

# Making the Most of Cognos

Unlocking the Power of Flexible Reporting



 SoftSummit™ 2009

# Cognos Reporting Tools

- **Report Studio**
  - Rigorous, complex reports
  - Design and develop methodology
- **Query Studio**
  - Prototype and iterative method
  - 80% of Report Studio functionality
  - Cannot mix lists and charts
  - No database query definition
- **Analysis Studio**
  - Data mining
  - Troubleshooting
  - Based on Crosstab (pivot table)



# Administrative Tools

- Folder Administration
  - Define folder structure, access
- Report Administration
  - Schedule, secure, delivery mode, medium
- Performance Monitoring
- Security Administration
  - All object types (FNM bundle = single id)
- Package Administration
  - Data Model
  - Cognos object
- Dashboard Administration
  - Panel design and administration



# Data Models

- Classic Reporting
  - Based on normalized report-log
  - Requires detailed FLEX knowledge to leverage
  - Limited added value over standard reports
- Custom Reporting (Data Warehouse)
  - Star schema structure
  - 3 dimensions
    - Time
    - Organization + User
    - Feature + Product
  - Most tables pre-joined
  - Many data element redefinitions (particularly in time dimension)
    - Month number / name, day number / day of week name, quarter
  - Navigating organization structure requires special techniques



# Standard Reports + Templates

- FNM Version 12
  - Feature Usage (Report and Gauges)
  - Geographic Feature Usage (Template requiring metadata)
  - Organization Peak Usage (Chart, Drill through))
  - Organization Chart
  - Usage Summary by Organization (Chart and List)
- FNM Version 14
  - Product Peak Usage Trend (Chart)
  - Daily Peak Usage (Chart)
  - Peak versus Occurrence (Chart)
  - Peak Product Feature Usage (Chart)
  - Feature Chargeback (Report and Chart) 3 metrics and tariffs
  - Product Chargeback (Report and Chart) 3 metrics and tariffs



# Whistle-Stop Tour of Query Studio

- Build Reports containing examples of
  - Drag and Drop column definition
  - Sorting and Grouping
  - Aggregating
  - Conditional Formatting
  - Sectioning
  - Filtering
  - Prompting for date / other content selection
  - Calculating
  - Custom Grouping
  - Crosstab (pivot style)
  - Charts



# Other Cognos Features

- Scheduling Reports
- Emailing Report Output
- Dashboards
- Drill Through
- Running reports in alternative formats
  - Excel
  - PDF
  - HTML
  - XML



# Tips and Techniques

- Avoid Report Anarchy (Free for All) /
- Single security id
  - Define comprehensive naming standard
  - Structure folders carefully
- Limit Numbers of Reports
  - X report types times Y date ranges times Z Products
  - Equals VERY LARGE NUMBER
  - Build multi-purpose reports
  - Prompt for:
    - Date range
    - Vendor selection
    - Feature selection
    - Organization grouping

