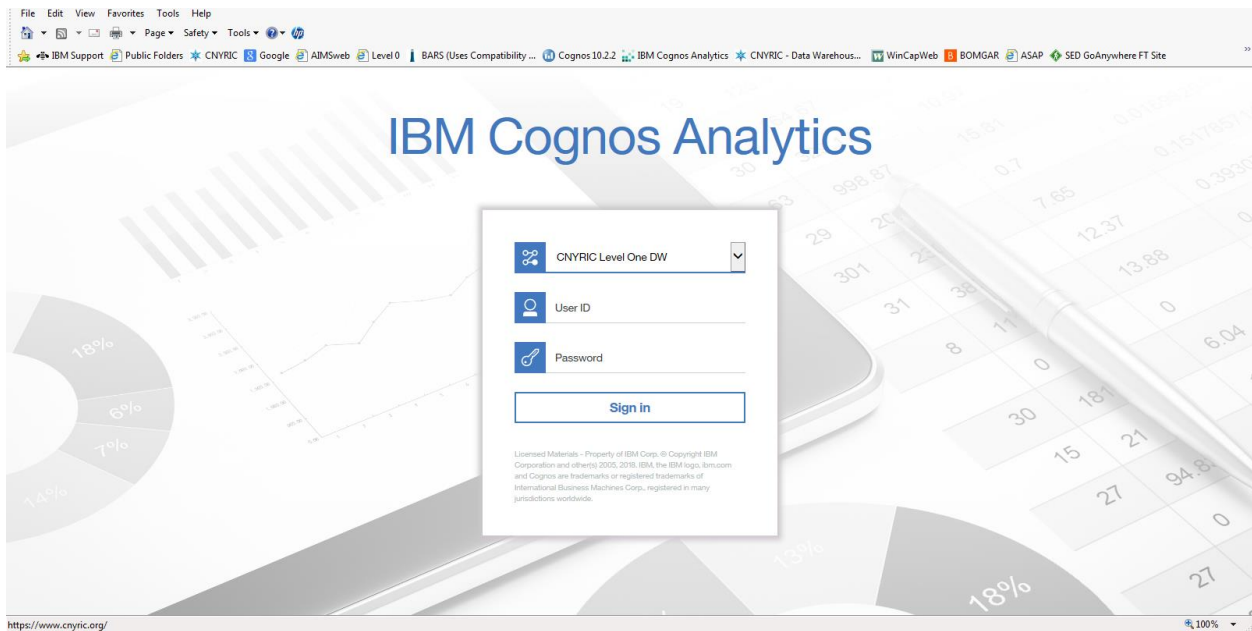
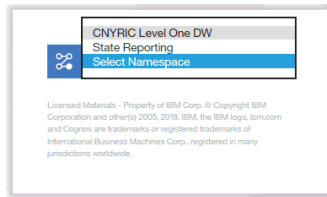
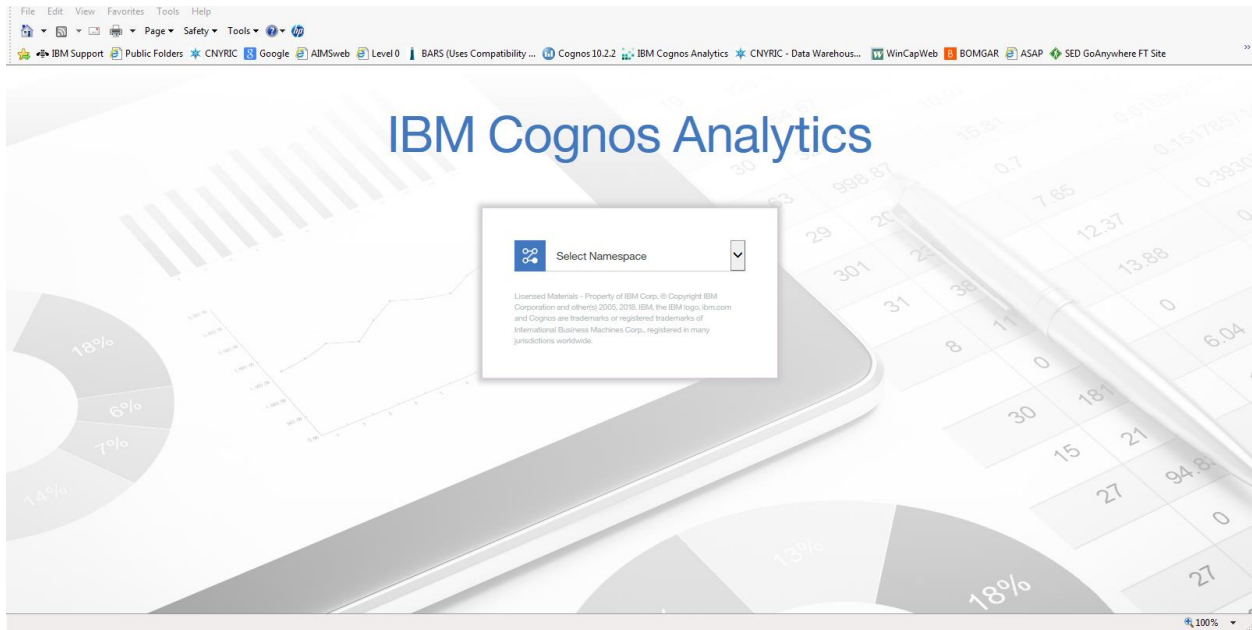


The logo graphic consists of five horizontal bars of varying lengths, each preceded by a small circle. The bars and circles alternate in color between blue and teal. The text to the right of the graphic is in a bold, black, sans-serif font.

IBM[®]
COGNOS[®]
ANALYTICS

Introductory Tutorial (DA)

Getting In: Login Screen



Getting Around: Welcome Screen

Without recent content

The screenshot shows the IBM Cognos Analytics interface. At the top, a blue header bar contains the text "Welcome" with a dropdown arrow. On the right side of the header, there are icons for a menu, a notification bell, a user profile, and a help question mark. Red arrows point to these icons with labels: "Switcher" points to the menu icon, "Toolbar or Application Bar" points to the notification bell, and "Current User Button" points to the user profile icon. On the left side, a vertical navigation panel is visible with options: Home, Search, My content, Team content, and Recent. A red arrow points to this panel with the label "Navigation Panel". The main content area features a large grey box with the text "Your content will appear here. Add some data or try our samples to get started." Below this is a circular icon with a document and a plus sign, with the text "Drag and drop files, open Quick launch or Browse". On the right side, there is a "Quick reference" section with a list of links: Get started, Overview, Get started videos, Sample data, and Support.

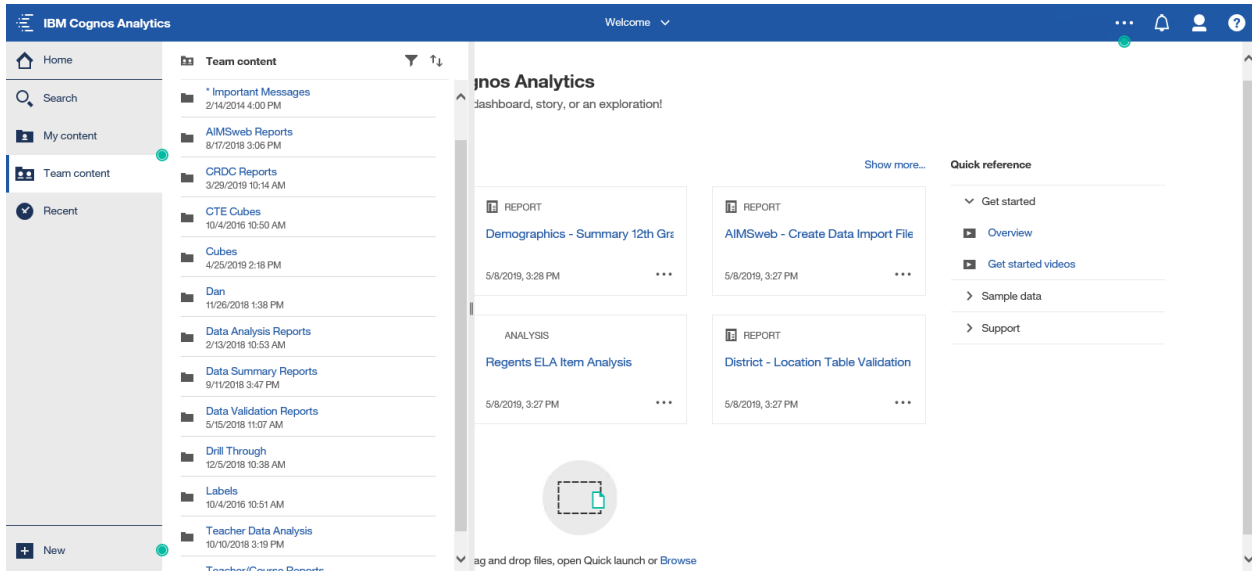
My Content (formerly My Folders)

The screenshot shows the IBM Cognos Analytics interface with the "My content" view selected. The left navigation panel is the same as in the previous screenshot. The main content area displays a list of content items under the heading "My content". The items are:

- 6/26/2017 2:03 PM
- Assessment Score Ranges (Staging) 12/15/2016 9:12 AM
- BOCES ELA 3-8 Scores Level issues 9/19/2016 2:20 PM
- Data Warehouse A ... Accommod Fact Errors 3/24/2017 7:14 PM
- Data Warehouse Asse ... Response Errors 3/24/2017 7:30 PM
- Data Warehouse Refresh Error Counts 3/24/2017 7:35 PM
- Data Warehouse Refresh Errors 3/24/2017 7:41 PM
- Diploma App Crosstab (Staging) 10/24/2016 7:53 PM
- Preliminary/Embargo ... ELA Item Analysis 11/17/2016 9:23 AM
- Preliminary/Embargoed R ... Item Analysis 11/17/2016 9:23 AM
- Preliminary/Embargoed R ... Item Analysis 11/17/2016 9:23 AM
- Regents And RCT Sc ... Crosstab for CTE 10/28/2016 12:02 PM
- Test District - Locati ... scrollable windows 4/29/2019 2:21 PM

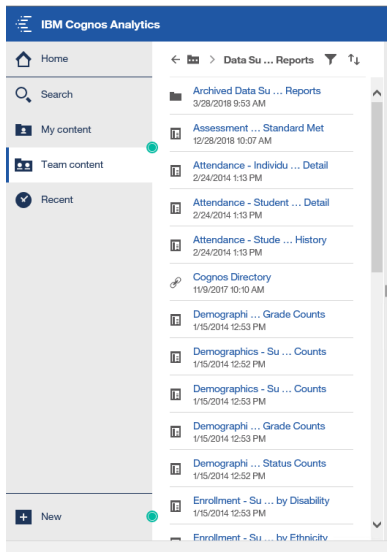
The main content area also features a large grey box with the text "Your content will appear here. Add some data or try our samples to get started." Below this is a circular icon with a document and a plus sign, with the text "Drag and drop files, open Quick launch or Browse". On the right side, there is a "Quick reference" section with a list of links: Get started, Overview, Get started videos, Sample data, and Support.

Team Content (formerly Public Folders)



To run a report or to open a cube or URL there are several options.

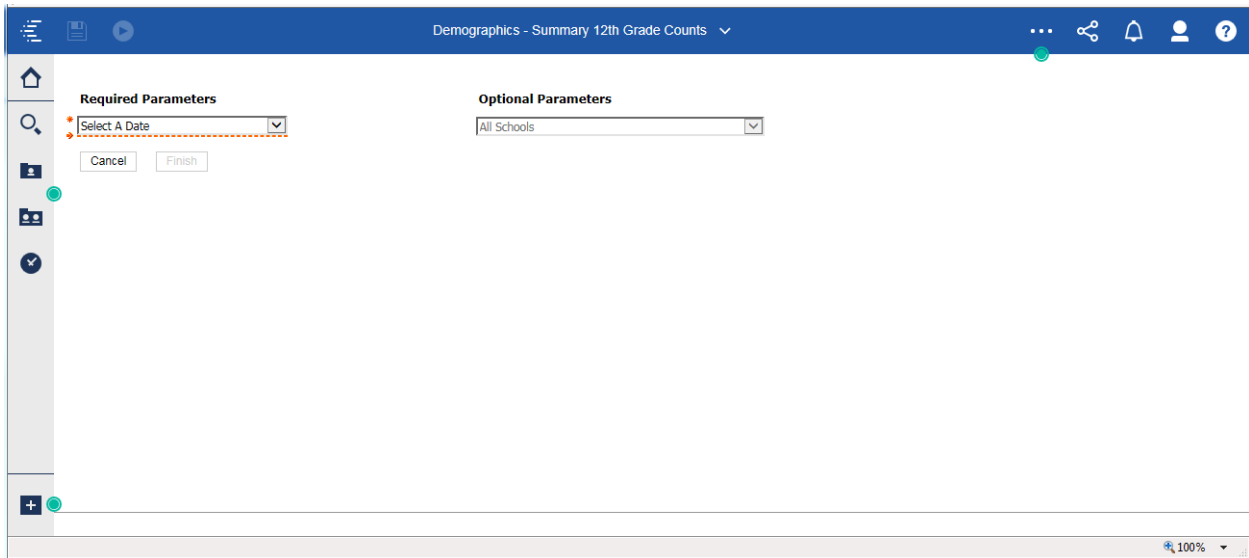
1. Click on **Team content** or **My content** on the **Navigation Panel** and navigate to the desired item and click on it.



Click and drag the right border of the slide-out navigation panel to resize it for longer descriptions.

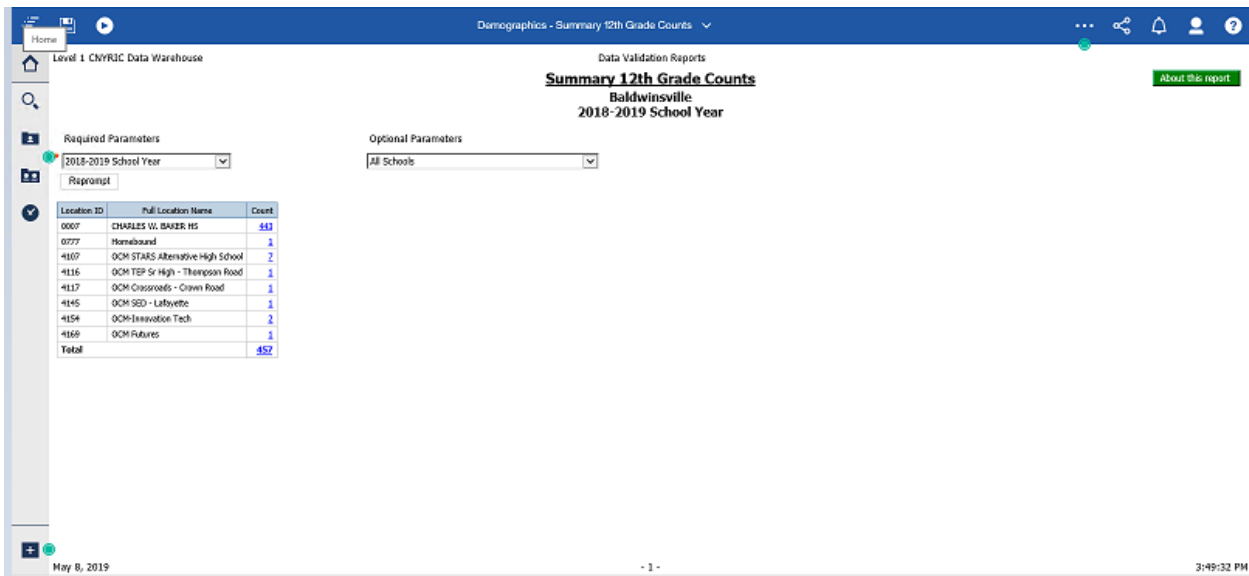
2. Click on **Recent** on the **Navigation Panel** for a listing of recently viewed items and click on the desired item.
3. Click on one of the live tiles on the **Welcome Page**, as described on page 5.

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

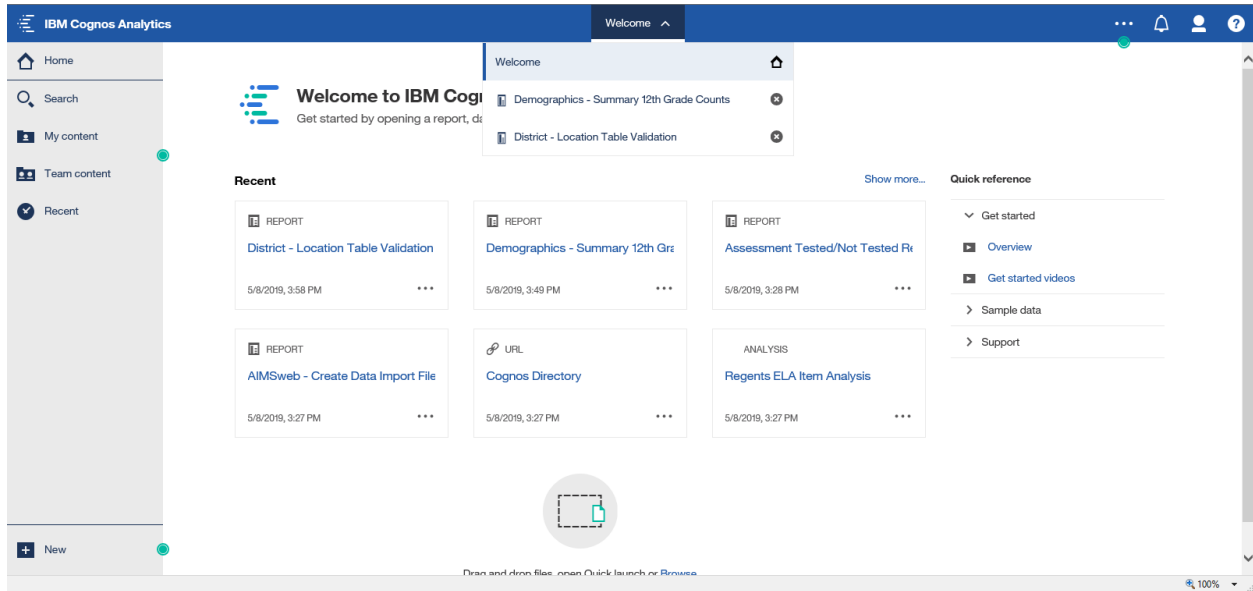
The screenshot shows the IBM Cognos Analytics interface. At the top, a blue header bar contains the text "IBM Cognos Analytics" on the left, "Welcome" with a dropdown arrow in the center, and three icons (three dots, a bell, and a user profile) on the right. Below the header is a left-hand navigation panel with a search bar and menu items: Home, Search, My content, Team content, and Recent. The main content area features a large grey box with the text "Welcome to IBM Cognos Analytics" and "Get started by opening a report, dashboard, story, or an exploration!". Below this is a placeholder that says "Your content will appear here. Add some data or try our samples to get started." At the bottom of the main area is a "Drag and drop files, open Quick launch or Browse" button. On the right side, there is a "Quick reference" section with links for "Get started", "Overview", "Get started videos", "Sample data", and "Support". Red arrows point to the "Switcher" (the "Welcome" dropdown), the "Toolbar or Application Bar" (the three-dot menu icon), and the "Current User Button" (the user profile icon). A red arrow also points to the "New" button in the navigation panel, which is labeled "Navigation Panel".

With recent content


This screenshot shows the same IBM Cognos Analytics interface, but with recent content displayed. The "Recent" section now contains six live tiles, each representing a recently used report or analysis. The tiles are arranged in two rows of three. The first row includes: "REPORT: Assessment Tested/Not Tested R...", "REPORT: Demographics - Summary 12th Gr...", and "REPORT: AIMSweb - Create Data Import File". The second row includes: "URL: Cognos Directory", "ANALYSIS: Regents ELA Item Analysis", and "REPORT: District - Location Table Validation". Each tile shows a title, a type (REPORT, URL, or ANALYSIS), and a timestamp (5/8/2019, 3:28 PM or 3:27 PM). A "Show more..." link is visible to the right of the "Recent" section. The rest of the interface, including the navigation panel and quick reference section, remains the same as in the previous screenshot.

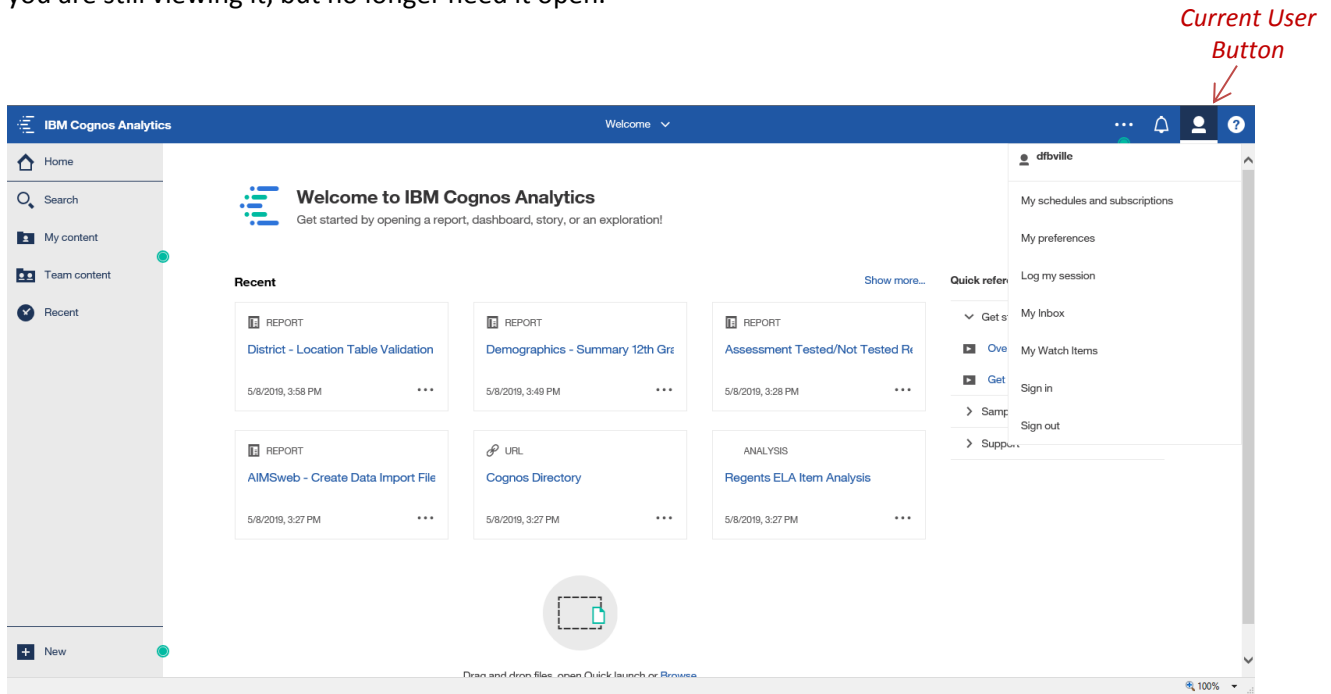
When reports, cubes, or other content are run, recently used content appears as live tiles that can be used to re-launch the content.

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.

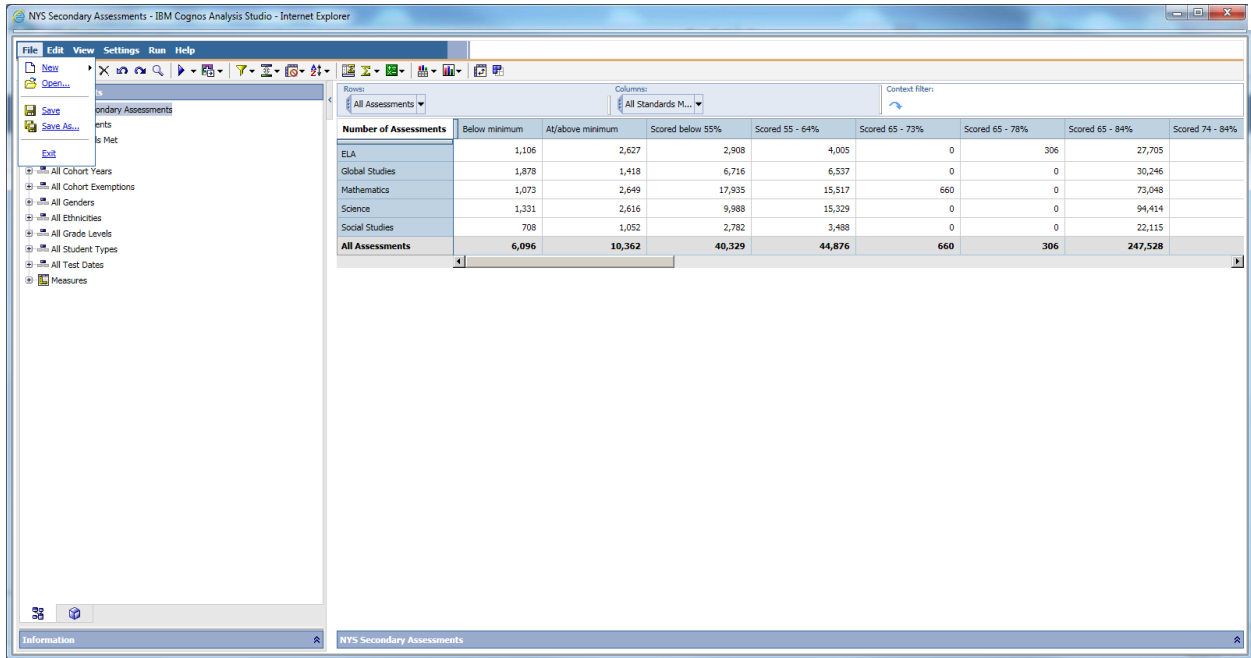
Click the  at the right of each name to close the report. This is also the way to close a report when you are still viewing it, but no longer need it open.



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 Studio, 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