

# IBM Cognos Analytics Training Catalog

**OFFICE:**  
(708) 575-2900

**EMAIL**  
[training@pmsquare.com](mailto:training@pmsquare.com)

**WEB**  
[https://pmsquare.com/about/  
training-and-enablement/](https://pmsquare.com/about/training-and-enablement/)

# PMsquare Training Services

Unlock the full potential of IBM Cognos Analytics with PMsquare's comprehensive training solutions.

Our training services are designed to empower organizations on their journey to success with IBM Cognos Analytics, serving as a crucial component of any upgrade plan. Tailored to meet the unique needs of both technical and business users, our programs equip your team with the essential skills for success.

Our expert instructors, located across the U.S. and Canada, combine extensive industry experience with practical teaching techniques. Each session is rooted in real-world applications, ensuring that learning is not just theoretical but highly relevant.

With years of hands-on consulting experience with the very products they teach, our instructors make the learning process engaging and impactful.

To enhance efficiency, we've developed a curriculum based on best practices, delivering targeted skills to the right individuals - whether they're part of the initial project team or are end-users. Our training options are flexible, designed to fit your schedule with both on-site and live, instructor-led virtual options to accommodate distributed teams and diverse needs.

Additionally, we provide customized follow-up consulting sessions to bridge the gap between theory and practice. After training, our instructors can work alongside your team, applying key concepts directly to your data and projects. This hands-on approach accelerates learning, ensuring a seamless transition from training to production.

At PMsquare, we are committed to your team's success - empowering you to achieve your goals with confidence and speed.

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# COGNOS ANALYTICS ROLES AND TRAINING PATHS

\*For individual training, we offer tailored solutions that match the difficulty level to your team's needs and incorporate your own data for a personalized experience. Reach out to discuss the course you're interested in, and we'll work with you to customize it to your specific requirements.

Consumers	Business Users	Report Developers	Data Modelers	Administrators
Cognos Analytics Overview	Introduction to Report Authoring for Business Users	Introduction to Report Authoring	Modeling Metadata with Framework Manager	Server Administration and Cognos Administration
Using the Cognos Portal	Introduction to Dimensional Data for Business Users	Intermediate Report Authoring	Cognos Transformer	
	Building Dashboards and Stories	Report Authoring Active Reports	Data Modules	
	Building Data Modules	Advanced Report Authoring		
		Report Authoring Dimensional Reports		

# Overview Courses

## Cognos Analytics Overview

This course is an introduction to the Cognos Analytics environment. The class will introduce the key concepts of business analytics as well as introduce the tools in the Cognos Analytics product set and discuss how the tools are used to provide insight to the company. The class will also introduce the participants to the Cognos Analytics web portal and will demonstrate, with hands on examples, the full product suite for Cognos Analytics.

### **Audience**

This course is a comprehensive overview useful for all users of Cognos Analytics.

### **Duration**

One day

### **Overview of topics**

- Cognos Analytics
- Content Explorer
- Consuming Reports
- Authoring Reports
- Bringing in External Data
- Modeling Own Data
- Data Sets
- Dashboards and Stories
- Administration Options

# Overview Courses

## What's New in Cognos Analytics

This course is an introduction to the Cognos Analytics environment for customers moving from Cognos 10 to Cognos Analytics. The class will focus on the changes to existing tools in the Cognos Analytics environment as well as introduce the exciting new tools in the Cognos Analytics product suite

### **Audience**

This course is for all users of Cognos Analytics who have experience with Cognos 11.

### **Duration**

One day

### **Overview of topics**

- Cognos Analytics
- Content Explorer
- Consuming Reports
- Changes in Report Authoring
- Uploading Files
- Data Modules
- Data Sets
- Dashboards and Stories
- Administration Options
- Migrating Content to Cognos Analytics

# Consumer Courses

## Cognos Analytics Overview

This course is an introduction to the Cognos Analytics environment. The class will introduce the key concepts of business analytics as well as introduce the tools in the Cognos product set and discuss how the tools are used to provide insight to the company. The class will also introduce the participants to the Cognos Analytics web portal and will demonstrate, with hands on examples, how consumers can run reports, set properties, schedule reports, create jobs, create report views, and navigate through the Cognos Analytics environment.

### **Audience**

This course is for Cognos consumers and is a good starting point for all users.

### **Duration**

One day

### **Overview of topics**

Introduction to Cognos Analytics  
Cognos Analytics Tools  
Common Business Analytics  
Terminology  
Cognos Analytics Web Portal Page  
Features  
Toolbar Options  
Navigating Cognos Analytics  
Searching in Cognos Analytics

Managing Content  
Running Reports  
Report Options  
Scheduling  
Jobs  
Run history  
Report properties  
Report views and shortcuts

# Business User Courses

## Introduction to Report Authoring for Business Users: Relational Reporting

This Cognos Analytics course is designed to allow business users to create simple reports and analyze their data using relationally modeled packages. In this course, you will learn how to create reports with relational data sources using crosstabs, charts, and lists.

### **Audience**

This course is for business and professional report authors.

### **Duration**

One day

### **Overview of topics**

Examine Cognos Analytics environment

Examine Cognos Analytics interactive report output functionality

Examine report authoring

Create reports (crosstabs, charts, lists)

Sort data output

Group related rows

Summarize data

Create calculations

Filter data

Prompt data

Highlight report data with conditional styles

Integrate external data

Discuss differences between building reports with relational

sources vs dimensional sources (optional)



# Business User Courses

## Introduction to Dimensional Data Reporting for Business Users

This Cognos Analytics authoring course is designed to allow business users to create simple reports and analyze their data using OLAP cubes or dimensionally modeled packages. In this course, you will learn how to create reports with dimensional data sources using crosstabs, charts, and lists.

### **Audience**

This course is for business and professional report authors.

### **Duration**

One day

### **Overview of topics**

Examine Cognos Analytics environment

Examine Cognos Analytics interactive report output functionality

Examine report authoring

Create reports (crosstabs, charts, lists)

Sort data output

Group related rows

Summarize data

Create calculations

Filter data

Prompt data

Highlight report data with conditional styles

Integrate external data

Discuss differences between building reports with relational sources vs dimensional sources (optional)

# Business User Courses

## Building Dashboards and Stories: Cognos Analytics Dashboards

This course is designed to allow business users to create dashboards to analyze their data using the new Dashboard tool in Cognos Analytics. In this course, you will learn how to upload data or reference your existing data sources to build dashboards in Cognos Analytics.

### **Audience**

This course is for consumers, business authors, and professional report authors.

### **Duration**

One day

### **Overview of topics**

Navigating IBM Cognos Analytics for dashboard creation  
Uploading an external file as a source  
Open an existing dashboard  
Customize an existing dashboard  
Set the dashboard as the Home page  
Create a new dashboard  
Choose a dashboard type and layout

Add data sources  
Create a tabbed dashboard  
Format, filter, and customize dashboard object  
Working with visualizations  
Linking and unlinking visualizations  
Customize the dashboard for presentation  
Add maps to the dashboard  
Save and add the dashboard to Team Content

# Business User Courses

## Building Data Modules and Data Sets

This course provides business users with knowledge of metadata modeling concepts and how to model metadata using data modules in Cognos Analytics. They will be introduced to methods of creating data modules and basic modeling concepts. We will also review creating data sets and uploading files.

### **Audience**

This course is for advanced business authors and professional report developers.

### **Duration**

One day

### **Overview of topics**

- Navigating Cognos Analytics for data module creation
- Using data modules
- Identifying data modules and data sets
- Uploading and selecting a file
- Data servers
- Adding tables to a data module
- Identifying column usage types
- Exploring modeling object properties
- Identifying joins
- Creating data sets
- Introduction to building content using data modules

# Report Developer Courses

## Report Authoring: Introduction to Report Authoring I Relational Reporting

This Cognos Analytics course is designed to introduce beginner authors and business users to the concepts to creating simple reports and give them the ability to analyze their data using relationally modeled packages. In this course, you will learn how to create reports with relational data sources using crosstabs, charts, and lists.

### **Audience**

This course is for business and professional report authors.

### **Duration**

One day

### **Overview of topics**

Examine Cognos Analytics environment  
Examine Cognos Analytics interactive report output functionality  
Examine report authoring  
Create reports (crosstabs, charts, lists)  
Sort data output  
Group related rows  
Summarize data  
Create calculations

Filter data  
Prompt data  
Highlight report data with conditional styles  
Integrate external data  
Discuss differences between building reports with relational sources vs dimensional sources (optional)

# Report Developer Courses

## Report Authoring: Intermediate Report Authoring I Building Reports

This intermediate report authoring for Cognos Analytics course is course for professional authors or for business users who want to learn more intermediate reporting techniques. It starts with an introduction to Cognos Analytics authoring, basic and intermediate report building techniques, and ways of enhancing, customizing, and managing professional reports in Cognos Analytics.

### **Audience**

This course is for for professional report authors or more advanced business users.

### **Duration**

One day

### **Overview of topics**

Professional report authoring using  
list reports  
Create a list report  
Crosstabs  
Charts  
Aggregation  
Filtering  
Prompts and parameters  
Calculations

Drill through reports  
Master-detail reports  
Customize reports with  
conditional formatting  
Create a multi-page briefing  
book report with table of  
contents  
Using the query explorer

# Report Developer Courses

## Report Authoring: Active Reports with Cognos Analytics

Creating Active Reports with Cognos Analytics is a course in which students use active report controls to build interactive reporting applications to create online/offline dashboards. Topics in the course converting to Active Reports, working with Active Reports controls and variables, using RAVE Visualizations in Active Reports, creating simple or complex Active Reports. The course also includes discussions on best practices for building Active Reports for mobile devices and dashboards.

### Audience

This course is for professional report authors.

### Duration

One day

### Overview of topics

Discuss the value of active reports  
Examine active reports controls and variables  
Convert an existing report to an active report  
Review the various active reports toolbox items  
Build reports using the toolbox items  
Distinguish between filter and select  
Examine decks and cards  
Explore properties to use in active reports

Examine master-detail relationships and decks  
Discuss best practices and guidelines for building active reports  
Design active reports for mobile devices  
Build a mobile report using slider and iterative controls  
Review the process that should be followed when designing a Cognos active report dashboard.

### Prerequisites

Intermediate report authoring (or equivalent experience).

# Report Developer Courses

## Report Authoring: Advanced Report Authoring with Cognos Analytics

The Advanced Reporting with Cognos Analytics course is designed for professional report writers who have previously attended the Cognos Report Studio or Cognos Authoring introduction/intermediate courses and would like to deepen their knowledge of building reports in Cognos Analytics.

### **Audience**

This course is for report authors with experience in Report Studio or Cognos Analytics reports.

### **Duration**

Two days

### **Overview of topics**

- Building reports using Query Explorer
- Advanced Query Explorer techniques
- Advanced report customization
- Advanced Prompting
- Prompting in calculations
- Review Prompting API
- Drill Through
- Review the Report Specification
- Bursting reports (optional)

### **Prerequisites**

Intermediate report authoring (or equivalent experience).

# Report Developer Courses

## Report Authoring: Dimensional Reports with Cognos Authoring

The Dimensional Reporting with Cognos Authoring course is designed for professional report writers who need to build reports in Cognos Analytics using dimensional data sources (OLAP cubes, DMR/OOR sources, Dynamic Cubes). The course introduces dimensional reporting concepts and continues to build on that knowledge creating complex and efficient dimensional reports.

### **Audience**

This course is for professional report authors.

### **Duration**

One day

### **Overview of topics**

- Dimensional concepts
- Dimensional data items
- Focus dimensional reports
- Dimensional calculations and functions
- Member sets and navigation functions
- Advanced drilling behavior

### **Prerequisites**

Introduction to dimensional report authoring (or equivalent experience)



# Data Modeler Courses

## Building Data Modules and Data Sets

This course provides business users with knowledge of metadata modeling concepts and how to model metadata using data modules in Cognos Analytics. They will be introduced to methods of creating data modules and basic modeling concepts. We will also review creating data sets and uploading files.

### **Audience**

This course is for advanced business authors and professional report developers.

### **Duration**

One day

### **Overview of topics**

Navigating Cognos Analytics for data module creation

Using data modules

Identifying data modules and data sets

Uploading and selecting a file

Data servers

Adding tables to a data module

Identifying column usage types

Identifying column usage types

Exploring modeling object properties

Identifying joins

Creating data sets

Introduction to building content using data modules

# Data Modeler Courses

## Modeling Metadata with Framework Manager

The Metadata Modeling with Framework Manager course provides participants with knowledge on how to model metadata with Framework Manager using Cognos modeling recommendations as a modeling strategy. Initially, participants will review generic modeling structures and techniques as a foundation for the rest of the course. They will then be introduced to basic modeling concepts and naming conventions in the Framework Manager environment, followed by more complex concepts and techniques to resolve reporting traps. Throughout the course, participants will model both operational and star schema metadata for predictable results, as well as create a dimensional model to be used for OLAP style querying.

### Audience

This course is for data modelers.

### Duration

Two days

### Overview of topics

Identify the purpose of Framework Manager and where it fits in the big picture

Prepare metadata

Model for predictable results

Identify common data structures and reporting traps

Create business views

Secure metadata to allow appropriate access by users

Model a star schema data source

Manage OLAP data sources

Identify generated SQL for modified query subjects

Identify generated SQL in complex queries

Optimize and tune Framework Manager Models

Use advanced parameterization techniques in Framework Manager

### Prerequisites

Experience with relational management systems (RDBMS)

# Data Modeler Courses

## Cognos Transformer: OLAP Modeling

The Cognos OLAP Modeling course provides participants with knowledge of OLAP modeling concepts using Transformer. You will learn how to design, build, and maintain Power Cubes for use in Cognos Business Intelligence, so that the end-users can easily analyze.

### **Audience**

This course is for data modelers.

### **Duration**

Two days

### **Overview of topics**

What is Transformer	Roll-up functionality
Working with one or more data sources	Allocating measures
Create Transformer Models	Create cubes
Create dimensions and measures	Cube groups and dimensional views
Working with the time dimension	Optimize and tune cube builds
Relative time categories and special categories	Cube security
	Publishing cubes

# System Administration Courses

## Server Administration and Cognos Administration

The Cognos Analytics System Administration course is designed for individuals responsible for on-going administration of the BI system. Since the Cognos Analytics environment is different for every company, the content for this class is generally offered as a guided mentor opportunity. The instructor/consultant will work together with your administrators through your environment but will have a training environment available to demo and test the concepts covered.

### **Audience**

This course is for system administrators.

### **Duration**

One/Two day(s)

### **Overview of topics**

Detailed Cognos Analytics system architecture overview  
Hardware, software and network topologies  
Applications and services  
Data flows, memory, processing and communication bandwidth implications  
Security configuration

Logging  
Common troubleshooting tips  
Recommended maintenance  
Server administration