DART Report Tool Training Committee
9/13/2017 Meeting Minutes

Attendees: Makenzie Grover, Chris Wallace, David Wilkins, Susie Irwin

The committee met to discuss Cognos 11 and any findings, issues or suggestions that members had with the Cognos 11 documentation or software.

Cognos 11 upgrade in Production is set for October 21 and 22.
There were a couple of areas where permissions were not set correctly.
1. Users see all folders under Reports – University of Oklahoma. They should only see four folders: Help, Support, Staging and Production.
2. The Production folder is currently not locked down. Users can make changes and save reports.
Questions:
1. Can you set a folder as 'Home'?
2. Search feature – can we change to just search Name or just search a specific folder?
Makenzie noticed a difference in creating filters. Susie will investigate and modify documentation accordingly.
1. Highlight an item in the Data Items list, right click, then choose 'Filter for Report'. This allows you to select the + icon at the bottom of the filter items box and manually enter or copy in values.
2. Add a column to the report page, right click, and choose 'Create Custom Filter'. This does not allow you to manually enter in values. You must select them from the list of available values.
We discussed suggestions for modifications to the documentation.
Cognos Report Writing 101 document
1. Page 7 – add a link to Sharepoint document – 'Most Commonly Used Tables.'
2. Update the footer with the appropriate date.
3. Page 6 – Bold 'OU Student Info By Term'.
4. Add 1.11 in front of OU List Report.

Suggestion to combine the 'Cognos Analytics 11 Authors User Guide' and the 'Getting Started Overview for Authors' or rename the overview to 'Accessing Existing Reports.'

There was also discussion about communications and training.
Cognos Community Notifications: David will work with the Community Support committee to create email notifications announcing the upcoming Cognos 11 upgrade.
User Group Meeting: we discussed offering two User Group meetings to show the new functionality. The meetings will be held the week before the Upgrade. The meetings will be divided into two sections: one for all users and one for authors only.
Office Hours – Susie will offer open office hours on three days the week after the upgrade. The 'traditional' office hours will also be offered following the DART Data Dictionary meetings beginning with the next meeting after the upgrade.

Committee will meet again to discuss these suggestions and issues.