QueB·IT ®

Business Analytics Training Catalog

Why use QueBIT for training?

QueBIT helps users learn and develop their IBM Business Analytics skills in a wide variety of situations. Customized courses provide a creative flexible advantage to training. QueBIT fits training to the client's needs by using generic or customized courses from your data set providing a creative, flexible advantage to training. Empowering the users to be more productive is QueBIT's main goal.

QueBIT will support your training needs for all the IBM Business Analytics Products: Business Intelligence, TM1, Cognos Planning, and Cognos Finance. QueBIT Consulting, LLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit.

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Contact Information

To find out more information on how QueBIT can work with your organization to achieve results, please contact us at 800-QUEBIT1 or email us at training@quebit.com

QueBIT
49 Secor Road
Scarsdale, New York 10583

The Value of Choice
Training Options

Instructor Led
Live, instructor-led training is considered to be the most effective, which involves real-time interaction, in-depth information sharing and direct response to questions. Few educational opportunities are considered more valuable than meeting and interacting directly with a instructor or staff support for various programs.

Web-based
Participation is possible anywhere with internet access. Class slides, demonstrations, and relevant documents can be viewed simultaneously via a web browser. Students save on travel time and expenses. Each web-based training course is facilitated by a QueBIT instructor and may include relevant staff members. Participants also have an opportunity to ask questions during the session.

Workshop
Workshops can be delivered either on-site or on-line, based on your data set. Workshops concentrate on a single or focused set of topics and are designed around submitted questions by participants prior to the session. Workshops provide a forum for discussions on specific issues.

Train the Trainer
To provide trainers with the knowledge, skills, and materials they need to successfully teach the IBM Cognos Content. This is an instructor led class of the desired software with a certified QueBIT instructor. This is not a customized class, as this class is to show the trainer how to present the software in an effective manner.

Business Analytics

Good decisions are the building blocks of great business performance. Organizations connecting personnel with trusted, relevant information and strengthen a fact-based culture are able to confidently predict, plan, and act to optimize business outcomes. As a premier IBM partner, QueBIT is a leader in software integration and related services. QueBIT delivers value to our client partners by providing accountability and a common understanding based on answers to these basic business analytics and optimization questions:
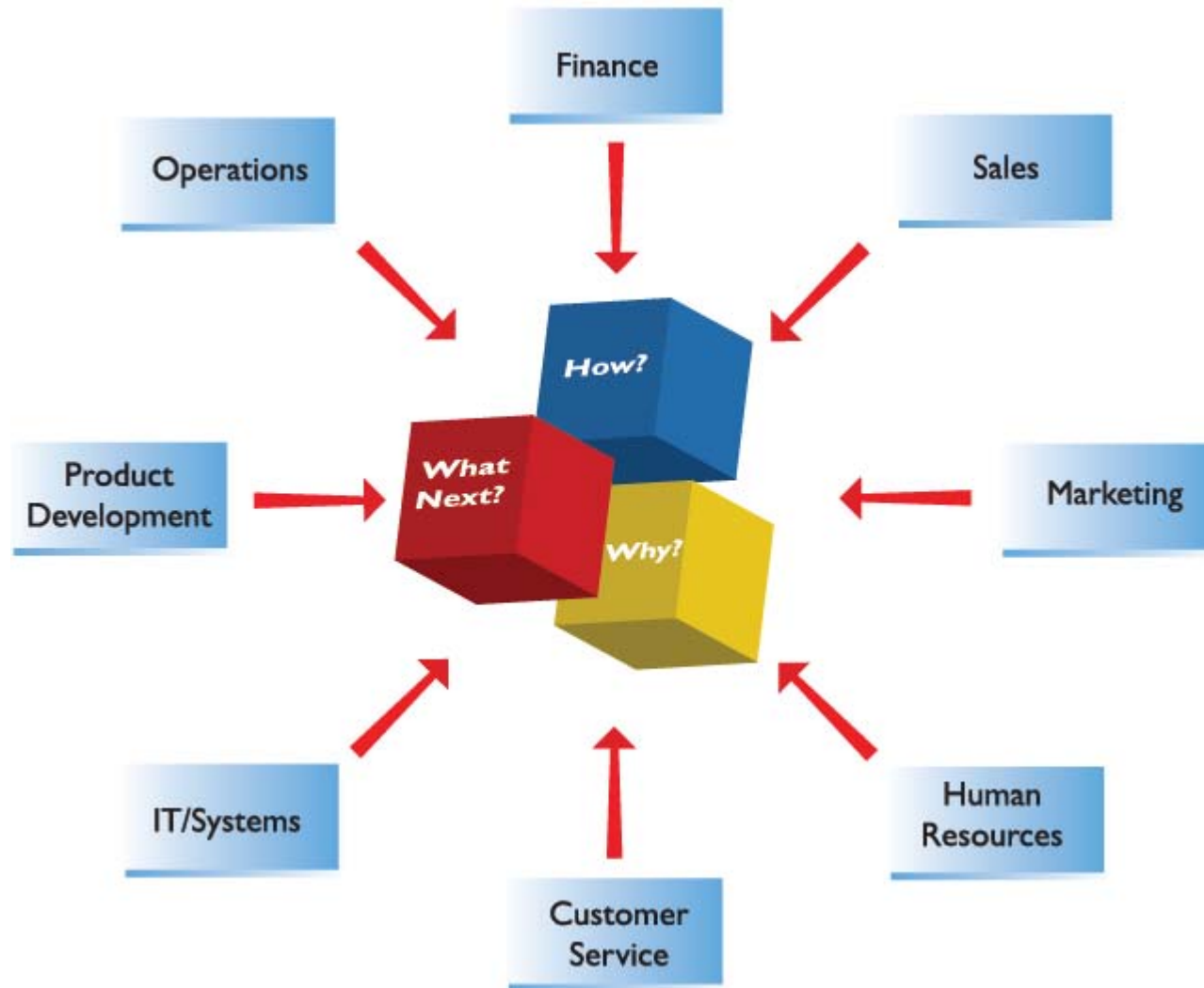
How are we doing?
Through the implementation of tools such as dashboards and scorecards, you can track your key metrics. These tools are vital to measuring and monitoring of your business performance.

Why?
To analyze your business, you need to view critical data, gain insight, understand trends, and recognize anomalies. Reporting and analysis tools allow you to perform these functions effectively.
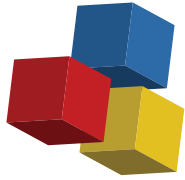
What should we be doing next?
Reliable planning and budgeting tools are necessary to drive accurate forecasts. By implementing an effective business analytics and optimization solution, you can significantly improve your organization's decision making ability. The integrated approach to business analytics solutions allows you to focus on making decisions, instead of spending time gathering data or questioning timeliness or accuracy. The end result is better alignment, accountability, and performance.
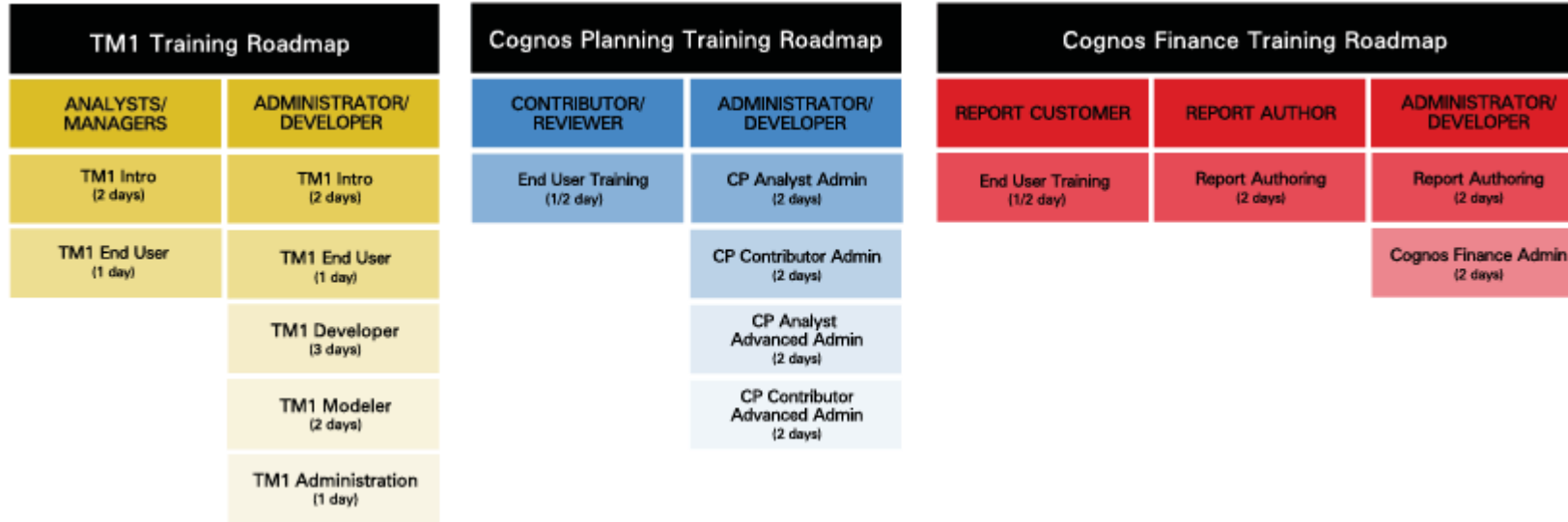
Finance

Operations

Sales

How?

Product
Development

What
Next?

Why?

Marketing

IT/Systems

Customer
Service

Human
Resources

Office of Finance Roadmap & Table of Contents

OOF Training Roadmap

TM1 Training Roadmap	
ANALYSTS/ MANAGERS	**ADMINISTRATOR/ DEVELOPER**
TM1 Intro (2 days)	TM1 Intro (2 days)
TM1 End User (1 day)	TM1 End User (1 day)
	TM1 Developer (3 days)
	TM1 Modeler (2 days)
	TM1 Administration (1 day)

Cognos Planning Training Roadmap	
CONTRIBUTOR/ REVIEWER	**ADMINISTRATOR/ DEVELOPER**
End User Training (1/2 day)	CP Analyst Admin (2 days)
	CP Contributor Admin (2 days)
	CP Analyst Advanced Admin (2 days)
	CP Contributor Advanced Admin (2 days)

Cognos Finance Training Roadmap		
REPORT CUSTOMER	**REPORT AUTHOR**	**ADMINISTRATOR/ DEVELOPER**
End User Training (1/2 day)	Report Authoring (2 days)	Report Authoring (2 days)
		Cognos Finance Admin (2 days)

Report Consumers – Report Consumers analyze their side of the business by viewing Cognos Finance reports
Report Authors – Report Authors create their own Cognos Finance reports in order to analyze the business
Developer – The Developer is responsible for system installation, configuration, system optimization.
Administrator – The administrator is responsible for the overall administration of the Cognos Products, including security, configuration, maintenance, and system optimization.

IBM Cognos TM1 Introduction

2 day course

IBM Cognos TM1 capabilities span personal, functional, and enterprise requirements for planning, analysis, and reporting to help Finance drive timely decision-making. Analysts and Managers can use TM1 Perspectives, Microsoft Excel, or a web interface to analyze their business performance.

Overview: Attendees will learn to create spreadsheets and views in order to analyze data, prior to a design session. Students will also understand the basic principles of TM1 model building by creating a TurboIntegrator process and creating business rules.

Prerequisites: Knowledge of your organization's data and structure, as well as Microsoft Excel experience, is necessary.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Use TM1 for model analysis**
- **Explore model data**
- **Create spreadsheets**
- **Perform What If Analysis**
- **Organize and distribute results**
- **Create an application and dimensions**
- **Utilize TurboIntegrator**
- **Create basic business rules**

Sample Topics Include

- What is TM1
- What is OLAP
- ReviewTM1 Components
- Discover End User Tools
- Define TM1 Objects
- Describe Data
- Define Elements, Attributes, Dimensions, and Cubes
- Discuss Model Design
- Determine How Many Dimensions
- Review TM1 Component and Infrastructure Naming Conventions
- Navigate the Cube Viewer
- Create Subset
- Enter Data
- Interact with Excel

- Create an Application
- Create Dimensions
- Create a TurboIntegrator Process
- Define Advanced Turbo Tabs
- Write a TM1 Rule
- Review Arithmetic, String, and Logical Operators
- Understand C: Versus N:
- Explain Reasons For Feeders
- Optimize rules with Skipcheck and Feeders
- Write a TM1 Rule With Feeders
- Know How To Feed
- Review Tips
- Discuss Efficient Feeders
- Troubleshoot Rules
  End-To-End Workshop

IBM Cognos TM1 End User
1 day course

TM1 is a technology based on On-Line Analytical Processing or OLAP. With TM1, you can quickly view and understand large sets of Complex business data. Analysts and Managers can use TM1 Perspectives, Microsoft Excel, or a web interface to analyze their business performance.

Overview: Attendees will learn to create spreadsheets and views in order to analyze data.

Prerequisites: Knowledge of your organization's data and structure, as well as Microsoft Excel experience is recommended.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Use TM1 for model analysis**
- **Explore model data**
- **Create spreadsheets**
- **Perform What If Analysis**
- **Organize and distribute results**

Sample Topics Include

- Define TM1 and OLAP
- Explore TM1 Components and End User Tools
- Navigate TM1 Server Explorer
- Define Elements, Dimensions, and Cubes
- View Data in a Cube
- Move and Swap Dimensions
- Drill Up and Down
- Display Aliases
- Create Basic, Filtered, and Dynamic Subsets
- Enter and Hold Data
- Generate User Defined Consolidations
- Take a Snapshot of a View

- Generate a Slice to Microsoft Excel
- Produce an Active Form
- Construct an Excel Report Using TM1 Data
- Add Application Folders
- Create and Delete a Sandbox
- Adding Data to a Sandbox
- Submitting a Sandbox
- Navigate The TM1 Web Interface
- Analyze Views and Reports Over The Web
- Enter Data in TM1 Web Interface
- Creating Subsets and Views in TM1 Web

Please contact us at training@quebit.com for more information.

IBM Cognos TM1 Developer
3 day course

TM1 combines a powerful, multidimensional database engine, Microsoft Excel add-in, Server Explorer front end, Web Interface, Turbo Integrator, and Extract Transform and Load (ETL) tool. The combination of these utilities will allow developers and end users to access multidimensional data with speed and efficiency, regardless of the source.

Overview: Attendees will learn to define dimensions, create cubes and apply security to your multidimensional data using Turbo Integrator. You will also be able to create basic rules to data in the cubes.

Prerequisites: Completion of TM1 Introduction or TM1 End User class is necessary. You should be familiar with TM1 concepts of views, cubes, and browsing data prior attending the TM1 Developer Administration course. A working knowledge of Microsoft Excel and your organizational structure and data is recommended.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand OLAP and TM1 Servers**
- **Create dimensions**
- **Build and populate cubes**
- **Add business rules**
- **Create currency translations**
- **Implement security**
- **Understand best practices**
- **Customize drill paths**

Sample Topics Include

- Understanding OLAP and TM1 Servers
- Strategize Cube Design
- Create Elements, Dimensions, and Cubes
- Define Dimension Attributes
- Create, Save, and Execute a TurboIntegrator Process
- Work with Multiple Hierarchies
- Build and Populate a Cube
- Optimize Dimension Order
- Clear a Cube
- Create a Chore
- Modify TurboIntegrator Script
- Review TurboIntegrator Functions

- Create and Add Business Logic to Rules
- Optimize Rules
- Use TM1 Functions in Rules
- Sharing Data Between Cubes
- Troubleshoot Rules
- Convert Currency
- Review TM1 Security Options
- Create Clients and Groups
- Assign Users to Groups
- Implement Access to TM1 Objects
- Understand General Best Practices
- Customize Drill Paths

Please contact us at training@quebit.com for more information.

IBM Cognos TM1 Administration
1 day course

IBM Cognos TM1 capabilities span personal, functional, and enterprise requirements for planning, analysis and reporting to help Finance drive timely decision-making. Analysts and Managers can use TM1.

Overview: This course is intended for end users, administrators, developers, who need to become familiar with TM1 tools that will assist in optimizing performance of the application(s).

Prerequisites: It is recommended that you have Microsoft Excel experience.

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Understand The TM1 architecture**
- **Operate the TM1 Server**
- **Apply Security**
- **Perform Backup and Recovery**
- **Understand other Administrative Jobs**

Sample Topics Include

- Understand TM1 Architecture
- Locate TM1 Help & Reference
- Review What is Needed for Install
- Understand Install TM1
- Analyze IBM Cognos TM1 & BI Integration
- Evaluate TM1 Contributor Install Checklist
- Identify Folders and Files
- Examine Upgrading TM1
- Backup and Restore TM1
- Operate The TM1 Server
- Consider Control Cubes
- Monitor Performance TM1
- Comprehend TM1 Security
- Consider Login Options

- Add Clients & Groups
- Reset Passwords & Disconnect
- Define Access Privileges
- Assign Cube, Dimension, and Element Access
- Secure Processes
- Understand Membership in Multiple Groups
- Consider Default Settings
- Study Security Tips
- Compare Deploying To Production Options
- Analyze Hardware & Platform Configurations
- Add TM1 Websheets
- Examine OLAPObjects For TM1
- Review Steps to Cutover To Production
- Study Files and TM1 File Extensions

IBM Cognos TM1 Modeler

2 day course

TM1 combines a powerful, multidimensional database engine, Microsoft Excel add-in, allowing your organization to create budgets, forecasts, plans, and financial reports.

Overview: Attendees will learn to review end user requirements and reports to determine how to build a TM1 model effectively. The facilitator will be guiding you through the process of analyzing and building your model based on requirements given. Each part of the model is first discussed in detail, reports, and budgets are analyzed, and files are reviewed before students design and build models.

Prerequisites: TM1 Introduction or End User and Developer course. A working knowledge of Microsoft Excel and your organizational structure and data is recommended.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Analyze business requirement**
- **Plan for model building**
- **Build effective model**
- **Create complex rules and feeders**
- **Test model design**

Sample Topics Include

- Review TM1 Modeling Tips
- Analyzing End User Requirements
- Overview of Brummel Tools Company
- Review Vizio Diagram of Modeling Plan
- Create an application
- Create a local server

- Register the application as a service
- Analyze and Build Cubes
- Load Data into Cubes
- Build and Test Rules
- Give access to users

IBM Cognos Planning Analyst Administration
2 day course

This course is intended for deemed administrators, business subject matter experts, and model designers, who will need to learn how to design and build models for business planning.

Overview: Attendees will learn to design and create IBM Cognos Planning Analyst models, load and input data, and automate common processes.

Prerequisites: Knowledge of your organization's data and structure as well as Microsoft Excel experience is recommended.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Design and create D-Lists, D-Cubes, D-Links**
- **Modify D-Lists, D-Cubes, D-Links**
- **Load and input data into D-Cubes**
- **Apply security to Libraries and Analyst objects**
- **Create macros for automation**

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Sample Topics Include

- Modeling Design
- Best Practices
- Steps to Building Plans
- What is a Library?
- D-List Categories
- Best Practices on D-Lists
- Force to Zero
- Formatted D-Lists
- Modify or Update D-List Items
- Built-in Functions (BiFs)
- Weighted Averages
- Time Averages
- Conditional Formulas
- What is a D-Cube?
- Order of D-Lists for D-Cubes
- Set formula Priority

- Naming Conventions of D-Cubes
- Data Entry into D-Cubes
- Quick Commands
- Data Entry Commands
- Data Controls
- D-Cube Formatting Options
- Reselecting
- What is a D-Link
- D-Link Window Properties
- Allocations
- Maintenance of A-Tables
- File Maps
- What are Macros?
- Maintain Security
- Create an Itemized Expense Plan Workshop
- Create a Detail & Summary Travel Model

Please contact us at training@quebit.com for more information.

IBM Cognos Planning Advanced Analyst
2 day course

This course is intended for deemed administrators, business subject matter experts, and model designers, who will need to learn advanced topics in order to design and build models for business planning.

Overview: Attendees will learn to design and create complex IBM Cognos Planning Analyst models by creating complex calculations, forecasting data, examining advanced concepts, designing for reporting.

Prerequisites: Knowledge of your organization's data and structure as well as Microsoft Excel experience is recommended. Completing the IBM Cognos Planning Analyst Administration class is required.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Create forecast data**
- **Use complex calculations**
- **Examine advanced concepts**
- **Design for reporting**

Sample Topics Include

- Review of Analyst
- Review D-Lists, D-Links, D-Cubes, File Maps, A-Tables
- Examine the Forecast Built-in Function
- Build a revised rolling forecast
- Use various methods to forecast data
- Move values through periods using the FeedParam Built-in Function
- Round values using TRound Built-in Function
- Examine tier calculations
- Calculate balances based on profiles
- Discuss calculation precedence
- Restructure D-Cubes
- Transfer data within a D-Cube
- Examine cascading allocations

- Explore the tools available for reporting on Analyst data
- Design a model for reporting purposes
- Publish objects for external reporting
- Make published data available for reporting in Cognos
- Create a report based on Analyst published data
- Populate a D-Cube using Cognos as a datasource
- Design Reports and Administrative Screens
- Create a flowchart
- Link the flowchart to objects to Analyst
- Create tables
- Create graphs
- Backing up your database
- Manage D-Lists changes
- Transferring data

Please contact us at training@quebit.com for more information.

IBM Cognos Planning Contributor Administration
2 day course

This course is intended for deemed administrators, business subject matter experts, technical administrators, and model designers, who will be using Contributor to create and administer Web-based plans.

Overview: Attendees will be able to design and create Contributor applications, control access and rights to applications, import data, and manage and monitor jobs.

Prerequisites: Knowledge of your organization's data and structure as well as Microsoft Excel experience is necessary. Completing the IBM Cognos Planning Analyst Administration course is recommended.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Design and create Contributor applications**
- **Manage the application**
- **Import and export data**
- **Assign rights and access to users**
- **Navigate the web interface**

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Sample Topics Include

- Design a Model in Analyst
- Best practices
- Contributor Tabs
- Assumption D-Cubes
- The Administrator, The Planner, The Reviewer
- Create E.Lists
- Contributor Administration Console
- Planning Administration Domain
- Development and Production Applications
- Job Clusters
- Contributor Application Overview
- Run D-Links for Contributor
- Cut-Down Models
- Import e.List and Right Files
- Go To Production
- About Cognos Contributor
- Workflow State Icons
- Form Navigation
- Pivot or Slicing and Dicing
- Data Entry Form

- Data Entry Commands
- Suppressing Zeros
- Attach documents to Application Items
- Saving Data, Update Data/Reset Data
- Annotations
- Submitting work
- Rejecting the Plan
- Exporting to Excel
- Manage Security
- Create Saved Selections
- Access Tables and Access Levels
- Validation Rules
- Synchronize a Contributor Application
- Import Data into Contributor
- Copy Data to Administration Server
- Load Data into the Datastore
- Prepare Data Blocks
- Administer the Application
- Use Extensions
- Automate Application

Please contact us at training@quebit.com for more information.

IBM Cognos Planning Contributor Advanced Administration
2 day course

This course is intended for deemed administrators, business subject matter experts, technical administrators, and model designers, who will need to learn advanced Contributor topics create and administer Web-based plans.

Overview: Attendees will be able to apply complex administrative tasks to Contributor applications, such as, managing jobs, moving data using Links, automate IBM Cognos Planning, troubleshooting Planning, integrating with Business Intelligence.

Prerequisites: Knowledge of your organization's data and structure as well as Microsoft Excel experience is necessary. Completing the IBM Cognos Planning Contributor Administration course is necessary.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Manage jobs**
- **Moving data using links**
- **Automating Cognos Planning**
- **Troubleshooting Planning**
- **Integrating with Business Intelligence**
- **Integrating with other IBM Cognos Products**

Sample Topics Include

- Review Cognos Planning Contributor
- Review Cognos Planning Architecture
- Examine job management
- Identify authentication and authorization
- Add users from third-party authentication providers to Cognos groups and roles
- Implement security for Analyst and Contributor
- Export data from Analyst for use in Contributor
- Integrate Contributor with Analyst
- Move data from Analyst to Contributor using a D-Link
- Move data from Contributor to Analyst using a D-Link
- Comparing D-Links to importing data in the Administration Console
- Review Contributor Admin, System, and Local Links.
- Examine Cognos Connection

- Create a portal page to group different types of content into a single view
- Access live data in Cognos Studios
- Create and run agents based on Planning data in Event Studio
- Create a Planning Package
- Use published Analyst and Contributor data in PowerPlay
- Use published Analyst and Contributor data in Cognos BI
- Use unpublished (real-time) Analyst and Contributor data in Cognos BI
- Examine how to administer Cognos Connection
- Perform event-driven planning with Event Studio

IBM Cognos Finance Authoring
2 day course

This course is intended for deemed report authors and consumers, administrators, model designers, data analysts, and business subject matter experts, who need to learn how to design and build reports for their business analysis.

Overview: Attendees will learn to create basic reports and input forms over IBM Cognos Finance Windows. Users will be able to analyze financial data over the Windows application and Web Interface. Creation of Excel reports utilizing the IBM Cognos Finance database will be included in this course. After reports are enhanced, attendees will learn different distribution methodologies for reports and forms.

Prerequisites: Knowledge of your organization's data and structure as well as Microsoft Excel experience is recommended.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Start and log in to Cognos Finance**
- **Create basic reports and forms within the Cognos Finance Windows Application**
- **Add calculations and formatting to the report or form**
- **Construct a dynamic report and form**
- **Modify existing reports**
- **Produce an Excel Report utilizing the Cognos Finance Database**
- **Analyze a web report and Input form**
- **Distribute reports and forms throughout your organization**

Sample Topics Include

- Define Cognos Finance
- Usages of Modules
- Cognos Finance Dimensions
- Report Creation Order
- Choose a Layout Design
- Hierarchy Command
- Generate Values
- Force Read and Generate
- Create Calculations
- Format Options
- Module Preferences
- Drill to External Details
- Attribute Reporting
- Advanced Calculations
- Available Text Macros
- Dynamic Libraries
- Dependency Reporting

- Create a basic Form
- Enter data into a form
- Insert external Data into a form
- Post data to the system
- Excel Integration
- Cognos Finance Web
- Drilling over the Web
- Exporting from the Web
- Print a Report or Form
- 24 Month Trend Analysis
- Outputting to Excel, PDF, HTML, XBRL, and PowerPlay Cube
- Email a report or form
- Batch Reporting
- Save Batch Reporting Libraries
- Print or Export Batch Reports

Please contact us at training@quebit.com for more information.

IBM Cognos Finance Administration
2 day course

This course is intended for IBM Cognos Finance administrators, typically financial and business individuals, who will be maintaining and administering IBM Cognos Finance for their company.

Overview: Attendees will be able to evaluate end user requirements in order to build an efficient and user-friendly, Cognos Finance application. You will learn different practices of building your metadata structure and importing data, as well as how to enhance your system with allocations, submission rollups, and currency translations.

Prerequisites: Knowledge of your organization's general ledger system and financial data sources, and requirements for financial reporting is recommended. The IBM Cognos Finance Reporting and Input Techniques course is mandatory.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Plan and create a new Cognos Finance System**
- **Populate a system with metadata and data**
- **Perform currency translations, allocations, and eliminate intercompany transactions**
- **Prepare for a new month and fiscal year within Cognos Finance**
- **Apply security to a Cognos Finance System**

Sample Topics Include

- Define Cognos Finance
- Identify user requirements
- Design and Plan a system
- Create a System
- Define Dimensions
- Add Metadata and set options
- Add User Defined Functions
- Importing Ledger Definition Scripts and ASCII Files
- Populate system with data files and ODBC databases
- Create Map Files
- Verify Raw Data
- Create Currency Translations
- Perform Allocations
- Setup Intercompany Eliminations

- Transfer Data Module
- Submission Roll Up Module
- Extract Module
- Prepare For a New Month and Fiscal Year
- Back up and Restore database
- Maintain Submissions
- Update the System Remotely
- Metadata Exchange
- Apply Security
- Manage security
- Give Modular Activities
- Restrict Metadata Access
- Control User Access
- Share Security Information

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Business Intelligence Roadmap & Table of Contents

Business Intelligence Roadmap

BI Administrator	BI Professional	Professional Author	Advanced Business Author	Business Author	Business Analyst	Business Consumer
Introduction to Cognos Connection (1/2 day)	Introduction to Cognos Connection (1/2 day)	Introduction to Cognos Connection (1/2 day)	Introduction to Cognos Connection (1/2 day)	Introduction to Cognos Connection (1/2 day)	Introduction to Cognos Connection (1/2 day)	Introduction to Cognos Connection (1/2 day)
Query Studio (1/2 day)	Query Studio (1/2 day)	Query Studio (1/2 day)	Query Studio (1/2 day)	Query Studio (1/2 day)	Analysis Studio (1 day)	
Analysis Studio (1 day)	Analysis Studio (1 day)	Report Studio Intro (2 days)	Report Studio Intro (2 days)	Business Insight (2 days)	Business Insight (2 days)	
Report Studio Intro (2 days)	Report Studio Intro (2 days)	Report Studio Advanced (1 day)	Report Studio Advanced (1 day)			
Report Studio Advanced (1 day)	Report Studio Advanced (1 day)	Business Insight (2 days)	Business Insight (2 days)			
Business Insight (2 days)	Business Insight (2 days)					
Framework Manager (3 days)	Framework Manager (3 days)					
OLAP Modeling (2 days)						
Cognos Admin (2 days)						

CAFE can be added onto any of the above licenses except for Business Consumer.

IBM Cognos Introduction to Cognos Connection
1/2 day course

Cognos Connection is the web portal used to run reports, or create reports using Query Studio, Report Studio, or Analysis Studio. Cognos Viewer displays reports on the web.

Overview: Students will learn how to use IBM Cognos to view, save and print standard reports. Running reports, responding to prompts, saving prompt values, exporting to Excel and PDF, scheduling reports, and customizing Cognos Connection will be covered.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and log in to IBM Cognos Connection**
- **Run standard reports**
- **Respond to prompts**
- **Export to Excel, PDF and other formats**
- **Print and email reports**
- **Customize Cognos Connection Home Page**
- **Schedule reports to run unattended**

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Sample Topics Include

- The Components of IBM Cognos
- Cognos Connection
- Query Studio
- Analysis Studio
- Report Studio
- Cognos Viewer
- Framework Manager
- Business Insight
- The IBM Cognos Welcome Screen
- Public Folders
- My Folders
- Toolbar Icons, Actions Icons, Report Icons, Cognos Viewer Icons

- Navigating to the Location of Standard Reports
- Drill Through Reports
- Viewing, Saving as Excel
- Viewing, Saving as PDF
- List View, Details View
- Copying, Pasting, Deleting a Report
- Saving a Report View
- Saving Prompt Responses
- Scheduling Reports to Run Unattended
- Run with Options
- Options While a Report is Running (Wait or Save)
- Changing the Home Page

Please contact us at training@quebit.com for more information.

IBM Cognos Query Studio
1/2 day course

Query Studio is a web-based tool used for ad-hoc queries. This tool is used by the business user. Query Studio can create simple reports showing a region of sales with automatic summaries and the reports can be opened in Report Studio for further design changes.

Overview: Students will learn to use Query Studio to create ad-hoc reports. Topics covered will include building queries, sorting, grouping, filtering and calculation features. In addition, students will be introduced to charts, crosstab reports, and Query Studio advanced features.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and log in to Cognos Connection**
- **Understand the differences between Query Studio & Report Studio**
- **Create reports in Query Studio**
- **Edit a report, move columns, sort columns**
- **Create groups, expand and contract groups**
- **Create detail and summary calculations**
- **Create custom groups**
- **Change default summary and aggregation settings**

Sample Topics Include

- The Components of IBM Cognos
- What Functionality Does Query Studio Provide?
- Opening Cognos Connection
- Public Folders, My Folders, Folder Icons
- Query Studio Menus, Toolbars
- Navigating Through Report Pages
- Types of Reports
- Removing Subtotals
- Removing Groups
- Saving a Report
- Previewing a Report
- Other View Options
- Printing a Report
- Filters - Concepts
- Filtering on a Text Item
- Removing a Filter
- Prompting

- Filtering by Searching, Filtering by Typing in a Value
- Filtering on a Number, Filtering with Dates
- Complex Filters, Summary Filters
- Calculations
- Formats
- Changing the Appearance of Reports
- Applying a Template
- Crosstab Reports
- Swapping Rows and Columns
- Nested Crosstabs
- Charts
- Collapsing and Expanding Groups
- Advanced Query Options
- Changing Summaries
- Custom Groups
- Drill Up and Drill Down

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Introduction to Analysis Studio

1 day course

Analysis Studio enables the guided exploration of information that pertains to all dimensions of your business, regardless of where the data is stored. Analyze and report against online analytical processing (OLAP) and dimensionally aware relational sources.

Overview: Students will learn how to work with Analysis Studio packages. Calculations, ranking and nesting categories with Analysis Studio will be used within reports created by the students. Modifying, printing and saving reports will be covered.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and log in to Cognos Connection**
- **Run standard reports created from Analysis Studio cubes**
- **Export to Excel, PDF and other formats**
- **Create new reports**
- **Modify existing reports**
- **Add calculation and ranking**

Sample Topics Include

- The Components of IBM Cognos
- What Functionality Does Analysis Studio Provide
- Opening Cognos Connection
- Public Folders, My Folders, Folder Icons
- Using Analysis Studio
- Analysis Studio Screen, Menus, Toolbars
- Analysis Studio Reports
- Dimensions, Items and Measures
- Analysis Report View
- Deleting a Row
- Drilling Down, Drilling Up
- Drilling Up and Down using the menus
- Changing the Measure
- Navigating to the Location of Standard Reports
- Running a Report with Options

- Viewing, Saving as Excel
- Viewing, Saving as PDF
- Create a New Report Using Drag and Drop
- Swapping Rows and Columns
- Filters
- Source Tree Limits
- Viewing more than the Source Tree Limits in the report
- Hiding Categories, Nested Categories
- Suppressing Zeros
- Calculations
- Rename a Column
- Custom Ranking
- Top and Bottom Filters
- Switching to Charts

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IBM Cognos Business Insight

2 day course

IBM Cognos Business Insight is a web-based tool that allows you to use IBM Cognos content and external data sources to build sophisticated interactive workspaces that provide insight and facilitate collaborative decision making.

Overview: Students will learn first learn to use Business Insight and then perform deeper analysis and report authoring such as adding additional measures, conditional formatting, and advanced calculations. Attendees will create reports that show data in lists, crosstabs, and charts.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand IBM Cognos Business Insight and Business Insight Advanced**
- **Create workspaces**
- **View and interact with workspaces**
- **Collaborate with IBM Cognos Business Insight**
- **Create crosstab, chart, and list reports**
- **Format reports**
- **Manage existing reports**
- **Work with external data**

Sample Topics Include

- Understand Differences Between Business Insight and Business Insight Advanced
- Using Business Insight User Interface
- Adding IBM Cognos Content
- Configuring Widget Properties and Communications
- Modifying the Workspace Layout and Style
- Displaying Data in Lists, Crosstabs, and Charts
- Filtering and Sorting Data
- Changing Prompt Values in a Report
- Adding Calculations in Lists and Crosstabs
- Grouping Identical Values
- Reordering List Columns
- Exporting a Workspace
- Drilling to View Related Data
- Creating Business Insight Advanced Reports
- Exploring Relational Data
- Using Calculations and Summarizing Relational Data
- Format and Filter Relational Data

- Inserting Dimensional Members and Hierarchies
- Creating A Set of Members and Page Layers
- Sorting and Formatting Dimensional Data
- Creating Dimensional Custom Groups
- Using Dimensional Calculations
- Drilling on a Member or Set
- Adding Headers or Footers to a Report
- Adding Border, Text and Color
- Inserting an Image and Other Objects in a Report
- Laying Out Report Pages
- Opening and Saving A Report to Your Computer
- Managing Changes in The Package
- Importing and Mapping Data
- Preparing to Work With Your External Data
- Editing Your External Data
- Running A Report Containing External Data
- Making Reports Public

Please contact us at training@quebit.com for more information.

Report Studio Introduction
2 day course

Report Studio is a Web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Report Studio, you can create any report that your company requires, such as sales, inventory, statements and dashboard reports.

Overview: Students will learn to create new reports in IBM Cognos Report Studio. Aggregation, summaries, grouping, and sorting will be covered. Students will create filters and prompts, add detail and summary calculations, format reports, and create list and crosstab reports.

Prerequisites: IBM Cognos Introduction or equivalent knowledge.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand the components of Cognos**
- **Navigate the Report Studio interface**
- **Create and modify reports**
- **Understand aggregation**
- **Sort, group, and add summaries**
- **Create filters and prompts**
- **Add detail and summary calculations**
- **Format reports**
- **Create crosstab reports**

Sample Topics Include

- Understand IBM Cognos Components
- Explore The Report Studio Environment
- Create And Generate A Report
- Understand Relational versus Multi-Dimensional Data Sources
- Examine Parameters and Prompts
- Identify Prompt Types
- Add Pages To A Report
- Create A Prompt Page
- Create A Cascading Prompt
- Derive Additional Information From The Data Source
- Display Prompt Selection in Report Titles
- Display Data Using Map Reports
- Add Data To Map Reports
- Focus Map Information Using Zoom Capabilities
- Enhance Report Design
- Add and Organize Objects Using Tables

- Break A Report Into Sections
- Reuse Objects Within The Same Report
- Share Layout Components Among Separate Reports
- Create A Template Report To Use With Any Package
- Handle Reports With No Data
- Change Displays Based on Conditions
- Create A Conditionally Formatted Report
- Render Objects In Reports Using Conditions
- Create Drill-Through Access From A Report
- Specify The Values Passed To Target Parameters
- Navigate Through Multiple Reports
- View The Structure of The Report
- Force Page Breaks In Reports
- Create Horizontal Pagination
- Modify Structures
- Change PDF Page and Security Options
- Format Objects Across A Report

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Report Studio Advanced
1 day course

Report Studio is a Web-based tool that professional report authors use to build sophisticated, multiple-page, multiple-query reports against multiple databases. With Report Studio, you can create any report that your company requires, such as sales, inventory, statements and dashboard reports.

Overview: Students will learn to use Report Studio to create advanced dashboard-styles reports with multiple objects per page and briefing book-style reports with multiple pages.

Prerequisites: IBM Cognos Connection Introduction and Report Studio Introduction or equivalent knowledge.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Examine The Report Specification**
- **Create Query Models & Reports**
- **Distribute Reports Through Bursting**
- **Create Advanced Dynamic Reports**
- **Design Effective Prompts**
- **Enhance User Interaction with HTML**
- **Create Additional Advanced Reports**
- **Drill Through Definitions**

Sample Topics Include

- Work With The Report Specification
- Save and Edit Reports Locally
- Modify A Report Specification: Considerations
- Create Custom Toolbox and Template Objects
- Examine Existing Template and Specify Custom Template Contents
- Create Queries Manually and Using SQL
- Filter Query Data Against Data in a Separate Query
- Merge Query Results Using Set Operation Objects
- Create Join Relationships Between Queries
- Create A Report Within A Report
- Burst Reports
- Filter Reports Using Query Macros
- Use Table of Contents to Navigate Reports in a Report Book
- Create Dynamic Data Items and Titles

- Set Up Drill Through To Different Locations in a Report
- Let Users Navigate To Details In The Same Report
- Create Reports To Allow User Interaction
- Create Interactive Reports Using HTML
- Include Additional Information With ToolTips
- Create A Prompt Popup Window
- Send Emails Using Links In A Report
- Display Summary Data Before Detailed Data
- Highlight Alternate Rows
- Display Single Data Values Outside Of Report Data Objects
- Let Users Navigate To Related Data in IBM Cognos
- Set Up Drill-Through Access From A Report
- Package-Based Drill Through
- Steps To Set Up A Package-Based Drill-Through From

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Framework Manager

3 day course

Framework Manager is used by the Cognos administrator to develop the model and packages that manage the data that can be read by Query Studio, Report Studio, Analysis Studio, Business Insight or CAFE.

Overview: Students will learn best practice modeling in Framework Manager. They will learn to create models that perform well and provide valid results while being intuitive to use and easy to maintain.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation. Knowledge of SQL and database concepts. Knowledge of OLAP cubes and dimensional modeling. Familiarity with IBM Cognos reporting and administration is desired.

Performance Goals: Upon successful completion of this course, students will be able to:

- Start and run Framework Manager
- Work with data sources and connections
- Use the Import Metadata Wizard
- Work with Query Subjects and Query Items
- Use the diagram window and work with Relationships

- Add filters and calculations
- Working with Query Subjects and Query Items
- Understanding cardinality
- Customizing Packages

Sample Topics Include

- Overview of IBM Cognos
- Understanding Cognos Architecture
- Understanding Framework Manager Workflow
- Goals of a Framework Manager Modeler
- Using Framework Manager with Source Control Systems
- Creating a New Model, New Data Source
- Select Data Source Objects with the Import Metadata Wizard
- Framework Manager User Interface
- Using the Project Viewer Window
- Using the Query Subject
- Definition Window
- Using the Properties Window
- Using the Object Diagram
- Using the Relationship Definition Window
- Publishing Models using the Create Package Wizard
- Best Practice Modeling Techniques
- Differences between Operational and Reporting Data Design

- Understanding Star-Schema Design
- Understanding IBM Cognos Auto-Aggregation Behavior
- Understanding Cardinality and the Stitch Query
- Understanding when Determinants are necessary
- Understanding Dimensionally
- Modeled Relational
- Organize Models with Layered Namespaces
- Guidelines for the Database View
- Organizing Metadata by Data Source
- Setting Usage Property
- Control the Aggregate Calculation Applied to Fact Items
- Preparing the Business View
- Creating Additional Namespaces
- Preparing the Dimension, Presentation View
- Presenting with Star-Schema Groupings
- Publishing Packages

OLAP Modeling (Transformer)
2 day course

OLAP description: Transformer is the administrator's tool used to build Power cubes. A point and click interface provides a front end for cube creation. Transformer models are saved with the extension PYI. Model files can also be saved in a text based modeling language with the extension MDL. This model description language can be edited directly, and is useful for importing models between versions of Transformer.

Overview: Students will learn how to work with Transformer to create Cognos PowerCubes. Datasources, dimensions, levels, measures, security, and cubes will be created by the students and published to the Cognos server for reporting.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation. Knowledge of SQL and database concepts. Knowledge of OLAP cubes and dimensional modeling. Familiarity with the IBM Cognos reporting and administration is desired.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Start and run IBM Cognos Transformer**
- **Add and work with Data Sources**
- **Define dimensions and levels in the Dimension Map and Diagram**
- **Create new measures and measure folders**
- **Customize views with security**
- **Create and publish cubes**

Sample Topics Include

- Building PowerPlay Cubes
- What is Transformer?
- How Are Cubes Built?
- Analyzing Reporting Requirements
- Understanding Data Sources
- Designing a Dimension Map
- The Importance of Prototyping
- Basic Cube Building with Transformer
- Starting a New Model
- Identifying Data Classes
- Building Dimensions
- Adding Measures
- Starting a New Model Using Data Sources
- Creating Model Components
- Structural and Transactional Queries

- Showing Query Scope
- Linking Data Sources
- Working with Dimensions
- Fiscal, Lunar and Other Calendars
- Showing Measure Scope
- Allocated, Calculated Measures
- Currency Conversion
- Measure, Time-State Rollup
- Excluding Measures and Dimensions from Cubes
- Password Protecting Cubes
- Working with Dimension Views
- Working with Access Manager
- Enabling Authentication in the Model
- Optimizing Performance

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IBM Cognos Administration

2 day course

IBM Cognos Business Intelligence delivers the complete range of BI capabilities on a single, service-oriented architecture. Author, share, and use reports that draw on data across all enterprise sources for better business decisions.

Overview: Students will gain deep practical knowledge of the tasks necessary to maintain the Cognos system. They will learn will about the architecture and components of the system and installation options. Students will also learn how to monitor the health of the system, secure the environment, and manage data sources and content. They will also learn how to enable auditing and customize the Cognos experience for their environment.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation. Basic knowledge of Microsoft IIS and Microsoft SQL Server is assumed.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Start and run Cognos Configuration and Cognos Administration Console**
- **Monitor the health and performance of the system & manage data sources**
- **Create import and export packages for backup and disaster recovery**
- **Apply security to control user permissions and capabilities**
- **Enable auditing to track user's usage patterns**
- **Create Skins to customize the user experience**

Sample Topics Include

- Understand IBM Cognos Architecture
- Overview of IBM Cognos BI Components
- Understand IBM Cognos services
- Installation options
- Environment settings and understanding URLs ports
- Content Store, Service settings
- Security Sources
- Mail Server, Log settings
- Monitoring Server Health using metrics
- Manage dispatchers and services
- Discuss server performance tuning
- Manage schedules and monitoring activities
- Managing Security in IBM Cognos
- Define authentication and authorization in Cognos BI
- Configure a security sources
- Cognos roles and groups

- Set permissions, Define Capabilities
- Managing Datasources
- Managing connections
- Manage Deployment Packages
- Creating an Export/Import package
- Setting up Auditing and Logging
- Creating the Auditing DataStore connection
- Exploring the Cognos Audit package
- Controlling the Log detail level
- Examine the log message facility
- Examine Cognos Connection personal preferences
- Manage user profiles
- Create a custom template option
- Assigning a default Analysis per package and changing member limits
- Set up drill-through definitions

CAFE
1 day course

Built for use with existing versions of Microsoft Excel. Its single, intuitive interface for all exploration and analysis functions integrates seamlessly with the existing Excel workspace.

Overview: Students will learn to use IBM Cognos Analysis for Excel (CAFE) to create ad-hoc reports. Topics covered will include building reports, sorting, filtering and calculation features. In addition, students will be introduced to CAFE formula mode.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and log in to IBM Cognos Analysis for Excel**
- **Create new reports in Exploration mode and Formula mode**
- **Modify existing reports**
- **Add calculation**
- **Create filters**
- **Nest items in columns and rows**

Sample Topics Include

- Running Analysis Studio Reports through IBM Cognos Connection
- Navigating to the Location of Standard Reports
- Running a Report
- Viewing as Excel
- Saving as Excel
- Viewing as PDF
- Saving as PDF
- Printing the Report
- HTML View
- Creating a New Analysis Studio Report
- Creating a New Report Using
- Drag and Drop
- Adding Rows
- Adding Columns
- Filtering on a Measure
- Swapping Rows and Columns

- Filters
- Using the Overview Context Filter
- Source Tree Limits
- Increasing the limit of 20 viewable items
- Hiding Categories
- Sorting
- Exercise
- Creating reports in Formula mode
- Adding Columns
- Filtering
- Changing the Measure
- Adding Excel Calculations
- Opening a Report
- Deleting Rows
- Drilling Up
- Drilling Down
- Drilling Up and Down using the menus

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QueBIT offers Business Analytics Training

Contact Information
To find out more information on how QueBIT can work with
your organization to achieve results, please contact us at
800-QUEBIT1 or email us at **training@quebit.com**

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