



COGNOS TRAINING

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COGNOS 8 BI CONTENT ADMINISTRATION

Cognos 8 BI Content Administration is a one-day, instructor-led course designed to teach new system, directory, and content administrators the fundamental administration responsibilities in Cognos 8 BI. Through hands-on demos and workshops, you will learn how to use Cognos Connection, and perform administrative tasks such as scheduling, managing content, and implementing security.

Overview of Cognos 8 BI

- Review Corporate Performance Managements
- Introduce Cognos 8 BI
- Examine the different studios in Cognos 8 BI
- Identify the different data sources within the studios
- Highlight key capabilities of Cognos 8 BI

Introduction to Cognos Connection

- Identify the advantages of using Cognos Connection
- Schedule and manage reports
- Organize content
- Customize a portal

Explore Administration Fundamentals

- Examine the administration tools
- Add a data source
- Distribute data
- Create a distribution list
- Customize a portal

Administer Security

- Explore the Cognos 8 security architecture
- Add users from a third-party authentication source
- Create groups and roles in the Cognos namespace
- Add members to roles
- Grant access permissions

Manage Content

- Define deployment
- Discuss security and deployment
- Create deployment folders
- Export and import entries
- View the deployment history
- Examine how to maintain the Cognos 8 content store

End-to-End Workshop

- Create roles
- Add members
- Define access permissions
- Set capabilities
- Create folders
- Create an export
- Create an import

INTENDED AUDIENCE

This course is intended for new Cognos 8 system administrators, directory administrators and content administrators.

PREREQUISITES

- Experience using the Windows operating system
- Experience using a Web browser
- Knowledge of your business requirements
- Cognos 8 BI – Report Authoring Part 1 (recommended), or
- Cognos 8 BI – Introduction to Report Authoring CBT (recommended)



THE NEXT LEVEL OF PERFORMANCE™

LET US HELP YOU

We believe an effective training program reduces the time it takes for users to learn and adopt new technology and will lead to greater satisfaction overall. Whether you choose to attend public training, deliver your own training, or require customized training that reflects your business, let Cognos Training Services assist you in developing comprehensive and economical training plans to meet these needs. To learn more or find a Training Services contact near you, visit <http://support.cognos.com/training/>.



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