

Quick Guide: Cognos Workspace Advanced

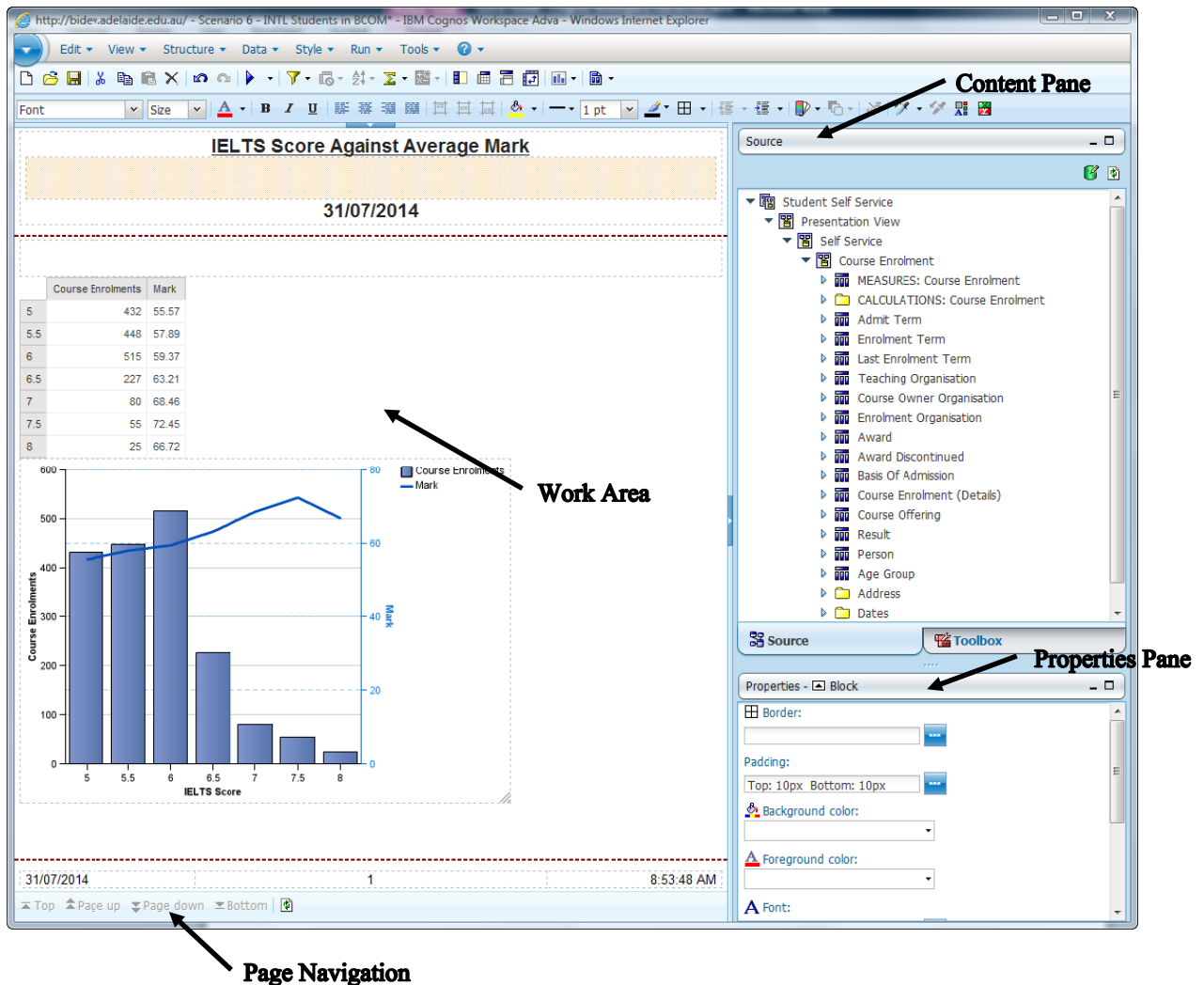
Introduction

Cognos Workspace Advanced allows you to create reports with relational (Student) or Dimensional (Finance) data sources, and show data in lists, crosstabs, and charts.

You can open Cognos Workspace Advanced via the Launch menu in IBM Cognos Connection or from the Welcome page (Author Business Reports) to create new reports or edit existing reports.

The User Interface

The IBM Cognos Workspace Advanced user interface has a work area, content and properties panes, a page layers area, and a context filter area to help you create reports.



The screenshot displays the Cognos Workspace Advanced interface. The main work area contains a report titled "IELTS Score Against Average Mark" dated 31/07/2014. The report includes a table and a combined bar and line chart. The table data is as follows:

IELTS Score	Course Enrolments	Mark
5	432	55.57
5.5	448	57.89
6	515	59.37
6.5	227	63.21
7	80	68.46
7.5	55	72.45
8	25	66.72

The interface also features a Content Pane on the right with a tree view of data sources, a Properties Pane at the bottom right for configuring report elements, and Page Navigation at the bottom left.

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The Work Area

The work area contains the crosstab that you use to create your report. By default, you see live data as you create your report. You should switch to design mode where you see only placeholder data.


Content Pane

The content pane contains objects that you can add to a report. You add objects to a report by dragging them to the work area.

Source tab

The Source tab  of the content pane contains items from the package selected for your report, such as data items and measures.

Toolbox tab

The Toolbox tab  of the content pane contains a variety of objects, such as text and graphics, that you can add to your report. See below for more detail.

Properties Pane

The Properties pane shows the formatting for an object in a report. You can change the formatting properties by using either the toolbar or the Properties pane.

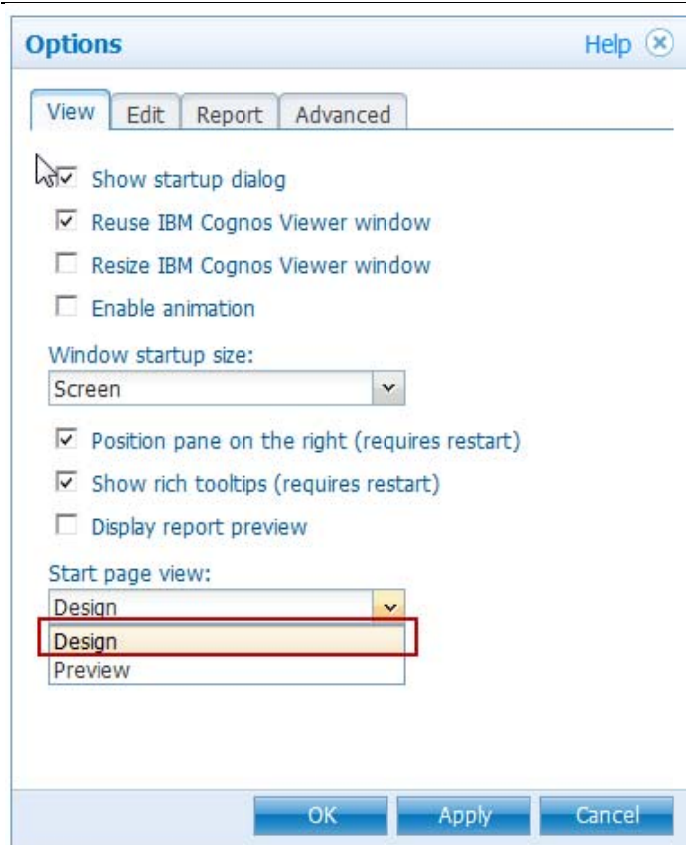
Work in Design Mode

By default, you see live data as you create your report (preview mode). You should switch to design mode when creating a report. It is quicker when there are many users in the system and you are creating complex queries.









1. From the **View** menu, select **Page Preview**.

Change default view to Design View on launching Workspace Advanced

Once you have opened Cognos Workspace Advanced, select the Tools>Options menu item and change the 'Start page view:' dialogue box to 'Design':



Data Source Icons

Icon	Example	Object
	Student Self Service	Package, which contains the objects you can insert in a report.
	Self Service or Course Enrolments	Namespace, used to organize objects.
	Award	Query subject, which represents a table in the database.
	Program	In relational data sources, query item, which represents a column of qualitative data in the database, such as Award, Faculty or School
	Program Code	Dimension, which represents a broad grouping of descriptive data about a major aspect of a business.
	Student Enrolled (Head Count)	Measure or fact, a query item that represents a column of quantitative data in the database, such as Load or head count.
	GPA	Model calculation
	Address	Folder, used to organize data items. You cannot import a folder into your report.

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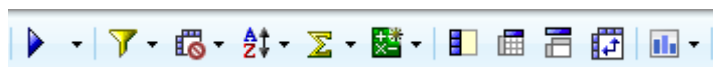
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
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Tool Bar Icons



Icon	Action	Description
	Run	You can produce a report in HTML, PDF, CSV, various Microsoft Excel formats, and XML
	Filters	Use filters to remove unwanted data from reports. Data is displayed in the report only if it meets the filter criteria. When working with relational data sources, the available filtering options are determined by the data that you select.
	Suppress	You can suppress rows, columns, or rows and columns based on divide by zero, missing, and overflow values. Suppressing rows or columns without data gives you a more concise view of your report
	Sort	You can sort items to view them in your preferred order. By default, IBM Cognos Workspace Advanced retrieves items in the order defined in the data source. Relational data sources may not always have a defined order.
	Summarize	Summarize data in your reports to obtain a total, count, average, minimum, maximum, and so on
	Insert Calculation	You can select items in your report and create simple calculations. In addition to simple arithmetic calculations, you can perform numeric, string, date and time, and interval calculations. You build calculations in the expression editor using functions
	Group/Ungroup	Group data items in a list report to remove duplicate values. Grouping a column automatically moves it to the left as the first column. Grouping a subsequent column moves it to the left until it follows the last grouped column. When you ungroup a column, it moves to the right until it follows the last grouped column.
	Pivot List to Crosstab	Convert a List to a crosstab report to view your data from a different perspective.
	Section/Unsection	Create sections in a report to show a separate list, chart, or crosstab for a data item. Creating sections is similar to grouping data. The difference is that when you create sections, a separate list, crosstab, or chart appears for each data item and a section header appears outside the list, crosstab, or chart.
	Swap Rows and Columns	Swap columns and rows to look at information from a different perspective. This may help you discover high and low points in the data that you hadn't previously noted. You can only swap columns and rows in a crosstab or chart. In a chart, you swap the x- and y-axes.
	Insert Chart	Insert a chart based on the data selected, you can choose from many options

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Tool Box Icons

Icon	Object	Description
	Text item	Inserts text.
	Block	Inserts an empty block, a container in which you can insert other objects. This is useful for controlling where objects appear. Tip: You can use blocks to add space between objects. However, empty blocks are not rendered. You must insert an object or specify the height and width.
	Table	Inserts a table, a container in which you can insert other objects. This is useful for controlling where objects appear.
	Query Calculation	Inserts a calculation.
	Image	Inserts an image.
	Crosstab Space	Inserts an empty cell on a crosstab edge. Allows for the insertion of non-data cells on an edge. Blank cells appear for the edge when the report is run. Insert this object when a crosstab edge does not produce useful data and you want blanks to appear in the cells instead.
	Crosstab Space (with fact cells)	Inserts an empty cell on a crosstab edge. Allows for the insertion of non-data cells on an edge. The contents of the fact cells for the edge are rendered when a measure is added or the default measure is specified. If the crosstab space is nested, the scope of the fact cells is the scope of the item that is at the level before the space. If the crosstab space is not nested and there are no items nested below it, the scope of the fact cells is the default measure.
	List	Inserts a list.
	Crosstab	Inserts a crosstab. You can insert multiple crosstabs in your report layout.
	Chart	Inserts a chart. You can insert multiple charts in your report layout.
	Visualization	
	Hyperlink	Inserts a hyperlink so that users can jump to another place, such as a Web site.
	Date	Inserts the date when the report runs.
	Time	Inserts the time when the report runs.
	Page Number	Inserts page numbers that you can customize

Filtering Report via a list of Student ID's

On occasion you may want to filter your report from a list of student ID's from a spreadsheet. You can create a report export to excel and then copy the id's to paste into another report.

1. From the **Person** dimension in the relevant subject area, right click on the **Person Identifier**
2. Select **'Filter for report'...**

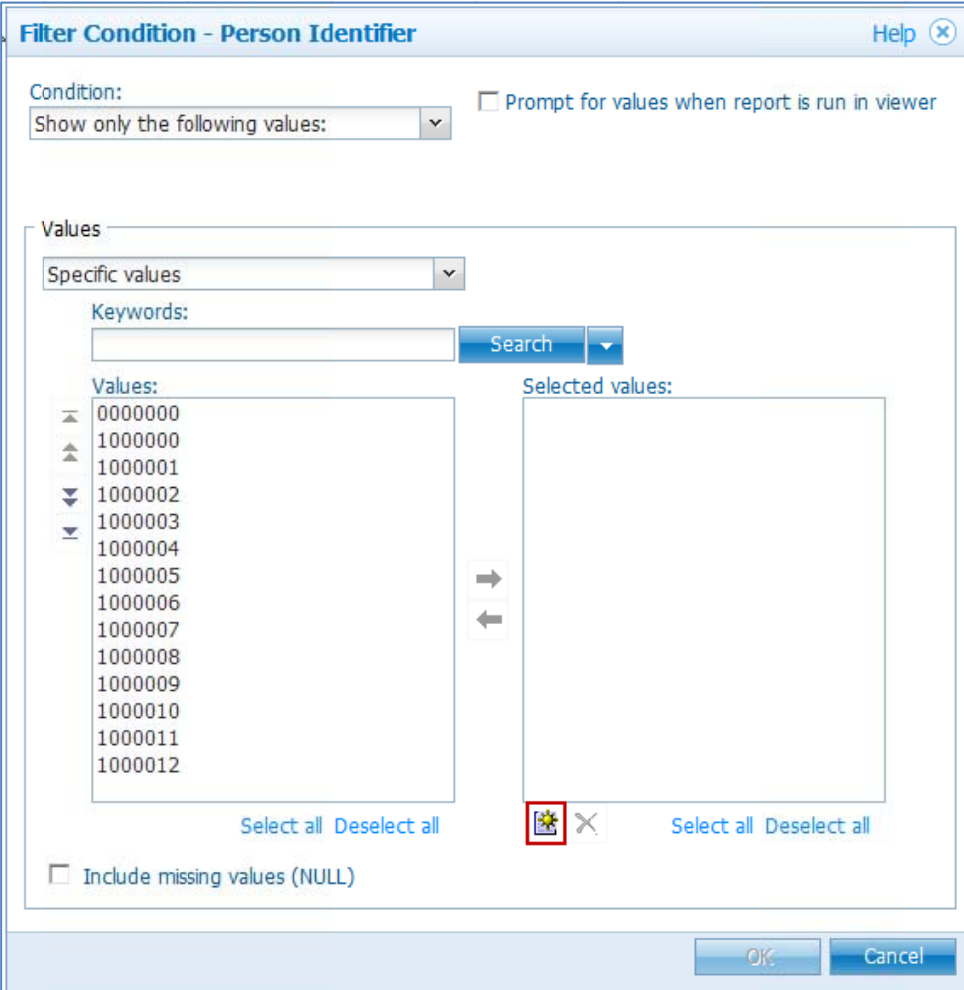
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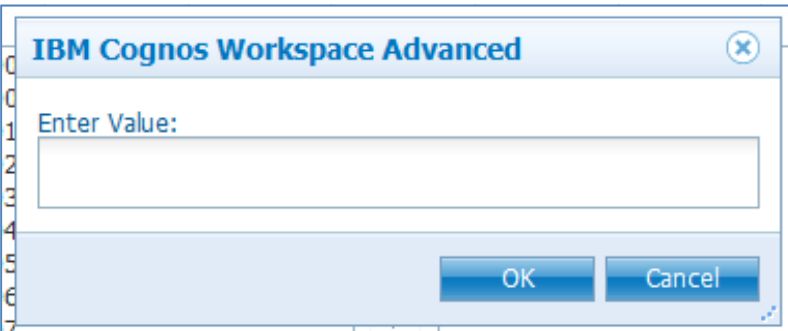
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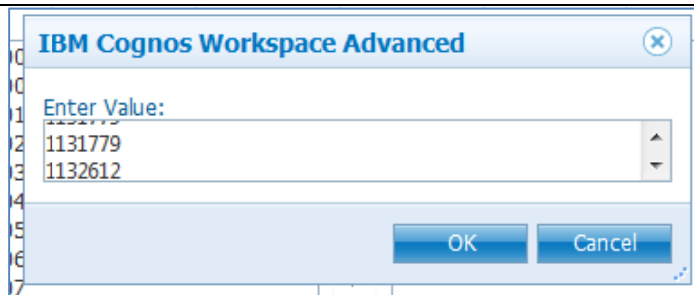
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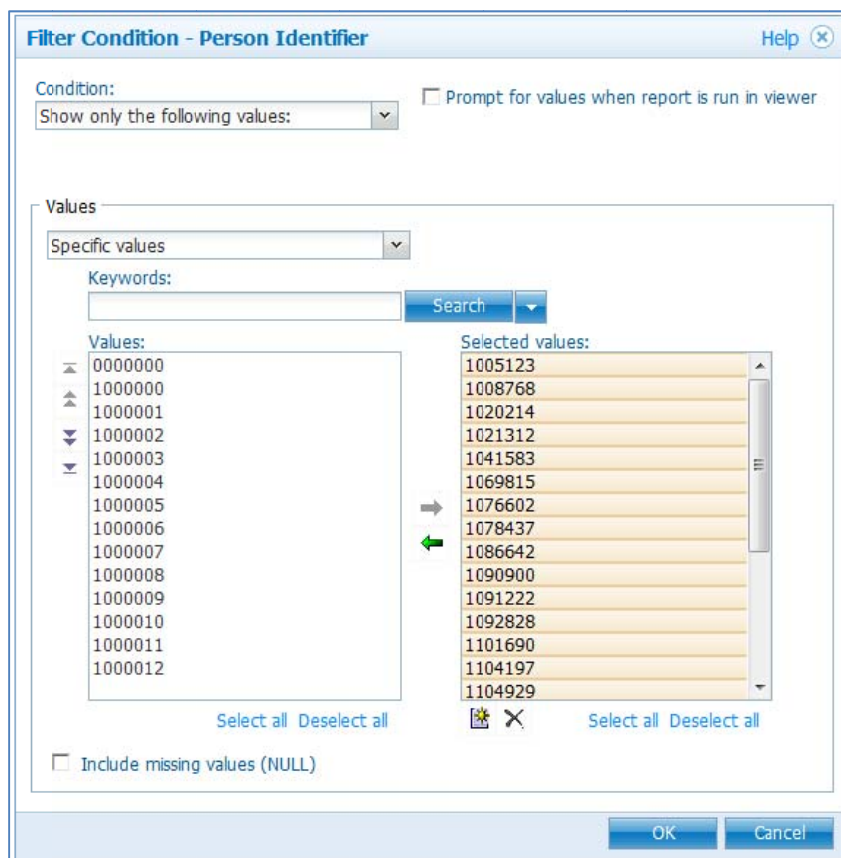
3. Copy the Student Id's from the column in your spreadsheet
4. Select the **'New'** icon



5. Paste the copied data into 'Enter Value:' space.



6. Select 'OK'
7. The pasted ID's will appear in the 'Selected Values' section of the Filter Condition



8. Select 'OK'. The report will be filtered by the pasted Student ID's

The IBM Cognos Workspace Advanced - User Guide

This Quick Guide is based on the IBM Cognos Workspace Advanced User Guide available from the following website:

http://public.dhe.ibm.com/software/data/cognos/documentation/docs/en/10.2.0/ug_rptstd_fin.pdf

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