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Chapter 1. Cognos Analytics offerings

IBM® Cognos® Analytics with Watson is available through multiple offerings. Each offering might support different components, features, data sources, documentation, and other aspects of the product.

The following Cognos Analytics offerings are available in version 11.2.x:

**IBM Cognos Analytics with Watson**
- Deployment type: Software (stand-alone)
  - Fully managed by customers; deployed as stand-alone software; can be hosted on premises or on IaaS (any cloud).

**Cognos Analytics on Cloud Pak for Data**
- Deployment type: Cloud Pak for Data cartridge
  - Fully managed by customers; deployed as a Cloud Pak for Data cartridge (catalog service); can be hosted on premises or on IaaS (any cloud).

**Cognos Analytics on Cloud Hosted**
- Deployment type: SaaS (single-tenant)
  - Managed by IBM, and hosted on IBM Cloud infrastructure.
  - The IBM Cognos Analytics team works with the customer on configuration and onboarding.
  - The Cognos Analytics version is updated in consultation with the customer.
  - For more information, see the service description at [https://ibm.biz/caoc-hosted-sd](https://ibm.biz/caoc-hosted-sd).

**Cognos Analytics on Cloud On-Demand**
- Deployment type: SaaS (multitenant)
  - Managed by IBM, and hosted on IBM Cloud infrastructure.
  - Available from IBM Cloud marketplace through self-service.
  - Cognos Analytics is upgraded automatically and maintained at the latest version.
  - For more information, see the service description at [https://ibm.biz/caoc-odm-sd](https://ibm.biz/caoc-odm-sd).

**Note:** This offering is available as a 30-day free trial that includes 5 Premium users. For more information, see [https://ibm.biz/caoc-trial-sd](https://ibm.biz/caoc-trial-sd).

The following sections provide information about functionality that is supported by different offerings of Cognos Analytics.

**Key capabilities**

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
<th>Cognos Analytics cartridge for IBM Cloud Pak for Data</th>
<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium (1)</td>
</tr>
<tr>
<td>Dashboarding</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Stories</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Exploration</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AI Assistant</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cognos Portal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cognos Admin Portal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (2)</td>
</tr>
<tr>
<td>Cognos Workspace</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
1. For more information about Cognos Analytics on Cloud on-Demand user types, see https://www.ibm.com/docs/en/cognos-analytics/11.2.0?topic=administrators-demand-subscription-roles.
2. For more information about securing content in Cognos Analytics on Cloud on-Demand, see https://www.ibm.com/docs/en/cognos-analytics/11.2.0?topic=demand-securing-your-content-license-users.

**User capabilities**

<table>
<thead>
<tr>
<th>Functionality</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create or edit reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Run reports with prompts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Schedule reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium (1)</td>
</tr>
<tr>
<td>Save report output in Cognos Analytics</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Save report output to cloud</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Save report output to file system</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Set report bursting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Receive burst reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>View saved report output (2)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Receive reports by email</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>View or interact with active reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Create scheduled jobs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Import or export Cognos deployment</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (3)</td>
</tr>
<tr>
<td>Upload data files</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Upload fonts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Upload images</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Customization (themes, extensions, palettes)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium (4)</td>
</tr>
<tr>
<td>Customization (roles)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Customization (user profiles)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Only daily and monthly schedule frequency is allowed.
2. Viewing the saved report output is not the same as running a report. Standard users can view a report output file (html, csv, and so on) if it was saved by a Premium user in Team content.
3. Customers can do a one-time migration from the on-premises or on-cloud hosted offering to the On-Demand offering. For more information, see "Migrating to Cognos Analytics on Demand" in the Cognos Analytics On Cloud On-Demand documentation.
4. Only Premium users can use this functionality. However, Standard users can use custom visualizations that were published by Premium users.
# Administration capabilities

<table>
<thead>
<tr>
<th>Functionality</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit reporting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Configure and manage system</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Manage data server connections</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manage distribution lists and contacts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Manage visualizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Manage users, groups, and roles</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manage tenants</td>
<td>Yes</td>
<td>N/A</td>
<td>No (1)</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Future roadmap item.

# Authentication and identity providers (IDP)

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect on-premises authentication provider</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Connect cloud authentication provider</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - IBMid</td>
</tr>
<tr>
<td>Single sign-on (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - IBMid</td>
</tr>
<tr>
<td>LDAP (v3 compatible)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Microsoft Active Directory (AD)</td>
<td>Yes</td>
<td>Yes</td>
<td>yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>OpenID Connect</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Custom Java authentication</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Single sign-on (SSO) is available with OIDC authentication providers that support this feature.
2. For Cognos Analytics on Cloud Hosted, this provider is available only through an LDAP connector, and only LDAP v3-compatible features are available. Kerberos SSO is not supported.
## Metadata modeling

<table>
<thead>
<tr>
<th>Functionality</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data modules (web-based modeling)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Compatible with Framework Manager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (1)</td>
</tr>
<tr>
<td>Compatible with Cube Designer</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Compatible with PowerPlay Transformer</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>Yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>Compatible with PowerPlay cubes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Supports compatible query mode (CQM) queries</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Supports dynamic query mode (DQM) queries</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supports OLAP dimensional packages</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supports dynamic cubes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Supports PowerCubes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Framework Manager can be used with Cognos Analytics on Cloud On-Demand only if the customer has an existing support and subscription (S&S) for the on-premises offering, and only as a means to move the on-premises metadata models to the On-Demand offering. The expectation is that new metadata models will be created in Data Modules. Otherwise, Framework Manager is not provided with the On-Demand offering.

2. Transformer use is allowed, but the tool must be run locally, and not on the Cloud or CPD platform.

## Data sources

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data modules (web-based modeling)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Data servers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Data servers: connect to data servers on cloud</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes (1)</td>
</tr>
<tr>
<td>Data servers: connect to data servers on premises</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (1) (2)</td>
</tr>
</tbody>
</table>
## Functionality

<table>
<thead>
<tr>
<th></th>
<th>Cognos Analytics on-premises software</th>
<th>Cognos Analytics cartridge for IBM Cloud Pak for Data</th>
<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
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</thead>
<tbody>
<tr>
<td>Data servers: JDBC connections</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (1)</td>
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<tr>
<td>Data servers: ODBC connections</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Data sets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Framework Manager packages</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Uploaded data files</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cognos PowerPlay Transformer cubes</td>
<td>Yes</td>
<td>No</td>
<td>Yes (3)</td>
<td>No</td>
</tr>
<tr>
<td>Planning Analytics (TM1) as a data source</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (4)</td>
</tr>
</tbody>
</table>

1. For information about the supported data servers for Cognos Analytics On Cloud On-Demand, see [IBM Cognos Analytics on Cloud On-Demand: Supported Software Environments](https://www.ibm.com/support/pages/node/737555).

2. There is a limit of 10 data server connections per account. IBM Secure Gateway is required, with maximum of 2 Secure Gateway instances per account (5 connections per instance).

3. Can be enabled upon request.

4. Planning Analytics must be configured to use mode 1 security. For more information, see [IntegratedSecurityMode](#).

### Tools, apps, integration

<table>
<thead>
<tr>
<th></th>
<th>Cognos Analytics on-premises software</th>
<th>Cognos Analytics cartridge for IBM Cloud Pak for Data</th>
<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis Studio (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>Yes</td>
</tr>
<tr>
<td>Query Studio (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>Event Studio</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>PowerPlay Studio (1)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>Analytics Content Hub</td>
<td>Yes</td>
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<td>No</td>
<td>No</td>
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<tr>
<td>Audit Extensions</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Cognos for Microsoft Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<td>Cognos Analytics (mobile app)</td>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td>Cognos Analytics reports (mobile app)</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Functionality</td>
<td>Cognos Analytics on-premises software</td>
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<td>Cognos Analytics on Cloud Hosted</td>
<td>Cognos Analytics on Cloud On-Demand</td>
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<tr>
<td>---------------------------------------</td>
<td>--------------------------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Cognos software development kit (SDK)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Dynamic Query Analyzer</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Planning Analytics SSO namespace</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rest API with IBMid</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Watson Studio</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Watson Knowledge Catalog</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Query Studio, Analysis Studio, Event Studio, and PowerPlay Studio are legacy components. These studios can be explicitly enabled in Cognos Analytics on-premises.

2. Query Studio, Analysis Studio, Event Studio, and PowerPlay Studio can be enabled in Cognos Analytics on Cloud Hosted upon request.

### Third-party and partner tools

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSP MetaManager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Jupyter Notebooks</td>
<td>Yes</td>
<td>Yes</td>
<td>See (1)</td>
<td>No</td>
</tr>
<tr>
<td>Microsoft Teams</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>MotioCI</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Slack</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</table>

1. Jupyter Notebooks are available with the subscription to Watson Studio. For more information, see this article (https://medium.com/ibm-watson/ibm-cognos-analytics-watson-studio-cloud-better-together-ac01105987f).

### Licensing, deployment, and support

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to innovation stream (latest GA)</td>
<td>Yes</td>
<td>See (1)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Access to Long-term Support Release (LTSR)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Functionality</td>
<td>Cognos Analytics on-premises software</td>
<td>Cognos Analytics cartridge for IBM Cloud Pak for Data</td>
<td>Cognos Analytics on Cloud Hosted</td>
<td>Cognos Analytics on Cloud On-Demand</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------------------------------</td>
<td>-------------------------------------------------------</td>
<td>----------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>IBM support for technical issues</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Licensing model: authorized user</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Licensing model: capacity instance</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Data centers</td>
<td>Managed by the customer</td>
<td>Managed by the customer</td>
<td>Managed by IBM Australia: Sydney, Canada: Montreal, Toronto, Germany: Frankfurt, Netherlands: Amsterdam, United States: Dallas, San Jose, Washington D.C.</td>
<td>Managed by IBM Australia: Sydney, Brazil: Sao Paulo, Germany: Frankfurt, Japan: Tokyo, Netherlands: Amsterdam, United States: Washington D.C.</td>
</tr>
</tbody>
</table>

1. For more information, see https://www.ibm.com/docs/en/cloud-paks/cp-data/4.5.x?topic=services-cognos-analytics
Chapter 2. Cognos Analytics offerings

IBM Cognos Analytics with Watson is available through multiple offerings. Each offering might support different components, features, data sources, documentation, and other aspects of the product.

The following Cognos Analytics offerings are available in version 11.2.x:

**IBM Cognos Analytics with Watson**
Deployment type: Software (stand-alone)
Fully managed by customers; deployed as stand-alone software; can be hosted on premises or on IaaS (any cloud).

**Cognos Analytics on Cloud Pak for Data**
Deployment type: Cloud Pak for Data cartridge
Fully managed by customers; deployed as a Cloud Pak for Data cartridge (catalog service); can be hosted on premises or on IaaS (any cloud).

**Cognos Analytics on Cloud Hosted**
Deployment type: SaaS (single-tenant)
Managed by IBM, and hosted on IBM Cloud infrastructure.
The IBM Cognos Analytics team works with the customer on configuration and onboarding.
The Cognos Analytics version is updated in consultation with the customer.
For more information, see the service description at [https://ibm.biz/caoc-hosted-sd](https://ibm.biz/caoc-hosted-sd).

**Cognos Analytics on Cloud On-Demand**
Deployment type: SaaS (multitenant)
Managed by IBM, and hosted on IBM Cloud infrastructure.
Available from IBM Cloud marketplace through self-service.
Cognos Analytics is upgraded automatically and maintained at the latest version.
For more information, see the service description at [https://ibm.biz/caoc-odm-sd](https://ibm.biz/caoc-odm-sd).

Note: This offering is available as a 30-day free trial that includes 5 Premium users. For more information, see [https://ibm.biz/caoc-trial-sd](https://ibm.biz/caoc-trial-sd).

The following sections provide information about functionality that is supported by different offerings of Cognos Analytics.

### Key capabilities

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
<th>Cognos Analytics cartridge for IBM Cloud Pak for Data</th>
<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium (1)</td>
</tr>
<tr>
<td>Dashboarding</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Stories</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Exploration</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AI Assistant</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cognos Portal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cognos Admin Portal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (2)</td>
</tr>
<tr>
<td>Cognos Workspace</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
1. For more information about Cognos Analytics on Cloud on-Demand user types, see https://www.ibm.com/docs/en/cognos-analytics/11.2.0?topic=administrators-demand-subscription-roles.

2. For more information about securing content in Cognos Analytics on Cloud on-Demand, see https://www.ibm.com/docs/en/cognos-analytics/11.2.0?topic=demand-securing-your-content-license-users.

### User capabilities

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
<th>Cognos Analytics cartridge for IBM Cloud Pak for Data</th>
<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create or edit reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Run reports with prompts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Schedule reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium (1)</td>
</tr>
<tr>
<td>Save report output in Cognos Analytics</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Save report output to cloud</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Save report output to file system</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Set report bursting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Receive burst reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>View saved report output (2)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Receive reports by email</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>View or interact with active reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Create scheduled jobs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Import or export Cognos deployment</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (3)</td>
</tr>
<tr>
<td>Upload data files</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Upload fonts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Upload images</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Customization (themes, extensions, palettes)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium (4)</td>
</tr>
<tr>
<td>Customization (roles)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Customization (user profiles)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Only daily and monthly schedule frequency is allowed.

2. Viewing the saved report output is not the same as running a report. Standard users can view a report output file (html, csv, and so on) if it was saved by a Premium user in Team content.

3. Customers can do a one-time migration from the on-premises or on-cloud hosted offering to the On-Demand offering. For more information, see “Migrating to Cognos Analytics on Demand” in the Cognos Analytics On Cloud On-Demand documentation.

4. Only Premium users can use this functionality. However, Standard users can use custom visualizations that were published by Premium users.
## Administration capabilities

<table>
<thead>
<tr>
<th>Functionality</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Audit reporting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Configure and manage system</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Manage data server connections</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manage distribution lists and contacts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Manage visualizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - Premium</td>
</tr>
<tr>
<td>Manage users, groups, and roles</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manage tenants</td>
<td>Yes</td>
<td>N/A</td>
<td>No (1)</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Future roadmap item.

## Authentication and identity providers (IDP)

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect on-premises authentication provider</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Connect cloud authentication provider</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - IBMid</td>
</tr>
<tr>
<td>Single sign-on (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - IBMid</td>
</tr>
<tr>
<td>LDAP (v3 compatible)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Microsoft Active Directory (AD)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>OpenID Connect</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Custom Java authentication</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Single sign-on (SSO) is available with OIDC authentication providers that support this feature.
2. For Cognos Analytics on Cloud Hosted, this provider is available only through an LDAP connector, and only LDAP v3-compatible features are available. Kerberos SSO is not supported.
## Metadata modeling

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data modules (web-based modeling)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Compatible with Framework Manager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (1)</td>
</tr>
<tr>
<td>Compatible with Cube Designer</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Compatible with PowerPlay Transformer</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>Yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>Compatible with PowerPlay cubes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Supports compatible query mode (CQM) queries</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Supports dynamic query mode (DQM) queries</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supports OLAP dimensional packages</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supports dynamic cubes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Supports PowerCubes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Framework Manager can be used with Cognos Analytics on Cloud On-Demand only if the customer has an existing support and subscription (S&S) for the on-premises offering, and only as a means to move the on-premises metadata models to the On-Demand offering. The expectation is that new metadata models will be created in Data Modules. Otherwise, Framework Manager is not provided with the On-Demand offering.

2. Transformer use is allowed, but the tool must be run locally, and not on the Cloud or CPD platform.

## Data sources

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data modules (web-based modeling)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Data servers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Data servers: connect to data servers on cloud</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes (1)</td>
</tr>
<tr>
<td>Data servers: connect to data servers on premises</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (1) (2)</td>
</tr>
</tbody>
</table>
### Functionality

<table>
<thead>
<tr>
<th></th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud Hosted</th>
<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data servers: JDBC connections</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (1)</td>
</tr>
<tr>
<td>Data servers: ODBC connections</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Data sets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Framework Manager packages</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Uploaded data files</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cognos PowerPlay Transformer cubes</td>
<td>Yes</td>
<td>No</td>
<td>Yes (3)</td>
<td>No</td>
</tr>
<tr>
<td>Planning Analytics (TM1) as a data source</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (4)</td>
</tr>
</tbody>
</table>

1. For information about the supported data servers for Cognos Analytics On Cloud On-Demand, see [IBM Cognos Analytics on Cloud On-Demand: Supported Software Environments](https://www.ibm.com/support/pages/node/737555).

2. There is a limit of 10 data server connections per account. IBM Secure Gateway is required, with maximum of 2 Secure Gateway instances per account (5 connections per instance).

3. Can be enabled upon request.

4. Planning Analytics must be configured to use mode 1 security. For more information, see [IntegratedSecurityMode].

### Tools, apps, integration

<table>
<thead>
<tr>
<th></th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis Studio (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>Yes</td>
</tr>
<tr>
<td>Query Studio (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>Event Studio</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (2)</td>
<td>No</td>
</tr>
<tr>
<td>PowerPlay Studio (1)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Analytics Content Hub</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Audit Extensions</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Cognos for Microsoft Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cognos Analytics (mobile app)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cognos Analytics reports (mobile app)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Functionality</td>
<td>Cognos Analytics on-premises software</td>
<td>Cognos Analytics cartridge for IBM Cloud Pak for Data</td>
<td>Cognos Analytics on Cloud Hosted</td>
<td>Cognos Analytics on Cloud On-Demand</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Cognos software development kit (SDK)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Dynamic Query Analyzer</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Planning Analytics SSO namespace</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rest API with IBMid</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Watson Studio</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Watson Knowledge Catalog</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Query Studio, Analysis Studio, Event Studio, and PowerPlay Studio are legacy components. These studios can be explicitly enabled in Cognos Analytics on-premises.

2. Query Studio, Analysis Studio, Event Studio, and PowerPlay Studio can be enabled in Cognos Analytics on Cloud Hosted upon request.

### Third-party and partner tools

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Cognos Analytics on-premises software</th>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSP MetaManager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Jupyter Notebooks</td>
<td>Yes</td>
<td>Yes</td>
<td>See (1)</td>
<td>No</td>
</tr>
<tr>
<td>Microsoft Teams</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>MotioCI</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Slack</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1. Jupyter Notebooks are available with the subscription to Watson Studio. For more information, see this article (https://medium.com/ibm-watson/ibm-cognos-analytics-watson-studio-cloud-better-together-ac011059878f).

### Licensing, deployment, and support

<table>
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<tr>
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<th>Cognos Analytics on Cloud On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to innovation stream (latest GA)</td>
<td>Yes</td>
<td>See (1)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Access to Long-term Support Release (LTSR)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Functionality</td>
<td>Cognos Analytics on-premises software</td>
<td>Cognos Analytics cartridge for IBM Cloud Pak for Data</td>
<td>Cognos Analytics on Cloud Hosted</td>
<td>Cognos Analytics on Cloud On-Demand</td>
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<td>Yes</td>
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<td>Licensing model: capacity instance</td>
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<tr>
<td>Data centers</td>
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<td>Managed by the customer</td>
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<td>Managed by IBM Australia: Sydney Brazil: Sao Paulo Germany: Frankfurt Japan: Tokyo Netherlands: Amsterdam United States: Washington D.C.</td>
</tr>
</tbody>
</table>

1. For more information, see https://www.ibm.com/docs/en/cloud-paks/cp-data/4.5.x?topic=services-cognos-analytics
Chapter 3. Cognos Analytics on Cloud Pak for Data

You can add IBM Cognos Analytics with Watson as an add-on to IBM Cloud Pak for Data.
You can find the Cognos Analytics on Cloud Pak for Data documentation in IBM Cloud Docs here.
Chapter 4. User interface

All Cognos Analytics offerings use the same user interface.

Whether you’re an analyst, report author, modeler, or administrator, you start by logging in to the Cognos Analytics portal from your desktop or mobile device. Then, you see the Cognos Analytics welcome page. From here, you can start exploring the application. Depending on the work you do, you might need to use different areas of the user interface. For example, if you are a report author, your primary work environment is Reporting. Access to the different areas of the application depends on your role in the organization, access permissions, customizations, or type of the offering (on-premises or cloud), and you might not always see certain areas of the user interface.

The topics in this section provide some basic information about navigating the Cognos Analytics user interface, and creating and managing the application content.

For links to videos, getting started resources, expert blogs, events, and more, visit the IBM Cognos Analytics community (https://community.ibm.com/community/user/businessanalytics/communities/community-home?CommunityKey=6b10df83-0b3c-4f92-8b1f-1fd80d0e7e58).

Logging in

IBM Cognos Analytics with Watson supports authenticated and anonymous user access. To use the application as an authenticated user, you must successfully log in.

To log in, provide your credentials, such as user ID and password, as required by your organization. Anonymous users do not need to log in.

If multiple namespaces are configured for your Cognos Analytics environment, you can log in to the different namespaces in the same session. Each namespace requires its own credentials.

Procedure

1. In the login page, select the namespace that you want to log in to.
2. Type your user ID and password, and click Log in.
   Your session starts.
3. To log in to a different namespace in the same session, from the personal menu in the application bar, click Log into an additional namespace.

What to do next

You log out to end your session. Even if you used multiple namespaces in the session, you log out only once. To log out, from the personal menu in the application bar, click Log out. If you close your web browser without logging out, your session ends.

Logging out

You log out to end your Cognos Analytics session. Even if you used multiple namespaces in the session, you log out only once.

Important: Ensure that you follow good security practices. If you plan to leave your computer unattended, log out of your Cognos Analytics session first. Do not share your browser session with other users.

Procedure

1. In the application toolbar, click the personal menu icon (§).
2. In the menu, click Log out.
Welcome page

The welcome page provides quick access to the product functionalities, content, samples, and learning materials.

This is the perfect place to start exploring Cognos Analytics.

The welcome page consists of the following building blocks:

**Global application bar**

The global application bar is a constant element of the user interface, no matter what's the component. However, depending on the component, the options in the application bar might be different.

When the welcome page is open, the following, standard options are available:

- Open menu icon
- IBM Cognos Analytics home page link
- View switcher
- My parameters icon
- Learn icon
- Notifications icon
- Personal menu icon

**Welcome banner**

The Welcome banner contains links to the product video and tour.
You can hide the banner by clicking the Close icon. Or you can go to the personal menu, and under Profile and settings > Settings, toggle the Welcome banner switch on or off.

**Quick launch section**

Use the tiles in this section to quickly start creating content in the different components of IBM Cognos Analytics with Watson.

For example, click **Prepare data** to start creating a data module, or **Present data** to start creating a dashboard, report, or story. The tiles are customizable.

**Get started tab**

This tab contains links to the IBM Cognos Analytics with Watson learning resources. From here, you can access various product videos, the Accelerator catalog that contains best practice guides, custom visualizations, and other resources, and open the context-sensitive help (Learn pane).

**Recent tab**

Here, you can access the recently viewed content, such as dashboards, reports, data modules, and other items, and continue working with them.

**Samples section**

The **Samples** section provides quick access the samples that are installed with the product.

When you click any of the tiles, or the View all samples link, the Samples folder or its subfolder is opened in the content view.
Open menu

The Open menu is the main access point to the IBM Cognos Analytics with Watson content and functionalities.

Click the Open menu icon in the application bar to access the menu options.

From this menu, you can access the existing Cognos Analytics content (Content option), and start creating new content (New option). You can also start uploading your own data files (Upload files option), view the recently used content (Recent option), and access the administrative user interfaces (Manage option).

Click the Content option to view the My content, Team content, and other folders. The Cognos Analytics content is stored in these two folders. The content includes any objects that can be created and used in Cognos Analytics: dashboards, reports, stories, explorations, data modules, but also data files, packages, and more.

For more information, see “Content view” on page 22

Content view

The Content view shows objects that are created and managed in Cognos Analytics.

The objects such as dashboards, stories, reports, explorations, notebooks, and more, can be considered primary content types. In addition to these primary content types, there are objects such as folders, data modules, packages, uploaded files, jobs, schedules, events, URLs, shortcuts, and more, that users and administrators create or import to provide data, and manage the content.

To access the content view, click the Open menu icon in the application bar, and select the Content option. The following page is opened:
The page shows the following tabs (folders):

**Team content**
This is the main folder where all shared application content is stored. The items in **Team content** are public and available to all Cognos Analytics users with proper permissions.

**Tip:** If you create a data module using data from an uploaded file and you want the data to be available to other users, store both the data module and the file in **Team content**. This ensures that other users can access a report, dashboard, or story that references the data in the file. This restriction applies to report authors and consumers. Administrators can run reports that use data from any user’s **My content** folder.

**My content**
Items in this folder are private, and only you can see them.

**Samples**
This folder is available when product samples are installed.

**External content**
This folder is available when the **Watson Studio URL** is configured in the **Manage** administration component.

**Custom folders**
Custom folders are created by administrators for specific user roles. If such folders exist, they are displayed on separate tabs. Only members of roles with permissions for a specific folder can view the folder.

The contents of each folder can be displayed in the **List view** or **Tiles view** (default).

To open an item, click it. The item is opened in the related user interface. For example, a dashboard is opened in the Dashboarding user interface, and a data module - in the modeling interface.

To work with items in the content view, use one of the following user interface elements:

**Actions toolbar**
This toolbar is available in both **List view** and **Tiles view**.

Use the toolbar options to organize and find items in folders, change the content view display, add subfolders and URLs. For example, click the **Settings** icon to change the row size in the list view, or the **Tiles view** icon to change the display of items from list to tiles.
The options in the toolbar depend on which and how many items are selected. For example, the following options are available for an uploaded file.

### Action menu
This menu is available for each content item in both **List view** and **Tiles view**. Select an individual item, and click its **Action menu** icon. The menu contains a complete list of actions that are available for the selected item, based on the user permissions. From this menu, you can edit an item, view its properties or details pane, add a shortcut, or delete the item.

The **Action menu** is also referred to as a context menu.

### Details pane
The **Details** option is available for all types of items in the content view, from the actions toolbar or from the context menu. The following example shows the **Details** pane for a report.

The **Details** pane provides the item metadata, allows to share the item, and perform item-specific actions.

### Creating new content and uploading files
You can create new content and upload files directly from the content view by using the following buttons at the top of the page:

You can also use the **Create** option in the **Details** pane.
**View switcher**

The view switcher in the application bar provides a convenient way to navigate between open views, and close the views when they are no longer needed.

You can navigate between different types of items, such as folders, reports, dashboards, stories, schedules, and more, from this view.

---

**Quick upload**

Use **Quick upload** to upload files to IBM Cognos Analytics with Watson 11.2.0 and simultaneously start a data module, exploration, dashboard, or notebook.

Drag files onto the welcome page to activate the **Quick upload** functionality. When **Quick upload** appears, drop the files into the appropriate box to immediately start building a data module, exploration, dashboard, or notebook. The uploaded files are stored in the folder from which you uploaded them, or in your **My content** folder.

For more information about uploaded files, see “Uploaded files” on page 39.
Search

Search is a quick and easy way to find content in your IBM Cognos Analytics with Watson application. You can search for items such as dashboards, stories, data modules, reports, folders, and so on. You can also search for table or column labels, XML report specifications, URL items, shortcuts, templates, and more. Search doesn't return results for content that's archived, but you can access archived content from a report that's listed in one of your folders.

The search box is located in the application bar, as shown in the following screen capture:

To find items, type the search terms (keywords, phrases, strings), and click the Enter key. After the search results are listed, you can save your search by clicking the **Save search** button. If your search returns too many results, you can click the **filter** icon, and select the options that you want. The filter option is only available after you do an initial search. The filters are saved with the search.

From the search results page, you can initiate actions on the returned items. If you select multiple items (by clicking their check boxes), the related actions that are available for all or at least one item are shown in the actions toolbar, above the search results.

To view the actions for a specific item, select the checkbox for this item (all other items must be deselected), and click its **Action menu** icon. The actions that are available for the selected item are shown. For example, the following screen capture shows actions for a report.
For more information, see “Content view” on page 22.

**Special characters in search terms**

You can use special characters in your search terms.

The following characters are tested regularly and are safe to use: `~!@#$%^&*()-+=[]\{}|:;'<>,.?/

**Enclosing the search terms in double quotation marks**

When you enclose your search terms in double quotation marks (" "), the search results include only those instances where the terms appear in the exact order as within the double quotation marks.

**Search index size**

The tests show that in a controlled and monitored multi-server installation of Cognos Analytics the size of the search index files grows approximately by 3 GB for every 1 million objects in the content store database.

**Note:** To determine the number of objects in the content store, you can run the CSsize_profiling_VENDOR_NAME.sql script that is stored in the cognos_analytics_location\appcm\configuration\schemas\content directory. The scripts are provided by vendors. However, this activity requires extra resources, and puts strain on the application CPU and memory.
Chapter 5. Access permissions

Access permissions are used to secure the organization's data.

Your administrator adds you to the groups and roles that have the capabilities and permissions you need to work with secured functions, features, and your organization's content. For example, report authors typically have access to the reporting, but not the managing part of the user interface. Members of the report author role have Write permission on a report, but members of a sales group might have only Run permission for the same report.

If you want to see what you are permitted to do with a specific report or other entry, see “Viewing your permissions for content” on page 31.

If you lack sufficient access permissions for an item, item owners or users with more extensive access permissions can authorize you to use their credentials. For more information, see “Managing your credentials” on page 103.

For information on administering user access to groups, roles, and capabilities, see the IBM Cognos Analytics Managing Guide.

Simple and granular access permissions

Access permissions determine a user's ability to perform a specific action, or access a feature or object.

Permissions for a specific user are a combination of permissions for that user and permissions for the groups and roles where the user is a member. When a user is a member of more than one group or role, deny permissions for one group or role take precedence over granular permissions for a different group or role.

Users have Read, Run, Write, and Full permissions for items. These simple permissions represent combinations of more granular permissions that administrators use to control access.

Simple permissions mapped to granular permissions

The following simple permissions include combinations of granular permissions:

- Read
  - Includes the read and traverse granular permissions.

- Run
  - Includes the read, execute, and traverse granular permissions.

- Write
  - Includes the read, write, execute, and traverse granular permissions.

- Full
  - Includes the read, write, execute, traverse, and set policy granular permissions.

Granular permissions and permitted actions

The underlying, granular permissions are described in the following list:

- Read
  - View all the properties of an entry, including the report specification and report output.

  Note: To run a report with full interactivity, a user must have read permissions on the package or data model that is referenced in the report. For more information about the actions you can do in a report that runs with full interactivity, see "Limited and fully interactive reports" in the IBM Cognos Analytics with Watson Reporting User Guide.

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Create a shortcut to an entry.

**Write**
- Modify properties of an entry.
- Delete an entry.
- Create entries in a container, such as a package or a folder.
- Modify the report specification for reports created in Reporting and Query Studio.
- Create new outputs for a report.

**Execute**
- Process an entry.
  - For entries such as reports, agents, and metrics, the user can run the entry.
  - For data sources, connections, and signons, the entries can be used to retrieve data from a data provider. The user cannot read the database information directly. The report server can access the database information on behalf of the user to process a request. IBM Cognos software verifies whether users have execute permissions for an entry before they can use the entry.
  - For credentials, users can permit someone else to use their credentials. To use the run as the owner report option, a user must have execute permissions for the account.

**Set policy**
- Read and modify the security settings for an entry.

**Traverse**
- View the contents of a container entry, such as a package or a folder, and view general properties of the container itself without full access to the content.

### Setting permissions for content
Set access permissions to specify which users, groups, or roles can access your content.

**About this task**
You can set permissions for content that you own, such as reports, dashboards, stories, packages, and so on. Permissions can be granted, denied, or set as default.

**Note:** A value of **Default** means that permission is neither granted nor denied.

For information about the types of permissions that you can specify for entries, see “Simple and granular access permissions” on page 29.

When you set access permissions, you can reference both authentication provider users, groups, and roles, and Cognos groups and roles. However, if you plan to deploy your application in the future, we recommend that you use only the Cognos groups and roles to simplify the process.

**Procedure**
1. In **Team content** or **My content**, find your entry, and from its context menu, click **Properties**.
2. On the **Permissions** tab, select the check box **Override parent permissions**, and click the add icon.
3. Open the namespace that contains the users, groups, or roles for which you want to specify permissions for the entry. To quickly find the entries, click the search icon, or click the filter icon to narrow the view of entries within the namespace.
4. Select the users, groups, or roles that you need. You can control-select multiple entries. Click Add. The selected users, groups, or roles are added to the security policy of your entry with the basic permission Read.

5. To change the permission to Run, Write, or Full, click the set access icon, and change the permission.

6. Click on the permission name to view the granular permissions that this permission is comprised of. To change the granular permissions, click the set access icon for a permission, and change the access type to Grant, Deny, or Default.

7. If you want the children entries inherit the same permissions, select the Apply to all children check box.

8. Click Apply.

**Viewing your permissions for content**

To secure IBM Cognos Analytics with Watson content, administrators assign permissions. You can check your permissions for a report or another entry in the properties for the entry.

**About this task**

The Read, Run, Write, and Full permissions represent groupings of more granular permissions that administrators assign. For more information, see “Simple and granular access permissions” on page 29.

**Procedure**

1. For an entry in a list, tap the context menu, and then tap Properties.
2. On the General tab, tap Advanced.
   
   View the Permission property, and your permission value for the entry.

**Viewing your permissions for capabilities**

As a user or member of a group or role, you are assigned the capabilities that you need to work with different IBM Cognos Analytics with Watson functions and features.

**About this task**

If you are missing a capability that you require, contact your administrator.

**Procedure**

1. Tap your personal menu, then tap Profile and settings > Profile.
2. Under Advanced options, tap View details for either Groups and roles or My capabilities.
Chapter 6. Sources of data

To create and run reports, dashboards, stories, or explorations you need data. This data might be made available to you by an administrator who creates packages or data modules, or you could upload your own data files.

You can use data modules, packages, data sets, and uploaded files as sources of data for your IBM Cognos applications.

When data modules and models are built, and queries are planned and executed, the data source is required to describe the column data type to the query service. The query service maps the source column data types to the types it supports. If the source data type is not supported by the query service, the query service treats it as an unknown type. For more information, see “Supported SQL data types” in IBM Cognos Analytics with Watson Data Modeling Guide.

Data modules

Data modules contain data from data servers, uploaded files, data sets, other data modules, and from relational, dynamic query mode packages.

Data modules are created in the web modeling component in IBM Cognos Analytics with Watson, and saved in Team content or My content. You can use multiple input sources for a single data module.

Tip: If you create a data module using data from an uploaded file and you want the data to be available to other users, store both the data module and the file in Team content. This ensures that another user can run a report that references the data. This restriction applies to report authors and consumers. Administrators can run reports that use data from any user’s My content folder.

Data modules can be used as sources for reports, dashboards, stories, explorations, notebooks, data sets, and other data modules.

For more information, see the IBM Cognos Analytics with Watson Data Modules Guide.

Data modules that are sourced from IBM Planning Analytics cubes are created in the administration component.

Packages

A package is a subset of a model, which can be the whole model, that is made available to the IBM Cognos Analytics with Watson application.

Relational packages are created in IBM Cognos Framework Manager, and OLAP packages in IBM Cognos Cube Designer and in IBM Cognos Administration. For more information, see the chapter on publishing packages in the IBM Cognos Framework Manager User Guide.

Not all types of packages can be used in all Cognos Analytics components. Only Reporting can use all types of packages traditionally supported in earlier versions of Cognos Analytics.

For dashboards and stories, the following packages are supported:

- Relational, dynamic query mode packages.
- Relational, compatible query mode packages if there is a JDBC connection defined for each data source in the package.
- Dimensional OLAP packages that are based on PowerCubes, dynamic cubes, Planning Analytics data sources, dimensionally modeled relational (DMR) data sources, and other data sources.

The modeling component supports only relational, dynamic query mode packages as sources for data modules.

For more information, see the IBM Cognos Analytics with Watson Data Modeling Guide.
**Note:** Cognos Analytics doesn’t support Framework Manager namespaces, which are containers that organize and uniquely qualify content in a model. The namespaces are shown as folders when Framework Manager packages are viewed in data modules, dashboards, and other content.

## Data sets

Data sets are customized collections of data items that you use frequently. As you make updates to the data set, the dashboards, stories, or explorations that use that data set are also updated the next time you run them.

You can create data sets from packages or data modules, and use as sources to create dashboards, stories, explorations, and data modules.

You can't create a report directly from a data set. However, to use the data from the data set in a report, create a data module from the data set, and then use the data module as a source for your report.

The data set mechanism is based on the Cognos Analytics report foundation. You add data to a data set in a similar manner as you add data to a list report. You can switch between Page design and Page preview modes. The Query view provides an alternative way to modify the data sets. In this view, you can copy and paste queries from existing reports, manage advanced filters and prompts, and rename queries.

Here is an example of a data set in the **Page preview** mode.

### Creating data sets

Create data sets to group customized collections of data items that you use frequently.

If a data set is based on a package with multiple data server connections or signons, the connection or signon that you choose is saved with the data set. If the package connection information changes later, users might see the ambiguous connection message. To avoid this message, edit the data set choosing the new connection or signon, and save the data set using the **Save as** option. Select yes when asked whether you want to overwrite the data set. The data set is saved with the new connection or signon and its subsequent refreshes use the new information.
Before you begin

The package or data module that you plan to use as a source for your data set must already be saved in Team content or My content.

About this task

The list in the data set can be associated with only one query. If you want to add data items from different queries to your data set, you can create a custom query in the Queries view that contains data items from different queries.

When creating or editing data sets, you can reuse queries from Cognos Analytics reports. For more information, see “Reusing report queries in data sets” on page 37.

Procedure

1. Locate the package or data module in Team content or My content.
2. From the package or data module context menu, click Create data set. The data set editor is opened in the Page design mode.
3. Drag the data items from the Insertable objects pane to the work area. The items appear as columnar data in a similar fashion to a list report.
4. For relational data or for data modules, select the Summarize detailed values, suppressing duplicates, for relational data sources checkbox. If you aren't sure if this checkbox must be selected, clear it and then select it again to see how the data is aggregated. Condensed data with fewer rows usually leads to better performing reports and dashboards. A reason for not aggregating the data in your data set is that you lose some details in the process, and the data from one system might not match the data from another system. This is especially true for calculations, such as an average.
5. Select Row suppression if you want to hide rows with no data or zeros. Suppressing rows without data gives you a more concise view of your data set.
6. Refine the data in the data set by using the options in the on-demand toolbar.

   ![Toolbar Options]

   To view the toolbar, click any column.

   To add filters to the columns or individual items of the data set, click the item, and then click the filter icon in the toolbar. You can add a customized filter or use one of the predefined filters.

   To sort the values, click the sort icon, and select from the available sort options.

   To view the column expression, click the More icon, and select Edit Query Expression.
7. Use the Query view to access more data set functionality.

   From the Data set menu, click Queries to open the Query Explorer.

   In this view, you can copy and paste queries from existing reports, manage advanced filters and prompts, or rename the queries.

   Here is an example of a data set in the Queries view:
Note: The query names are used as table names when the data set is used to create data modules. Use logical names that clearly describe the data when renaming the queries.

8. Click the More icon to access additional functionality:

Click Validate report to validate the data set, or click Show generated SQL/MDX to view the data set SQL.

9. Click the save icon, and choose one of the following options to save the data set:

- To save the data set for the first time or to save changes to the data set, click Save. This option saves the metadata, but doesn’t load the data. Depending on the data set, loading data might take some time.
- To save an updated data set as a new data set, click Save as. This option saves the metadata, but doesn’t load the data. Depending on the data set, loading data might take some time.
- To save the data set and load the data, click Save and load data. In addition to saving the new or changed metadata, this option loads data. The data is immediately available when you create a dashboard or story.

Results
The data set object is created in a location that you saved it to.

What to do next
To edit the data set, open it from Team content or My content.
You can replace data items in the data set with data items from a different query. In the **Page design** or **Page preview** mode, click the **Reset** button. The previously selected data items are removed, and you can start adding new ones to the list.

You can also replace the data module or package that was used as a source for the data set. Right-click the source name in the **Insertable objects** pane, and select the **Replace data module** or **Replace package** option, as shown in the following screen capture:

---

### Reusing report queries in data sets

You can reuse existing queries from Cognos Analytics reports by copying either individual queries or entire report specifications into data sets.

The data set and the report from which you copy the queries must be based on the same type of data source, either a data module or a package.

When you copy an individual report query, you add the query to the data set, and can continue working with the data set.

When you copy the report specification, the data set is overwritten and you can use the query (or queries) from the report in the data set. The report layout is not copied. The data set is renamed to the default **New data set**. You can then save it as a new data set.

---

### Procedure

1. Create or open an existing data set.
2. From **Team content** or **My content**, open the Cognos Analytics report in the edit mode.
3. Use the following steps to copy an individual query into your data set:
   a) In the report, from the **Report** menu, click **Queries** to open the report **Queries** view.
   b) Right-click the query that you want to copy, and click **Copy**.
   c) Go back to the data set, and from the **Data set** menu, click **Queries**.
   d) Right-click anywhere in the empty space in the **Queries** view, and click **Paste**. The new query is added to the view.
   e) Save the data set.
4. Use the following steps to copy the report specification:
   a) From any page in the report, click the **More** icon, and select **Copy report to clipboard**.
   b) Go back to the data set, click the **More** icon, and select **Open report from clipboard**.
   c) Paste the report specification into the empty box that is displayed, and click **OK**.

   You are back in the data set list view. The data source and the query in the data set were replaced. The data set name is shown as **New data set**, even if you started with a data set named differently.
d) Open the Queries view. All queries from the report are copied into the data set.
e) Save the data set using the Save as option.

5. From the Data set menu, click Pages > Page1. You are back in the data set list view.
6. Click the Reset button to break the list association with the previous query.

   The data items are removed from the list. You can now add data items from a different query, including the copied report queries, to the list.

7. In the Insertable objects pane, click the Data items tab.

   The report queries and their data items are shown in the tab.
8. Drag items from one query to the data set list.
9. Save the data set.

Results

Here is an example of the Queries view after a query labeled Report query was copied into the data set. The report query was joined with a preexisting query labeled Initial query.

Later, the data items from the Joined query were used to populate the list in the data set.
Uploaded files

If you want to do some quick analysis and visualizations with data files, you can upload the files to IBM Cognos Analytics with Watson by yourself. Your data files must meet size and structure requirements.

The data in the files must be in a simple columnar format. Pivot tables or crosstabs aren’t supported.

The size limits for uploaded files are configured by administrators in Manage > Configuration > System > Data. The settings that need to be modified are Size limit per upload of data (MB) and Size limit of stored data per user (MB).

The following file size limitations apply to individual users:

• Maximum size of each individual file. The default is 100 MB.
• Maximum size of all uploaded files. The default is 500 MB.

The file types that you can upload into Cognos Analytics are specified below.

Microsoft Excel workbook files

The supported Microsoft Excel file formats include .xls and .xlsx workbook files.

The file formats .xlsb and .xlsm aren't supported.

All worksheets in a multi-tab workbook are uploaded simultaneously. Each worksheet appears as a separate table in Cognos Analytics.

The following conditions apply to uploading Microsoft Excel files:

• .xlsx files that are saved in OpenOffice aren’t supported.
• Password-protected Excel files aren’t supported.
• Filters in Excel files are ignored. You can use the filtering options in data modules to reapply the filters.
• Comments before the first header row are interpreted as column headers.
  Text before the first row that describes the worksheet is incorrectly read as a column header. If you need a description of the worksheet, leave an empty row at the end of your data, and add the description under the empty row.
• Totals and subtotals are treated as part of the data.
  Totals can be mistaken as unsummarized data, and give misleading results. Consider removing totals and subtotals from your data before uploading the file.
• The files can contain merged cells.
• Each file can contain a maximum of 2000 columns.
  However, for better query performance, avoid uploading files with hundreds of columns. Try to remove redundant columns and rows from the files before uploading the files.

Delimiter-separated values files

The supported delimiter symbols include commas, tabs, semi-colons, and pipes (|). The file extension can be .csv, .tsv, .tab, or .txt.

The following conditions apply to uploading delimiter-separated values files:

• Quotation mark characters escape literal values. Single quotation marks (’) and double quotation marks (“) are supported.
• Record separators separate rows. Newline (\n), carriage return (\r), and carriage return followed by newline (\r\n) are supported.
• If your file is encoded as Unicode, it must contain a byte order mark (BOM) as the first character.
• Each string value in a file can contain a maximum of 5000 characters. Any extra characters are truncated.
The date and time values in the files must be in a supported format. Otherwise, the data might not be rendered properly in visualizations. Cognos Analytics supports the ISO 8601 standard formats for times.

The following date formats are supported:
- M/d/yy
- MMM d, y
- MMMM d, y
- dd-MM-yy
- dd-MMM-yy
- yyyy-MM-dd

The following time formats are supported:
- h:mm a
- h:mm:ss a
- h:mm:ss a z
- HH:mm
- HH:mm z
- HH:mm:ss
- HH:mm:ss.SS
- HH:mm:ss.z

**Jupyter Notebook (.ipynb) files**

You can upload Jupyter Notebook (.ipynb) files that were created in a Jupyter environment outside of Cognos Analytics.

For more information, see “Uploading external notebooks” on page 70.

**Compressed files**

The supported, compressed file types that you can upload are .zip and .gz files.

You can compress multiple files of supported types into a .zip or .gz file for a one-step upload.

When the files in the archive contain related data, joins between tables in the files are created automatically. The files are saved together in Team content or My content, and you can quickly start creating dashboards, explorations, or data modules based on the .zip or .gz file. You can also reload all files in the archive at once.

The files in the archive are uploaded sequentially, while the same files, uncompressed, are uploaded concurrently. As a result, a compressed archive of files, such .zip, takes longer to upload than the same files uploaded individually, at the same time. For example, if each individual file takes 8 seconds to upload, a batch of 10 files that are uploaded as separate files, at the same time, also takes about 8 seconds because the processing is done in parallel. If the same 10 files are compressed into one .zip file, the upload takes 80 seconds (8 sec x 10 files) because the processing is done in sequence.

You cannot replace or update one file without processing all files in the .zip or .gz file. For more information, see “Updating data in uploaded files” on page 41.
Uploading files

You can upload supported file types that are stored in any location to which your computer has local or LAN access.

You can upload each data file individually or upload multiple files concurrently. Multiple files can also be compressed for a one-step upload.

Procedure

1. Use the following methods to upload files:

   - In the Cognos Analytics welcome page, click the Open menu icon in the application bar, and then click Upload data. Browse for the files on your local drive or on the LAN, and select one or multiple files to upload them.
   - Drag one or multiple files from your local drive onto the welcome page to activate the Quick upload functionality. When Quick upload appears, drop the files into the appropriate box to immediately start building a data module, exploration, dashboard, or a notebook.
   - From the Content view, click Upload data. Locate the files on your local drive or on the LAN, and select one or multiple files to upload them. The files are saved to the folder from which you initiated the upload.

   Tip: At different upload stages, progress and error messages are shown for single-file uploads and consolidated, progress messages for multi-file uploads.

2. Optional: If the Replace data message is displayed, it means that a file was uploaded before, and you can either replace or append data to the file. For more information, see “Updating data in uploaded files” on page 41.

Results

By default, the uploaded files are saved in My content. When the upload was initiated from a specific folder in Team content or My content, the files are saved to that folder.

If an administrator specified a different default, shared location in Team content for uploaded files at the role, tenant, or global level, you can save the uploaded files to this location.

What to do next

Use uploaded files to create dashboards, stories, explorations, data modules, or data sets.

To join two uploaded files, create a data module using them as sources.

Reporting can't use uploaded files directly. However, they can be incorporated into a data module, which can then be used as a source in Reporting.

Updating data in uploaded files

You can replace or append data in an uploaded file with data from a different file.

The column names and data types, and the order of columns must be identical in both files. An empty file, which is a file that contains a header but no data, cannot be used for the update.

Procedure

1. In Team content or My content, locate the uploaded file that you want to update.

2. From the file context menu, choose one of the following options:

   - Replace file
     
     This option replaces all rows of data in your uploaded file with rows of data from the file that you select.
• **Append file**
  This option appends new rows of data to your uploaded file from the file that you select.
  
  **Tip:** While the file is being updated, progress and error messages are displayed.
Chapter 7. Explorations

Explore is a flexible workspace where you can discover and analyze data.

You can also explore an existing visualization from a dashboard or story. Uncover hidden relationships and identify patterns that turn your data into insights. Correlated insights are represented by a green icon with a number on the x-axis, y-axis, or the title of a chart.

Starting an exploration from an existing dashboard or story

When you are working on a dashboard or story, you can create or edit an exploration directly from a visualization.

**About this task**
Complete these steps to open a visualization in a new exploration or to add to an existing exploration:

**Procedure**

1. Open an existing dashboard or story.
2. Select a visualization.
3. Click the Explore icon in the toolbar.
4. Select New exploration or Add to existing.

Starting a new exploration from the Open menu

From the welcome page, you can start a new exploration from the New menu.

**Procedure**

1. Click the Open menu icon, and then click + New.
2. Click Exploration.
3. Select a data source and click Add.
   
   A starting points page is generated from the data source you selected.

Starting a new exploration from a data asset in the Content page

You can select the Action menu on a recently used data asset in any of the Content folders.

**Procedure**

1. In a folder in the Content page, such as Team content or My content, locate the data asset, such as a data module, that you want to use as a source for your exploration.
2. Select the data asset checkbox, and from its Action menu, select Create exploration.

Adding a data source

Add a data source to your exploration to explore its data.

**Procedure**

1. In the Selected sources pane, click the Add a source icon.
2. Go to **My content** or the **Team content** folder, and select the data source that you want to add. Click **Add**.

3. Expand the data source in the **Selected sources** pane to see what’s available.

4. Use the starting points page to generate a relationship diagram from your data.
Chapter 8. Reports

IBM Cognos Analytics with Watson standard and active reports are created in the IBM Cognos Analytics - Reporting component.

After a report is saved in the portal, you can view, run, or edit it. You can view report outputs in various formats and languages. You can also distribute the report by email or by bursting, or send it to mobile devices. Reports can also be scheduled to run at regular time intervals.

For information about managing reports, see Chapter 11, “Managing content,” on page 75.

Viewing and interacting with reports

IBM Cognos Analytics with Watson reports are located in Team content, My content, or other folders, where you can open or run them from.

The report opens in a viewer. You now have different options, such as subscribe, save as a report view, edit in reporting, and more. The available options depend on the type of report that you view. When a report runs in the interactive viewer, you also have options to see different data in the report by filtering, drilling up and down, and more.

Choose the options that best suit your needs for viewing frequency and personalization. If you want to see a report on a regular basis, subscribe to it. If it's really important, you can set it as your home page. If you entered prompt and parameter values and you want to save those so you don't have to enter them every time, save the report as a report view. If you choose to edit, the report opens in Reporting with all the tools you need. For more information, see The user interface in IBM Cognos Analytics with Watson Reporting User Guide.

Depending on the report type, the appropriate actions are available in the viewer:

• **Subscribe** (from the More menu in the application bar). Delivers reports with your prompt values and options.

• **Save as report view** (from the Save menu in the Reporting toolbar). Saves your prompt values and options in a view.

• The **Edit** toggle switch. Enables the Reporting edit mode.

• **Run as**. Choose the output format.

• **Save** and **Save as** (from the Save menu in the Reporting toolbar).

• Copy values from the HTML report output. Click the copy icon in the report toolbar, and select Copy raw value.

If you view saved report output, and you want to be alerted when there's a new version of the report, tap Notify me.

You can find entries in Team content by searching. But you can also save and organize your items in My content, which is useful for saving report views with your custom prompts or for saving report output versions.

When a report runs in the interactive viewer, the following options are available in the toolbar that appears when you select a report object:

• Sort data.

• In lists, group data.

• Summarize data.
• Convert a list or crosstab to a chart, or change a chart to a different chart type.
• In crosstabs and charts, suppress columns or rows or swap columns and rows.
• Drill through to another report.
• Add calculated members.
• Drill up, drill down, and perform dimensional operations, such as top/bottom filtering.
• Run the report as Excel or CSV output.
• Select and interact with the elements of a chart, such as the bars in a bar chart.
• View lineage information for a data item.
• Access a business glossary, such as the IBM InfoSphere® Information Governance Catalog, for a data item.
• Create, edit or remove filters.
• Share or embed report output, preserving the context of the current view of the report, such as prompt values.

To share or embed report output, click the Share icon.
• Run a report as the report owner or with the capabilities granted to the owner.

In the Cognos Analytics portal, access the Properties slideout of the report, click the Report tab, and then open the Advanced section.

Run variations of reports with report views

If you want to run an existing IBM Cognos Analytics with Watson report with different prompt values, schedules, delivery methods, run options, languages, or output formats, you can create a report view. Creating a report view does not change the original report.

To create a report view, run a report using the prompt values or other run options that you want and in the save options, select Save as report view. Your prompt values and run options are saved in the view. If you want to edit the prompt values for the report view, open the report view properties panel.

You can also create a report view in My content or Team content. Tap the context menu next to a report, and then tap Create report view.

In the properties panel for the report view, you can see a link to the source report. If the source report is moved to another location, the report view link is maintained. If the source report is deleted, the report view link breaks.

Report versions

If you run IBM Cognos Analytics with Watson reports, you see the latest data from the source. But often you view report versions and outputs, such as when a report you subscribe to is delivered. Report outputs are generated by subscriptions, schedules, multiple formats or languages, bursting, and delivery methods that include save, print, and email.

In many instances, you are notified and receive a link to view report output, but you can also view saved and archived versions for reports in your content lists.

Save a report version

When you view a report, tap the save icon in the Reporting toolbar, or the more icon in the application bar. The location of the save option depends on the type of report you view.
You also have the **Save as** option (from the save menu) of saving the report version under a different name or in a different location.

**View report versions and archived versions**

For a report in a content list, tap ⋅, and then tap **View versions**.

**Set the maximum number of report versions that you can save**

For a report in a content list, tap the context menu ⋅, and then tap **Properties**. On the **Report** tab, under **Advanced > Report output versions**, enter a number to represent the maximum number of report versions to save.

**Delete saved outputs for report versions**

For a report in a content list, tap ⋅, and then **View versions**. Tap an entry in the list, and then tap the delete icon. Deleting removes all saved output formats for the version.

---

**Subscribing to reports**

If you use an IBM Cognos Analytics with Watson report regularly, you can subscribe to it. When you subscribe, you pick the time, date, format, and where you want it delivered. When you subscribe to a report, the subscription includes all your prompt and parameter values.

**About this task**

The subscription option is available when you run and view a report, but not when you are in editing mode or when you view saved output.

**Tip:** To ensure that you are in view mode, and not in edit mode, turn off the **Edit** toggle.

If you edit a report, you must save it before you can subscribe.

After you subscribe, each time your report is delivered, you are notified by a red circle on the

**Notifications** icon in the application bar. The number in the red circle indicates the number of notifications that you have not yet viewed. Tap the notifications icon to find a message with a link to view the report output.

**Procedure**

1. Run a report.
2. In the application bar, tap ⋅, and then tap **Subscribe**.
3. Select your subscription options, and then tap **Create**.

Your subscription is created.

**What to do next**

After you create your subscriptions, you can view and manage them. For more information, see “My schedules and subscriptions” on page 101.
Notifications help you stay on top of important data. If you subscribe to a report or report view, you are notified every time your subscription is delivered. If you view saved output and you want to know when there’s a new version of the report, you can subscribe to it.

The **Subscribe** option is available in view mode of a saved output version of a report when you tap the More button ... in the application bar.

**Tip:** To ensure that you are in view mode, and not in edit mode, turn the edit toggle Edit off.

If you request notification and then someone runs that report, you get a notification with a link to the updated version.

When you subscribe, if you choose the **Save the report on the system** delivery option, you receive a notification with a link to the new report version. To see all your notifications, tap the **Notifications** icon 🔔 in the application bar. When you revive a new notification, a number is added to the icon 🔔.

For more information, see “Subscribing to reports” on page 47.
Chapter 9. Dashboards and stories

IBM Cognos Analytics with Watson provides dashboards and stories to communicate your insights and analysis. You can assemble a view that contains visualizations, such as a graph, chart, plot, table, map, or any other visual representation of data. You can customize a dashboard, story, or visualization by changing its visual properties.

Dashboards

A dashboard helps you to monitor events or activities at a glance by providing key insights and analysis about your data on one or more pages or screens. You can explore the data that is shown in a visualization by using the interactive title, drilling up or down columns, and viewing the details of a data point.

You can change the visualization type or change the columns that are used in the visualization. You can use filters to focus on one area of your data or to see the impact of one column, and you can use calculations to answer questions that cannot be answered by the source columns.

For information about managing dashboards, see Chapter 11, “Managing content,” on page 75.

Stories

A story is a type of view that contains a set of scenes that are displayed in sequence over time. Types of stories include slide show and guided journey.

Stories are similar to dashboards because they also use visualizations to share your insights. Stories differ from dashboards because they provide an over-time narrative and can convey a conclusion or recommendation.

For example, each slide in a story contains an analysis, insight, or piece of information that is revealed as the viewer runs a slide show. The slides build upon each other until the final slide, which provides a conclusion or summary. You can also create the effect of animation by having visualizations and objects appear and disappear during a scene in a story.

You can quickly assemble a story by reusing analysis, insights, and visualizations that you set aside in your collection of pins. You can also add new visualizations, media, web pages, images, shapes, and text to your story.

For information about managing stories, see Chapter 11, “Managing content,” on page 75.
Chapter 10. Notebooks

If IBM Cognos Analytics for Jupyter Notebook is enabled in IBM Cognos Analytics with Watson, you can work with notebook documents.

You can work with notebook documents, also referred to as notebooks, much like other content in Cognos Analytics.

Note: Before working with notebooks in Cognos Analytics, you should know how to work with and develop notebooks in Jupyter Notebook. You should be familiar with the Jupyter Notebook Editor.

Cognos Analytics for Jupyter Notebook supports the following notebook functionality:

Create and upload notebooks
Create notebooks. Edit, save, copy, and move notebooks. When you open a notebook, you work in the Jupyter Notebook Editor.

Create a notebook from the Open menu, by selecting the New option.
Upload notebooks that were created outside of Cognos Analytics. For more information, see “Uploading external notebooks” on page 70.

Run and work with data in a notebook
The CADataConnector API provides the read_data() and write_data() methods to read Cognos Analytics data sources and write to a data source. For example, you can run a notebook that reads external data, produces output, and saves the output as a data source.

You can use the Python and R programming languages in your notebooks.
For more information, see “Reading data from a data source” on page 53 and “Writing data to a data source” on page 57.

Include notebook output in a dashboard, story, or report
Embed the output from a notebook code cell in a dashboard, story, or report. For example, you have a notebook that creates a visualization that is not available in Cognos Analytics. You can add this visualization to a dashboard or story by embedding the code cell that creates it.

For more information adding notebook output to a dashboard or story, see Adding a Notebook widget in the Dashboards and Stories User Guide.

For more information adding notebook output to a report, see Including output from a notebook in the Reporting User Guide.

To ensure that the notebook visualizations display properly in dashboards, use some coding best practices.

Samples
The samples show you how to work with notebooks in Cognos Analytics. If the samples are installed, you'll see them in Team content > Samples > Notebooks. For more information, see Importing and configuring the Jupyter samples in the Samples Guide.

Note: Before you can work with notebooks, Cognos Analytics for Jupyter Notebook must be installed and configured in your Cognos Analytics environment. Contact your administrator to confirm that you have the capability to work with notebooks. If you don't have the notebook capability, you won't see any of the functionality described in the following sections.
Creating a notebook

When you create a notebook, it opens in the Jupyter Notebook Editor.

Procedure

1. From the Open menu, click New, and then click Notebook.
   Tip: If you don’t see the Notebook selection, the notebook capability might not be enabled for you. Contact your administrator to find out.

The notebook opens in the Jupyter Notebook Editor.

2. To save the notebook, do the following steps:
   a) Click Save, and then click Save as.
   b) Choose the destination, type a name for the notebook, and click Save.

Notebook actions

After you’ve saved a notebook, you can perform actions on it from the welcome page or from My content or Team content.

Click the Action menu for the notebook, and select one of the following actions:

Edit
Open the notebook in the Jupyter Notebook Editor.

Run
Run the notebook in the background. A message is displayed when the notebook starts running and when it finishes. Also a notification is added to your unread notifications.

View
When you view a notebook, you can see its contents but you can’t edit or run it.

Properties
View the notebook properties. This is where you can schedule a notebook to run at regular intervals or on a specific date and time. For more information, see "Scheduling an entry" in the IBM Cognos Analytics Getting Started Guide.

Create a new job
Add a notebook to a job that runs the notebook at a scheduled time. For more information, see "Using jobs to schedule multiple entries" in the IBM Cognos Analytics Getting Started Guide.

Take ownership
Take ownership of the notebook. When you own a notebook, you can change the permissions for it. This action is available only in Team content since you already own the notebooks in My content. For more information, see "Simple and granular access permissions" in the IBM Cognos Analytics Getting Started Guide.

Copy or move
Copy or move the notebook. For more information, see Copying or moving entries in the IBM Cognos Analytics Getting Started Guide.

Create a shortcut
Create a shortcut to your notebook in My content or Team content.

Share
You can copy the URL of the notebook and use it in other places. If Cognos Analytics is connected to a collaboration tool, such as Slack, you can send a link to your notebook to other users. For more information, see "Sharing content" in the IBM Cognos Analytics Getting Started Guide.

Remove from Recent
Remove the notebook from the Recent view. It still exists in My content or Team content.
Delete
Delete the notebook from Cognos Analytics.

Tip: You can also access these actions in My content or Team content from the actions toolbar for a notebook. A subset of these actions is available if you do not have the Edit notebook capability.

Reading data from a data source

You can read Cognos Analytics data in a notebook using the Python or R programming languages.

You can read the following types of Cognos Analytics data sources in a notebook:

- Uploaded CSV or XLS files
- Data sets
- Data modules
- Framework Manager packages, including OLAP data

Note: Cognos Analytics does not support reading from data that requires user input. For example, a query subject in Framework Manager with a parameterized filter.

To quickly insert the read_data() method in a notebook cell, do the following steps:

1. Create or edit a notebook and position your cursor in the cell after which you want to do the read.
2. Click Sources.
3. Navigate to a data source, select it, and then click Open. The method is inserted in the cell with the data source to read specified.

Alternatively, you can type the code in a cell:

In Python

```python
data = CADataConnector.read_data(parameters as described in the following sections)
```

In R

```r
data <- CADataConnector$read_data(parameters as described in the following sections)
```

One of the following items is returned from the method:

**DataFrame**

Returned by default.

**List of DataFrame**

Returned when the sheet_name parameter is specified and multiple sheets are requested.

**Iterator of DataFrame**

Returned when the chunksize or iterator parameter is specified.

Parameters common to all data sources

For examples of how to code the read_data() method, see “Python notebook examples” on page 61.

The following parameters can be specified for all supported data source types:
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required or optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>path</td>
<td>Required or optional</td>
<td>Specify one of path or id. Path to the data source. If the data source is in My content, specify .my_folders at the start of the path. If the data source is in Team content, specify .public_folders at the start of the path. For example, to specify a file called sales-notebook that is stored in My content, specify path=&quot;.my_folders/sales-notebook&quot;. The ID of the file. For information about how to get the ID of a file, see “Finding the ID of a file” on page 60. For example: id=&quot;i1F8D76C0FAD34J9CA50118746935D9X7&quot;</td>
</tr>
<tr>
<td>id</td>
<td>optional</td>
<td>List of integers or strings that identifies a subset of columns to be returned. You can specify one or more columns by the position number of the column in the file or by column name. For example, to request columns City and Quantity, specify In Python usecols=[&quot;City&quot;,&quot;Quantity&quot;] In R usecols=list(&quot;City&quot;,&quot;Quantity&quot;) If not specified, then all columns are returned. Note: This parameter is not applicable for OLAP data in a Framework Manager package.</td>
</tr>
<tr>
<td>usecols</td>
<td>optional</td>
<td>An integer. If specified, the method returns an iterator. The value specifies the number of rows to return each time the method is invoked. For example, to return 3 rows, specify chunksize=3 If both chunksize and iterator are not specified, then a DataFrame is returned.</td>
</tr>
<tr>
<td>chunksize</td>
<td>optional</td>
<td>An integer. If specified, the method returns an iterator. The value specifies the number of rows to return each time the method is invoked. For example, to return 3 rows, specify chunksize=3 If both chunksize and iterator are not specified, then a DataFrame is returned.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Required or optional</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>iterator</td>
<td>optional</td>
<td>If specified, the method returns an iterator. Specifying <code>iterator=True</code> without <code>chunksize</code> specified returns one row each time the method is invoked. Specifying <code>iterator=True</code> with <code>chunksize</code> specified, returns <code>chunksize</code> rows each time the method is invoked. Reset the iterator using the reset method:</td>
</tr>
<tr>
<td>nrows</td>
<td>optional</td>
<td>The maximum number of rows returned. Specify an integer. If omitted, the maximum number of rows returned is 10,000. If <code>nrows=0</code> is specified, then the column headings are returned.</td>
</tr>
</tbody>
</table>

**XLS file parameters**
Uploaded files are treated as sheets of data. Reading one of these data sources returns the rows for the specified sheet of data in the data source.

The following parameter applies only to XLS files:

**sheet_name**
Optional. Integer, string, or a list of integers or strings. Specifies the integer position of a specific sheet or tab in an XLS file. The first sheet is 0. If you specify a list of strings or integers, then a list of the corresponding sheets is returned. If not specified, the value defaults to 0. Example:

**In Python**
```
sheet_name=['sheet2','sheet3']
```

**In R**
```
sheet_name=list("sheet2","sheet3")
```

**Data module parameters**
Reading data from a data module must reflect the modeling done on the data source. For example, a join between two tables and aggregation types to apply.

The following parameters apply only to data modules:
### Parameter Description

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required or optional</th>
<th>Description</th>
</tr>
</thead>
</table>
| table_name      | Optional             | String or list of strings. Restrict the scope of the request to specific table(s) in the data module. Specify the table(s) by table name(s).

If you omit `table_name`, the `read_data()` method returns a DataFrame that contains the names of the tables defined in the data module. Example:

**In Python**

```python
table_name=['table1','table2']
```

**In R**

```r
table_name=list('table1','table2')
```

| calculation     | Optional             | String or list of strings. Read a calculation from a data module. Specify a calculated column in the data module. |

### Package parameters

Reading data from a package must reflect the modeling done on the data source. For example, the relationship between objects in the package.

The following parameters apply only to packages:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required or optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>query_subject</td>
<td>Optional</td>
<td>String or list of strings. Restrict the scope of the request to the specific query subjects(s) in the package. Specify the query subject(s) by query subject name(s). Example:</td>
</tr>
</tbody>
</table>

```python
query_subject='query1'
```

**In R**

```r
query_subject=list('query1')
```

| folder_name     | Optional             | String or list of strings. Restrict the scope of the request to a folder in the package. Displays the contents of all folder(s) with that name in the package. If you want to see only the content of folder c that's in folder b that's in folder a specify the `folder_name` parameter as a list: |

**In Python**

```python
folder_name=['a','b','c']
```

**In R**

```r
folder_name=list('a','b','c')
```

This returns only the folder c in this path, even if there are other folders with the name c in the package.

| metadata        | Optional. Applies only to OLAP data in a Framework Manager package. | Value can be True or False. Specifying |

```python
metadata=True
```

returns the query subjects in the package.
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required or optional</th>
<th>Description</th>
</tr>
</thead>
</table>
|           |                      | metadata=False  
|           |                      | returns the data in the package. If not specified, then a default value of False is used. |

**Note:** You can use either single or double quotation marks in a method but not a mix of both.

### Writing data to a data source

You can write Cognos Analytics data in a notebook using the Python or R programming languages. You can save or create the data source in **My content** or **Team content**.

To write data to the data source, specify the following code in a notebook cell:

**In Python**

```python
data = CADataConnector.write_data(parameters as described in the following sections)
```

**In R**

```r
data <- CADataConnector$write_data(parameters as described in the following sections)
```

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required or optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>data</td>
<td>required</td>
<td>Pandas.DataFrame. Contains the table of data, which is written to the file.</td>
</tr>
</tbody>
</table>
| path      | Specify one of path or id | Path to the data source. If the data source is in **My content**, specify .my_folders at the start of the path. If the data source is in **Team content**, specify .public_folders at the start of the path. For example, to specify a file called sales-notebook that is stored in **My content**, specify  
|           |                      | path=".my_folders/sales-notebook" |
| id        |                      | The ID of the file. For information about how to get the ID of a file, see “Finding the ID of a file” on page 60. For example:  
<p>|           |                      | id=&quot;i1FBD76C0FAD34J9CA50118746935D9X7&quot; |</p>
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required or optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>mode</td>
<td>optional</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>w</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a</td>
</tr>
<tr>
<td>Example:</td>
<td></td>
<td>mode=&quot;w&quot;</td>
</tr>
</tbody>
</table>

**Note:** You can use either single or double quotation marks in a method but not a mix of both.

For examples of how to code the `write_data()` method, see “Python notebook examples” on page 61 and “R notebook examples” on page 64.

---

### Searching for data objects

You can search for data objects in a notebook using the Python or R programming languages.

The `search_data()` method is used to find data objects so that they can be further processed using the CADataConnector.

The result provides a list of data objects and their connection paths, which may be copy/pasted for use with the various connection and access functions in the CADataConnector.

To search for data objects, specify the following code in a notebook cell:

**In Python**

```python
data = CADataConnector.search_data(parameters as described in the following sections)
```

**In R**

```r
data <- CADataConnector::search_data(parameters as described in the following sections)
```

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required or optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>query='search_term'</td>
<td>optional</td>
<td><code>search_term</code> can be any data object. If no parameters are supplied, that is, <code>CADataConnector.search_data()</code>, all data objects available are selected, to a maximum of 50. See an example of the resulting output.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Required or optional</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| types=types | optional             | types can be replaced with any number of (separated by either '|' or ',') the following data object types:  
  - uploadedFile  
  - dataset  
  - dataset2  
  - module  
  - package  
  Example:  
    types='module,dataset'  
  If types=types is not specified, the default is all of the types listed above. |
| max=number  | optional             | number is any number greater than zero.  
  Example:  
    max=20  
  If max=number is not specified, the default is  
    max=50  
  Use a higher number if you see a message that the maximum results were returned. |

**Note:** You can use either single or double quotation marks in a method but not a mix of both.

**Example output when no parameters are specified**

When no parameters are supplied, the output appears in a list:

```
Results found: 50. ( see more results by using "max=" parameter with a number higher than 50 )

Type               Open path
package        .public_folders/Samples/Models/GO sales (analysis)
package        .public_folders/Samples/Models/GO sales (query)
package        .public_folders/Samples/LG_DQ/Models/GO Data Warehouse (query)
package        .public_folders/Samples/LG_DQ/Models/GO Data Warehouse (analysis)
package        .public_folders/Samples/By feature/Audit
package        .public_folders/Samples/By feature/Notebooks/Data/Source files/Notebook data/Weather
uploadedFile .public_folders/Samples/By feature/Notebooks/Data/Source files/Notebook data/Weather
uploadedFile .public_folders/Samples/By feature/Notebooks/Data/Source files/Hospital_floor_plan.xlsx
.....
```

**Python notebook examples**

```
CADataConnector.search_data('boston')
```
Returns everything with 'boston' in the name or data, to a maximum of the default number of results.

```r
CADataConnector::search_data(types='module,package', max=100)
```

Returns only modules or packages to a maximum of 100 results.

```r
CADataConnector::search_data(max=20)
```

Returns everything to a maximum of 20 results.

**Note:** All or none of the parameters may be used. If the query is to be used, it must be the first parameter. The other parameters are named and are not position-dependent.

### R notebook examples

```r
CADataConnector::search_data('boston')
```

Returns everything with 'boston' in the name or data, to a maximum of the default number of results.

```r
CADataConnector::search_data(types='module,package', max=100)
```

Returns only modules or packages to a maximum of 100 results.

```r
CADataConnector::search_data(max=20)
```

Returns everything to a maximum of 20 results.

**Note:** All or none of the parameters may be used. If the query is to be used, it must be the first parameter. The other parameters are named and are not position-dependent.

### File paths that contain a forward slash

To reference a file or folder name that contains a folder slash in the CADataConnector API, you must use a specific syntax.

To enable the CADataConnector API to differentiate between a forward slash that indicates folder structure and a forward slash that is part of a file or folder name, enclose each folder or file name in single or double quotation marks, separate each folder or file name in the path with a comma, and enclose the whole thing in square brackets.

In the following example, the path to a file named `my/data.csv` is `my/folder-1/my/folder-2/my/data.csv`.

```r
data = CADataConnector::read_data(path=["my/folder-1","my/folder-2","my/data.csv"])
```

### Finding the ID of a file

To reference a file in the CADataConnector API, you can use its ID.

**Procedure**

1. In a content page, such as My Content or Team content, click the Action menu for a file, and select Properties.
2. On the General tab, click Advanced. The ID field contains the file ID.
Python notebook examples

Here are some examples that demonstrate how to work with Cognos Analytics data sources in a notebook using the Python programming language.

Tip: To switch your notebook’s programming mode from R to Python, from the Kernel menu, select Change kernel > Python.

Reading a file

The following example reads a file called SampleFile_GOSales.xls, outputs the entire file, and then specifies the nrows and usecols parameters to output the City and Quantity columns for the first 2 rows of data in the file.

Reading part of a file

Specify iterator and chunksize to work with chunks of data, rather than the whole data source all at once. The following example reads 20,000 rows at a time from the SampleFile_GOSales.xls file.

Writing to a file

The following example writes the contents of a DataFrame table of data in to a file called regions sales, which is then stored in My content.

Reading a data module

A data module has relationships, aggregations, calculated columns, and so on, defined on its data. The read_data() method defines a section of data from a data module by selecting columns from the tables
in the module. The data that is returned includes the relationships, aggregations, calculated columns, and so on, defined in the data module.

Specifying the `read_data()` method without the `table_name` parameter returns a DataFrame that contains the names of all the tables defined in the data module, as shown in the following example:

```
In [8]: data = CDataFrame.read_data(path='.my_folders/sample_data_module',
                          calculation=['half_population', 'double_population'])
```

In the following example, the `M1_American_time_use_xlsx` table in the sample data module is read and the columns `Year` and `Children` are returned.

```
In [9]: m1 = CDataFrame.read_data(path='.my_folders/sample_data_module',
                          table_name='M1_American_time_use_xlsx',
                          query('Year', 'Children'))
```

### Reading a calculated column from a data module

Use the `calculation` parameter to read a calculated column from a data module.

The following example reads 2 calculations from the `calculation_data_module` data module.

```
In [5]: # Multiple calculations can be read at once

    data = CDataFrame.read_data(path='.my_folders/calculation_data_module',
                             calculation=['half_population', 'double_population'])

Out[5]:
    half_population  double_population
    0          16940919.0          67763676
```

### Reading a package

Like a data module, a package has relationships, aggregations, calculated columns, and so on, defined on its data. In addition, a package logically groups data into query subjects and folders. You can use the `read_data()` method to navigate through the structure of a package by using the `query_subject` and `folder_name` parameters.

The following code reads the `Go data warehouse` package:

```
In [10]: pkg = CDataFrame.read_data(path='.my_folders/go_data_warehouse',
                            query_subject='Sales',
                            folder_name=['D', 'C', 'B'])
```

Specifying the `folder_name` parameter returns the contents of all folder(s) with that name in the package. If you want to return only the content of one specific folder, for example folder `c`, that's inside folder `b`, that's inside folder `a`, put a list of the folder names in the `folder_name` parameter. The
following example uses the `folder_name` parameter to get all of the query subjects in the Employee expense folder:

The following code returns the query items that are in the Employee expense fact query subject:

The following code returns the query items that are in the Account query subject:

The following code selects the first two query subjects in the Employee expense folder. Expense total is returned from the first query subject (Employee expense fact) and Account code is returned from the second query subject (Account).

Reading the metadata for OLAP data in a Framework Manager package

The following code shows the `metadata` parameter set to true, which returns the query subjects in the package:
Here are some examples that demonstrate how to work with Cognos Analytics data sources in a notebook using the R programming language.

**Tip:** To switch your notebook's programming mode from Python to R, from the Kernel menu, select Change kernel > R.

### A basic read

The following example reads a file called SampleFile_GOSales.xls and displays the first six rows of it.

```r
In [5]:
data = CADataConnector.read_data(  
    path="/public_folders/PowerCubePackage","  
    query_subject="[PowerCube].[Products].[Products]",  
    metadata=True  
)
display(data)
```

<table>
<thead>
<tr>
<th>Name</th>
<th>Query Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Products</td>
<td>[PowerCube].[Products].[Products]</td>
</tr>
<tr>
<td>1 Product line</td>
<td>[PowerCube].[Products].[Products].[Product line]</td>
</tr>
<tr>
<td>2 Product type</td>
<td>[PowerCube].[Products].[Products].[Product type]</td>
</tr>
<tr>
<td>3 Product</td>
<td>[PowerCube].[Products].[Products].[Product]</td>
</tr>
</tbody>
</table>

### Reading a file

The following example reads a file called SampleFile_GOSales.xls and specifies the `nrows` and `usecols` parameters to output the City and Quantity columns for the first two rows of data in the file.

```r
In [3]:
data = CADataConnector.read_data(path="/public_folders/jim.datasets/SampleFile_GOSales.xls")
```

#### Quick reference:

<table>
<thead>
<tr>
<th>City</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Britain</td>
<td>12310.12</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>24112.81</td>
</tr>
<tr>
<td>Canada</td>
<td>8028.62</td>
</tr>
<tr>
<td>United States</td>
<td>10794.42</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>8665.85</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>19967.70</td>
</tr>
</tbody>
</table>
Reading part of a file

Specify **iterator** and **chunksize** to work with chunks of data, rather than the whole data source all at once. The following example reads 20,000 rows at a time from the SampleFile_GOSales.xls file. As the file is read, the number of rows in the chunk is displayed.

```
In [1]: data <- CADataConnector$read_data(
    path=".public_folders/jimdatasets/SampleFile_GOSales.xls",
    usecols=list('City', 'Quantity'),
    nrows=2
)
data
       City  Quantity
    Birmingham  1868
         Regina  3659
```

Writing to a file

The following example writes the contents of a DataFrame table of data in to a file called *regions sales*, which is then stored in **My content**.

```
In [1]: newData <- data.frame("Regions" = c("Americas", "Europe", "Asia"), "Sales" = c(300, 400, 500))
In [2]: newData
    Regions Sales
    Americas    300
    Europe      400
       Asia     500
```

```
In [5]: CADataConnector$write_data(newData, path=".my_folders/region sales", mode="w")
```
**Reading a data module**

A data module has relationships, aggregations, calculated columns, and so on, defined on its data. The `read_data()` method defines a section of data from a data module by selecting columns from the tables in the module. The data that is returned includes the relationships, aggregations, calculated columns, and so on, defined in the data module.

Specifying the `read_data()` method without the `table_name` parameter returns a DataFrame that contains the names of all the tables defined in the data module, as shown in the following example:

```python
In [6]:
data <- CADataConnector$read_data(
    path = ".public_folders/Samples/Data/Coffee sales and marketing"
)
data
```

<table>
<thead>
<tr>
<th>Name</th>
<th>Table Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Receipts</td>
<td>i201904_sales_receipts</td>
<td>Data</td>
</tr>
<tr>
<td>Pastry Inventory</td>
<td>pastry_inventory</td>
<td>Data</td>
</tr>
<tr>
<td>Sales Targets</td>
<td>sales_targets</td>
<td>Data</td>
</tr>
<tr>
<td>Customer</td>
<td>customer</td>
<td>Data</td>
</tr>
<tr>
<td>Dates</td>
<td>Dates</td>
<td>Data</td>
</tr>
<tr>
<td>Product</td>
<td>product</td>
<td>Data</td>
</tr>
<tr>
<td>Sales Outlet</td>
<td>sales_outlet</td>
<td>Data</td>
</tr>
<tr>
<td>Staff</td>
<td>staff</td>
<td>Data</td>
</tr>
<tr>
<td>Generation</td>
<td>generations</td>
<td>Data</td>
</tr>
<tr>
<td>Spoilage Expense</td>
<td>N/A</td>
<td>Calculation</td>
</tr>
<tr>
<td>beverages_sale</td>
<td>N/A</td>
<td>Calculation</td>
</tr>
<tr>
<td>beverages_sale_1</td>
<td>N/A</td>
<td>Calculation</td>
</tr>
<tr>
<td>beverages_sale_2</td>
<td>N/A</td>
<td>Calculation</td>
</tr>
<tr>
<td>beverages_sale_3</td>
<td>N/A</td>
<td>Calculation</td>
</tr>
<tr>
<td>beverages_sale_4</td>
<td>N/A</td>
<td>Calculation</td>
</tr>
</tbody>
</table>

In the following example, the `pastry_inventory` table in the Coffee sales and marketing data module is read and the columns **Date** and **Quantity Sold** are returned.
Reading a package

Like a data module, a package has relationships, aggregations, calculated columns, and so on, defined on its data. In addition, a package logically groups data into query subjects and folders. You can use the `read_data()` method to navigate through the structure of a package by using the `query_subject` and `folder_name` parameters.
The following code reads the Go data warehouse package:

```python
In [3]: toplevel <- CADataConnector$read data(path=".public_folders/Samples_DQ_10.2.2_DB2/Models/GO Data Warehouse (query)")
toplevel
```

<table>
<thead>
<tr>
<th>Name</th>
<th>Query Subject</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Sales and Marketing (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Finance (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Filters</td>
<td>N/A</td>
<td>Folder</td>
</tr>
</tbody>
</table>

Specifying the `folder_name` parameter returns the contents of all folders with that name in the package. If you want to return only the content of one specific folder, for example folder c, that's inside folder b, that's inside folder a, put a list of the folder names in the `folder_name` parameter. The following example uses the `folder_name` parameter to get all of the query subjects in the Employee expense folder:
The following code returns the query items that are in the `Employee expense fact` query subject:

```r
In [4]:
hr <- CADataConnector$read_data(
    path=".public_folders/Samples_DQ_10.2.2_DB2/Models/GO Data Warehouse (query)",
    folder_name=toplevel[1,1]
)
hr
```

<table>
<thead>
<tr>
<th>Name</th>
<th>Query Subject</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee expense (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee expense plan (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee position summary (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee ranking (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee recruitment (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee succession (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee summary (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee survey (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee survey target (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
<tr>
<td>Employee training (query)</td>
<td>N/A</td>
<td>Folder</td>
</tr>
</tbody>
</table>

The following code returns the query items that are in the `Account` query subject:

```r
In [5]:
exp <- CADataConnector$read_data(
    path=".public_folders/Samples_DQ_10.2.2_DB2/Models/GO Data Warehouse (query)",
    folder_name=hr[1,1]
)
exp
```

<table>
<thead>
<tr>
<th>Name</th>
<th>Query Subject</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee expense fact</td>
<td>[Employee expense (query)],[Employee expense fact]</td>
<td>Data</td>
</tr>
<tr>
<td>Account</td>
<td>[Employee expense (query)],[Account]</td>
<td>Data</td>
</tr>
<tr>
<td>Employee by manager</td>
<td>[Employee expense (query)],[Employee by manager]</td>
<td>Data</td>
</tr>
<tr>
<td>Employee by region</td>
<td>[Employee expense (query)],[Employee by region]</td>
<td>Data</td>
</tr>
<tr>
<td>Employee expense</td>
<td>[Employee expense (query)],[Employee expense]</td>
<td>Data</td>
</tr>
<tr>
<td>Organization</td>
<td>[Employee expense (query)],[Organization]</td>
<td>Data</td>
</tr>
<tr>
<td>Organization (consolidated)</td>
<td>[Employee expense (query)],[Organization (consolidated)]</td>
<td>Data</td>
</tr>
<tr>
<td>Position-department</td>
<td>[Employee expense (query)],[Position-department]</td>
<td>Data</td>
</tr>
<tr>
<td>Time</td>
<td>[Employee expense (query)],[Time]</td>
<td>Data</td>
</tr>
<tr>
<td>YTD Time</td>
<td>[Employee expense (query)],[YTD Time]</td>
<td>Data</td>
</tr>
</tbody>
</table>

The following code returns the query items that are in the `Account` query subject:

```r
In [10]:
expfacts <- CADataConnector$read_data(
    path=".public_folders/Samples_DQ_10.2.2_DB2/Models/GO Data Warehouse (query)",
    query_subject=list(exp[1,2])
)
expfacts
```

<table>
<thead>
<tr>
<th>Expense unit quantity</th>
<th>Expense total</th>
<th>Expense unit quantity YTD</th>
<th>Expense total YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>4004779</td>
<td>168696729</td>
<td>4004779</td>
<td>168696729</td>
</tr>
</tbody>
</table>
Reading the metadata for OLAP data in a Framework Manager package

The following code shows the metadata parameter set to true, which returns the query subjects in the package:

```r
In [5]: data <- CADATAConnector$read_data(
    path = "public_folders/Samples_DQ_10.2_DB2/Models/GO Data Warehouse (query)",
    query_subject = "[powercube].[Products].[Products]",
    metadata = TRUE
) data
```

<table>
<thead>
<tr>
<th>Name</th>
<th>Query Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products</td>
<td>[powercube].[Products].[Products]</td>
</tr>
<tr>
<td>Product line</td>
<td>[powercube].[Products].[Products].[Product line]</td>
</tr>
<tr>
<td>Product type</td>
<td>[powercube].[Products].[Products].[Product type]</td>
</tr>
<tr>
<td>Product</td>
<td>[powercube].[Products].[Products].[Product]</td>
</tr>
</tbody>
</table>

### Uploading external notebooks

You can upload Jupyter Notebooks (.ipynb or .zip extension) that were created in a Jupyter environment outside of IBM Cognos Analytics.

The uploaded notebooks are matched against the following JSON schemas:


If a notebook doesn't conform to either of these schemas, the upload is rejected.

Jupyter Server creates all new notebooks using the v4 schema.

### About this task

The process of uploading notebook files is similar to the process of uploading spreadsheets and text files that are used as data sources in Cognos Analytics. For example, the notebook files have the same size limitations as other uploaded file types. For more information, see Upload data files.

### Procedure

Use the following methods to upload the notebooks:
• From the **Open menu**, click **Upload data**. Locate the notebook files (.ipynb or .zip) on your local drive or on the LAN, and select one or multiple files to upload them.

• In the welcome page, drag one or multiple .ipynb or .zip files from your local drive onto the welcome page to activate the **Quick upload** functionality. When **Quick upload** appears, drop the files into the **Notebook** box.

• From **Team content** or **My content**, click **Upload data**. Locate the notebook files on your local drive or on the LAN, and select one or multiple files to upload them. The files are saved to the folder from which you initiated the upload.

**Results**

A notebook is created for each uploaded .ipynb file in **My content**. However, when the upload was initiated from a specific folder, the notebooks are created in that folder.

**What to do next**

You can seamlessly open an uploaded v4 notebook in the edit mode. To open a v3 notebook in the edit mode, the Jupyter server temporarily converts it to the v4 format. If you save the notebook, it is saved in the v4 format.

**Tip:** Older versions of Jupyter might not read the v4 format. To preserve the original notebook version, close it without saving.

You can view both v3 and v4 notebooks in the view-only mode. Because you can't interact with notebooks in this mode, there is no need to convert v3 notebooks to v4.

You can import uploaded v3 and v4 notebooks into a Cognos Analytics dashboard. The **Notebook** widget in the dashboards conforms to the v4 JSON schema so the visualizations in v4 notebooks display seamlessly in the dashboard. To ensure that the v3 notebook visualizations display properly in the dashboard, you must open and save the v3 notebooks in the edit mode before you import them into the dashboard.

**Importing Watson Studio notebooks to Cognos Analytics**

If you are using Cognos Analytics on Cloud, you may have been given access to a Watson Studio environment that is external to your Cognos Analytics environment. If so, you can import notebooks that were authored in the Watson Studio environment. You can then select a content cell from an imported notebook and add it to a report or dashboard.

**Before you begin**

Confirm that you have been given access to an external Watson Studio environment.

**Procedure**

1. Click the Open menu icon and select **Content**.
2. Select the **External content** tab.
3. Navigate to a Watson Studio notebook and click its name.
4. In the **Save as** window, enter a name for the notebook that you're importing.
5. Navigate to a location in **My content** or **Team content**.
6. Click **Save**.
Results

You or a colleague can now select a content cell from the imported notebook and add it to a report or a dashboard. For more information, see "Adding a Notebook widget" or "Including output from a notebook" in the Cognos Analytics Notebook Guide.

Connecting Watson Studio notebooks to Cognos Analytics

If you are running Cognos Analytics on Cloud or Cognos Analytics on Cloud Pak for Data, you can configure Watson Studio notebooks to connect to Cognos Analytics.

Once it is configured, your Watson Studio notebook can

- read data assets from Cognos Analytics
- write data to Cognos Analytics

If you are using Cognos Analytics on Cloud

To connect your notebook to Cognos Analytics, add these two lines to the notebook:

```python
from ca_data_connector import CADataConnector
CADataConnector.connect({'url':"CA_on_Cloud_URL"});
```

where `CA_on_Cloud_URL` is the URL that you use to connect to Cognos Analytics on Cloud.

If you are using Cognos Analytics on Cloud Pak for Data

To connect your notebook to Cognos Analytics, add this line to the notebook:

```python
CADataConnector.connect({'url':"CA_URL_in_Cloud_Pak_for_Data"});
```

where `CA_URL_in_Cloud_Pak_for_Data` is the URL that you use to connect to your Cognos Analytics instance on Cloud Pak for Data.

**Note:** You don't need to include your credentials in the line above. Cloud Pak for Data will use the credentials from your current Notebook session.

Best practices for displaying notebook visualizations in dashboards

As a notebook author, you can use some coding best practices to ensure that notebook visualizations are properly displayed when they are rendered in dashboards.

Resizing a Bokeh visualization

For the dashboard to properly resize any Bokeh visualization, don't hardcode the visualization width and height elements in the notebook. Also, when creating any figure, plot, or column, use the parameter `sizing_mode='scale_width'`.

Here is an example of the correct coding practice:

```python
from bokeh.plotting import figure, show
x = [1, 2, 3]
y = [1, 2, 3]
p = figure(sizing_mode='scale_width')
p.line(x, y)
```
The visualizations that are coded this way scale properly in the dashboard, maintaining their aspect ratio.

**Reloading a Bokeh visualization after a browser refresh**

For a dashboard to properly reload a Bokeh visualization after a browser refresh, include the Bokeh initialization statement `output_notebook()` in the applicable notebook output cells.

Here is an example of the correct coding practice:

```python
from bokeh.plotting import figure, show

x = [1, 2, 3]
y = [1, 2, 3]

p = figure(sizing_mode='scale_width')
p.line(x, y)

show(p)
```
Chapter 11. Managing content

The IBM Cognos Analytics with Watson content includes reports, report views, dashboards, stories, packages, uploaded files, folders, URLs, shortcuts, and so on.

**Tip:** To simplify the documentation process, the content items are often referred to as entries.

To organize and manage the content, you can create a folder hierarchy for entries. You can move, copy, disable, or delete the entries. You can also hide an entry to prevent it from unnecessary use, share the entry with other users, or embed it in a custom website.

By default, folders appear at the top of the list above other entries. However, you can select your own flexible sorting and filtering options. These settings are persisted in your browser, giving you many ways to narrow down what you are looking at.

Creating folders

Group related items into folders to manage content more easily.

For example, you can have folders for your dashboards, reports, or different types of items that you want to keep together.

After the folder is created, you can move or copy items to this folder. You can also secure the folder so that only users to whom you give permissions can access the content in the folder.

**Procedure**

1. In the Content view, open My content, Team content, or other folders.
2. From the actions toolbar, click the Add folder icon.

Copying or moving entries

When you create a copy of an entry, you create a replica of that entry in another location in the portal. When you move an entry, you remove it from the current folder and place it in another folder.

The IDs and links of the copied or moved entry are either maintained or overwritten.

**Before you begin**

You must have read permissions for the entry that you are attempting to copy or move. You must also have traverse permissions for the current folder, and write and traverse permissions for the target folder.

**About this task**

If you copy or move a report from one folder to another, the report retains its ID and any links, including the link to the associated package. However, when you overwrite an existing entry, the link behavior depends on whether you copy or move the entry.

- If you copy and overwrite an existing entry, the copied entry ID and links replace those of the existing entry. In this case, you might need to update links, such as links to job schedules for reports.
- If you move and overwrite an existing entry, the existing entry ID and links are maintained. In this case, references to the moved entry are broken.

**Tip:** When moving entries between the Team content and My content folders, remember that some entries must be stored together to function properly. For example, a data module and an uploaded file that the data module is based on must both be stored in Team content if you want other users to be able to access reports, dashboards, or explorations that reference the data in the file.
Procedure

1. Locate the entry in Team content, My content, or a different folder, and select the entry checkbox.

2. From the entry Action menu:, or from the More option in the action toolbar, click Copy or move to.

3. Locate the target folder, and click Copy or Move.

Copying and pasting assets

You can reuse an asset by copying and pasting it between a dashboard, report, exploration, or story. Some examples of objects that you can copy and paste are visualizations, tables, text, and more.

The following table shows how you can copy and paste assets.

<table>
<thead>
<tr>
<th>From (Source)</th>
<th>To (Target)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>Dashboard, report, exploration, story</td>
</tr>
<tr>
<td>Exploration</td>
<td>Exploration, dashboard, report, story</td>
</tr>
<tr>
<td>Story</td>
<td>Story, dashboard, report, exploration</td>
</tr>
<tr>
<td>Report</td>
<td>Report</td>
</tr>
</tbody>
</table>

The pasted asset might lose properties because dashboards, reports, explorations, and stories do not support the same properties. For example, some properties apply to reports, but not to dashboards. A message informs you about the properties that are not supported.

If you copy and paste assets between instances of Cognos Analytics, the instances must have the same version.

Before you begin

Ensure that the reports, dashboards, explorations, or stories that you are copying from (source) and pasting to (target) are in edit mode.

About this task

In a dashboard, exploration, and story, you can copy and paste objects only on the same tab of the same browser. Only in reports you can copy and paste from one tab to another tab of the same browser.

Some combinations of data sources that are supported by dashboards, explorations, and stories are not supported by reports. For example, Reporting does not support a combination of data modules and packages, or multiple packages in the compatible query mode (CQM). The following warning is displayed when packages are mixed: A report can reference multiple packages that use the dynamic query mode, or one package that uses the compatible query mode. Also, Reporting does not support data modules that are based on dimensional data sources except for IBM Planning Analytics cubes.

When you copy from a dashboard, exploration, and story to paste in a report, the original widget size is kept only if the size is specified in pixels. If the widget size is specified in percentages, Reporting applies its default size format.

You can paste multiple times in the same or different target dashboard, report, exploration, or story.

You cannot paste the following widgets and assets from a dashboard to a report:

- Text
- Image
- Media
- Web page
- Shape
• Data player
• Driver analysis
• Decision tree
• Sunburst
• Spiral

For more information, see "Copying and pasting report objects" in the IBM Cognos Analytics with Watson Reporting Guide.

Note: Some attributes, such as custom titles, named colors, data sets, stand-alone spreadsheets, and border colors can't be carried over when you paste an asset. Make sure that you review the messages that appear after pasting, and if necessary update the asset in its new location.

Procedure
1. Select one or more assets.
2. Use the keyboard shortcut for your operating system to copy.
   A message is displayed that assets are copied.
3. In the dashboard, report, exploration, or story that you pasting to, use the keyboard shortcut for your operating system to paste.

Sharing content

If an administrator connects Cognos Analytics to Slack or Microsoft Teams, or enables email sharing, you can send Cognos Analytics report and dashboard content to other users. You can also share your Cognos Analytics content via URL links and embedded html in web pages. For Dashboards only, you can save your content as an exported PDF document.

You can share content from two locations:
• your Cognos Analytics canvas
• the Team content folder

Sharing content from the canvas

In Cognos Analytics, you can send Cognos Analytics content that you are currently viewing on your Reporting or Dashboard canvas to your colleagues via Email, Microsoft Teams, or Slack.

Before you begin
Your administrator must configure a mail server and/or a collaboration platform before you can use this feature.

Procedure
1. While viewing your Cognos Analytics content in the Reporting or Dashboard component, click the Share icon.

   Tip: A different Share icon appears in a context menu, after you click the More icon for a content folder or on the Welcome page. However, the Share panel that you invoke from a context menu only allows you to share saved report outputs or dashboards. To share an image of an asset that is open and that you are currently viewing, you must click the Share icon in the application bar.

   The Share panel appears.
2. In the Share panel, do one of the following to choose your sharing platform:
   • Click Email. Then click Send, and go to step "3" on page 78.
**Tip:** If **Email** does not appear as a platform, your administrator did not enable content sharing by email.

- Click **Microsoft_Teams_platform_name**. Then click **Send**, and go to step “4” on page 78.

  **Tip:** If a **Microsoft Teams** platform appears grayed out, your administrator has disabled the platform. If you are not part of a team in Microsoft Teams, you can join it through the pop-up window and then click on the **Microsoft_Teams_platform_name** again in Cognos Analytics to continue sharing your content.

  If a **Microsoft Teams** platform doesn't appear, and your administrator had enabled it, your administrator may also need to update an advanced setting.

- Click **Slack_platform_name**. Then click **Send**, and go to step “5” on page 78.

  **Tip:** If a **Slack** platform appears grayed out, your administrator has disabled the platform. If you are not part of a slack workspace, you can join it through the pop-up window and then click on the workspace again in Cognos Analytics to continue sharing your content.

3. If you selected **Email**, in the **Share with email** panel, perform these steps:

   a) Search for a recipient name, group, role, distribution list, or contact and then click **Search directory**. Repeat this step as necessary.

    **Tips:**
    - For external email accounts, enter the full email address, and then press Enter.
    - If you start typing someone's name that you emailed recently, the full name quickly appears and you can select it.
    - You can narrow the search results and speed up retrieval time by typing more characters in the recipient fields.
    - Search results appear for all namespaces that you are logged into. You may need to scroll to see results for a different namespace.
    - You can also browse for a recipient, by clicking **Directory > namespace**.

    To quickly find an entry:
    - Type text in the **Find** field.
      - You can click the Search Method icon to find entries that either contain, start with, or are an exact match with the text that you type.
    - Click the filter icon to narrow the view of entries.

   b) Enter the email subject.

   c) Enter the message that you want to send.

    **Tip:** To format your message, use the **Styles** and **Format** buttons.

4. If you selected a Microsoft Teams platform in the **Share** panel, perform these steps:

   a) Enter and select up to 10 channels, group chats, or recipient names.

    **Tips:**
    - For each recipient, start typing either a Teams channel name (starting with the hashtag symbol (#) or a Teams user name if you want to send a Direct Message in Teams. As you type, the list of possible choices is filtered, until you can select the one you want.
    - If you entered multiple recipients, each one will receive the content in an individual Direct Message.

   b) Enter the message that you want to send.

    **Tip:** You must include some text in your message.

5. If you selected a Slack platform in the **Share** panel, perform these steps:
a) Enter a channel or recipient name.

**Tip:** Start typing either a Slack channel name (starting with the hashtag symbol (#)) or a Slack user name if you want to send a Direct Message in Slack. As you type, the list of possible choices is filtered, until you can select the one you want.

b) Enter the message that you want to send.

**Tip:** You must include some text in your message.

6. Select **Include link** if you want your recipient to click a link to your content.

**Tip:** **Include link** appears only if your content is located in the **Team content** folder. Other users cannot link to content located in **My content**.

7. Select **Include image** if you want to attach an image of your content to your Email or Slack message.

8. If you selected the **Include image** option, you can edit the image before you send it. At the bottom of the **Share with platform_name** window, click the image before you send it.
   a) At the bottom of the **Share with platform_name** window, click the image.
   b) Follow the steps to edit the image before you share it.

9. Click **Send**.

**Results**

Your message (and your image, if applicable) is sent to your selected recipients via email, Microsoft Teams, or Slack. You are then notified that the selected recipients received your message successfully. You are also notified of any recipients who do not receive the message.

**Editing canvas content for sharing**

You can annotate a screen shot image of your Cognos Analytics content before you share it via email, Microsoft Teams, or Slack.

**Before you begin**

Follow steps “1” on page 77 to “8.a” on page 79 in **Sharing content from the canvas**.

**Procedure**

1. To add text, an arrow, or a freehand line to your image, follow these steps:
   a) Go to the toolbar of the **Modify your image (optional)** pane and click one of these icons:
      - The Textbox icon
      - The Arrow icon
      - The Pen icon
   b) Select a color.
   c) Type your text or draw an arrow or line.
   d) Click **Done**.

2. To add a rectangle to your image, follow these steps:
   a) Go to the toolbar of the **Modify your image (optional)** pane and click the Rectangle icon.
   b) Click the Border icon, and then select the border color.
      **Tip:** If you previously selected a border color, the Border icon appears in that color.
   c) Click the Fill icon, and then select the fill color.
      **Tip:** If you previously selected a fill color, the Fill icon appears in that color.
   d) Hover over the image and click, drag, and then release to draw a rectangle.
e) Click **Done**.

3. To edit any text, arrow, freehand line, or rectangle that you added, follow these steps:
   a) Ensure that you selected **Done** in the previous steps so that the Modify your image toolbar appears.

b) Click on the image.

c) To select an object, click on it.

   A rectangle with drag handles appears around the object.

   **Tip:** You can also press **Tab** successively to select each object that you created in the order that you created them. For more information, see “Keyboard commands to edit canvas content” on page 80.

d) To move a selected object, move your cursor over the selected object so that the cursor changes to the Move cursor icon and then drag the object to the position you want.

e) To resize a selected object, select and drag one of its handles.

f) To delete one or more selected objects, click the Delete icon.

g) To delete every object that you added to the image, from the Modify your image toolbar, click **Clear**.

4. To crop your image, follow these steps:

   a) Go to the toolbar of the **Modify your image (optional)** pane and click the Crop icon.

b) On the image, click, drag, and then release to draw a highlighted rectangle over the area that you want to crop.

c) Click **Done**.

5. If necessary, complete any remaining steps to send a message via email, Microsoft Teams, or Slack.

**Results**

Your message and edited Cognos Analytics content are shared with the recipients via your selected collaboration platform.

**Keyboard commands to edit canvas content**

You can use keyboard shortcuts as an alternative way to invoke a command by pressing a combination of keyboard keys.

The following tables list keyboard shortcuts to edit an image on your canvas that you plan to share with your colleagues.

<table>
<thead>
<tr>
<th>PC keyboard command</th>
<th>Macintosh keyboard command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>t</td>
<td>t</td>
<td>Activate the Textbox Tool</td>
</tr>
<tr>
<td>a</td>
<td>a</td>
<td>Activate the Arrow Tool</td>
</tr>
<tr>
<td>p</td>
<td>p</td>
<td>Activate the Pen Tool</td>
</tr>
<tr>
<td>r</td>
<td>r</td>
<td>Activate the Rectangle Tool</td>
</tr>
<tr>
<td>c</td>
<td>c</td>
<td>Activate the Crop Tool</td>
</tr>
<tr>
<td>q</td>
<td>q</td>
<td>Rotate object(s) clockwise 10 degrees</td>
</tr>
<tr>
<td>Shift + Q</td>
<td>Shift + Q</td>
<td>Rotate object(s) counterclockwise 10 degrees</td>
</tr>
<tr>
<td>Delete/Backspace</td>
<td>Delete</td>
<td>Delete object(s)</td>
</tr>
<tr>
<td>PC keyboard command</td>
<td>Macintosh keyboard command</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>[</td>
<td>[</td>
<td>If the active select object is a textbox, shrink the word-wrapped area horizontally by 5 px.</td>
</tr>
<tr>
<td>Shift + {</td>
<td>Shift + {</td>
<td>If the active select object is a textbox, shrink the word-wrapped area horizontally by 50 px.</td>
</tr>
<tr>
<td>]</td>
<td>]</td>
<td>If the active select object is a textbox, expand the word wrapped area horizontally by 5 px.</td>
</tr>
<tr>
<td>Shift + }</td>
<td>Shift + }</td>
<td>If the active select object is a textbox, expand the word wrapped area horizontally by 50 px.</td>
</tr>
<tr>
<td>Ctrl + z</td>
<td>Ctrl + z / Command + z</td>
<td>Undo Previous Action</td>
</tr>
<tr>
<td>Ctrl + y</td>
<td>Ctrl + y / Command + y /</td>
<td>Redo Previous Action</td>
</tr>
<tr>
<td>Escape</td>
<td>Escape</td>
<td>Close Entire Panel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC keyboard command</th>
<th>Macintosh keyboard command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Tab</td>
<td>Move the tool selection on the toolbar from Left to Right one at a time. If you press Tab on the final tool (for example, Clear/Done) the focus moves from the toolbar to the image.</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Shift + Tab</td>
<td>Move the tool selection on the toolbar from Right to Left one at a time. Pressing Shift + Tab on the First tool moves the focus from the toolbar to the parent element.</td>
</tr>
<tr>
<td>Enter</td>
<td>Enter/Return</td>
<td>Activate the selected tool/color</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC keyboard command</th>
<th>Macintosh keyboard command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up Arrow</td>
<td>Up Arrow</td>
<td>Scroll the image up (If applicable)</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Down Arrow</td>
<td>Scroll the image down (If applicable)</td>
</tr>
<tr>
<td>Left Arrow</td>
<td>Left Arrow</td>
<td>Scroll the image left (If applicable)</td>
</tr>
<tr>
<td>Right Arrow</td>
<td>Right Arrow</td>
<td>Scroll the image right (If applicable)</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>Up Arrow</td>
<td>Move the selected Object(s) up by 5 px.</td>
</tr>
<tr>
<td>PC keyboard command</td>
<td>Macintosh keyboard command</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Down Arrow</td>
<td>Move the selected Object(s) down by 5 px.</td>
</tr>
<tr>
<td>Left Arrow</td>
<td>Left Arrow</td>
<td>Move the selected Object(s) left by 5 px.</td>
</tr>
<tr>
<td>Right Arrow</td>
<td>Right Arrow</td>
<td>Move the selected Object(s) right by 5 px.</td>
</tr>
<tr>
<td>Shift + Up Arrow</td>
<td>Shift + Up Arrow</td>
<td>Move the selected Object(s) up by 50 px.</td>
</tr>
<tr>
<td>Shift + Down Arrow</td>
<td>Shift + Down Arrow</td>
<td>Move the selected Object(s) down by 50 px.</td>
</tr>
<tr>
<td>Shift + Left Arrow</td>
<td>Shift + Left Arrow</td>
<td>Move the selected Object(s) left by 50 px.</td>
</tr>
<tr>
<td>Shift + Right Arrow</td>
<td>Shift + Right Arrow</td>
<td>Move the selected Object(s) right by 50 px.</td>
</tr>
<tr>
<td>Shift + Alt + Up Arrow</td>
<td>Alt + Up Arrow</td>
<td>Scale the selected Object(s) up by 5 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Shift + Alt + Down Arrow</td>
<td>Alt + Down Arrow</td>
<td>Scale the selected Object(s) down by 5 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Shift + Alt + Left Arrow</td>
<td>Alt + Left Arrow</td>
<td>Scale the selected Object(s) left by 5 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Shift + Alt + Right Arrow</td>
<td>Alt + Right Arrow</td>
<td>Scale the selected Object(s) right by 5 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Shift + Alt + Up Arrow</td>
<td>Shift + Alt + Up Arrow</td>
<td>Scale the selected Object(s) up by 50 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Shift + Alt + Down Arrow</td>
<td>Shift + Alt + Down Arrow</td>
<td>Scale the selected Object(s) down by 50 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Shift + Alt + Left Arrow</td>
<td>Shift + Alt + Left Arrow</td>
<td>Scale the selected Object(s) left by 50 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Shift + Alt + Right Arrow</td>
<td>Shift + Alt + Right Arrow</td>
<td>Scale the selected Object(s) right by 50 px. Bottom Right Corner is selected for scaling.</td>
</tr>
<tr>
<td>Tab</td>
<td>Tab</td>
<td>Press successively to select each object that you created in the order that you created them. If the final object is already selected, hitting Tab will move focus from the image to the Share Panel.</td>
</tr>
<tr>
<td>PC keyboard command</td>
<td>Macintosh keyboard command</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Shift + Tab</td>
<td>Press successively to select each object that you created in the order that you created them. If the first object is already selected, hitting Shift + Tab will move the focus from the image to the toolbar.</td>
</tr>
<tr>
<td>Enter</td>
<td>Enter/Return</td>
<td>Enter Textbox Editing Mode if the active select object is a textbox.</td>
</tr>
<tr>
<td>Escape</td>
<td>Escape</td>
<td>Deselect any active object. If the selected object is a textbox and is currently in Textbox Editing Mode, it exits Textbox Editing Mode.</td>
</tr>
<tr>
<td>Escape</td>
<td>Escape</td>
<td>Deselect the active object and stop drawing. If the active select object is a textbox, exit Textbox Editing Mode.</td>
</tr>
<tr>
<td>Enter</td>
<td>Enter/Return</td>
<td>Begin drawing an object with the virtual cursor by simulating a mouse down event.</td>
</tr>
<tr>
<td>Enter</td>
<td>Enter/Return</td>
<td>End drawing an object with the virtual cursor by simulating a mouse.</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>Up Arrow</td>
<td>Move the Virtual Cursor up by 5 px.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Down Arrow</td>
<td>Move the Virtual Cursor down by 5 px.</td>
</tr>
<tr>
<td>Left Arrow</td>
<td>Left Arrow</td>
<td>Move the Virtual Cursor left by 5 px.</td>
</tr>
<tr>
<td>Right Arrow</td>
<td>Right Arrow</td>
<td>Move the Virtual Cursor right by 5 px.</td>
</tr>
<tr>
<td>Shift + Up Arrow</td>
<td>Shift + Up Arrow</td>
<td>Move the Virtual Cursor up by 50 px.</td>
</tr>
<tr>
<td>Shift + Down Arrow</td>
<td>Shift + Down Arrow</td>
<td>Move the Virtual Cursor down by 50 px.</td>
</tr>
<tr>
<td>Shift + Left Arrow</td>
<td>Shift + Left Arrow</td>
<td>Move the Virtual Cursor left by 50 px.</td>
</tr>
<tr>
<td>Shift + Right Arrow</td>
<td>Shift + Right Arrow</td>
<td>Move the Virtual Cursor right by 50 px.</td>
</tr>
</tbody>
</table>

**Exporting dashboard content to PDF**

You can export your dashboard content to a PDF that you can print or share electronically.

**About this task**

When you export a PDF from the **Share** panel, the same process is used to create the PDF as when you click the more icon in an open dashboard.
For tips on preparing your content for export and to understand browser differences, see *Exporting a dashboard to PDF*.

**Procedure**

1. Open your Cognos Analytics dashboard and navigate to the view that you want to send to a co-worker.
2. Click the **Share** icon in the application bar.

   **Tip:** Although the **Share** icon also appears when you click the context menu icon in a content folder or on the **Welcome** page, you are limited to sharing links or embedded html. You cannot save the image as a PDF because the content does not appear in your window.

3. Click the **Export** tab.
4. Select the settings you want from the **Page size** and **Orientation** menus.
5. To apply filters, select the **Include filters** check box.
6. Click **Export**.

   The print window for the browser opens.
7. You can now save your PDF. For browser-specific details, see *Exporting a dashboard to PDF*.

**What to do next**

You can view the PDF or send it by email. If your administrator has configured a collaboration platform, such as Microsoft Teams or Slack, you can drag the exported PDF file from your desktop into the Message box of a channel or direct message.

**Sharing assets from the Team content folder**

You can share with your colleagues report outputs or dashboards that are located in the **Team content** folder.

**Sharing assets from Team content via email**

You can share Cognos Analytics report outputs or dashboards in the **Team content** folder by Email.

**Before you begin**

Your administrator must configure a mail server before you can use this feature.

**About this task**

Cognos Analytics allows you to select **Share** in an asset's context menu from several access points:

- the **Team content** folder
- the **Home** page, in the list of recently opened assets
- the **Search results** pane

**Note:** The following task describes accessing the context menu from the **Team content** folder. However, you can use any of the access points listed above.

**Procedure**

1. Save your dashboard or report output in the **Team content** folder.
   
   **Tip:** Other users are not authorized to open content in your **My content** folder.
2. Navigate to the saved asset in the **Team content** folder.
3. Click the More icon for the asset and then, in the context menu, click **Share**.
Tip: A different Share icon appears in the application bar at the top of your window when you are
viewing content on your canvas:

- If you are editing a new report or dashboard on your canvas and you click the Share icon in
  the application bar, the Share panel only allows you to share the content from your current view.
  Previously saved report output cannot be shared by clicking the Share icon in the application bar.

- If you are viewing a saved report output PDF and you click the Share icon in the application bar,
  the Share panel only allows you to share the saved PDF version as a link or an attachment.

4. In the Share panel, click the Send tab.

Tip: If the Send tab does not appear, the administrator did not configure a mail server and did not
configure a collaboration platform.

5. Click Email.

Tip: If Email does not appear as a platform, your administrator did not enable content sharing by
email.

The Share with email panel appears.

6. Search for a recipient name, group, role, distribution list, or contact and then click Directory. Repeat
this step as necessary.

Tips:
- To add an external email address, enter the full address and then press Enter.
- If you start typing someone's name that you emailed recently, the full name quickly appears and
  you can select it.
- You can narrow the search results and speed up retrieval time by typing more characters in the
  recipient fields.
- Search results appear for all namespaces that you are logged into. You may need to scroll to see
  results for a different namespace.
- You can also browse for a recipient, by clicking Directory > namespace.
  To quickly find an entry:

  - Type text in the Find field.
    
    You can click the Search Method icon to find entries that either contain, start with, or are an
    exact match with the text that you type.

  - Click the filter icon to narrow the view of entries.

7. Keep the default subject or enter a new one.

8. Enter the message that you want to send.

    Tip: To format your message, use the Styles and Format buttons.

9. Select Include link if you want your recipient to click a link to your content.

    Tip: Include link appears only if your content is located in the Team content folder. Other users
    cannot link to content located in My content.

10. If report output exists in a valid attachment format, you can attach one or more outputs to your email.

    Tip: For more information, see “Valid report output formats for email attachments” on page 86.

    a) Select Attach report output.

    b) Click Add.

      The Pick report output panel appears. Each output option appears only if it already exists as a
      saved report output. However, HTML format cannot be attached to an email.
c) Select a report version.

d) Select a burst key, if the field appears in the panel.

e) Select a format.

f) Select a language.

g) Click Add.

h) If there are additional version outputs that you want to attach, repeat steps “10.b” on page 85 to “10.g” on page 86.

i) Click Done.

11. Click Send.

**Results**

Your message is sent to your selected recipients via email.

**Valid report output formats for email attachments**

Most formats of saved report outputs can be attached to an email that you send to your colleagues.

You can attach report output versions that were saved in the following formats:

- Excel
- Excel Data
- PDF
- CSV
- XML

**Note:** A report output saved in HTML format cannot be attached to an email. Although HTML output can be viewed in Cognos Analytics, it is not compatible as an email attachment.

**Sharing assets from Team content via Microsoft Teams or Slack**

In Cognos Analytics, you can send Cognos Analytics report outputs or dashboards in the Team content folder via Microsoft Teams or Slack.

**Before you begin**

Your administrator must configure a collaboration platform before you can use this feature.

**About this task**

Cognos Analytics allows you to select Share in an asset’s context menu from several access points:

- the Team content folder
- the Home page, in the list of recently opened assets
- the Search results pane
- the Recent pane

**Note:** The following task describes accessing the context menu from the Team content folder. However, you can use any of the access points listed above.

**Procedure**

1. Save your Cognos Analytics dashboard or report output in the Team content folder.

   **Tip:** Other users are not authorized to open content in your My content folder.

2. Navigate to the saved asset in the Team content folder.
3. Click the More icon for the asset and then, in the context menu, click Share.

   **Tip:** A different Share icon appears in the application bar at the top of your window when you are viewing content on your canvas:

   - If you are editing a new report or dashboard on your canvas and you click the Share icon in the application bar, the Share panel only allows you to share the content from your current view. Previously saved report output cannot be shared by clicking the Share icon in the application bar.

   - If you are viewing a saved report output PDF and you click the Share icon in the application bar, the Share panel only allows you to share the saved PDF version as a link or an attachment.

   The Share panel appears.

4. In the Share panel, do one of the following to choose your sharing platform:

   - Click Email. Then click Send, and go to step “5” on page 87.

     **Tip:** If Email does not appear as a platform, your administrator did not enable content sharing by email.

   - Click Microsoft_Teams_platform_name. Then click Send, and go to step “6” on page 88.

     **Tip:** If a Microsoft Teams platform appears grayed out, your administrator has disabled the platform. If you are not part of a team in Microsoft Teams, you can join it through the pop-up window and then click on the Microsoft_Teams_platform_name again in Cognos Analytics to continue sharing your content.

     If a Microsoft Teams platform doesn't appear, and your administrator had enabled it, your administrator may also need to update an advanced setting.

   - Click Slack_platform_name. Then click Send, and go to step “7” on page 88.

     **Tip:** If a Slack platform appears grayed out, your administrator has disabled the platform. If you are not part of a slack workspace, you can join it through the pop-up window and then click on the workspace again in Cognos Analytics to continue sharing your content.

5. If you selected Email, in the Share with email panel, perform these steps:

   a) Search for a recipient name, group, role, distribution list, or contact and then click Search directory. Repeat this step as necessary.

      **Tips:**
      - For external email accounts, enter the full email address, and then press Enter.
      - If you start typing someone's name that you emailed recently, the full name quickly appears and you can select it.
      - You can narrow the search results and speed up retrieval time by typing more characters in the recipient fields.
      - Search results appear for all namespaces that you are logged into. You may need to scroll to see results for a different namespace.
      - You can also browse for a recipient, by clicking Directory > namespace.

         To quickly find an entry:

         Type text in the Find field.

         You can click the Search Method icon to find entries that either contain, start with, or are an exact match with the text that you type.

         Click the filter icon to narrow the view of entries.

   b) Enter the email subject.
c) Enter the message that you want to send.

   **Tip:** To format your message, use the **Styles** and **Format** buttons.

6. If you selected a Microsoft Teams platform in the **Share** panel, perform these steps:
   a) Enter a channel or recipient name.

   **Tip:** Start typing either a Slack channel name (starting with the hashtag symbol (#)) or a Slack user name if you want to send a Direct Message in Slack. As you type, the list of possible choices is filtered, until you can select the one you want.

   b) Enter the message that you want to send.

   **Tip:** You must include some text in your message.

7. If you selected a Slack platform in the **Share** panel, perform these steps:
   a) Enter a channel or recipient name.

   **Tip:** Start typing either a Slack channel name (starting with the hashtag symbol (#)) or a Slack user name if you want to send a Direct Message in Slack. As you type, the list of possible choices is filtered, until you can select the one you want.

   b) Enter the message that you want to send.

   **Tip:** You must include some text in your message.

8. Select **Include link** if you want your recipient to click a link to your content.

   **Tip:** **Include link** appears only if your content is located in the **Team content** folder. Other users cannot link to content located in **My content**.

9. Select **Include image** if you want to attach an image of your content to your Email or Slack message.

10. If you selected the **Include image** option, you can edit the image before you send it: it. At the bottom of the **Share with platform_name** window, click the image before you send it.

   a) At the bottom of the **Share with platform_name** window, click the image.

   b) Follow the steps to edit the image before you share it.

11. Click **Send**.

**Results**
Your message is sent to your selected recipients via Slack.

**Linking to saved content**
In Cognos Analytics, you can create a URL for any view in your dashboard or report. You can then send the URL by email or embed the URL in a web page or another dashboard or report.

You can share content objects, such as reports and dashboards, with a URL that opens the content object directly, instead of having to browse to the content object from the Cognos Analytics welcome screen. You can also embed Cognos Analytics content objects (except for data modules) in customized web pages. An embedded content object does not display the application or navigation bars.

**Procedure**
1. Save your Cognos Analytics dashboard or report output in the **Team content** folder.

   **Tip:** Other users are not authorized to open content in your **My content** folder.

2. Navigate to the view that you want to send to a co-worker.

3. Click the More icon for the asset and then, in the context menu, click **Share**.

   **Tip:** A different **Share** icon appears in the application bar at the top of your window if you are viewing content on your canvas. However, if you click that icon, the **Share** panel only allows you to share the content from your current view, not previously saved output.
4. In the **Share** panel, click the **Link** tab.

   **Tip:** You can modify the URL to perform other actions, such as opening a report for editing instead or running the report, or changing the output format of the report. For more information, see *Creating custom URLs to display and run Cognos Analytics content in IBM Cognos Analytics with Watson Getting Started User Guide*.

5. If you want to send the link to a co-worker by email, do the following:
   a) In the **Link** section, click the **Copy** icon.
      The URL is copied to your clipboard.
   b) Paste the URL into your email and send the email.

6. If you want to embed the html code for your view in a web page, go to the **Embed code** section, and follow these steps:
   a) If you want to change the height and width of the iframe that will contain the code, adjust the values in the **Width** and **Height** fields.
   b) Click the Copy icon.
      The URL is copied to your clipboard.
   c) Paste the URL into the html text of your web page.

**Authentication sample with embedded content**

The embedded content sample shows how to use the IBM Cognos Analytics with Watson REST API to sign in a user and then display embedded content.

**Procedure**

1. Copy the embedded_content folder from the `<installation_location>\samples` folder to the `<installation_location>\webcontent` folder.
2. Open the `<webcontent>\embedded_content\preLoginSample.html` file in a text editor, and locate the `<select>` element:

   ```html
   <select size="1" name="namespace">
      <option value="CognosEx">CognosEx (Example)</option>
      <option value="LDAP">LDAP (Example)</option>
   </select>
   ```

3. For any of the configured namespaces that you want to see as a selection in the login page, define the `<option>` element within the `<select>` element, using the following syntax:

   ```html
   <option value="namespace_ID">namespace_name</option>
   ```

   The `namespace_ID` corresponds to the **Namespace ID** property, as defined for the namespace in Cognos Configuration, under **Security > Authentication**. The `namespace_name` can be any word; however, the name defined in Cognos Configuration is preferred.

4. Open the `<webcontent>\embedded_content\iFrameSample.html` file, and replace the iFrame objects with **Embed** iFrame objects from your Cognos Analytics installation.

5. In a web browser, type `http://<server_name>:<port>/embedded_content/preLoginSample.html`

**Results**

A sign-in web page is displayed. After you sign in, the embedded content objects are shown.

**Creating custom URLs to display and run Cognos Analytics content**

You can create URLs that open or run IBM Cognos Analytics with Watson content objects, such as reports, dashboards, stories, and data modules. This feature extends the **Share > Link** command that creates a
URL to display Cognos Analytics content objects to provide more control over the actions that are taken when the content object is displayed or run.

When you link to saved content, you create a URL that opens or runs Cognos Analytics content objects. You can create these URLs if you require more control over the actions invoked by them.

The following report types are supported in custom URLs: standard reports, report views, active reports, data sets, Query Studio reports, Analysis Studio reports, and their saved outputs.

If the content object is a report that has saved output, the saved output may be displayed, depending on the chosen URL parameters. Otherwise, the content object is run. If the content object is saved output, it is displayed. An error message is displayed if the saved output has been deleted.

**Syntax**

The syntax of the custom URLs takes one of the following two forms.

- http://<servername>:<port>/bi/?pathRef=<path>&<option1>=<value1>&<option2>=<value2>...
- http://<servername>:<port>/bi/?objRef=<id>&<option1>=<value1>&<option2>=<value2>...

`pathRef` or `objRef` identify the content object to use.

`pathRef`

Specifies the location of the object. This value does not change if the version of Cognos Analytics is changed or if the object is exported or imported in a deployment.

The easiest way to determine the value of `pathRef` is to create a URL by using the Share command. This URL contains the value of `pathRef`.

`objRef`

Specifies the id of the object. This value does not change if the content object is moved to a different location in My content or Team content.

The value of `objRef` is the ID value in the properties pane of the object.

`perspective`

Specifies which perspective to use: classicViewer or authoring. This parameter should normally not be specified, as the system will determine it based on properties of the object referenced by the URL.

The following optional parameters can be appended to the URL.

`ui_appbar`

Specifies whether to display the global application bar in any perspective in Cognos Analytics. The values are true (default) or false. For example, you can add the parameter `&ui_appbar=false` at the end of any Cognos Analytics URL to hide the application bar.

`ui_navbar`

Specifies whether to display the vertical navigation bar in any perspective in Cognos Analytics. The values are true (default) or false. For example, you can add the parameter `&ui_navbar=false` at the end of any Cognos Analytics URL to hide the navigation bar.

`ui_toolbar`

Use this parameter in the Reporting perspective only. The parameter specifies whether to display the toolbar (also referred to as navigation menu) in Reporting when the `ui_appbar` parameter is set to false. The values are true or false (default).

To display the toolbar, add the `ui_toolbar` parameter at the end of a URL in Reporting in the following way: `&ui_appbar=false&ui_toolbar=true`

For information about the report options that are part of the toolbar (navigation menu), including the **Save** and **Run** options, see "The user interface" in Reporting in the IBM Cognos Analytics with Watson Reporting guide.

The following options can be used if the content object is a report.
action
Specifies whether to view saved output, run a report, or author an object. The following values are supported: viewOutput, run, edit. The default value depends on the object type, the object's default action as defined by its properties, and whether it has saved output, current security settings, and users' capabilities. When viewOutput is specified and there is no saved output, the object is run.

a11y
When running a report, specifies whether to include accessibility features (true) or not (false). The default value is false.

bidi
When running a report, specifies whether to enable bidirectional support (true) or not (false). The default value is false.

contentLocale
Specify the locale in which the report output is created when running or which locale to view when the report output was saved using multiple locales. The default is determined from the user’s preferences. Use an ISO country code for the value. For example, for German, specify contentLocale=de.

For this parameter to work, you must have a multilingual reporting environment. For more information, see "Setting up a multilingual reporting environment" in the IBM Cognos Analytics with Watson Reporting User Guide.

format
When running a report, specifies the output format. When viewing saved output, specifies which of the available formats to view.

The possible values are: HTML, PDF, spreadsheetML, xlsaData, CSV, XML, layoutDataXML, XLWA, rawXML, XHTML, singleXLS, and HTMLFragment. The default value is determined from the object’s properties or the user’s preferences.

productLocale
Specify the product locale to use. The default is determined from the user’s preferences.

prompt
When running a report, specifies whether to show the prompt page (true) or not (false). The default value depends on the report settings.

p_<prompt_name>
When running a report, specifies the value to use for the parameter named <prompt_name>.

promptParameters
When running a report, specifies prompt parameters as a JavaScript Object Notation (JSON) object. You can pass more complex parameter values to use when you run a report. For more information, see promptParameters option syntax.

• The easiest way to create a custom URL is to use the Share command for the content object that you want to create a custom URL for, and then to modify the options in this URL.

• Custom URLs can be long and your Cognos Analytics server environment might impose a length limit on the query portion of the URL You can work around this limitation by using the URL fragment identifier (#) in the URL. Here are some examples.
  
  – http://<servername>:<port>/bi/#pathRef=<path>&<option1>=<value1>&<option2>=<value2>...
  
  – http://<servername>:<port>/bi/?pathRef=<path>&<option1>=<value1>#$<option2>=<value2>...

• If you use a custom URL in an HTML item in a report, replace instances of & with &amp;.

Note: You can either specify a URL or use the HTTP POST method to send the options to the Cognos Analytics server. However, you must specify all parameters using the same method: either URL or HTTP POST.
Example
The following example uses the HTTP POST method to specify a customized URL.

```html
<html>
<body>
<div class="acordion">
  <div class="submit">
    <form method="POST" id="cognosPost" accept-charset="UTF-8"
      action="http://cognos_analytics_IP_address:9300/bi/">
      <input type="hidden" name="pathRef" value=".public_folders/folder1/report1"
        style="display: none">
      <input type="hidden" name="promptParameters" id="promptParameters"
        value='{"name":"p_Line","value":{"use":"Camping Equipment"}}'
        style="display: none">
      <input type="hidden" name="format" value="HTML" style="display: none">
      <input type="hidden" name="Download" value="false" style="display: none">
      <input type="submit" name="btn" value="Run report with Camping Equipment">
    </form>
  </div>
</div>
</body>
</html>
```

promptParameters option syntax

You can use the `promptParameters` option to pass complex parameter values for use when you run a report. The parameter values are contained in a JavaScript Object Notation (JSON) object.

Syntax

The syntax of the `promptParameters` option is `promptParameters=[{"<parameter_1>"},
{"<parameter_2>"},...]. The syntax of each parameter value depends on the type of parameter value and are described as follows.

Specific values

```json
{
  "name":"<parameter_name>",
  "value":[
    {"use":"<use_value1>",
     "display":"<display_value_1>"},
    {"use":"<use_value2>"},
    ...
  ]
}
```

`<parameter_name>` is the name of the parameter, `<use_value1>` is the use value, and `<display_value_1>` is the display value. The display value is optional.

Bounded range

```json
{
  "name":"<parameter_name>",
  "value":[
    {"boundRange":{
      "start": {"use":"<use_start_value>",
       "display":"<display_start_value>"},
      "end": {"use":"<use_end_value>"}
    }
  ]
}
```

`<parameter_name>` is the name of the parameter, `<use_start_value>` is the lower use value, `<display_start_value>` is the lower display value, and `<use_end_value>` is the upper use value. The display value is optional.

Unbounded start range

```json
{
  "name":"<parameter_name>",
  "value":[
```
<parameter_name> is the name of the parameter, <use_end_value> is the upper use value, <display_end_value> is the upper display value. The display value is optional.

Unbounded end range

<parameter_name> is the name of the parameter, <use_start_value> is the lower use value, <display_start_value> is the lower display value. The display value is optional.

Creating shortcuts

You can create shortcuts for entries, such as dashboards, explorations, reports, and folders. The shortcut context menu provides the same options as the target context menu. For example, the Run as option is available from both the report and its shortcut context menus.

Procedure

1. Locate the entry in Team content, My content, or a different folder, and select the entry checkbox.
2. From the entry Action menu, or from the More option in the actions toolbar, click Add shortcut.
3. Find a location for the shortcut, and click Create shortcut.

Creating URLs to other sites

A URL is a standard way of identifying the location of any external file or website. Create URLs to keep the files and websites you use most frequently at your fingertips. Clicking a URL opens the file or website in the browser.

About this task

The URL must contain a valid server name that is included in the valid domains list, as specified by your administrator. Otherwise, you cannot create the URL.

Administrators maintain the list of valid domains. For more information, see "Configuring IBM Cognos components to use IBM Cognos Application Firewall" in the IBM Cognos Analytics with Watson Installation and Configuration Guide.

Procedure

1. In a subfolder within Team content, or in My content, ensure that no items are selected.
   Tip: You can't add a URL directly to a folder, such as Team content or Samples.
2. In the actions toolbar, click the Add link icon.
3. In the Add a URL box, type the URL name.
4. If you want, specify the Description.
5. In the URL field, type the URL.
If the URL points to a website address, the protocol must be included. For example, to create a URL for the IBM website, type http://www.ibm.com

The URL must use a valid domain, as specified by your administrator. To view a list of acceptable domains, click **View acceptable domains.**

6. Click Add.

### Hiding entries

To prevent unnecessary use of IBM Cognos Analytics with Watson items, such as reports, packages, folders, jobs, or data servers, you have the option of hiding them.

This is especially important for drill-through reports that can waste system resources when they are run unnecessarily.

To hide an entry, open its context menu and click **Properties.** On the **General** tab, open the **Advanced** section, and select the **Hide this entry** checkbox.

To show hidden entries in your content lists, click the **Personal menu** icon in the application bar, and then click **Profile and settings.** On the **Settings** tab, turn on the **Show hidden entries** toggle switch.

Hidden entries are visible, but faded in the following parts of the user interface:

- Search results.
- Properties panel, **Permissions** tab.
- **Personal** tabs.
- Job steps that refer to hidden entries already in a job.
- Agent tasks that refer to hidden entries already in an agent.
- Details in a report run history.

The following rules apply to hidden entries:

- A hidden report is accessible as a drill-through target. Drill-through targets include parameter values to avoid resource-intensive query operations. However, users still require appropriate permissions to use this target report in a drill-through activity.
- A hidden drill-through definition is not displayed in the **Go To** page if the user interface does not show hidden entries.
- A visible shortcut can point to a hidden entry. If the shortcut points to a hidden folder, any hidden entries in the folder are not visible.

### Setting properties for entries

You can control the way entries appear and behave in IBM Cognos Analytics with Watson by modifying their properties.

You can view and set general and advanced properties for reports, folders, dashboards, stories, uploaded files, data modules, and other entries. When you open the properties panel, you see the **General** tab and the **Permissions** tab for all entries, and the tabs that are appropriate for the entry you're viewing, such as **Report** and **Schedule** for reports.

To open the properties panel for an entry, from its context menu ‗‗‗, click **Properties.** You can also click the properties icon in the application bar.

**Tip:** To specify **Team content** properties, in the actions toolbar, click the **Details** icon. In the **Details** pane that opens, click **Properties.**
Chapter 12. Managing schedules and subscriptions

You can schedule entries to run at a time that is convenient for you or when demands on the system are low. Or you may want to run them at a regular weekly or monthly interval. Similarly, you can subscribe to reports that were made public by other people.

To use scheduling, you must have permissions for the **Scheduling** capability. For more information, see the *IBM Cognos Analytics Manage Guide*.

For information about creating schedules or subscriptions, see “Scheduling an entry” on page 95 or “Subscribing to reports” on page 47.

### Scheduling an entry

You schedule an entry, such as a report, report view, or a notebook, to run it later or at a recurring date and time.

**About this task**

Only one schedule can be associated with each entry. If you require multiple schedules for a report, you can create report views, and then create a schedule for each view.

You can schedule entries individually, or use jobs to schedule multiple entries at once. Jobs have their own schedules independent from the individual entries schedules. For more information, see “Creating a job to schedule multiple entries” on page 97.

To schedule an entry, you need the permissions that are required to run the entry. For example, to schedule a report or report view, you must have read, write, execute, and traverse permissions for it. To schedule a child report view, you must have execute permissions for the parent report. You also need the required access permissions for any data sources that the entry relies on.

The scheduling options that are available to you depend on your permissions for the **Scheduling** capability.

For more information, see the *IBM Cognos Analytics Managing Guide*.

**Procedure**

1. Click the entry context menu ➔, and then click **Properties**.
2. In the **Properties** pane, click the **Schedule** tab, and then click **New**.
3. In the **Create schedule** pane, specify the schedule options.
4. To access additional scheduling options, click **Classic View**. Specify your options, and click **OK**. When you return to the previous view, click **Create**.

The schedule entry appears in the **Create schedule** page.

**What to do next**

After you create a schedule, the entry or job runs at the time and date specified. You can then view the schedules and manage them. For more information, see “My schedules and subscriptions” on page 101.

If you no longer need a schedule, you can delete it. You can also disable schedules without losing any of the scheduling details. The schedules can be enabled later.
Differences between a schedule and a subscription

In IBM Cognos Analytics with Watson, you can create and maintain both schedules and subscriptions. Although they share some similar characteristics, there are also key differences.

The following table shows the main differences between schedules and subscriptions.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Subscription</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only the report owner can create the schedule.</td>
<td>Many people can create a subscription from the same report.</td>
</tr>
<tr>
<td>The scheduler must have Read, Write, and Execute</td>
<td>A subscriber requires only Read and Execute permissions for the report.</td>
</tr>
<tr>
<td>permissions for the report.</td>
<td>If you have an Analytics Viewer license, you can subscribe to reports, but</td>
</tr>
<tr>
<td></td>
<td>not schedule them. For more information, see &quot;License roles&quot; in Managing</td>
</tr>
<tr>
<td></td>
<td>IBM Cognos Analytics with Watson.</td>
</tr>
<tr>
<td>There can only be one schedule per report.</td>
<td>There can be up to 32 subscriptions for the same report.</td>
</tr>
<tr>
<td>Created by tapping the More button for the report’s</td>
<td>Created by running a report and, in view mode, tapping the More button in</td>
</tr>
<tr>
<td>list entry.</td>
<td>the application bar.</td>
</tr>
<tr>
<td>Anyone with read access can view the schedule.</td>
<td>Only the subscriber can view their subscription.</td>
</tr>
<tr>
<td>The owner controls the maximum number of saved report</td>
<td>Only the most recent saved report output is available.</td>
</tr>
<tr>
<td>versions.</td>
<td></td>
</tr>
<tr>
<td>You can specify that an email be sent to many people.</td>
<td>If you specify email delivery, it can be sent only to you.</td>
</tr>
<tr>
<td>The report can be run daily, weekly, monthly, yearly,</td>
<td>The report can be run daily or weekly.</td>
</tr>
<tr>
<td>or in response to a trigger that is set by the</td>
<td></td>
</tr>
<tr>
<td>administrator, such as a database refresh.</td>
<td></td>
</tr>
</tbody>
</table>

Deleting a subscription

You can delete one or more subscriptions that you created.

Before you begin

After you subscribe to a report, you can view a list of your schedules and subscriptions. If you want to delete one of your subscriptions, follow the steps below.

Procedure

1. Click the Personal menu icon in the application bar, and then click the Profile and settings link below your user name.
2. On the Settings tab, turn on the Show hidden entries toggle switch.
3. Click My content, and then click the Subscriptions folder.
   
   Tip: The Subscriptions folder is gray, as it is a hidden folder that is now enabled to be shown.

   Your subscriptions appear as a list of report views.

4. Click the More button next to the subscription that you want to delete.
5. Click Delete.
Results
The subscription is removed from the My schedules and subscriptions list.

Creating a job to schedule multiple entries

You can set the same schedule for multiple entries by creating a job. A job identifies a collection of reports, report views, and other jobs that are scheduled together and share the same schedule settings. When a scheduled job runs, all the entries in the job run.

If a job item is unavailable, you can select a different link by clicking Link to an entry.

Jobs contain steps, which are references to individual reports, jobs, and report views. You can specify whether to run the steps all at once or in sequence.

- When steps are run all at once, all the steps are submitted at the same time. The job is successful when all the steps run successfully. If a step fails, the other steps in the job are unaffected and still run, but the job has a Failed status.
- When the steps are run in sequence, you can specify the order in which the steps run. A step is submitted only after the preceding step runs successfully. You can choose to have the job stop or have the other steps continue if a step fails.

You can schedule a job to run at a specific time, on a recurring basis, or based on a trigger, such as a database refresh or an email. For more information about trigger-based entry scheduling, see the Administration and Security Guide.

The individual reports, jobs, and report views in steps can also have individual schedules. Run options for individual step entries override run options set for the job. You can set run options for the job that serve as the default for step entries that do not have their own run options.

You can run reports to produce outputs based on the options that you define, such as format, language, and accessibility.

Permissions required to include an entry as part of a job vary depending on the type of entry. The permissions are the same as for scheduling an entry. For more information on scheduling an entry, see “Scheduling an entry” on page 95.

Procedure

1. From the Open menu in the application bar, click New, and select Job.

   The Steps page appears.

2. Click the Add job step icon.

3. Select reports to be included in the job.

   a) Navigate to a folder containing reports you want.
   b) Select check boxes for one or more reports.

   Tips:
   - Ctrl-click to select multiple check boxes.
   - Use the Select all in folder and Deselect all in folder links followed by Ctrl-clicking check boxes to quickly finish your selections in a folder.
   - Click Add job steps.

   c) Repeat steps “3.a” on page 97 and “3.b” on page 97 to select reports in other folders.

   The Steps window lists the steps defined for your job. Each step listing shows:
   - the name of a report that you selected
   - the name of a report that you selected

   Tip: Hover over the report name to see the navigation path to the report location.
   - whether the step options are defined by the report or are customized
4. To change the current step options for any step in your job:
   a) Click the Edit options icon for the step that you want to modify.
   b) Edit the Format, Accessibility, Bursting, Delivery, Languages, or Prompt options.
   c) Click Close.
5. To change the default run options for future steps:
   a) Select Change default step options.
   b) Edit the Format, Accessibility, Bursting, Delivery, prompts, or Languages options.
   c) Click Close.
6. To remove a step, hover over the step and then click the Remove job step icon.
7. Under Run order, select whether the steps should Run all at once or Run in sequence.
   • If you select Run in sequence, the steps are executed in the order they appear in the Steps list.
   • If the Run all at once option is grayed out, your administrator has disabled it.
     For more information, see “Disabling the Run all at once option in jobs” in the Cognos Analytics Managing Guide
   • If you want the job to continue to run even if one of the steps fails, select the Continue on error check box.
     Tip: To change the order of steps, click a step and drag it to the position that you want.
8. In the application bar, click the Save icon.
9. Navigate to a folder in which to save your job, enter a job name in the Save as box, and then click Save.
   Run now and Schedule links appear in the Run Options section.
10. To run the report immediately, click Run now and click Finish.
11. To schedule at a recurring time, follow these steps:
   a) Click Schedule.
   b) Click New.
   c) Enter the details of when you want the job to run.
   d) Click Create.
     Tip: If this message appears: “Your credentials are required to complete this operation”, click Renew and then enter your Cognos Analytics userid and password.

Results
A job, denoted by the job icon, is created in the folder you selected and will run at the next scheduled time.

What to do next
You can select operations from the following menu after you click the More icon for the job you created:
Chapter 13. Personal settings

Use personal settings to customize your IBM Cognos Analytics with Watson experience. You can view and edit your personal and regional information, monitor the system activities, set up logging, and so on.

To view or change any of the personal settings, click the Personal menu icon in the application bar.

To view notifications about the latest system activities that are applicable to you, click the notifications icon in the application bar.

My schedules and subscriptions

You can view all your scheduled activities and subscriptions on the My schedules and subscriptions panel.

About this task

You can view a list of your scheduled activities that are current, past, or upcoming on a specific day. You can filter the list so that only the entries that you want appear. A bar chart shows you an overview of daily activities, by hour. If you switch views, you must refresh to see current data. For example, if you switch from Past Activities to Upcoming Activities, you must refresh to see current data in the panes.

You can see the My schedules and subscriptions option in the Personal menu only if your administrator has granted you access to the Scheduling capability. For more information, see “Assigning capabilities based on license roles” in the IBM Cognos Analytics Managing Guide.

You can enable, disable, modify, or delete subscriptions, and view their saved outputs or archived versions. If you view the versions, you can also open the version details panel for information such as the run status, error messages, and run time.

For more information, see “Differences between a schedule and a subscription” on page 96.

Procedure

1. In the application bar, click your user name icon, and then click My schedules and subscriptions.
2. To see both a listing and a graph of your schedules and subscriptions for a specific time frame, click the Schedule drop-down menu, and then click Upcoming, Past, or Current.
3. To perform actions on a schedule or subscription in the list, click the More icon next to the list item, and then click an action.

Personal profile and application settings

You can set up preferences for your IBM Cognos Analytics with Watson application.

To set your preferences, click the Personal menu icon in the application bar, and then click the Profile and settings link below your user name.

Language settings

You can select the language that you prefer for the IBM Cognos Analytics with Watson user interface. If your data and reports are available in multiple languages, you can also select the language that you prefer for the content.

You specify the language settings in the Personal menu. Click the Profile and settings link below your user name. On the Settings tab, select the Product language or Content language. Refresh your browser. The new language setting takes effect.
There is also support for bidirectional languages such as Hebrew, Arabic, Urdu, and Farsi. Report authors can control the display of native digits and the direction of text, crosstabs, and charts. For more information about support for bidirectional languages in reporting, see Support for bidirectional languages in the Reporting User Guide.

For general information about language settings, see the IBM Cognos Analytics Manage Guide.

**Setting the default format for report runs**

You can set the default run format for your IBM Cognos Analytics with Watson reports.

**Procedure**

1. Click the Personal menu icon  ➤, and then click the Profile and settings link below your user name.
2. On the Settings tab, for Report format, select one of the available formats.

**Credentials**

Your credentials are the user name and password that you use to sign in to IBM Cognos Analytics with Watson. Your credentials are associated with groups, roles, capabilities, and permissions that determine what parts of the user interface you can access and how you can interact with content.

If you change the password you use to sign in to Cognos Analytics, be sure to renew your credentials. Your saved credentials are used to run scheduled requests when you’re not signed in, for example, overnight. Credentials are automatically renewed once a day, but a schedule run can fail, if it runs after you change your password, but before your credentials are automatically renewed.

If you are prompted for credentials when you connect to a data server, you can save your credentials so you aren't prompted for them every time that you use the same data server. Your saved data server credentials are listed in your advanced, personal preferences. You can view and delete listed entries.

To see what groups and roles and what capabilities are available with your sign-in credentials, see “Viewing your permissions for capabilities” on page 31.

**Renewing your credentials**

Your credentials are renewed automatically once a day or at an interval that is determined by your administrator, but if you change your log-in password, update your credentials manually.

**About this task**

It is important to manually renew your credentials in the following cases:

- When you change your sign-in password, if your credentials are used to run schedules.
- When you want to change the run permissions on an asset. For example, you want to select the Run with user's credentials or Run with owner capabilities options, but those options are not available after you select the More icon ➤ and click Properties > Report tab > Advanced. The Run options will appear after you renew your credentials.

**Procedure**

1. Click the Personal menu icon  ➤, then click Profile and settings.
2. On the Profile tab, under Advanced options, for Credentials, click Renew.
Managing your credentials

If you own an entry, you can authorize trusted users to use your credentials when those users lack sufficient access permissions to perform specific tasks. In your personal, advanced preferences, you can view, add to, or delete from the list of groups, users, and roles that are authorized to use your credentials.

About this task

If you want to add groups, users, or roles from multiple namespaces, you can use the type in method described as a choice in step 3.

Procedure

1. Click the **Personal menu** icon ➔, then click **Profile and settings**.
2. On the **Profile** tab, under **Advanced options**, locate **My credentials**, and click **Manage**.
3. To add a group, user or role, click +, then do one of the following actions:
   - Select a namespace from the Name list. You can then search by keyword or filter by type to find what you want faster.
   - To type the names of entries you want to add, click the **Options** icon ⚙ and select **Type in**. Type the names of groups, roles, or users by using the following format, where a semicolon (;) separates each entry:
     
     namespace/group_name;namespace/role_name;namespace/user_name;
   
     Here is an example:
     
     Cognos/Authors;LDAP/scarter;
   4. Select the names that you want and click **Add**.
      
     Your selections are now listed in the **My credentials** slide-out panel.
5. Click **Apply**.

Managing your data server credentials

You can view and delete your saved data server credentials in your personal, advanced preferences.

Procedure

1. Click the **Personal menu** icon ➔, then click **Profile and settings**.
2. On the **Profile** tab, under **Advanced options**, for **Data server credentials**, click **Manage**.

Creating personal API keys

You can create and manage your own API keys in Cognos Analytics. You can use your API keys to do the following:

- log in to a namespace that requires a secure token, rather than a saved password
- run API commands that require authentication
- connect to a Cloud Object Storage provider

For more information, see [Cognos Analytics REST API](https://ibm.biz/cognos_api_docs).

Procedure

1. Click the **Personal menu** icon ➔, then click **Profile and settings**.
2. On the **Profile** tab, next to **My API keys**, click **Manage**.
3. Click **Generate API key**.
4. Enter a name and description for the key and then click **Next**.
The encrypted key appears.

**Important:** The API key is not stored in Cognos Analytics. You must copy and save it.

5. Click **Copy to clipboard** and then paste the key into a text file.
6. Click **Done**.

Your new key appears in the list on the **My API keys** page.

**Tip:** You can right click the Action menu icon and edit, lock, or delete any key in the list.

**Setting logging levels**

In addition to the logging capabilities that exist on the IBM Cognos server, you can produce logs and error reports for your own workstation. This type of client-side logging is important for troubleshooting and can cover JavaScript anomalies that are not detectable from the server environment.

**About this task**

You can turn logging on or off as well as set the logging level. Under normal circumstances, logging is on, but the level is set to **Error**. In some circumstances, IBM customer support might direct you to increase the logging level. Set it to one of the following levels:

**Error**

Basic level of logging that tracks only major error messages that occur during processing on the client workstation.

**Warning**

The next level of logging that includes all the information from the Error level of logging and includes warnings about situations that might not affect your system function.

**Information**

This level of logging aggregates all previous levels of logging and includes more detail about the regular operation of the user interface. You might notice that performance at this level is slower.

**Debug**

This level of logging contains the most information. Use it if you are testing your own extensions or when you are advised by a member of the software development team or customer support. You can expect that performance at this level is noticeably slower.

Logging levels are stored in the browser cache. If you clear the browser cache, logging levels return to the default setting.

**Procedure**

1. Click the **Personal menu** icon, then click **Profile and settings**.
2. On the **Profile** tab, under **Advanced options**, for **Logging**, click **Manage**.
3. Ensure that logging is on.
4. Set the **Logging level** to the level directed by the customer support representative.
5. To retrieve logs from the browser console, press the **F12** key on your keyboard or from the browser menu, click **Developer**, and then click **Web Console**.

**Tip:** For the Firefox web browser, you can use an add-on, such as Firebug to make it easier to retrieve and save log files from the console.

6. After you are done troubleshooting, return to the **Logging** preferences window and ensure that logging is set back to **Error** to prevent logging from slowing down your system while you are working.

**What to do next**

For more information about troubleshooting your system, see the *IBM Cognos Analytics Troubleshooting Guide*. 
Chapter 14. Integration with other Cognos products

IBM Cognos Analytics with Watson integrates with supported versions of other IBM Cognos products. The following list includes the IBM Cognos products that work with IBM Cognos Analytics with Watson. These products can be installed by using the custom installation of IBM Cognos Analytics with Watson.

**Cognos Planning - Analyst**
For supported versions, you can access published plan data in IBM Cognos Analytics with Watson by using the Generate Framework Manager Model wizard. For more information, see the *IBM Cognos Analyst User Guide*.

**Cognos Planning - Contributor**
For supported versions, you can access unpublished (real-time) Contributor cubes in IBM Cognos Analytics with Watson by custom installing the IBM Cognos Analytics with Watson - Contributor Data Server component that is included with IBM Cognos Planning - Contributor.
For supported versions, you can access published plan data in IBM Cognos Analytics with Watson by using the Generate Framework Manager Model administration extension in Contributor. For more information, see the *IBM Cognos Contributor Administration Guide*.

**Cognos Finance**
You can access IBM Cognos Finance cubes that are secured against a Series 7 namespace by using the IBM Cognos Finance Network API Service. You can also export data and metadata from IBM Cognos Finance for use in Framework Manager.

**Cognos Controller**
You can access IBM Cognos Analytics with Watson to create IBM Cognos Controller Standard Reports by using a predefined Framework Manager model that is created when IBM Cognos Controller is installed. You can also access published Controller data and structures in Framework Manager for custom reporting and analysis.

**Cognos Transformer**
You can use IBM Cognos PowerCubes and Transformer models, that were generated by supported Transformer versions, directly in IBM Cognos Analytics with Watson. The cubes and models are upwards compatible and require no migration or upgrade tools. You can run reports and analyses in IBM Cognos Analytics with Watson against the IBM Cognos PowerCubes.

**Cognos TM1**
IBM Cognos TM1 integrates business planning, performance measurement and operational data to enable companies to optimize business effectiveness and customer interaction regardless of geography or structure. Cognos TM1 provides immediate visibility into data, accountability within a collaborative process, and a consistent view of information, allowing managers to quickly stabilize operational fluctuations and take advantage of new opportunities. For more information, see the *IBM Cognos TM1 User Guide*.

**Cognos PowerPlay**
You use IBM® Cognos® PowerPlay® Studio to create and view reports that are based on PowerCube data sources. For more information, see the *IBM Cognos PowerPlay Studio User Guide*.

**IBM Cognos Software Development Kit**
The IBM Cognos Software Development Kit provides a platform-independent automation interface for working with IBM Cognos Analytics with Watson services and components.
Developers in your organization can use IBM Cognos Software Development Kit to create custom reports, manage deployment, and integrate security and portal functionality to suit your needs, locale, and existing software infrastructure. The Software Development Kit uses a collection of cross-platform web services, libraries, and programming interfaces.
You can choose to automate only a specific task, or you can program the entire process from modeling through to reporting, scheduling, and distribution.
The Software Development Kit is included in the Cognos Analytics installer package.
For more information, see the *IBM Cognos Software Development Kit Developer Guide*.

**Opening companion apps**

The companion applications, such as Analysis Studio, Event Studio, and more, are available to users with the required capabilities.

The following list includes the companion applications that are installed with Cognos Analytics:

• Cognos Analysis Studio
• Cognos Query Studio
• Cognos Event Studio
• Cognos Workspace

The following applications are installed separately:

• IBM Cognos PowerPlay
• IBM Cognos Planning

**Procedure**

1. From the Open menu, click New, and select Other applications.
2. Click the application that you want.

**Functionality mapping from Cognos BI to Cognos Analytics**

IBM Cognos Analytics with Watson is the next version of IBM Cognos Business Intelligence.

The following table describes where you can find BI functionality in Cognos Analytics. The companion applications are only available in the user interface if they are installed and if legacy applications are enabled in a custom installation of Cognos Analytics. Some of the companion applications are installed separately.

<table>
<thead>
<tr>
<th>IBM Cognos Business Intelligence</th>
<th>IBM Cognos Analytics with Watson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognos Connection</td>
<td>Welcome portal.</td>
</tr>
<tr>
<td>Cognos Viewer</td>
<td>The viewer is not named. Depending on the item you view, there is different functionality in the viewer.</td>
</tr>
<tr>
<td>Report Studio</td>
<td>Reporting component in Cognos Analytics.</td>
</tr>
<tr>
<td>No equivalent, new in Cognos Analytics</td>
<td>Data Modules.</td>
</tr>
<tr>
<td>Cognos Administration</td>
<td>Manage is the primary administration component in Cognos Analytics. Some of the Cognos Administration functionality is still available and used from the Administration console.</td>
</tr>
<tr>
<td>Workspace Advanced</td>
<td>The Reporting component incorporates Workspace Advanced functionality. Page preview in Reporting is similar to Page preview in Workspace Advanced.</td>
</tr>
<tr>
<td>Drill-through definitions</td>
<td>Drill-through definitions are supported in Framework Manager packages, but not in data modules.</td>
</tr>
</tbody>
</table>
### Table 1. BI to Cognos Analytics functionality mapping (continued)

<table>
<thead>
<tr>
<th>IBM Cognos Business Intelligence</th>
<th>IBM Cognos Analytics with Watson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Studio</td>
<td>Cognos Analytics supports Event Studio as one the companion applications.</td>
</tr>
<tr>
<td>My Inbox</td>
<td>My Inbox is supported in coordination with Notifications.</td>
</tr>
<tr>
<td>Analysis Studio</td>
<td>Cognos Analytics supports Analysis Studio as one the companion applications.</td>
</tr>
<tr>
<td>Query Studio</td>
<td>Cognos Analytics supports Query Studio as one the companion applications.</td>
</tr>
<tr>
<td>Workspace</td>
<td>The Dashboarding component in Cognos Analytics incorporates the Workspace functionality. However, for some additional functionality, this product is supported as one of the companion applications.</td>
</tr>
<tr>
<td>Framework Manager</td>
<td>Framework Manager</td>
</tr>
</tbody>
</table>

### Comparing Analysis Studio and Query Studio features with Reporting and Dashboards features

Query Studio and Analysis Studio are deprecated and will be removed from IBM Cognos Analytics with Watson in a future release.

The PDF document Comparing Analysis Studio and Query Studio features with Reporting and Dashboards features (www.ibm.com/docs/en/SSEP7J_11.2.0/pdf/as_qs_compare.pdf) provides information about parallel functionality in Cognos Analytics Reporting and Cognos Analytics Dashboards that you can use instead of Query Studio and Analysis Studio. Read this document if you are still using Query Studio and Analysis Studio, but thinking about migration to Cognos Analytics. Please note that the PDF document is available in English only.
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