

SENTURUS



Self-Paced Training User Guide

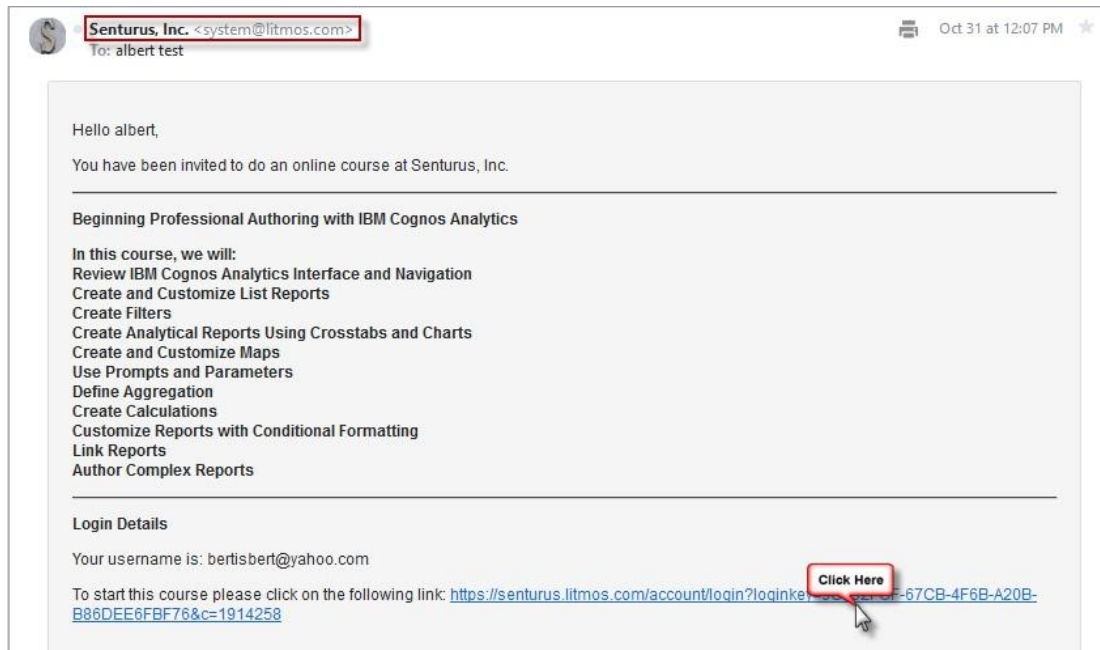


Getting Started

After your subscription is processed, you will receive an email for each course you purchased. The email(s) will come from *Senturus, Inc.* <system@litmos.com>.

Please be on the lookout for this message as it may get incorrectly filtered or placed in a Junk email folder.

The email will look like this:



Click on the link under **Login Details** at the bottom of the email. It will take you to the course home page.



Course Home Page

The screenshot shows the course home page with a blue navigation bar at the top containing 'Home', 'Course Library', 'Achievements', and 'Live Sessions'. Below the navigation bar, the breadcrumb path is 'Course Library / Beginning Professional Authoring with IBM Cognos Analytics'. The main content area features a dark background with a preview of a report titled 'Great Outdoors' on the left, which includes a pie chart and a data table. To the right of the preview, the course title is displayed, followed by a list of topics: 'Review IBM Cognos Analytics Interface and Navigation', 'Create and Customize List Reports', 'Create Filters', 'Create Analytical Reports Using Crosstabs and Charts', 'Create and Customize Maps', 'Use Prompts and Parameters', 'Define Aggregation', 'Create Calculations', 'Customize Reports with Conditional Formatting', 'Link Reports', and 'Author Complex Reports'. A large '0%' progress indicator is shown on the right. At the bottom of the main content area, there is a green 'Start this course' button with a hand cursor icon, and two buttons labeled 'Modules' and 'Additional References'.

Start this course

Click **Start this course** to begin the training class (or click any of the modules listed if you have more than one course). You will be taken to the course navigation window.

Modules

Click **Modules** to view a list of modules (or chapters) associated with your course. Courses can be made up of ONE OR MORE modules. For example:

The screenshot shows the 'Modules' page with a dark header containing 'Modules' and 'Additional References'. Below the header is a list of 11 modules, each with a play button icon and an information icon:

- Module One: IBM Cognos Analytics Interface and Navigation ⓘ
- Module Two: Create and Customize List Reports ⓘ
- Module 3 Creating Filters ⓘ
- Module Four: Analytical Reports Using Crosstabs and Charts ⓘ
- Module Five: Create and Customize Maps ⓘ
- Module Six: Use Prompts and Parameters ⓘ
- Module Seven: Define Aggregation ⓘ
- Module Eight: Create Calculations ⓘ
- Module Nine: Customize Reports with Conditional Formatting ⓘ
- Module Ten: Link Reports ⓘ
- Module Eleven: Author Complex Reports ⓘ



Additional References

Click **Additional References** to access and download the course manual and any supplemental files (varies by course). Any additional references appear in a list below the **Additional References** button. For example:

Course Library / Beginning Professional Authoring with IBM Cognos Analytics

Great Outdoors

Account	2015	2016	2017	2018
Actual	15,441,764.17	16,218,084.01	17,117,944.17	18,022,019.84
Plan	15,441,764.17	16,218,084.01	17,117,944.17	18,022,019.84
Variance	0.00	0.00	0.00	0.00
Actual	15,441,764.17	16,218,084.01	17,117,944.17	18,022,019.84
Plan	15,441,764.17	16,218,084.01	17,117,944.17	18,022,019.84
Variance	0.00	0.00	0.00	0.00
Actual	15,441,764.17	16,218,084.01	17,117,944.17	18,022,019.84
Plan	15,441,764.17	16,218,084.01	17,117,944.17	18,022,019.84
Variance	0.00	0.00	0.00	0.00

Beginning Professional Authoring with IBM Cognos Analytics

In this course, we will:

- Review IBM Cognos Analytics Interface and Navigation
- Create and Customize List Reports
- Create Filters
- Create Analytical Reports Using Crosstabs and Charts
- Create and Customize Maps
- Use Prompts and Parameters
- Define Aggregation
- Create Calculations
- Customize Reports with Conditional Formatting
- Link Reports
- Author Complex Reports

0%

[Start this course](#)

Modules **Additional References**

Senturus - Professional Authoring with IBM Cognos Analytics_r7.pdf [download](#)

NOTE: We recommend you download the course manual for easy reference. You may print a copy for your personal reference. No other distribution or reproduction of this material is allowed. These materials are protected by the Senturus copyright.



Taking the Course

From the home page, click **Start this course** to go to the navigation window. Use the vertical scroll bar on the right side of the screen to access the bottom of the page where additional course navigation tools may be hidden.

Click **START MODULE** to begin the lesson.



The navigation bar at the bottom of every slide has seven controls:

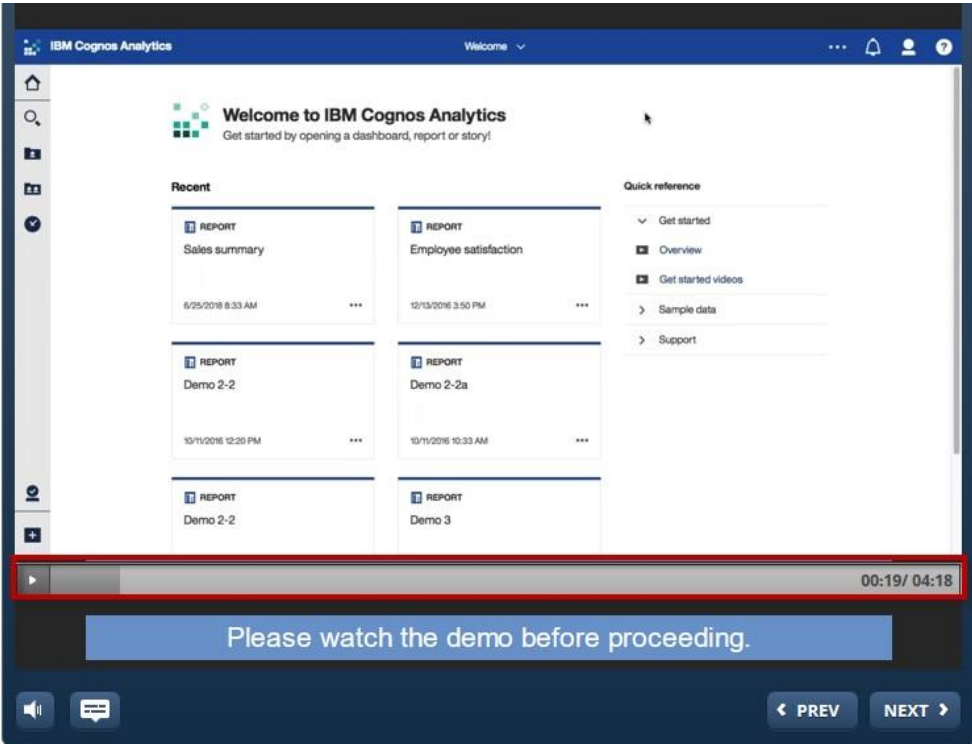


- 1: Volume control
- 2: Closed Caption toggle button (for 508-compliant courses)
- 3: Play/Pause button
- 4: Progress bar (can be dragged in either direction)
- 5: Repeat button
- 6: Navigate to previous slide
- 7: Navigate to next slide



Video Demos

When viewing the video demos, a separate video progress bar is embedded within the frame.





Progressing through the Course

You can pause a lesson and resume it at any time. The course home page shows your progress on the course and within each module. From here you can pick up where you left off, review any module or skip to subsequent modules.

SENTURUS Home Course Library Achievements Live Sessions

Course Library / Beginning Professional Authoring with IBM Cognos Analytics

Beginning Professional Authoring with IBM Cognos Analytics

In this course, we will:

- Review IBM Cognos Analytics Interface and Navigation
- Create and Customize List Reports
- Create Filters
- Create Analytical Reports Using Crosstabs and Charts
- Create and Customize Maps
- Use Prompts and Parameters
- Define Aggregation
- Create Calculations
- Customize Reports with Conditional Formatting
- Link Reports
- Author Complex Reports

9%

Continue this course

Modules Additional References

- Module One: IBM Cognos Analytics Interface and Navigation
- Module Two: Create and Customize List Reports
- Module Three: Creating Filters

After you have completed a module, you can

- Click **NEXT MODULE** to advance to the next module
- Click **EXIT** to return to the course home page
- Click **RESTART MODULE** to repeat the module

Feedback Next Module Exit

SENTURUS

THANK YOU

This concludes Module 1: Professional Authoring with IBM Cognos Analytics course. You are ready to continue to the next module: Created and Customized List Reports.

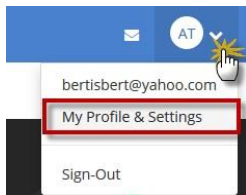
RESTART MODULE

PREV

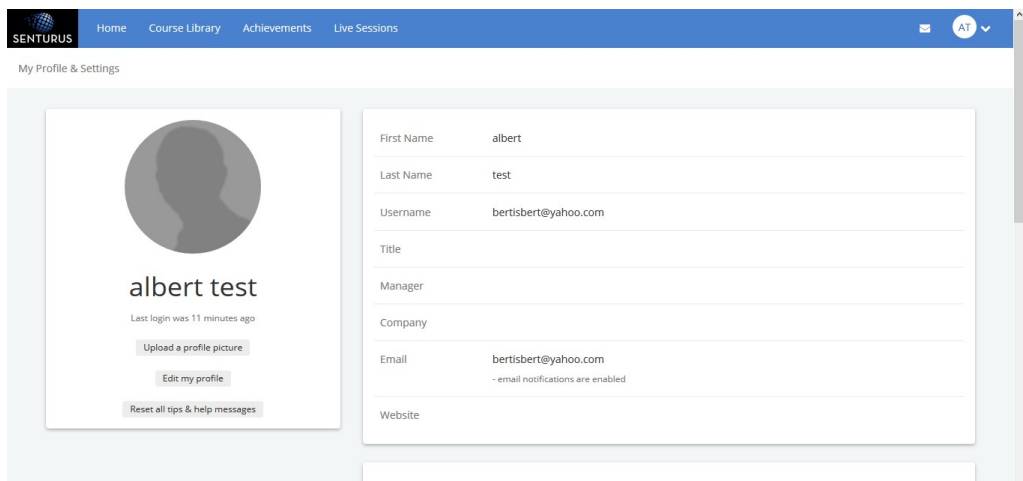


General Navigation

While progressing through the course, use the tools on the top left to navigate quickly from module to module and to access Additional References:



Click **My Profile & Settings** on the course home page to modify your profile and settings. The only required fields are First Name, Last Name, Username and Email.





Questions

Email at training@senturus.com

Learn More

Want to learn more? Senturus offers additional Power BI, Tableau and Cognos [self-paced training classes](#) and dozens of [regularly scheduled courses](#) taught live online by expert instructors.