



Cognos Analytics.....are you ready?

We are going live with our new version of Cognos on July 14th. You still have time to attend AFISM's "Cognos Analytics Overview" if you haven't already done so. Classes are available on these dates:

- ◆ 7/09 9:00-10:00
- ◆ 7/10 9:00-10:00 and 3:30 - 4:30

Other resources to assist you with the transition to Cognos Analytics are available via the AFISM Channel of Raiderlink as shown below. Find video tutorials and electronic documents on our website.

TEXAS TECH UNIVERSITY
Raiderlink

Home Employee News/Events Available Budget **A&F Work Tools**

TTU A&F Work Tools

AFISM

Visit AFISM Website

- AFISM Customer Portal
- AFISM.2KNOW@ttu.edu
- Reports (Cognos)
- Fringe Projection Application
- Knowledge Base
- Resources (Crosswalks, Codecharts & Job Aids)
- Video Resources (Cognos Analytics, Employee Dashboard)
- AFISM Training Website

Visit

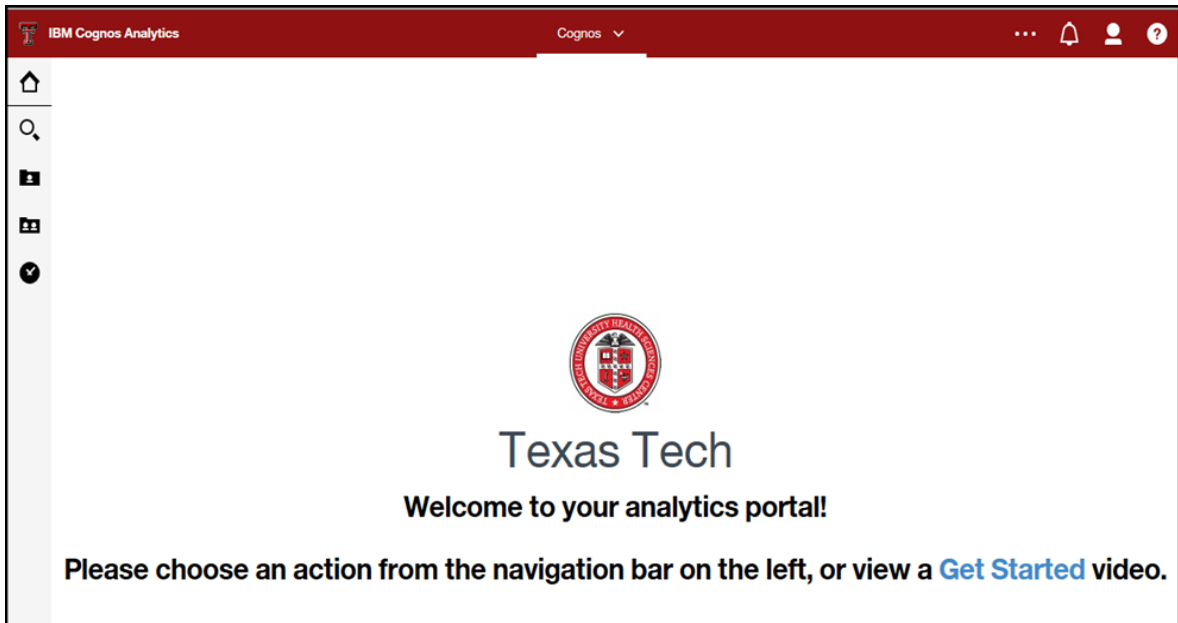
In This Issue

- Introducing Cognos Analytics
- AFISM Customer Portal
- Report of the Month — HR 160 Multi-year Salary History
- AFISM Class Schedule

COGNOS ANALYTICS

The biggest change with Cognos Analytics is the design of the portal. When you access Cognos Analytics you will access the portal as shown below. Changes include the following:

- The folder structure on the left menu provides access to saved reports, published reports and packages, and recently executed reports
- The application toolbar across the top provides access to reports executed during current login session, link to return you to the home page and link to log out of the system.



Once the report is accessed, you render it just as you did in the previous version of Cognos. With Cognos Analytics, it is still possible to save a report view, change formats from a rendered report and to schedule a specific day and time for a report to execute. The biggest change is the layout of the portal.

To view video tutorials of Cognos Analytics, use this link:

<http://www.depts.ttu.edu/afism/resources/video-resources/>

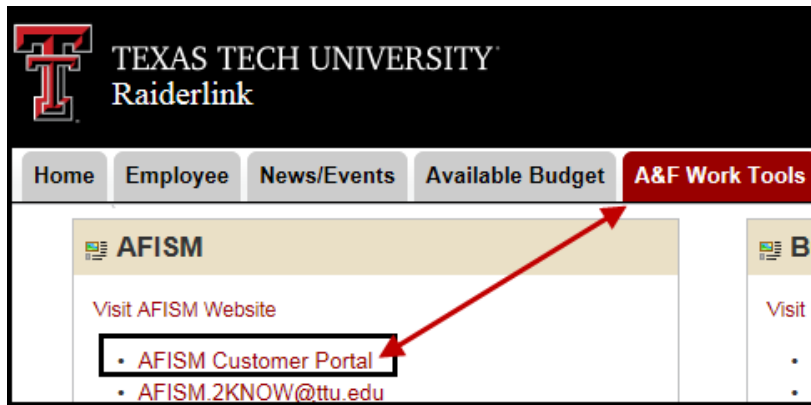
Good
to
know

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.

AFISM Customer Portal

AFISM's Customer Portal is the resource hub for those we serve within the campus community. Some of the things you can do via this portal:

- ◆ **Submit and monitor requests** — Submit a request and keep up with it. You can view active projects, the current status of a request and can review a previously closed request.
- ◆ **Share tickets and conversations** — The Customer Portal gives you the ability to share your tickets with coworkers, colleagues and other team members. This allows them to monitor the project status, contribute to the conversation or share with others as needed.
- ◆ **Scan our knowledge base** — The Customer Portal is integrated with our knowledge base to make it easier for you to get answers, quicker. Search the knowledge base by using key words.



Within the AFISM Customer Portal, you may choose the appropriate category in the left menu. Each category has specific questions and options related to that topic. If the search involves the knowledge base and an answer is not available you will be prompted to "Raise a request" by following the links provided.




Cognos Analytics Training

Cognos Analytics Overview sessions are now available for registration on [SumTotal](#). We have also made available short training videos which can be viewed on the [AFISM website](#).

Welcome to the AFISM Customer Portal





Enter question or key words in this field. If no reply select provided link labeled "Raise a request". 

Popular

- Applications
- Reporting  **Choose category then enter key word(s) into search field**
- Support
- Training
- USAS
- Web Development

[Browse all](#)

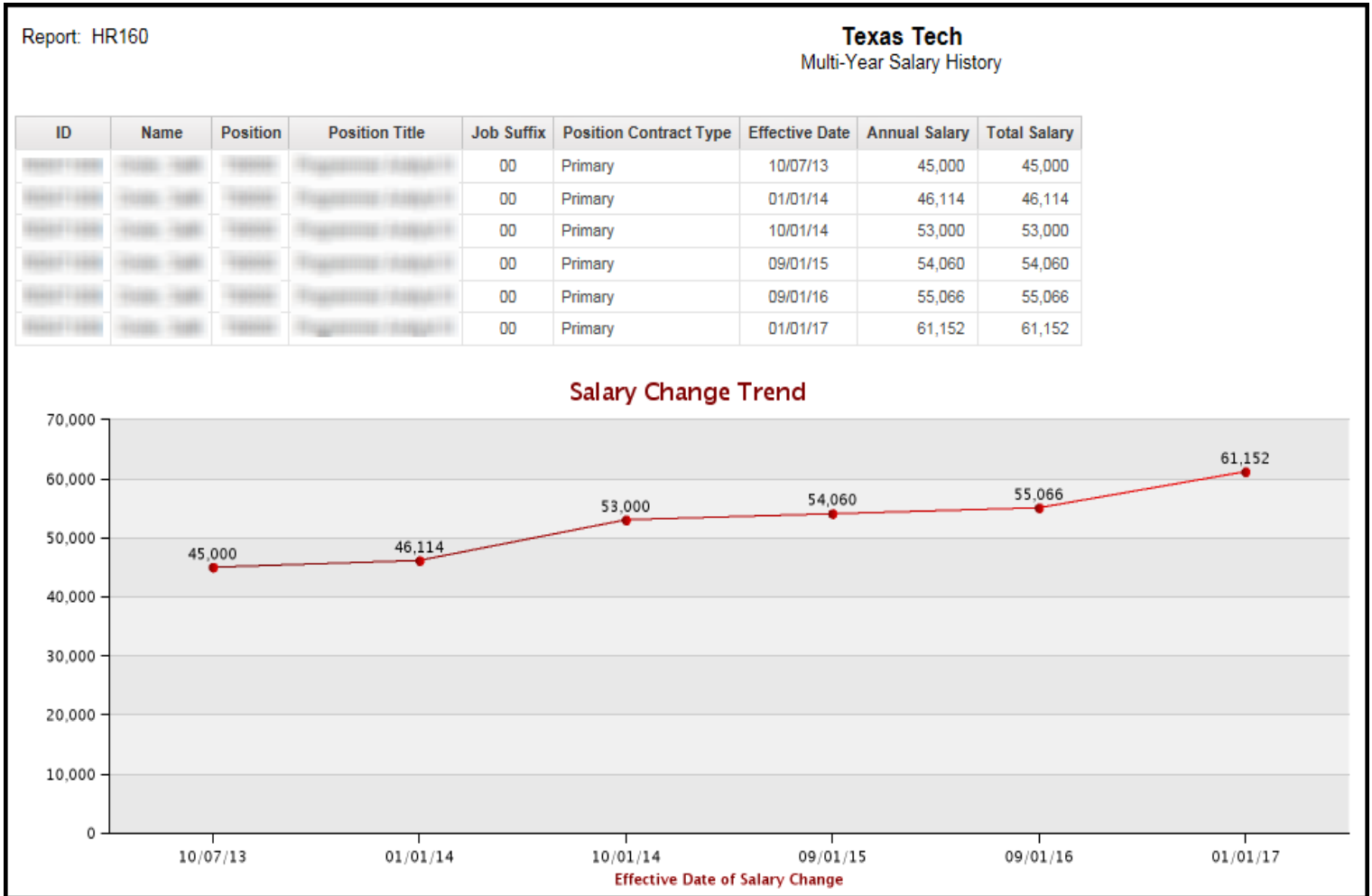
Recent

-  [Report a bug · Reporting](#)
Sometimes things happen. Good thing we like squashing bugs...
-  [Ask a reporting question · Reporting](#)
Need more info about a report? Ask us here.
-  [Modify an existing website · Web Development](#)
If we manage your website and you need a change made, sub...
-  [Request a report change · Reporting](#)
Over time we may need to tweak reports to make them more us...

Report of the Month—HR 160 Multi-Year Salary History

This report provides a list report showing a person's salary history and a graph report with those details as well. The report can be executed by either name or R-number and has the option to include or exclude over-load payments.

An example of the report output is shown below. The data provided includes the R-number and name of employee, their assigned position with title, job suffix, contract type, effective date and both the annual and total salary.



This report is located in Cognos > Human Resources > Departmental Users > Employee Appointment Reports

AFISM July Training Schedule

Name	Date
Cognos Analytics Overview	7/2
TechBuy Shopper Training	7/5
Cognos Grant Reporting	7/5
Cognos Analytics Overview	7/9
Cognos Analytics Overview	7/10
Financial Reporting - Budget Reports	7/10
EOPS: Employee One-time Payment System Overview	7/10
Financial Management 101: Introduction to the FOAP Codes	7/11
Account Code Training for Expenditures	7/12
Finance INB Navigation and Exercises	7/13
Financial Reporting - Transaction Reports	7/16
HR Reporting - Employee Appointment Reports	7/16
Xtender - Scanning and Indexing	7/17
HR Reporting - Payroll Reports	7/17
Introduction to Cognos	7/19
Procurement Reporting in Cognos	7/24
Financial Management 101: Introduction to the FOAP Codes	7/26
Introduction to Cognos	7/26
Account Code Training for Expenditures	7/26
Budget Management & Revision	7/31

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



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.



Contact Us:

<https://portal.afism.ttu.edu>

Afism.2know@ttu.edu

742-5669

Visit us on the web:

[http://www.depts.ttu.edu/
afism/](http://www.depts.ttu.edu/afism/)