the Cognos 11.0.10 features. It should be noted that many of the features in this document exist in Cognos 10.1 but are reiterated to facilitate its location in **IBM Cognos Analytics** due to significant changes to the user interface.

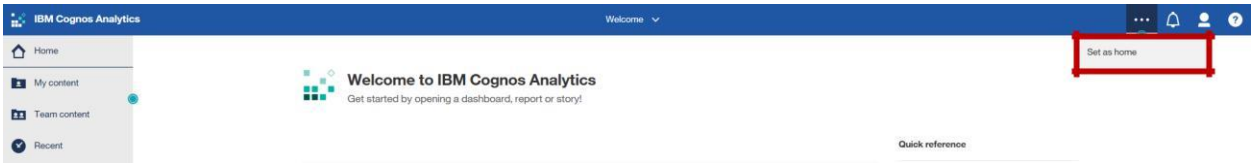
Home

To return to the default home page after navigating to other sections of the application, click the **Home** menu option located at the top left corner or the **Welcome** sub menu option in the top center of the screen.

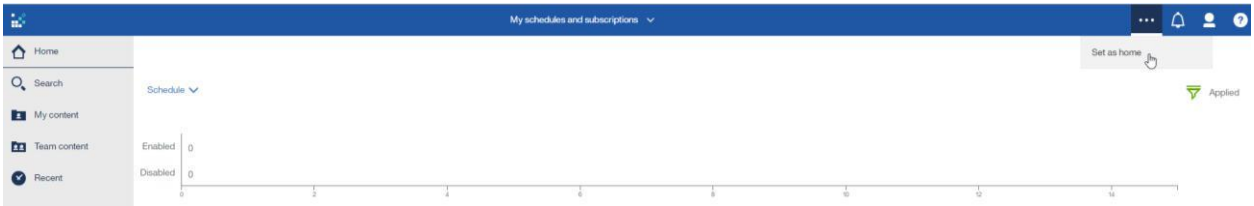


Set as Home

The default home or welcome page may be redirected to a report, dashboard or story of a user's choosing by clicking the **Set as home** menu option.



For this example, the **My schedules and subscriptions** screen is selected and the **Set as home** option clicked.



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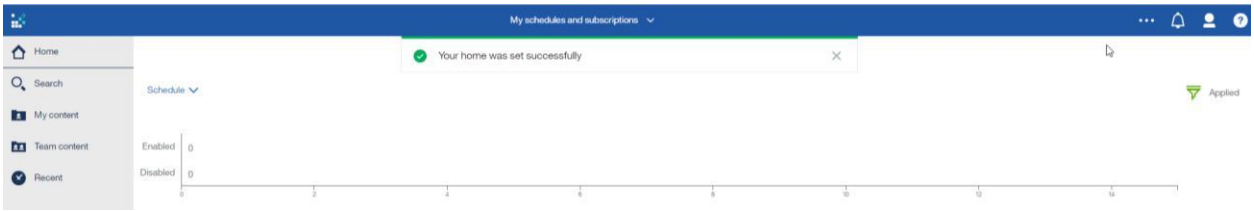
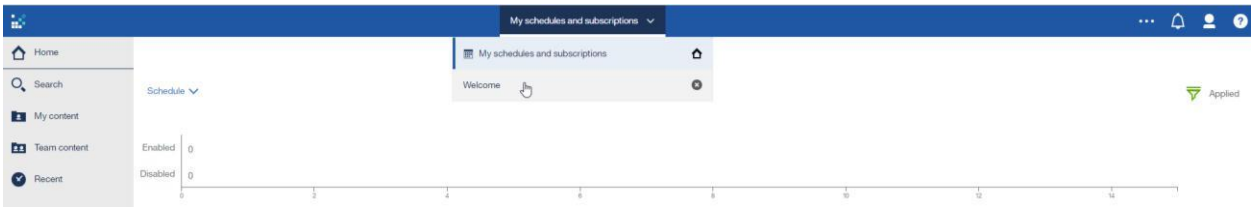
An immediate message informs the user that the home page was successfully set.

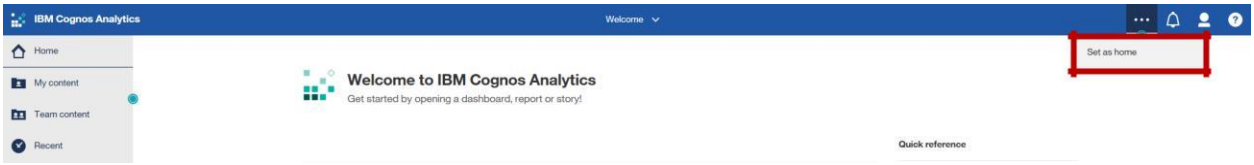


As denoted by the icon, the default landing page is currently **My schedules and subscriptions**.

For the **Welcome** menu option only, it's important to <u>not</u> click directly on the remove icon because it will be eliminated from the selection and therefore not allow the user to reset it to home. If the remove icon is accidentally clicked on, a possible workaround within the same session would be to use the browser back button until the **Welcome** screen sub menu reappears.



Assuming the welcome screen isn't accidentally removed, the welcome page may be restored by clicking on the **Welcome** menu option and clicking **Set as home** once again.



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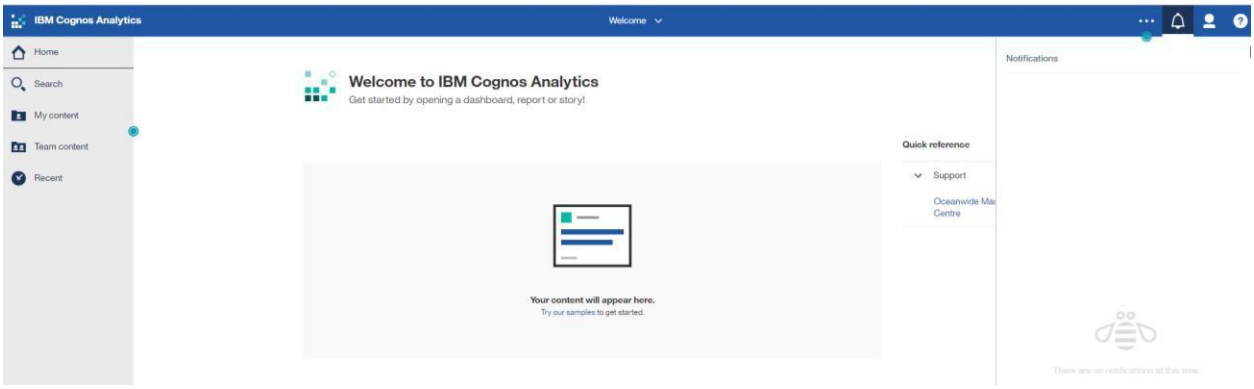
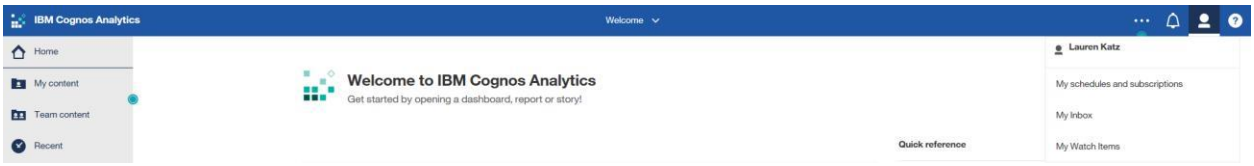
Notifications

Notifications permit the user to stay informed on current or important data if they subscribe to a report. Please refer to the **My Schedules and Subscriptions** section for additional information regarding subscribing.



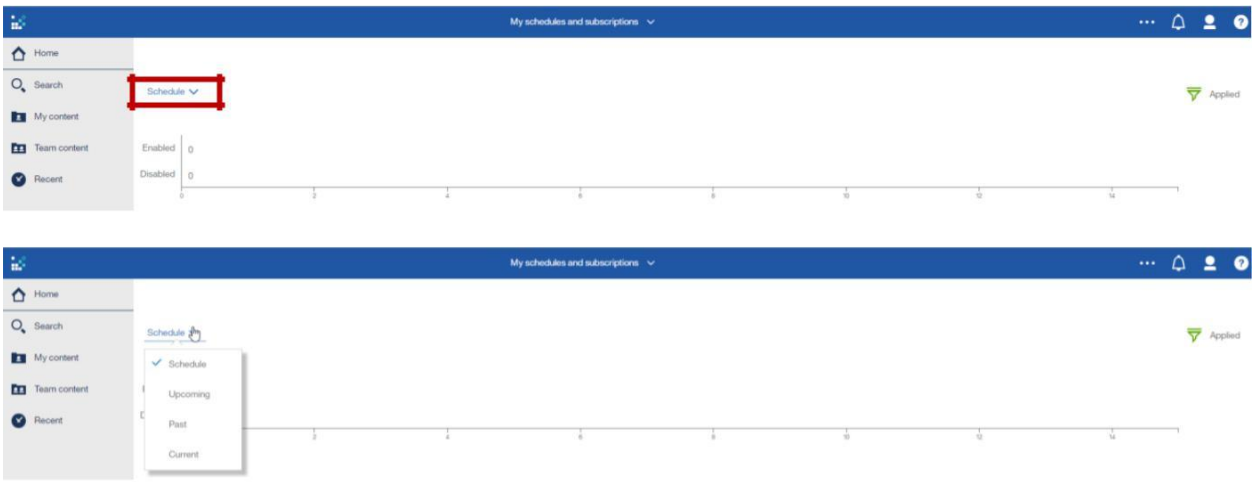
User Profile

A user profile may be viewed by clicking the icon.



My Schedules and Subscriptions

Current, past or upcoming scheduled activities and subscriptions that are enabled or disabled may be viewed in this panel.



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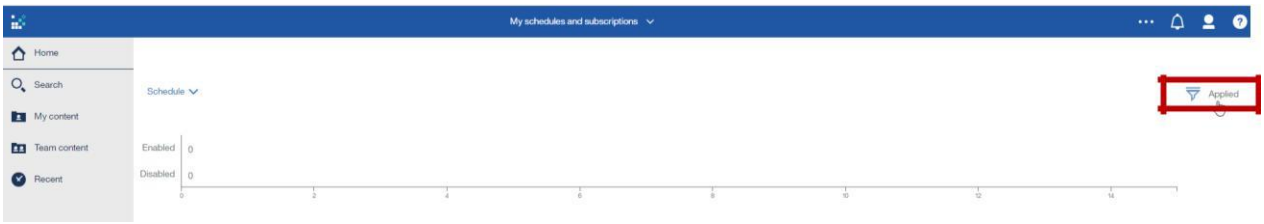
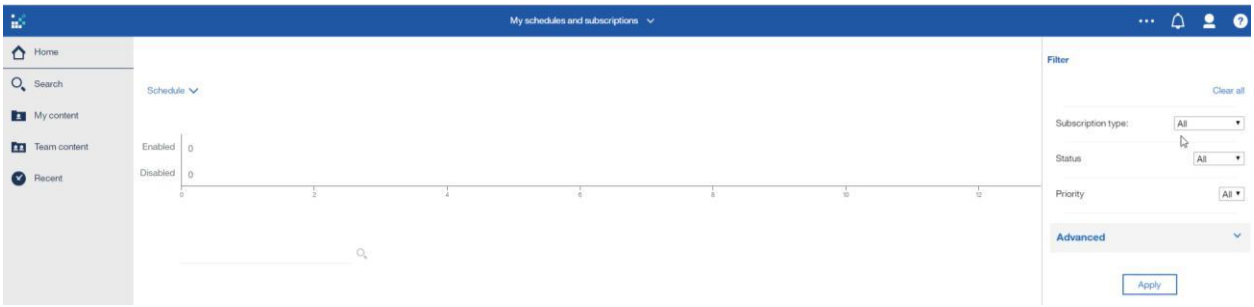
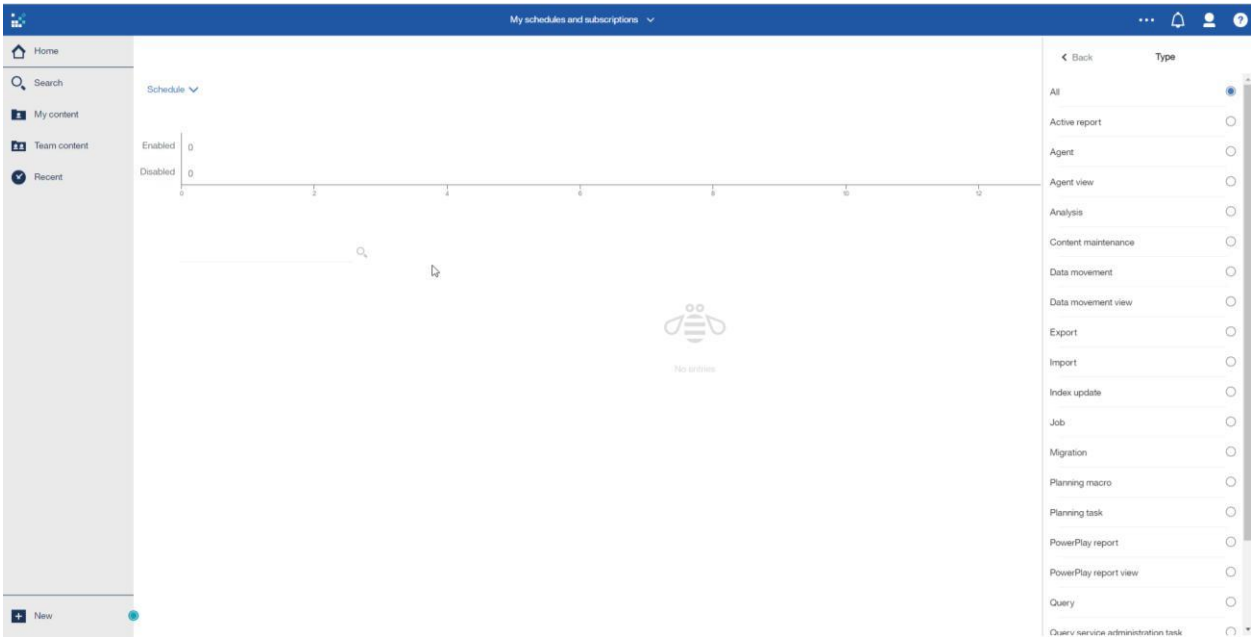
Further filtering may be achieved by clicking the **Applied** option.



The **Applied** flyout panel authorizes users to change the **All** default selections to more specific criteria.



The **Advanced** option is set to **All** data types by default, however, a single radio button may be selected instead.



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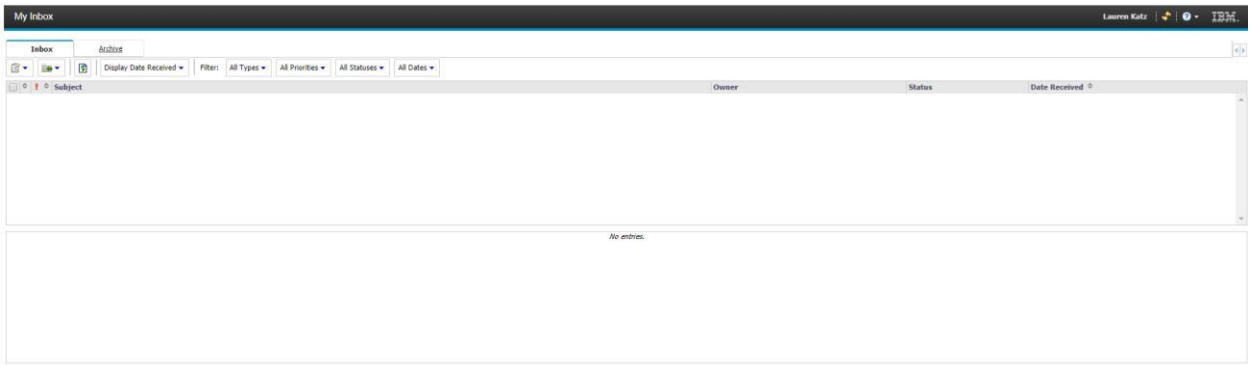
My Inbox

My Inbox will launch in a separate tab containing approval requests, ad-hoc tasks and notification requests for which a user is a specified recipient.

The task inbox is shown in the top pane, while the task details are displayed in the subsequent reading pane. By default, the task type, priority, subject, owner, status and date on which the task was received will be displayed. Hovering over a task, will generate a pop-up containing further task details.

Once can view the details of a task by selecting it. If the task contains an attachment, such as a report, it may double-clicked to view it.



My Watch Items

My Watch Items will launch in a separate tab to view and manage watch items from a single location. Watch items include alert lists and watch rules that help one monitor business events that are important. These business events relate to **Event Studio** reports.

The **Alerts** tab shows the alert lists to which a user belongs. This tab may be used to remove oneself from the alert list for a report or agent.

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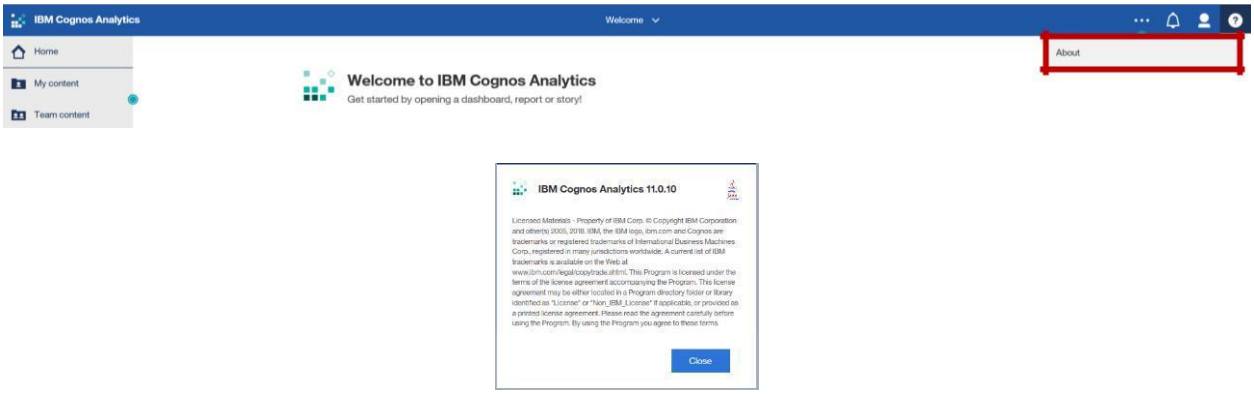
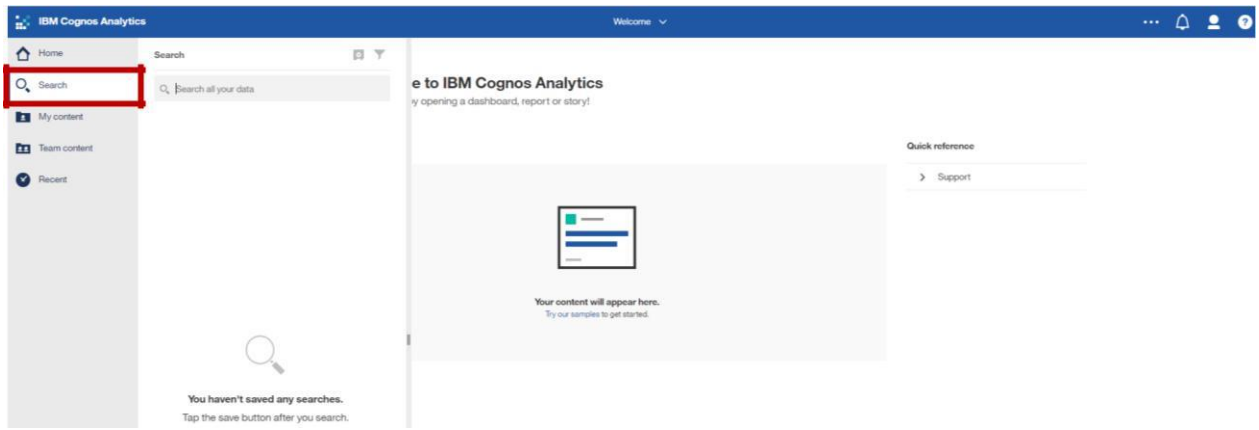
Help

For information regarding the current Cognos version, click on the icon located at the top right corner of the screen, followed by the **About** sub menu option.

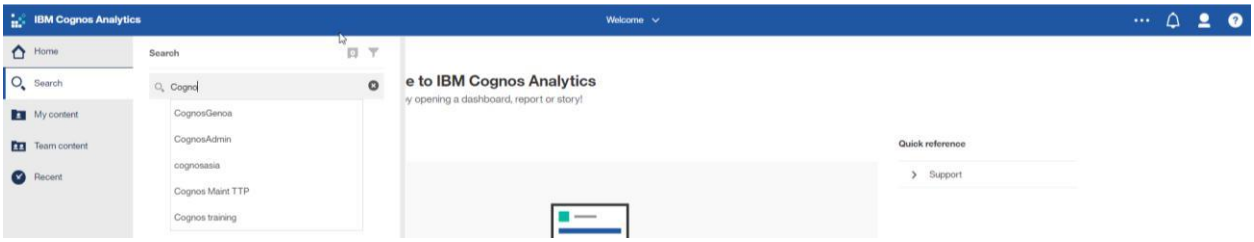


Search

All existing data may be searched and/or saved for future reference.



The search feature isn't case sensitive and will retrieve both partial and complete information.



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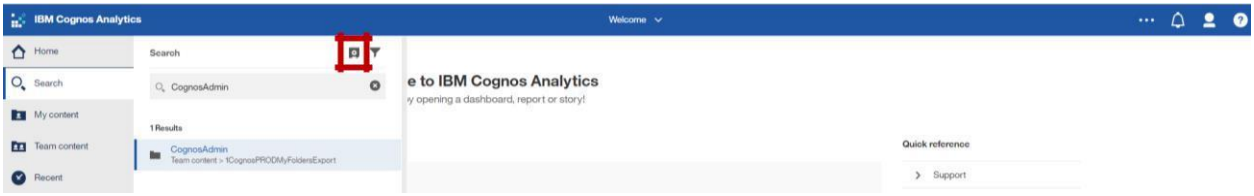
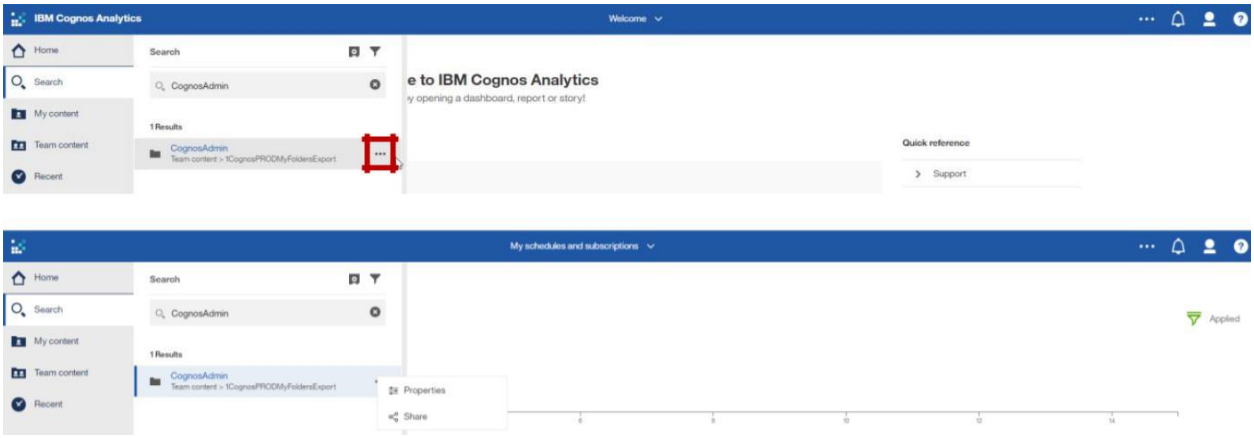
Save Search

A selection may be saved by clicking on the save search icon. The saved search result will remain in the search flyout panel for quick access to your data.

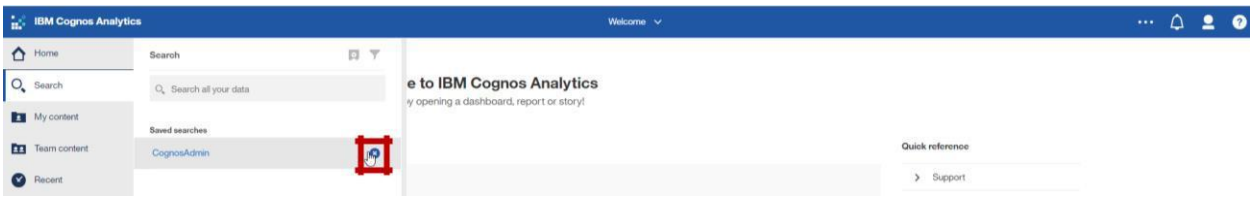


Within the same session, hovering over the saved result will display an ellipsis ···. Clicking on the ellipsis in this section, as well as any other flyout panel in the application, will display an additional menu for futher examination, action or configuration.



Delete Search

To delete a saved search, the user must start a new browser session and log back into the application in order for the remove icon to appear. Clicking on the remove icon will not actually delete the physical file from the system, it will simply remove it from the save search list.



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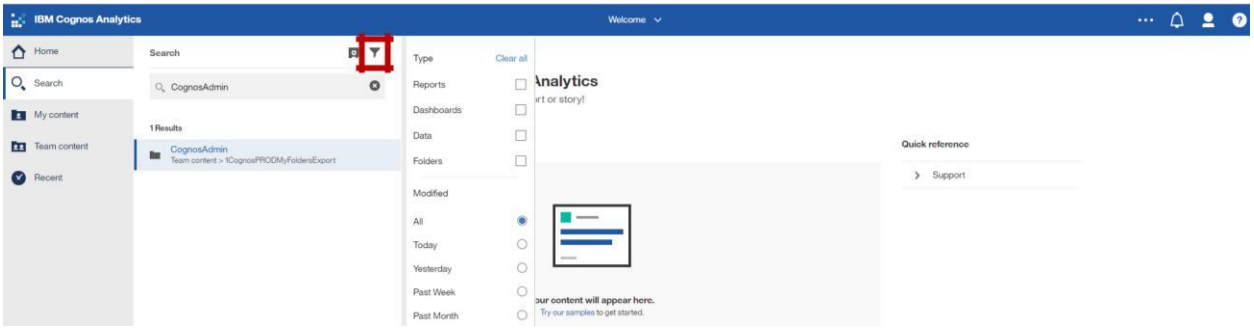
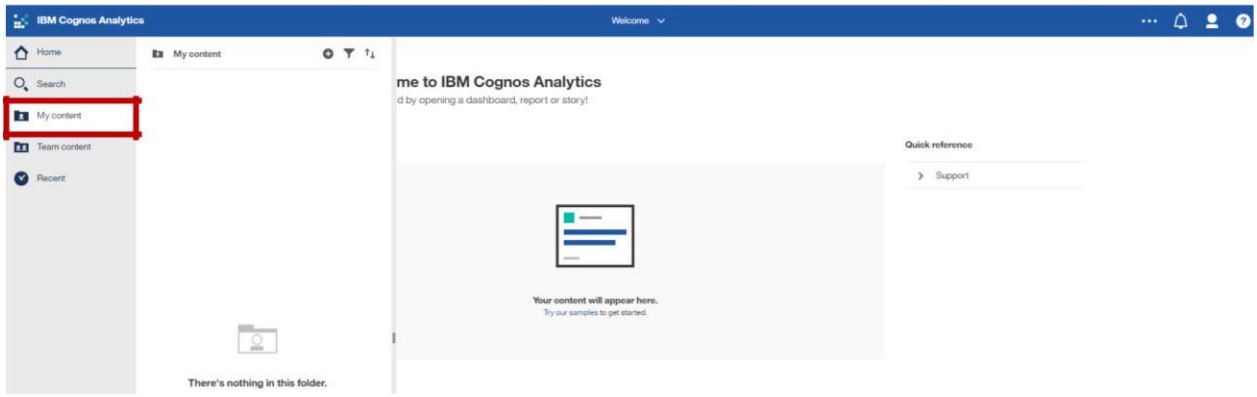
Filter Search

A search criteria may be narrowed or filtered further by clicking the filter icon, which will display a flyout panel with data **Type** and **Modified** parameters to choose from.



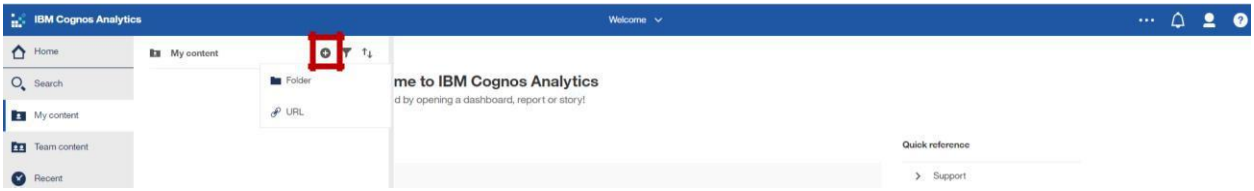
My Content

Formely **My Folders**, **My content** serves the same purpose of allowing end users to save and/or access personal or private content.



Create Folder

Folders may be created to organize data by clicking the new icon.



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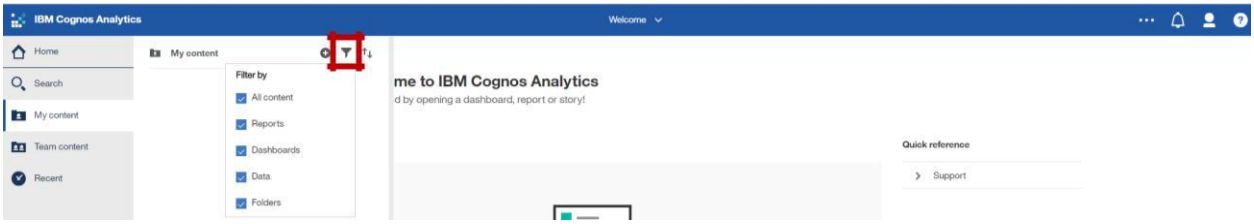
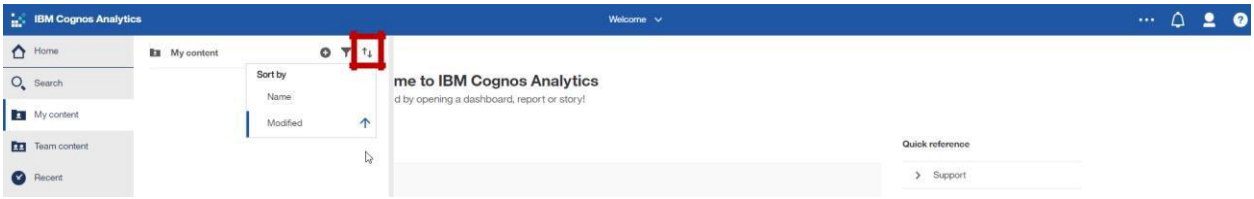
Filter Content

Filtering by content type is also available by clicking the filter ▼ icon.



Sort Content

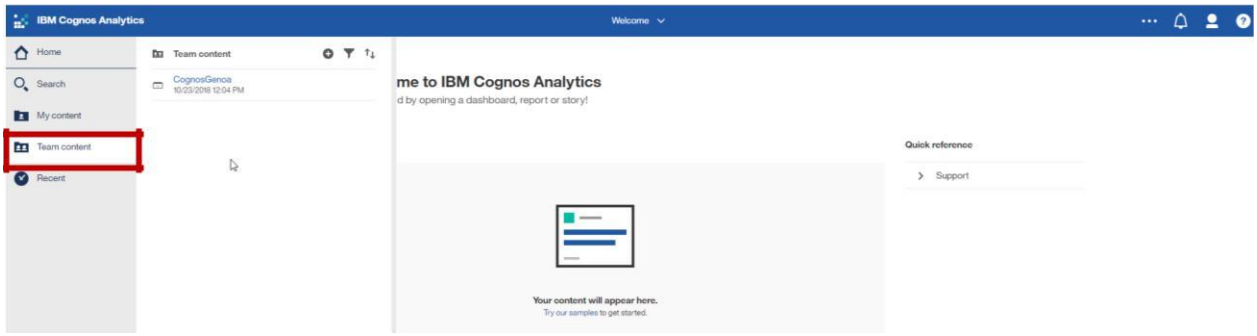
Clicking the sort ↑↓ icon will permit sorting in ascending or descending order by **Name** or **Modified** date.



Team Content

Formely **Public Folders**, **Team content** is accessible to all users within the same organization.

The folder creation, filtering and sorting capabilities described in the **My Content** section above are also available in **Team content**.



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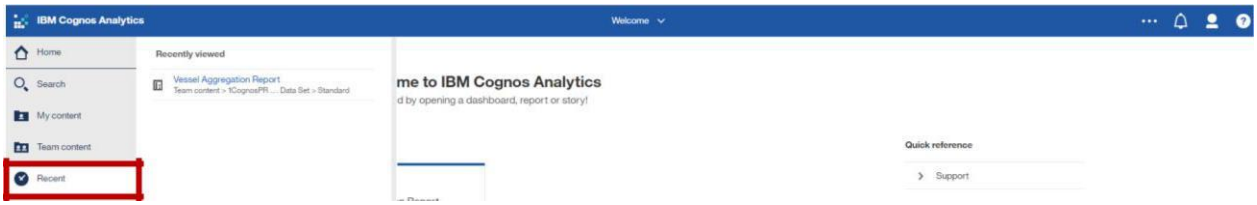
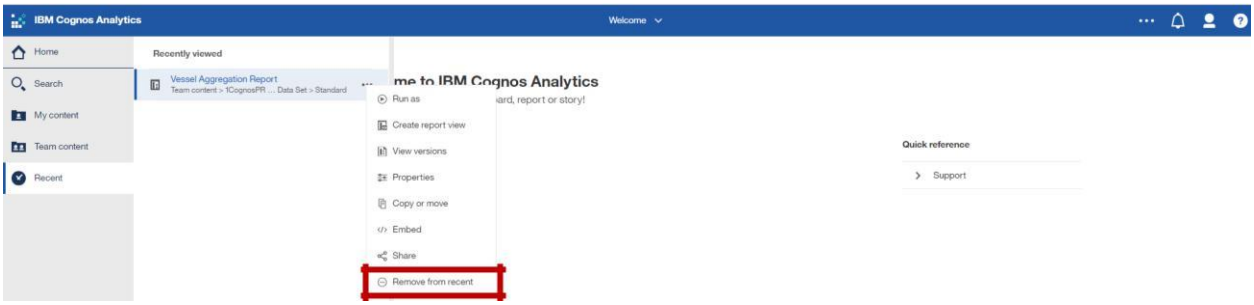
Recent

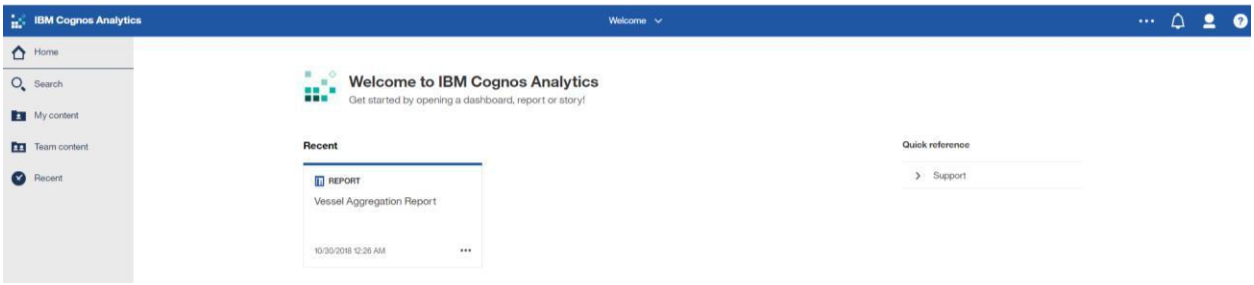
Clicking on the **Recent** menu will display recently generated files for quick access. This feature becomes especially useful when viewing frequently generated reports. The user may bypass navigating multiple panels to view their report in one easy access location.



Hovering over the **Recently viewed** selection will display an ellipsis ···. Clicking on the ellipsis ··· provides additional actions that may be taken by the user.



Recently generated reports also appear on the **Welcome** page for reference. Clicking on the ellipsis ··· will provide the user with the same sub menu as the **Recently viewed** flyout panel above. An action such as **Remove from recent** for instance, will remove the file from both the flyout menu and landing page.



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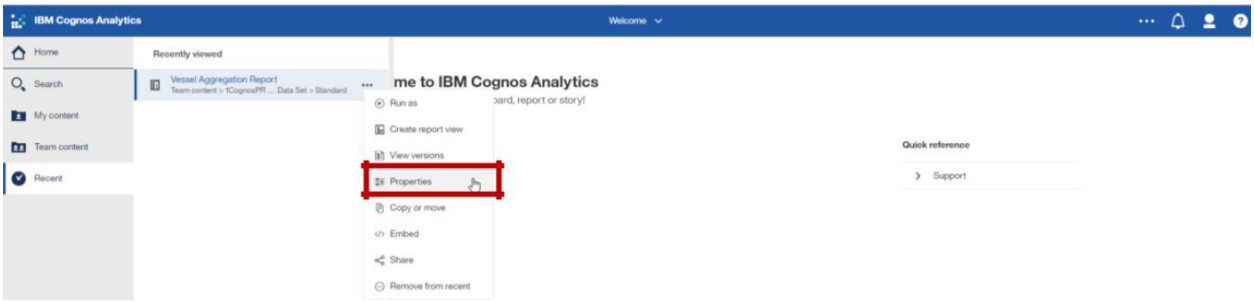
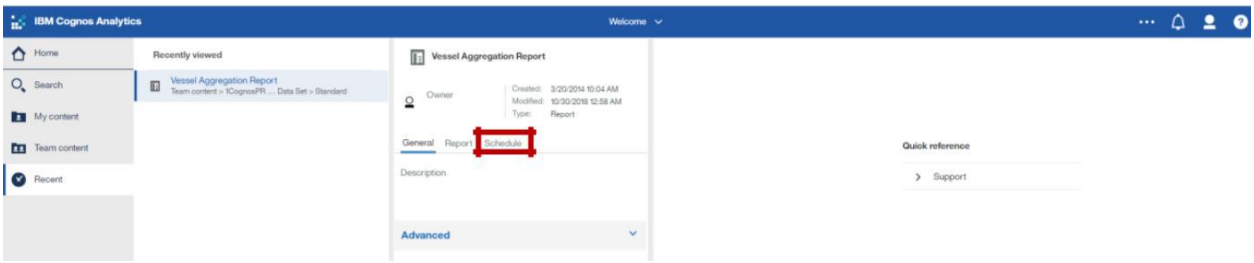
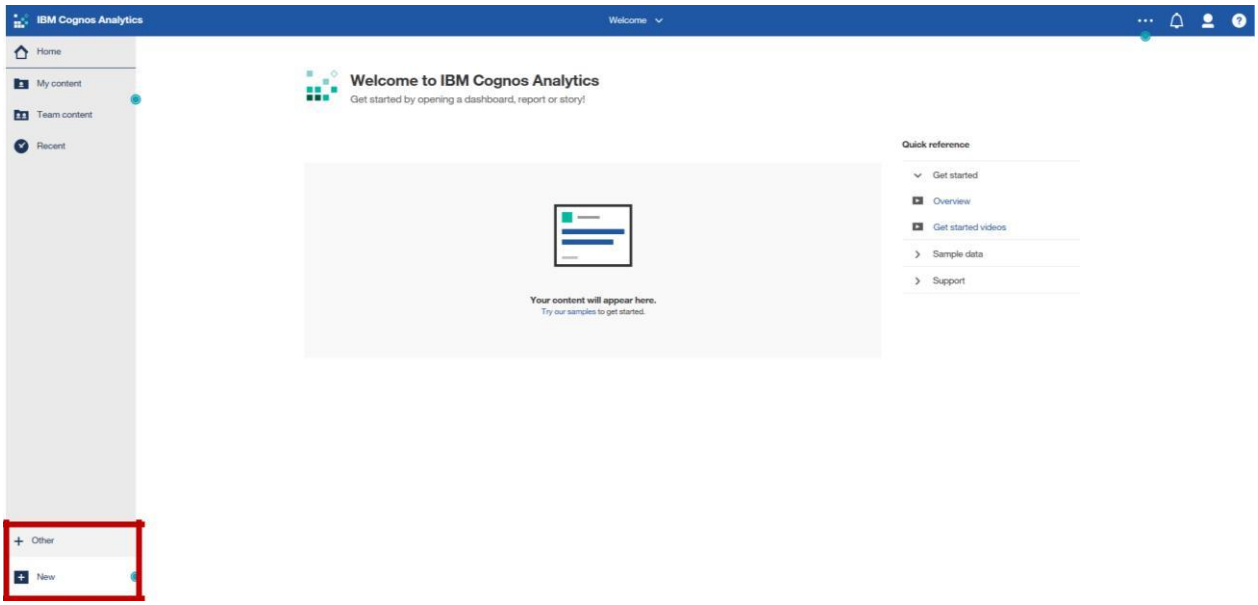
When hovering over a report, the ellipsis ··· **Properties** menu will open a flyout menu with multiple tabs, including the **Schedule** section for scheduling a report.





New

To access **Query Studio**, click on the **New** menu option located at the bottom left of the screen. An **Other** sub menu will appear above **New** as as seen below and disappear after being clicked on to display a flyout panel.



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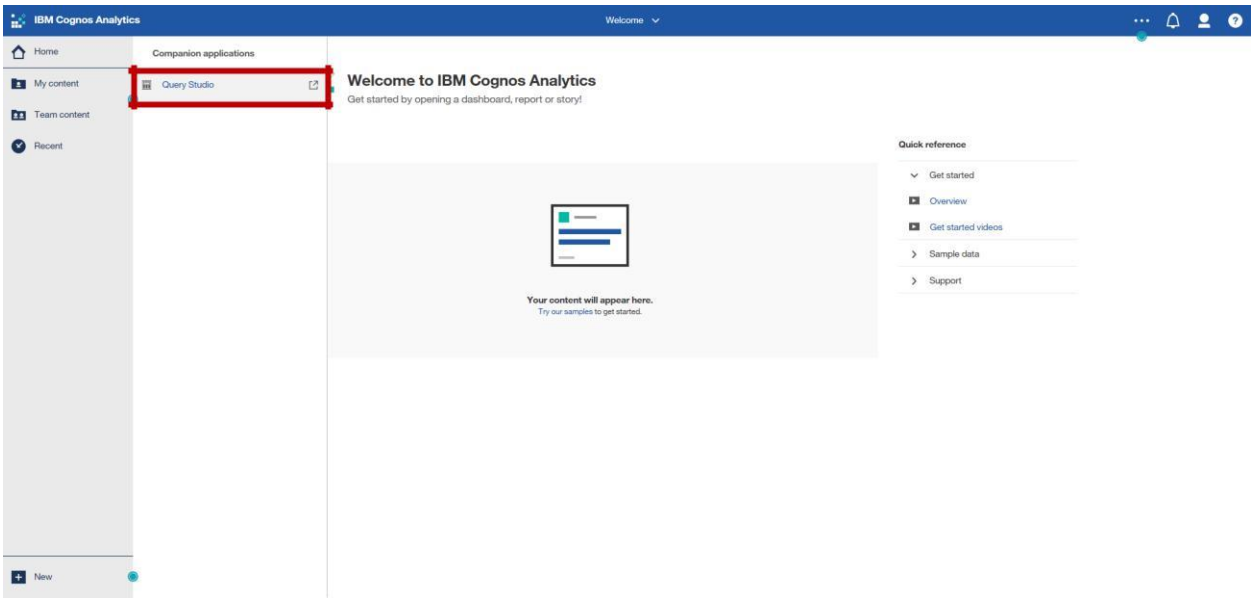
Other

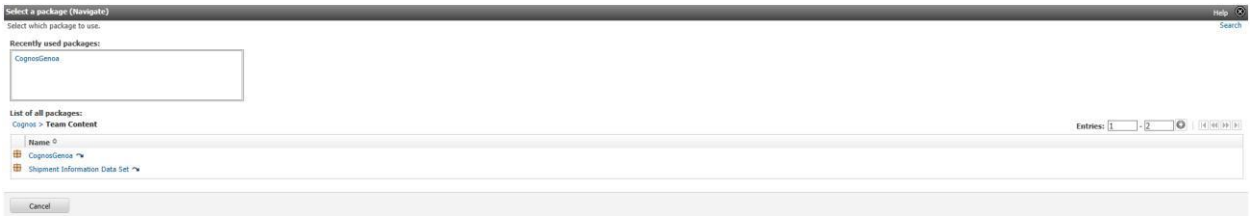
After clicking **Other**, a flyout panel will contain the **Query Studio** menu option.



Query Studio

Clicking on **Query Studio** will launch a new browser tab containing the list of available Cognos packages for reporting. By default, the **Recently used packages:** section will display **None**.

Once a package has been clicked on, **CognosGenoa** in this case, it will be displayed in the **Recently used packages:** panel for future access in order of most recently used.



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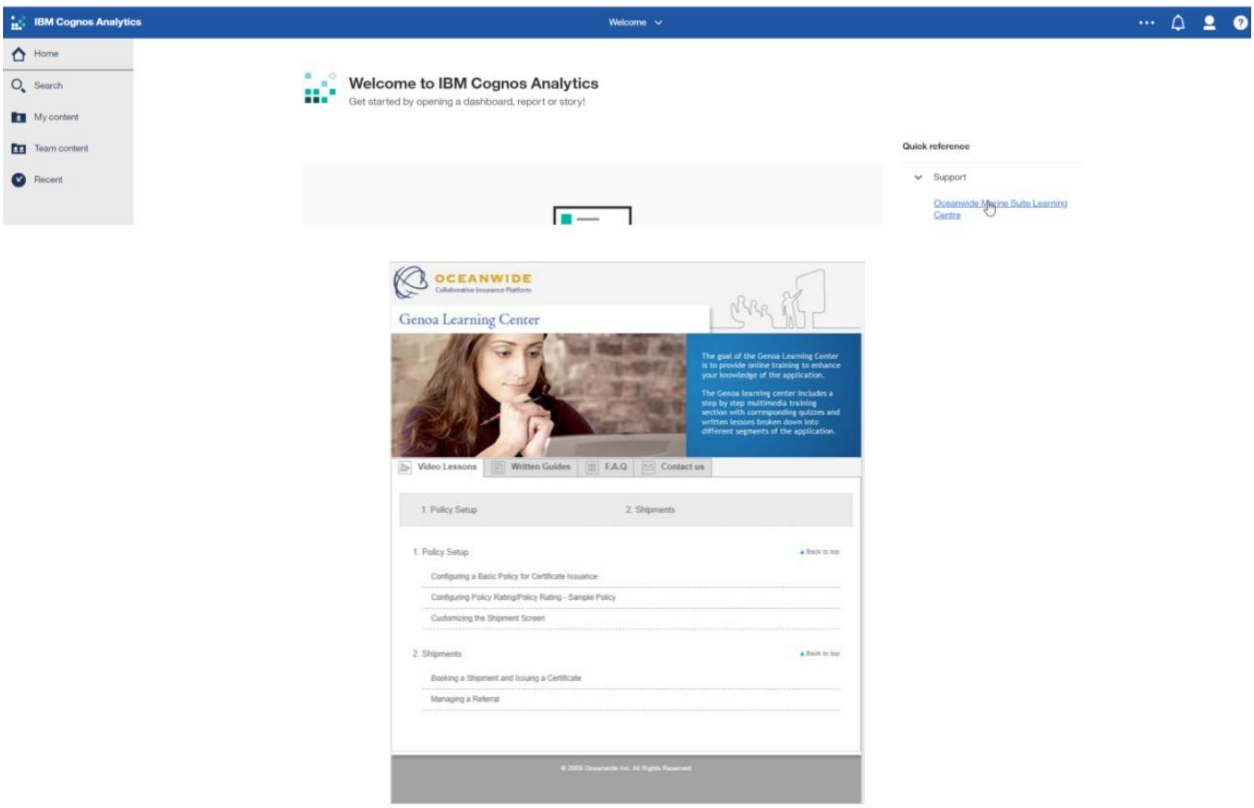
Clicking on a package, will open **Query Studio** in a new tab for the end user to begin creating ad-hoc reports. The **Query Studio** features and capabilities are the same as previous versions of Cognos.

Quick Reference

This section was customized to include a **Support** option with a link to the Genoa Learning Center which will launch in a separate tab.



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