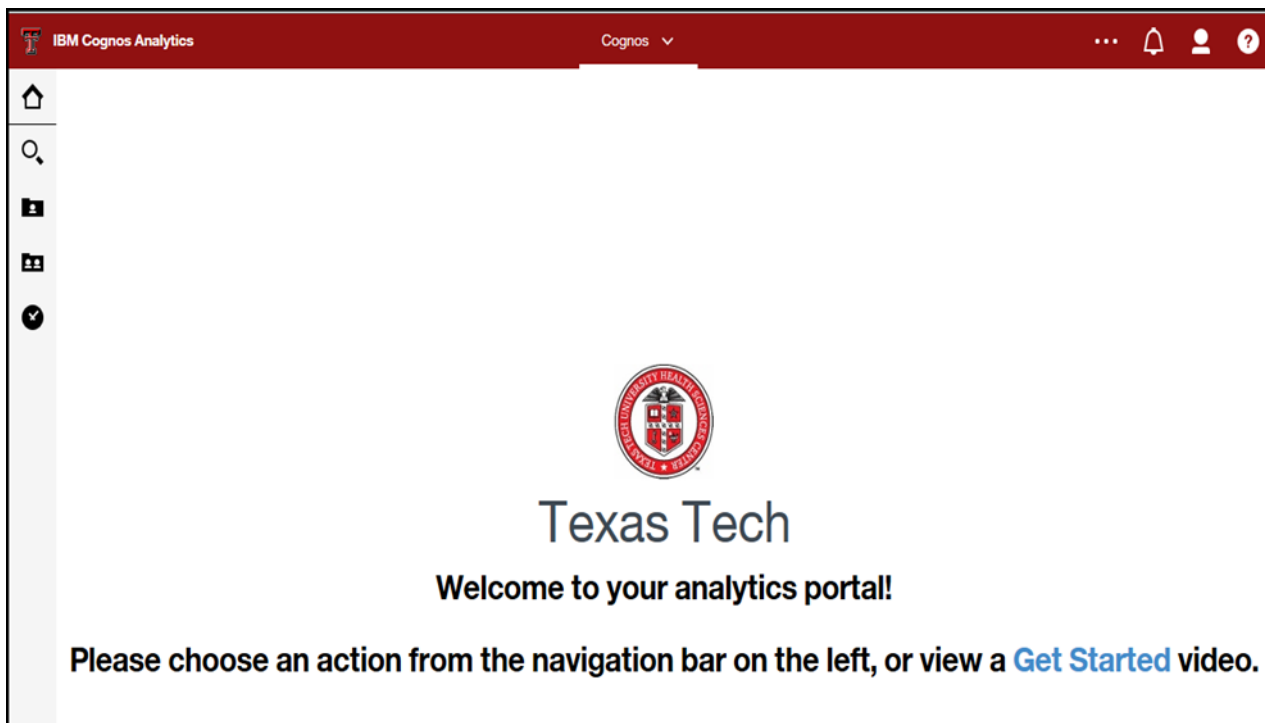# AFISM NEWS

Introducing Cognos Analytics

Cognos will soon be upgraded to "Cognos Analytics". This version features a new layout as shown in the screen shot below. In this newsletter we highlight some of the features of Cognos Analytics. These include a left navigation menu, an application toolbar across the top, and in the center a work area.

In This Issue

- Introducing Cognos Analytics
- About COGNOS ANALYTICS
- Training for Cognos Analytics
- AFISM Training Schedule

About Cognos Analytics

Accessing Reports

Reports are housed in the folders located in the left navigation menu: My Content, Team Content and Recently Viewed.

"My Content" holds "report views" saved by the user. This replaces "My Folders" tab in the current version.

"Team Content" houses the reports that have been created for both Departmental and Functional users as well as packages used for Programming. This replaces "Public Folders".
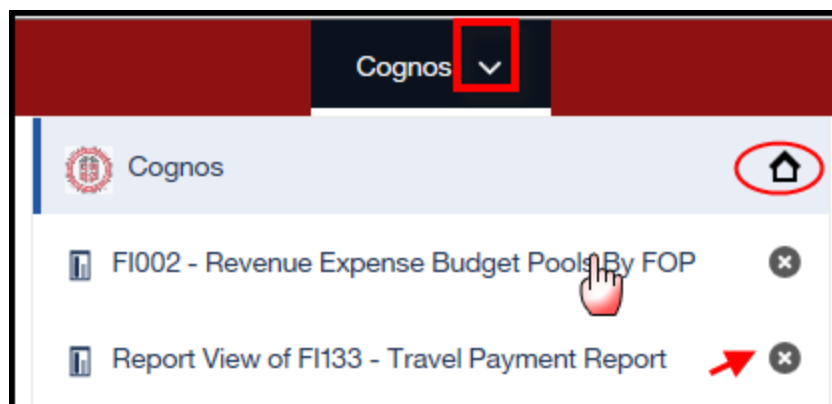
"Recently Viewed" houses reports that the user has executed during Current or previous sessions of Cognos. This is a new feature.

Application Toolbar

Located in the center of the application toolbar at the top of the window is a drop-down that allows for the following actions:

- Return to the home page of Cognos by selecting the house icon.
- Access a report executed during your current session by clicking on report link.
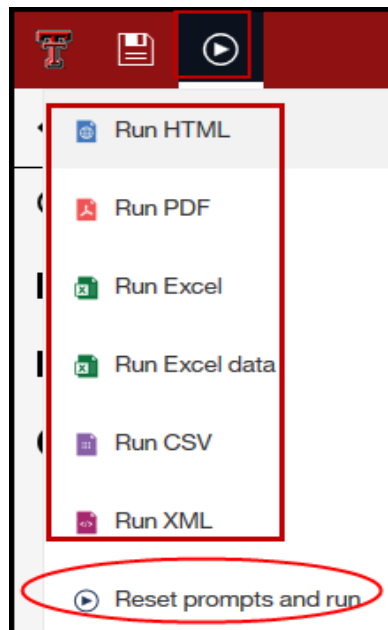- Remove an executed report from the list by clicking on the x.

Options From Within a Rendered Report

Using the run / play arrow icon in the upper left section of the application toolbar you access the following options**:**
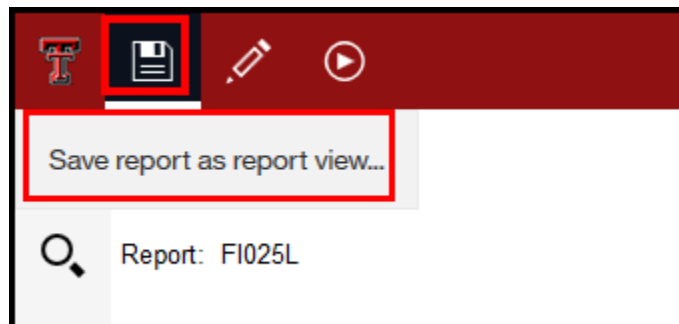- Choose a different format for the report.
- Reset prompts to run with different parameters.

Save as Report View

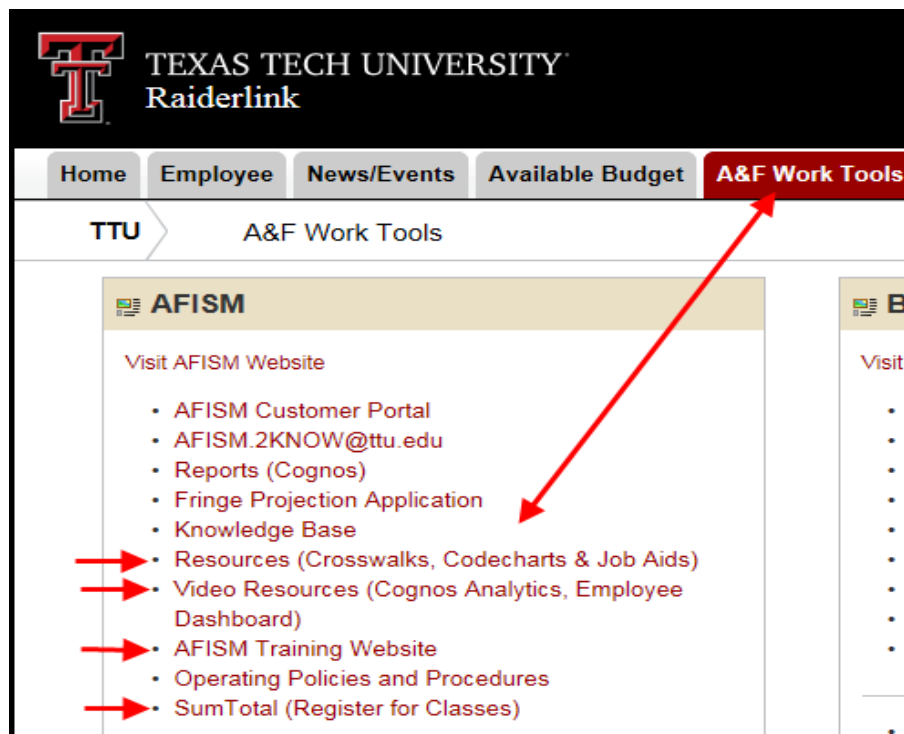Save your current report output; the parameters used to execute that report will also be saved.

Select the disk icon in the upper left section of the application toolbar. In the drop-down choose "Save report as report view….". You will follow same steps as you have done previously once this link is selected.

Training for Cognos Analytics

AFISM will fully support current Cognos users with training and work aids during this transition. The   following options are available and can be accessed via the **A&F Work Tools** tab of **Raiderlink**:

♦ **Video Resources**: Within A&F Work Tools Tab, **AFISM Channel** (http://www.depts.ttu.edu/afism/resources/)

♦ Electronic Document via **AFISM's "Resources",** Category **Cognos:** Title: **Introducing Cognos Analytics**.

♦ Training Documents located on **AFISM Training Website**: Select "**Cognos",** Select **"Learn More"** Select "**Introduction to Cognos**", Select "**Class Materials",** Choose "**Introduction to Cognos**".

♦ Register via **SumTotal** for Instructor led class titled "**Cognos Analytics Overview**".

Good to Know

No action is required on your part for access to the reports within Cognos Analytics. The access you now have will transfer to the new version.
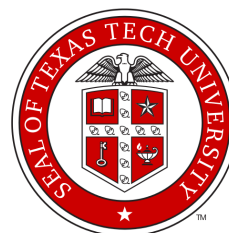
June Class Offerings

Name	Date
Finance INB Navigation and Exercises	6/6
Travel Training for Travel Preparer	6/7
EOPS: Employee One-time Payment System Overview	6/7
Financial Reporting - Budget Reports	6/12
Cognos Analytics Overview	6/12
Budget Management and Revision	6/13
Cognos Analytics Overview	6/14
Account Code Training for Expenditures	6/14
Procurement Reporting in Cognos	6/18
Financial Reporting - Transaction Reports	6/18
TechBuy Shopper Training	6/19
All About HR and ePAF, Session 1	6/19
Cognos Analytics Overview	6/19
All About HR and ePAF, Session 2	6/20
All About HR and ePAF, Session 3	6/21
Cognos Analytics Overview	6/25
Cognos Analytics Overview	6/26
Financial Management 101: Introduction to the FOAP Codes	6/26
Travel Training for Travel Preparer	6/28
Account Code Training for Expenditures	6/28
Cognos Analytics Overview	6/28
Cognos Analytics Overview	7/2
TechBuy Shopper Training	7/5
Cognos Grant Reporting	7/5

**Please note that class dates and times are subject to change

DON'T SEE THE CLASS YOU'RE LOOKING FOR?

No worries, AFISM offers a variety of classes each month and scheduled them up to two months in advance. Stay tuned through Sum Total to see updated offerings.

If the session is full, get on the waitlist. Cancellations happen frequently opening up a spot.

Need our Services?

AFISM is here and eager to support the growing data and technology needs of the University. Our services include training, report writing, data delivery, data presentation, web development, and much more. Should you have any questions of how AFISM might assist your department, please let us know.

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