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 Incentive Compensation Management Version 9.0.0 and may also apply to subsequent releases.

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Introduction

Use the IBM® Cognos® Incentive Compensation Management web client to view, approve, or inquire about your compensation results.

IBM Cognos Incentive Compensation Management enables organizations to automate the process of administering, calculating, reporting, and analyzing variable-based pay programs. The solution simplifies incentive compensation management for organizations by increasing accuracy, reducing costs, and improving visibility into sales performance and compensation plans.

Audience

This guide is intended for users who will be working in the IBM Cognos Incentive Compensation Management web client.

Finding information

To find documentation on the web, including all translated documentation, access IBM Knowledge Center (http://www.ibm.com/support/knowledgecenter).

Publication date

This document was published on April 23, 2015.

Accessibility features

Accessibility features help users who have a physical disability, such as restricted mobility or limited vision, to use information technology products. IBM Cognos HTML documentation has accessibility features. PDF documents are supplemental and, as such, include no added accessibility features. For information about these features, see “Accessibility features,” on page 19.

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.
Chapter 1. Overview of IBM Cognos Incentive Compensation Management web client

In the IBM® Cognos® Incentive Compensation Management web client, you can view your own compensation results. You can also see results for users that you are authorized to view in the Cognos Incentive Compensation Management client.

At the end of each pay period, the compensation administrator posts your commission results. After transactions are posted, if you have sign-off, or if you are adjusting permissions, you can view, approve, or inquire about compensation results. You can also post comments and submit them directly to the compensation administrator.
Chapter 2. Resetting a password from the login page

You can change your password from the login page after you log in to the IBM®
Cognos® Incentive Compensation Management web client.

About this task

You can use this feature only if an administrator enables the reset password feature
in the Cognos Incentive Compensation Management client.

Procedure

1. On the web client login page, click the **Forgot your Password** link.
2. Type the email address that you use to log in to the web client.
3. Click **Submit**. An email that contains a URL with a key to reset the account is
   sent to you.
4. Open the email, click the link, and type a new password.

   **Important:** The administrator determines how long web users have to reset
   their passwords from the time the email is sent to them. Typically, there is a
   30-minute time limit.
Chapter 3. Web client home screen

When you log in to the IBM® Cognos® Incentive Compensation Management web client, you can access the message center, change your password, and request assistance.

When you click the Request assistance link, the administrator receives an email with an email address that is defined in the Manage Users window in the Cognos Incentive Compensation Management client.

The home screen displays the first web tab that you can access. Administrators can customize the appearance of the home screen for each Portal Access group in the Portal Access module.

Resetting a password from the home screen

You can change your password from the home screen after you log in to the IBM® Cognos® Incentive Compensation Management web client.

Procedure

1. On the web client home screen, click the arrow beside your user name.
2. Select Change Password.
3. Type your current password.
4. Type your new password and confirm.
5. Click Submit.
Chapter 4. Web client message center

In the IBM® Cognos® Incentive Compensation Management web client, you can view all your web notifications in the message center.

Your notifications might include web messages, inquiries, documents, sign-off messages, and Workflow Manager notifications.

Web client inbox

The inbox of the IBM® Cognos® Incentive Compensation Management web client can contain many types of messages. When new messages are waiting in your inbox, the number of new messages is displayed beside the message center icon.

The following types of messages are displayed in your inbox:

- Administrator messages that were posted through the Cognos Incentive Compensation Management client
- Documents that were posted for you as part of a payee group or as a member of a Portal Access group
- Sign-off tasks
- Inquiries that require you to perform an action
- Inquiries that you created or that were assigned to you, that were then updated with a comment
- Inquiries that were created by you, that were then closed
- Inquiries that were assigned to you, that were then resubmitted
- Inquiries that were returned to you
- Notifications that were sent as part of a workflow in Workflow Manager

Administrator messages in the web client

In the message center in the IBM® Cognos® Incentive Compensation Management web client, you can view administrator messages that were created in the Web Messages window in the Cognos Incentive Compensation Management client.

It is not possible to send administrator messages to specific groups of payees. After an administrator message is added with the Cognos Incentive Compensation Management client, it remains in your message center until the administrator removes it. You cannot delete administrator messages.

If administrators select the Notify option when they add the administrator message through the Cognos Incentive Compensation Management client, all web users receive a notification email about the message.

Inquiries window

In the Inquiries window of the IBM® Cognos® Incentive Compensation Management web client, you can view inquiries that you launched and inquiries that are assigned to you.
Any pending inquiries that must be handled or resolved by the user are visible on the Inquiries window. Users can view the status of their inquiries, who created the inquiry and when, and when the inquiry was last updated. Users can also view the object related to the inquiry, and they can open the inquiry itself from the Inquiries window.

**Unassigned and assigned inquiries**

In the Inquiries window of the IBM® Cognos® Incentive Compensation Management web client, you can view inquiries that were assigned to you. You can also see inquiries that were sent to you but not yet assigned to anyone.

The following list describes the tasks that web users can complete on pending inquiries:

- **View** View the inquiry message.
- **Assign** Assign an inquiry to yourself to indicate to other inquiry handlers that you are handling the issue.
- **Unassign** Remove yourself from the inquiry.
- **Escalate** Escalate the inquiry to the next person in the inquiry handling chain that was assigned the Portal Access module in the client.
- **Return** Dismiss an inquiry without resolution.
- **Resubmit** Resend the inquiry to the user who returned the inquiry to you. This option is available only if Resubmit to Returner is enabled in the Cognos Incentive Compensation Management client.

Only two inquiries at a time are displayed under each heading on the Inquiry dashboard. To view all your unassigned or assigned inquiries, you can click the Unassigned Inquiries or Assigned Inquiries heading.

**Viewing, editing, and closing your inquiries in the web client**

In the IBM® Cognos® Incentive Compensation Management web client, you can view, close, and add comments to inquiries that you created.

**Procedure**

- To see the details of an inquiry, post comments, or add attachments, click **View**.
- To close a resolved inquiry, click **Close**. Only the person who launched the inquiry can close it.
- To view all your inquiries, click the **My Inquiries** section heading.

**Inquiry log**

In the inquiry log in the IBM® Cognos® Incentive Compensation Management web client, you can see inquiries that were made by web users below you on the Portal Access inquiry tree.

To view all the inquiries in the inquiry log, click the **Inquiry Log** section heading.
Viewing documents on the web client

If a file is posted and assigned in an access tree in Portal Access in the IBM® Cognos® Incentive Compensation Management client, you can review it in the Documents section of the Cognos Incentive Compensation Management web client.

About this task

If a sign-off was started for the document, it is available in the Sign Off section for your approval. After you approve a document, it remains available for review until the plan administrator removes it.

Procedure
1. To view a document, click Documents.
2. To open the file, click the document link.

Portal Access documents on the web client

If a document is added through the Manage Documents window in the IBM® Cognos® Incentive Compensation Management client, document access is defined by the Portal Access assignment access tree.

After administrators assign a Portal Access tree to the document, they can highlight the document and select the Notify Portal Access Tree icon. This action sends an email to all members in the Portal Access tree. The email indicates that the document is available on the web client.

Signing off on pending approvals on the web client

In the IBM® Cognos® Incentive Compensation Management web client, you can sign off on compensation plans, reports, web forms, or documents, and you can view your pending approvals.

Procedure
1. In the message center, click Sign Off.
2. To sign off on results, click Approve.
3. To view details of a compensation plan, report, document, or web form, click the link in the object column.
4. To dispute the compensation results or send comments, click Inquire.

Important: If the compensation plan administrator enables email notification, you receive an email that indicates when you need to sign off on results. Compensation plan administrators also determine which items are available for review only, and which items require sign-off.

Viewing Workflow Manager workflows on the web client

In the IBM® Cognos® Incentive Compensation Management web client, you can initiate or perform an action as part of a workflow, and view completed, available, and pending workflows.
Against this task

When you view a report that is part of the workflow in the Workflow Manager section, table rows that were modified but are still in a pending state are displayed in a different style.

Procedure

1. In the message center, click Workflow Manager.
2. To start a workflow, click the link to the Presenter report on the Available Workflows tab.
   a. Complete the form, and then click the Start button.
   b. Click Confirm.
3. To perform an action as part of a workflow, click the Pending Workflows tab.
   a. To open the report, click the link to the Presenter report.
   b. Click the button corresponding to the action that you want to perform.
   c. Click Confirm.
4. To view the workflow history of a completed workflow, click the Completed Workflows tab, and then click the link to the workflow.
Chapter 5. Web client tabs

Administrators can customize the order, names, and content of web tabs that you see in the IBM® Cognos® Incentive Compensation Management web client.

Web tabs are created in the Portal Access module in the Cognos Incentive Compensation Management client. Some web tabs might contain subordinate tabs. On various web tabs, you can view results, sign off on results, launch inquiries, or submit data.

Administrators can create the following individual tabs for various Portal Access groups in the Cognos Incentive Compensation Management client:

- Compensation Plan
- Draw Assignment
- Draw Report
- External URL
- Presenter Report
- Tailored Report
- Web Form

Administrators can create the following module tabs for various Portal Access groups in the Cognos Incentive Compensation Management client:

- Data Edit
- Inquiries
- Payee Ledger
- Reporting
- Web Forms

Submitting data on the Data Edit tab

In the IBM® Cognos® Incentive Compensation Management web client, you can use the Data Edit tab to edit table data that was made accessible and editable to you by compensation plan administrators in the Cognos Incentive Compensation Management client.

About this task

If you cannot click the cursor within a field, the category is not available for edit. Any data that you change must be approved by the administrator before it is published.

Procedure

1. From the Available Tables drop-down menu, select the table. The table is available only if an administrator set the Web Data Edit permissions in the client.
2. Modify any editable data. Editable data is displayed in a white field.
3. Click Submit.
Adding a row of data to a table

If you have access to a table in the IBM® Cognos® Incentive Compensation Management web client, you can submit new data to it.

**Procedure**

1. Open a table for data edit.
2. Click the Toggle Table Filter Form icon.
3. Complete all of the columns, and make sure that the information is exactly as it appears in the table (for example, decimal places and date format).
4. Click Add. You can see the row under Pending Rows. In Composer, the administrator sees the table name in bold.
5. To approve or reject the pending row, the administrator can right-click the table in the Cognos Incentive Compensation Management client and select Web Data Edit > Approve or Reject Edits.

Filtering data in a table

In the IBM® Cognos® Incentive Compensation Management web client, you can specify the data that you want to view in a table.

**Procedure**

1. In the Data Edit tab, open the table for data edit.
2. Click the Toggle Table Filter Form icon.
3. Type or select a value in the column that you want to use as the filter. For example, type a date in the date column.
4. Click Filter.

**Results**

Only the rows with the value you entered are displayed.

Clearing a filter from a table

In the IBM® Cognos® Incentive Compensation Management web client, you can remove a filter from a table.

**Procedure**

1. In the Data Edit tab, open the table for data edit.
2. Click the Toggle Table Filter Form icon.
3. Click Clear.

Inquiries tab

In the Inquiries tab of the IBM® Cognos® Incentive Compensation Management web client, you can view any inquiries that you launched or that were assigned to you.

Details regarding any inquiries that you submitted are visible from the Inquiries screen under My Inquiries.
You can assign, escalate, return, or close an inquiry that is sent to you.

**Adding an attachment to an inquiry**

When you submit an inquiry in the IBM® Cognos® Incentive Compensation Management web client, you can add an attachment to the inquiry if necessary.

**Before you begin**

You cannot attach files with the following file extensions; ade, adp, bas, bat, chm, cmd, com, cpl, crt, exe, hlp, hta, htm, html, inf, ins, isp, js, jse, jsp, lnk, lib, mdb, mde, msc, msi, msg, msp, mst, pcd, pif, reg, scr, sct, shb, shs, sys, url, vb, vbe, vbs, vxd, wsc, wsf, wsh.

If you need to attach a file with one of these extensions, compress the file into a ZIP format first.

**Procedure**

1. To view the details of an inquiry, click **View** on the **Inquiries** tab.
2. To find an attachment, click **Attach**.
3. Click **Submit**.

**Adding comments to an inquiry**

In the IBM® Cognos® Incentive Compensation Management web client, you can add comments to an inquiry.

**Procedure**

1. To view the details for an inquiry, click **View**.
2. Type your comment in the text box.
3. Click **Add Comment**.

**Results**

If the comment is added by the submitter of the inquiry, the user who is assigned to the inquiry is notified. If the comment is added by the assignee, the submitter of the inquiry is notified.

---

**Payee Ledger tab**

In the IBM® Cognos® Incentive Compensation Management web client, you can use the **Payee Ledger** tab to view both **Detail** and **Summary** level compensation results for compensation plans and tailored reports.

**Payee Detail page**

In the IBM® Cognos® Incentive Compensation Management web client, you can trace each record that contributed to earnings for each period on the **Detail** page of the **Payee Ledger** tab by viewing the link between calculated results and transactional data.

The **Detail** page shows a list of transactions that correspond to each calculation, their value, and the result of the calculation.
If your compensation plan has more than one component, the Detail page shows results for each calculation. For example, a compensation plan might perform the following actions:

- Calculates year-to-date sales for each sales representative
- Calculates the difference between year-to-date sales and quota
- Pays a commission on the difference

This combination of actions is displayed as three separate calculations, one after the other, each including results for all periods.

**Viewing payee source detail**

In the IBM Cognos Incentive Compensation Management web client, you can display the underlying details of an individual transaction from the primary data source of the calculation in a compensation plan or tailored report.

**Procedure**

1. On the Payee Ledger tab, open the compensation plan or tailored report on the Detail page.
2. Click the Show source information icon on a row of data.

**Exporting payee results to Microsoft Excel**

You can export Payee Ledger results from the IBM Cognos Incentive Compensation Management web client to Microsoft Excel.

**Procedure**

1. On the Payee Ledger tab, open the compensation plan or tailored report.
2. Click To Microsoft Excel (.xls) or To Microsoft Excel (.xlsx).
3. Open or save the file.

**Inquiries**

If you have concerns about the accuracy of your results on the Payee Ledger tab of the IBM Cognos Incentive Compensation Management web client, you can launch an inquiry, and your concerns will be reviewed by your managers or a compensation plan administrator.

When you launch an inquiry, an email dialogue begins between you and the individual responsible for handling inquiries. After a resolution is determined, any necessary changes are made to the compensation results.

**Making an inquiry**

In the IBM Cognos Incentive Compensation Management web client, you can send a message to your managers to inquire about results on the Payee Ledger tab.

**Before you begin**

If you need to attach documentation to your inquiry, you cannot attach files with the following file extensions: ade, adp, bas, bat, chm, cmd, com, cpl, crt, exe, hlp, hta, htm, html, inf, ins, isp, js, jse, jsp, lnk, lib, mdb, mde, msc, msi, msg, msp, mst, pcd, pif, reg, scr, sct, shb, shs, sys, url, vb, vbe, vbs, vxd, wsc, wsf, wsh.

If you need to attach a file with one of these extensions, compress the file into a ZIP format first.
Procedure
1. On the Payee Ledger tab, open the compensation plan or tailored report.
2. Complete one of the following steps:
   • Click the Inquire button.
   • Click the Copy row to inquiry comment icon on each row of data to open the inquiry screen, and attach the data to the text box.
3. From the drop-down menu, select a category. Categories are set up by compensation plan administrators in the Cognos Incentive Compensation Management client to facilitate the inquiry review process. If no categories are available in the drop-down menu, select None.
4. Attach documentation to support your inquiry.
5. To explain the reason for your inquiry, type a comment in the text box.
6. Click Submit.

Summary page
On the Summary page on the Payee Ledger tab of the IBM® Cognos® Incentive Compensation Management web client, you can view your own compensation results. You can also see the results for all payees whose results you are required to review.

Generating plan or report results
You can view the results of a selected plan or report on the IBM® Cognos® Incentive Compensation Management web client.

Procedure
1. On the Payee Ledger tab, select the Summary link.
2. Select a plan or report.
3. Select a payee.
   The compensation report is displayed.

Exporting Payee Ledger results to Microsoft Excel
You can use the IBM® Cognos® Incentive Compensation Management web client to save the data in a compensation plan or report in a Microsoft Excel file.

Procedure
1. On the Summary page of the Payee Ledger tab, open a compensation plan or tailored report.
2. Click To Microsoft Excel (.xls) or To Microsoft Excel (.xlsx).
3. Open or save the file.

Making an inquiry on a compensation plan
From the Summary page on the Payee Ledger tab of the IBM® Cognos® Incentive Compensation Management web client, you can send a message to your manager to inquire about results.

Before you begin
If you need to attach documentation to support your inquiry, you cannot attach files with the following file extensions: ade, adp, bas, bat, chm, cmd, com, cpl, crt, exe, hlp, hta, htm, html, inf, ins, isp, js, jse, jsp, lnk, lib, mdb, mde, msc, msi, msg, msp, mst, pcd, pif, reg, scr, sct, shb, shs, sys, url, vb, vbe, vbs, vxd, wsc, wsf, wsh.
If you need to attach a file with one of these extensions, compress the file into a ZIP format first.

**Procedure**

1. On the **Summary** page of the **Payee Ledger** tab, open a compensation plan or tailored report.
2. Click **Inquire**.
3. From the drop-down menu, select a category. Categories are set up by compensation plan administrators in the Cognos Incentive Compensation Management client to facilitate the inquiry review process. If no categories are available in the drop-down menu, select **None**.
4. Attach documentation to support your inquiry.
5. To explain the reason for your inquiry, type a comment in the text box.
6. Click **Submit**.

---

**Reporting tab**

On the **Reporting** tab of the IBM® Cognos® Incentive Compensation Management web client, you can view reports that are created and posted by administrators.

Reports are highly configurable and can be created for a wide variety of purposes. For example, a report can include personal statements, top performers, dashboards, or quota attainment information. These reports, unlike Payee Ledger reports, can also contain charts, graphs, and maps, and information can be displayed in numerous ways.

**Generating a PDF file**

From the IBM® Cognos® Incentive Compensation Management web client, you can create PDF files of any reports that are enabled for PDF export.

**Procedure**

1. Open the report for which you want to generate a PDF file.
2. Click the **Generate PDF File** or **Generate PDF File for All Payees** icon. When you select **Generate PDF File for All Payees**, a ZIP file is created with a PDF file for each payee in the pick list.

**Important**: If the report has a pick list for payee ID, then the multiple PDF generation option is displayed. If you are viewing a data grid in a Presenter report in which pagination is enabled, the whole data grid is displayed in the PDF file, not just the current page.

**Making an inquiry on a report**

You can submit an inquiry from a report on the IBM® Cognos® Incentive Compensation Management web client.

**Before you begin**

If you need to attach documentation to support your inquiry, you cannot attach files with the following file extensions; ade, adp, bas, bat, chm, cmd, com, cpl, crt, exe, hlp, htm, html, int, ins, isp, js, jse, jsp, lnk, lib, mdb, mde, msc, msi, msg, msp, mst, pcd, pif, reg, scr, sct, shb, shs, sys, url, vb, vbe, vbs, vxd, wsc, wsf, wsh.
If you need to attach a file with one of these extensions, compress the file into a ZIP format first.

**Procedure**
1. From the Reporting tab, open the Presenter report.
2. Click Inquire.
3. From the drop-down menu, select a category. Categories are set up by compensation plan administrators in the Cognos Incentive Compensation Management client to facilitate the inquiry review process. If no categories are available in the drop-down menu, select None.
4. Attach documentation to support your inquiry.
5. To explain the reason for your inquiry, type a comment in the text box.
6. Click Submit.

**Copying records into inquiries**
In the IBM® Cognos® Incentive Compensation Management web client, web users can copy rows of data from data grids in their reports into inquiries.

**About this task**
This feature is only available if it is enabled for the data grid in the client.

**Procedure**
1. From the Reporting tab, open the Presenter report.
2. Next to the row in a data grid that you want to copy into an inquiry, click the Copy icon.
   The row of data along with the header is copied into the comment field of an inquiry.

**Web Forms tab**
On the Web Forms tab of the IBM® Cognos® Incentive Compensation Management web client, you can view and submit changes with web forms that were posted by your compensation plan administrator.

Any forms that you are authorized to review or edit can be selected from the Available Forms drop-down menu.

Web forms are customized by your plan administrator and can contain a wide variety of data. Sometimes web forms are used to distribute commission statements or reports, or they might contain editable columns where you can enter metrics in the commission calculation process. Web forms are time-stamped and report when the last calculation was run in the Cognos Incentive Compensation Management client. A Results last updated stamp is displayed at the bottom of web forms.

The plan administrator determines the data that you can access. You might be able to see only information that pertains to you, or you might be able to see information for all payees who report to you.
Submitting data through web forms

You can send data to the IBM® Cognos® Incentive Compensation Management client through web forms in the Cognos Incentive Compensation Management web client.

Procedure
1. On the Web Forms tab, select an available form from the drop-down menu.
2. If necessary, select a parameter or multiple parameters to display the web form.
3. Complete the form.
   Any data that appears in a white box can be changed and the updated results are submitted directly to the database.
4. To communicate your change request, click Submit.
5. To create a Microsoft Excel spreadsheet of the data in the web form, complete one of the following steps:
   • To send the data for the selected parameters to Microsoft Excel, click To Microsoft Excel.
   • To send the data for all parameters to Microsoft Excel, click All To Microsoft Excel.
Appendix. Accessibility features

The IBM® Cognos® Incentive Compensation Management web client has accessibility features that help users who have a physical disability to use the product.

Keyboard shortcuts

The IBM Cognos Incentive Compensation Management web client includes keyboard shortcuts to help you navigate the product and perform tasks.

The following keyboard shortcuts are based on U.S. standard keyboards.

*Table 1. General keyboard shortcuts*

<table>
<thead>
<tr>
<th>Applies to</th>
<th>Action</th>
<th>Shortcut keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Perform the command for an active command button.</td>
<td>Enter</td>
</tr>
<tr>
<td>General</td>
<td>Move forward to the next item in the tab index order. Cycle to the first tab index when at the end.</td>
<td>Tab</td>
</tr>
<tr>
<td>General</td>
<td>Move backward to the previous item in the tab index order. Cycle to the last tab index when at the beginning.</td>
<td>Shift+Tab</td>
</tr>
<tr>
<td>Check boxes</td>
<td>Select or clear the checkbox.</td>
<td>Spacebar</td>
</tr>
<tr>
<td>Menus</td>
<td>Navigate down a menu and select a menu item.</td>
<td>Down arrow and then Enter</td>
</tr>
<tr>
<td>Menus</td>
<td>Navigate up a menu and select a menu item.</td>
<td>Up arrow and then Enter</td>
</tr>
<tr>
<td>Scrolling</td>
<td>Scroll down.</td>
<td>Down arrow</td>
</tr>
<tr>
<td>Scrolling</td>
<td>Scroll up.</td>
<td>Up arrow</td>
</tr>
<tr>
<td>Zooming</td>
<td>Zooming in.</td>
<td>Ctrl and +, or Ctrl+Mouse wheel up</td>
</tr>
<tr>
<td>Zooming</td>
<td>Zooming out.</td>
<td>Ctrl and -, or Ctrl+Mouse wheel down</td>
</tr>
<tr>
<td>Zooming</td>
<td>Return to default zoom level.</td>
<td>Ctrl+0</td>
</tr>
<tr>
<td>Navigation</td>
<td>Reload the current page.</td>
<td>F5</td>
</tr>
<tr>
<td>Navigation</td>
<td>Move backward to the previously opened page.</td>
<td>Alt+Left Arrow, Backspace</td>
</tr>
<tr>
<td>Navigation</td>
<td>Move forward to the previously opened page.</td>
<td>Alt+Right Arrow, Shift+Backspace</td>
</tr>
<tr>
<td>Navigation</td>
<td>Stop a page from loading.</td>
<td>Escape</td>
</tr>
<tr>
<td>Search</td>
<td>Open a search box to perform a search on the current page.</td>
<td>Ctrl+F, F3</td>
</tr>
<tr>
<td>Search</td>
<td>Find the next match of the searched text on the current page.</td>
<td>Ctrl+G, F3</td>
</tr>
<tr>
<td>Search</td>
<td>Find the previous match of the searched text on the page.</td>
<td>Ctrl+Shift+G, Shift+F3</td>
</tr>
</tbody>
</table>
IBM and accessibility

See the IBM Accessibility Center for more information about the commitment that IBM has to accessibility.

The IBM Accessibility Center (http://www.ibm.com/able) is available online.


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Glossary

This glossary includes terms and definitions for IBM Cognos Incentive Compensation Management.

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.

To view glossaries for other IBM products, go to www.ibm.com/software/globalization/terminology (opens in new window).

A

**Active Directory (AD)**
A hierarchical directory service that enables centralized, secure management of an entire network, which is a central component of the Microsoft Windows platform.

AD See Active Directory

**administrator**
A person responsible for administrative tasks such as access authorization and content management. Administrators can also grant levels of authority to users.

**aggregate**
A calculation that returns a single result value from several relational data rows or dimensional members. Typical examples are total and average.

**allocated adjustment**
An adjustment to the results of the difference between the original value calculated for a closed period and the value that would be currently calculated based on the new data.

**application server**
A server program in a distributed network that provides the execution environment for an application program.

**attribute**
In markup languages such as SGML, XML, and HTML, a name-value pair within a tagged element that modifies features of the element.

C

**calculation**
The process used to transform a series of records into a new result. Typically a calculation is mathematical, but may also include sorting, shifting, or adding to a prior result. Calculations enable the model admin to select records from their source data, perform operations on the data, segment results, and begin another calculation based on those results.

**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.

**component**
A container that is used to organize a model. When creating a new model, components should be created first, in order to give the model a framework and ensure that it is easy to navigate. Once components have been created, model elements, such as tables, calculations, and plans can be built.

**configuration file**
A file that specifies the characteristics of a program, system device, system, or network.

D

**database (DB)**
A collection of interrelated or independent data items that are stored together to serve one or more applications. See also database server

**database server**
The server on which the database application and database are installed.
**DB**  See database

delimiter
A character, such as comma or tab, used to group or separate units of text by marking the boundary between them.

digital certificate
An electronic document used to identify an individual, a system, a server, a company, or some other entity, and to associate a public key with the entity. A digital certificate is issued by a certification authority and is digitally signed by that authority.

dimension table
The representation of a dimension in a star schema. Each row in a dimension table represents all of the attributes for a particular member of the dimension.

**F**

fact table
A relational table that contains facts, such as units sold or cost of goods, and foreign keys that link the fact table to each dimension table.

**I**

inbound connection
A resource that is used to import data from selected outbound connections to a component. They are created to specify which component the selected outbound component should connect to.

**J**

join
An action that combines records from two or more tables or calculations based on a point of commonality. Joins are produced by adding columns to the initial data source.

**L**

LDAP  See Lightweight Directory Access Protocol

left outer join
A join whose result consists of the matched rows of the two tables that were joined and the unmatched rows of the first table. See also join.

Lightweight Directory Access Protocol (LDAP)
An open protocol that uses TCP/IP to provide access to directories that support an X.500 model and that does not incur the resource requirements of the more complex X.500 Directory Access Protocol (DAP). For example, LDAP can be used to locate people, organizations, and other resources in an Internet or intranet directory.

**M**

manual adjustment
A one-time change to a value that is applied in specific scenarios. Administrators can add manual adjustments to any payee for any open period.

**O**

optimization
The process of achieving improved runtime performance or reduced code size of an application. Optimization can be performed by a compiler, by a preprocessor, or through hand tuning of source code.

outbound connection
A resource that is used to export calculation results or table data from a component. They are created from tables, calculations, and other sources.

**P**

parameter (parm)
A value or reference passed to a function, command, or program that serves as input or controls actions. The value is supplied by a user or by another program or process. See also configuration file.

parm  See parameter

partition
The division of a single calculated result into sub-results. Partitions are used to define how the results of the calculation will be displayed. For example, if the partitioning is by payee ID, the calculation results will show the calculated amount for each payee.
payee  An individual who is being compensated or is approving the compensation results.

period  A date interval that reported values are saved in. An example of a period is December 2000.

pick list  A list of cell values available to a user when entering data into a cell.

primary key  An object that uniquely identifies an entity bean of a particular type.

query  A request for information from a database that is based on specific conditions: for example, a request for a list of all customers in a customer table whose balances are greater than USD1000.

root certificate  The certificate (proof of identity and keys) of the original trusted signer or certificate authority that certifies the authenticity of the end user/entity (or of intermediate signers).

server  A software program or a computer that provides services to other software programs or other computers.

server certificate  An electronic stamp stored in the server’s key ring file that contains a public key, a name, an expiration date, and a digital signature. The server certificate uniquely identifies the server.

single sign-on (SSO)  An authentication process in which a user can access more than one system or application by entering a single user ID and password.

SQL  See Structured Query Language

SSO  See single sign-on

Structured Query Language (SQL)  A standardized language for defining and manipulating data in a relational database.

validation rule  A rule defined on an attribute definition that specifies the criteria that must be met by the data stored in an instance of this attribute for that attribute to be valid.

view  A virtual table that is created by joining two or more tables together. Views can also include the results of calculations.

web application server  The runtime environment for dynamic web applications. A Java™ EE web application server implements the services of the Java EE standard.

web client  An interface where payees can review and approve their compensation payments via a web browser. The Cognos ICM web client runs on a variety of servlet containers.

web server  A software program that is capable of servicing Hypertext Transfer Protocol (HTTP) requests.

workflow  The sequence of activities performed in accordance with the business processes of an enterprise.
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