



Business Intelligence Channel

BIC Cognos Reporting System

*A Basic Guide to Accessing and Using the
BIC Cognos Reporting System*

**A Workforce System Training Program
For all Partners and Staff**

Table of Contents

BIC Cognos Overview	3
BIC Cognos Overview Notes Page	4
Logging on to BIC Cognos (InnerWeb Option)	5-6
Logging on to BIC Cognos (OWCMS Option)	6
Logging on to BIC Cognos (Direct Link Option)	7
Introduction to BIC Cognos Analytics	7
Team Content Folder	8
Office of Workforce Development: OWCMS Folder	8
Run a Report with Default Options	9-10
Run a Report with Options	11-15
Public Folders Notes Page	16
My Content Folder	17
Create a New Folder	17-18
Copy an Entry to My Content	18-19
Delete a Report from My Content	20
Create a Report View	21-27
Scheduling a Report	28-30
Logging Off	31
My Account Information Icon	31
Glossary	32-33

BIC Cognos Overview

What is BIC Cognos?

The Business Intelligence Channel (BIC) Cognos is a reporting tool that is used to extract data from the Ohio Workforce Case Management System (OWCMS).

Who can access BIC Cognos?

Anyone who has a valid OWCMS logon and password has access to BIC Cognos. It is important to remember that the information contained within OWCMS is ‘Confidential and Personal Information’ (CPI) in nature and can only be viewed or shared as required to perform your official duties. Viewing or sharing of information for other purposes could result in a violation of agency rules and policy concerning the handling of CPI.

How does BIC Cognos work?

Every night an OWCMS batch is run to update the reporting database with all the newly added changes and/or deletions in OWCMS. The database is always one day behind the current date. When BIC Cognos searches for information from the reporting database, this is called a ‘QUERY’. A ‘QUERY’ is done by selecting data fields that are desired from the BIC Cognos ‘FOLDERS’. BIC Cognos accesses a system of OWCMS data tables that are connected by ‘JOINS’. When the ‘QUERIES’ are created and ran, BIC Cognos searches for the information and returns it in the form of a usable report.

What data can I extract utilizing BIC Cognos?

BIC Cognos can retrieve data items that have been added to OWCMS. There are some ‘QUERIES’ or ‘REPORTS’ that have been set up by Cognos Administrators for public use. These are called ‘CANNED REPORTS’. BIC Cognos can also be used to create new reports. This is known as ‘AD-HOC REPORTING’ (creating your own).

Is the information from BIC Cognos accurate?

BIC Cognos extracts the information that was input into OWCMS. As with any reporting system, the information is only as accurate as the information that was entered. If the data entered into OWCMS is accurate, then the reports from BIC Cognos will be reliable and accurate.

Is the information received from BIC Cognos real time?

All information extracted from BIC Cognos will always be from the previous business day. Every night an OWCMS batch is run to update the reporting database with all the newly added changes and/or deletions in OWCMS.

What is the direct link to access BIC Cognos

The following URL will directly link to the BIC Cognos reporting tool:

<https://bic.jfs.ohio.gov/>



This symbol will be used throughout this guide. This is a directive used during in-person training sessions to remind the user how a training scenario in this guide may apply in a real-life scenario.

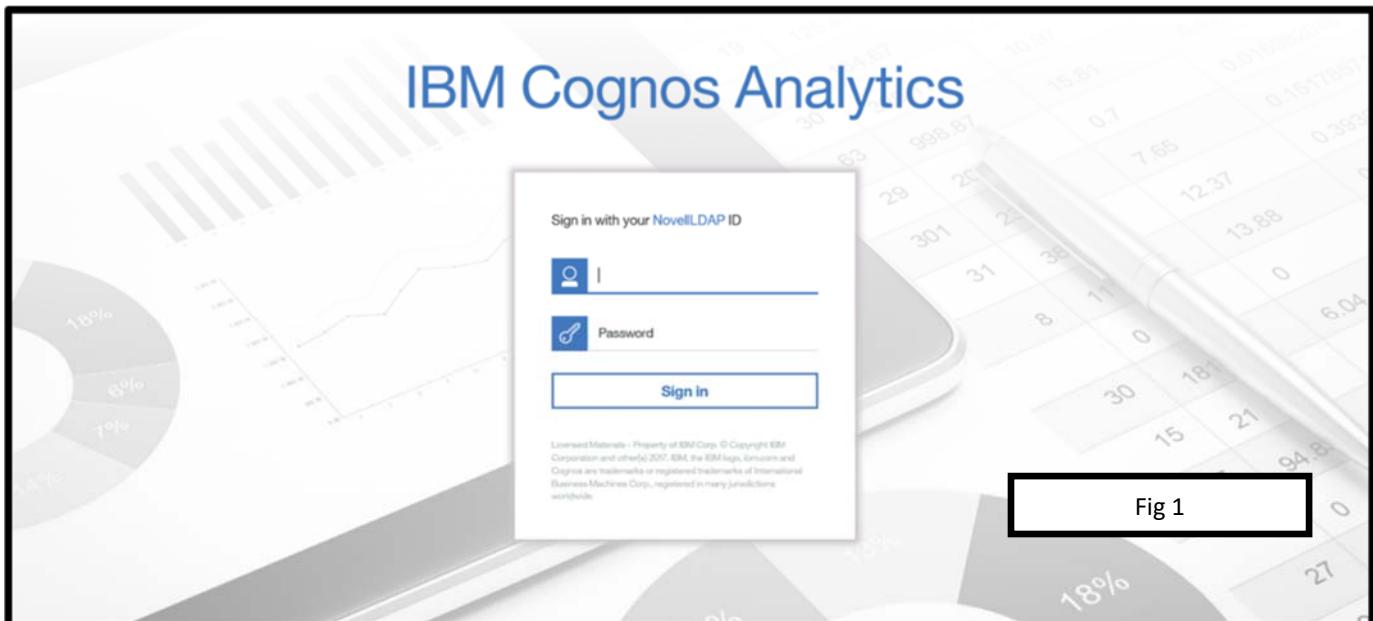
BIC Cognos Overview Notes Page

Logging on to BIC Cognos (InnerWeb Option)

- 1) Open an Internet browser (BIC recommends Internet Explorer) and click on the "Business Intelligence Channel (BIC)" link listed under the **Popular Links** section on the InnerWeb.

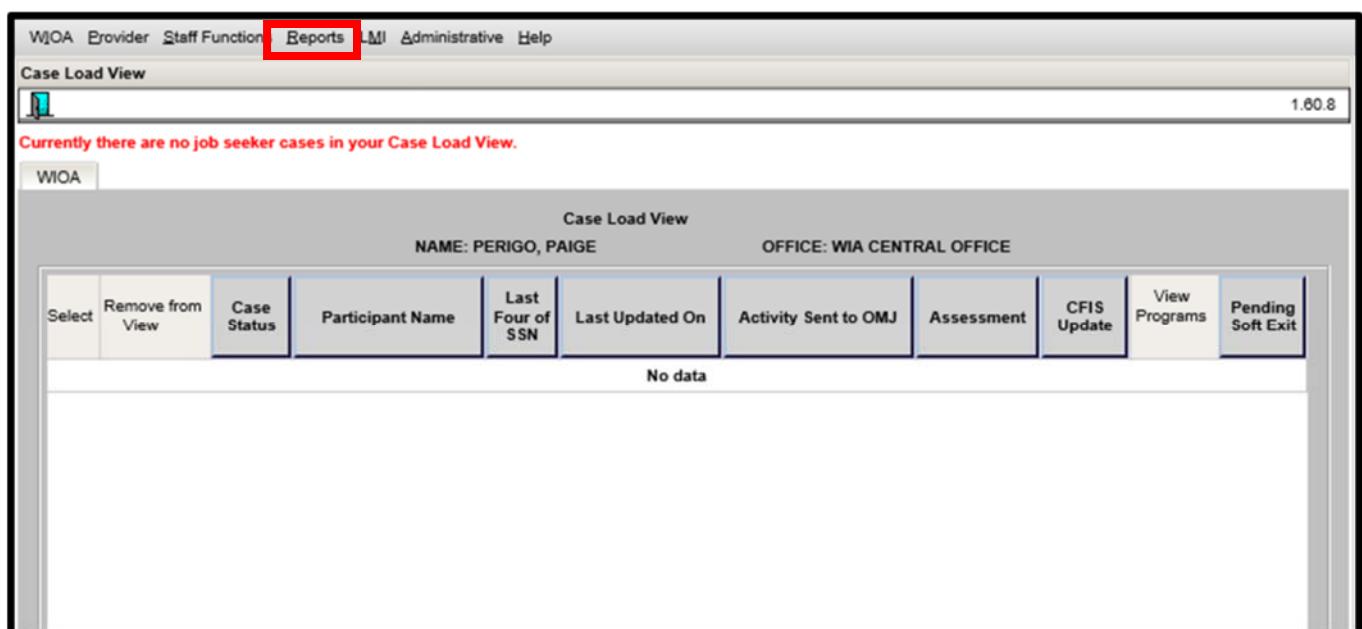
The screenshot shows the official website of the Ohio Department of Job and Family Services (JFS). The header features a photo of a family, the "Ohio.gov" logo, and the text "Department of Job and Family Services". Below the header are links for "About JFS", "Our Services", "Info Center", and "News & Events". The tagline "Strengthening Ohio's Families" is displayed. The main content area is titled "Job & Family Services". On the left, there's a sidebar with links for "ODJFS Update", "ODJFS Clips", "New Employee On-Boarding", "Event Calendar", and "Maps". The central column has a "Security Awareness Tip of the Day" box with a tip about trust instincts, dated Tuesday, September 18, 2018. It also includes sections for "UPDATES" (with links like CCC, My Ohio, ODJFS Employee IPP Account Access, Security & Privacy Awareness, National Voter Registration Act, Annual Reports, Ohio Branding and Logo Usage, Business Continuity, Responsibility of All ODJFS Employees to Protect Sensitive Data, ODJFS Letterhead and Logo, SACWIS project information - Update, ASAP - Agency Wide Safety and Security Action Plan, and Password Policy Change) and "POPULAR LINKS" (with links like Forms Central (innerweb), ODJFS Information Security Policy, Internal Policies, ODJFS eManuals, Fleet Management, ODJFS Social Media Policy, Training, Video Conference, Conference and Training Rooms, Human Trafficking Awareness, CCMEP Resources, Asset Control Tracking (ACT), County Agency Directory, County QuickViews, Legal Policy Central, Workforce Innovation and Opportunity Act, Workforce Applications, Offices & Departments, Employee Directory, Labor Management Committee, Business Intelligence Channel (BIC) [highlighted with a red arrow], Tables of Organization, and Send a GEM). At the bottom, there are links for "Home", "Site Index", "Food Assistance Non Discrimination Statement", "Privacy Statement", and "Contact Us".

- 2) The BIC Cognos log-in screen will display. Enter your Novell ID or Partner Username and password and click the **Sign In** button.



Logging on to BIC Cognos (OWCMS Option)

- 1) Log-in to Ohio Workforce Case Management System (OWCMS). On the OWCMS Case Load View Screen, select **Reports** and click on **BIC Cognos Reports**.



The image shows the Ohio Workforce Case Management System (OWCMS) Case Load View screen. The top navigation bar includes links for WIOA, Provider, Staff Function, **Reports** (which is highlighted with a red box), LMI, Administrative, and Help. Below the navigation is a message stating, "Currently there are no job seeker cases in your Case Load View." The main area displays the Case Load View for participant NAME: PERIGO, PAIGE and OFFICE: WIA CENTRAL OFFICE. A table header row includes columns for Select, Remove from View, Case Status, Participant Name, Last Four of SSN, Last Updated On, Activity Sent to OMJ, Assessment, CFIS Update, View Programs, and Pending Soft Exit. The table body below the header is empty, showing the message "No data".

- 2) The BIC Cognos log-in screen (Fig 1) will display. Enter your Novell ID or Partner Username and password and click the **Sign In** button.

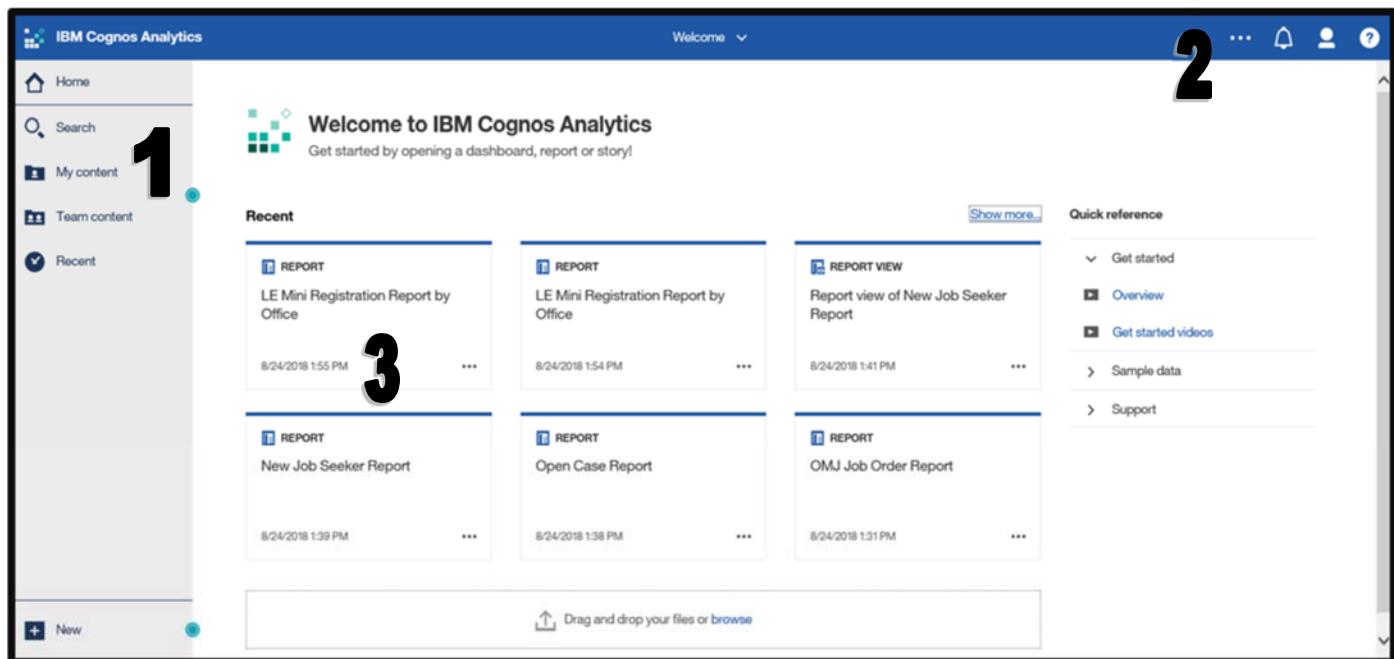
Logging on to BIC Cognos (Direct Link Option)

- 1) BIC Cognos can be accessed directly by using the URL:

<https://bic.jfs.ohio.gov/>

- 2) Follow the log-on instructions as indicated by Fig 1.

Introduction to IBM Cognos Analytics



1) Folders and Reports Section: The Folders and Reports Section contains links to previously created public reports (canned reports). The reports links are organized in folders for ease of locating.

2) Cognos Connection Toolbar: This section contains the actions for the main application. For example, the login/logout menu, the IBM Cognos Help menu, and the Notifications menu.

3) Modification Date: The modification date displays the last date and time the report was updated.

Team Content Folder

The **Team content** folders contain reports that are relevant to many users. These reports are known as the “canned reports”. In **Team content**, data is grouped and organized in folders. When drilling down (or clicking through) in a folder, the user may see additional folders and/or additional reports contained within those folders.

This screenshot shows the IBM Cognos Analytics interface. On the left, there's a navigation bar with links for Home, Search, My content, and Team content. The 'Team content' link is highlighted with a red box. Below the navigation bar, there's a section titled 'Office of Workforce Development: OWCMS' with a timestamp '1/3/2018 3:46 PM'. To the right, there's a search bar with placeholder text 'Search or story!' and a 'REPORT' section containing two items: 'Mini Registration Report by Date' and 'New Case Report'. Further down, there's a 'REPORT VIEW' section with items like 'Report view of New Job Seeker Report' and 'OMJ Job Order Report'. On the far right, there's a 'Quick reference' sidebar with links to 'Get started', 'Overview', 'Get started videos', 'Sample data', and 'Support'.

Office of Workforce Development: OWCMS Folder

- 1) After clicking on **Team content**, users will see **Office of Workforce Development: OWCMS Folder**. There may be other data folders displayed, depending on the access the user holds. However, all OWCMS reporting is contained within this folder.

This screenshot shows the same IBM Cognos Analytics interface as the previous one, but with a red arrow pointing to the 'Office of Workforce Development: OWCMS' folder in the 'Team content' list. The rest of the interface is identical to the first screenshot.

This screenshot shows the contents of the 'Office of Workforce Development: OWCMS' folder. It lists several reports and documents, including 'CCMEP', 'Employer Services', 'Labor Exchange', 'Mini Registration', 'New Job Seeker Report', 'New Report Template', 'OMJ', 'OMJ Job Order Report', 'Rapid Response', 'Special Grants', 'Trade', and 'Veteran'. Each item has a timestamp next to it.

Run a Report with Default Options

***Scenario Description-** In this scenario, we will imagine that we need to run a report that will show us participants who have exited their program. We would like a report that shows us Adults, Dislocated Workers, and CCMEP Youth on one report. This report is available as a canned report in the **Team content** folder.

- 1) The report is called **Exit Report** and is contained in the **WIOA** folder.

The screenshot shows the IBM Cognos Analytics interface. On the left, there's a navigation bar with 'Home', 'Search', 'My content', 'Team content' (which is selected and highlighted with a blue circle), and 'Recent'. Below these are 'New' and a 'WIOA' folder, which is highlighted with a red rectangle. The main area displays a list of reports under the 'Analytics' section. One report, 'WIA Exit Report', is shown with a preview and a timestamp of '30/2018 9:40 AM'. To the right, there's a 'Quick reference' sidebar with links to 'Get started', 'Overview', 'Get started videos', 'Sample data', and 'Support'.

**Refer to this scenario when you want to run a canned report without making any changes*



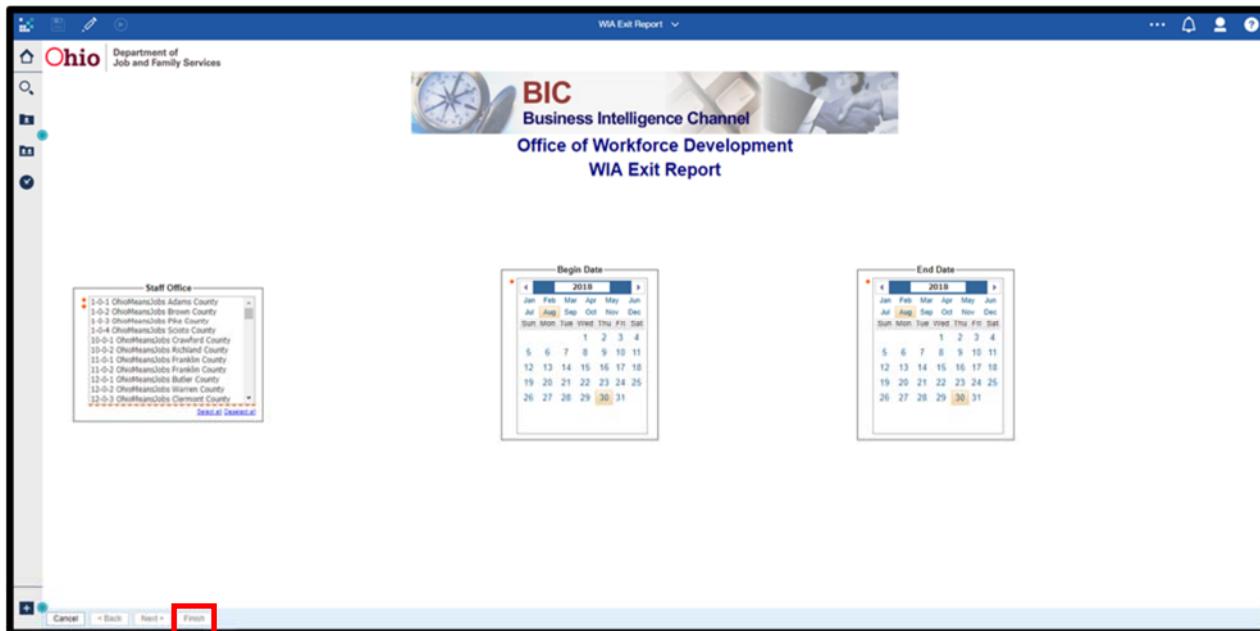
Exit Report

- 1) After opening the **WIOA** folder, click on the **Exit Report** (click on the blue text to run the report).

This screenshot is similar to the previous one, showing the IBM Cognos Analytics interface. The 'WIOA' folder is open, and the 'Exit Report' is highlighted with a red rectangle. The report's preview shows it was run on '10/24/2018 3:37 PM'. The rest of the interface, including the 'Analytics' section and the 'Quick reference' sidebar, is identical to the first screenshot.

Prompt Page

1) The **Exit Report** prompt page displays. Required prompts are indicated by an orange asterisk. We can see that all of the fields on the **Exit Report** contain an orange asterisk, so all of the fields for this report are required. Prompts without an asterisk indicate that the field is optional.



- 2) Select the required/desired criteria for the report and click the **Finish** button.
- 3) A dialogue box will display asking the user to **Open**, **Save**, or **Cancel**. Click on the **Open** button on the dialogue box to view the **Exit Report**. This dialogue box may be different depending upon Internet browser.



- 4) The **Exit Report** opens in Microsoft Excel.

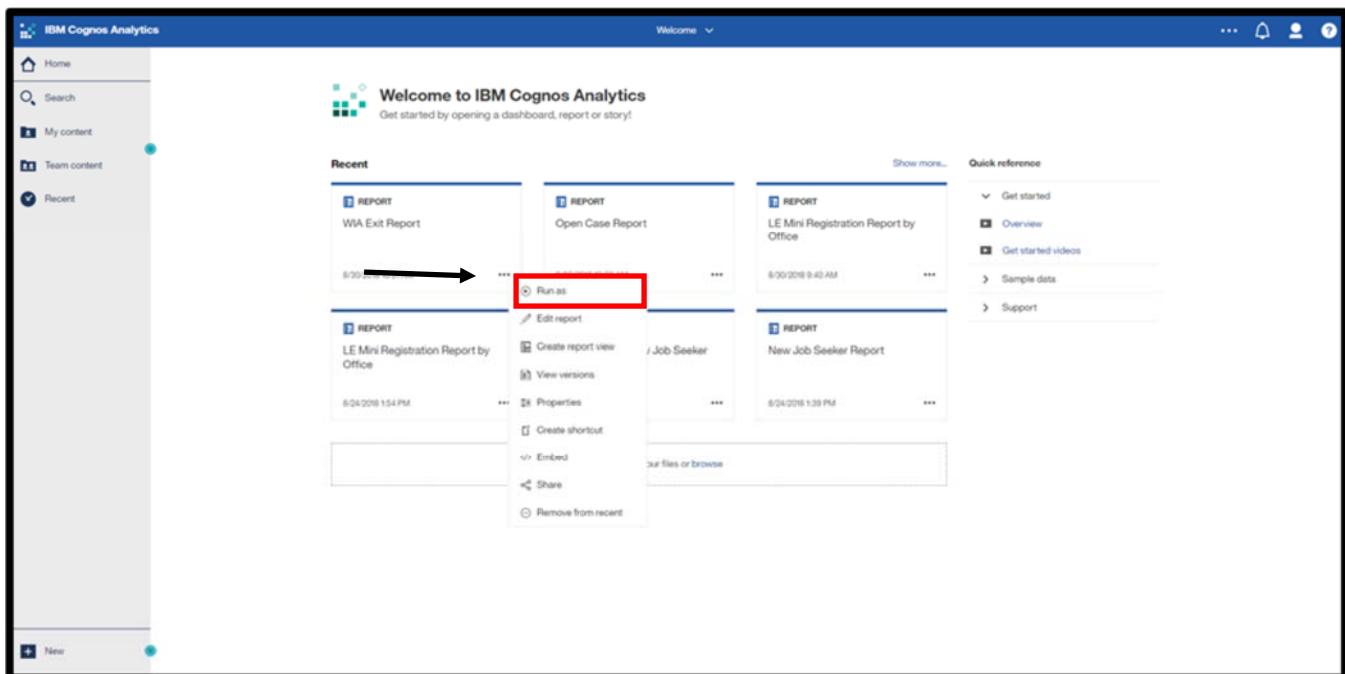
Office of Workforce Development WIA Exit Report											
Staff Office:	X-0-1 OhioMeansJobs Wilson County, X-0-2 OhioMeansJobs Johnson County, X-0-3 OhioMeansJobs Dade County, X-0-4 OhioMeansJobs Scenic County										
Case Status:	EXITED										
Case Status:	CLOSED										
WA Staff Office	WA Staff	First Name	Last Name	SSN	WIA Program	Program Start Date	Program End Date	Close Reason	Exit Outcome	Enrolled in Education Flag	Youth School Status at Exit
X-0-1 OhioMeansJobs Wilson County	ALEXAN, LARRY	JODY	SMITH	xxx-xx-1111	WIA DISLOCATED WORKER	Jul 24, 2017	Dec 29, 2017	WIA_EMPLOYMENT	SOFT EXIT		
		BETH	JONES	xxx-xx-1211	WIA ADULT	Oct 2, 2017	Dec 29, 2017	WIA_EMPLOYMENT	SOFT EXIT		
		JORDAN	BAKER	xxx-xx-1113	WIA ADULT	May 25, 2017	Dec 29, 2017	WIA_EMPLOYMENT	SOFT EXIT		
		DAN, MARY	ROBERT	xxx-xx-4111	COMPEW YOUTH	Oct 19, 2016	Dec 29, 2017	WIA_EMPLOYMENT	SOFT EXIT	N	NOT ATTENDING; H.S. GRADUATE
X-0-2 OhioMeansJobs Johnson County	ALEXAN, LARRY	ALEXIS	CATTLER	xxx-xx-1511	WIA ADULT	Jul 24, 2017	Dec 29, 2017	WIA_EMPLOYMENT	SOFT EXIT		
		BREANA	VINICK	xxx-xx-1116	WIA ADULT	Aug 29, 2017	Dec 29, 2017	WIA_EMPLOYMENT	SOFT EXIT		
		BRADLEY	DEER	xxx-xx-1117	WIA ADULT	Sep 19, 2017	Dec 29, 2017	WIA_EMPLOYMENT	SOFT EXIT		
		GATES, DAVE	DARYL	xxx-xx-1118	COMPEW YOUTH	Jun 1, 2017	Nov 16, 2017	WIA_SOFT_EXIT	SOFT EXIT	Y	INSCHOOL; H.S. OR LESS
X-0-3 OhioMeansJobs Scenic County	DIION, MARK	LEAH	MARNER	xxx-xx-1911	WIA DISLOCATED WORKER	Nov 6, 2015	Nov 21, 2017	WIA_EMPLOYMENT	SOFT EXIT		
X-0-4 OhioMeansJobs Dade County	BANDY, CASSONDRA	JAYME	KOENG	xxx-xx-1110	COMPEW YOUTH	Jun 9, 2017	Dec 4, 2017	WIA_EMPLOYMENT	SOFT EXIT	Y	IN SCHOOL; H.S. OR LESS

Run a Report with Options

*Scenario Description– In this scenario, we are going to use a report that we have previously generated and it appears in our **Recent** section on the **IBM Cognos Analytics** dashboard. We ran the **Exit Report** and as a canned report, this report is set up to automatically generate as an Excel report.

Let's imagine that for this scenario, your administrator has requested to see this report as a PDF.

1) Locate the **Exit Report** in the **Recent** section of the **IBM Cognos Analytics** dashboard.



The screenshot shows the IBM Cognos Analytics interface. On the left is a navigation sidebar with options like Home, Search, My content, Team content, and Recent. The Recent section displays a grid of reports. One report, 'WA Exit Report', is highlighted with a red box around its 'Run as' option in the context menu. A black arrow points to this 'Run as' option. Other reports visible include 'Open Case Report', 'LE Mini Registration Report by Office', 'LE Mini Registration Report by Office', and 'New Job Seeker Report'. The right side of the screen features a 'Quick reference' sidebar with links to Get started, Overview, Get started videos, Sample data, and Support.

2) Click on the **three dot icon** in the bottom right hand corner of the **Exit Report** and a list will display.

3) Click on **Run As**.

**Refer to this scenario when you want to run a canned report but need to make a change to the way the report is delivered, like if you would rather have a PDF than an Excel sheet.*



4) A menu will display on the right-hand side of the screen with report format options.

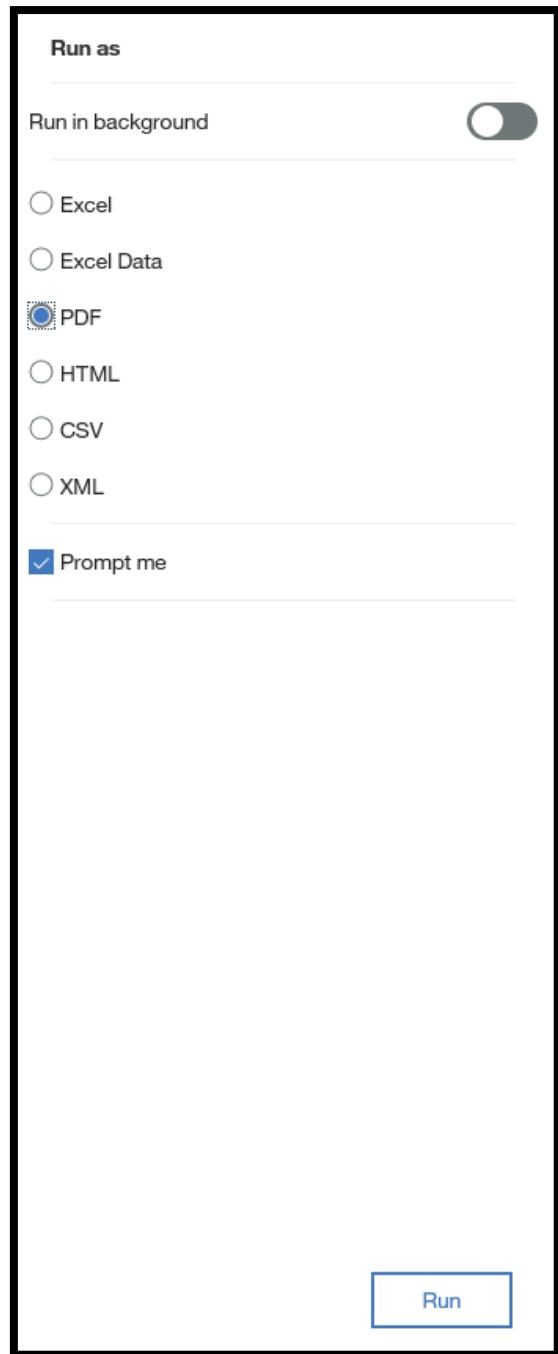
5) Select **PDF** from the menu options.

6) Make sure that the **Prompt me** checkbox is selected, so that the **Prompt** page will display.

7) Click the **Run** button.

8) Complete the desired/required information on the **Prompt** page (as demonstrated on page 10) and click **Finish**.

9) The **Exit Report** will display as a **PDF**.



Run a Report with Options

*Scenario Description— In this scenario, we are going to use a report that we have NOT previously generated. So, this report does not appear in our **Recent** section of the **IBM Cognos Analytics** dashboard.

We have been asked to run the canned **Enrollment Report with Demographics**.

Let's imagine that for this scenario, your administrator has requested to see this report as a PDF.

- 1) Click on the **Team content** folder and click on the **Office of Workforce Development: OWCMS** folder. When that folder opens, click on the **WIOA** folder.

*Refer to this scenario when you want to run a canned report, but it does not appear in the Recent section of your dashboard

!

The screenshot shows the IBM Cognos Analytics interface. The left sidebar includes links for Home, Search, My content (which is selected), Team content, and Recent. The Recent section lists various reports like CCMEP, Employer Services, Labor Exchange, Mini Registration, New Job Seeker Report, New Report Template, OMJ, OMJ Job Order Report, Rapid Response, Special Grants, Trade, and Veteran. At the bottom of this list, the WIOA folder is highlighted with a red box. The main content area shows the contents of the WIOA folder.

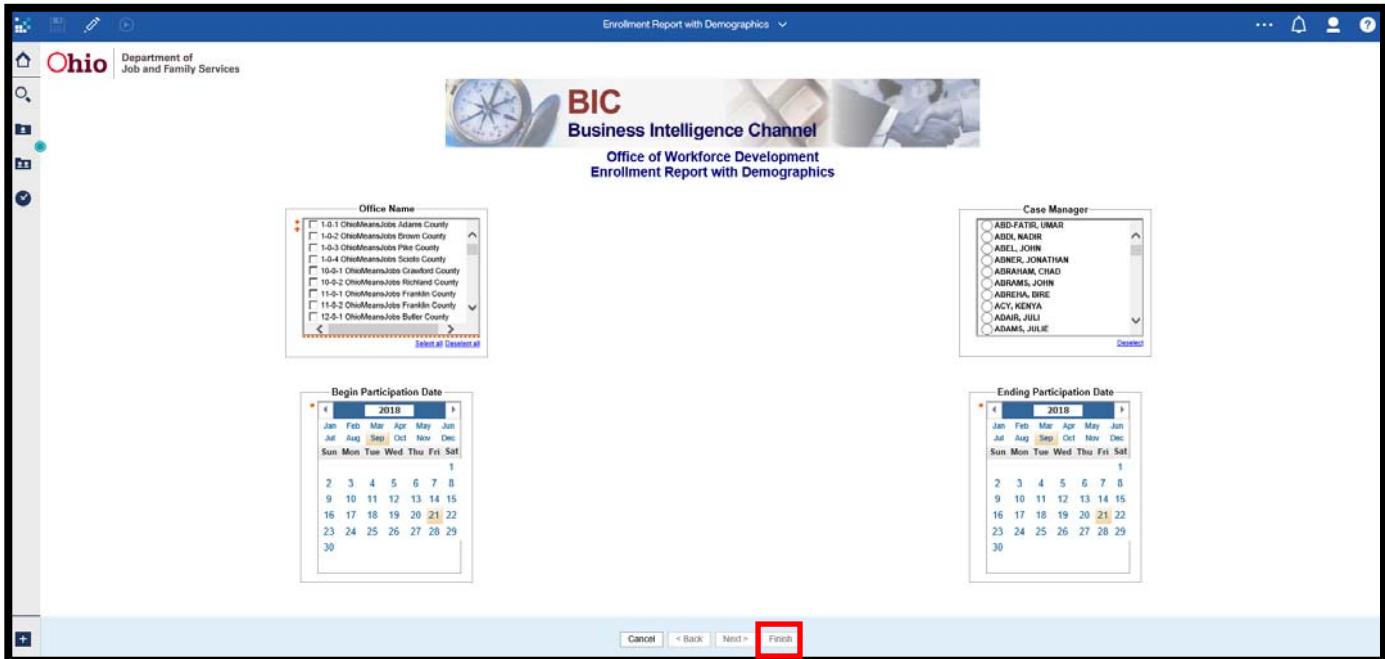
Report Name	Last Modified
CCMEP	12/11/2017 4:51 PM
Employer Services	8/25/2017 5:28 PM
Labor Exchange	12/6/2016 1:02 PM
Mini Registration	12/11/2017 4:29 PM
New Job Seeker Report	10/5/2017 1:27 PM
New Report Template	10/24/2016 2:00 PM
OMJ	4/26/2017 2:07 PM
OMJ Job Order Report	2/23/2017 2:45 PM
Rapid Response	3/28/2017 3:01 PM
Special Grants	3/28/2017 3:05 PM
Trade	10/24/2016 3:31 PM
Veteran	3/8/2017 3:59 PM
WIOA	12/11/2017 4:46 PM

- 2) Locate the **Enrollment Report with Demographics** and click on the blue text to **Run the report**.

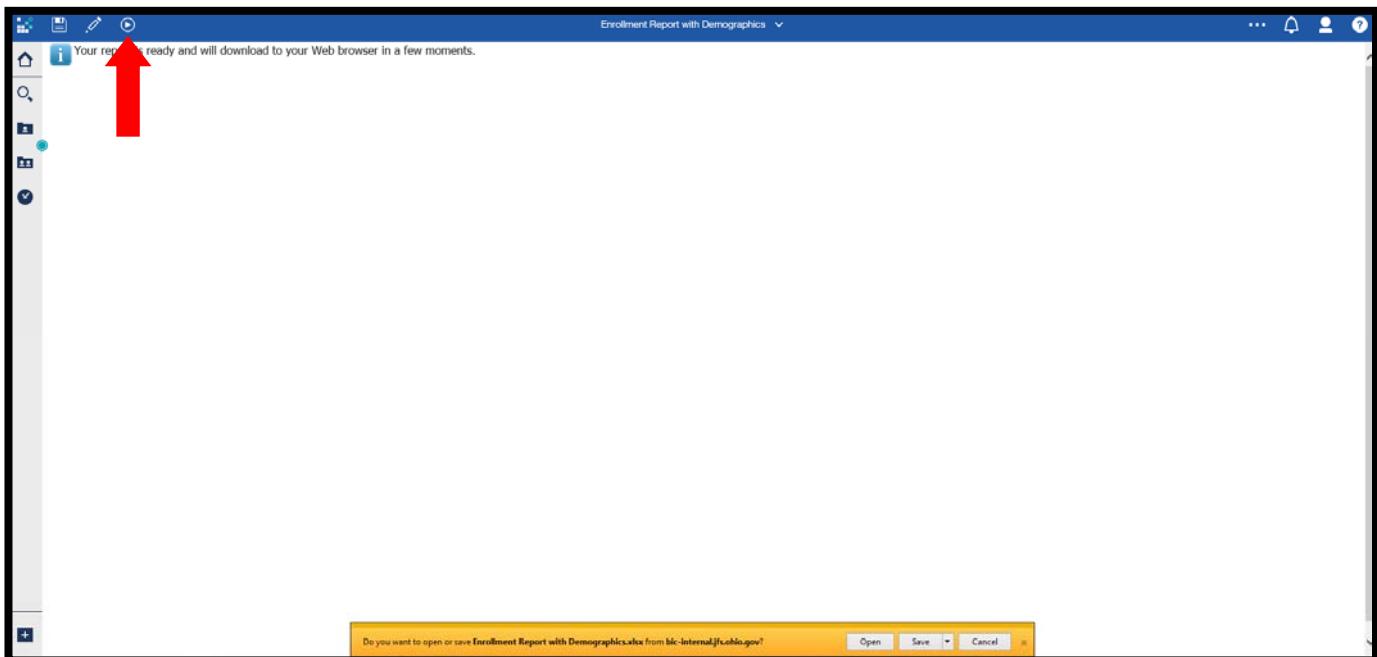
The screenshot shows the contents of the WIOA folder. It lists several reports: Active Training Report, Client Eligibility, Demographics Report, Enrollment Report with Demographics (which is highlighted with a red box), ES Caseload Area Report, and Exit Report.

Report Name	Last Modified
Active Training Report	1/6/2017 5:07 PM
Client Eligibility	10/24/2016 3:39 PM
Demographics Report	10/24/2016 3:36 PM
Enrollment Report with Demographics	9/9/2016 3:53 PM
ES Caseload Area Report	12/27/2016 5:24 PM
Exit Report	10/24/2016 3:37 PM

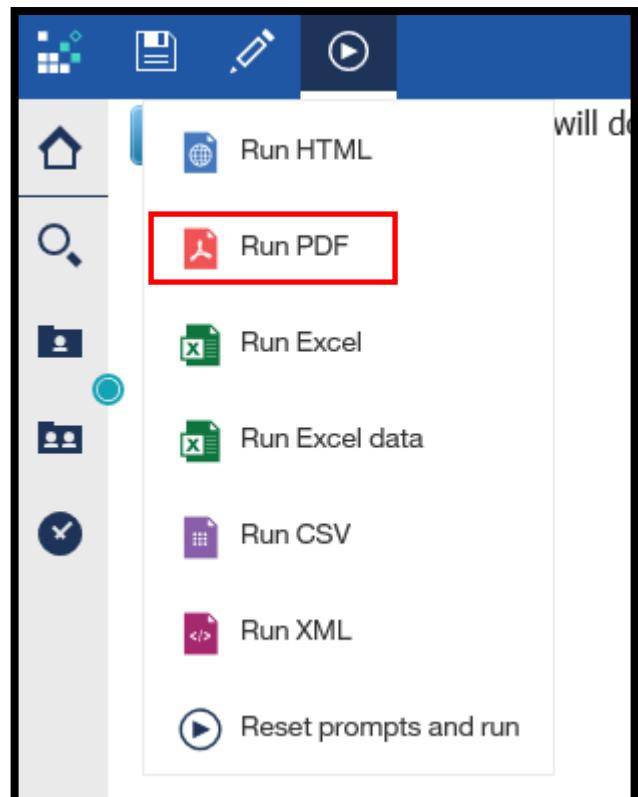
3) Select the required/desired criteria for the report and click the **Finish** button.



4) When the next screen displays, DO NOT click **Open** to open the report. If you do so, the report will open in the default option of Microsoft Excel.



5) Click on the third button on the left side of the blue Cognos Connection Toolbar, the button resembles a “play” button. This button will display a menu of options to run the report.



- 6) The list of run options displays.
Click on **Run PDF**.

The screenshot shows the BIC (Business Intelligence Channel) portal. At the top, it displays the Ohio Department of Job and Family Services logo and the BIC Business Intelligence Channel. Below this, it shows the Office of Workforce Development and the title 'Enrollment Report with Demographics'. It includes a summary of participation dates and case manager information. At the bottom, there's a table header for the report results.

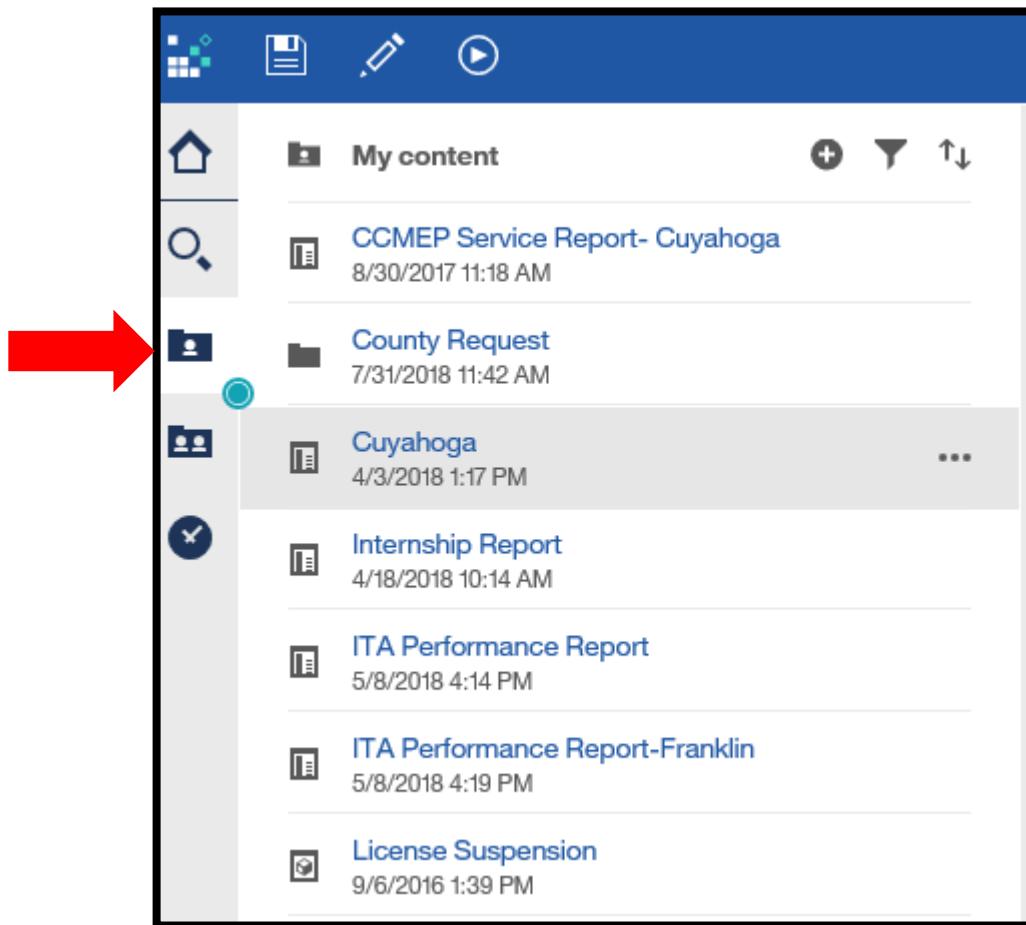
WIOA Office	WIOA Case Manager	Seeker ID	First Name	Last Name	SSN	Gender	Race	Ethnicity	Age At Intake	Intake Date	Eligibility Date
-------------	-------------------	-----------	------------	-----------	-----	--------	------	-----------	---------------	-------------	------------------

The report will display within Cognos as a PDF.
The user can now Save or Print the report.

Public Folders Notes Page

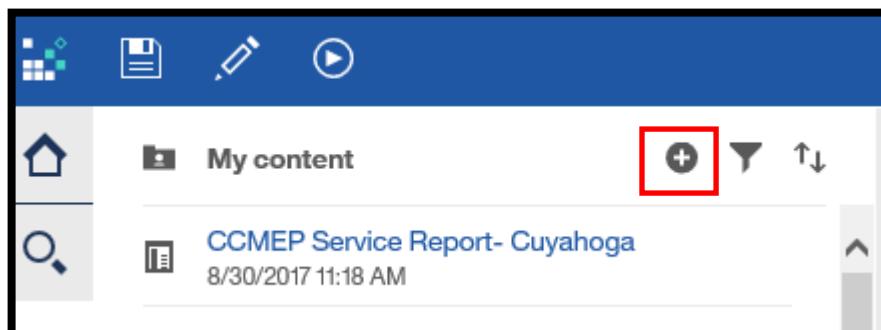
My Content Folder

The **My content** folders contain reports that are personalized to the user. These reports allow you to customize, create, organize, and save reports that are specific to your needs. You can also add new folders to create a hierarchy for more levels of organization.

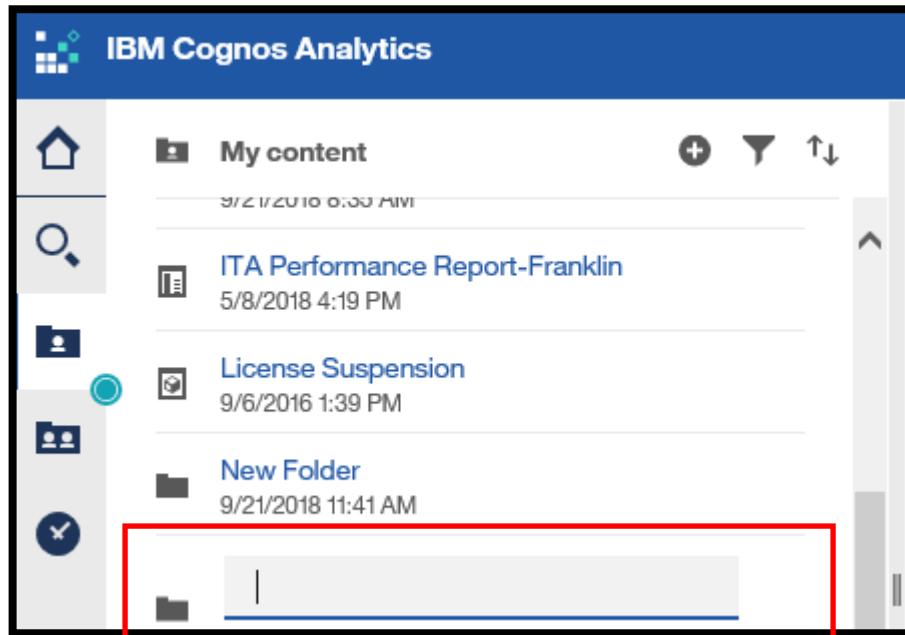


Create a New Folder

- 1) Navigate to the **My content** folder. Click on the **Plus** sign on the right side of the menu to add a new folder.



- 2) A folder will appear in your list of **My content** folders with a blinking dash allowing the user to name the new folder.



- 3) Name this new folder “Training Folder” and press **Enter**. **Training Folder** will display in the **My content** folders.

Copy an Entry to My Content

*Scenario Description– In this scenario, we are going to copy a canned report from the **Team content** folders into our personal **My content** folder. When you create a copy of an entry, you create a replica of that report in another location. If you make changes to that report in your **My content** folder, those changes are not reflected in the **Team content** folder.

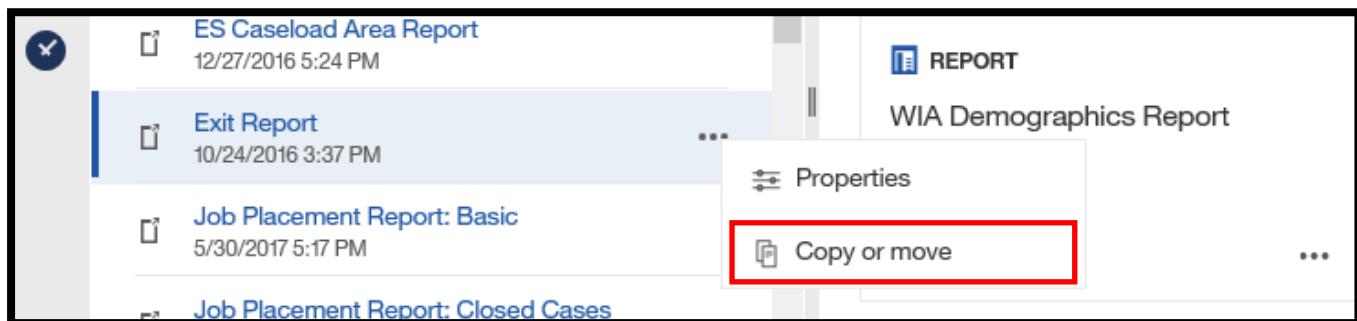
You have no access to make changes to reports in the **Team content** folder.

For this scenario, we will imagine that we need to make changes to the **Exit Report**, so we will need to first copy it into our **My content** folder.

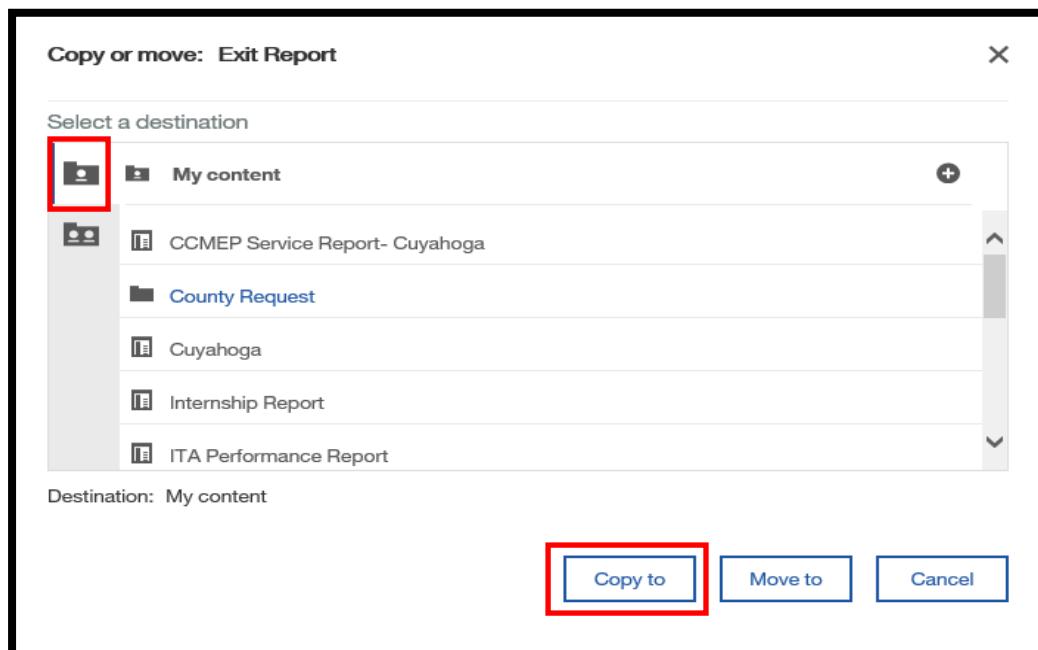
Refer to this scenario when you want to save canned reports to your **My content folders. You may do this for reports you use often or if you want to be able to make a change to a canned report.*

Copy an Entry to My Content

- 1) Click on the **WIOA** folder link in the **Team content** section of the **Office of Workforce Development: OWCMS** folder.
- 2) In the **WIOA** folder, locate the **Exit Report**.
- 3) Click on the **three dot icon** on the right-hand side of the **Exit Report** to open the menu that contains **Copy or move** and click on **Copy or move**.



- 4) Click on the **My content** folder and select the folder that you want to place the report in.
- 5) For our scenario, select your **Training Folder**.

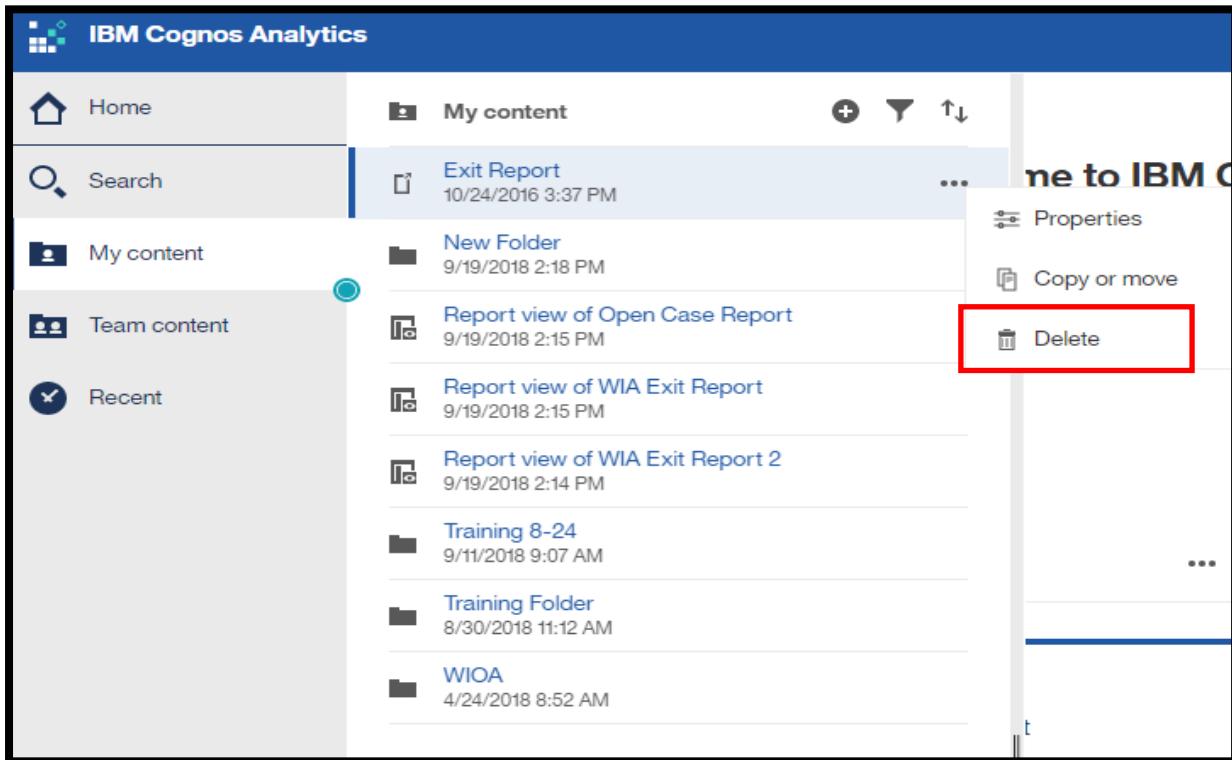


- 6) Click the **Copy to** button.

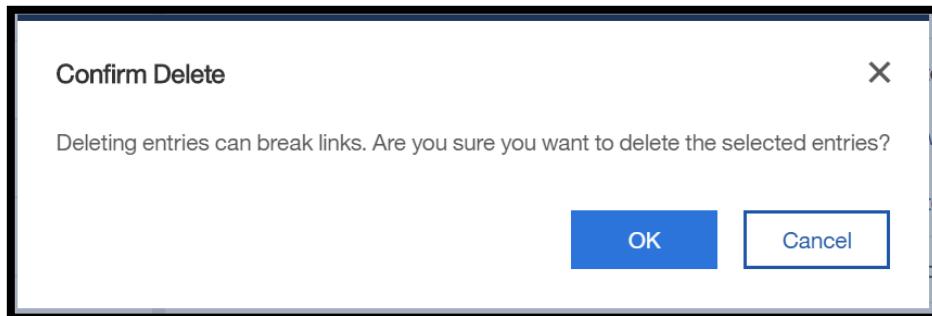
The report will now display in the **Training Folder**

Delete a Report from My Content

- 1) Click on the **Training** folder in the **My content** section.
- 2) In the **Training** folder, locate the **Exit Report**.
- 3) Click on the **three dot icon** on the right-hand side of the **Exit Report** to open the menu that contains **Delete** and click on **Delete**.



- 4) A pop-up box will display prompting the user to confirm the deletion.



If **OK** is selected, the **Exit Report** will be deleted from the **My content** folder. However, the **Exit Report** still exists in the **WIOA** folder in the **Team content** folder.

Create a Report View

A **Report View** is a reference to another report that has its own properties, prompt values, schedules and results. Report views can be created to share a report specification, instead of making multiple copies of the same report.

From Recent

- 1) Click on the **three dot icon** of the **WIA Exit Report** on your **Recent** section of the **IBM Cognos Analytics Dashboard**.

The screenshot shows the 'Recent' section of the IBM Cognos Analytics Dashboard. It displays four items:

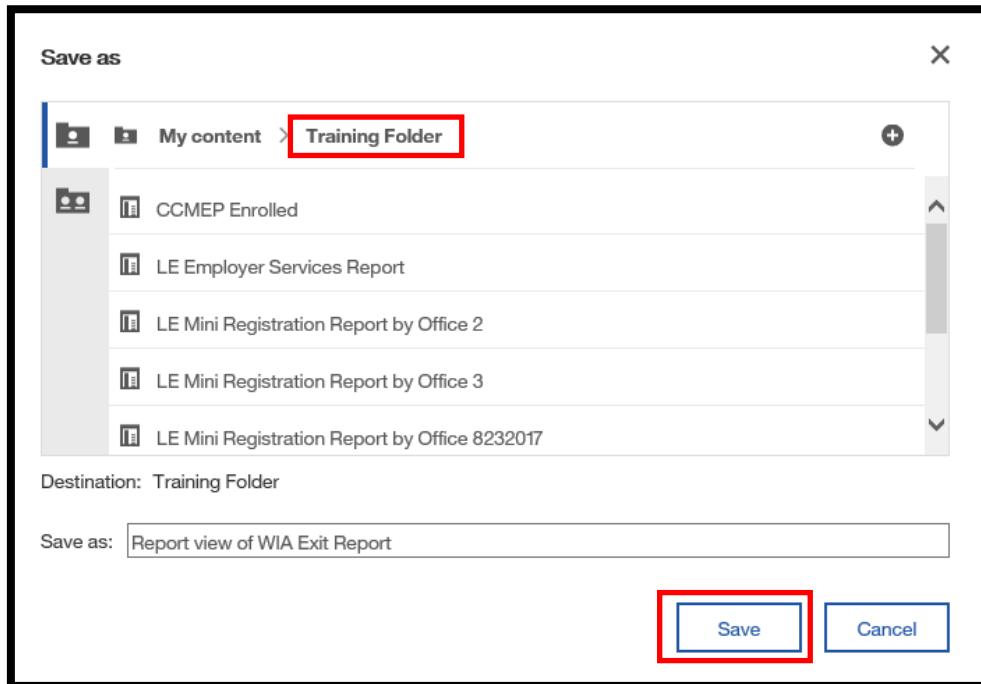
- WIA Demographics Report (9/21/2018 4:15 PM)
- Enrollment Report with Demographics (9/21/2018 9:02 AM)
- WIA Exit Report (9/20/2018 1:59 PM) - This item has a red box around its three-dot menu icon.
- LE Caseload View (9/18/2018 3:30 PM)

A context menu is open over the 'WIA Exit Report' item, listing the following options:

- Run as
- Edit report
- Create report view (This option is highlighted with a red box.)
- View versions
- Properties
- Create shortcut
- Embed
- Share
- Remove from recent

- 2) When the drop-down menu displays, click on **Create report view**.

- 2) A pop-up box displays prompting the user to save the **Report View** in the **My content** section.
Select the **My content** folder and click on **Training Folder**.



- 3) Name the file “Report view of WIA Exit Report” and click **Save**.

The **Report View** of the **WIA Exit Report** will display in the **Training Folder**.

Create a Report View

From My content

- 1) Click on the **My content** folder and click on the **Training Folder**.

The screenshot shows the IBM Cognos Analytics interface. On the left, there's a navigation bar with links for Home, Search, My content (which is highlighted with a red box), Team content, and Recent. The main area is titled 'My content' and lists several reports and a folder. The 'Training Folder' is highlighted with a red box. The list includes:

- CCMEP Service Report- Cuyahoga
8/30/2017 11:18 AM
- County Request
9/27/2018 9:41 AM
- Cuyahoga
9/28/2018 2:56 PM
- Exit Report
10/24/2016 3:37 PM
- ITA Performance Report
9/21/2018 8:35 AM
- ITA Performance Report-Franklin
5/8/2018 4:19 PM
- Training Folder**
10/2/2018 3:52 PM

The screenshot shows the 'Training Folder' expanded. The navigation bar on the left is identical to the previous screen. The main area shows the contents of the 'Training Folder'. The 'Exit Report' item is highlighted with a red box. The list includes:

- CCMEP Enrolled
4/19/2017 12:05 PM
- Exit Report**
10/24/2016 3:37 PM
- LE Employer Services Report
8/14/2017 9:15 AM
- LE Mini Registration Report by Office 2
6/28/2017 3:55 PM
- LE Mini Registration Report by Office 3
8/23/2017 10:02 AM
- LE Mini Registration Report by Office 8032017

2) The copied version of the **Exit Report** should be displayed in the **Training Folder**.

3) Click on the blue text of the **Exit Report**.

4) When the report opens, click the **Pencil** icon to edit in **Authoring mode**.

5) Complete the required information on the **Prompt** page to validate the report and click **Finish**.

6) The report update/validate box displays.
Click **OK**.



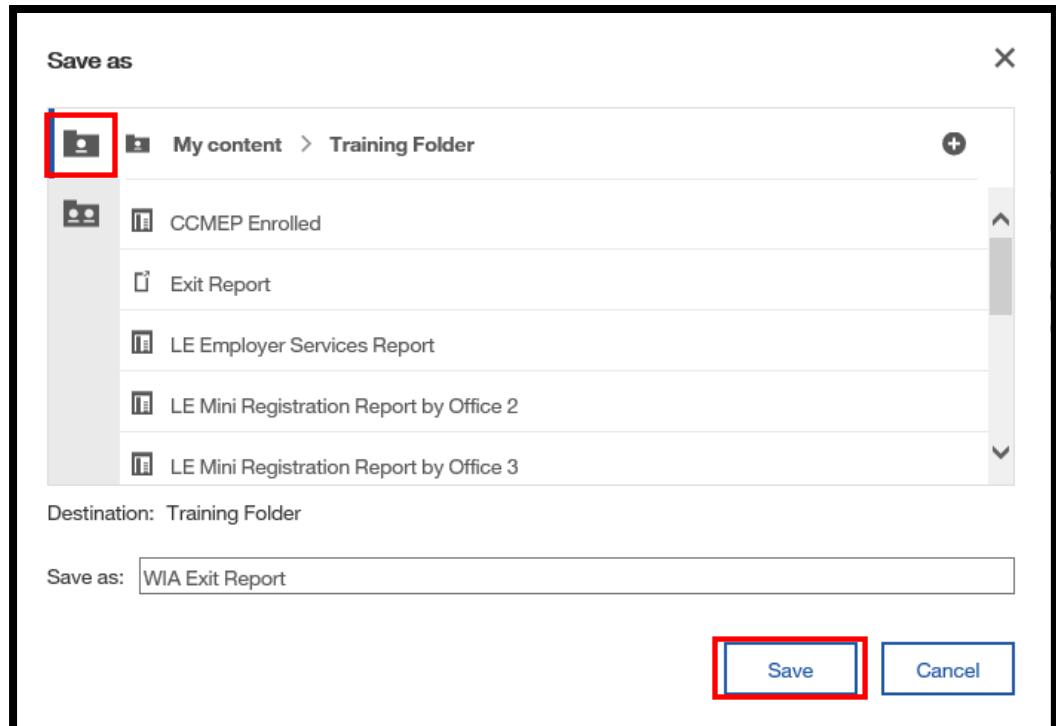
7) The **Save** icon is now available. Click on the drop-down arrow next to the **Save** icon to display **Save as**.

8) Click **Save as**.



9) Save the report into the **My content** >**Training Folder**.

10) Click **Save**.



1) Click the **Home** button to navigate back to the **IBM Cognos Analytics Dashboard**.

IBM Cognos Analytics

Home > Training Folder

My content (highlighted with a red box)

Search

Team content

Recent

CCMEP Enrolled
4/19/2017 12:05 PM

Exit Report
10/24/2016 3:37 PM

LE Employer Services Report
8/14/2017 9:15 AM

LE Mini Registration Report by Office 2
6/28/2017 3:55 PM

LE Mini Registration Report by Office 3
8/23/2017 10:02 AM

LE Mini Registration Report by Office 8232017
8/23/2017 11:21 AM

LE Mini Registration Re ... by Office_Training.
5/16/2017 3:34 PM

LE Registration Report
4/19/2017 2:32 PM

Open Case Report
10/2/2018 3:52 PM

Report view of CCMEP ... Report- Cuyahoga
9/27/2018 3:18 PM

Report View of Open Case Report
4/24/2017 5:30 AM

Report view of WIA Exit Report
9/21/2018 4:30 PM

WIA Exit Report
10/15/2018 10:07 AM

2) Click on the **My content >Training Folder**. Locate the **WIA Exit Report**.

3) Click on the **three-dot icon** and click **Create report view**.

Open Case Report
10/2/2018 3:52 PM

Report view of CCMEP ... Report- Cuyahoga
9/27/2018 3:18 PM

Report View of Open Case Report
4/24/2017 5:30 AM

Report view of WIA Exit Report
9/21/2018 4:30 PM

WIA Exit Report
10/15/2018 10:07 AM

Run as

Edit report

Create report view (highlighted with a red box)

View versions

Properties

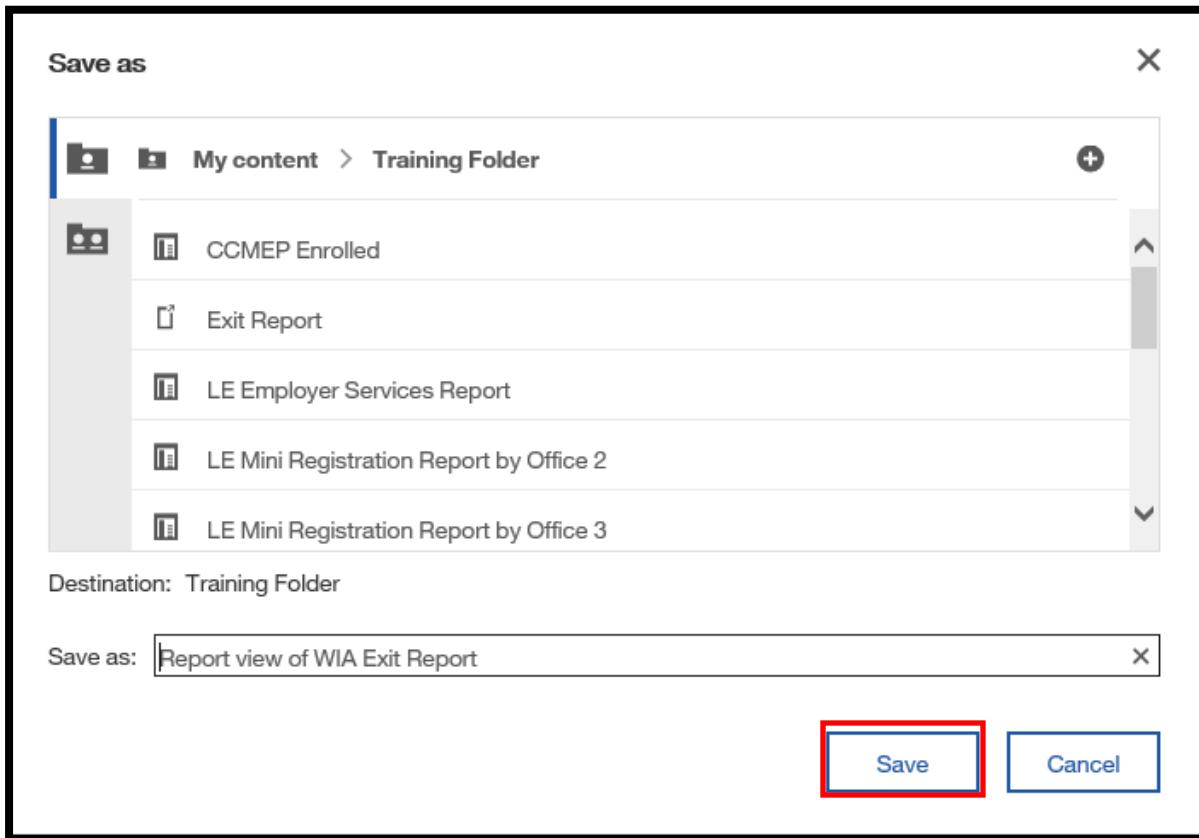
Copy or move

Create shortcut

Embed

Share

Delete



4) **Save as** the report into the **My content > Training Folder**. Click **Save**.

5) A **Report View** of the **WIA Exit Report** has been created.

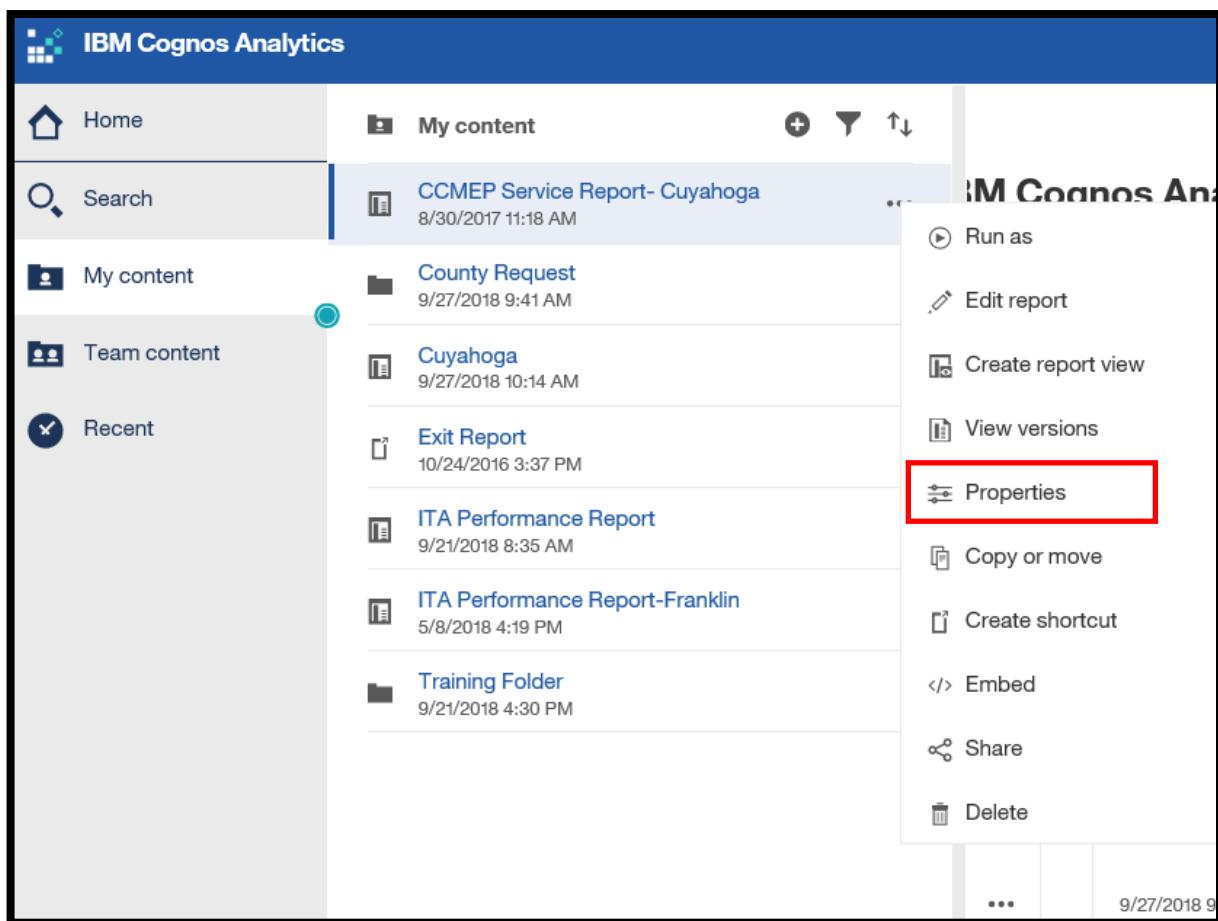
Schedule a Report

Reports can be scheduled to run at a time that is most convenient for the user. For example, you can schedule a report to run during off hours or when demand in the system is low. When scheduling a report, the user can have it printed, e-mailed, or saved.

The user can schedule a report to run by minute, hourly, daily, weekly, monthly, or yearly. There can only be one schedule for each report, so if multiple schedules for a specific report, are required then the user could create report views and a schedule for each report.

After the schedule has been created, the report will run at the time and date specified.

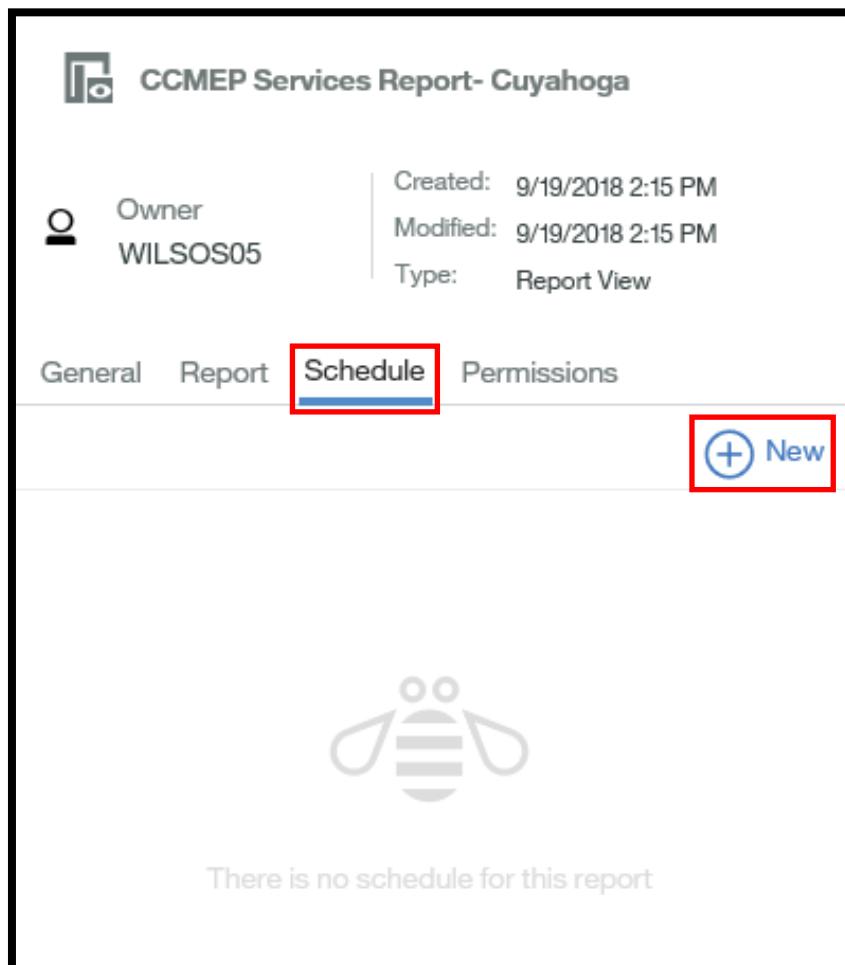
- 1) Click on **My content** folder



- 2) Click on the **three dot icon** of the report you would like to **schedule**. A list will display on the right-hand side of the screen.

- 3) Select **Properties**.

- 4) A pop-up box will display. Select **Schedule** and click on the plus sign **New** button on the right side of the menu to schedule a report.



Prompts in Scheduled Report

[Back](#) **Create schedule**

Schedule

Period

Start

End
 No end date

Run every

On day(s) M T W T F S S
 Daily time interval

Options

Format

Delivery

Prompts

Languages English (United States)

PDF

Create **Cancel**

The user can schedule the report to run weekly, daily, monthly, etc.

The time period that the user would like the report run can be populated.

The user can select which day of the week they would like the report to be delivered.

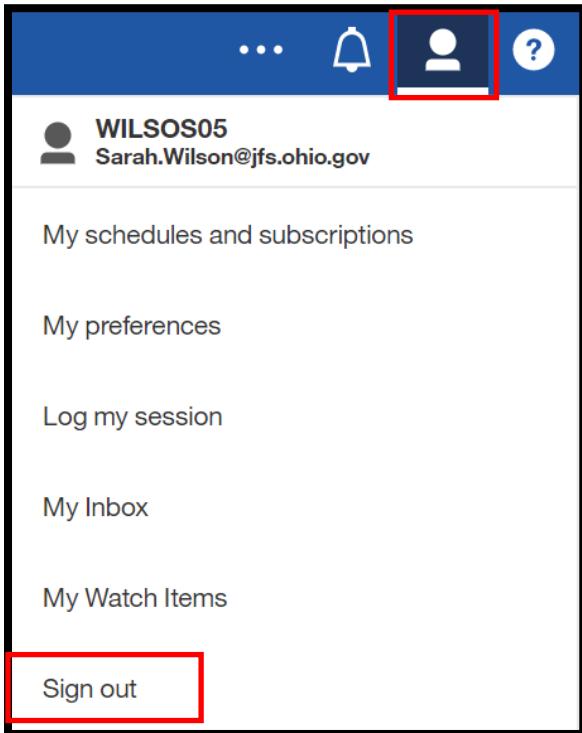
The user has the option to choose the delivery format of their report (PDF, Excel, etc.) as well as, choose between delivery options like **Save** or **Email**. The user can also choose to set the values for the report prompts in this section.

5) After selecting the desired report criteria, click **Create**.

6) The report has been scheduled.

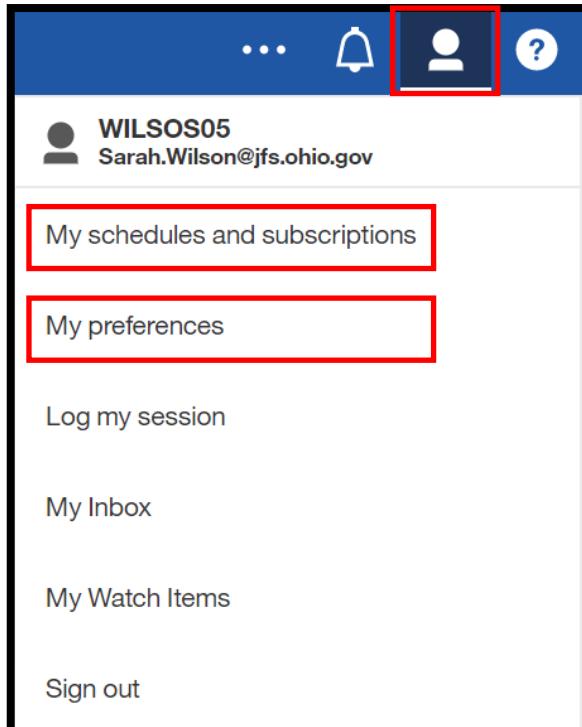
Log-Off

- 1) To log-off, click on the person icon on the right-hand side of the **Cognos Connection Toolbar**. A drop-down will display. Click on **Sign out**.



My Account Information Icon

- **My schedules and subscriptions:** The user can view the reports that they have scheduled.
- **My preferences:** The user can set time zone and language preferences.



Term	Definition
Cognos Connection	The portal interface of Cognos
CSV	Comma Separated Values (CSV), a file format that contains text data, where the fields in each record are separated by a character, such as a comma or a tab. In Cognos, each record is separated by a tab.
HTML	Hypertext Markup Language (HTML), a markup language used to structure text and multimedia documents, as well as to set up hypertext links between documents. HTML is used extensively on the World Wide Web.
PDF	Portable Document Format (PDF), a file format that maintains the formatting of the original document without the program and fonts that were used to create it. In Cognos, you can view and print reports using this format.
Portal	A website or page that provides a single presentation and a single starting point for a set of information— for example, IBM Cognos Connection.
Prompt	A report element that asks for parameter values before the report is run.
Query	A specification for a set of data retrieved from a data source. A report specification can contain one or more queries.
Query Item	A representation of a column of data in a data source. It contains a reference to a database column, a reference to another query item, or a calculation.
Report	Report is a generic term for the objects created or edited in Authoring Mode.
Report Item	A query item added to a report is known as a report item. Report items appear as columns in list reports and as rows and columns in crosstab reports. In charts, report items appear as data markers and axis labels.
Report Output	Report output combines data at the point in time when the report was run with a report specification. It is a document that can be displayed or printed. IBM Cognos can produce report outputs in HTML, PDF, Excel or CSV formats.
Report View	A reference to another report that has its own properties, such as prompt values, schedules, and results. You use report views to share a report specification instead of making copies of it.
Schedule	A specification for a time and date for a report to be ran.

Term	Definition
Session	The time during which an authenticated user is logged onto BIC Cognos.
Sort	Organizing data in a sequential order.
Summary	In reporting, summaries are aggregate values that are calculated for all the values of a particular level or dimension. Examples of summary types are: total, minimum, maximum, average, and count.
Tables	Structures in a database that contain data organized into rows and columns. In a model, query subjects represent tables.
Template	A reusable report layout or style that can be used to set the presentation of a report or query.
XML	A language that uses markup symbols or tags to create descriptions of the structure of data. Unlike HTML, XML is extensible because the tags aren't predefined or limited.

For additional information on BIC Cognos reports or to request training, please contact:

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