

# Cognos 8 BI Report Studio: Authoring Professional Reports (Advanced) (version 8.3)

## Connecting you to your Cognos Software

Cognos 8 BI Report Studio: Authoring Professional Reports (Advanced) is a two-day, instructor-led course. It is designed for professional report authors to learn advanced report building techniques using relational data models, and ways of enhancing, customizing, and distributing professional reports. Attendees will participate in hands-on demos and workshops that illustrate key concepts while learning how to use the product.

### Topics Covered

- Examine and edit XML in report specifications
- Burst reports to email and Cognos Connection
- Create relationships between queries (set operations, joins, query references)
- Design effective prompts to determine report contents and/or format at runtime
- Navigate reports using bookmarks and table of contents
- Add HTML items to control the behavior of elements in your reports
- Set up drill-through access to reports and packages
- Create agents to manage an event lifecycle in Event Studio

### Intended Audience

- Professional Report Authors

### Prerequisites

- Cognos 8 BI Report Studio: Authoring Professional Reports (Fundamentals) (version 8.3)
- Knowledge of your business requirements
- Experience using the Windows operating system and a Web browser
- Knowledge of XML (recommended)

### Let Us Help You

We believe an effective training program reduces the time it takes for users to learn and adopt new technology and will lead to greater satisfaction overall. Whether you choose to attend public training, deliver your own training, take self-paced training, or require customized training that reflects your business, let Cognos Education assist you in developing comprehensive and economical training plans to meet these needs. To learn more or find a Training Services contact near you, visit <http://support.cognos.com/training/>.

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### 1: Examine the Report Specification

- examine the report specification structure
- save and edit reports locally
- discuss considerations for modifying a report specification
- discuss adding custom toolbox objects and custom template options

### 2: Create Reports Based on Query Relationships

- create reports by merging query results
- create reports by joining queries

### 3: Distribute Reports Through Bursting

- distribute reports using bursting
- create burst keys
- identify report recipients and data items using burst tables
- distribute reports using email and Cognos Connection

### 4: Create Advanced Dynamic Reports

- filter reports on session parameter values
- navigate a briefing book using a table of contents
- create dynamic headers and titles that reflect report data
- create a Customer Invoice report

### 5: Design Effective Prompts

- control report displays using prompts
- specify conditional formatting values using prompts
- create a report that formats based on prompt selection
- create a sorted report based on prompt selection
- create a filtered report based on prompt selection

### 6: Set Up Advanced Drill Through Access

- let users navigate through multiple reports
- let users navigate to specific locations in reports

### 7: Enhance User Interaction with HTML

- create tooltips that clarify report data
- send E-mails using links in a report

### 8: Create Additional Advanced Reports

- create a report that displays summarized data before detailed data
- highlight alternate rows in a list report
- highlight exceptional data in crosstabs using a measure not displayed in the report
- save Reports to the Server File System

### 9: Introduction to Event Studio

- examine the role of Event Studio in Corporate Performance Management
- list the benefits of Event Studio
- add tasks to an agent
- run an agent

### 10: Build Agents with Event Studio (optional)

### 11: End to End Workshop (optional)