Student Data Reporting I Cognos

Confidential Business Information

Prepared For: Release 10

Prepared By:

New Mexico State University

P.O. Box 30001

Las Cruces, New Mexico 88003

United States of America

Issued: September 2009

For more information about this document, contact ss_requests@nmsu.edu.

This document applies to IBM (R) Cognos (R) 8and may also apply to subsequent releases.

Table of Contents

This Page Intentionally Left Blank

Introducing Reporting

NMSU has a few tools used to provide their users reports. Student data users can use **Cognos** to view reports. Users may request new reports by sending an email to sim@nmsu.edu with detailed information identifying their report needs. SIM will evaluate request and work with department to meet their reporting needs.

The ERP Reporting Committee selected Cognos as the Enterprise Reporting Tool of choice for NMSU. **Cognos** is a web-based enterprise reporting solution. **Cognos** allows you to gather data from various storage locations and assemble the data into a personalized package. **Cognos** has three parts to the system:

- Cognos Connection (the portal)
- Query Studio
- Report Studio

More information about Cognos can be found at http://www.cognos.com.

Terminology

In this section, terms used throughout this manual and in training are defined.

Cognos Users

Your security is based on permission to view selected data within your individual account, and roles to which you belong. **Cognos** supports the union of access permissions. When you belong to more than one role, you have the combined permissions of all the roles to which they belong. Based on Cognos security levels, you are granted access to one or more packages.

The following roles determine the access to tools in **Cognos**:

Term	Description
Consumer	Consumers can read and execute reports in Cognos based on security. Consumers can also interact with prompts, and define output reports to other formats such as PDF and CSV. **This is the most widely spread role/user in Cognos.**
Query User	Query Users have the same access permissions as Consumers. They can also use Cognos **Query Studio** to create ad hoc queries, simple reports, and charts.
Report Author	Authors have the same access permissions as Query Users. They can also use Cognos **Report Studio** which provides the ability to create sophisticated, richly formatted reports and charts with complex prompts and filters. Examples of Report Authors would include members of SIM, ICT, and ADM.
Data Modeler	**Data Modelers** create packages that define a subset of data that is relevant to an intended group of users. Examples of Data Modelers would include members of SIM, ICT, and ADM.

Frequently Used Terms

Below is a list of terms that are specific to **Cognos** and will assist you during the training session.

Term	Description
Data Element	Describes a single aspect of each member of a data view. A student record, for instance, might contain a last name, first name, a date of birth and other data elements as well. Also known as attributes or fields.
Data View	A single store of related information containing a number of Data Elements. Also referred to simply as a View.
Framework Manager	Infrastructure organizer for Cognos: security, administration, metadata and portal.
Metadata Report	Reports of the data transferred from Banner to the Operational Data Store (ODS). Reports indicate the location stored in Banner and the location stored in the ODS.
Package	A package is a data structure or file containing imported data from one or more data sources, such as SCT Banner. It can contain models, reports, and views. Data Modelers create packages in Framework Manager to publish models to the Cognos server. Packages use NMSU's policies to define and group the data to be used for reporting.
Portal	A Web site or page that provides a single presentation and a single starting point for a set of information. Cognos Connection is the portal interface of Cognos. Cognos Connection displays existing reports in logical folder hierarchy.
Query Studio	A basic reporting tool. Is the Ad hoc query component of Cognos, it is an ideal and productive environment for users with limited technology skills.
Report Studio	Advanced reporting tools for Report Authors.

For more terms used in Cognos, please refer to **Appendix E: Glossary**.

Getting Started

In this section you will learn how to:

- Gain Access to Cognos
- Check your browser
- Log into Cognos
- Navigate in Cognos Connection

Gaining Access to Cognos

University data must be handled responsibly. Some data may be restricted by a college, department, or cannot be released to persons outside NMSU.

Cognos is a web-based solution. There is not software loaded on the desktop to run Cognos. Additionally, there are no Java plug-ins that need to be downloaded. You will need to use your **NMSU Username** and **NMSU Password** to use **Cognos**.

End-Users must request access to **Cognos** by completing the **Student System Data Access Request Form** located at: http://onestop/SecurityForm.pdf. The form must be fully completed, signed and submitted to **Student Information Management,** MSC 3EM. Once security is processed you will be notified by email.

For more information about restrictions on University data, please refer to **NMSU General Person Data Standards**, http://unodocs.nmsu.edu/General_Person/.

Logging into Cognos

The **Cognos Connection** web portal is a single point of access to all **Cognos** content. The portal is used to store and access reports. With the necessary permissions, you can also use the portal for report administration, including scheduling and distributing reports. Administrators use the portal to administer servers, optimize performance, and set access permissions. **Cognos Connection** is also used to manage and distribute your reports.

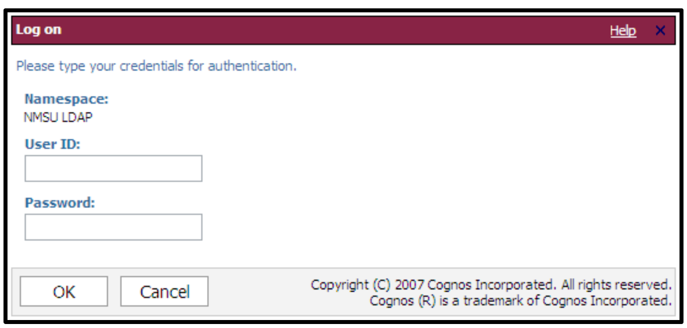
There may be setting that need to be modified in Internet Explorer to allow users to properly view reports in Cognos, see **Appendix B**.

Cognos supports authenticated user access. To use **Cognos** as an authenticated user, you must successfully login by providing your credentials, **NMSU Username** and **NMSU Password**.

The following steps you through the process for logging into Cognos.

1. Open a browser session.
2. Type the **URL: http://cognos-p.nmsu.edu**

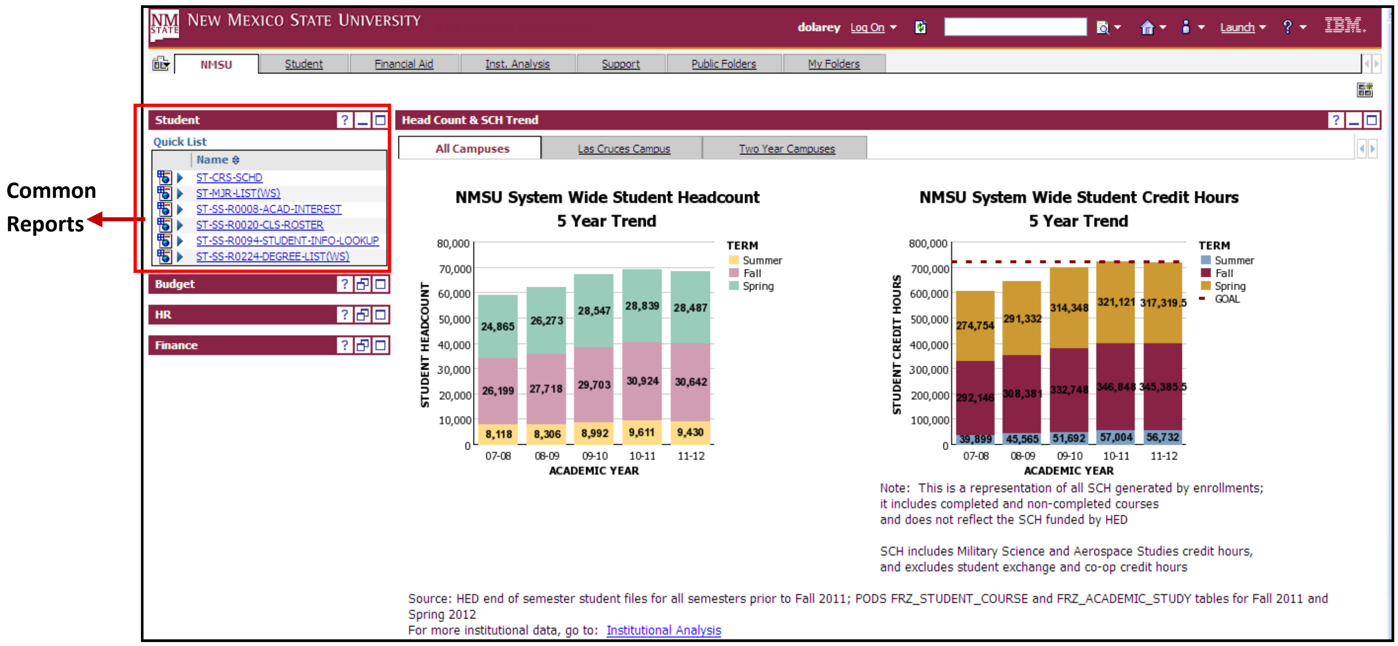
Note*:* Create a bookmark in your browser for quick access to Cognos Connection.



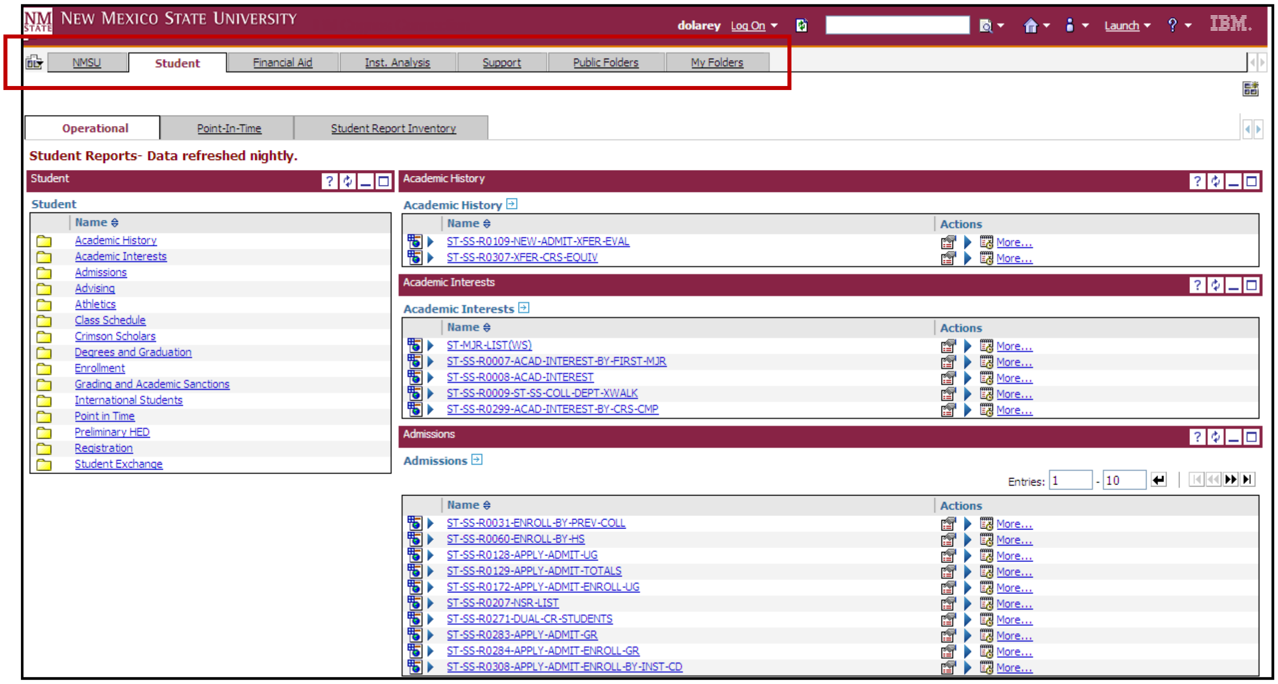
3. Type your **NMSU Username** and **NMSU Password**.
4. Select **OK**.
   The NMSU tab is displayed.
   The NMSU tab is a compilation of all data areas, listing some of the more accessed forms.

Using Cognos Connection

Cognos Connection is separated by tabs. The tab that will first open is the NMSU tab. The NMSU tab has the main portlets on the left side, based on your individual security. These portlets list some common reports that you may access from this entry page.



Each major area such as **Student** or **Financial Aid** has their own distinct tab across the top. These tabs are a simple way to navigate to the type of data/reports needed. The **Student** tab has a full listing of all the student folders on the left, with each folder expanded on the right.



Public Folders

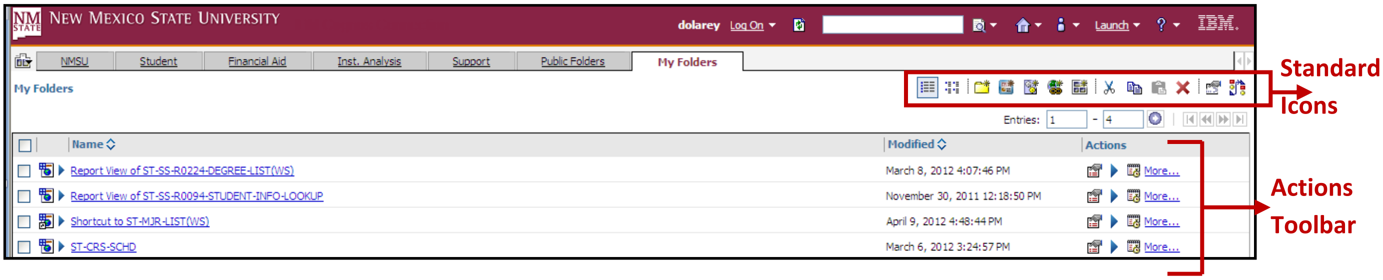
Public Folders contain reports relevant to many users. In **Public Folders**, data is grouped in packages or other folders. In **Public Folders** there is a subfolder named **ALL REPORTS** that contains the shared reports at NMSU. **ALL REPORTS** is structured with internal and external folders for NMSU central offices such as: Registrar's, Admissions, and Financial Aid. In the **ALL REPORTS** folder, the **STUDENT** folder contains all the same folders that are available from the **Student** tab.

My Folders

Reports that are placed in **My Folders** are personalized. These folders allow you to customize, organize and save reports specific to them. You can also add new folders to create a hierarchy for more levels of organization.

Navigating My Folders

In the **My Folders** tab reports are organized into folder. Having folders that are logically labeled and organized helps you to easily locate reports

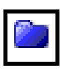


Actions Toolbar - 

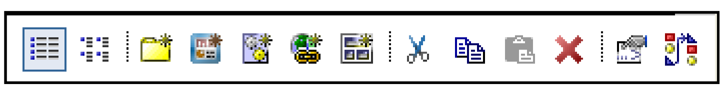
The Actions Toolbar allows you to choose a specific action to be applied to the package, folder, or report.

Folder - 

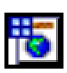
A folder is used to organize reports. Having folders that are logically labeled and organized helps the user to easily locate reports.

Package - 

A package is a container for **reports**, **views**, and **data elements**. Packages are created by the Reporting Group and published to the **Cognos** Server.

Standard Icons - 

Standard icons are pictorial representations of commonly used commands.

Report View - 

A reference to another report that has its own properties, such as prompt values, schedules, and results.

Shortcut - 

A link to the original report or report view.

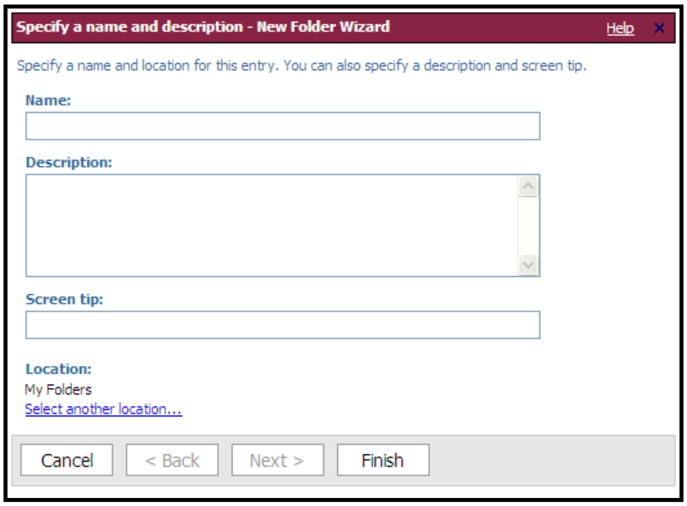
Report - 

Some form derived from the administrative system

Create a New Folder

The following steps you through the process of creating a new folder.

1. Choose the **My Folders** tab.
2. Click the **New Folder** icon  on the portal toolbar.



3. Type the name of the new folder in the **Name** field. (required)
4. Type a **Description** and/or a **Screen Tip** in the appropriate fields. (optional)

Note: The Description of the folder appears in the portal when you set your preferences to use the details view. The Screen Tip, which is limited to 100 characters, appears when you pause your pointer over the icon for the entry in the portal.

5. Select the appropriate folder if it is not already the default.
6. Click **Finish**.

Accessing Reports

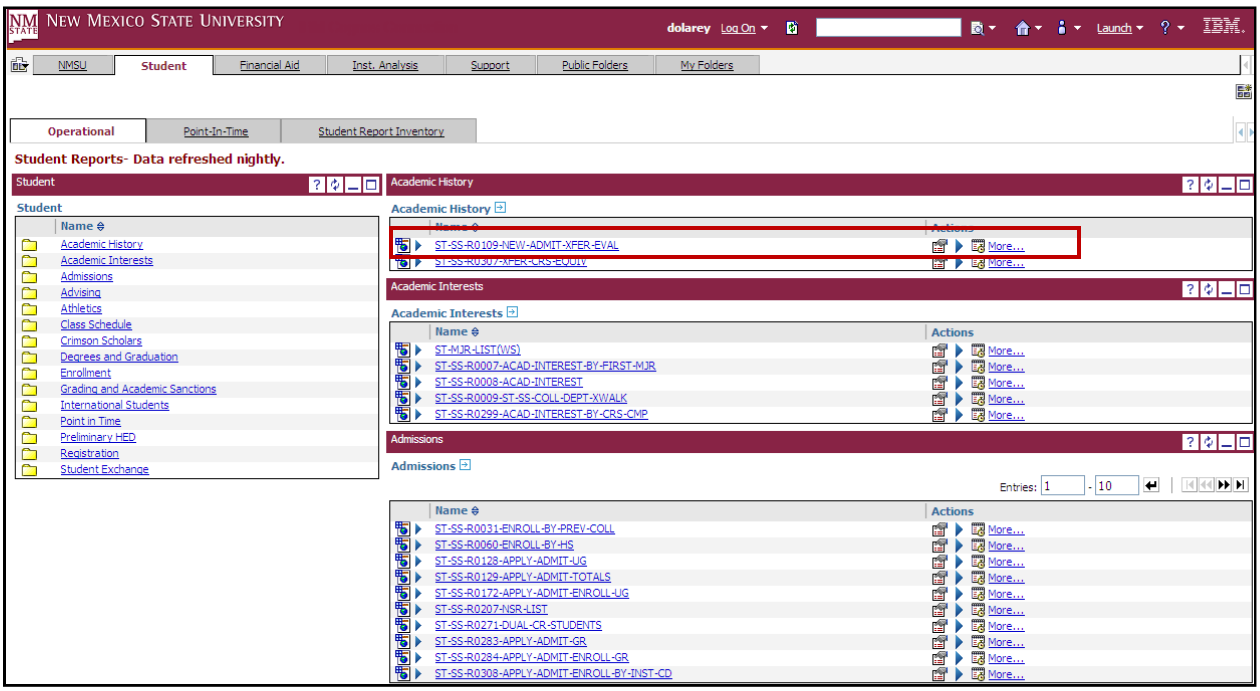
Through **Cognos Connection** you can access the reports that have been previously created and saved. Running the report is accessing a report to retrieve the predefined data.

Run an Existing Report

To view a report using the most recent data or report design, you can run the report by clicking the report name in the portal.

The following steps you through the process of running an existing report.

1. Select the valid **Tab** (Student or Financial Aid).
   The tabs are divided into **Portlets**. The **Portlets** are a display of the folder contents, showing all reports in a given folder.

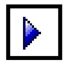


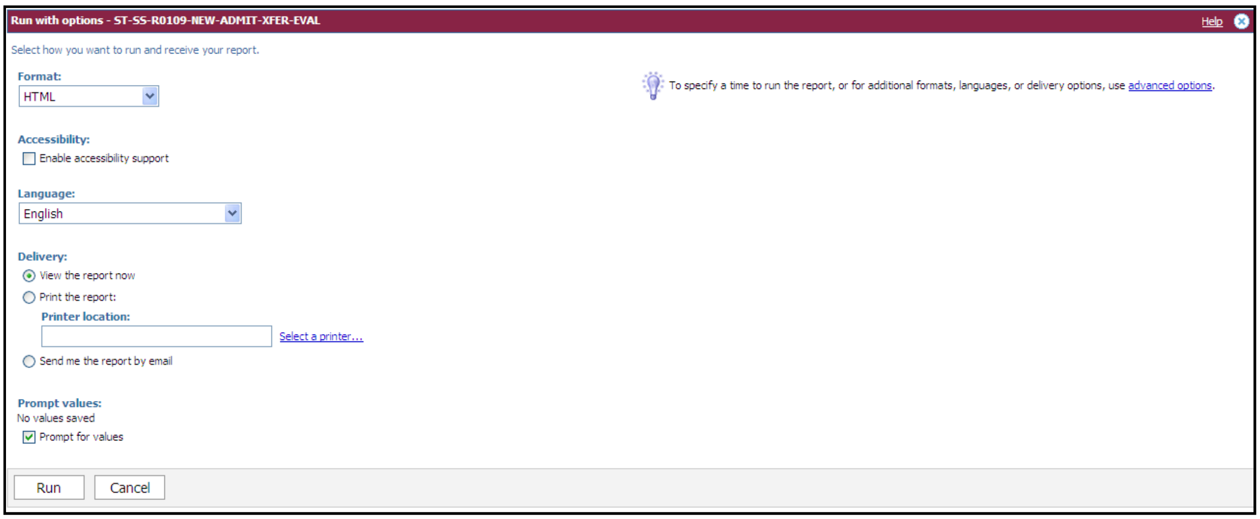
2. Select the report by clicking on the **Report Name**.

Run an Existing Report with Options

Running a report with options allows you to specify a format, schedule the report, and distribute the report.

The following steps you through the process of running an existing report with options.

1. Click the **Run with options** icon  on the actions toolbar to the right of the report you want to run.



2. Select the following that apply:
   a. Format
   b. Language
   c. Delivery
   d. Prompt Values

Note: The option of Enable accessibility support is available but recommended not to select this option due to this will make the report much larger and may impact the performance when running the report. If there is a need for this type of report to be developed contact SIM@nmsu.edu.

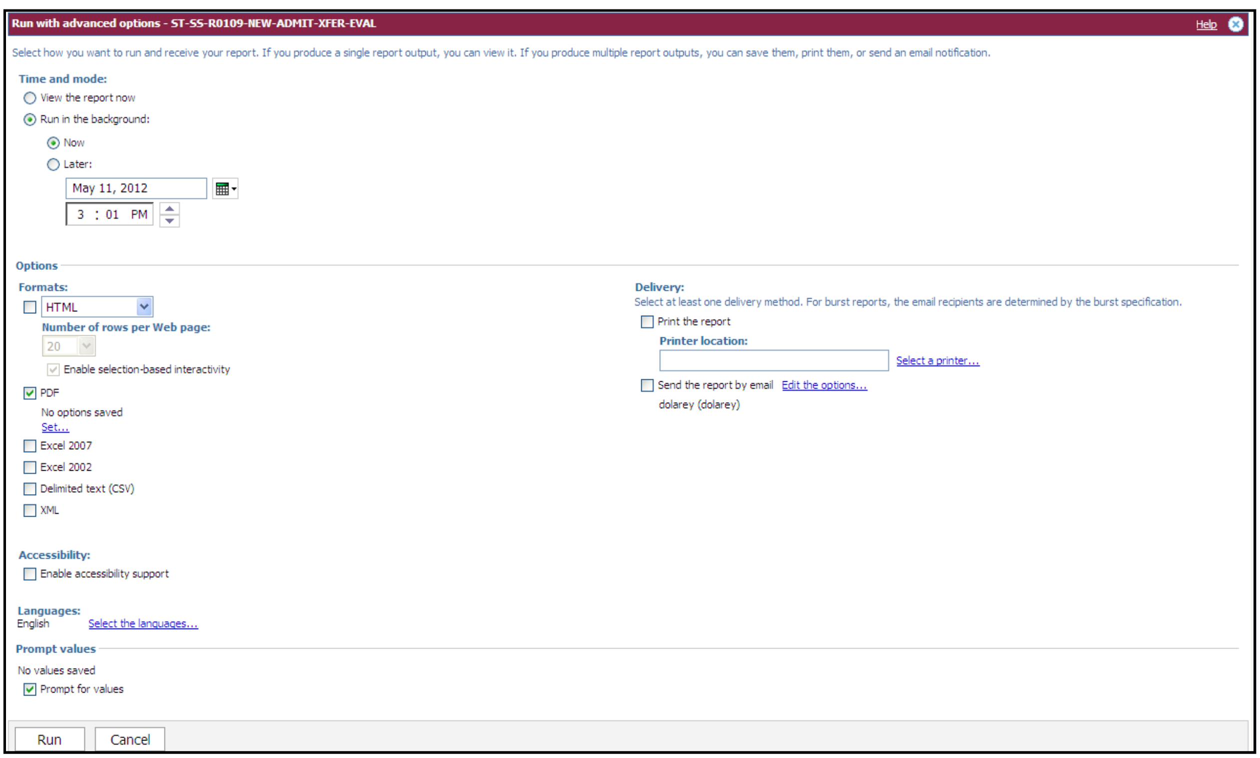
Advanced Options

You can specify the following advanced run options for a report for the current run:

- Time when the report should run
- Multiple report output formats if you choose to run the report later
- One or more delivery methods
- Prompt for values

The report runs in the background if you run the report later, select multiple report formats, select to save, print, or email the report. When done, the output versions button appears next to the report on the Actions toolbar.

1. Select the following that apply:
   - **Time and Mode -** Indicates if the report is to run now or for a scheduled later date.
     - o **View the Report Now** - Will display the report in a new window.
     - o **Run Report in Background*** - Will e-mail or schedule the report. This will add another selection criteria to complete, **Delivery**.
   - **Format -** Provides a choice for the format a report is ran. Recommended formats include Excel 2002, Excel 2007, CSV, and PDF.
   - **Languages -** Provides a choice in the language a report is produced.
   - **Delivery* -** Allows you to view, save, print, or e-mail the report.
   - **Prompt Values -** Allows you to define the values displayed of the predefined filter each time the report is run.



2. Click **Run**.

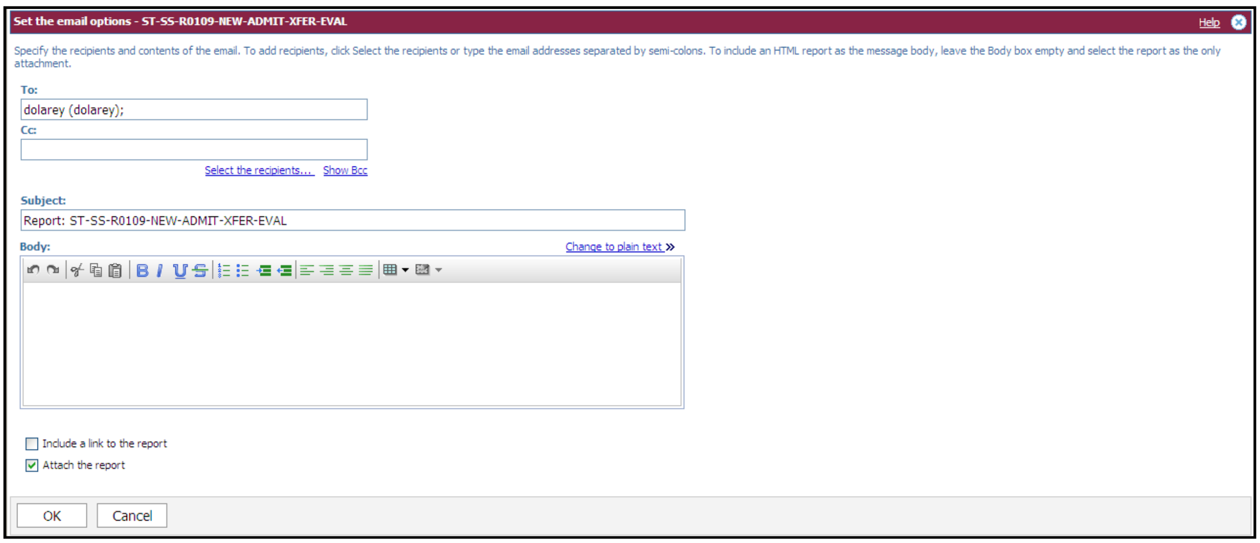
E-mailing the Report

From the **Delivery** section you can have the report **e-mailed** to you and other NMSU constituents.

If you choose to e-mail the report, it is suggested that you:

- Change the email format to **Plain Text**
- Always ensure that you **Attach the Report** instead of including it as a link.

1. Click the **Run with Options** button on the selected report.
2. Click the **Advanced Options** link.
3. From the **Time and Mode** section, select the Run in the background and then select Later.
4. From the **Delivery** section, click the **Send the Report by Email** link. Click the **Edit the options** link The **Email Options** window displays.



5. Complete the Email window with any pertinent information.
6. Click **OK**.

Note*:* If you selected the Prompt for values checkbox, you will now be prompted with the criteria for the filter.

Formatting Reports

The report format can be specified on the **Run Report** menu, in the report properties, or in your preferences. When you run a report, the format specified in the report properties is used. When it is not specified in the report properties, the format specified in your preferences is used.

If you run a report by clicking the **Run with Options** icon, you can change the format selected by default or select additional formats. If you run a report by clicking the report name link, the format selected by default cannot be changed.

You can choose the output format for a report. You may want to view reports in a browser, or you may want the report in a format that is easily imported into another application.

You can choose from the following formats:

Common Report formats

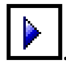
- **HTML** – best used to view a report on the computer as a web page.
- **Excel 2007**– best used to manipulate the report data.
- **Excel 2002**– best used to manipulate the report data.
- **Delimited text** (**CSV**) – best used to manipulate the report data.
- **PDF** – best used to print the report.

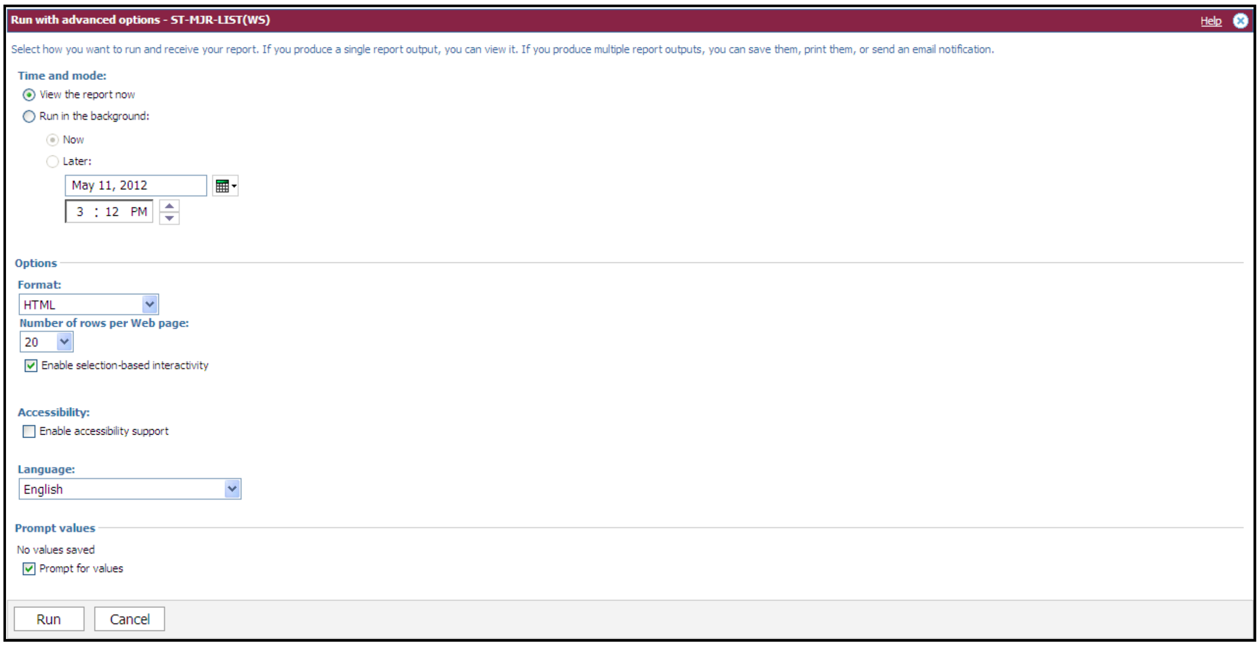
Other Report Formats

- HTML fragment
- XML

Specify a Format for a Report

You can specify a format by changing the run options when the report is run.

1. Click the **Run with Options** icon .



2. From the **Format** menu, select the desired format.
3. Click **Run**.

Note: The output cannot be changed if the report is run by clicking the report name.

Managing Entries

Cognos refers to the items in Public Folders or My Folders as entries. Entries can be a package, model, report, report view, or data source. Entries can also refer to other entries.

You can control the way an entry appears and behaves by modifying its properties. The properties for entries vary depending upon the type of entry selected. For example, reports have properties to control run options while folders do not.

If a property is not applicable to the type of entry you are customizing, it will not appear in the Set Properties dialog box.

In this section you will learn how to:

- Organize Entries
- Delete an Entry
- Create a Shortcut
- Create a Report View

Organize Entries

Organize entries in a meaningful way so that you can easily find reports, files, or Web sites. You can move or delete reports and folders. You can also create copies of reports and store them in multiple folders.

It is important to plan how you can best organize entries in the portal. Review the entries and attempt to group them in a logical way. Consider grouping the entries by type or frequency of use.

Before you rename, delete, or move entries, consider the following information. An entry often refers to another entry. These references are hard-coded in the specification for the entry. Therefore, if you rename, delete, or move a referenced entry, the entries that refer to this renamed entry may no longer run properly.

For example, if you rename or delete a report, shortcuts and report views that refer to this report will no longer run. Also, if you rename or delete a package or data source, reports that refer to the package or data source will no longer run.

You may decide to create a folder hierarchy by using nested folders. The folder structure should be logical and should support the chosen method of grouping.

Use meaningful names and detailed descriptions to identify entries in the portal.

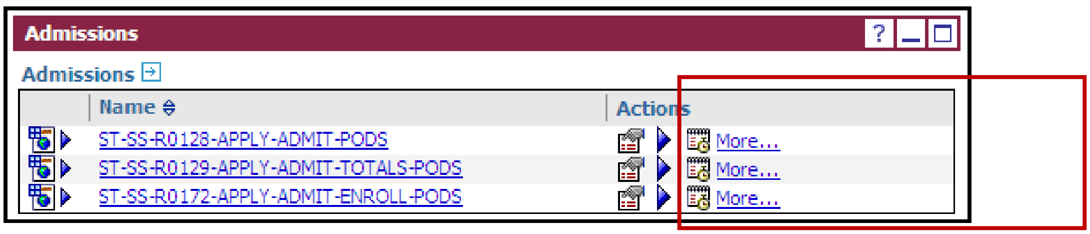
Copy an Entry

When you create a copy of an entry, you create a replica of that report in another location in the portal. When you make changes to a report in one folder, those changes are not reflected in copies of the report in other folders.

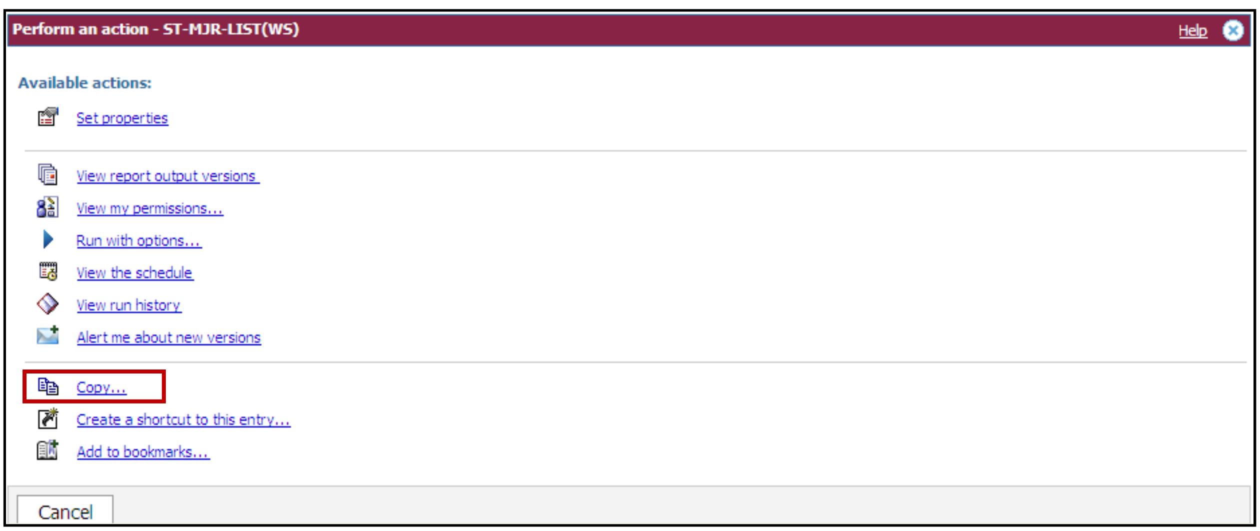
You can copy multiple entries at the same time to the same location.

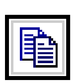
The following steps you through the process of copying a single entry.

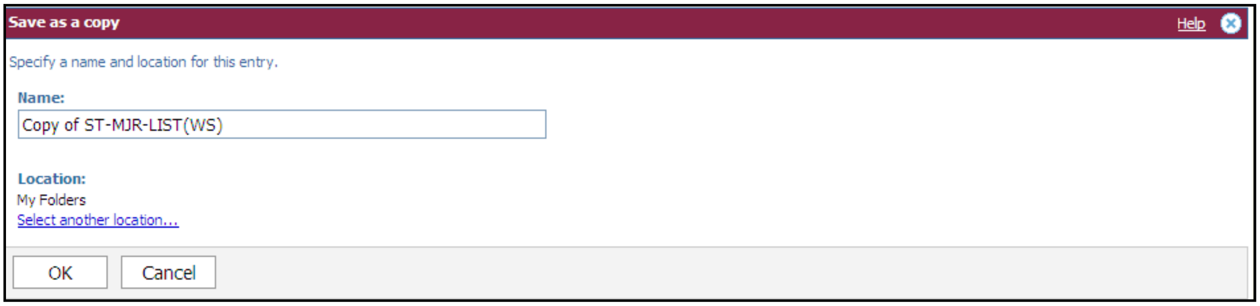
1. Select the appropriate **Tab** (Student or Financial Aid).
2. From one of the portlets, locate the report view you would like to copy.



3. Click the **More…** link.
   The **Perform an Action** page displays.



4. Click the **Copy** button .
   The Save as a Copy page displays.



5. In the **Name** box, you can edit the name of the new entry.
6. Click **OK**.

Create a Shortcut

You can use shortcuts to organize information that you use regularly. A shortcut is a path to another entry such as a report, report view, folder, job, or URL. For example, if you frequently use a report in **Public Folders**, you can create a shortcut in **My Folders**.

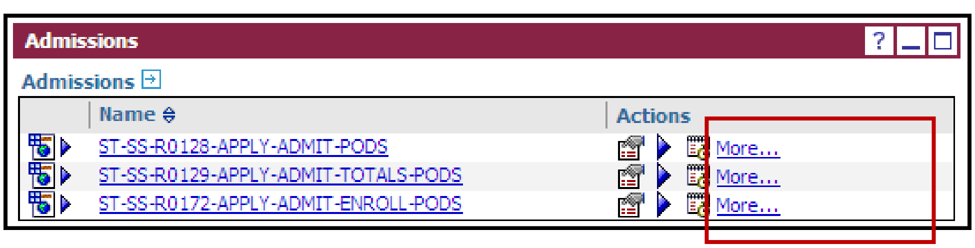
If you want to make a new report, it might be easier to make a copy of an existing report and modify it. If you want to run an existing report but you want to change the format, language, or delivery method, create a report view.

You cannot update the source entry by clicking the shortcut. However, updating the source automatically updates all shortcuts to the entry.

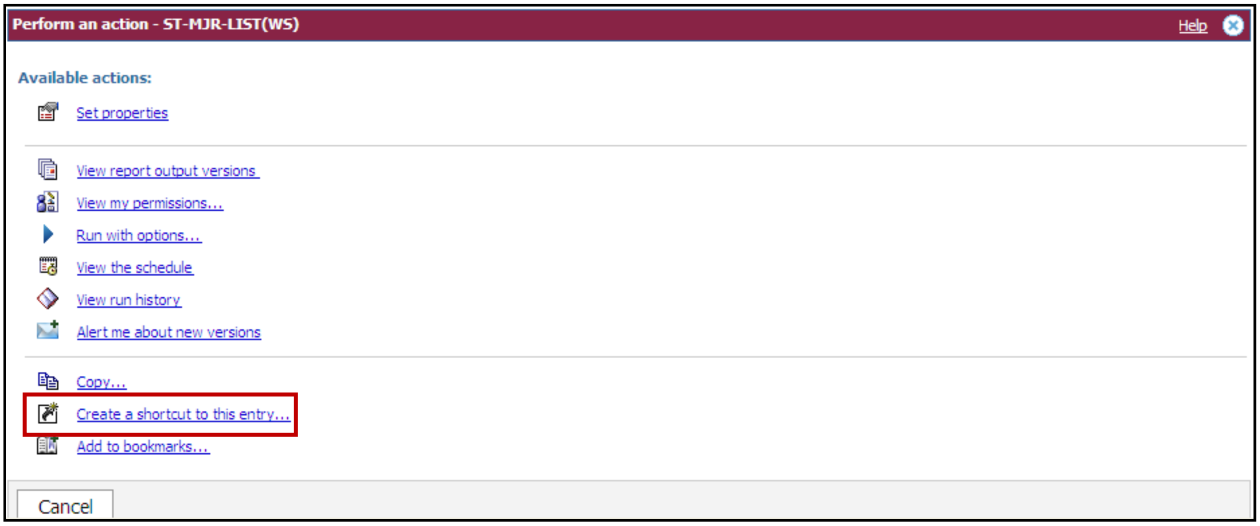
Note: If the source report was deleted or moved to another location, the shortcut icon changes to indicate a broken link, and the properties link to the source report is removed. You can change access permissions for a shortcut entry, but it does not change the access permissions for the source entry.

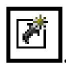
Instructions

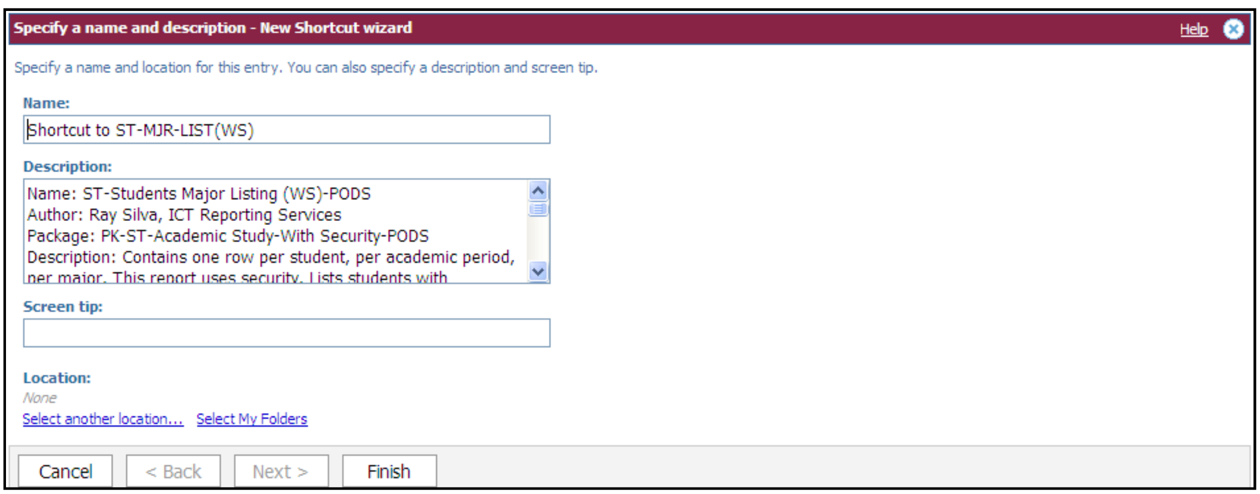
1. Select the appropriate **Tab** (Student or Financial Aid).
2. From one of the portlets, locate the report view you would like to copy.



3. Click the **More…** link.
The **Perform an Action** page displays.



4. Click **Create a Shortcut to this Entry** .



5. In the **Name** box, type the name of the shortcut.
6. If you want, in the **Description** and in the **Screen Tip** box, you can type a description of the entry.

Note: The description appears in the portal when you set your preferences to use the details view. The screen tip, which is limited to 100 characters, appears when you pause your mouse pointer over the icon for the entry in the portal.

7. Click the **Select My Folder** link.
8. Click **Finish**.

Note: In the portal, shortcut entries are identified by the shortcut icon .

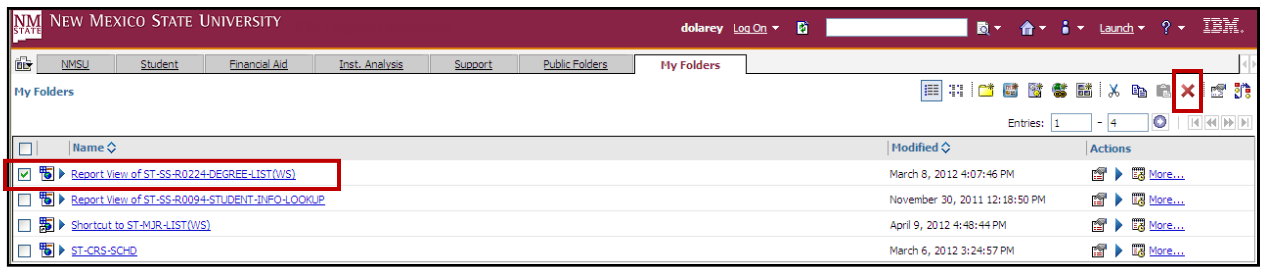
Delete an Entry

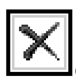
When you delete an entry, you permanently remove it from the portal. You may decide to delete an entry because it is outdated or may no longer satisfy your requirements.

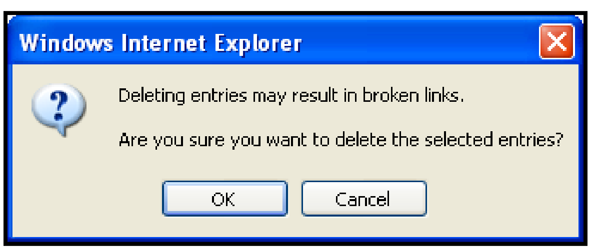
Deleting the source entry for a shortcut removes only the source entry. The shortcut entries remain but have an invalid reference icon  and are not accessible. Deleting a shortcut or a report view removes only the selected entry and not the source entry.

Instructions

1. In **My Folders**, select the check boxes next to the entries you want to delete.



2. Click the **Delete** button  on the toolbar.
   A confirmation box appears.



3. Click **OK**.

Search for an Entry

You can search for entries whose name, description, or both match the string entered in the search criteria. You can find types of entries by leaving the search string empty and selecting a specific entry type in the advanced search criteria. The search ignores capitalization.

Note: A full text and all fields search is also available, but it is NOT recommend. We recommend using the default Name field when searching.

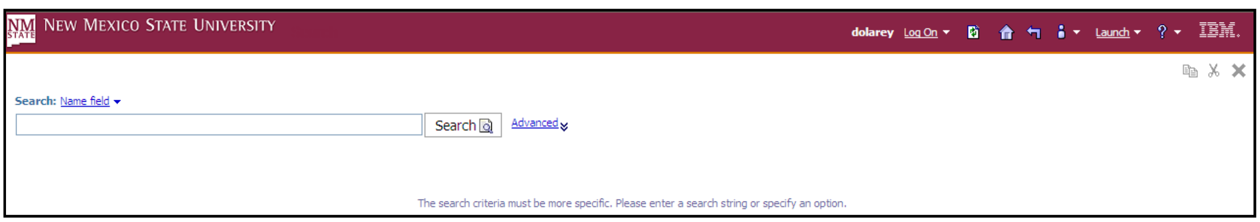
Entries for which you have access permissions are included in the search results.

Instructions

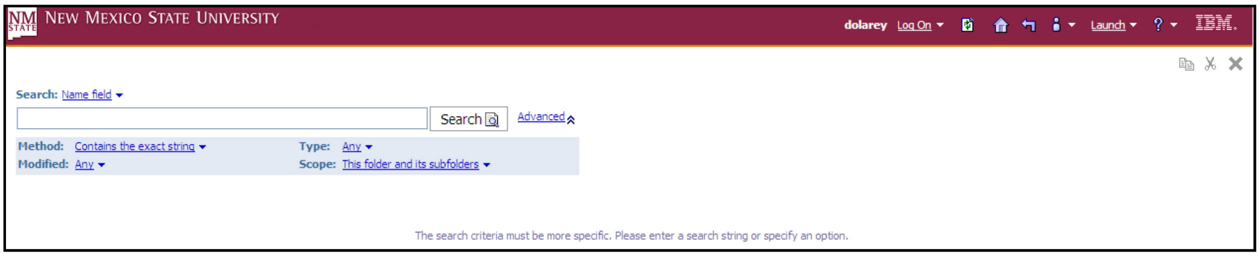
Go to the highest level folder you want to include in your search.

Team Tip: You can increase or limit the folders to include in your search by changing the Scope when you enter the search criteria.

1. Click the search button on the toolbar.



2. In the search box, type the phrase you want to search for.
3. Click **Advanced**.



4. Choose the type of match between the search string and the results:
    - To return entries that include the search string somewhere in the name or description, click **Contains the exact string**.
    - To return entries whose name or description begins with the search string, click **Starts with the exact string**.
    - To return entries whose name or description matches the search string word for word, click **Matches the exact string**.

5. In the **Type** box, click the type of entry to search for.

Team Tip: To search for all shortcuts in the selected location, click Shortcuts.

6. In the **Modified** box, click the date that the entry was last modified.
   For example, if you want the search to return entries that were updated in the last week, click in last week.

Note: This option is only available in the Cognos namespace.

7. In the **Scope** box, click the folders you want to include in the search.
8. Click the **Search** button.
   The entries matching the search criteria and for which you have permissions to view appear at the bottom of the screen under Results.

Team Tip: To open an entry, click its link.

Scheduling Reports

You can schedule reports to run at a time that is convenient for you, such as during off hours or when demands on the system are low. When you schedule a report, you can have the report printed, e-mailed, or saved.

You can schedule reports individually or in a group by using a print job. You can schedule reports to run by minute, hourly, daily, weekly, monthly, or yearly.

Only one schedule can be associated with each report or job. If you require multiple schedules for the same report, you can create report views and then create a schedule for each report view. Jobs have their own schedules, and these schedules are independent from report schedules.

After you create a schedule, the report or job runs at the time and date specified. You can then manage the properties of your schedules.

Prompts in Scheduled Reports

If a report that contains prompts is scheduled, you must save the prompt values or specify default values to ensure that values exist when the report runs according to the schedule.

In a job, the prompt values are specified at the entry level for each report.

Schedule a Report

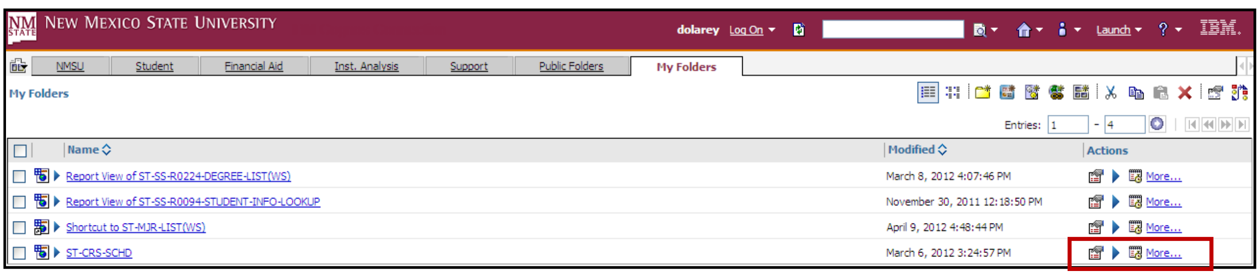
You schedule a report to run it at a later time or at a recurring date and time.

If you no longer need a schedule, you can delete it. You can also disable your report without losing any of the scheduling details. For example, you can interrupt or cancel (disable) a scheduled report and then decide to run (enable) the schedule at a later time.

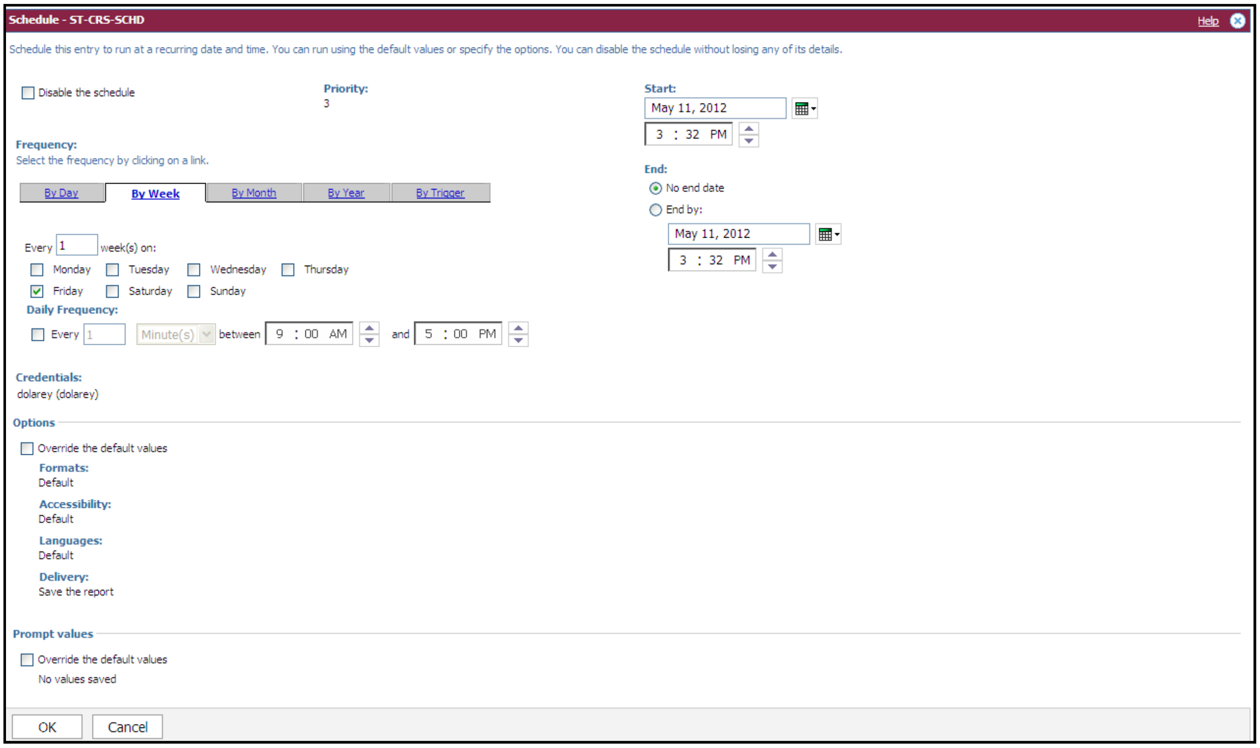
Cognos keeps history information and report outputs each time a report runs according to a schedule. You can specify how many occurrences to keep or for how long to keep them. For example, you can keep the history and report outputs for the ten latest occurrences or for schedules that ran in the last two months. Use the report history to see the times at which the reports ran and whether the reports ran successfully.

Instructions

1. From **My Folders** , locate the report view you would like to schedule.



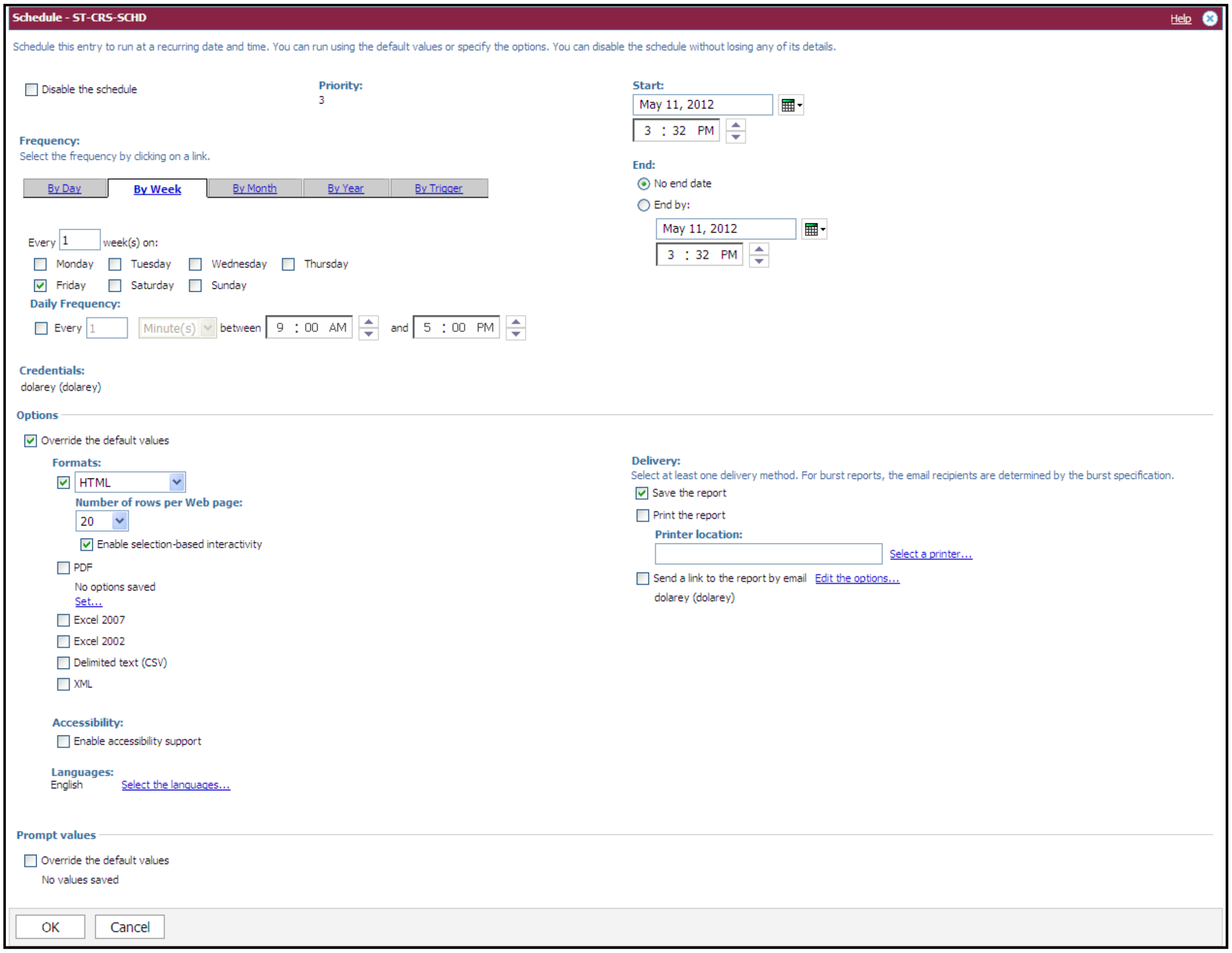
2. Click the **Schedule** button  for the entry you want to schedule.



3. Under **Frequency**, select how often you want the schedule to run.
   The **Frequency** section is dynamic and changes with your selection. Wait until the page is updated before selecting the frequency.
4. Under **Start**, select the date and time when you want the schedule to start.
5. Under **End**, select when you want the schedule to end.

Team Tip: If you want to create the schedule but not apply it right away, select the Disable the schedule check box. To later enable the schedule, clear the check box.

6. If additional options are available on the **Schedule** page, specify what you want.
   For example, for reports, you can select formats, , delivery method (including how to save report output files), and prompt values.



7. Click **OK**.
   A schedule is created and the report runs at the next scheduled time.

Note: You will be prompted for values only if the report specification or model includes prompts, even if the Prompt for values check box was selected.

Appendix A: Preparing your Browser Settings

Users should utilize one of the approved browsers to use Cognos successfully. Although the user probably could log on to Cognos with any browser, there could be a point where certain features might not work.

It becomes very obvious that something is wrong when buttons don't work, or features won't load. The first step in troubleshooting any Cognos problems will be to verify the browser is supported.

Browsers fall into three categories:

Active: The browser has been tested extensively.

Compatible: The browser has been through limited testing, or support is based in Cognos partners and/or third party vendor's compatibility statements.

The following lists the web browsers supported by Cognos:

COGNOS CONNECTION / REPORT VIEWER / QUERY STUDIO / REPORT STUDIO / ANALYSIS STUDIO	OPERATING SYSTEM	COGNOS 8 SERVER
Microsoft Internet Explorer 8.0	Windows	Active
Microsoft Internet Explorer 7.0	Windows	Active
Microsoft Internet Explorer 6 SP2	Windows XP	Compatible
Firefox 3.6	Windows /OS X/ UNIX / Linux	Compatible
Firefox 3.5	Windows /OS X/ UNIX/Linux	Active

Note: MS Office integration is only supported on Windows platforms (i.e. export to Excel).

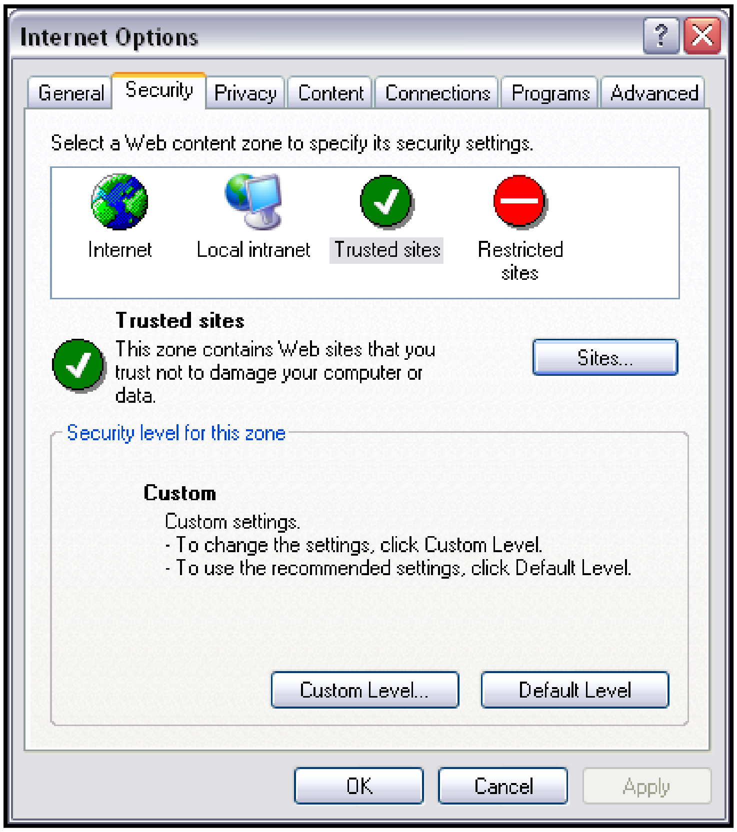
If you have any questions or problems with your browser, please contact Student Information Management at 646-PETE or sim@nmsu.edu.

There are a few settings that need to be changed in Internet Explorer to ensure that your reports open correctly.

Note: Make sure that all your pop-up blockers are turned off; this includes the Google toolbar pop-up blocker.

Local Intranet

1. Open you Internet browser.
2. Select **Internet Options** from the **tools** menu.
3. Click on the **Security** tab.

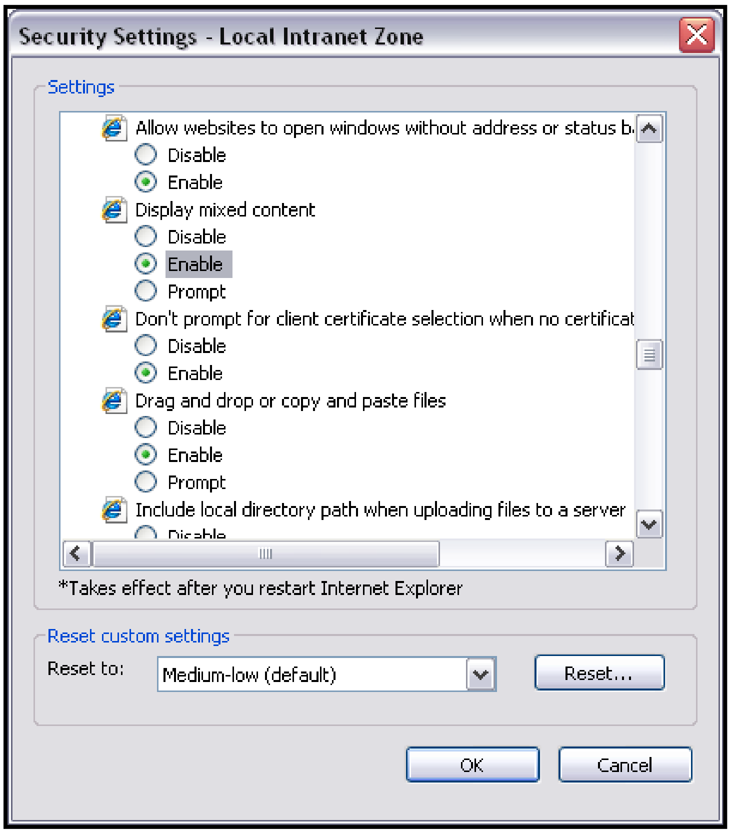


4. Select the **Local Intranet** icon.
5. Click the **Sites** button.
6. Click the **Advanced** button.
7. Type http://*.nmsu.edu.
8. Click the **Add** button.
9. Type https://*.nmsu.edu.
10. Click the **Add** button.
11. Click the **Ok** button.

Custom Security Level

To have this list of trusted domains accept mixed (both secure and non-secure) content complete the following steps.

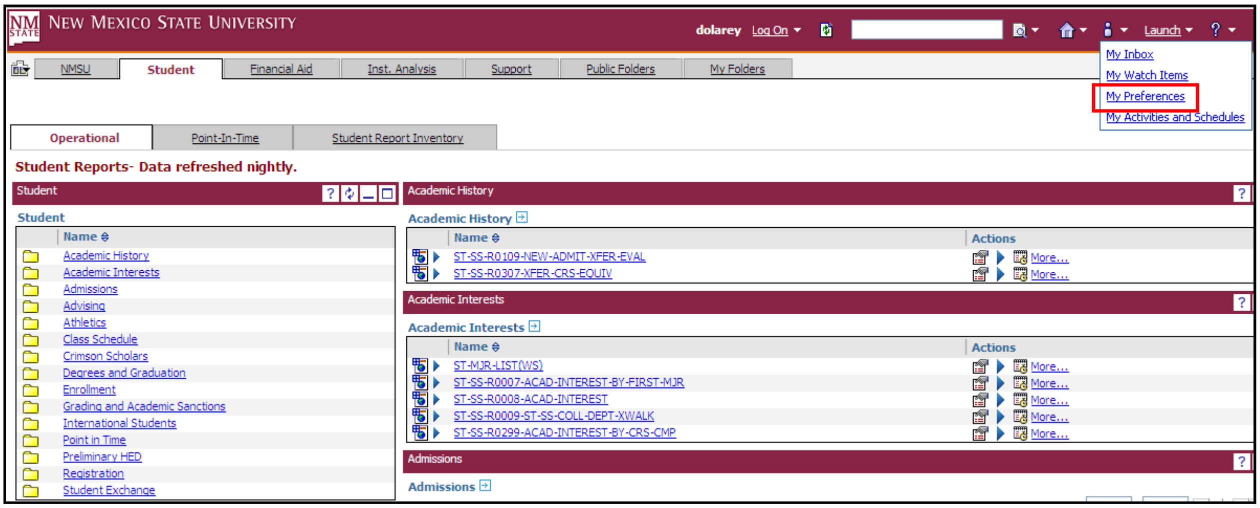
1. Click the **Security** tab.
2. Click **Custom Level**.
3. From the **Miscellaneous** section under **display mixed content** heading, click the **Enable** radio button.
4. Click **Ok**.



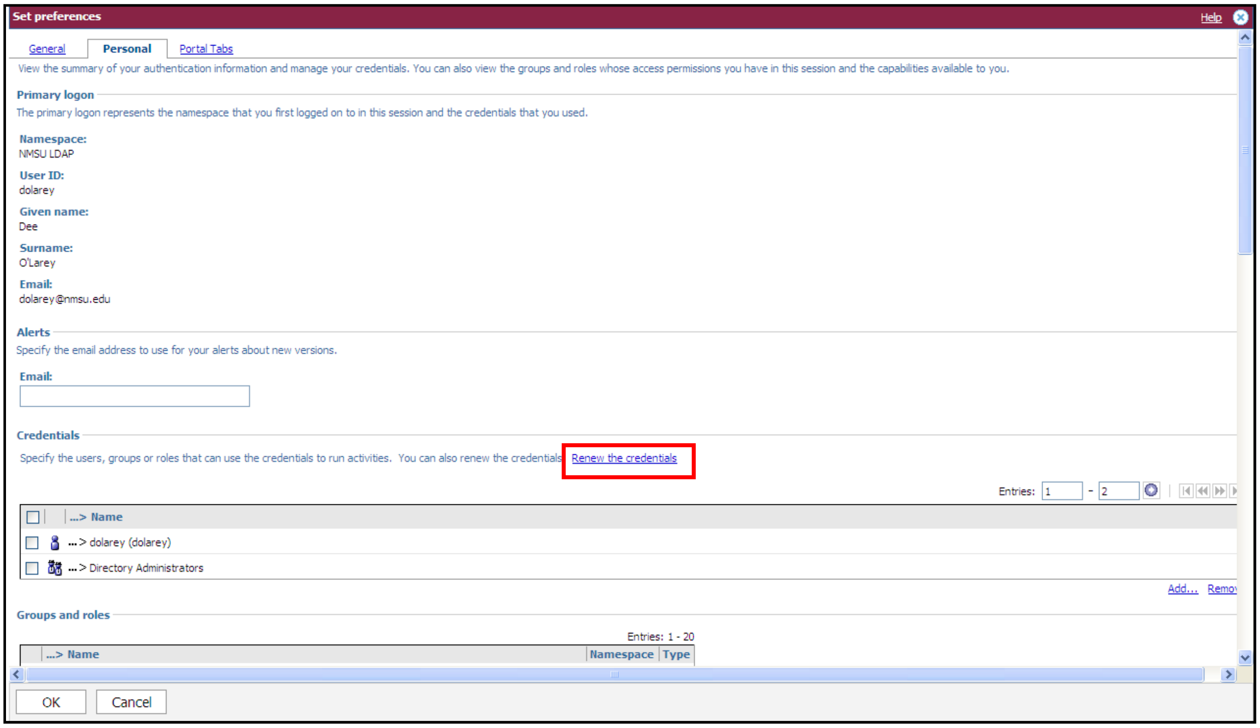
Appendix B: Refreshing Your Credentials

Refreshing your credentials sends confirmation back to the server that you are authorized to be using several of the Cognos functions such as scheduling. If for some reason your schedule fails and you do not receive your scheduled report as expected, you will need to refresh your credentials.

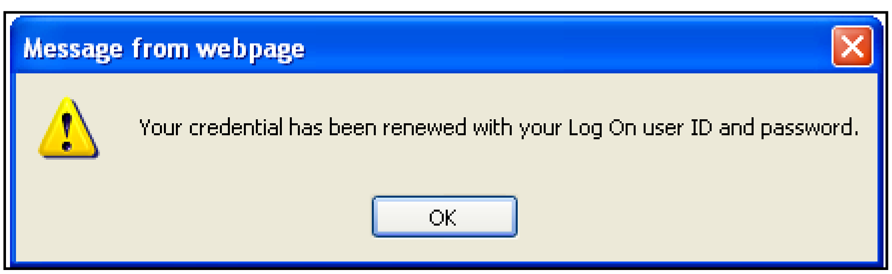
1. From the **Tools** Menu, click **My Preferences**.



2. Select the **Personal** tab.

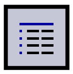
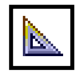
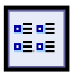
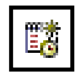
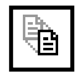
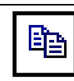
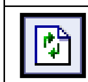
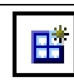
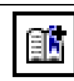
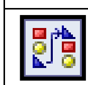
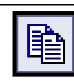
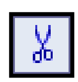
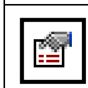
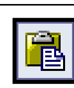
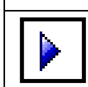
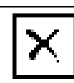


3. Click **Renew the Credentials**.



4. Click **OK**.

Appendix C: Cognos Connection Icons

ICON	DESCRIPTION	ICON	DESCRIPTION
	Show entries in a list		Open with Report Studio
	Show detail information for each entry		New schedule
	Create a new folder		Move entry
	Scheduled job / Run multiple reports		Copy entry
	Create a URL to an external file or Web site		Create a shortcut
	Refresh the portal		Create a report view
	Launch Cognos Applications		Create a bookmark
	Set the order for folders and entries		Copy the selected entries
	Show the properties for the current folder or package		Cut the selected entries
	Set properties		Paste the clipboard contents to the current location
	Run with options		Delete the selected entry

Appendix D: Glossary

access permissions	Rules defining the access rights to resources. Access permissions can be granted to any combination of namespaces, groups, or users. Examples of resources are reports and folders.
agent	The object type created and edited by Event Studio. An agent contains the event condition and the associated tasks to perform. Once defined, an agent can be scheduled to check for instances of the event.
analysis	A process where a user interacts with data to gain insight and understanding. In IBM Cognos, Analysis Studio is designed to facilitate analysis.
anonymous access	A method of accessing resources in which users are not authenticated, and all users gain the same access permissions.
authentication	The process of verifying the identity of users when they log on. Users must be authenticated before they can be authorized to use any secured resources.
authentication provider	The communication mechanism to an external authentication source. Functionality such as user authentication, group membership, and namespace searches are made available through authentication providers.
burst	To create many report results by running a single report once. For example, you can create a report that shows sales for each employee, and run it once, sending different results to regional managers by bursting on region. You set up bursting in Report Studio and enable it in the portal.
burst key	The dimension or level of a query in the report specification that is used to create, or burst, a set of report results. For example, you can create a report that shows sales for each employee, and send different results to regional managers by bursting on region.
Cognos Connection	The portal interface of **Cognos**.
Columns	In reports, a report item shows data in a vertical list. In a model, query items represent columns.
connection	The named information that defines the type of the data source, its physical location, and any signon requirements. A data source can have more than one connection.
contact	A named email address to which reports and agent emails can be sent. Contacts are never authenticated.
Content Language	The code or setting that specifies what language and regional preferences to use for the data that appears in a report.
content locale	A code that is used to set the language or dialect used for browsers, report text, and so on; and the regional preferences, such as formats for time, date, money, money expressions, and time of day. For IBM Cognos products, you can specify a locale for the product interface (product locale) and for the data in the report (content locale).

Content Manager	The IBM Cognos service that manages the storage of customer applications, including application-specific security, configuration data, models, metrics, reports, and report output. Content Manager is needed to publish models, retrieve or store report specifications, manage scheduling information, and manage the Cognos namespace.
content store	The database that contains data that IBM Cognos needs to operate, such as report specifications, published models, and the packages that contain them; connection information for data sources; information about the external namespace, and the Cognos namespace itself; and information about scheduling and bursting reports. Design models and log files are not stored in the content store. The IBM Cognos service that uses the content store is named Content Manager.
credentials	Information stored about the identity of an IBM Cognos user, usually a user name and password. You can assign your credentials to someone else so that they can use resources that you are authorized to use. Credentials are created for IBM Cognos components. If a user schedules or programs an action, credentials must be stored in the content store.
CSV	Comma Separated Values (CSV), a file format that contains text data, where the fields in each record are separated by a character, such as a comma or a tab. In **Cognos**, each record is separated by a tab.
Data Element	Describes a single aspect of each member of a data view. A student record, for instance, might contain a last name field, a first name field, a date of birth field and so on. All records have exactly the same structure, so they contain the same fields. The values in each field vary from record to record, of course. Also known as attributes or fields.
data source	A relational database, dimensional cube, file, or other physical data store that can be accessed through IBM Cognos .
Data View	A single store of related information. A data view contains a number of **Data Elements**.
deployment	The process of moving an IBM Cognos application (reports, models, and so on) to a different instance of IBM Cognos. For example, you often create reports in a test environment and then deploy them to production. When you deploy an application, you export, transfer, and import it.
deployment archive	A file used for deployment. A deployment archive contains the data from the content store that is being moved.
deployment specification	A definition of what packages to move (deploy) between source and target environments, the deployment preferences, and the archive name. You use deployment specifications for import and for export.

drill down	In IBM Cognos Planning, drill down is a technique used to analyze D-Cube data that was imported by a D-Link. You can drill down on any single cell in a D-Cube. If the cell contains data transferred by a D-Link, drill down opens a view of the source data. If the data was imported from another D-Cube, drill down opens the appropriate selection from the source D-Cube. If the data was imported from an external source (a mapped ASCII file or an ODBC database), drill down extracts the relevant data from the source file and displays it in a special drill-down results dialog box. In IBM Cognos BI, drill down refers to the act of navigating from one level of data to a more detailed level. The levels are set by the structure of the data. See also drill up.
drill up	The act of navigating from one level of data to a less detailed level. The levels are set by the structure of the data. See also drill down.
event	An exceptional item of data, defined by specifying a query expression against items in a package. When data is detected matching the event condition, it causes an agent to perform tasks.
Filters	A program or routine that blocks access to data that meet a particular criterion.
gateway	An extension of a Web server program that transfers information from the Web server to another server. Gateways are often CGI programs, but may follow other standards such as ISAPI and Apache Modules.
glyph	An image of a character in a font. Letters are glyphs, but in most cases, the term is used in discussions of non-alphabetic writing systems.
group	In security, a list of users or other groups that can be used to assign access permissions and capabilities. Groups can be referenced from other authentication sources or can be local to IBM Cognos. Local groups are managed from the administration portal. The list of groups that an authentication user is a member of is part of the user's passport for an IBM Cognos session. In reporting, grouping is the action of organizing common values of query item together and only displaying the value once. Headers and footers often appear after each instance of a common value in a grouped column
Heading	The area that appears at the top of a column or before a section that contains the name of the report item. You click the heading to select the report item.
HTML	HyperText Markup Language (HTML), a markup language used to structure text and multimedia documents and to set up hypertext links between documents, used extensively on the World Wide Web.
job	A group of runnable objects, such as reports, agents, and other jobs that you run and schedule as a batch.

job step	The smallest part of a job that can be run separately. Usually, a job step is a report. A job step can also be another job.
locale	A code that is used to set the language or dialect used for browsers, report text, and so on; and the regional preferences, such as formats for time, date, money, and money expressions. For IBM Cognos products, you can specify a locale for the product interface (product locale) and for the data in the report (content locale).
Measure	A query item that contains values that can be aggregated to produce meaningful results. For example, product costs can be treated as a measure because average and total costs have some meaning. Product codes, though numbers, are not usually treated the same way. Measures are quantitative performance indicators and give the numbers that usually appear in the cells of cross tab reports or in the numbers of a chart. Measures are also known as facts.
metric	A measure to assess performance in a key area of a business.
metric package	An IBM Cognos Connection representation of a Metric Studio application. A metric package contains connection information, reports, and metric management tasks for that application.
model	A physical or business representation of the structure of the data from one or more data sources. A model describes data objects, structure, and grouping, as well as relationships and security. In IBM Cognos BI, a design model is created and maintained in Framework Manager. The design model or a subset of the design model must be published to the IBM Cognos server as a package for users to create and run reports. In IBM Cognos Planning, a model is a group of D-Cubes, D-Lists, D-Links, and other objects stored in a library. A model may reside in one or more libraries, with a maximum of two for Contributor.
namespace	For authentication and access control, a configured instance of an authentication provider. Allows access to user and group information. In XML, a collection of names, identified by a URI reference, which are used in XML documents as element types and attribute names. In Framework Manager, namespaces uniquely identify query items, query subjects, and so on. You import different databases into separate namespaces to avoid duplicate names.
news item	A single entry in a rich site summary (RSS) compatible format. It can include a headline, text, and a link to more information. A news item task in an agent can be used to create news items for display in an IBM Cognos Connection portlet.
package	A subset of a model, which can be the whole model, to be made available to the IBM Cognos server. For Metric Studio users, see metric package.

passport	Session-based information regarding authenticated users. A passport is created the first time a user accesses IBM Cognos. It is retained until a session ends, either when the user logs off, or after a specified period of inactivity. Passport information is stored in Content Manager memory. Credentials are stored encrypted. A passport is stored in a memory-only browser cookie for the duration of the session.
PDF	Portable Document Format (PDF), A file format that maintains the formatting of the original document without the program and fonts that were used to create it. In **Cognos**, you, can view, print, and distribute reports using this format.
Portal	A Web site or page that provides a single presentation and a single starting point for a set of information. Cognos Web products may use a Cognos portal such as Cognos Connection, or may be integrated with other portals.
portlet	A mechanism for displaying Web content as part of a portal page.
product locale	The code or setting that specifies what language, regional settings, or both to use for parts of the product interface, such as menu commands.
project	In Framework Manager, a set of models, packages, and related information for administration, and for sharing model information. In Metric Studio, a project is a task or set of tasks undertaken by a team and monitored on a scorecard. A project tracks the dates, resources and status of the project. In Metric Designer, a project is a group of extracts. Each extract contains the metadata that is used to populate the Metric Studio data store or to create applications.
prompt	A report element that asks for parameter values before the report is run.
publish	In IBM Cognos BI, refers to exposing all or part of a Framework Manager model or Transformer PowerCube, via a package, to the IBM Cognos server, so that it can be used to create reports and other content. In IBM Cognos Planning, refers to a function that is used to copy the data from Contributor or Analyst to a datastore, typically so it can be used for reporting purposes.
Qualitative Data	Non-measure data, such as products or names. Numbers can also be qualitative data, such as order numbers and serial numbers.
query	A specification for a set of data retrieved from a data source. A report specification can contain one or more queries. In Query Studio, the type of object created and edited. A query is a subtype of report. In Transformer, models can contain multiple queries as data sources. A query or data source appears as a cylinder icon in the Data Sources list.

Query Item	A representation of a column of data in a data source. It contains a reference to a database column, a reference to another query item, or a calculation. Query items may appear in a model or in a report.
Query Subject	In a model, the equivalent of a table of columns in a database. Query items within the query subject represent the columns that make up the table.
really simple syndication	(RSS) See rich site summary.
report	Report (more precisely, report specification) is the generic term for the objects created or edited by Query Studio, Report Studio, and Analysis Studio.
Report Item	A query item added to a report is known as a report item. Report items appear as columns in list reports, and as rows and columns in crosstab reports. In charts, report items appear as data markers and axis labels.
report output	Report output combines data at the point in time when the report was run with a report specification. It is a document that can be displayed, printed, or emailed. IBM Cognos can produce report outputs in HTML, PDF, Excel, or CSV formats.
report specification	The definition of queries, prompts, layouts, and styles that make up a report. A report specification is combined with data by a run operation to create report outputs. You create report specifications by using Report Studio, Query Studio, Analysis Studio, or through the Software Development Kit.
report view	A reference to another report that has its own properties, such as prompt values, schedules, and results. You use report views to share a report specification instead of making copies of it.
rich site summary	(RSS) An industry standard format for displaying transient data, such as breaking news, in a web page or standalone viewer. IBM Cognos Connection includes a portlet type for displaying RSS format data. This can be used to display data from a public RSS service or to display news items generated by agents detecting events. A synonym for Really Simple Syndication.
Role	A special group users can choose when they log on to change what groups they can authenticate so they can change what data they have authorization for.
session	The time during which an authenticated user is logged on to IBM Cognos.
Sort	Organizing data in a sequential order.
Summary	In reporting, summaries are aggregate values that are calculated for all the values of a particular level or dimension. Examples of summaries include total, minimum, maximum, average, and count.
Tables	Structures in a database that contain data organized into rows and columns. In a model, query subjects represent tables.
task	An action performed by an agent if the event status meets the task execution rules. For example, an agent can send an email, publish a news item, or run a report.
template	A reusable report layout or style that can be used to set the presentation of a query or report.

URL	The global address of documents and other resources on the World Wide Web.
user	A person accessing an IBM Cognos application. User information, such as the location of personal folders or preferred formats for viewing reports, is stored in IBM Cognos. Authenticated user definitions and information, such as passwords and IDs, are maintained in other authentication sources.
watch list	A list of metrics that each user has chosen to monitor closely. If notification is enabled in Metric Studio, the user will receive email notification of changes to these metrics. Users can also choose to display their watch list as a portlet within IBM Cognos Connection.
watch rule	A user-defined condition that determines whether a report is delivered to the user. When the rule is run, the output is evaluated and, if it satisfies the condition or rule, the report is delivered by email or news item. Watch rules limit report delivery to those reports containing data of significance to the user.
Web Services for Remote Portlets	(WSRP) A standard for creating presentation-oriented Web services so that they can be easily integrated within other applications, such as Web portals.
XML	A language that uses markup symbols or tags to create descriptions of the structure of data. The XML standard is defined by the World Wide Web Consortium (W3C), and is related to HTML and SGML. Unlike HTML, XML is extensible because the tags aren't predefined or limited.

Help

For question related to Cognos Reports or if needing additional reports developed.

- Call Student Information Management at 646-PETE(7383)
- E-mail sim@nmsu.edu
- For online help and documents go to:

http://onestop.nmsu.edu/