

IBM Cognos Express Reporter
Version 10.1.0

*Map Manager Installation and User
Guide*



Note

Before using this information and the product it supports, read the information in "Notices" on page 21.

Product Information

This document applies to IBM Cognos Express Version 10.1.0 and may also apply to subsequent releases. To check for newer versions of this document, visit the IBM Cognos Information Centers (<http://publib.boulder.ibm.com/infocenter/cogic/v1r0m0/index.jsp>).

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Introduction

This document is intended for use with IBM® Cognos® Map Manager. Map Manager is a Microsoft Windows program that you use to prepare maps for use in reports.

This document describes how to install Map Manager. It also describes how to

- import maps from non IBM sources
- define alternate names or abbreviations for map features
- provide multilingual support for maps

Finding information

To find IBM Cognos product documentation on the web, including all translated documentation, access one of the IBM Cognos Information Centers. Release Notes are published directly to Information Centers, and include links to the latest technotes and APARs.

You can also read PDF versions of the product release notes and installation guides directly from IBM Cognos product disks.

Accessibility features

This product does not currently support accessibility features that help users with a physical disability, such as restricted mobility or limited vision, to use this product.

Forward-looking statements

This documentation describes the current functionality of the product. References to items that are not currently available may be included. No implication of any future availability should be inferred. Any such references are not a commitment, promise, or legal obligation to deliver any material, code, or functionality. The development, release, and timing of features or functionality remain at the sole discretion of IBM.

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Chapter 1. What's New?

This section contains a list of new features for this release. It will help you plan your upgrade and application deployment strategies and the training requirements for your users.

To review an up-to-date list of environments supported by IBM Cognos products, such as operating systems, patches, browsers, Web servers, directory servers, database servers, and application servers, visit the IBM Cognos Customer Center (<http://www.ibm.com/software/data/cognos/customercenter/>).

New Features in Version 10.1.1

Listed below are new features since the last release.

Geopolitical Boundary Changes

From time to time, geopolitical boundaries of various countries and regions change to recognize new realities due to conflict and division. This release contains two map updates.

- The map of India now includes the state Lakshadweep and adjustments to the boundaries of various disputed regions. Lakshadweep is a group of islands in the Laccadive Sea located to the west of the India.
- The world and European maps now have separate regions for Serbia, Montenegro, and Kosovo. Previously, the maps showed a single region of Serbia and Montenegro, which included the Kosovo region. Kosovo is a self-declared independent state; the map reflects a separate region based on United Nations recognized boundaries.

Chapter 2. Installing Map Manager

Install IBM Cognos Map Manager if you want to

- convert maps from non IBM sources
- assign alternate names for map features
- assign alternate languages for map features

Before you install, ensure that you have administrator privileges for the computer you are installing on. If you are not an administrator, ask your system administrator to add you to the Administrator group.

System Requirements

Before you install IBM Cognos Map Manager, ensure that your computer meets the software and hardware requirements. The hardware requirements depend on your business intelligence environment. You may require additional resources, such as disk space.

The following table lists the minimum hardware and software requirements to run Map Manager.

Requirement	Specification
Operating system	Microsoft Windows
Disk space	Minimum: 50 MB of free space on the drive that contains the temporary directory

Supported Environments

To review an up-to-date list of environments supported by IBM Cognos products, such as operating systems, patches, browsers, Web servers, directory servers, database servers, and application servers, visit the IBM Cognos Customer Center.

The IBM Cognos Customer Center is online at <http://www.ibm.com/software/data/cognos/customercenter/>. It is important to apply all required operating system patches and to use only the versions of other software that are supported by an IBM Cognos product. Otherwise, your product may not work properly.

Install Map Manager

You install IBM Cognos Map Manager on a Microsoft Windows computer. You can install it on the same computer as an IBM Cognos Business Intelligence product or component, such as IBM Cognos Framework Manager, or on a different computer.

Procedure

1. We recommend that you first close all applications that are running.
2. Insert the product disk and then open the installation menu.

The **Welcome** page of the installation wizard should appear.

If the **Welcome** page does not appear, in the win32 directory on the disk, double-click issetup.exe.

3. Select the language to use for the installation.

The language you choose determines the language of the text that appears on the pages of the installation wizard.

4. On the **Installation Location** page, select the directory.

If you are installing Map Manager on a computer that already has IBM Cognos BI products, you must install Map Manager in the same directory.

If you are prompted to stop the services, click **Yes**.

5. Follow the directions in the installation wizard.

On the **Finish** page, if you had stopped the services earlier, click **Start IBM Cognos Configuration**, and then restart the services.

Results

You can now use the Microsoft Windows **Start** menu to start **IBM Cognos Map Manager**.

The installation wizard creates two log files in the *installation_location*\instlog directory. The install log file records the activities that the installation wizard performs while transferring files. The summary-error log file records the components you install, disk space information, your selections in the transfer dialogs, and any errors the installation wizard encounters while transferring components. The log file names include the product name, version, build number, and time stamp.

Uninstall Map Manager

If you no longer require IBM Cognos Map Manager, you can uninstall it using the uninstall program. It is important to use uninstall programs to completely remove all files and modifications to system files.

The Uninstall wizard also removes IBM Cognos Framework Manager if it is installed in the same location.

Before you uninstall, ensure that you back up any data that you may need in the future.

Procedure

1. From the Microsoft Windows **Start** menu, click **Programs**, *<installation folder>*, **Uninstall IBM Cognos**.

The Uninstall wizard appears.

2. Follow the instructions to uninstall.

Results

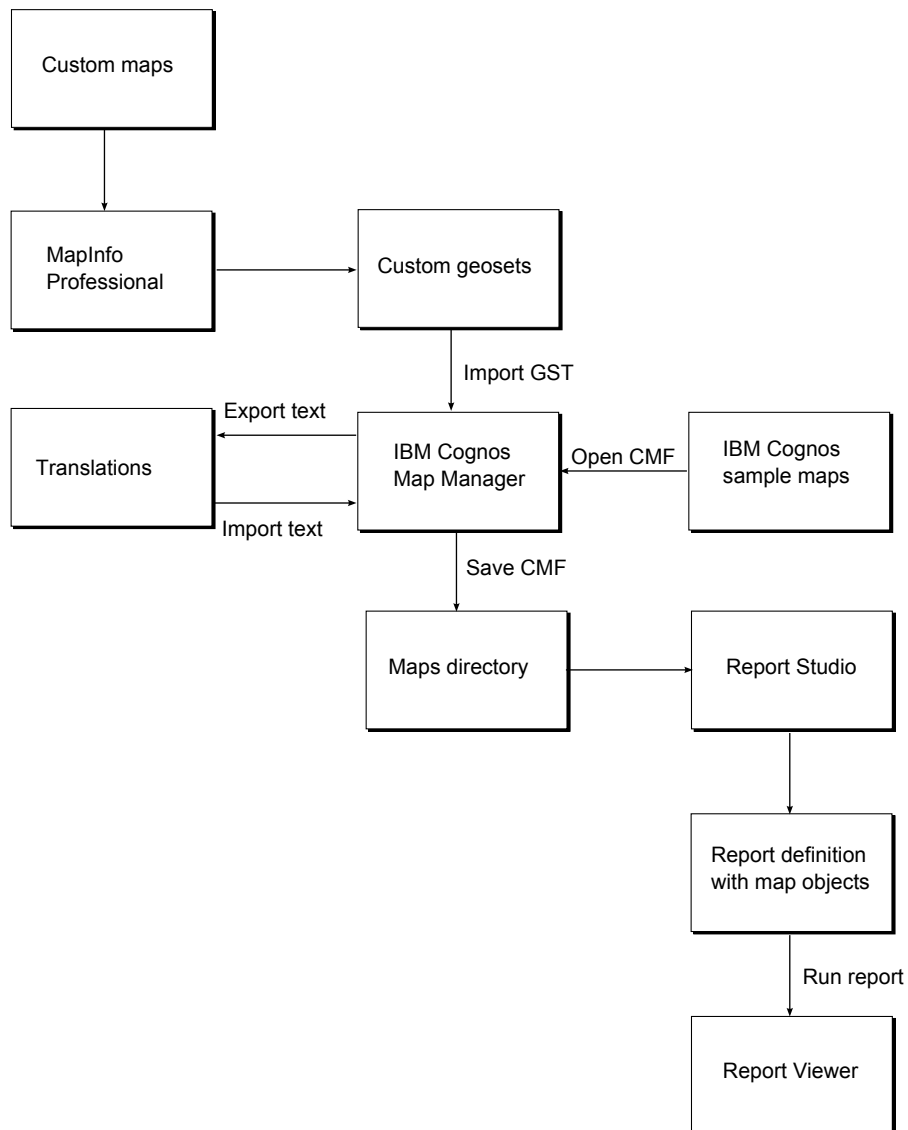
The Cognos_uninst_log.htm file records the activities that the Uninstall wizard performs while uninstalling files. To find the log file, look in the Temp directory.

Uninstalling does not remove any files that changed since the installation, such as user data files. Your installation location remains on your computer, and you retain these files until you delete them using Microsoft Windows Explorer.

Chapter 3. Map Manager

IBM Cognos Map Manager is a Microsoft Windows program that you use to prepare maps for use in reports. You can add aliases and languages to the sample maps that are provided. You can convert custom maps from a non IBM source to IBM Cognos map format (CMF) and then add aliases and languages. Map Manager supports maps that use geoset format (GST), such as those from MapInfo, our OEM-preferred provider for map data.

You can perform other actions with map information using a combination of MapInfo and IBM Cognos products. For example, you can create maps in MapInfo Professional, prepare the maps for use in Map Manager, define and run a report that uses maps in IBM Cognos Report Studio, and then view the report in Report Viewer.



Within each of the applications, you can perform certain actions as shown in the following table.

Application	Actions permitted	Actions not permitted
Report Viewer	Drill through Get tool tips	Zoom Change layer content Adjust mismatched data
Report Studio	Choose map layers Apply default map colors Add aliases within report Define rules for color based on data source queries and filters	Change map content
Map Manager	Convert maps from MapInfo format to IBM Cognos format Create custom layers Change the preview image Add a description Define aliases for feature names Add languages	Change map content
MapInfo Professional	Create new objects Create new layers in MapInfo tab format	Add languages Define rules for color based on data sources

Before you use Map Manager, you should be familiar with basic map terminology and the reporting requirements for your organization.

Map Manager manages the following types of information in map files:

- Preview images
Shows thumbnail images of the map. You can preview the general appearance of the map. Preview images do not contain data.
- Layers
Shows thematic groupings of features. For example, it may include regions such as provinces, territories or states, categories such as major and minor cities, or user-created custom layers.
- Features
Specifies the points or named elements on a map. Text labels identify points on the map.
- Base language

Identifies the default language for labels. Used when the user's preferred language does not exist in the map file. In Report Studio, this is the language for labels at run time if the user locale is not a supported language in the map file.

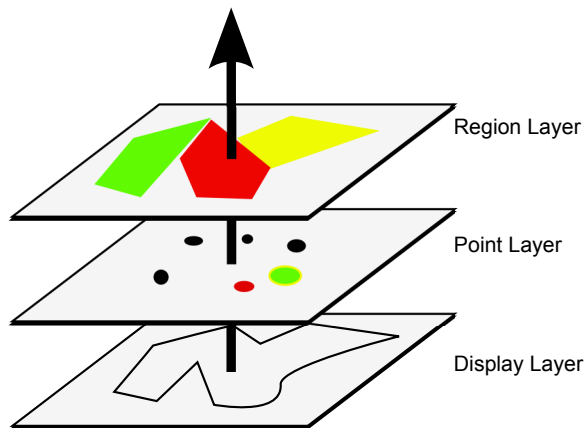
- Dictionary

Lists the feature names and any aliases for each available language.

Report Studio and Map Charts

Reports in IBM Cognos Report Studio use maps to represent data that can be displayed spatially. For example, a map can show things such as geographical area, floor plans in a building, seats in an airplane, or parts of the human body.

A map in IBM Cognos BI consists of a collection of layers. Each layer contains different information that is determined either from the map file or from your data source. A layer is like a transparency that is placed on top of the base map. Each layer adds more information to the map. For example, a map of the world may contain one layer with information related to countries and another layer with information related to cities.



At run time, Report Studio queries the data source to retrieve the data to show in the map chart. Map layers and points (map features) on the map chart use the numeric values of the data to display the appropriate color. If the text for the labels that appears on the map differs between the map file and the data source, you must set up aliases in the map file before you run the query. This ensures that the appropriate colors are shown. Report authors can choose to set up the aliases at run time for one-time reporting needs.

At run time, the map label text appears in the language of the user's locale setting. For example, users who have a German user locale see the map labels in German, while users who have a French user locale see the map labels in French. If the map file does not contain the language of the user's locale, then the labels appear in the base language that is specified in the map file. You can change the base language.

Start Map Manager

Start IBM Cognos Map Manager when you want to import maps from non-IBM sources or manage existing IBM Cognos map files.

Procedure

From the Microsoft Windows **Start** menu, click **Programs**, <installation folder>, **IBM Cognos Map Manager**.

Open a Map File

Open an existing IBM Cognos map file (.cmf) to view the map, to create custom layers, or to add aliases, a description, or languages.

You must use the import wizard to open a map file from a non IBM source.

If you want to use the map as the basis of a new map, save it using a different name.

You can also resize the application window.

Procedure

1. From the **File** menu, click **Open**.
2. In the **Look in** list, click the drive, folder, or Internet location that contains the IBM Cognos map file (.cmf) that you want to open.
3. In the folder list, locate and open the folder that contains the map file.
Tip: Sample map files are located in the *installation_location/maps* directory.
4. Click the file, and then click **Open**.

Related tasks:

“Import a Map from a Non IBM Source” on page 10

Before you can use a custom map in IBM Cognos Report Studio, you must convert it to an IBM Cognos map file (.cmf). For this release, MapInfo geosets (*.gst) and related files are supported.

“Save a Map File Using a Different Name or Location” on page 9

You can save a map file using a different name or location if you want to use it as the basis for another map file or to save different versions of the map file.

Create a Custom Layer

Create a custom map layer based on existing features.

Procedure

1. From the **Tools** menu, click **Define Custom Layers**.
2. Click **Add**.
3. In the **New Layer** dialog box, type a name for the layer.
4. From the list, select the layer on which you want the new layer to be based.
5. Click **OK**.
6. To assign a color to the new layer, click the color bar.
7. Select the color from the palette and click **OK**.
8. With the new layer highlighted, click the **Features** tab.
9. On the **Features** tab, type a name for the group of features you want to associate with this layer, and add features from the **Available features** list.
10. Click **OK**.

Save a Map File

Save a map file to preserve any changes.

What you save in IBM Cognos Map Manager is the IBM Cognos map file (.cmf), which is a specific set of data for the layers in a map, including the image definition and the locale or language-based feature names and aliases.

Use the Save As command to save different versions of the map file.

For the map to be accessible to IBM Cognos Report Studio, you must save it in the *installation_location/maps* directory.

Procedure

From the **File** menu, click **Save**.

When a new map file is saved to the *installation_location/maps* directory, it appears at the end of the list of maps in the Report Studio map selection dialog. You can move the new map to another position in the map selection dialog.

Related tasks:

“Change the Position or Name of a Map in the Report Studio Map Selection Dialog”

By default, new maps are added to the bottom of the map selection dialog in IBM Cognos Report Studio. You can move the new map to an existing map group or create a new map group for it.

Save a Map File Using a Different Name or Location

You can save a map file using a different name or location if you want to use it as the basis for another map file or to save different versions of the map file.

Procedure

1. From the **File** menu, click **Save As**.
2. Specify a location.
3. In the **File** name box, enter a new name for the file.
4. Click **Save**.

Change the Position or Name of a Map in the Report Studio Map Selection Dialog

By default, new maps are added to the bottom of the map selection dialog in IBM Cognos Report Studio. You can move the new map to an existing map group or create a new map group for it.

Note: For a map file (.cmf) to be accessible to IBM Cognos Report Studio, it must be located in the *installation_location/maps* directory.

Procedure

1. In the *installation_location\webcontent\pat\res* directory, open *MapGroups.xml* in an XML editor. In a distributed environment, this file is located on the gateway.
2. To add the new map to an existing group, add a `<map>` entry to the group.

For example, to add a new map for Ontario to the Americas group, find the <folder> node for "IDS_MAP_GROUP_LABEL_AMERICAS" and type the entry <map id="ontario.cmf"/>

The position of the entry is important. Maps appear in the order in which they are listed in the file.

3. To add the new map file to a new map group, do the following:
 - Add a new <folder> node in the position you want it to appear.
For example, to add a Provinces group to the Canada map in the Americas group, find the <map> node for "canada.cmf", add a line after it, and then type

```
<folder idsLabel="IDS_MAP_GROUP_LABEL_PROVINCES">
```
 - Add an indented line after the new <folder> node and type the new <map> node.
For example,

```
<map id="ontario.cmf"/>
```
 - In the *installation_location*\webcontent\pat\res directory, open reportstudio_en.xml in an XML editor. In a distributed environment, this file is located on the gateway.
 - Find <section name= "RSB" type="UI"> and type the entry <string id="IDS_MAP_GROUP_LABEL_PROVINCES"> type=<List Item Label">Provinces</string>
4. To rename a map in the Report Studio dialog, rename the corresponding entry in reportstudio_en.xml only.
5. To delete a map from the Report Studio dialog, delete the corresponding entry in MapGroups.xml and reportstudio_en.xml.
Note: Keep a record of the changes to MapGroups.xml and reportstudio_en.xml. When you upgrade IBM Cognos BI, these files are overwritten and you must manually reapply the changes.

Import a Map from a Non IBM Source

Before you can use a custom map in IBM Cognos Report Studio, you must convert it to an IBM Cognos map file (.cmf). For this release, MapInfo geosets (*.gst) and related files are supported.

If the custom map file contains attribute data other than identifiers and aliases, the data is ignored by IBM Cognos Map Manager. The custom map file can use any coordinate system.

To be converted to an IBM Cognos map file, the map must meet the following requirements:

- The MapInfo tab files must be referenced by *.gst files.
- Map objects (regions and points) must have an identifier and the identifier must be in the first column of the associated MapInfo table.
- If aliases are defined for the identifiers, they must be in any column except the first column.

Procedure

1. From the **File** menu, click **Import**.
The **Map Import Wizard** opens.
2. Click **Next**.

3. On the **Specify a map file** wizard page, choose the location of the MapInfo files, identify the language that the map was authored in, and then click **Next**. Map Manager reads and then loads the data.
4. On the **Select aliases** wizard page, do the following:
 - Expand the column headings.
 - Click the check box for each column, if any, that contains aliases for the features in the first column.

For example, the feature column may refer to Canadian provinces using abbreviations, such as Ont., and another column may use the full name, such as Ontario. These two columns refer to the same map feature. The full-name column is an alias for the abbreviations (feature) column and should be checked.
 - In the **Layer** box, select the next layer, expand the column headings, and select any alias columns that apply.
 - Repeat for all layers.
 - Click **Finish**.

After you import the custom map, you can set it up to ensure it is available for multiple reports.

Preparing Maps for Reuse in Reports

IBM Cognos Map Manager helps report authors or modelers reuse the same map charts across departmental, corporate, and national boundaries. By managing the map files from which the map charts are based, report authors can reuse the content to ensure its consistency and usability. The ability to reuse content contributes to increased quality, and reduced time and costs for development and maintenance.

Use Map Manager to add language support so that users can view feature names on map charts in their preferred language. Use Map Manager to add aliases so that feature names can be correlated to names in corporate databases.

Users can reuse custom maps or the sample IBM Cognos map files in their reports. However, before you can use custom map charts in IBM Cognos Report Studio, you must convert them to IBM Cognos map files by importing them into Map Manager.

Related tasks:

“Import a Map from a Non IBM Source” on page 10

Before you can use a custom map in IBM Cognos Report Studio, you must convert it to an IBM Cognos map file (.cmf). For this release, MapInfo geosets (*.gst) and related files are supported.

Change the Map Image

Preview a thumbnail of the map image that will appear in a report to see how it will look. Depending on your reporting requirements, you may want to change the thumbnail image of the current map. For example, you may want to use a map that was created with non IBM software and saved as an image file.


When you import a map from a non IBM source, IBM Cognos Map Manager creates a thumbnail image that is a stripped-down version of the map. The default color of the image is determined by the first MapInfo object to be read from the layer. You may want to add color or a name to the thumbnail image or you may want to use an existing thumbnail image.

The requirements for a thumbnail image are that it must be

- in PNG, JPG, or GIF format
- between 154 by 110 pixels

You can also reset the map image to use the default.

Procedure

1. In the **Image** window, click the browse  button.
2. In the **Look in** list, click the drive, folder, or Internet location of the new image file.

The image file must be PNG, JPG or GIF format.

3. Find the image and click it.
4. Click **Open**.


The new image appears in Map Manager.

5. From the **File** menu, click **Save**.

Reset the Map Preview Image to the Default

Change the preview image back to the default image if the default image better suits your reporting needs.

Procedure

To reset the preview image to the default, in the image window, click the restore button .

Add a Description to a Map

When a map is used in IBM Cognos Report Studio, it contains a copyright. You can add a description of the map to the copyright information using IBM Cognos Map Manager.

You cannot change the copyright information.

Procedure

1. In the **Description** window, click in the **Description** box.
2. Type the description.
3. From the **File** menu, click **Save**.

The description appears in the Copyright box and in Report Studio when the map is used.

Add an Alias to the Dictionary for a Map Feature


You can specify aliases that match data values in your data source to feature names in the map.

For example, a report uses a data source that contains the name Korea, while the map file uses two names: Korea, Republic of, and Korea. Before you can accurately show information, such as revenue for Korea, Republic of, you must create an alias that matches that country to Korea in the data source.

Aliases are also useful when addresses in your data source use abbreviations for city names. You can create an alias for each abbreviation to identify the city they reference.

Report authors can override or add to these multilingual labels in IBM Cognos Report Studio for one-time reporting needs. For example, if multiple regions contain a city that has the same name, you may choose to show only the city in one region by setting up an alias.

Procedure

1. In the **Dictionary Entry** window, click the **Language** list and then click the language of the dictionary.
The map layers and features associated with this language are now available for defining aliases.
2. In the **Layer** box, select the appropriate layer.
The features in this layer are listed in the **Feature** box.
3. If you want additional information to help identify the features in the layer, select the appropriate layer from the **Refine** layer box.
Additional information about the feature appears in the **Feature** box in the **Refine** column.
4. In the **Feature** box, select the name of the feature for which you want to add an alias.
5. In the **Alias** box, type the alias and then click the add entry button .
The alias is added to the dictionary.

Find a Map Feature

You can quickly search for every occurrence of a word or letter sequence in feature names. For example, you can search for a list of cities in the United States with the name Springfield.

Procedure

1. In the **Dictionary Entry** window, click the **Language** list and then click the language.
2. In the **Layer** box, select the layer.
3. If required, in the **Refine layer** box, select the appropriate layer to see additional information to help identify the feature.
4. In the **Find** box, type the text that you want to search for.
The **Feature** box shows the results of the search.

Adding Language (Locale) Support

For multilingual support, you can translate the labels for the names of map features to different languages. For example, in IBM Cognos Report Studio, if you have multilingual versions of a report, you can ensure that the map charts are available in the same language as the report.



Export the Translation File

The first step in providing multilingual versions of the map labels is to select the languages and make the feature names available for translation. You do this by exporting feature names for all or some selected layers to files that can be used by translators or prepared for translators.

Procedure

1. From the **Tools** menu, select **Export Translation File**.

The **Export Translation File** dialog box appears. The **Languages currently in the map** box shows the current list of languages. You must export at least one of these languages as the basis for translating the map labels into other languages. As a result, one of the languages in the map file appears in the **Languages to be exported** box.

2. If there is more than one language in the **Languages to be exported** box, select any that you do not want and then click the remove button .
Tip: Press Ctrl+click to select multiple languages.
3. In the **Languages to be added** box, select the languages you want the text translated to and then click the add button .
4. In the **Languages to be exported** box, move the languages to the sequence you want using the up and down arrows.
In the export translation file, the languages appear as column headings in the order shown.
5. Select whether you want to translate all or some layers.
 - If you want to translate the names of the map features in all layers, click **All**.
 - If you only want to translate the names of the map features in some layers, click **Selected** and then in the **Layer** box, clear the check boxes for the layers you don't want to translate.
6. Click **Export**.
7. In the **Save in** list, click the drive, folder, or Internet location that contains the image file that you want to open.
8. In the **File** name box, enter a new name for the file.
9. Click the **Save as type** list, and then click the file format that you want to save the file in.
If you select TXT, the columns are separated by tabs. If you select CSV, the columns are separated by commas.
10. Click **Save**.

The feature names are saved in a TXT or CSV file and are ready for translation. We recommend that a TXT file be imported to a Microsoft Excel spreadsheet for the translation. This will prevent errors in tabulation between columns. When the translation is complete, the information can be exported back to a TXT file.

Important: Ensure that you read and write information from Excel using UTF-8 encoding.

You import the translation file back into IBM Cognos Map Manager after translators have translated the content of the export file.

Import the Translation File

The second step in providing multilingual version of the map labels is to make the translated features names available to users. You do this by importing both the original and translated languages into IBM Cognos Map Manager.

To successfully import the translated feature names, the TXT file must meet the following requirements:


- Feature names must be in the same sequence as they were when you exported the file.
- The file must contain the same number of feature names.

- For a TXT file, ensure that there are no extra tabs.
- For a CSV file, ensure that there are no extra commas.
- The map file that was used to export the language translation file must be open.

Procedure

1. From the **Tools** menu, select **Import Translation File**.
2. In the **Look in** list, click the drive, folder, or Internet location that contains the IBM Cognos map file (.cmf) that you want to open.
3. In the folder list, locate and open the folder that contains the file to import.
4. Click the file and then click **Open**.

The **Import Translation File** dialog box opens. The language that the translators used for the translation is listed in the **Key language in the translation file** box.

5. From the **Other languages in the translation file** box, click the language that you want to import and then click the add button  .
6. Click **OK**.

If you click the **Language** list in the **Description** window or in the **Dictionary** window, it now includes the imported language.

Merge a Customized Map with Another Map

Occasionally, you may want to change the map that you use to represent a geographic area.

If the map you are replacing is customized, you can perform a merge to copy the alias and description to the new map.

Procedure

1. Open the map that you want to use.
2. From the **File** menu, click **Merge**.
3. Enter the location of the customized map whose data you want to use, and click **Merge**.
4. Click **OK**.

Chapter 4. Acquiring New Maps

IBM supplies a set of standard maps that can be used directly with IBM Cognos Map Manager.

If you already have proprietary geographic data, you can also create your own custom GST files and then import these into Map Manager. To create custom GST files, you must use an application that produces MapInfo files, such as MapInfo Professional.

Chapter 5. Troubleshooting

Use this troubleshooting information as a resource to help you solve specific problems you may encounter when installing or using IBM Cognos Map Manager.

When you are troubleshooting, log files can help you. The IBM Technotes are another valuable troubleshooting tool and are available at the IBM Cognos Customer Center (<http://www.ibm.com/software/data/cognos/customercenter/>).

When you cannot resolve a problem, the final resource is your technical support representative. To analyze a problem, your technical support representative requires information about the situation and the symptoms that you are experiencing. To help isolate the problem, collect the necessary data before you contact your representative.

Problems Importing Files

You may encounter problems when you try to import a map file or text file.

Error Importing Translated Text File

When you import a TXT or CSV file that has been translated, you receive an error message similar to the following:

Unable to save the file.

An error occurred while importing the map file.

Unable to import. The translation file contains no useful content.

The problem may be caused by one of the following:

- The map file that is open is not the map from which you created the export translation file.
- Features were added or deleted in the file.
- Columns (extra tabs or commas) were added to the file.
- The data was sorted and is now in a different sequence than when it was first exported.

To resolve the problem, first ensure that the correct map file is open. If it is, then resend the original exported file for translation and specify that the contents must not be sorted, deleted, added to, or modified except to add translated features. If required, export the translation features and languages again.

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This glossary includes terms and definitions for this product.

The following cross-references are used in this glossary:

- See refers you from a term to a preferred synonym, or from an acronym or abbreviation to the defined full form.
- See also refers you to a related or contrasting term.

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A

access permission

A privilege that permits the access or use of an object.

accountability scorecard

A scorecard that Metric Studio automatically builds for each user which contains the metrics and projects they own.

agent A process that performs an action on behalf of a user or other program without user intervention or on a regular schedule, and reports the results back to the user or program.

alias An alternative name used instead of a primary name.

anonymous access

A type of access that allows users and servers to access a server without first authenticating with it.

application tier component

For installation, the set of processors that access the query databases to gather information and then render the results as PDF and HTML reports and metrics. Application tier components also pass requests to Content Manager and render the results that Content Manager retrieves from the content store.

attribute

In BI Modeling, a characteristic of an

entity which is descriptive rather than a unique identifier or an aggregative measure.

authentication

The process of validating the identity of a user or server.

authentication provider

The communication mechanism to an external authentication source. Functionalities, such as user authentication, group membership, and namespace searches, are made available through authentication providers.

B

burst To create several report results by running a single report once. For example, the user can create a report that shows sales for each employee, and run it once, sending different results to regional managers by bursting on region.

burst key

The dimension or level of a query in the report specification that is used to create, or burst, a set of report results.

C

CA See certificate authority.

calculated member

A member of a dimension whose measure values are not stored but are calculated at run time using an expression.

canvas

An area within a dashboard that users interact with to create, view, and manipulate content and data.

capability

A group of functions and features that can be hidden or revealed to simplify the user interface. Capabilities can be enabled or disabled by changing preference settings, or they can be controlled through an administration interface.

cardinality

1. For relational data sources, a numerical indication of the relationship between two query subjects, query items, or other model objects.

2. For OLAP data sources, the number of members in a hierarchy. The cardinality property for a hierarchy is used to assign solve orders to expressions.

cascading prompt

A prompt that uses values from a previous prompt to filter the values in the current prompt or pick list.

certificate

In computer security, a digital document that binds a public key to the identity of the certificate owner, thereby enabling the certificate owner to be authenticated. A certificate is issued by a certificate authority and is digitally signed by that authority. See also certificate authority.

certificate authority

A component that issues certificates to each computer on which components are installed.

CGI See Common Gateway Interface.

cipher suite

The combination of authentication, key exchange algorithm, and the Secure Sockets Layer (SSL) cipher specification used for the secure exchange of data.

class style

A combination of formatting characteristics, such as font, font size, and border, that the user names and stores as a set.

CM See Content Manager.

Common Gateway Interface

An Internet standard for defining scripts that pass information from a web server to an application program, through an HTTP request, and vice versa.

condition

An expression that can be evaluated as true, false, or unknown. It can be expressed in natural language text, in mathematically formal notation, or in a machine-readable language.

constraint

1. A security specification that denies one or more users the ability to access a

model component or to perform a modeling or authoring task.

2. A restriction on the possible values that users can enter in a field.

contact

A named e-mail address to which reports and agent e-mails can be sent. Contacts are never authenticated.

content locale

A code that is used to set the language or dialect used for browsers and report text, and the regional preferences, such as formats for time, date, money, money expressions, and time of day.

Content Manager

The service that retrieves information from the content store, and saves information to the content store.

content store

The database that contains the data needed to operate, such as report specifications, published models, and security rights.

credential

A set of information that grants a user or process certain access rights.

cube

A multidimensional representation of data needed for online analytical processing, multidimensional reporting, or multidimensional planning applications.

custom set

In Analysis Studio, a named object which can include filter rules, calculations, and sort rules. Custom sets can define a set of members that is different from any set originally defined in the cube model. See also predefined set, set.

D

dashboard

A web page that can contain one or more widgets that graphically represent business data.

data source

The source of data itself, such as a database or XML file, and the connection information necessary for accessing the data.

data source connection

The named information that defines the

type of data source, its physical location, and any sign-on requirements. A data source can have more than one connection.

data tree

Within a studio, a structure that contains objects such as query subjects, query items, dimensions, levels, and members. A data tree is used as a palette of the available data that can be inserted into calculations, filters, display areas, and other authoring gestures.

deployment

The process of moving an application (such as a report or model) to a different instance. For example, reports are often created in a test environment and then deployed to production. When an application is deployed, it is exported, transferred, and imported.

deployment archive

A file used for deployment. A deployment archive contains the data from the content store that is being moved.

deployment specification

A definition of what packages to move (deploy) between source and target environments, the deployment preferences, and the archive name. Deployment specifications are used for import and export.

derived index

A calculated metric that provides a status and a score based on other metrics.

details-based set

A set based on an item and its immediate details. See also set.

dimension

In Cognos BI and TM1[®], a broad grouping of descriptive data about a major aspect of a business, such as products, dates, or locations. Each dimension includes different levels of members in one or more hierarchies and an optional set of calculated members or special categories.

dimensional data source

A data source containing data modeled using OLAP concepts, including dimensions, hierarchies, and measures.

drill down

In a multidimensional representation of data, to access information by starting with a general category and moving downwards through the hierarchy of information, for example from Years to Quarters to Months.

E

event A change to a state, such as the completion or failure of an operation, business process, or human task, that can trigger a subsequent action, such as persisting the event data to a data repository or invoking another business process.

event key

A combination of data items that uniquely defines an event instance. Identifying an event instance enables the agent to determine if it is new, ongoing or stopped.

event list

The set of detected event instances evaluated by the task execution rules to determine which agent tasks should be performed.

F

fact See measure.

G**gateway**

An extension of a web server program that transfers information from the web server to another server. Gateways are often CGI programs, but may follow other standards such as ISAPI and Apache modules.

glyph The actual shape (bit pattern, outline) of a character image. For example, italic A and roman A are two different glyphs representing the same underlying character. Strictly speaking, any two images which differ in shape constitute different glyphs. In this usage, glyph is a synonym for character image, or simply image (The Unicode Standard – Version 1.0).

group A collection of users who can share access authorities for protected resources.

grouping

In reporting, the process of organizing common values of query items together and only displaying the value once.

H

hierarchy

The organization of a set of entities into a tree structure, with each entity (except the root) having one or more parent entities and an arbitrary number of child entities.

I

information card

A display of high-level information about dashboard or report content, such as owner, contact information, date modified, and an optional thumbnail view of the dashboard or report.

information pane

In Analysis Studio, a pane that helps the user to confirm their selection in the data tree by displaying related information, such as the level and attributes.

initiative

A task developed to achieve objectives or close the gap between performance and targets. Initiatives are associated with individual objectives and often known as projects, actions, or activities.

item See member.

J

job A group of runnable objects, such as reports, agents, and other jobs that the user runs and schedules as a batch.

job step

The smallest part of a job that can be run separately. A job step can be a report or it can be another job.

L

layout The arrangement of printed matter on a screen or page, including margins, line spacing, type specification, header and footer information, indents, and more.

level A set of entities or members that form one section of a hierarchy in a dimension and represent the same type of object. For example, a geographical dimension might contain levels for country, region, and city.

locale A setting that identifies language or geography and determines formatting conventions such as collation, case conversion, character classification, the language of messages, date and time representation, and numeric representation.

M

MDX See Multidimensional Expression Language.

measure

A performance indicator that is quantifiable and used to determine how well a business is operating. For example, measures can be Revenue, Revenue/Employee, and Profit Margin percent.

member

A unique item within a hierarchy. For example, Camping Equipment and 4 Man tent are members of the Products hierarchy.

metric A measure to assess performance in a key area of a business.

metric extract

A set of mappings between an existing Cognos data source and a Metric Studio object or value. For example, a cube measure named Revenue is mapped to a Metric Studio metric named Revenue Actual Value.

metric package

In Cognos Connection, a representation of a Metric Studio application. A metric package contains connection information, reports, and metric management tasks for that application. See also package.

metric store

A database that contains content for metric packages. A metric store also contains Metric Studio settings, such as user preferences.

metric type

A category of metrics that defines the business rules such as performance

pattern, units, and meaning of a group of metrics. For example, Revenue can be a metric type, and European Revenue and North American Revenue would be metrics of this type.

model A physical or business representation of the structure of the data from one or more data sources. A model describes data objects, structure, and grouping, as well as relationships and security. In Cognos BI, a model is created and maintained in Framework Manager. The model or a subset of the model must be published to the Cognos server as a package for users to create and run reports.

multidimensional data source
See dimensional data source.

Multidimensional Expression Language
The multidimensional equivalent of Structured Query Language (SQL).

N

named set
See predefined set.

namespace
A part of the model in which the names may be defined and used. Within a namespace, each name has a unique meaning.

news item
A single entry in a Really Simple Syndication (RSS) compatible format. It can include a headline, text, and a link to more information. A news item task in an agent can be used to create news items for display in a Cognos Connection portlet.

O

object In Report Studio, an empty information container that can be dragged to a report from the Toolbox tab and then filled with data. Reports are made up of objects, which include crosstabs, text items, calculations, graphics, and tables.

object extract
An extract that defines the metadata for a Metric Studio object, such as a user defined column, a scorecard, or a data source.

P

package
A subset of a model, which can be the whole model, to be made available to the Cognos server. See also metric package.

page set
In Report Studio, a set of one or more designed pages which repeat in the report output for each instance of a chosen query item. See also set.

passport
Session-based information, stored and encrypted in Content Manager memory, regarding authenticated users. A passport is created the first time a user accesses Cognos 8, and it is retained until a session ends, either when the user logs off or after a specified period of inactivity.

portlet
A reusable component that is part of a web application that provides specific information or services to be presented in the context of a portal.

predefined set
A set of members defined inside an OLAP data source as a list or by an expression. Predefined sets can be used in analysis and report authoring. See also custom set, set.

product locale
The code or setting that specifies which language, regional settings, or both to use for parts of the product interface, such as menu commands.

project
1. In Metric Studio, a task or set of tasks undertaken by a team and monitored on a scorecard. A project tracks dates, resources, and status.

2. In Metric Designer, a group of extracts. Each extract contains the metadata that is used to populate the Metric Studio data store or to create applications.

prompt
A report element that asks for parameter values before the report is run.

properties pane
Within a studio, a pane that provides an overview of the properties for selected data. The properties pane can also be

used to make several changes and apply them at the same time, instead of repeating several different commands.

publish

In Cognos BI, to expose all or part of a Framework Manager model or Transformer PowerCube, through a package, to the Cognos server, so that the data can be used to create reports and other content.

Q

query The simple report specifications created and edited by Query Studio.

query item

A representation of a column of data in a data source. Query items may appear in a model or in a report and contain a reference to a database column, a reference to another query item, or a calculation.

query subject

A named collection of query items that are closely functionally related. Query subjects are defined using Framework Manager to represent relational data and form the set of available data for authoring reports in Query Studio and Report Studio. A query subject is similar to a relational view in that it can be treated as a table but does not necessarily reflect the data storage.

R**Really Simple Syndication**

An XML file format for syndicated Web content that is based on the Really Simple Syndication specification (RSS 2.0). The RSS XML file formats are used by Internet users to subscribe to websites that have provided RSS feeds. See also Rich Site Summary.

repeater

In Report Studio, a cell container that repeats values within itself with no predefined internal structure.

repeater table

In Report Studio, a table-like container that repeats cells across and down the page or row in the associated query.

report A set of data deliberately laid out to communicate business information.

report output

The output produced as a result of executing a report specification against a data set.

report specification

An executable definition of a report, including query and layout rules, which can be combined with data to produce a report output.

report view

A reference to another report that has its own properties, such as prompt values, schedules, and results. Report views can be used to share a report specification instead of making copies of it.

response file

An ASCII file that can be customized with the setup and configuration data that automates an installation. The setup and configuration data would have to be entered during an interactive install, but with a response file, the installation can proceed without any intervention.

Rich Site Summary

An XML-based format for syndicated web content that is based on the RSS 0.91 specification. The RSS XML file formats are used by Internet users to subscribe to websites that have provided RSS feeds. See also Really Simple Syndication.

RSS

1. See Rich Site Summary.
2. See Really Simple Syndication.

S

score A number or ranking that expresses applicability in relation to a standard.

scorecard

A collection of metrics representing the performance of one unit or aspect of an organization.

scorecard structure

The hierarchy of scorecards that reflects how an enterprise organizes its metrics.

security provider

See authentication provider.

selection-based set

A collection of individual items that the user has explicitly selected. The items or members may be selected from one or more levels of the same hierarchy. See also set.

session

The time during which an authenticated user is logged on.

set A collection of related items or members. Members in a set may be specifically chosen, or selected by one or more filter rules. See also custom set, details-based set, page set, predefined set, selection-based set, stacked set.

stacked set

Two or more sets arranged one above another in rows or side-by-side in columns. See also set.

strategy

The overall plan of action (such as for a brand unit, business unit, channel, or company) to achieve a stated goal. Strategies normally cover a period of more than one year.

strategy map

In Metric Studio, a visual representation of the strategy and the objectives of that strategy for an organization. For example, a strategy map may show employees how their jobs are aligned to the overall objectives of the organization.

summary

In reporting and analysis, an aggregate value that is calculated for all the values of a particular level or dimension. Examples of summaries include total, minimum, maximum, average, and count.

T

task An action performed by an agent if the event status meets the task execution rules. For example, an agent can send an e-mail, publish a news item, or run a report.

task execution rule

A user-specified option within an agent that determines which statuses and values cause a task to be run. It determines which tasks to execute for each event instance.

template

In report authoring, a reusable report layout or style that can be used to set the presentation of a query or report.

thumbnail

An icon-sized rendering of a larger graphic image that permits a user to preview the image without opening a view or graphical editor.

tuple An ordered collection of two or more members from different dimensions. For example, the tuple (2007, Camping Equipment, Japan) returns the value for the intersection of the three members: 2007, Camping Equipment, and Japan. Tuples can be used to filter and sort data, and to create calculations.

U**union set**

See stacked set.

user Any individual, organization, process, device, program, protocol, or system that uses the services of a computing system.

user-defined column

In metric management, a column used to represent a value other than the actual or target. It may be an industry benchmark or any other useful additional numerical information for a period, including a calculation based on the other values of the metric. User-defined columns may be different for each metric type.

W**watch list**

A list of metrics that each user has chosen to monitor closely. If notification is enabled in Metric Studio, the user will receive e-mail notification of changes to these metrics. Users can also choose to display their watch list as a portlet within Cognos Connection.

watch rule

A user-defined condition that determines whether a report is delivered to the user. When the rule is run, the output is evaluated and, if it satisfies the condition or rule, the report is delivered by e-mail or news item. Watch rules limit report

delivery to those reports containing data of significance to the user.

Web Services for Remote Portlets

A standard for creating presentation-oriented web services so that they can be easily integrated within other applications, such as web portals.

widget

A portable, reusable application or piece of dynamic content that can be placed into a Web page, receive input, and communicate with an application or with another widget.

work area

The area within a studio that contains the report, analysis, query, or agent currently being used.

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