

Cognos Reporting Studio training

3 days (21 hours)

Presentation

This 3-day training course enables you to learn how to design dynamic reports with IBM Cognos Reporting Studio, combining theory and practical applications. Designed for data professionals new to Cognos, it will guide you step-by-step through the use of the tool, from the creation of simple reports to the implementation of automated publications and complex user prompts.

The aim is to enable participants to quickly become self-sufficient in producing professional reports that can be used by business departments, while respecting good BI practices.

Objectives

- Understand the Cognos Analytics architecture and the role of Reporting Studio in a BI environment.
- Know how to create, structure and layout different types of reports (lists, crosstabs, graphs)
- master user prompts, filters, grouping and dynamic parameter management
- Manage page layout, display conditions and automated publication rules
- Be able to build a business report from A to Z, with a modular, reusable and maintainable approach.

Target audience

- Data Analysts
- Junior BI developers on Cognos
- Reporting / business / decision support managers

Prerequisites

- Mastery of fundamental SQL concepts
- General knowledge of data visualization or business reporting
- Knowledge of a business intelligence or spreadsheet tool appreciated

Cognos Reporting Studio training program

Introduction to Cognos Analytics and Reporting Studio

- Introduction to the Cognos Analytics suite
- Reporting Studio's role in the BI chain
- Navigating the Cognos Web environment
- Understanding report types and their uses
- Creating a report from a package
- Workshop: explore the Reporting Studio interface and generate a first report

Creating simple reports

- Adding lists, tables and groupings
- Using data from packages
- Managing headers, titles and formats
- Sorting, grouping and pagination
- Workshop: build a simple sales report with grouping by region

Filters, sorting and conditional data

- Creating static and dynamic filters
- Contextual vs. query filtering
- Multi-level sorting and advanced grouping
- Conditional expressions (formatting, display)
- Runtime interactive sorting features

User parameters, prompts and controls

- Create and link selection prompts (prompt pages)
- Mandatory vs. optional parameters
- Use of dynamic values (linked queries)
- Creating multi-value prompts
- Workshop: creating a report with configurable dynamic filters

Cross-reports, matrices and visualizations

- Difference between list / cross-referenced / graphs
- Inserting a dynamic cross-report
- Adding totals and subtotals
- Creating simple graphs (bars, lines, pie charts)
- Customization and layout of visualizations

Formatting, layout and ergonomics

- Use of layout zones (block, table, repeater)
- Controlling margins, page breaks and alignments
- Conditional formatting: colors, icons, rules
- Managing pagination and persistent headers
- Graphic charter: use of standard templates

Reuse, efficiency and modularity

- Creating and using master/detail reports
- Subreports
- Reusable reference pages and templates
- Defining shared objects (query subjects)
- Global variables and conditional blocks

Publishing, scheduling and automation

- PDF/Excel/CSV export
- Publication in Cognos portal
- Report scheduling (schedules, events)
- Distribution by e-mail or secure repository
- Workshop: scheduling the automatic execution of a filtered report with PDF export

Synthesis and final implementation workshop

- Analysis of a business need
- Choice of report type and visualizations
- Design of a complete report with prompts, cross-references and graphics
- Workshop: creation of a filterable summary report with export and planning
- Lessons learned and best practices

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as

registration, the learner receives a self-assessment questionnaire enabling us to assess his or her estimated level on different types of technology, as well as his or her expectations and personal objectives for the forthcoming course, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical training: 60% hands-on, 40% theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire is used to check that skills have been correctly acquired.

Certification

A certificate will be awarded to each trainee who completes the training course.