



IBM Cognos Contributor: End User

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Associates

The course will provide participants with a thorough understanding of the end user functionality available in the product IBM Cognos Contributor. Each course will be extensively tailored to your requirements, focusing on areas which are particularly relevant to your organisation. You will gain knowledge on how to edit data, manipulate data, annotate, submit and reject budgets as well as how to export data to excel and refresh data in excel templates.

Course documentation will be produced that is specific to your application. The first part of the documentation contains details of the user interface functionality. The second part contains information on each of the tabs available in your application; this comprises the purpose of the tab, the data flow and modifications expected by the end user. A pdf version of the document will be left with you, in order that you can then train any new contributor users.

Course content

- 1. Introduction**
 - Definition of key terms
 - Logging on
- 2. Main view**
 - E-List structure and workflow status
 - Sources of help
- 3. Cube view**
 - Taking ownership
 - Manipulating the view
 - New functionality at 8.4: nesting, split screen, freeze panes, hierarchical d-lists, hiding columns/rows
 - Suppressing zeros
 - Adding and viewing comments
 - Submitting for review, rejecting
 - Printing
- 4. Data entry**
 - Colour coding
 - Protected cells
 - Shortcut commands
 - Break back and hold
- 5. Workflow status**
 - Status definition
 - Changing the status
- 6. Annotations**
 - Adding, viewing, browsing an annotation

- 7. Print to Excel**
 - Print to Excel
- 8. Export to Excel**
 - Defining a new report
 - Refreshing an existing report

Who should attend ?

This course is recommended for all Contributor end users.

Prerequisites

None.

Duration

Half day course with 1 day preparation to tailor it to your system.

Type

Class room or online.

Related courses

- IBM Cognos Analyst Training
- IBM Cognos Contributor Training

Contact

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