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IBM® COGNOS® ANALYTICS

Introductory Tutorial (DA)

5/30/2019

Getting In: Login Screen
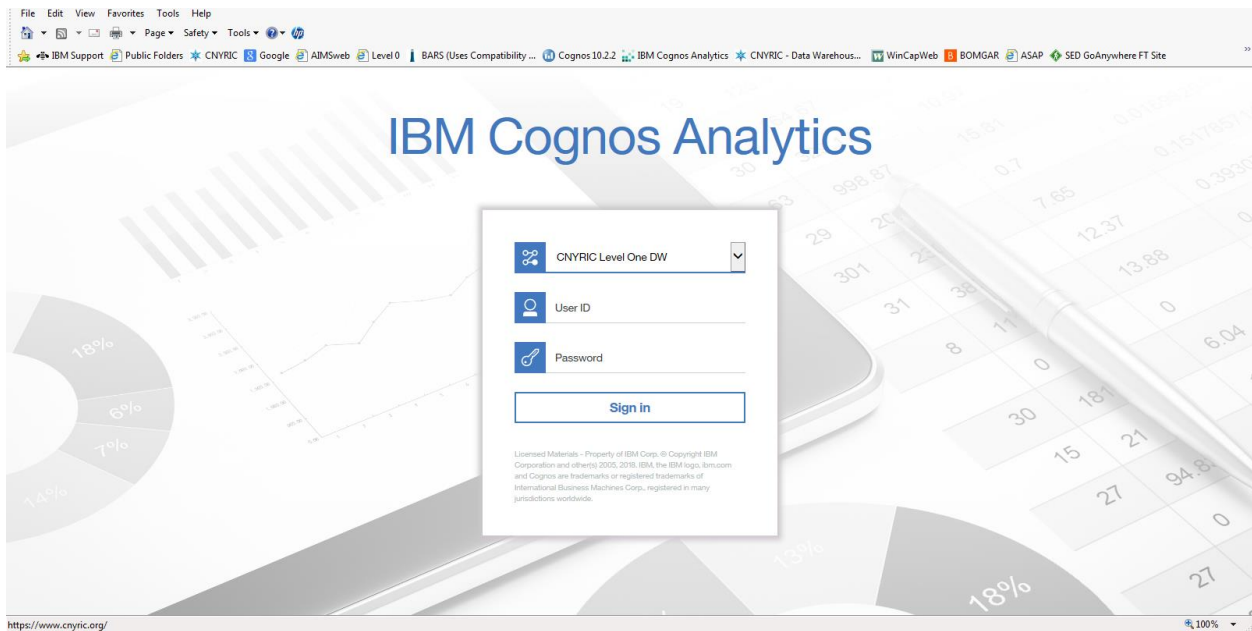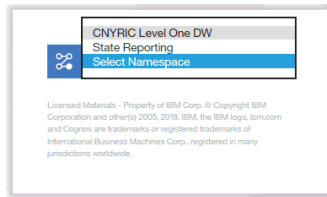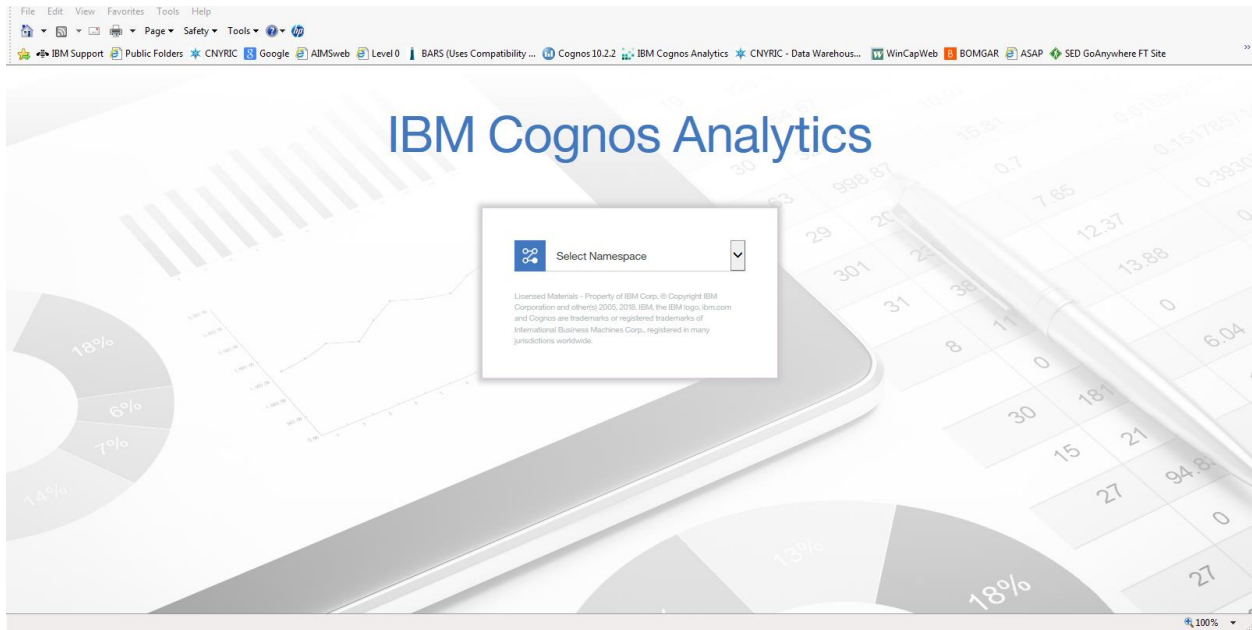
Getting Around: Welcome Screen

Without recent content

My Content (formerly My Folders)

Team Content (formerly Public Folders)
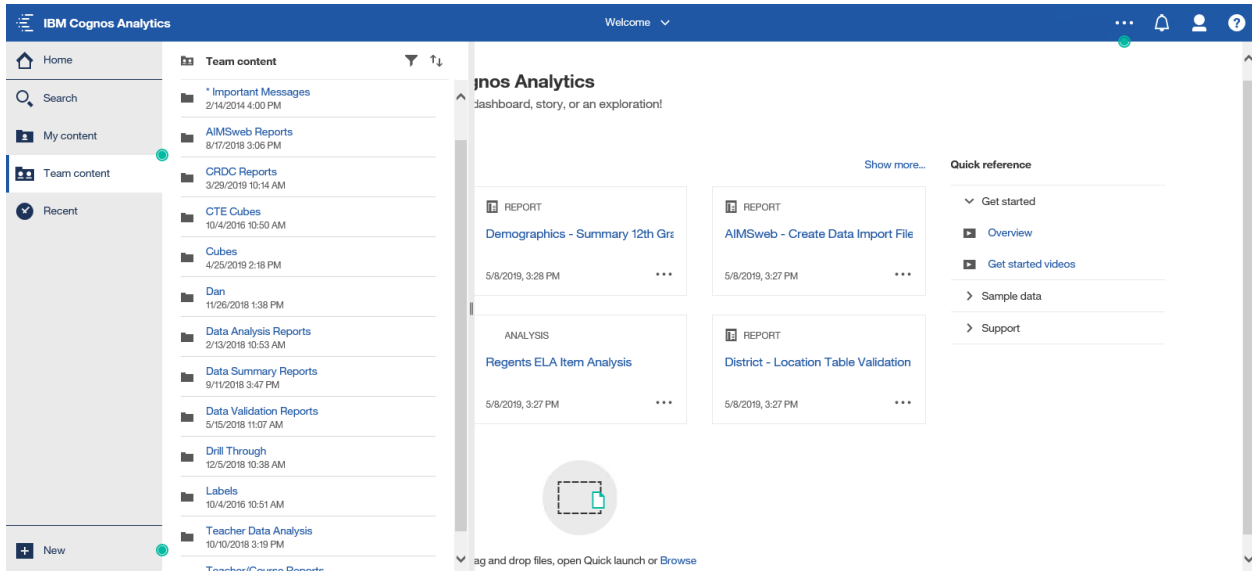
To run a report or to open a cube or URL there are several options.

1. Click on **Team content** or **My content** on the **Navigation Panel** and navigate to the desired item and click on it.
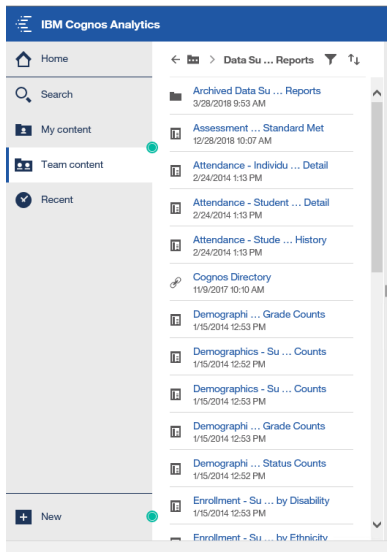
Click and drag the right border of the slide-out navigation panel to resize it for longer descriptions.

2. Click on **Recent** on the **Navigation Panel** for a listing of recently viewed items and click on the desired item.
3. Click on one of the live tiles on the **Welcome Page**, as described on page 5.

Run an item, by clicking on its name.
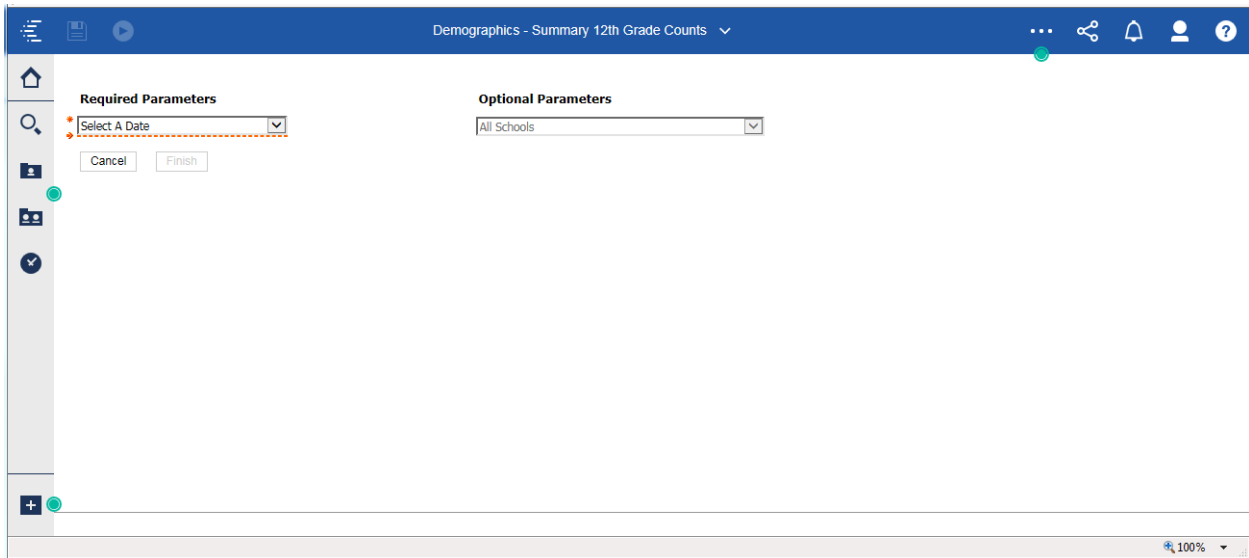
Prompt pages and reports look like they do in previous versions.

To return to your **Home screen**, but leave this report open, click the **Home** icon in the **Navigation Panel**.

Back to the Welcome Screen

Without recent content

Switcher

Toolbar or Application Bar

Current User Button

Navigation Panel
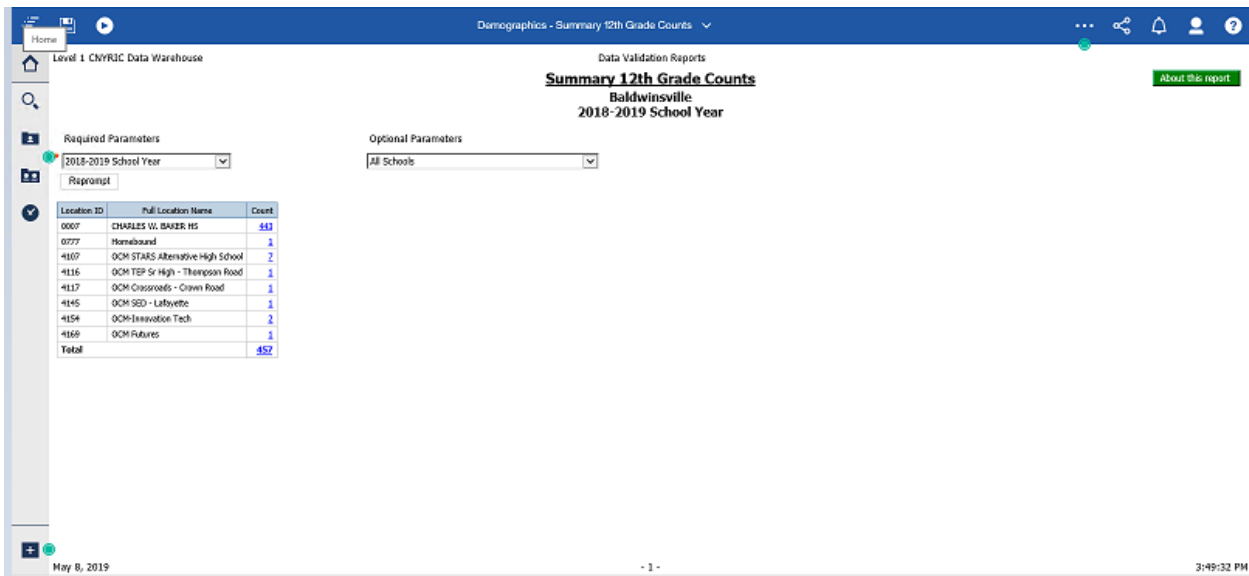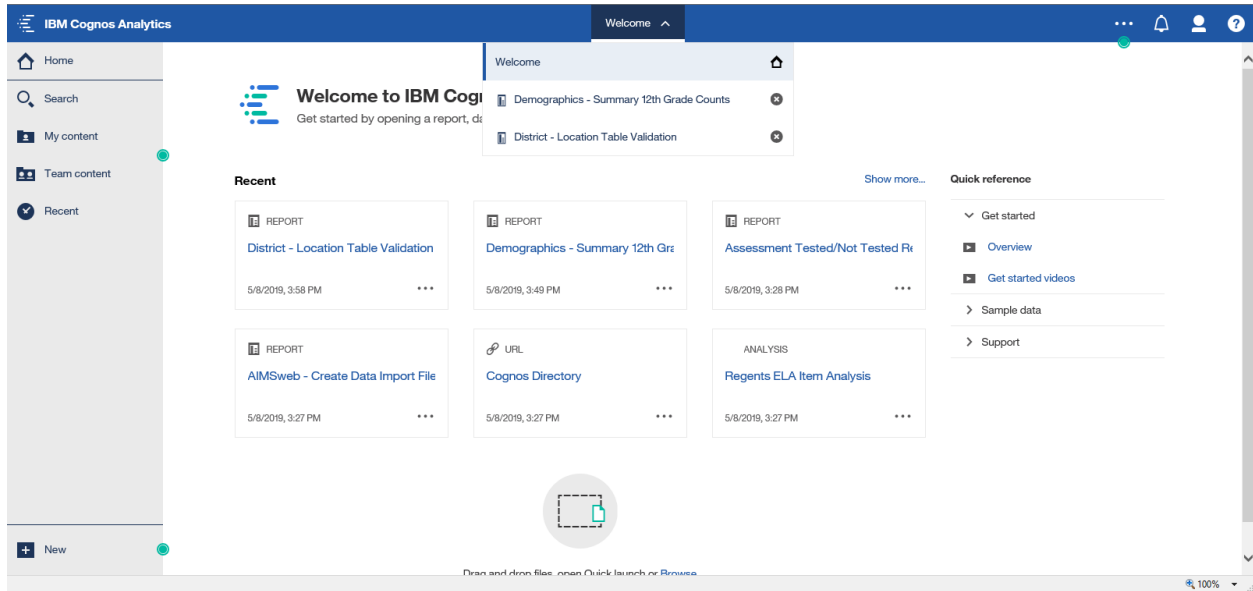
With recent content

When reports, cubes, or other content are run, recently used content appears as live tiles that can be used to re-launch the content.

Click on **Welcome** on the **Toolbar** at the top of the **Welcome Screen** or on the report name on the **Toolbar** at the top of the **Viewer** to access the **Switcher**, to see and access your open reports.

Click "Welcome" or a report name to switch to that item.

Click the ⊗ at the right of each name to close the report. This is also the way to close a report when you are still viewing it, but no longer need it open.

Current User Button
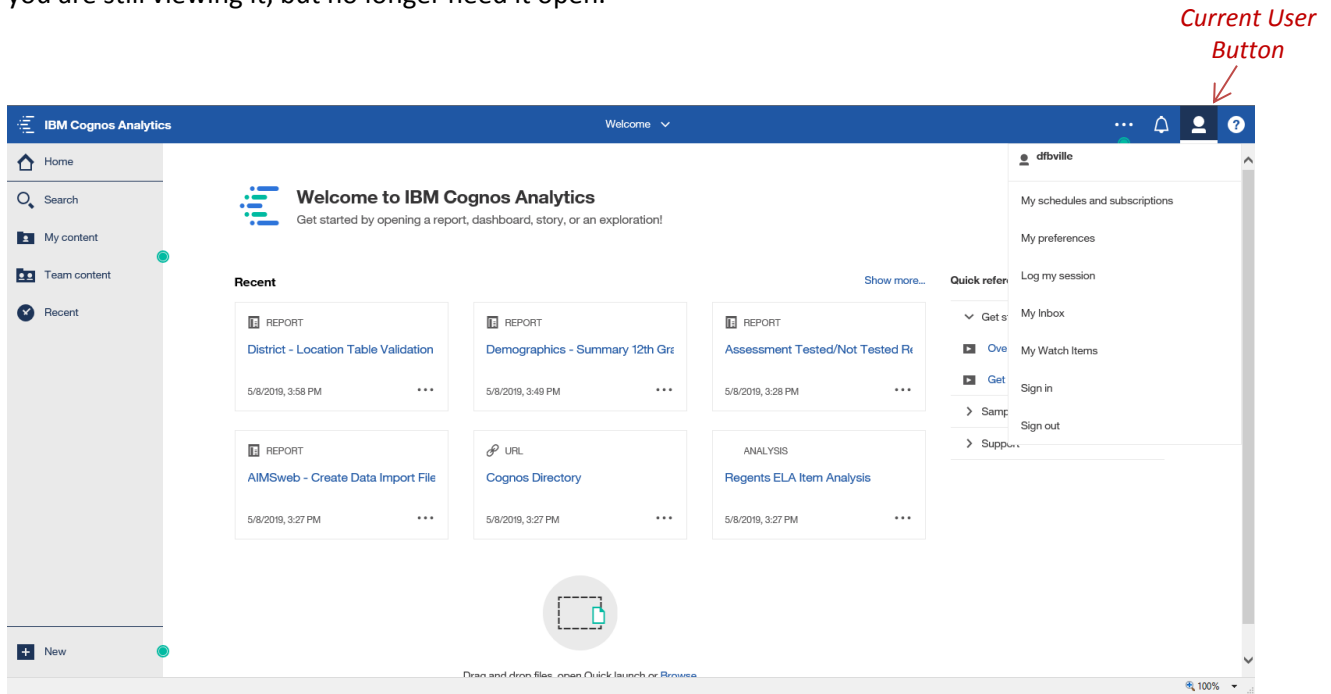
Click the **Current User Button** at the right side of the **Application Bar** to access your personal settings. This is also where you can sign in to another Namespace or sign out of your current session.

Analysis Studio

Analyses open in a new window, as they did in Cognos 10. It may be necessary to expand the Analysis from the bottom of your screen, as sometimes they may open minimized. Once in Analysis St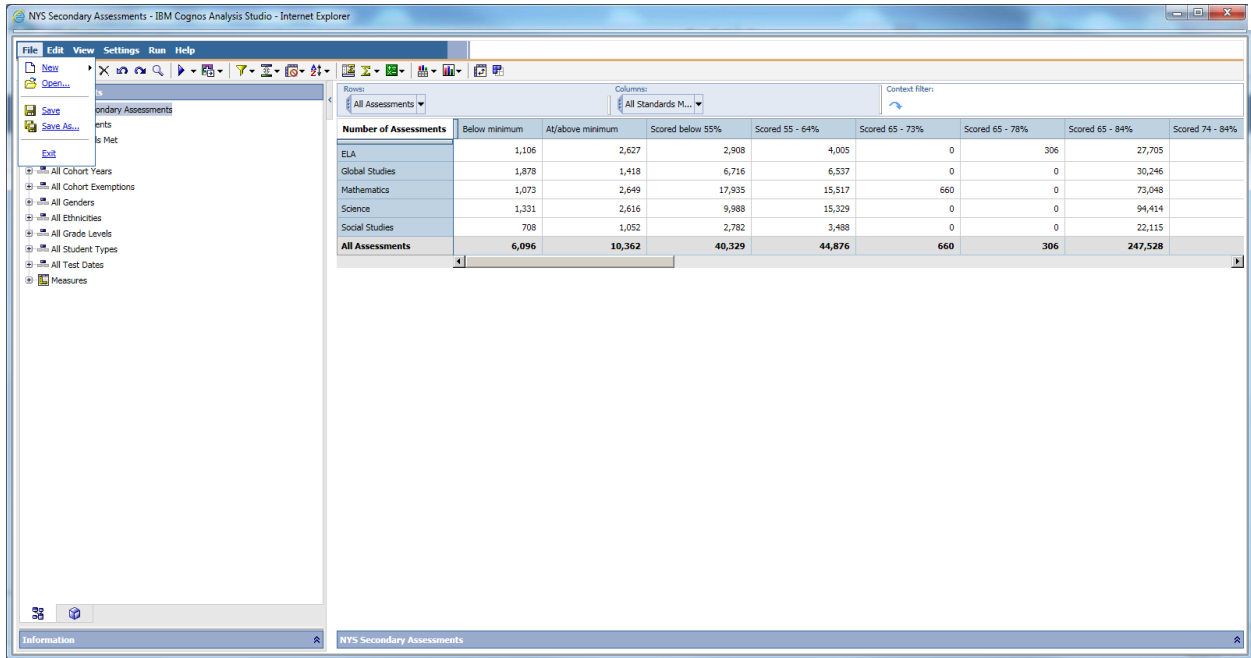udio, all functionality in remains the same as in Cognos 10. To exit out of an Analysis, click File, Exit or click the X in the top right corner of the window. Unlike reports, Analysis Studio windows do not appear in the Switcher menu.

Functionality mapping from Cognos 10.2.2 BI to Cognos Analytics

IBM Cognos Business Intelligence 10.2.2	IBM Cognos Analytics
Cognos Connection	Welcome portal
Public Folders	Team Content
My Folders	My Content
No equivalent, new in Cognos Analytics.	Recent