



## Course Agenda

### Introduction to IBM Cognos Active Reports (c10)

Course Code: aBitac\_actrep\_v1.0

Duration – 2 Days

### *Who should attend?*

- Business Authors who are required to develop active reports for use by their Business.

### *Pre-requisites*

- Attend the Report Studio Introductory Course or skills gained using Report Studio.
- Further practice on completion of the Introductory Course or attended an Advanced authoring course.
- An understanding of your Business needs would be helpful.

### *Course Content – High Level Objectives*

- Provide an Overview of Active Reports
- Familiarity and usage of Active Report Controls
- Applying interactive behaviour and familiarity with naming conventions and use of variables
- Highlighting good working practice
- Using Decks and Data Decks together with associated cards
- Building Active Reports, several workshops utilised to cover key topic areas

### *Course Content – Detailed Objectives*

- Obtain an Overview of Active Reports, workshops are used throughout.
- Review the content of an Active report and associated controls
- Convert Report Studio reports to active reports.
- Review Active Report properties
- Using Filters and selects within Active reports
- Using/Amending Active controls and Variables
- Applying Static & Dynamic Controls
- Reviewing the use of decks and cards and applying animation
- Understanding which properties to use in active reports
- Creating Connections and defining interactive controls
- Creating Cascading Prompts
- Understanding and configuration of master-detail relationships
- Highlighting Exceptional data
- Drill through reports
- Hints and Tips
- Using Tabs and Data Tabs
- Troubleshooting Techniques
- iPad Considerations
- Consolidation Workshops
- Recap – Q/A and course review/feedback

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