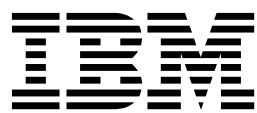


IBM Cognos Disclosure Management
Version 10.2.6

User Guide



Note

Before using this information and the product it supports, read the information in “Notices” on page 179.

Product Information

This document applies to Cognos Disclosure Management Version 10.2.6 and may also apply to subsequent releases.

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Introduction to User Guide

The IBM Cognos Disclosure Management User Guide describes how to use IBM® Cognos® Disclosure Management to work with reports and report objects.

Cognos Disclosure Management is a unified financial governance solution that focuses on improving financial processes and controls, particularly in the final stages before disclosure. It helps the finance department improve the timeliness and quality of financial management processes and reporting. Cognos Disclosure Management also facilitates audits, extends enterprise resource planning (ERP) transactional controls, and improves financial risk management.

Audience

The IBM Cognos Disclosure Management User Guide is intended for individuals working in the Office of Finance, who need to work with reports, report objects, variables, and desktop publishing tags in Cognos Disclosure Management. Users who have been granted various permissions can perform the tasks in this guide.

Finding information

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

Publication date

This document was published on June 13, 2016.

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 Appendix A, “Accessibility features,” on page 165 in this document.

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.

Samples disclaimer

The Sample Outdoors Company, Great Outdoors Company, GO Sales, any variation of the Sample Outdoors or Great Outdoors names, and Planning Sample depict fictitious business operations with sample data used to develop sample applications for IBM and IBM customers. These fictitious records include sample data for sales transactions, product distribution, finance, and human resources. Any resemblance to actual names, addresses, contact numbers, or transaction

values is coincidental. Other sample files may contain fictional data manually or machine generated, factual data compiled from academic or public sources, or data used with permission of the copyright holder, for use as sample data to develop sample applications. Product names referenced may be the trademarks of their respective owners. Unauthorized duplication is prohibited.

Chapter 1. What's new

The What's new section contains a list of new, changed, and deprecated installation and configuration features for this release. It also contains a cumulative list of similar information for previous releases. It will help you plan your upgrade and application deployment strategies and the training requirements for your users.

For information about upgrading, see the installation and configuration guide for your product. To review an up-to-date list of environments supported by IBM Cognos products, including information on operating systems, patches, browsers, Web servers, directory servers, database servers, and application servers, visit IBM Knowledge Center (<http://www.ibm.com/support/knowledgecenter>).

New features in IBM Cognos Disclosure Management Version 10.2.6

IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Macros

When generating a report to Excel or Powerpoint, a user with appropriate permissions is able to select a number of macros that will be inserted in the final output.

Business Intelligence integration

An extra option, **BI Framework**, is available when adding a Business Intelligence data source and doesn't require the use of a Microsoft Office or IBM Go Office! add-in.

HFM Connector Web Application

A web application is automatically deployed during Cognos Disclosure Management installation. It is used by the Cognos Disclosure Management Server to connect to the corresponding HFM server.

Office 2016 support

Office 2016 is now supported.

Snapshot for Excel and PowerPoint generation

You can now output a snapshot for Excel and PowerPoint report generation.

New features in IBM Cognos Disclosure Management Version 10.2.5

IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Manage variable security

The use of variables can be restricted for specific users. The Insert Variable window filters out the variables they are not allowed to add in a report.

Adding or modifying attachment comments

In a report you can add a comment to an attachment or modify existing comments.

Account locking

Depending on security set by the administrator, if a user enters an incorrect name or password, they might have to wait for a period before attempting another log in or their account can be locked immediately.

Navigate to a data query

When inserting a data query into an Excel report object, you can specify a named range for the query. When managing data queries, you can select the named range to quickly navigate to that data query in the current report. You can also navigate quickly to a data query's properties in Administration.

Change references when performing a rollforward or cascade of a report

You can change the source of reference report objects when performing a rollforward or cascade of a report.

User display

The CDM.config file can be configured to display any or all of the user's **Display Name**, the **User Name** that was entered when the user was added, or the **Source** from which the user name was imported if the user was imported.

Related information:

"Variable security" on page 149

You can manage variable security by restricting or enlarging the use of a one or more report variables.

New features in IBM Cognos Disclosure Management Version 10.2.4

IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Cognos Business Intelligence refresh

If you have Excel objects with Cognos Business Intelligence content, you can now define a Cognos Business Intelligence data source in Cognos Disclosure Management to refresh your Cognos for Microsoft Office data, such as crosstabs, charts, lists, and images.

Related information:

"Client-side Microsoft Excel add-ins" on page 98

You can connect to data sources for other IBM Cognos products in IBM® Cognos® Disclosure Management by using Microsoft Excel add-ins.

New features in IBM Cognos Disclosure Management Version 10.2.3.1

IBM® Cognos® Disclosure Management includes features that were added since the previous release.

EDGAR HTML content moved to IBM Cognos Disclosure Management User Guide

You can use the EDGAR HTML tools in Cognos Disclosure Management to preview and adjust the HTML file that you plan to submit to the Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system. In previous versions of Cognos Disclosure Management documentation, the information for EDGAR HTML appeared in a separate guide titled *IBM Cognos Disclosure Management EDGAR*. In Version 10.2.3.1, that information has been moved into a new EDGAR HTML chapter in the *IBM Cognos Disclosure Management User Guide*, and the separate guide no longer exists.

Load balancing

The *IBM Cognos Disclosure Management Installation Guide* contains new information on how to balance application requests across multiple servers to improve server utilization and availability.

Using a report object variable to create a data reference in a referenced object

In Cognos Disclosure Management, a ##\$ variable in a referenced object can now be used to define ##D variables in a report.

New features in IBM Cognos Disclosure Management Version 10.2.3

IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Support for DB2® for i

DB2 for i can now be used as an external data repository.

Support for Cognos Disclosure Management Cloud on SoftLayer

Cognos Disclosure Management can now be hosted on the SoftLayer platform.

Connecting to an ODBC or OLE DB x64 data source defined on the server

You can now connect to an ODBC or OLE DB x64 data source defined on the server.

Migration

You can choose to migrate your Cognos FSR database to a IBM Cognos Disclosure Management database that is deployed on DB2. You can also migrate and consolidate multiple Cognos FSR databases into one Cognos Disclosure Management database.

Searching for Active Directory users and user groups

You can now use a search field when importing Active Directory users and user groups. This feature is helpful if you have domains with large numbers of users.

Searching for report objects

You can now use a search field to search for a complete or partial name of a report object. This feature is helpful if your report contains a large number of report objects.

Searching for OLAP dimension members

You can search for dimension members when you are creating or editing an OLAP query. This feature is helpful if you have dimensions with a large number of members.

Fitting Excel content into generated reports

You can see a preview of an Excel object before you generate your report, so that you can be sure that your Excel content fits as expected.

Pasting properties to multiple report objects

You can now copy a property from one report object, and paste it into multiple report objects at the same time. This feature is helpful in situations such as changing an effective date for a large number of report objects all at once.

More information about report objects that are checked out

You can now see which user has checked out a particular report object, and you can see which report objects are checked out to you in the current session.

Source information about reference objects

You can see additional helpful information when you hover over a reference object in the report object tree as well as in the **Object Properties** window. You can also open the source of the reference object by right-clicking the reference object.

Creating a new query from an existing one

You can now create a new data query from an existing one. This feature is particularly helpful if you need to create a large number of data queries.

Generating exhibits and supporting documents together

You now have more options in the way that you can generate exhibits and supporting documents.

Dynamic due dates for report objects

Due dates now change automatically when you perform a roll-forward.

Assigning new or imported objects automatically to the custom group or groups used when opening the report

New or imported report objects, including referenced and shared report objects, are now automatically assigned to the custom group or groups that are used when opening the report.

Inserting hyperlinks to charts, tables, and pictures automatically

You can now insert a chart variable into a report object without having to manually enter the chart's hyperlink.

Opening report objects containing variables listed in the Reference Variables and Orphan Variables windows

You can now select a reference or chart variable and directly open the report object in which it is contained.

New features in IBM Cognos Disclosure Management Version 10.2.2.1

IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Desktop publishing

If you use desktop publishing applications such as Adobe InDesign to add special formatting to your reports, you need desktop publishing styles to represent that formatting. You can create styles in Cognos Disclosure Management, or you can import styles from your desktop publishing application. After you create or import your desktop publishing styles, you can use them to add tags to specific content in Excel and Word objects.

Windows authentication

You can now use Windows authentication when you log in to Cognos Disclosure Management.

Language and culture selection for a report output

You can specify the culture to be considered for date, number, and currency formats for a report output. The culture is in the form of language and regional settings that are applied to Excel objects in the generated report. The setting is available for the following report output types: Microsoft Word, Microsoft PowerPoint, Adobe PDF, and EDGAR HTML.

Generation of Excel objects in a report output

You can select the print ranges of all or some Excel objects that you want to include in an Excel report output. You can also specify the number of worksheets in each generated workbook.

Auto-login for Oracle Hyperion Smart View

If you use a Hyperion Financial Management (HFM) data source with Cognos Disclosure Management, you can now set up your data source to allow users to log in automatically in Oracle Hyperion Smart View.

Report object templates

You can define your own report object templates, and you can export and import them. You can also prevent changes to the templates based on the **Manage Resources** application permission.

New features in IBM Cognos Disclosure Management Version 10.2.2

IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Tuples

A *tuple* is an XML structure that is used to group concepts in an XBRL taxonomy that must be understood together. Cognos Disclosure Management XBRL Version 10.2.2 now has the ability to create and manage XBRL tuples when you build an instance document for a taxonomy that includes tuples.

Inline XBRL

Inline XBRL is a standard for embedding XBRL fragments into an HTML document. Cognos Disclosure Management XBRL Version 10.2.2 now has the ability to generate these types of documents.

HMRC validation

In Cognos Disclosure Management XBRL Version 10.2.2, XBRL submissions for HMRC filers can be validated against SureFile from within the Cognos Disclosure Management XBRL application.

Support for bidirectional languages

The term *bidirectional* pertains to scripts such as Arabic and Hebrew that generally run from right to left, except for numbers, which run from left to right. Cognos Disclosure Management Version 10.2.2 is now available with Arabic and Hebrew user interfaces, as well as the ability to generate reports in Arabic and Hebrew.

Generation of charts as images or objects

When you generate a report in Cognos Disclosure Management Version 10.2.2, you can now choose whether you want to generate charts as images or as objects. If you choose to generate as an image, it might take less time to process your report, and this option might result in better rendering of advanced chart types such as 3D charts and rounded edges.

Improved ease of insertion of reference variables

In Cognos Disclosure Management Version 10.2.2, you can now click a button on the **Report Object** tab Ribbon to automate the procedure when you must insert a large number of reference variables into a report.

Improvement to import and export capabilities

Cognos Disclosure Management Version 10.2.2 now has the ability to import and export data sources and data queries along with the report that uses them.

Migration from Cognos Financial Statement Reporting Version 6.6.1 to IBM Cognos Disclosure Management Version 10.2.2

This standalone migration utility enables existing customers of Cognos Financial Statement Reporting (FSR) to migrate their existing reports and report object information to Cognos Disclosure Management XBRL. For more information about

the scope of this utility, see *Migrating from IBM Cognos FSR 6 to IBM Cognos Disclosure Management 10.2.2*.

New features in IBM Cognos Disclosure Management Version 10.2.1

IBM® Cognos® Disclosure Management includes features that were added since the last release.

Object security

The following object security features have been added to this version of Cognos Disclosure Management.

Object filter by Workflow Access

This feature filters report objects based on the user's workflow visibility permission. Depending on permissions, a particular user might or might not see certain report objects in the report object tree. This functionality provides an additional layer of security to ensure that users without relevant permissions cannot see or modify the underlying report object content.

Conditional Workflow

This feature enables users to progress to a particular state in a workflow, depending on a workflow rule. If the rule is evaluated as false, which is represented by the numeric digit of 0, the user can move the report object to the next workflow state. Otherwise, the report object stays in its current workflow state.

Resolve variables

This feature enables users to see the resolved values of ##D and ##GD variables quickly, without having to generate a report. For users to see the resolved values of such variables, the report object that contains the variables must be checked in.

Data collection

This feature allows users to write back data to an OLAP source such as Cognos TM1® or Oracle Essbase. With the presence of this feature, all offline schedules and data can be centralized into a repository for quick access and reporting.

Cognos TM1 integration

The following Cognos TM1 integration features have been added to this version of Cognos Disclosure Management.

TM1 Views

This feature enables users to create queries based on existing predefined views within Cognos TM1.

CAM User Authentication

This functionality enables the credentials of users who are logged in to be passed to Cognos TM1 for authentication. The results of queries are retrieved based on the supplied credentials.

Migration from Cognos Financial Statement Reporting Version 6.6.1 to IBM Cognos Disclosure Management Version 10.2.1

This standalone migration utility enables existing customers of Cognos Financial Statement Reporting (FSR) to migrate their existing reports and report object information to Cognos Disclosure Management. For more information about the scope of this utility, see *Migrating from IBM Cognos FSR 6 to IBM Cognos Disclosure Management 10.2.1*.

Installer

The installer has been enhanced to allow the deployment of the product to an empty database and the existing or new IIS application. The XBRL and EDGAR HTML functionality has been incorporated into the installer to provide a seamless experience. The installer requires a valid license key to install XBRL or EDGAR HTML functionality.

Expiration policies

Expiration policies have been enhanced for data sourcing to provide a seamless experience when users create or modify policies.

Open report object from email notification

This feature enables users to open report objects by clicking a link in an external tool such as an email message. If Cognos Disclosure Management is installed on the user's computer, the user can open the application and the relevant report object by simply clicking the link.

XBRL

IBM® Cognos® Disclosure Management XBRL is a unified financial governance solution that focuses on improving financial processes and controls, particularly in the final stages before disclosure. It automates the process of eXtensible Business Reporting Language (XBRL) tagging for compliance with the Security Exchange Commission mandate as well as other XBRL mandates around the world.

XET

IBM® Cognos® Disclosure Management Extension Taxonomy Editor is a tool for creating and editing XBRL extension taxonomies. It allows users to quickly create, visualize, and validate XBRL data. Users can work with XBRL data as it is being created and easily collaborate with other users in the creation of an XBRL disclosure.

EDGAR HTML

Electronic Data Gathering, Analysis, and Retrieval (EDGAR) HTML is a format editor that helps users convert Word and Excel objects to HTML. Due to limitations of HTML, the format of converted HTML files might not exactly match the format of Excel or Word objects. Users can use the EDGAR HTML feature to preview and edit the appearance of their report after conversion to HTML.

Chapter 2. Overview of IBM Cognos Disclosure Management

IBM® Cognos® Disclosure Management is a corporate reporting solution that combines numeric data with other presentation elements. Text and graphics can be used to supplement data in a report.

Many organizations manually produce their external financial reporting documents, for example, 10K, 10Q, and Board Books. With Cognos Disclosure Management, statutory financial reports are dynamically generated from a central database to produce highly formatted reports complete with appropriate commentary and supplementary notes.

Cognos Disclosure Management provides a collaborative environment that incorporates workflow and audit trails to ensure a high degree of data accuracy and to provide better internal controls for corporate governance.

Functionality of IBM Cognos Disclosure Management

The IBM® Cognos® Disclosure Management interface is used to produce and output financial reports.

Cognos Disclosure Management contains the following functionality and capabilities.

- Performance. The document rendering mechanism is fast because rendered output is put into a cache that then is shared by all users working on the same part of the report.
- Collaboration. Users can check out multiple report objects simultaneously.
- Workflow. Users can easily see the status of each part of a financial document and determine which parts are overdue and who is responsible. Workflow includes automatic email notification to quickly contact the persons responsible for items that are overdue.
- Internal control. Cognos Disclosure Management provides a comprehensive set of internal controls to ensure that the proper steps are followed in the creation, submission, and approval of each document.
- Audit trail. Users can easily compare any two versions of the document to see what was changed, who changed it, and when it was changed. Audit trails are divided into the following sections:
 - Login audit: Records every authentication request to the Cognos Disclosure Management database via the web service
 - Report properties: Records any changes that have occurred in a report
 - Report object properties: Records any changes that have occurred in an object
- Data Sourcing. This feature provides an easy-to-use method to pull data from various data sources including the leading ERP systems, the leading consolidation systems, relational databases, OLAP databases, and Microsoft Excel.
- Ease of use. If users already know how to use Microsoft Excel, Microsoft Word, and Microsoft PowerPoint, using Cognos Disclosure Management is intuitive and easy. It provides a user interface that leverages all the calculation abilities of Excel, the formatting capabilities of Word, and the presentation abilities of PowerPoint.

- Data collection for operational data. Cognos Disclosure Management provides functionality so that the user can write back to Cognos TM1 for data collection. External financial documents often include data that might not exist in your ERP or consolidation system.
- User security. Cognos Disclosure Management provides controlled access to sensitive information and helps to maintain privacy.
- Business rules and validation. In some organizations, data might come from various sources. Cognos Disclosure Management business rules ensure that summary data in one area of the document always ties to detailed data that exists elsewhere in the document.
- PowerPoint integration. Users can create PowerPoint objects to output presentations using existing data in the report.
- Report and Object level commentary. Gives users insight on the creation process for reports and report objects.
- Dashboards. Users can present financial information in the form of charts, graphs, and grids by creating widgets in the dashboard.
- Integration with IBM and IBM Cognos products.
- Single sign-on. Ability to support Single sign-on via Cognos Access Manager (CAM).

Typical report examples

You can use IBM® Cognos® Disclosure Management to create various financial reports for internal or external publication for any organization.

Corporate and regulatory reports often contain repetitive sections that are time-consuming to reproduce and manage with consistency. Cognos Disclosure Management enables such reports to be used as templates, which can simplify and accelerate the process of submitting reports.

Statutory reporting

In many countries or regions, federal securities laws require publicly traded companies to disclose information on an ongoing basis. You can use IBM® Cognos® Disclosure Management to prepare statutory reports.

US regulatory reporting: 10-K, 10-Q, and 20-F

Regulatory bodies such as the Securities and Exchange Commission (SEC) require businesses to submit annual reports on Form 10-K, and quarterly reports on Form 10-Q for specified events. Businesses must comply with various other disclosure requirements. Foreign issuers must use Form 20-F to meet disclosure requirements.

The annual report on Form 10-K provides a comprehensive overview of the company's business and financial condition and includes audited financial statements. The annual report on Form 10-K is distinct from the annual report to shareholders.

Form 10-Q includes unaudited financial statements and provides a continuing view of the company's financial position during the year. The report must be filed for each of the first three quarters of the company's fiscal year.

Form 20-F is a comprehensive core disclosure document that foreign private issuers must file annually with the SEC to register securities when they are offered in the US.

Exhibits specifically refer to attachments that the SEC officially defines in its rules and regulations. The SEC might require one or more exhibits to be included with a 10-K or 10-Q filing.

Canadian regulatory reporting: annual reports and MD&A

In Canada, public and privately owned corporations are required to produce annual reports and to disclose important events that affect the business in Management Discussion and Analysis (MD&A) reports. You can also use Cognos Disclosure Management for various other required reports.

UK regulatory reporting: annual reports and Form 363

The EU Transparency Directive is designed to bring all European stock exchanges up to the same level, with a uniform set of rules for Listing and Disclosure that apply across the European Union. There are more stringent requirements for interim and annual reports.

In the UK, the Companies House and Financial Services Authority (FSA) requires businesses to submit various reports and forms on a timely basis. For example, the Companies House requires an Annual Return (Form 363) to update company contact information, including contact information for corporate executives, and to provide a statement of principal business activities.

Corporate and industry reporting

You can use IBM® Cognos® Disclosure Management to create standard corporate reports, such as quarterly and annual reports. You can also create industry-specific reports, such as airline industry reports.

Quarterly reports, annual reports, and board books

In general, corporations in different countries and regions are required to produce quarterly and annual reports, displaying financial results for the period. Cognos Disclosure Management enables consistent report formatting and presentation of data.

You can also use Cognos Disclosure Management to create and manage content related to board meeting agenda packets, known as board books.

Airline industry: Form 41

The Form 41 provides valuable information for those who need to analyze and understand the US airline industry and its member carriers. Form 41 reports on carrier costs, operations, profit and loss statements, and balance sheets.

Internal reporting

You can use IBM® Cognos® Disclosure Management to create reports used for internal control. You can also maintain existing customized reports.

Any report that was built in Microsoft Excel, Microsoft Word, or any presentation built in Microsoft PowerPoint can be created and maintained in Cognos Disclosure Management. Additional functionality, such as Workflow and Audit Trail, can then be applied.

Chapter 3. Basic concepts

Before you begin to use IBM® Cognos® Disclosure Management, you should understand some basic concepts.

Important: Using Cognos Disclosure Management requires a working knowledge of Microsoft Excel, Microsoft Word, and Microsoft PowerPoint. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help.

The IBM Cognos Disclosure Management interface

The IBM® Cognos® Disclosure Management interface is designed to make it easy for you to perform tasks related to your reports.

Depending on the task that you are completing, various Ribbons and windows provide the information that you need.

Views in the interface

You can adapt the appearance of some areas of the IBM® Cognos® Disclosure Management interface to meet your needs as you are working.

Depending on the tasks that you are performing, you can click the following icons to change your view of the interface to meet your needs. The icons are located in the status bar.

Table 1. Icons for adapting your view of the interface

Icon	Name	Description
	Default View Mode	Used as the default view in Cognos Disclosure Management. • The Navigation pane and the Cognos Disclosure Management Ribbon are visible. • The Microsoft Office Ribbon is not visible.
	Section View Mode	Used to hide the main Ribbon on any screen. When a report object is open on the screen, it also reveals the Microsoft Ribbon for that report object (for example, the Excel Ribbon in an Excel object). • The Cognos Disclosure Management Navigation pane and the Microsoft Office Ribbon are visible. • The Cognos Disclosure Management Ribbon is not visible.
	Full View Mode	Used to maximize the Cognos Disclosure Management working space. It is particularly useful when you are working in a complex report object. • The Microsoft Office Ribbon is visible. • The Navigation pane is collapsed and the Cognos Disclosure Management Ribbon is not visible.

The Ribbon

The Ribbon is a command bar in IBM® Cognos® Disclosure Management that organizes commands into logical groupings to make working with the application easier.

Ribbon features

The Ribbon contains the following features that you can use when you are working in Cognos Disclosure Management:

Tabs Tabs are the most obvious feature of the Ribbon. A tab is a collection of the commands you can use when working with the application. For example, when working with a report object, the tab contains only commands that can be used with report objects. Another tab holds commands that are specific to the data you can use in an Excel object.

Designed for easy browsing, the Ribbon includes command buttons that perform a task, open a menu, or open a window. The commands are collected together on tabs.

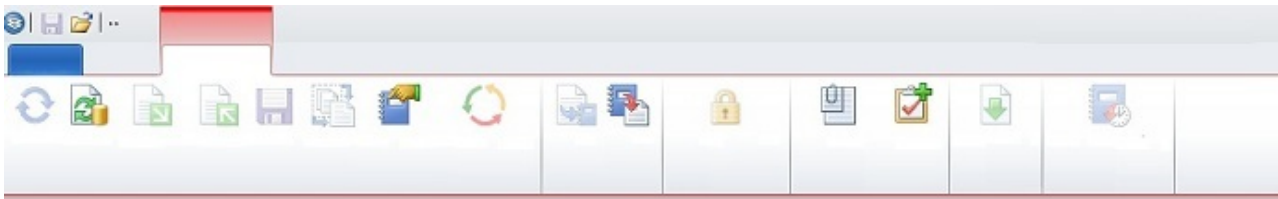


Figure 1. Report Object tab Ribbon

Groups

Each tab contains one or more groups of related commands. You can use these groups to browse the Ribbon more easily by viewing the relationship among commands on a particular tab.

Tab scrolling

You can use the mouse scroll wheel to navigate from one tab to another when the mouse pointer is over the Ribbon.

Split buttons

You can use a split button to either perform a default action or view a menu of commands.

Click the icon to perform a default action or click the arrow and text label



Figure 2. Split button from Ribbon

to display the menu. The default action is the first item in the menu. Split buttons can be identified by the line beneath the graphic icon and the text description of the button.

Switching Ribbons

The Ribbon is a command bar in IBM® Cognos® Disclosure Management that organizes commands into logical groupings to make working with the application

easier. You can view the main Ribbon for Cognos Disclosure Management, or the Microsoft Ribbon in a particular report object.

About this task

When you start to work in Cognos Disclosure Management, by default you see the Cognos Disclosure Management Ribbon. However, when you open a report object, such as an Excel object, you might want to work with an Excel Ribbon, so that you can use Microsoft Excel features in your Excel object.

Procedure

- To switch from the Cognos Disclosure Management Ribbon to a report object Ribbon, click the **Section View Mode** icon.
- To switch from a report object Ribbon to the Cognos Disclosure Management Ribbon, click the **Default View Mode** icon.

Related information:

Chapter 6, “Report objects,” on page 71

A report object is a type of content in a report. Report objects represent most of the content of your report in IBM® Cognos® Disclosure Management.

Navigation pane

The Navigation pane is an area of the interface in IBM® Cognos® Disclosure Management that you can use to select the items that you want to work with. It is a narrow area at the side of your computer screen.

The title and content of the Navigation pane depends on the choices that you have made in the interface. For example, if you are working with reports and report objects, the title of the Navigation pane is Reports, and the content is a list of report objects in the selected report. If you are working on administrative items, the title of the Navigation pane is Administration, and the content is a list of administrative tasks that you can perform. Depending on what Navigation pane is available, you can select and right-click an item to use context-menu commands. For example, if the title of the Navigation pane is **Reports**, you can right-click the main report and select **Expand** or **Collapse** to expand or collapse the entire object report tree. If you select just a report object and select **Expand** or **Collapse**, only the child objects of the selected object are shown or hidden.

If you are working in Cognos Disclosure Management, and you want to view other items on your screen in more detail, you can hide the Navigation pane temporarily.

To hide the Navigation pane, click the **Full View Mode** icon. The Navigation pane becomes narrower on the side of your screen, allowing more space for other items.

To view a hidden Navigation pane, click the arrow in the Navigation pane. You can now see the entire Navigation pane again.

Tabs

Tabs in IBM® Cognos® Disclosure Management are designed to be task-oriented. They organize commands in the Ribbon around the core scenarios and tasks that you perform with the application.

The **Data** tab is displayed only when an Excel object is selected.

File tab

The **File** tab in IBM® Cognos® Disclosure Management presents a backstage view of your active project elements. You can use the **File** tab to manage the entire project environment.

The **File** tab consists of vertical tabs, commands, and icons in the Work area, as shown in the following illustration:



1 - Vertical tabs

2 - Commands

3 - Work area

Figure 3. File tab

The following tabs are available:

Recent

Displays a list of reports and report objects you have used recently. Click an item for a preview of that report object, selected properties, and a button to open the item.

Open Displays the report groups and dashboard groups that you have access to view or edit.

Administration

Displays groups of administrative commands.

Help

Displays links to several methods of user assistance.

When you select a tab on the Tab pane, the Work area displays an organized set of controls to accomplish tasks.

The following commands are available:

Options

Click to open a window where you can configure specific settings for using Cognos Disclosure Management.

Log Out

Click to log the current user out of Cognos Disclosure Management and return to the login window.

Exit

Click to close Cognos Disclosure Management.

Important: Access to particular tabs, reports, and report objects depends on permissions granted by the administrator.

Home tab

You can use the **Home** tab in IBM® Cognos® Disclosure Management to access tools to use with dashboards, reports, application and report administration tools.

When Cognos Disclosure Management is first started, before a report, dashboard, or report object is active, the **Home** tab displays a list of available dashboards and a button to access administration tools.

Each command group contains a series of commands that you can use to perform tasks related to that group, such as the **Open** command in the **Dashboards** group.

When a report is open, the **Home** tab Ribbon contains commands for working with reports.

The **Report Object** tab contains a specific Ribbon for Excel, Word, PowerPoint, PDF, and Web objects. The commands that are available on the menu depend on the report object that is active.

Home tab Ribbon for report objects

The following commands are available on the **Home** tab Ribbon when a report is active.

Table 2. Icons for report objects in the Home tab

Icon	Name	Description
	Paste	Used to paste an item from the clipboard to the current report.
	Cut, Copy, Delete	Used to remove the selected item from the current report. Cut and copied items can be pasted in other locations in the current report.
	Refresh Report	Used to refresh or reload the data in the report. Reference variables, Excel data sources and reference objects are updated. Quick Refresh Report reloads data from the local cache while Full Refresh Report fetches data from external data sources.
	Add	Used to add a new or shared object to the report. When a report is opened by filtering one or more custom groups, new report objects that are added are automatically assigned to the custom group or groups.
	Import	Used to add an existing Word, Excel, PowerPoint, or PDF file to the report as a report object. When a report is opened by filtering one or more custom groups, report objects that are created from imported files are automatically assigned to the custom group or groups.
	Validate	Used to validate the data in the current object.

Table 2. Icons for report objects in the Home tab (continued)

Icon	Name	Description
	Generate	Used to output the entire report or selected report objects.
	Show Properties	Used to open the Properties and Comments pane to view or modify report object properties.
	Manage Workflow	Used to display the report workflow.
	Reference Variables	Used to view the object variables that are used in a report.
	Progress Report	Used to view a detailed status of report objects in the report.
	Report Audit Trail	Used to view a detailed analysis of all changes that were submitted to the Cognos Disclosure Management databases.
	Orphan Variables	Used to view variables that do not contain an accompanying source declaration.
	User Workflow Assignment	Used to view workflow assignments for reports and report objects.
	View Snapshots	Used to view a snapshot of the report content.
	Custom Groups	Used to associate one or more report objects with a custom group.
	Report Query Variables	Used to manage report query variables.
	Lock Report/Object	Used to prevent the content in a report from automatically updating when the data is refreshed.

Home tab Ribbon for Administration

The following commands are available on the **Home** tab Ribbon when the Administration tools are active.

Table 3. Commands for administration objects in the Home tab

Icon	Name	Description
	Refresh	Used to refresh the information in the Administration tab.
	Save	Used to save changes to the current item.

Table 3. Commands for administration objects in the Home tab (continued)

Icon	Name	Description
	Add	Used to create an instance of the selected item.
	Edit	Used to edit the selected item.
	Delete	Used to delete the selected item.
	Import	Used to import data such as reports, users, or desktop publishing styles into Cognos Disclosure Management.
	Export	Used to export data such as reports from Cognos Disclosure Management.
	View By	Used to arrange the Report Permissions tab when assigning permissions. The icon toggles between different views: Permissions, Users and Groups, and Reports.
	Rollforward	Used to create a complete copy of a report.
	Cascade	Used to create a complete copy of a report, where shared objects are converted to reference objects.
	Change References	Used to change the report where source objects are located.
	Manage Workflow	Used to display and edit the report workflow.
	Workflow Template	Used to view, create, and edit templates for the workflow.
	Set as Default	Used to set the current report object as default.
	Change Password	Used to change the password of a selected user.
	Force Checkin	Used to force a checkin of report objects that are checked out.

Report object tab

When you open a report in IBM® Cognos® Disclosure Management and double-click a report object to open it, the **Report object** tab opens.

The **Report object** tab contains a specific Ribbon for Excel, Word, PowerPoint, PDF, and Web objects. The commands that are available on the menu depend on the report object that is active:

Table 4. Icons in report object Ribbons

Icon	Name	Report object type	Description
	Refresh Report	Excel objects	Used to refresh or reload the data in the report. Reference variables, Excel data sources and reference objects are updated. Quick Refresh reloads data from the local cache while Full Refresh fetches data from external data sources.
	Check Out	All report objects	Used to check out a selected report object for editing. When a report object is checked out it is locked and can be edited only by the user who checked out the report object.
	Check In	All report objects	Used to check in a report object that is checked out, making the report object available for other users to edit.
	Save	All report objects	Used to save changes made to the report object.
	Generate	Excel and Word objects	Used to generate the entire report or selected report objects.
	Show Properties	All report objects	Used to open the Properties and Comments pane to view or modify report object properties.
	Manage Report Object Workflow	All report objects	Used to display and edit the report object workflow.
	Insert Variable	Excel, Word and PowerPoint objects	Used to insert a reference variable in an Excel, Word or PowerPoint object.
	Resolve Variables	Excel, Word and PowerPoint objects	Used to display the values of reference variables in an Excel, Word or PowerPoint object.
	Import Object	Excel, Word, and PowerPoint objects	Used to import a report object into the current report object.
	Export Object	Excel, Word, PowerPoint, and PDF objects	Used to export a report object.
	Lock	All report objects	Used to prevent the content in a selected report object from automatically updating when the data source, reference variable, or reference object is updated.

Table 4. Icons in report object Ribbons (continued)

Icon	Name	Report object type	Description
	Manage Attachments	All report objects	Used to add, modify, and delete attachments.
	Manage Checklist	All report objects	Used to attach an existing checklist to a report object.
	Push-Down	All report objects	Used to allow the user to push down one or more newly created report objects from a master report to all cascaded reports.
	Object Audit Trail	All report objects	Used to display the report object audit trail.
	Validate	All report objects	Used to validate selected objects for conversion to EDGAR HTML. The selected objects are scanned for validation warnings.
	Preview	All report objects	Used to preview how the current object looks when converted to EDGAR HTML.
	Add-Ins Mode	Excel objects when performing XBRL tagging.	Used to enable the use of Excel add-ins, for example, HFM Smartview.

Data tab

When you open an Excel object in a report in IBM® Cognos® Disclosure Management, the **Data** tab becomes available.

Table 5. Icons in the Ribbon for the Data tab of an Excel object

Icon	Name	Description
	Insert Data	Used to insert previously defined queries into an Excel object.
	Manage Data Queries	Used to view, edit, or delete all data queries inserted in an Excel object.
	Report Object-Level Variables	Used to override report-level query variables at the object level, so that you can customize the value for a particular Excel object.
	Manage HFM Servers	Used to associate HFM (Hyperion Financial Management) connections with the selected Excel object.
	HFM Connection	Used to connect to an HFM data source.
	Add-Ins Mode	Used to enable the use of Excel add-ins, for example, HFM Smartview.

Table 5. Icons in the Ribbon for the Data tab of an Excel object (continued)

Icon	Name	Description
	Protect	Used to protect the data in an Excel cell from being modified, if that cell contains write-back data. This icon is active only when a worksheet contains data queries.
	Unprotect	Used to allow the data in an Excel cell to be modified, if that cell contains write-back data. This icon is active when a worksheet contains data queries.

Status bar

You can use the status bar in IBM® Cognos® Disclosure Management to view information about the objects and activities.

The following information is available in the status bar:

User name

This field shows the current logged in user. Click this field to open the User Profile window where you can review your user profile or change your login password.

Server This field shows the name of the application server that Cognos Disclosure Management is connected to.

Report name and path

This field shows the name of the current report. Hover over this field to view the report path of the current report. The report path indicates whether the current report was rolled forward or cascaded from a previous report.

Active item

This field shows the name of the currently active item in the work area. This field displays the report object name, administrative task, or taxonomy name, depending upon the task that you are performing.

- For all report objects, the date and time the object was most recently modified is displayed.
- For Excel objects, a **Refresh** link is available for refreshing object data.

Tip: Hover over this field to view the date and time of the last refresh.

Project

This field shows the name of the currently open project. This field is not present if no project is open. This field also contains icons to switch between horizontal layout and vertical layout.

Validation

Click this field to view a list of EDGAR validation errors for the active object. Any errors or warnings found by running EDGAR validation on the object are listed.

Tasks Click this field to view the name of the currently open task list.

All processes completed

Click this link to open a window that contains a list of all processes in the application during the current session. While processes are running, the title bar shows the number of running processes. When the processes are finished, the title is All processes completed.

View mode icons

Click an icon to switch between the available views.

Tip: You can customize the status bar by right-clicking the status bar to add or remove these fields.

The Options window

You can use the Options window to configure specific settings for IBM Cognos Disclosure Management.

You can access the Options window from the **File** tab.

The following tabs are available:

General

Displays user interface options including language selection, the ability to disable informational hints throughout the application, custom email notification when changing a workflow state, the ability to register the Cognos Disclosure Management protocol, and the choice to use a custom folder for snapshots. It also presents globalization options that you can select if you want to use Cognos Disclosure Management in a language that is read from right to left, such as Arabic or Hebrew.

Important: The option to register the Cognos Disclosure Management protocol must be enabled if you want to open an object from an email notification.

Servers

Displays the Cognos Disclosure Management application servers that you can connect to. You can add, edit, remove, or change the default server on this tab. You can also test the connection to the selected application server.

Quick Access Toolbar

Displays all available commands from different menus and tabs that you can use to customize your Quick Access toolbar.

Resources

Displays detailed system information as well as the Cognos Disclosure Management and IBM® Cognos® Disclosure Management XBRL client and application server versions. You have the option of copying this information to your clipboard for your reference or if you need to contact support.

Related tasks:

“Setting up IBM Cognos Disclosure Management to enable hyperlinks in emails” on page 58

You can set up IBM® Cognos® Disclosure Management to allow hyperlinks in emails. You can then create hyperlinks that will be sent through the workflow process to the appropriate users, so that they can open the report and report object automatically, even if Cognos Disclosure Management is not currently open.

“Selecting the base text direction for Arabic or Hebrew” on page 38

If you use IBM® Cognos® Disclosure Management in Arabic or Hebrew, you can ensure that special types of content appear in the correct direction in your user interface. To do so, you must specify your preference for *base text direction*.

“Selecting digit shaping for Arabic” on page 39

If you use IBM® Cognos® Disclosure Management in Arabic, you can specify whether you want to view digits in Arabic style in your user interface. To do so,

you must specify your preference for *digit shaping*.

The Reference Variables window

The Reference Variables window is an area of the interface in IBM® Cognos® Disclosure Management that you can use to select reference variables that you want to insert into a report object. It is docked by default when first opened in a session, however, you can undock it and position or dock it elsewhere. Subsequent openings place the window where it was last positioned.

With a report object checked out, you can click **Insert Variables** on the Report Object ribbon to open the Reference Variables window. If you click **Insert Variables** directly, all reference variables in IBM® Cognos® Disclosure Management are displayed. If you use the dropdown menu on the **Insert Variables** button, different variables are displayed depending on the option selected:

Table 6. Icons in Insert Variables button dropdown menu

Option	Icon	Variable type	Description
Source-Destination		Source-Destination	A source-destination reference variable is displayed if a destination variable (for example, ##D<currentyear>) is paired with a source variable (for example, ##S<currentyear>). Displayed with the icon is the name of the variable and the report object and report name where the source variable is defined. If you hover over the icon, other information like comments and location (address) in the report object are displayed.
Source-Destination		Global Source-Destination	A global source-destination reference variable is displayed if a global destination variable (for example, ##GD<currentyear>) is paired with a global source variable (for example, ##GSD<currentyear>). Displayed with the icon is the name of the variable and the report object and report name where the global source variable is defined. If you hover over the icon, other information like comments and location (address) in the report object are displayed.
Named Range		Named Range	A named range reference variable is displayed if a named range destination variable (for example, ##D<currentassets>) is paired with a source named range variable (for example, ##S<currentassets>). Displayed with the icon is the name of the variable and the report object and report name where the source variable is defined. If you hover over the icon, other information like comments and location (address) in the report object are displayed.

Table 6. Icons in Insert Variables button dropdown menu (continued)

Option	Icon	Variable type	Description
Named Range		Global Named Range	A global named range reference variable is displayed if a global named range destination variable (for example, ##GD<currentassets>) is paired with a global source named range variable (for example, ##GSD<currentassets>). Displayed with the icon is the name of the variable and the report object and report name where the global source variable is defined. If you hover over the icon, other information like comments and location (address) in the report object are displayed.
Image Range		Image Range	A image range reference variable is displayed if a destination image range variable (##IRS) is paired with a source image range variable (##IRE). Displayed with the icon is the name of the variable and the report object and report name where the source variable is defined. If you hover over the icon, other information like comments and location (address) in the report object are displayed.
Chart		Chart	A chart variable is displayed if a chart is defined in an Excel report object. Displayed with the icon is the name of the variable and the report object and report name where the chart variable is defined. If you hover over the icon, other information like location (address) in the report object is displayed.

You can use the dropdown menu to select the following options:

- **Float** - allows you to move and position the window wherever you choose.
- **Dock** - keeps the window docked in the interface.
- **Dock as Document** - This option is unavailable.
- **Auto Hide** - collapses the window to a sidebar that, when clicked on, expands the window.
- **Close** - closes the window.

The following buttons and menus can be used to sort what is displayed:

- **Refresh** - refreshes the display in the window to update any changes to the list of reference variables that are shown.
- **Type** - has the following options from a dropdown menu:
 - **All**: displays all variables.
 - **Source-Destination**: filters out all variables except for source-destination variables.
 - **Named Range**: filters out all variables except for named range variables.
 - **Image Range**: filters out all variables except for image range variables.
- **Group** - has the following options from a dropdown menu:
 - **All**: displays all variables of the type selected using the **Type** filter.

- **Variables from this report only:** displays variables from the current report that are of the type selected using the **Type** filter.
- **Global variables only:** displays only global variables that are the type selected using the **Type** filter.

Report overview

You can create reports in IBM® Cognos® Disclosure Management by using the add report feature, or by using the rollforward or cascade feature.

Related tasks:

“Adding a comment to a report” on page 45

In IBM® Cognos® Disclosure Management, you can create comments in reports to communicate with other users about specific content in the report.

Progress reports and audit reports

You can use a progress report or an audit report to monitor information about a report in IBM® Cognos® Disclosure Management

A progress report provides a detailed view of the status of report objects. An audit report contains audit history of report objects, and it provides a detailed analysis of all changes to the Cognos Disclosure Management database. Both reports can be run at any time by any user who has administrative access to the feature.

Shared objects and reference objects

You can select an existing report object in IBM® Cognos® Disclosure Management and make it available as a shared object.

A *shared object* is a report object that is made available for its content to be referenced within the same report or across reports. A *reference object* is a shared object that is referenced within the same report, or in a different report. A reference object does not contain its own content.

You can reference a report object within the same report, or in a different report. A reference object cannot be selected as a shared object.

Cascaded reports and shared objects

When you copy an existing report in IBM® Cognos® Disclosure Management, you can use a cascaded report type to refer to shared objects in the original report.

Cascaded reports contain all the report objects in the original source report. Cascaded reports allow for single sourcing. For example, you can cascade a report from one fiscal year and use the same report for a different year.

If the report contains reference objects, you can modify data in the source object in the source report. The modifications are copied to the reference objects in the cascaded reports.

If needed, you can change the references from the original report to the current, cascaded report or any other report.

You can also create cascaded reports that are based on other cascaded reports. Each subsequent cascaded report references the original shared object.

Important: All referenced objects in copied reports are read-only.

For more information about cascaded reports, see the *IBM Cognos Disclosure Management Administration Guide*.

Exhibits and supporting documents

You can append additional documents called exhibits and supporting documents to your reports in IBM® Cognos® Disclosure Management. Exhibits and supporting documents add important information to the financial reports that you create.

An *exhibit* is a mandatory document that is required by the regulatory body, along with the report itself. An exhibit is usually a Word object, and it can also be an Excel object. When you generate a report, exhibits are generated as separate documents by default. If you prefer, you can combine all exhibits within a top-level report section into one document.

A *supporting document* is an additional optional document that a company chooses to submit along with the mandatory content. A supporting document can be an Excel, Word, or PowerPoint object. When you generate a report, supporting documents are generated separately by default. If you prefer, you can combine all supporting documents in the main report.

Opening a report

To edit the content of a report you must log in to IBM® Cognos® Disclosure Management, and then open the report.

About this task

Users with the appropriate permissions can do this task.

You can use several methods to open a report.

Procedure

- Click **File > Open > Reports**, and double-click the report that you want to open. After the report is open, the **User Object Summary** will load. You can optionally export the contents into a CSV file by right-clicking in the working space and clicking **Export as .csv**.
- If you opened the report previously, and you want to open it again, click **File > Recent**, and then double-click the report that you want to open.
- In the **Quick Access** menu, click the **Open** icon, and then double-click the report that you want to open.
- If you receive an email indicating that the report object is ready for review, you can click the report object name to open the report object directly.

Report object overview

A report object is a type of content in a report. Report objects represent most of the content of your report in IBM® Cognos® Disclosure Management.

There are five types of report objects: Excel, Word, PowerPoint, Web Page, and PDF. If you are the administrator, you can add report objects to any report.

User Object Summary tab

When you open a new or existing report in IBM® Cognos® Disclosure Management, you first view it in the **User Object Summary** tab, which displays information about the report as it is completed.

The work area of the **User Object Summary** tab lists the report objects for which you have workflow permission to view or edit. You can review report objects that you have checked out or that other users have checked out. You can also view report objects checked out by other users for which you have workflow permission. Double-click a report object in the Navigation pane to open that report object.

You can view the following information in the columns of the **User Object Summary** tab area for reports:

Name

The user-specified name of each report object in the report.

Document Type

The purpose of a Word object. For example, if the Word object contains page setup content, the document type is **PageSetup**.

Printable

The print setting for the report object. A check mark indicates that the object is printable. An x indicates that the object is not printable. Only the documents and objects marked as **Printable** will be included in the final generated report.

Report Object Due Date

The date when the report object must be complete, as set by the administrator.

Workflow status

The current workflow state for the report object. The state can be updated at any time by an administrator or by a valid user in the workflow approval process.

Workflow Due Date

The deadline for completing the workflow process for the report object, as assigned by the administrator. A deadline is displayed only if the administrator set a deadline within the workflow process for that report object.

Checkout Status

The checkout state for the report object. An object is checked in or checked out by the current user or another user. A message appears on your screen, identifying the person who checked out the report object.

You can sort the columns in ascending or descending order by clicking the column header.

The following commands are available in the Ribbon for the **User Object Summary** tab:

Table 7. Icons in the Ribbon for the **User Object Summary** tab

Icon	Name	Description
	Refresh	Used to refresh the information in the User Object Summary tab.

Table 7. Icons in the Ribbon for the **User Object Summary** tab (continued)

Icon	Name	Description
	Open	Used to open the report object selected in the work area.
	Printable	Used to toggle between printable and non-printable for the report object selected in the work area.
	Export List	Used to output the information in the User Object Summary tab to an Excel spreadsheet.
	Workflow	Used to view and modify the workflow for the report object selected in the work area.

Overview of Excel objects

Excel objects are primarily used to work with data values in IBM® Cognos® Disclosure Management.

When an Excel object is added to a report, the Excel object has no data. You can reference and display data from the database or an external source in the Excel object. You can also add text or data manually.

When the data is in the Excel object, it can be referenced by other Excel formulas. You can reference a large data set and display only some of the values. You can also import external Excel files directly into Excel objects for reference and storage.

Important: Excel objects in Cognos Disclosure Management have the same functionality as Microsoft Excel. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help.

Related information:

“Report output” on page 63

You can generate your report in IBM® Cognos® Disclosure Management in several formats.

Excel object Ribbon

The Excel object Ribbon in IBM® Cognos® Disclosure Management contains icons that provide functionality specific to Excel objects in Cognos Disclosure Management.

When you work in an Excel object in Cognos Disclosure Management, you can use the same interface that you use in Microsoft Excel. The interface contains generic Microsoft Excel commands that you can use to create, control, edit, delete, and format information in the Excel object.

You can view the Excel object Ribbon inside your Excel object by clicking the **Section View Mode** icon in the status bar. To switch back to the main Ribbon, you can click the **Default View Mode** icon.

Overview of Word objects

Word objects are primarily used to present textual information in a report in IBM® Cognos® Disclosure Management.

When a new Word object is added to a report, the Word object contains no text. Cognos Disclosure Management can leverage existing reports by importing them directly into the Word object for use in the report. You can add text, images, graphs, or data to enhance the report. Every time you save a Word object, the data is saved in the Cognos Disclosure Management database.

You can view an audit trail for the report object information and content in the database and you can compare different versions.

Important: Word objects in Cognos Disclosure Management have the same functionality as Microsoft Word. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help.

Related information:

“Report output” on page 63

You can generate your report in IBM® Cognos® Disclosure Management in several formats.

Word object Ribbon

The Word object Ribbon in IBM® Cognos® Disclosure Management contains icons that provide functionality specific to Word objects.

When you work in a Word object in Cognos Disclosure Management, you can use the same interface that you use in Microsoft Word. The interface contains generic Microsoft Word commands that you can use to create, control, edit, delete, and format information in the Word object.

You can view the Word object Ribbon inside your Word object by clicking the **Section View Mode** icon in the status bar. To switch back to the main Ribbon, you can click the **Default View Mode** icon.

Overview of PowerPoint objects

In IBM® Cognos® Disclosure Management, PowerPoint objects are primarily used for visual presentations in a report.

When a new PowerPoint object is added to a report, the object contains no text. Cognos Disclosure Management can take advantage of existing PowerPoint documents by importing them directly into the PowerPoint object for use in the report. You can add charts, display ranges, or image ranges containing data or graphics to enhance the PowerPoint object. Every time you save a PowerPoint object, the data is saved in the Cognos Disclosure Management database.

You can view an audit trail for the report object information and content in the database and you can compare different versions of the PowerPoint object.

Restriction: If you work in Microsoft Office 2003 or 2007, you can work with only one instance of a PowerPoint object at a time. When you view audit trails for PowerPoint objects, the audit trail content does not load because of this limitation. You will receive a message in which you can save the logs separately. If you work in a later version of Microsoft Office, this restriction does not apply.

Important: PowerPoint objects in Cognos Disclosure Management have the same functionality as Microsoft PowerPoint. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help. Depending on the version of Microsoft PowerPoint that is installed on your computer, some of the steps that you must follow might vary slightly.

Related information:

“Report output” on page 63

You can generate your report in IBM® Cognos® Disclosure Management in several formats.

PowerPoint object Ribbon

The PowerPoint object Ribbon in IBM® Cognos® Disclosure Management contains icons that provide functionality specific to PowerPoint objects.

When you work in a PowerPoint object in Cognos Disclosure Management, you use the same interface that you use in Microsoft PowerPoint to create, control, edit, delete, and format information.

You can view the PowerPoint object Ribbon inside your PowerPoint object by clicking the **Section View Mode** icon in the status bar. To switch back to the main Ribbon, you can click the **Default View Mode** icon.

Overview of Web Page objects

You can use Web Page objects to display web pages in a report in IBM® Cognos® Disclosure Management for reference.

Web Page objects can be included in the report for reference while you are working on the report, but they are not generated upon output.

Restriction: Because Web Page objects are not included in the generated report, Web Page objects cannot be included in the Table of Contents.

Web Page object Ribbon

The Web Page object Ribbon in IBM® Cognos® Disclosure Management contains icons that provide functionality used in web pages.

Overview of PDF objects

You can use PDF objects to attach documents in Portable Document Format (PDF) to a report in IBM® Cognos® Disclosure Management for reference.

PDF objects can be included in the report for reference while you are working on the report, but they are not generated upon output.

Restriction: Because PDF objects are not included in the generated report, PDF objects cannot be included in the Table of Contents.

Important: When the file is open, PDF objects in Cognos Disclosure Management have the same functionality as Adobe Reader or Adobe Acrobat. The advanced functionality for Adobe products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Adobe documentation or Adobe online help.

PDF object Ribbon

The PDF object Ribbon in IBM® Cognos® Disclosure Management contains icons that provide functionality specific to PDF objects in Cognos Disclosure Management.

When you open a PDF object in Cognos Disclosure Management, the PDF has the same functionality as found in Adobe Reader or Adobe Acrobat.

You can view the PDF object Ribbon inside your PDF object by clicking the **Section View Mode** icon in the status bar. To switch back to the main Ribbon, you can click the **Default View Mode** icon.

Workflow and auditing overview

A *workflow* is a process that is used to track the progress of a report object towards completion. The workflow defines what needs to be done at each point in the approval process. You have permission to view and work with report objects that are associated with your assigned workflow state.

You can create a customized workflow process for each report object and then copy the workflow process to another report object. You can also advance or reject a report object through all the statuses configured for that report object. A user can only advance the current status to the next status in the approval chain, or reject and revert a report object to its previous status.

Cognos Disclosure Management has an audit trail feature that records every submission to the database, along with the user name and date of submission. It can be used to view all status changes to report objects in the report.

Data source overview

A *data source* is the physical connection to a data repository such as a relational database, an OLAP cube, or a Microsoft Excel file.

A data source connection specifies the parameters needed to connect to the data source, such as the location of the database. It can also include credential information and other details specific to the data source.

In Cognos Disclosure Management, the administrator can add data source connections to the following types of databases:

- OLAP
- Relational
- Microsoft Excel
- Hyperion Financial Management (HFM)

The administrator must create a data source connection before users can create queries. After the administrator adds a data source, users should be informed that the data source is available for them to perform queries and run reports.

Query overview

A *query* is a request for information from a database that is based on specific conditions. You can use a query to create custom data queries on data from the data sources available to IBM® Cognos® Disclosure Management and retrieve the results into a report. The query can then be inserted into an Excel object.

When querying relational data sources, you retrieve data through **SELECT** statements. However, you can also use other query commands against the database, as permitted by the data source provider.

Important: The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help.

Checklist overview

In IBM® Cognos® Disclosure Management, a checklist is primarily used to provide task-oriented information and reference within a report. Users with the appropriate permissions can create customized checklists as a means of process control, compliance, and verification.

You can add or delete checklists at any time when you are building a new report or when you are working with an existing report. You can leverage your existing checklists and procedures, or you can configure Cognos Disclosure Management to provide standard checklist types to use with your reports.

Users can add or delete checklists in a report and also append files to a checklist for reference and support in the reporting process.

The following default checklists are available.

Task Represents a task that the user needs to complete.

Information
Represents informational content.

Reference
Includes a reference to a file attached to the checklist.

Misc. Represents a checklist of any other type.

Tasks and task list overview

In IBM® Cognos® Disclosure Management, administrators can define tasks in an hierarchical or a task list that users are required to complete.

Task lists can coordinate a long process such as steps required to configure Cognos Disclosure Management for a 10K/Q report or as simple as a list of set up tasks. Task lists can be either ordered, or unordered. You can also assign a different icons to different tasks.

Dashboard overview

A *dashboard* is an interface that integrates data from a variety of sources and provides a unified display of relevant and in-context information. Two fixed dashboards are available in IBM® Cognos® Disclosure Management to view the progress of a report by graphical means. The administrator also has the ability to create custom dashboards and make them available to the user.

The function of the dashboard differs, depending on whether your role in Cognos Disclosure Management is administrator or user.

- The administrator can add, edit, and configure the dashboard by opening the **Administration** tab in the Navigation pane.

- The user can view a dashboard by opening the **Dashboard** tab in the Navigation pane. The **Dashboard** tab contains a list of dashboards that are configured for the user.

When a dashboard is configured, you can open and view the two types of dashboard.

Fixed dashboards

A *fixed dashboard* is a dashboard that is supplied with the application to provide report and data source information in a graphical format. IBM® Cognos® Disclosure Management includes the following fixed dashboards:

- Report Summary Dashboard
- Excel Analysis Dashboard

Custom dashboards

A *custom dashboard* is a dashboard that is created by the user from widgets and various data sources to meet specific requirements. It is not supplied with the application. A custom dashboard is configured by a person who has administrative rights for a user. The following widgets are available for use in a custom dashboard:

- Chart** Shows the progress as an area, bar, line or pie chart. Both 2D and 3D charts are available.
- Grid** Shows textual information in a grid format. You can optionally export the contents of the grid into a CSV file by right-clicking in the grid widget and clicking **Export as .csv**.
- Gauge** Shows one value from a column of values.
- Image** Allows the user to add an image to the dashboard.
- Web browser**
Allows the user to enter a link to a web page in the dashboard.

Report Summary dashboard

The Report Summary dashboard in IBM® Cognos® Disclosure Management is a fixed dashboard that displays generic report information. The Report Summary dashboard contains the Document Summary, Object Status, and Object Summary widgets.

Document Summary widget

The Document Summary widget is a grid widget that displays the following information on a report.

Report Name

The name of the report selected from the dropdown menu.

Report Group

If the report belongs to a group, the name of the report group.

Report Owner

The name of the user who is owner of the report.

Period End Date

The end date of the reporting period.

Report Due Date

The date that the report is due for completion to meet the submission date.

Submission date

The date that the report is due for completion to meet the submission date.

Number of Working Days Before Submission Due Date

The number of working days before the report is due for completion to meet the submission date.

Object Status widget

The Object Status widget is a pie chart widget that displays the workflow status of the report. The pie chart provides the user with workflow information that indicates the completion status and the percent breakdown of the current workflow state for each report object.

Object Summary widget

The Object Summary widget is a grid widget that displays information related to the completion of each report object in the report. You can optionally export the contents of the grid into a CSV file by right-clicking in the grid widget and clicking **Export as .csv**.

Name The title of each report object in the report.

Report Object Due Date

The deadline for completing the workflow process for a report object. A deadline is displayed only if one was set within the workflow process for that report object.

Workflow Status

The progress of the report object: **Work in Progress, Action Required, Under Review, Submitted, Approved.**

Workflow Due Date

The deadline for completing the workflow process for a report object. A deadline is displayed only if one was set within the workflow process for that report object.

Active User

The current workflow user.

Printable

A check mark indicates that the report object is printable. Otherwise, it contains an x.

Locked

A check mark indicates that the report object is locked. Otherwise, it is empty.

Shared

A check mark indicates that the report object is shared. Otherwise, it is empty.

Reference

A check mark indicates that the report object is a reference. Otherwise, it is empty.

Excel Analysis dashboard

The Excel Analysis dashboard in IBM® Cognos® Disclosure Management is a fixed dashboard that displays the analysis of Excel objects within a report in terms of data sources. The Excel Analysis dashboard contains the Document Summary, Data Source Retrievals, Object Status, and Object Summary widgets.

Document Summary widget

The Document Summary widget is a grid widget that displays the following information of a report.

Report name

The name of the report selected from the dropdown menu.

Report Owner

The name of the user who is owner of the report.

Report Due Date

The date the report is due for completion to meet submission date.

Current Workflow State

The current state of the report.

Data Source Retrievals widget

The Data Source Retrievals widget is a gauge widget that shows the total number of data source retrievals for all report objects within a report. For example, if there are five report objects in a report and Obj1 has five Data source retrievals and Obj2 has three data source retrievals, the gauge pin points to 8.

Object Status widget

The Object Status widget is a pie chart widget that displays the workflow status of the report. The pie chart provides the user with workflow information that indicates the completion status and the percent breakdown of the current workflow state for each report object.

Object Summary widget

The Object Summary widget is a grid widget that displays information related to the completion of each Excel object in the report. You can optionally export the contents of the grid into a CSV file by right-clicking in the grid widget and clicking **Export as .csv**.

Name The title of each report object in the report.

Workflow Status

The progress of the report object: **Work in Progress, Action Required, Under Review, Submitted, Approved.**

Checkout Status

The checkout status of the report object: **Checked In, Checked Out.**

Active User

The current workflow user.

Printable

A check mark indicates that the report object is printable. Otherwise, it contains an x.

Shared

A check mark indicates that the report object is shared. Otherwise, it is empty.

Reference

A check mark indicates that the report object is a reference. Otherwise, it is empty.

Data Query Name

The name of the data query associated with the report.

Data Query Type

The type of query, **OLAP**, **Relational query**, or **External Excel File Query**.

Desktop publishing overview

You can adapt the output from IBM® Cognos® Disclosure Management for use in a desktop publishing application such as Adobe InDesign. To do so, you must tag specific content in Excel and Word objects for your desktop publishing application.

The tags that you create in Cognos Disclosure Management will be stored in the form of XML when the report is generated. The generated XML file can then be imported in the specified application.

To set up desktop publishing styles in Cognos Disclosure Management, the administrator must set up styles and apply permissions to the appropriate users and user groups. Then, the users can apply those styles to content in Excel and Word objects.

Important: The functionality for desktop publishing products such as Adobe InDesign is beyond the scope of this guide. For more information, see the appropriate documentation or online help.

Related tasks:

“Adding a desktop publishing tag to an Excel object” on page 151

In Cognos Disclosure Management, you can add tags to specific content in an Excel object for desktop publishing applications such as Adobe InDesign.

“Adding a desktop publishing tag to a Word object” on page 152

In Cognos Disclosure Management, you can add tags to specific content in a Word object for desktop publishing applications such as Adobe InDesign.

Bidirectional language overview

If you use IBM® Cognos® Disclosure Management in Arabic or Hebrew, the direction of most content appears on your screen from right to left automatically, as you would expect. Arabic or Hebrew are considered *bidirectional* languages because some content should appear in the opposite direction from the basic text.

The default text direction of a language does not allow the proper display of Arabic or Hebrew text in an English user interface, and Latin-based text in an Arabic or Hebrew user interface. Also, numbers and some other special types of content should normally appear from left to right, regardless of the language of the surrounding text. Cognos Disclosure Management uses a concept called *base text direction* to apply your preference for the direction in which certain types of bidirectional items appear in the user interface.

In addition, if you use Cognos Disclosure Management in Arabic, you can choose to view digits in the manner normally seen in English and many other languages,

or in the digit shaping common in Arabic. Cognos Disclosure Management uses a concept called *digit shaping* to apply your preference for the appearance of digits in the user interface.

Related information:

Chapter 6, “Report objects,” on page 71

A report object is a type of content in a report. Report objects represent most of the content of your report in IBM® Cognos® Disclosure Management.

Selecting the base text direction for Arabic or Hebrew

If you use IBM® Cognos® Disclosure Management in Arabic or Hebrew, you can ensure that special types of content appear in the correct direction in your user interface. To do so, you must specify your preference for *base text direction*.

About this task

Cognos Disclosure Management uses a concept called *base text direction* to apply your preference for the direction in which certain types of bidirectional items appear.

- For left-to-right sentences in English and other Latin-based languages, the proper base text direction is left-to-right, even if the sentence includes Arabic or Hebrew words.
- For right-to-left sentences in Arabic or Hebrew, the proper base text direction is right-to-left, even if the sentence includes English words or numbers.

The following list displays some of the types of content that should appear left-to-right even if the main content is right-to-left:

- text in English or another left-to-right language
- numbers
- URLs
- email addresses
- file paths
- trademark symbols

Restriction: Your selection for base text direction is not applied in password fields, and just the content of the field is mirrored according to the selected language (locale).

Procedure

1. Click **File > Options**.
2. In the Options window, select your preferred language in the **Language** field.
3. Click the **Base text direction** field, and select one of the following options:

Default

To inherit the default natural direction of the language that is used in the user interface. If you want to use the default behavior of the language in your user interface, this is your best choice.

Left-to-right

To properly display text in left-to-right languages such as English and French. If you are sure that your content contains text from English or any Latin-based language only, this is your best choice.

Right-to-left

To properly display text in right-to-left languages such as Arabic and

Hebrew. If you are sure that your content contains text from Arabic or Hebrew only, this is your best choice.

Contextual

To properly display text whose direction is not known in advance. Cognos Disclosure Management selects the direction based on the context of the most recent strongly directional character. If your content might contain both Latin-based text and also Arabic or Hebrew text or any special content elements, this is your best choice. For example, in a right-to-left context, a trademark sign is considered to be right-to-left, and it would be displayed in an incorrect order if the brand name is in English or a Latin-based language. In an Arabic or Hebrew report, to correctly display a trademark sign for an English name brand (left-to-right), you must select **Contextual**.

4. Click **OK**.
5. To ensure that all your selections are applied to your user interface, exit from Cognos Disclosure Management and log in again.

Results

Special content appears in your user interface in the order that you specified. If you want, you can apply similar preferences to your Excel, Word, and PowerPoint objects. For more information, see Microsoft(tm) documentation or Microsoft(tm) online help.

Related concepts:

"The Options window" on page 23

You can use the Options window to configure specific settings for IBM Cognos Disclosure Management.

Selecting digit shaping for Arabic

If you use IBM® Cognos® Disclosure Management in Arabic, you can specify whether you want to view digits in Arabic style in your user interface. To do so, you must specify your preference for *digit shaping*.

About this task

In Arabic, digits often have an appearance that is different from the appearance of digits that are used in other languages. If you do not specify your preference, Cognos Disclosure Management applies digit shaping in your user interface based on your selection in the **Digit Shaping** field in the **General** tab of the Options window.

Important: In your database, all numbers are stored in Latin-based format, even if you choose to display them in Arabic style.

Restriction: Cognos Disclosure Management does not support numeric shaping when you generate Word reports from Excel objects.

Procedure

1. Click **File > Options**.
2. In the Options window, select **Arabic** in the **Language** field.
3. Click the **Digit Shaping** field, and select one of the following options:

National

To specify digit shaping based on the language that you are using when you work in Cognos Disclosure Management.

Contextual

To specify digit shaping based on adjoining characters in the value. Latin-based digits follow Latin scripts, and Arabic digits follow Arabic text. When there is no preceding text, the value in the **Base text direction** field determines digit shaping.

None To display the digits in their Latin-based form and shape. The digit shape appears in Cognos Disclosure Management as it appears in your regional settings form if you specify **None** in the **Digit Shaping** field.

4. Click **OK**.
5. To ensure that all your selections are applied to your user interface, exit from Cognos Disclosure Management and log in again.

Results

Digit shaping appears in your user interface as you specified. If you want, you can apply similar preferences to your Excel, Word, and PowerPoint objects. For more information, see Microsoft(tm) documentation or Microsoft(tm) online help.

Restriction: If you use Cognos Disclosure Management in Arabic, and if you select **Contextual** for **Digit Shaping** in the Options window, some dates in report properties might appear with Latin-based number shaping. The dates that appear with Latin-based number shaping are those that are selected through a calendar field in Cognos Disclosure Management.

Related concepts:

"The Options window" on page 23

You can use the Options window to configure specific settings for IBM Cognos Disclosure Management.

EDGAR HTML overview

You can use the HTML tools for Electronic Data Gathering, Analysis, and Retrieval (EDGAR) in IBM® Cognos® Disclosure Management to preview your HTML file for the SEC.

You can use Cognos Disclosure Management to generate valid EDGAR content for the SEC in two ways.

- You can generate HTML output. You can find information on this method in this documentation.
- You can generate output that conforms with SEC EDGAR Filer Manual rules. The EDGAR Filer Manual validates that the taxonomy and instance document comply with the rules. You can find information on this method in the *IBM Cognos Disclosure Management XBRL User Guide*.

Important: In previous versions of Cognos Disclosure Management documentation, the information about how to generate HTML output for EDGAR was contained in a separate guide titled *IBM Cognos Disclosure Management EDGAR*. The *IBM Cognos Disclosure Management EDGAR* guide is now obsolete, and its contents have been moved into the *IBM Cognos Disclosure Management User Guide*.

Chapter 4. Getting started

To get started in IBM® Cognos® Disclosure Management, you need to know how to log in. You also need to know your role because your role determines the tasks that you can perform.

Roles

IBM® Cognos® Disclosure Management provides a collaborative environment for users to contribute to the report, based on the role of the user. Your contributions depend on whether your role is administrator or user.

Administrator role

The administrator in IBM® Cognos® Disclosure Management creates the initial structure of a report and provides security access to the report. The administrator assigns parts of the report to users, along with a deadline for submission.

The administrator can edit any part of the report, maintain the overall structure of the report, manage the project deadlines, configure user access levels, configure dashboards, and monitor work status and submissions. The administrator can also publish the report for the users.

The administrator can choose to delegate some administrative tasks to non-administrative users.

User role

Users can contribute content to various parts of a report in IBM® Cognos® Disclosure Management, and multiple users can work on different aspects of the same report.

Users can view details, but they can update the report only within the documents that were assigned to them. By default, tasks such as changing deadlines for submission or changing global settings for all reports are normally performed only by the administrator. Users with the correct permissions can view the dashboards that are created for them. The administrator can choose to delegate some administrative tasks to non-administrative users.

Logging in to IBM Cognos Disclosure Management

The administrator provides you with your login credentials for IBM® Cognos® Disclosure Management.

Procedure

1. Select your server and click **OK**.
2. Type your user name, password, and any other required information.

Note: Depending on security set by the administrator, if you enter an incorrect name or password, you might have to wait for a period before you can attempt another log in. It is also possible that your account is locked immediately. If this occurs, contact the administrator to unlock it.

3. To have Cognos Disclosure Management remember your user name and password, select the **Remember me** check box.
4. To use windows authentication, select the **Use Windows authentication** check box.

Important: To use windows authentication and not have to enter your user name and password, you must have an Active Directory domain account. The Active Directory domain must be configured as an Import Source in Cognos Disclosure Management and have at least one Active Directory group, associated to the user, imported and marked as **Auto-Registrable**.

5. Click **Login**. If you have any objects that are checked out from a previous session, you are prompted to load the report that the objects are in.
6. If prompted, select the report and click **OK**. Optionally, expand the hierarchy of the report and select the object that was checked out in a previous session. The report and objects open in the same session as when you last logged out. Or, click **Cancel** to start Cognos Disclosure Management without opening the report with objects that were checked out.

Results

Cognos Disclosure Management opens, with the **Open** tab in view or a report with checked out objects in view. Depending on your role, you can now select a report or dashboard, or you do other tasks.

Important: For security reasons, log out when you are finished working with Cognos Disclosure Management.

If you want to change your password, use one of the following methods:

- In the status bar, click your user name. In the User Profile window, enter your old password and new password. Confirm the new password and click **OK**.
- Alternatively, if you have sufficient permission, click **Administration**, and then under **Security**, double-click **Users**. Right-click your name and click **Change Password**. Enter and confirm a new password, and then click **OK**.

Chapter 5. Reports

In IBM® Cognos® Disclosure Management, the administrator creates reports and assigns users the ability to work on various parts of the report. Each part of a report is called a report object.

As a user, you can access data, adjust or calculate data values, and present data with formatting, text, and images.

Related information:

Chapter 7, “Variables,” on page 127

When data is in a report in IBM® Cognos® Disclosure Management, use variables to reference the data wherever it appears in other parts of the report.

Report management

You can create, edit, and remove reports and report groups; roll forward and cascade reports; and manage report workflow in IBM® Cognos® Disclosure Management.

When you have **Reports** selected under **Administration**, you can centrally manage all report and report groups in the application by performing the following list of tasks:

Refresh

Refreshes the **Reports** tab to update the latest information.

Save Saves changes to the report.

Add Creates a new report group in the application as a container for other reports. If a report group is selected, you can add a new report to the report group. You can add a report group as a sibling or child of another report group.

Edit Opens the Properties and Comments window for the currently selected report.

Delete Deletes the currently selected report.

Import

Imports source data from outside of the Cognos Disclosure Management database.

Export Exports content from Excel objects, Word objects, PowerPoint objects, and PDF objects from Cognos Disclosure Management into external files.

View By

Used when you manage application or report permissions, and when you associate users with groups.

Rollforward

Starts the Rollforward wizard.

Cascade

Starts the Cascade wizard.

Change References

Starts the Change reference operation for the selected report.

Manage Workflow

Brings up the Manage Workflow window where you can configure your report workflow. You can apply report workflow to one or more reports. If you select a report group and apply a report workflow, the workflow is applied to all of the child reports of this group.

Workflow Template

Associates a workflow template with the selected reports. If you select a report group and associate it with a workflow template, then all of the child reports of the selected group have this workflow template associated with them.

To edit report properties, select the report on the **Reports** tab and then right-click **Properties**. You can specify the following information:

Name The user-specified name of the report.

Report Owner

Shows the initial creator of the report. This name can be changed in the Properties and Comments window.

Description

Displays the report description.

Period Start Date

Displays the starting period date of the report.

Period End Date

Displays the ending period date of the report.

Report Due Date

Displays the configured due date for the report.

Current State Due Date

Displays the due date for the current state in the report.

Submission date

Displays the submission date for the report.

Zero Amount Shown As

Specifies a character to represent the zeros in the report when the report is generated.

Current Workflow State

Displays the current workflow state for the report.

Template Workflow Assigned

Assigns a workflow template for the selected report or report group. You can select multiple reports or report groups, then specify a template to associate with the selected reports or report groups.

PowerPoint Print Options

Allows the user to specify the orientation of slides in PowerPoint objects. The default choice is **Landscape**.

To copy a report as a URL, select the report on the **Reports** tab, and then right-click **Copy as a Link**. This action allows you to send the location of the report as a URL. When a user clicks the URL, the report opens directly in Cognos Disclosure Management if the user has the appropriate **View Report** permission.

Comments in a report

A comment is a message that you can add to a report in IBM® Cognos® Disclosure Management to share information with other users.

Comments can be used in reports in Cognos Disclosure Management to communicate about specific information about that item. Users with the appropriate permissions can view, reply to, edit, and delete the comments in reports.

Tip: You can also use comments in individual report objects.

You can view the comments as a list or in a tree view, with replies under the original comments. To toggle between the two views in the **Comments** tab, click **View as List** or **View as Tree**.

View as List

Presents all comments listed by date, starting with the oldest comment.

View as Tree

Presents all comments in a tree view, in which replies to comments are shown under the original post and slightly indented.

Adding a comment to a report

In IBM® Cognos® Disclosure Management, you can create comments in reports to communicate with other users about specific content in the report.

About this task

Users with the appropriate permissions can do this task. You need permission to view comments in reports.

You can add text comments to reports in Cognos Disclosure Management, which can be seen by users that work in that report. Comments are not included in the generated report.

The name of the user who added the comment displays along with the comment. Hover over the comment to see the exact day and date the comment was added.

Tip: To reply to an existing comment, click **Reply** on the comment posted.

Procedure

1. Open the report that you want to work with.
2. Right-click the name of the report in the Report pane and click **Properties**.
3. Click the **Comments** tab.
4. Add your comment and then click **Add**. When a comment is added, Cognos Disclosure Management creates an audit trail entry for the report. The entry includes details about the user who added the comment.

Related concepts:

"Report overview" on page 26

You can create reports in IBM® Cognos® Disclosure Management by using the add report feature, or by using the rollforward or cascade feature.

Editing a comment in a report

In IBM® Cognos® Disclosure Management, you can edit comments in reports and maintain an audit trail of modifications that are made to the comments.

About this task

Users with the appropriate permissions can do this task.

Comments are used to communicate with other users about reports in Cognos Disclosure Management. Users can modify the content of a comment at any time. For example, you can include more information, clarify an existing comment, or fix an error in a comment. Users must have appropriate permission to view comments in the report.

The name of the user who edited the comment appears along with the comment. Hover over the comment to see the exact day and date the comment was edited.

Tip: When a comment is edited, Cognos Disclosure Management creates an audit trail entry for the report. The entry includes details about the user who edited the comment.

Procedure

1. Open the report that you want to work with.
2. Right-click the name of the report in the Report pane and click **Properties**.
3. Click the **Comments** tab.
4. Click the comment that you want to edit.
5. Click the **Edit** icon.
6. Edit the comment, as needed, and click **Save**.

Deleting a comment from a report

In IBM® Cognos® Disclosure Management, you can delete a comment from a report for any reason and maintain an audit trail of deleted comments.

About this task

Users with the appropriate permissions can do this task.

If you no longer need a comment that is associated with a report in Cognos Disclosure Management, you can delete the comment. If the comment has a reply, you can delete both the comment and all replies, or delete the comment only.

When you delete a comment and leave a reply, the reply remains indented. The name of the user who deleted the comment is displayed along with the date and time the comment was deleted.

Tip: Cognos Disclosure Management also creates an audit trail entry for the report with details about the user who deleted the comment.

Procedure

1. Open the report that you want to work with.
2. Right-click the name of the report in the Report pane and click **Properties**.
3. Click the **Comments** tab.

4. Select the comment to delete.
5. Click the **Delete** icon. If there are replies associated with the comment, you can choose to delete the comment only, or to delete the comment and its replies.
6. In the confirmation message, click **Yes**.

Attachments

An attachment in IBM® Cognos® Disclosure Management is a file that you add to a report object.

You can attach a Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or PDF file to any report object. You can also view or delete attachments in Cognos Disclosure Management.

Attaching a file to a report object

In IBM® Cognos® Disclosure Management, you can attach a Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or PDF file to any report object, regardless of whether it is checked out, to provide additional information. For example, a financial manager might add a PDF file to a report object that outlines the expectations for how to create or complete the report object.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open the report object.
3. Click **Manage Attachments**. The **Manage Attachments** window opens.
4. Click **Add**. The **Add object attachment** window opens.
5. Click **Browse** to select a file to attach to the report object.
6. Optional: Enter information into the **Description**, **Provider**, **Originator**, **Reference**, and **Source type** fields.
7. Optional: Change the name you want to assign to the attachment in the **Name** field. This will not change the name of the file you are attaching.
8. Optional: Change the date in the **Date received** field.
9. If you want to include this attachment when this report object is rolled forward or cascaded to a new report, select the **For rollforward** check box.
10. Click **OK**. The **Add object attachment** window closes and the attachment is added to the **Available Attachments** list in the **Manage Attachments** window.

Tip: You can click the name of the attachment in the **Available Attachments** list and click **Open** to open and view its content. You cannot modify existing attachments.

Viewing an attachment

In a report in IBM® Cognos® Disclosure Management, you can open and view the contents of an attachment.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open the report object.
3. Click **Manage Attachments**.
4. In the **Available Attachments** list, click on an attachment to select it for opening and viewing.
5. Click **Open**.

Results

The attachment opens and its contents are displayed.

Editing attachment details

In a report in IBM® Cognos® Disclosure Management, you can edit the details of an attachment associated with a report object.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open the report object.
3. Click **Manage Attachments**.
4. In the **Available Attachments** list, double-click the attachment whose details you want to edit. The **Properties and Comments** window opens and displays information about the attachment.
5. On the **Properties** tab, modify or add details in any of the fields.
6. Click **OK** to close the **Properties and Comments** window and save your changes.

Adding or modifying attachment comments

In a report in IBM® Cognos® Disclosure Management, you can add a comment to an attachment or modify existing comments.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open the report object.
3. Click **Manage Attachments**.
4. In the **Available Attachments** list, click the attachment to which you want to add or modify a comment. The **Properties and Comments** window opens and displays information about the attachment.
5. Click the **Comments** tab, and perform one of the following:
 - enter a comment and click **Add** to add the comment.
 - select an existing comment and click **Reply** to enter a reply to the comment, **Edit** to edit the comment, or **Delete** to remove the comment.

6. Click **OK** to close the **Properties and Comments** window and save your changes.

Deleting an attachment

If you no longer need an attachment on a report object in IBM® Cognos® Disclosure Management, you can delete it.

About this task

Users with the appropriate permissions can do this task.

Important: If you delete an attachment, you cannot undo your action. Proceed with caution.

Procedure

1. Open the report that you want to work with.
2. Open the report object.
3. Click **Manage Attachments**. The **Manage Attachment** window opens.
4. In the **Available Attachments** list, select the attachment that you want to delete.
5. Click **Delete** to delete the attachment or **Delete All** to delete all attachments in the list.
6. Click **OK**.

Checklists

You can attach checklists to report objects in IBM® Cognos® Disclosure Management. Checklists contain task, reference, or informational content for users to follow while going through a workflow.

Attaching a checklist to a report object

You can attach a checklist to report objects in IBM® Cognos® Disclosure Management.

Before you begin

Before you can attach a checklist to a report object, the checklist must have been created and linked to the report that contains the report object. For information about creating checklists, see the *IBM Cognos Disclosure Management Administration Guide*.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Double-click the report object name and click **Manage Checklist**.
Checklists that can be attached to this report object are displayed in the Available Checklists and Tasks at Report Level pane. Any checklists that have already been added to this report object are displayed in the Attached Checklists and Tasks for this Report Object pane.

3. To attach a checklist to a report object, click its name in the Available Checklists and Tasks at Report Level pane and either drag it into the Attached Checklists and Tasks for this Report Object pane or click the down arrow button.
4. To keep the checklist attached to the report object if the object is rolled forward or cascaded to a new report, select the **Rollforward** check box.
5. Click **View** to see the **Description** text in a multi-line window.
6. Click **OK** to save your changes.

Detaching a checklist from a report object

You can detach a checklist from report objects in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Important: If you delete a checklist, you cannot undo your action. Proceed with caution.

Procedure

1. Open the report that you want to work with.
2. Double-click the report object name and click **Manage Checklist**.
Checklists that can be attached to this report object are displayed in the Available Checklists and Tasks at Report Level pane. Any checklists that have already been added to this report object are displayed in the Attached Checklists and Tasks for this Report Object pane.
3. To detach a checklist from a report object, click its name in the Attached Checklists and Tasks for this Report Object pane and either drag it into the Available Checklists and Tasks at Report Level pane or click the up arrow button.
4. Click **OK** to save your changes.

Tasks

In IBM® Cognos® Disclosure Management, administrators define tasks in hierarchical lists that users are required to complete.

Tasks are added to task lists in a hierarchical structure. Task lists can coordinate a long process such as steps required to configure Cognos Disclosure Management for a 10K/Q report or as simple as a list of set up tasks. A task list can be ordered or unordered. Ordered task lists contain tasks which must be completed in the same order as they appear in the task hierarchy. Unordered task lists contain tasks which can be completed in any order.

Administrators assign permissions to users so they can view task lists and tasks and mark them as complete. Tasks can be viewed using the Navigation pane or from the status bar.

Finding a task

If your report in IBM® Cognos® Disclosure Management contains many tasks, you can easily search for the task that you need.

About this task

All tasks in the report that you are viewing are listed in the **Tasks** pane. To find a particular report object, you can scroll down the list and then click the report object that you want to work with.

However, if your report contains many tasks, you might prefer to use the search functionality in Cognos Disclosure Management.

Procedure

1. Click the **Home** tab and, in the Navigation pane, click **Tasks**.
2. Click the **Search** icon in the **Tasks** heading.
3. In the search field, type the full name or part of the name of the task that you want to find. You cannot type special characters in the search field. A search result list of all matching tasks opens under the field.
4. To focus on the appropriate task in the **Tasks** pane, click the name in the search result list. The selected task in the **Tasks** pane is highlighted.

Viewing task lists and tasks in the Navigation pane

In IBM® Cognos® Disclosure Management, you can view a task list and its tasks and sub-tasks using the Navigation pane.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Click the **Home** tab and, in the Navigation pane, click **Tasks**. The Navigation pane displays all existing task lists.
2. Double-click a task list. The task list tab opens, displaying all tasks and sub-tasks in the task list.

Results

You can now mark one or more tasks complete or incomplete.

Viewing task lists and tasks in the status bar

In IBM® Cognos® Disclosure Management, you can view a task list and its tasks and sub-tasks using the status bar.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Click the **Home** tab.
2. Click **Tasks** in the status bar.
3. In the Select a Task List window, click the dropdown button and select a task list from the menu. You can see the tasks and sub-tasks contained in the task list.

Results

You can now mark one or more tasks complete or incomplete.

Marking a task as complete

In IBM® Cognos® Disclosure Management, you can mark a task as complete.

About this task

Users with the appropriate permissions can do this task.

Ordered task lists contain tasks that must be completed in the same order as they appear in the task hierarchy. Unordered task lists contain tasks that can be completed in any order.

Procedure

1. Click the **Home** tab and, in the Navigation pane, click **Tasks**. The Navigation pane displays all existing task lists.
2. Double-click a task list that contains tasks that you want to mark as complete. The task list tab opens, displaying all tasks and sub-tasks in the task list.
3. Perform one of the following actions:
 - Select an incomplete task and click **Mark Complete**.
 - Click **Mark All as Complete**. In the confirmation message, click **Yes**.

Results

A check mark is displayed in the checkbox for the task name and a line is drawn through the task name to indicate it is complete.

Marking a task as incomplete

In IBM® Cognos® Disclosure Management, you can mark a task as incomplete.

About this task

Users with the appropriate permissions can do this task.

Ordered task lists contain tasks that must be completed in the same order as they appear in the task hierarchy. Unordered task lists contain tasks that can be completed in any order.

Procedure

1. Click the **Home** tab and, in the Navigation pane, click **Tasks**. The Navigation pane displays all existing task lists.
2. Double-click a task list that contains completed tasks that you want to mark as incomplete. The task list tab opens, displaying all tasks and sub-tasks in the task list.
3. Perform one of the following actions:
 - Select a completed task and click **Mark Incomplete**.
 - Click **Mark All as Incomplete**. In the confirmation message, click **Yes**.

Results

The check mark displayed in the checkbox for the task name and the line through the task name is removed.

Shared objects and reference objects

In IBM® Cognos® Disclosure Management, the administrator can select an existing report object and make it available as a shared object. The report object can then be used in other locations in the same report or in other reports.

A *shared object* is a report object that is made available for its content to be referenced within the same report or across reports. A shared object can be added to a report as a copy or as a reference.

A copied object is a copy of a shared object that is added to a new report or new location in the same report using the **Copy** option. A copied object exhibits the following behavior:

- If the original report object is modified, the changes do not appear in the copy.
- If the copied report object is modified, the changes do not appear in the original.
- A copied object retains the Share Object setting of the original report object.
- If you open a report by filtering one or more custom groups, a copied object is not automatically assigned to the custom group or groups.

A *reference object* is a shared object that is referenced within the same report, or in a different report. A reference object does not contain its own content. A reference object exhibits the following behavior:

- Reference objects are read-only. You cannot modify the contents of a reference object.
- If the original report object is modified, the changes appear in the referenced object.
- If you open a report by filtering one or more custom groups, referenced objects that are added to the report are automatically assigned to the custom group or groups.

If a report object name exists when you are adding a copy or reference, the name of the new report object is appended with a number, such as [2] or [3].

Shared and reference objects display a small indicator beside the report object name in the Navigation pane. You can hover over a report object for a tooltip that indicates if that report object is shared or a reference object. An unshared report object does not display an indicator.

Table 8. Report object share and reference indicators

Indicator	Description
	The indicator on a shared object is a little hand.
	The indicator on a reference object is a little arrow.

In addition, when a report object references another report object, you can see the following message: This object is referencing another object.

Exhibits and supporting documents

An *exhibit* is a mandatory document that is required by the regulatory body, along with the report itself. A *supporting document* is an additional optional document that a company chooses to submit along with the mandatory content. You can append exhibits and supporting documents to the financial reports that you create in IBM® Cognos® Disclosure Management.

Exhibits and supporting documents are included in the report along with other Excel, Word, and PowerPoint objects, but they are output as additional separate files when you output the report.

Report snapshots

A *snapshot* is the content of a report or report object captured at a specific moment in time.

If the snapshot output option is selected when a report is generated, Cognos Disclosure Management saves a snapshot of the report. You can also generate a snapshot of a specific Microsoft Word or Excel object in a report. You can use snapshots to determine the changes made to a report or a report object over time. PDF and Web objects are not included in a report snapshot and cannot be generated as report object snapshots.

When you generate an entire report, supporting documents that are not part of the main document and exhibits are not automatically included in report snapshots. If you select the appropriate settings, you can include supporting documents, but not exhibits, in the snapshot.

When you generate a filing report, Cognos Disclosure Management automatically generates a snapshot at the same time. The snapshot contains the XBRL file and an Excel document with the validation result as a separate worksheet.

Adding a snapshot

You can use a snapshot in IBM® Cognos® Disclosure Management to represent the content of a report or report object captured at a specific moment in time.

About this task

Users with the appropriate permissions can do this task.

The following procedure creates a snapshot of a selected report object. You can also create a snapshot for an entire report.

Important: When you generate a filing report, Cognos Disclosure Management generates the snapshot automatically, and you do not need to perform the following procedure.

Procedure

1. Open the report that you want to work with.
2. In the Navigation pane, select one or more report objects.
3. Right-click the report object and click **Report Generation > Selected Report Objects**.

4. In the **Generate Selected Report Objects** wizard, select a format, for example **Microsoft Word**.
5. Under **Additional Preferences**, select the **Save as Snapshot** option, and select other options as required.
6. Click **OK**.

Using snapshots to compare versions of a report or report object

You can use snapshots to compare two versions of a report or report object in IBM® Cognos® Disclosure Management. When you compare snapshots, you can see any changes made over time. For example, you can see what was deleted from an earlier version or what was added to a later version.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Ensure that the report contains the snapshots that you want to view. The report or report object must be generated with the **Save as Snapshot** option.
2. Open the report that you want to work with.
3. Click **View Snapshots**.
4. Select any two snapshots by pressing Ctrl and clicking each snapshot. You can sort any column in the View Snapshots window by clicking a column header. Or, for any column, click the column filter icons to edit your view of the table.
5. Click **Compare**.

Results

The snapshots open in Microsoft Word or your PDF viewer, based on the format of the snapshot when generated.

- If you compare two Microsoft Word snapshots, the first selected snapshot is compared to the second selected snapshot. The second selected snapshot displays with any differences identified.
- If you compare two PDF snapshots, each snapshot displays in the PDF viewer. You can visually inspect the two snapshots for differences.
- If you compare a Microsoft Word snapshot and a PDF snapshot, the snapshots open in Microsoft Word or your PDF viewer. You can visually inspect the snapshots for differences.

Viewing a snapshot

In IBM® Cognos® Disclosure Management, you can view a snapshot of a report, a single report object, or multiple report objects if the **Save as Snapshot** option was selected when a report was generated.

Before you begin

Ensure that the report contains the snapshot that you want to view. The report or report object must be generated with the **Save as Snapshot** option.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Right-click the report that contains the snapshot and click **View Snapshots**.
3. Select a snapshot, and then click **View**. The snapshot opens in a specific viewer based on the format that was selected for the snapshot when it was generated. For example, if you selected **Microsoft Word** as the format then the snapshot will open in **Microsoft Word** for viewing. The View Snapshots window contains the following information about each snapshot:

Report Name

The name of the report used to generate the snapshot.

Snapshot Type

The format of the snapshot.

Report Object Name

The name of the report object used to generate the snapshot. For report snapshots, this field is blank.

Description

Any text entered in the **Description** field when the snapshot was generated.

Date Created

The date that the snapshot was created.

User

The user who created the snapshot.

Context

Whether the snapshot is the full report, multiple report objects, or a single report object in the report.

4. You can sort any column in the View Snapshots window by clicking a column header. Or, for any column, click the column filter icons to edit your view of the table.
5. When you are finished with the View Snapshots window, click **Close**.

Deleting a snapshot

If you do not need a snapshot of a report or report object in IBM® Cognos® Disclosure Management, you can delete the snapshot.

About this task

Users with the appropriate permissions can do this task.

Important: If you delete a snapshot, you cannot undo your action. The deleted snapshot is no longer present in the View Snapshots window, and it is removed from Cognos Disclosure Management. Proceed with caution.

Procedure

1. Ensure that the report contains the snapshot that you want to view.
2. Open the report that you want to work with.
3. Click **View Snapshots**.
4. Select the snapshot you want to delete, and click **Delete**.

5. In the confirmation message, click **Yes**.

Workflow

A *workflow* is a process that is used to track the progress of a report object towards completion. The workflow states define what needs to be done at each point in the approval process. You have permission to view and work with report objects that are associated with your assigned workflow state.

If the administrator has made report objects editable, you can modify the report objects.

The administrator can assign a due date to the workflow state. If the due date is equal to the current date or has passed, **Workflow Due Date** in the Properties and Comments pane is highlighted.

When you are done, move the report object to the next state. The report object is automatically assigned to the next user or group. You cannot assign the report object to another user except by advancing the report object to the next workflow state. You can also reject and revert an report object to its previous state. For example, when you review report objects, you realize that the previous user needs to make further changes. You move the report object to the previous state.

Tip: If you advance the workflow state of a report object by mistake, and you require access to the report object again, you must contact the administrator.

Changing the workflow state for a report object

When you are working on a report object in IBM® Cognos® Disclosure Management, you can change the workflow state for a report object. You can move the report object to a specific state or to the next state determined by the workflow.

About this task

Users with the appropriate permissions can do this task.

To ensure that you receive email notifications, you must make sure that email notification is configured. For more information, see *IBM Cognos Disclosure Management Administration Guide*.

If you advance a workflow process to the next step in the workflow, an email can be sent automatically to the user who must perform that step. In that email, the user can click the report object name to open the report and report object in Cognos Disclosure Management directly from the email.

Procedure

1. Open the report that you want to work with.
2. To move the report object to the next state as determined by the workflow, complete the following steps:
 - a. Right-click the report object, and click **Workflow > Move to Next State** to move the report object to the next state as defined in the workflow.
 - b. If custom email notification is configured, an additional window opens where you can add custom messages to the default email template that was sent. Click **Yes** to proceed, or click **No** to change the status without an email notification.

3. To change the workflow state for the report object to a different state, not necessarily the next state, complete the following steps:
 - a. Right-click the report object, and click **Properties > Manage All Properties**.
 - b. Select a new status for **Current Workflow State**.
 - c. Click **OK** to confirm the change.
 - d. If custom email notification is configured, an additional window opens where you can add custom messages to the default email template that was sent. Click **Yes** to proceed, or click **No** to change the status without an email notification.

Setting up IBM Cognos Disclosure Management to enable hyperlinks in emails

You can set up IBM® Cognos® Disclosure Management to allow hyperlinks in emails. You can then create hyperlinks that will be sent through the workflow process to the appropriate users, so that they can open the report and report object automatically, even if Cognos Disclosure Management is not currently open.

About this task

Users with the appropriate permissions can do this task.

Normally, this setting is enabled automatically during installation. However, if the setting has been disabled, you can follow this procedure to enable it.

Restriction: If you use web mail, links might not appear or function correctly.

Procedure

1. In the **File** tab, click **Options**.
 2. In the **User Interface Options** section, complete the following steps:
 - a. To trigger the operating system to launch Cognos Disclosure Management and open the report and report object that are referenced by the link, click **Register Cognos Disclosure Management Protocol**.
- Important:** Select this box only if you are sure you want to proceed. If you change your mind, you cannot reverse your action by clearing the check box because it requires system administration privileges to use the Windows Registry. If you must clear this selection, ask your administrator to remove the feature through the client installer.
- b. If you do not want to launch a new instance of Cognos Disclosure Management when you open a report object through an email link, click **Use Single Application Instance**. When a report object is opened through a hyperlink in an email, it opens in the instance of Cognos Disclosure Management that is currently open. If Cognos Disclosure Management is not open, it launches automatically.
 - c. If you want to launch a new instance of Cognos Disclosure Management when you open a report object through an email link, do not click **Use Single Application Instance**. When a report object is opened through a hyperlink in an email, it opens in a new instance of Cognos Disclosure Management.
 - d. To make these changes take effect, restart Cognos Disclosure Management before you proceed with the rest of the steps in this procedure.

- Optional: In the **When Changing Workflow State** section, select the **Allow custom email notification message** check box and click **OK**.

Results

When you receive an email notification that a workflow state has changed, the name of the report object contains a hyperlink that you can click to open the report object in Cognos Disclosure Management.

Optionally, you can copy the hyperlink of a report or report object and paste it outside the context of a workflow email. For example, you might want to paste the hyperlink into a separate email to an approver or reviewer. To do so, click **Copy > Object as a Link**.

Related concepts:

"The Options window" on page 23

You can use the Options window to configure specific settings for IBM Cognos Disclosure Management.

Changing the attributes for a workflow state

You can change the attributes for a workflow state in IBM® Cognos® Disclosure Management. Workflow state attributes determine how users work with a report object.

About this task

Users with the appropriate permissions can do this task.

For each workflow state, you can set the following attributes:

Set Due Date

Determines when the workflow state is due. The due date is set in relation to the due date of the assigned report object.

For example, the current date is June 1; the report object's due date is June 30. You have three states in this example workflow, with the first state due in 5 days, the second state due in 10 days, and the third state due in 15 days. The first state is due June 30 minus the offset of 5 days. The second state is due June 30 minus the offset of 10 days. The third state is due June 30 minus the offset of 15 days.

Default

Determines the default state for report objects. When a workflow template is created, the first state added to the diagram is automatically the default state. You can specify a different state as the default.

Editable

Determines whether users can edit the report object when it is in this workflow state.

Locked

Determines whether the report object can be refreshed.

Procedure

- Open the report that you want to work with.
- Select the report object.
- In the **Home** tab, click **Manage Workflow**.

4. To change the due date, select the state and click **Set Due Date**. Select an appropriate due date offset and click **OK**.
5. To change which state is the default state, select the new state and click **Default**.
6. To allow users to edit report objects in this state, select the state and click **Editable**.
7. To lock report objects in this state, select the state and click **Locked**.
8. To show or hide the legend, click the **Show Legend** icon.
9. Click **OK**.

Customizing a workflow assigned to a report object

You can customize the workflow for a report object in IBM® Cognos® Disclosure Management. The type of modifications you can do depend on the security permissions granted. Note that you cannot change the overall workflow.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the **User Object Summary** tab, select the report object that you want to edit.
3. In the **Home** tab, click **Manage Workflow**.
4. If you want to add workflow states, complete the following actions:
 - a. Select icons that represent workflow states that you want in this workflow process and drag them to the **Workflow** work area.
 - b. Arrange the icons in the appropriate order for your workflow process.
 - c. To connect the icons, draw lines to connect the icons from the gray **Out** pipe on the first icon to the white **In** pipe on the second icon. A line appears between the icons.
5. If you want to change the attributes of workflow states, change one or more of the following attributes:

Set Due Date

Determines when the workflow state is due. The due date is set in relation to the due date of the assigned report object.

For example, the current date is June 1; the report object's due date is June 30. You have three states in this example workflow, with the first state due in 5 days, the second state due in 10 days, and the third state due in 15 days. The first state is due June 30 minus the offset of 5 days. The second state is due June 30 minus the offset of 10 days. The third state is due June 30 minus the offset of 15 days.

Default

Determines the default state for report objects. The first state added to the diagram is automatically the default state. You can specify a different state as the default.

Editable

Determines whether users can edit the report object when it is in this workflow state.

Locked

Determines whether the report object can be refreshed.

6. If you want to change the users or user groups who have access to the report object, complete the following actions:
 - a. Select the state that you want to change.
 - b. Click **Assign Users/Groups**.
 - c. Add or remove users and groups.
 - d. Click **OK**.
7. If you want to add text to the email notification, double-click the line between the workflow states, enter the text and click **OK**.
8. To show or hide the legend, click the **Show Legend** icon.
9. When you have finished customizing the workflow for this report object, click **OK**.

Creating a workflow assignment report

The workflow assignment report in IBM® Cognos® Disclosure Management provides a detailed view of your assigned areas of the workflow. For example, you can see the due date for your assignments.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. On the **Home** tab, click **User Workflow Assignment**.
3. In the progress report, perform one or more of the following tasks:
 - To change the appearance of the report, right-click any column header and select one of the available options. For example, you can sort, group, and filter.
 - To refresh the data in the report, click **Refresh**.
4. Click **Close**.

Imports and exports

You can import documents from Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Adobe PDF into IBM® Cognos® Disclosure Management. You can also export content from Excel objects, Word objects, PowerPoint objects, and PDF objects into external files.

Importing external content

You can import documents from Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Adobe PDF into IBM® Cognos® Disclosure Management. There is no direct link to an external file; the imported file is associated with the report, compressed, and stored in the database.

Before you begin

You must first check out the report object that you want to import content into.

About this task

Users with the appropriate permissions can do this task.

When a report is opened by filtering one or more custom groups, report objects that are created from imported files are automatically assigned to the custom group or groups.

You can perform the following import tasks:

- Import a document into an existing report object.

Important: When you import content into an existing report object, the imported content overwrites the content in the report object.

- Import multiple documents as children of a report object.
- Import multiple documents as siblings of a report object.

When you import Excel content, every worksheet that exists in the file being imported is saved as a new worksheet in the Excel object. Any changes made to imported data in Cognos Disclosure Management are reflected only in the report and are not updated in the original source.

By design, the source file is not updated dynamically. If changes are made to the source file after it is loaded into Cognos Disclosure Management, you need to import it again.

Documents imported as children or siblings appear as new report objects in the report and are ordered alphabetically.

You cannot import a document into an existing reference report object.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Unless the report object is the report itself, check out the report object.
5. To import documents as children or siblings of the report object, complete the following steps:
 - a. In the Report pane, right-click the report object and click **Import**, then **As Child** or **As Sibling**.
 - b. Navigate to the location of the files that you want to import. Select the files and click **Open**.
6. To import a document into the report object, complete the following steps:
 - a. Click the **Import Object** icon. A warning appears that this action will overwrite the content of the report object.
 - b. Click **Yes** to continue.
 - c. Navigate to the location of the file that you want to import. Select the file and click **Open**. The contents of the file are imported into the report object. For example, when you are importing an Excel file into an Excel object, all worksheets that exist in the file are imported into the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Check in the report object and save your changes to the report.

Exporting report objects

You can export content from Excel objects, Word objects, PowerPoint objects, and PDF objects from IBM® Cognos® Disclosure Management into external files.

About this task

Users with the appropriate permissions can do this task.

With this export process, there is no direct link to the database. The information contained in Cognos Disclosure Management is uncompressed and extracted from the database.

If the name of a report object contains invalid characters, is too long, is duplicated, or if the report object does not have a name, a warning window opens. If the name of the report object contains invalid characters, is too long, or is duplicated, Cognos Disclosure Management adapts the original name to create an acceptable name. If the original report object does not have a name, Cognos Disclosure Management creates a new name.

Any changes that are made to the data in Cognos Disclosure Management are reflected in the report only; they are not updated in the exported file.

By design, information extracted from Cognos Disclosure Management is not updated dynamically. If there are changes to the data in Cognos Disclosure Management, after export, you must export the data again.

You do not have to open a report object to export it. In addition, you can export report objects that are currently checked out by other users. When you export a report object that is checked out, the exported report object reflects the last saved changes to the report object at the time of the export.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. In the Report pane, select the report object that you want to export. To export multiple report objects, press either Shift or Control and click the report objects.
5. Click the **Export Object** icon.

Tip: You can also right-click the report object and click **Export**.

6. Navigate to the location where you want the export file to be saved.
7. Click the **Default View Mode** icon in the status bar.
8. Click **OK**.

Results

The report object is exported to an external file. The file has the same name as the report object.

Report output

You can generate your report in IBM® Cognos® Disclosure Management in several formats.

You can generate output in the following formats:

Microsoft Excel

You can generate the report as a Microsoft Excel document.

Microsoft Word

Microsoft Word is the default output format. When you generate the report as a Microsoft Word document, all report presentation details are applied. PowerPoint objects, Web Page objects, and PDF objects are not included in Microsoft Word output.

Microsoft PowerPoint

Unlike Microsoft Word or PDF output, when you select Microsoft PowerPoint as the output format, only PowerPoint objects are included in the output. This behavior applies to both the **Generate Entire Report** and **Generate Selected Objects** options. Word objects and Excel objects are not included in the Microsoft PowerPoint output. If a PowerPoint object includes references to external data, such as a graph in an Excel object, the referenced object is included in the Microsoft PowerPoint output.

Adobe PDF

Like output to a Microsoft Word document, output to a PDF document includes all report presentation details. The PDF format provides a high-resolution output for printing. PowerPoint objects, Web Page objects, and PDF objects are not included in PDF output.

Email with PDF attached

You can generate a PDF document and send it to one or more recipients. The PDF document is the same as a document created by using the **Adobe PDF** output option.

EDGAR HTML

If you use the EDGAR feature in Cognos Disclosure Management, you can generate a document in HTML format suitable for use with the EDGAR feature.

Desktop Publishing

If you use the desktop publishing feature in Cognos Disclosure Management, you can generate a document in a XML format suitable for use with a desktop publishing application such as Adobe InDesign.

Related information:

“Overview of Excel objects” on page 29

Excel objects are primarily used to work with data values in IBM® Cognos® Disclosure Management.

“Overview of Word objects” on page 30

Word objects are primarily used to present textual information in a report in IBM® Cognos® Disclosure Management.

“Overview of PowerPoint objects” on page 30

In IBM® Cognos® Disclosure Management, PowerPoint objects are primarily used for visual presentations in a report.

Validating report output

As you are working with a report in IBM® Cognos® Disclosure Management, you can validate the report periodically to find errors that can cause report generation to fail.

About this task

Users with the appropriate permissions can do this task.

While you are compiling the report, a full validation can cost time and is rarely needed therefore two types of validation are available: **Quick Report Validation**

and **Full Report Validation**. The quick validation is made against the cache without doing a cache refresh. The latest changes in the report are validated.

A full validation refreshes the cache before validation.

In either case, before generation of a report the report is automatically validated.

Procedure

1. Open the report that you want to work with.
2. Click the **Home** tab and, in the Navigation pane, click **Report**.
3. Click the parent report and click **Validate** in the Ribbon and select one of the following actions:
 - **Quick Report Validation**
 - **Full Report Validation**
4. Click **OK** to start the validation.

Tip: You can view the progress in the All processes completed window in the status bar. While processes are running, the title bar shows the number of running processes. When the processes are finished, the title is All processes completed.

5. To open the validation file, open the All processes completed window in the status bar, and click the **Open** icon. A check mark indicates that a process generated properly. An exclamation point indicates an error that stopped the process.

Generating report output

You can generate output from IBM® Cognos® Disclosure Management to test the report building progress or to create a document for internal or external reporting. You can also generate output containing macros and for the EDGAR feature or desktop publishing applications such as Adobe InDesign, if you use those features.

Before you begin

Verify that **Print Options** settings are correct for Word, Excel, and PowerPoint objects before you generate report output. Only report objects that are set to **Printable** are included in report output. As additions to the main report, you can generate separate documents for report objects that are set to **Supporting Document** or **Exhibit**. The administrator must configure and enable email notifications to support the **Email with PDF Attached** report output option.

About this task

Users with the appropriate permissions can do this task.

When you generate a report, all report presentation details are applied, such as page setup properties, note variables, and table of contents settings. You can customize report generation to provide the following results:

- Generate the report by selecting one or more custom groups.
- Include supporting documents and exhibits. Each supporting document and exhibit is generated as a separate document. You cannot include supporting documents and exhibits with Microsoft PowerPoint output.
- Create a report snapshot. Report snapshots are useful for tracking changes to reports.

- Refresh data to include the most recent information from data sources, variables, and reference report objects in the generated report. The use of cached data is useful to reduce generation time because the server does not have to contact data sources and update all their values.
- Generate the report for all Excel objects or selected Excel objects.
If you select all Excel objects, you generate all content from the printable range (##RS/##RE) in all Excel objects in the report to an external Excel file at the highest version of the Microsoft Office version available in the report. If you make a selection of Excel objects, you generate the selected content from the printable range in the Excel objects in the report to an external Excel file at the highest version of the Microsoft Office version available in the report.
You can also specify to have multiple workbooks for the output. If you select **Use Separate Workbooks**, then you must specify the number of worksheets in each book. For example: If you make a selection of 100 printable ranges and 25 worksheets per workbook, you generate four workbooks, each with 25 worksheets. The naming convention of each worksheet for the workbook follows the convention `objectName_rangeNumber` and is limited to 31 characters.
- If you generate a report or report object in Microsoft Word or PowerPoint format in Microsoft Office Version 2007 or later, and if you choose Microsoft Word or PowerPoint as your output format, you can choose to generate charts as either images or objects. This feature depends on the version of Microsoft Office that you use in your system. The generated report uses the latest version of Office that was used to create the report objects. For example, if you use Office 2003 and Office 2007, the generated document will be in Office 2007 format, and therefore you can generate charts as either images or objects. If you use only Office 2003, the generated report will be in Office 2003 format, and you can generate charts only as images.
- You can specify the culture to be considered for date formats, number formats, and currency formats. The culture is in the form of language and regional settings that are applied to Excel report objects in the generated report. The setting is available for the report output types: Microsoft Word, Microsoft PowerPoint, Adobe PDF, and EDGAR HTML.
- When you generate a section of a report, the header from a previous section is sometimes generated even if the header is not associated with the generated section.
- The list of macros that can be selected for a particular generation are filtered based on the macros' target (Excel or PowerPoint) when the macro was created. The generated report contains the selected macros in separate modules for each macro. The modules have the macros' names from CDM. When generating a report, the all processes window differentiates a macro generation from a regular generation. If at generation time, an empty macro (in effect, the user added a name and target and optionally a description but no VBA code) is selected for insertion, a warning is displayed when opening the generation in CDM.

Procedure

1. Open the report that you want to work with.
2. Click the **Home** tab and, in the Navigation pane, click **Report**.
3. To generate the entire report, complete one of the following steps.
 - Right-click the report name and click **Report Generation > Entire Report**.
 - In the **Home** tab, click **Generate > Generate Entire Report**.
4. To generate one or more Word objects or PowerPoint objects without generating the entire report, complete one of the following steps.

- Right-click the Word or PowerPoint object or objects and click **Report Generation > Selected Report Objects**.
 - Open the Word or PowerPoint object. Then, in the **Report Object** tab, click the **Generate** icon.
5. To generate one or more Excel objects without generating the entire report, complete one of the following steps.
- Right-click the Excel object or objects and click **Report Generation > Selected Report Objects**.
 - Open the Excel object. Then, in the **Report Object** tab, click **Generate & Preview > Generate**.

Tip: If you use this method, you can choose to preview the Excel object first, to see if it appears correctly before you generate. To do so, click **Generate & Preview > Preview**.

6. Select the format, macros that are to be included, custom group, and additional preferences. Alternatively, you can double-click a format icon to generate the report in the selected format with the current options.

Tip: The generation of a report always starts with a validation. You can check **Perform Full Refresh** to refresh the cache before validation.

7. Specify how you want to generate charts:
- If you generate charts as images, you can view the information in your generated report, but you cannot change it afterward. This option might result in better rendering of advanced chart types such as 3D charts and rounded edges. To generate charts as images, make sure that the **Generate charts as images** check box is selected. This is the default selection for Microsoft Office version 2007 or later.
 - If you generate charts as objects, the appearance of the chart is clearer, and you can click the content afterwards and edit it, if necessary. However, it might take longer to process your report if you generate charts as objects. To generate charts as objects, make sure that the **Generate charts as images** check box is cleared. If you use only Office 2003, charts are generated as an image, whether or not you clear this check box.

Tip: In Windows Server 2003, generated charts appear wider than the original ones. If you use Windows Server 2003, you might prefer to generate charts as images.

8. Select the **Use Language and Region Setting** checkbox to be able to select the culture option for your generated report. The **Select Language and Region Option** opens, select the culture from the drop down list.
9. Optional: If you want to see the appearance of variables before you proceed, click **Resolve Variables**.

Restriction: No matter which versions of Office are used in your system, when you preview a report or report object by clicking the **Resolve Variables** button, you can see charts only as images. However, when you actually generate the report or report object, if you use Office 2007 or later, you can generate charts as either images or objects.

10. Click **OK**.

Results

Excel objects in the report might contain more than one data worksheet. (The first data worksheet is originally named Sheet1, but it might have been renamed.) If there are multiple ##RS and ##RE variables applied in the same worksheet, or across different worksheets, the content is read from left to right and then top to bottom when it is generated in the final document. At that point, all the printable ranges inside the Excel object are separated by one blank row.

Restriction: A ##RS/##RE range cannot overlap with other ##RS/##RE directives when you are defining a worksheet with multiple ranges.

Cognos Disclosure Management creates the output file on your computer. For example, on Microsoft Windows 7, the report is added to the C:\Users\user_name\AppData\Local\Temp directory. The output file is not added to the Cognos Disclosure Management database.

If you selected macros to be included in the generated report, the resulting workbook or presentation is macro-enabled (for example, XLSM, PPTM) and contains those macros.

When you open a report, you can choose to save it. If you do so, and then you open it again, the report opens from the location that you specified; otherwise, it opens from a temporary location.

Audit trails

An *audit trail* is a detailed analysis of all changes that are made to reports or report objects. IBM® Cognos® Disclosure Management supports blacklining. The audit trail feature records every submission to the Cognos Disclosure Management database, along with the user name and the date of submission.

Use an audit trail to view a list of all changes submitted by users for a report object. You can also view a version of a report object in the application it was created in, or compare two versions of Word or Excel objects.

Viewing an audit trail

You can create an audit trail for a report object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Use an audit trail to view a list of all changes for a report object in a report.

Restriction: If you work in Microsoft Office 2003 or 2007, you can work with only one instance of a PowerPoint object at a time. When you view audit trails for PowerPoint objects, the audit trail content does not load because of this limitation. You will receive a message in which you can save the logs separately. If you work in a later version of Microsoft Office, this restriction does not apply.

Procedure

1. Open the report that you want to work with..
2. Open the report object that you want to create an audit trail for.

3. Click the **Object Audit Trail** button. The Report Object Audit window opens.
4. You can perform several types of tasks with the data:
 - To view report object versions in the application they were created in, select a version of the report object and click **View**.
 - To compare two versions of Excel or Word objects, select two versions of the report object and click **Compare**.
 - To copy the data into Microsoft Excel for further analysis, click **Export to Microsoft Excel**.

Viewing versions of a report object

You can view versions of a report object in IBM® Cognos® Disclosure Management in the application that the report object was created in.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with..
2. Open the report object that you want to view versions of.
3. Click the **Report Audit Trail** icon. The Report Audit window opens.
4. You can perform several types of tasks with the data:
 - To view report object versions, select a version of the report object and click **View**.
 - To copy the data into Microsoft Excel for further analysis, click **Export to Microsoft Excel**.

Results

The report object opens in the application that it was created in.

Comparing two versions of a report object

You can compare two versions of an Excel or Word object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Use the audit trail from an Excel or Word object to compare two versions.

Procedure

1. Open the report that you want to work with.
2. Open the Excel or Word object that you want compare versions for.
3. Click the **Object Audit Trail** icon. The Report Object Audit window opens.
4. Press Ctrl and click the two versions that you want to compare.
5. Click **Compare**. The comparison works differently depending on what type of report object you are comparing.
 - If you are comparing two Word objects, the two versions open in a comparison view within a single instance of Microsoft Word.

- If you are comparing Excel object versions, click **Open Containing Folder** to find the two versions of the Excel files and open the files for comparison. Alternatively, click **Open Documents** and the two versions will open in separate instances of Microsoft Excel.

Chapter 6. Report objects

A report object is a type of content in a report. Report objects represent most of the content of your report in IBM® Cognos® Disclosure Management.

There are five types of report objects: Excel object, Word object, PowerPoint object, PDF object, and Web Page object. Depending on the kind of content that you want to add to your report, you must select the appropriate type of report object. For example, if you want to insert columns of data, an Excel object would be appropriate; if you want to add paragraphs of text, a Word object would be more suitable. You can find instructions for each type of report object in this documentation.

For Excel objects, Word objects, and PowerPoint objects, you work in the report object in exactly the same way that you would work in Microsoft Excel, Word, or PowerPoint. Certain functionality might not be available unless your administrator provides you with access.

Important: Excel objects, Word objects, and PowerPoint objects in Cognos Disclosure Management have the same functionality as Microsoft Excel, Word, and PowerPoint. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help.

You can work with Cognos Disclosure Management in Arabic and Hebrew, if you prefer. These languages are considered *bidirectional* because the main text direction is right-to-left, but some content should appear left-to-right. You can display certain types of content in the direction that you prefer in your user interface in Arabic or Hebrew. You can also apply digit shaping to numbers in your user interface in Arabic. If you want, you can apply similar preferences to your Excel, Word, and PowerPoint objects. For more information, see Microsoft(tm) documentation or Microsoft(tm) online help.

Related information:

“Report query variables” on page 143

A *report query variable* is a variable that is used to filter data source queries at the report level. The value of the variable can be overridden to filter the result set for all report objects referencing that query. The value of the variable can be overridden to filter the result set for all report objects referencing that query in IBM® Cognos® Disclosure Management.

“Report object query variables” on page 144

A *report object query variable* is a variable that is used to filter data source queries for a particular report object. After the value of the variable has been overridden at the report level, it can be further overridden to filter the result set for the report object.

“Switching Ribbons” on page 14

The Ribbon is a command bar in IBM® Cognos® Disclosure Management that organizes commands into logical groupings to make working with the application easier. You can view the main Ribbon for Cognos Disclosure Management, or the Microsoft Ribbon in a particular report object.

“Bidirectional language overview” on page 37

If you use IBM® Cognos® Disclosure Management in Arabic or Hebrew, the direction of most content appears on your screen from right to left automatically, as you would expect. Arabic or Hebrew are considered *bidirectional* languages because some content should appear in the opposite direction from the basic text.

Tasks for all types of report objects

A report object is a type of content in a report in IBM® Cognos® Disclosure Management. Some tasks that you perform on report objects are similar for all types of report objects; other tasks are specific to the type of report object.

For example, you can add comments to all types of report objects, regardless of the report type. On the other hand, you can perform certain types of calculations on data in Excel objects only.

Copying and pasting report objects

In IBM® Cognos® Disclosure Management, you can copy and paste report objects and their properties in various ways.

Users with the appropriate permissions can do this task.

You can right-click the report object in the Report pane and click **Copy**, and then click one of the following items to perform various copy actions.

Report Object

Copies the report object. You can paste the report object as a child of another report object. Right-click the second report object, and click **Paste > Report object**. You can also paste it before or after another report object by right-clicking the report object, clicking **Paste**, and then clicking **Before** or **After**.

Important: You cannot paste report objects from one report to another report, you can only paste a report object to an other place in the same report.

Properties

Copies the report object properties. You can paste the report object properties into another report object by right-clicking the report object, and then clicking **Paste**, followed by clicking **Properties**. When pasting into a different report object type, only the common properties are pasted.

Object as a Link

Copies the report object as a link. This action allows you to send the location of the report object as a URL. When a user clicks the URL, the report object opens directly in Cognos Disclosure Management if the user has the appropriate **View Report** permission.

Finding a report object

If your report in IBM® Cognos® Disclosure Management contains many report objects, you can easily search for the report object that you need.

About this task

All report objects in the report that you are viewing are listed in the **Report** pane. To find a particular report object, you can scroll down the list and then click the report object that you want to work with.

However, if your report contains many report objects, you might prefer to use the search functionality in Cognos Disclosure Management.

Procedure

1. Click the **Home** tab and, in the Navigation pane, click **Reports**.
2. Click the **Search** icon in the **Reports** heading.
3. In the search field, type the full name or part of the name of the report object that you want to find. You cannot type special characters in the search field. A search result list of all matching report objects opens under the field.
4. To focus on the appropriate report object in the **Report** pane, click the name in the search result list. The selected report object in the **Report** pane is highlighted. If the report object is checked out to you or to another user, this information is visible when you hover over the name of the report object. If the report object is checked out to you, the name of the report object is green and bold.

Renaming report objects

In IBM® Cognos® Disclosure Management, you can rename report objects.

Users with the appropriate permissions can do this task.

You can right-click a report object in the Report pane, click **Rename**, and then specify a new name for the currently selected report object.

Report object properties

In IBM® Cognos® Disclosure Management, you can view and modify report object properties to tailor the report object in a specific way.

You can use the **Properties** tab in the Properties and Comments window to edit these options. You can right-click the report object in the Report pane and click **Properties**, then **Manage All Properties** to specify the following options:

Table 9. Properties for report objects

Property	Report object type	Description
Name	Excel, Word, PowerPoint, PDF, and Web Page	User specified name for the report object. Each report object must have a unique name.
Report Object Due Date	Excel, Word, PowerPoint, PDF, and Web Page	The due date of the report object.
Workflow Due Date	Excel, Word, PowerPoint, PDF, and Web Page	The due date of the current workflow.

Table 9. Properties for report objects (continued)

Property	Report object type	Description
Document type	Word	The document type for the current Word object. • PageSetup. Defines the Word object as a page setup object that can enforce certain styles and formatting throughout the entire report. • Normal. Defines the Word object as a normal page. • Header. Defines the Word object as a header. Tip: When you generate a section of a report, the header from a previous section is sometimes generated even if the header is not associated with the generated section. • Footer. Defines the Word object as a footer. • Header or Footer Placement. Enabled when you select header or footer. You can display the header or footer on odd or even pages. If you select Footer, the Footer Reset Style setting defines the style used for page numbers. If you select Footer, the Page Reset Number setting controls how many pages are reset when you define the page number. For example, you browse to the Word object and by using the context menu, you click Properties. You can define the number of pages that you need to reset the overall page number by using this option. This is useful when you require the page numbers to reset to Page 1 after you create a specific number of report objects.
Print Options	Excel, Word, and PowerPoint	The print options for the current report object. • Printable. When the report is generated, the report object is printed. • Not Printable. When the report is generated, the report object is not printed. An icon in the Report pane beside the report object name indicates that the report object is not printable. Web Page and PDF objects are automatically not printable. • Exhibits. When the report is generated, the report object is printed as a separate document. An <i>exhibit</i> is a mandatory document that is required by the regulatory body, along with the report itself. • Supporting Documents. When the report is generated, the report object is printed as a separate document. A <i>supporting document</i> is an additional optional document that a company chooses to submit along with the mandatory content.
Break Type	Excel, Word, and PowerPoint	When you specify a break type, you can specify the number of pages, rows, or slides to use for spacing. You cannot assign break types to Web Page and PDF objects because these report objects are not included in the generated report.
Continue with Next	Word	Specifies a string of text that is displayed on the second and later pages of a report if the current report object that contains a note variable heading exceeds one page.
ToC Variable	Excel, Word, and PowerPoint	Defines a table of contents variable for the report object. You cannot assign ToC variables to Web Page and PDF objects because these report objects are not included in the generated report.

Table 9. Properties for report objects (continued)

Property	Report object type	Description
Note Type	Excel and Word	Specifies the note types that the report uses. • Automatic. Enables the Note Variable field. • Manual. Enables the Note Number and Note Variable fields. – You can use the Note Number field to enter the value of the note number required. – You can use the Note Variable field to specify the name of the variable that is associated with this note. You cannot assign note variables to Web Page and PDF objects because these report objects are not included in the generated report.
Active User	Excel, Word, PowerPoint, PDF, and Web Page	Displays the user who checked out the current report object.
Current Workflow State	Excel, Word, PowerPoint, PDF, and Web Page	Shows the current workflow state of the report object.
Share Object	All	Marks the current report object as shared and makes the report object visible in the window that opens when you add reference objects. When a report object is set as Shared , an icon in the Report pane beside the report object name indicates that the report object is a shared object.

Important: You can modify properties for a report object only if you have checked it out and have permission to modify report object properties. You cannot modify report object properties if the report object is checked out by another user.

Also, if a report object is checked out and the session state is invalid, for example as a result of a crash, you cannot modify report object properties, until the object is forcefully checked back in. .

Restriction: If you use Cognos Disclosure Management in Arabic, and if you select **Contextual** for **Digit Shaping** in the Options window, some dates in report properties might appear with European number shaping. The dates that might appear with European number shaping are those that are selected through a calendar field in Cognos Disclosure Management.

Editing the properties of a report object

In IBM® Cognos® Disclosure Management, you can manage the properties of a report object. Properties of a report object are the general properties of the object, the related dates of the object, and the report object configuration.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.

2. In the Report pane, right-click the report object and select **Properties > Manage All Properties**.
 - a. You can view all properties of the report object.
 - b. You can change any property that is not gray.
 - c. You can add comments to the property.
3. Click **OK**.

Copying the properties of a report object to other report objects

In IBM® Cognos® Disclosure Management, you can copy the properties of one report object, and then paste those properties into one or more other report objects. For example, if you want to apply the enforcement settings of one report object to other report objects, you can apply the properties in the original report object to one or more other report objects.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the **Report** pane, right-click the report object that contains the properties that you want to copy.
3. Click **Copy > Properties**.
4. In the **Report** pane, select one or more report objects that you want to have the same properties, and click **Paste > Properties**.
5. In the confirmation message, click **OK**.

Results

The properties that you copied from the original report object are pasted into the destination report object, except for the name property. If the original report object is a different type from the destination report object (for example, if you copy from an Excel object and paste to a Word object), only properties that are common to both the Excel object and the Word object are pasted into the destination report object.

Locking the properties of a report object

In IBM® Cognos® Disclosure Management, you can prevent a report object from being edited or updated.

About this task

Locking a report object prevents any updates to variables, data queries, and reference objects when new information becomes available in the source. This is useful when the report object does not require a refresh for new information, for example, if the user is nearing quarter close when data needs to be finalized.

Tip: You can also lock a report object by using the Edit workflow window, or by selecting an object from the Navigation pane and then clicking **Lock** from the **Home** Ribbon menu.

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, right-click the report object that you want to lock.
3. Click **Properties > Locked > Lock**.
4. Click **OK**.

What to do next

To unlock the report object, repeat the steps and click **Unlock**.

Pushing report objects down to cascaded reports

You can push down one or more report objects from a master report to cascaded reports in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task. In the destination report, you need permission to view the report and to add report objects. In the source report, you need permission to push down report object updates and to create report objects.

As you add new report objects to a master report, you can add copies of these report objects to any cascaded reports by pushing the report objects down.

In a cascaded report, pushed-down report objects appear in the Report pane under the heading **Pushed Down Objects**. Report objects under this heading are not included when you generate the report. If you want to include any pushed-down report objects in a generated report, drag the report objects to a different part of the hierarchy.

Procedure

1. Open the report that you want to work with.
2. From the Report pane, open the report object that you want to push down to the cascaded reports.
3. Click **Pushdown**.

Tip: If you want to push down more than one report object at once, press Ctrl and click multiple report objects. Then right-click in the Report pane and click **Push-Down**.

4. Select the check boxes for the cascaded reports that you want to push the report object down to and click **OK**.

Results

A copy of the report object is pushed down to the cascaded reports.

By default, pushed-down report objects are not printable.

If you push down a report object that already exists in the cascaded report, a number is added to the name of the report object.

Comments in a report object

A comment is a message that you can add to a report object in IBM® Cognos® Disclosure Management to share information with other users.

Comments can be used in report objects in Cognos Disclosure Management to communicate about specific information about that item. Users with the appropriate permissions can view, reply to, edit, and delete the comments in report objects.

Tip: You can also use comments associated with the entire report.

You can view the comments as a list or in a tree view, with replies under the original comments. To toggle between the two views in the **Comments** tab, click **View as List** or **View as Tree**.

View as List

Presents all comments listed by date, starting with the oldest comment.

View as Tree

Presents all comments in a tree view, in which replies to comments are shown under the original post and slightly indented.

Adding a comment to a report object

In IBM® Cognos® Disclosure Management, you can create comments in report objects to communicate with other users about specific content in the report object.

About this task

Users with the appropriate permissions can do this task. You need permission to view comments in report objects.

You can add text comments to report objects in Cognos Disclosure Management, which can be seen by users that work in that report object. Comments are not included in the generated report.

The name of the user who added the comment displays along with the comment. Hover over the comment to see the exact day and date the comment was added.

Tip: To reply to an existing comment, click **Reply** on the comment posted.

Procedure

1. Open the report that you want to work with.
2. Open the report object where you want to add a comment.
3. On the **Home** tab, click **Show Properties**.
4. Click the **Comments** tab.
5. Add your comment and then click **Add**. When a comment is added, Cognos Disclosure Management creates an audit trail entry for the report object. The entry includes details about the user who added the comment.

Tip: You can also add a reference comment to a report object. To add a reference comment, select content within the current report object, and then click the arrow in the **Add** icon and select **Add with Reference**. After you add

and confirm the message, the comment specifies the content that was referenced. Referenced comments are static references. If the item is changed, the reference is not updated.

Editing a comment in a report object

In IBM® Cognos® Disclosure Management, you can edit comments in report objects and maintain an audit trail of modifications that are made to the comments.

About this task

Users with the appropriate permissions can do this task.

Comments are used to communicate with other users about report objects in Cognos Disclosure Management. Users can modify the content of a comment at any time. For example, you can include more information, clarify an existing comment, or fix an error in a comment. Users must have appropriate permission to view comments in the report object.

The name of the user who edited the comment appears along with the comment. Hover over the comment to see the exact day and date the comment was edited.

Tip: When a comment is edited, Cognos Disclosure Management creates an audit trail entry for the report object. The entry includes details about the user who edited the comment.

Procedure

1. Open the report that you want to work with.
2. Open the report object that contains the comment that you want to edit.
3. On the **Home** tab, click **Show Properties**.
4. Click the **Comments** tab.
5. Click the comment that you want to edit.
6. Click the **Edit** icon.
7. Edit the comment, as needed, and click **Save**.

Deleting a comment from a report object

In IBM® Cognos® Disclosure Management, you can delete a comment from a report object for any reason and maintain an audit trail of deleted comments.

About this task

Users with the appropriate permissions can do this task.

If you no longer need a comment that is associated with a report object in Cognos Disclosure Management, you can delete the comment. If the comment has a reply, you can delete both the comment and all replies, or delete the comment only.

When you delete a comment and leave a reply, the reply remains indented. The name of the user who deleted the comment is displayed along with the date and time the comment was deleted.

Tip: Cognos Disclosure Management also creates an audit trail entry for the report object with details about the user who deleted the comment.

Procedure

1. Open the report that you want to work with.
2. Open the report object that contains the comment that you want to delete.
3. On the **Home** tab, click **Show Properties**.
4. Click the **Comments** tab.
5. Select the comment to delete.
6. Click the **Delete** icon. If there are replies associated with the comment, you can choose to delete the comment only, or to delete the comment and its replies.
7. In the confirmation message, click **Yes**.

Working with Excel objects

Excel objects are primarily used to work with data values in IBM® Cognos® Disclosure Management.

When an Excel object is added to a report, the Excel object has no data. You can reference and display data from the database or an external source in the Excel object and add data manually.

Important: Excel objects in Cognos Disclosure Management have the same functionality as Microsoft Excel. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help.

Excel object worksheets and data

In IBM® Cognos® Disclosure Management, every Excel object that is added to a report has a Database worksheet and one or more data worksheets.

A Database worksheet is used to contain values retrieved from an OLAP or relational database source or from an external Excel file source. Database worksheets are read-only and cannot be formatted or modified by users.

A data worksheet can be used to present data values in the report. The data worksheet is originally named Sheet1, but you can rename it if necessary.

You can use formulas to reference data contained in the Database worksheet. You can also include text or data in the data worksheet. You can add extensive formatting and formulas to enhance presentation of the information and perform further calculations. You can also add additional worksheets as required.

To switch between worksheets, click the worksheet tab in the Excel object.

You can use the functionality of Microsoft Excel formulas in an Excel object. There are hundreds of formulas available.

Important: The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help. Depending on the version of Microsoft Excel that is installed on your computer, some of the steps that you must follow might vary slightly.

Adding a worksheet to an Excel object

You can add another worksheet to an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the Excel object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Right-click any worksheet tab in the Excel object and insert a new worksheet.
5. Select the newly added worksheet from the list, double-click the worksheet tab, and enter a new name.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Changing the order of worksheets in an Excel object

You can arrange the order of worksheets in an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. To select the worksheet tab that you want to move, click and hold the left mouse button and drag the worksheet tab to the desired location.
5. Release the left mouse button.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Deleting a worksheet from an Excel object

If you no longer need a worksheet in an Excel object in IBM® Cognos® Disclosure Management, you can delete it.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.

4. Right-click the worksheet tab in the Excel object and delete. Ensure that the worksheet that you are deleting is not a data worksheet such as Sheet1. Data worksheets must be edited or deleted from the Manage Data Queries window.
5. Save your changes to the Excel object.
6. Click the **Default View Mode** icon in the status bar.
7. Save your changes to the report and check in the Excel object.

Viewing the source of a cell value in an Excel object

You can view the value in a cell in the data worksheet of an Excel object in IBM® Cognos® Disclosure Management from an Excel calculation, a formula that references data found in the Database worksheet, or a number manually entered by a user. The data worksheet is originally named Sheet1, but you can rename it if necessary.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click the cell containing the value that you want to investigate.
5. Look at the **Formula** bar to view the source of the cell value.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Referencing a cell value in a range in an Excel object

You can use a VLOOKUP formula in an Excel object in IBM® Cognos® Disclosure Management to reference and display a single value in the data worksheet from a range of cell values found in the Database worksheet.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Switch to the Database worksheet and determine the data value that you want to reference. Make a note of the cell coordinates for the data that you want.
5. Switch to the data worksheet. The data worksheet is originally named Sheet1, but you can rename it if necessary.
6. Determine what cell you want to display the data query value in.
7. Type an Excel VLOOKUP formula that calls on the cell values in the Database worksheet: = VLOOKUP ("Cash 5", Database ! A1:C11, 2, FALSE)

Where:

- The equal sign (=) indicates the start of the formula.
- VLOOKUP is the name of the formula being used.

- Cash 5 is the account name being looked up. It must be contained in quotes.
 - Database ! is the name of the worksheet being referenced. The exclamation point (!) identifies Database as another worksheet.
 - A1:C11 is the range of cells to be referenced in the Database worksheet.
 - 2 refers to the second column in the range of cells. The formula returns a value for the Cash 5 account from the second column.
 - FALSE returns an exact value match. TRUE returns either an approximate or exact match.
8. Press Enter.
 9. Save your changes to the Excel object.
 10. Click the **Default View Mode** icon in the status bar.
 11. Save your changes to the report and check in the Excel object.

Referencing a cell value in another worksheet in an Excel object

You can create a reference in a data worksheet in an Excel object in IBM® Cognos® Disclosure Management to a cell value found in the Database worksheet.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Switch to the Database worksheet and determine the data value that you want to reference. Make a note of the cell coordinates for the data that you want.
5. Switch to the data worksheet. The data worksheet is originally named Sheet1, but you can rename it if necessary.
6. Determine what cell you want to display the OLAP or relational data value in.
7. Type a cell reference formula that calls on the cell values in the Database worksheet: = Database ! C7

Where:

- The equal sign (=) indicates the start of the formula.
 - Database is the name of the worksheet being referenced.
 - Database ! is the name of the worksheet being referenced. The exclamation point (!) identifies Database as another worksheet.
 - C7 is the cell to be referenced in the Database worksheet.
8. Press Enter.
 9. Save your changes to the Excel object.
 10. Click the **Default View Mode** icon in the status bar.
 11. Save your changes to the report and check in the Excel object.

Changing the weighting of referenced data in an Excel object

When source data is imported into an Excel object in IBM® Cognos® Disclosure Management, the value might be weighted as positive or negative as it is stored in the external source, for example, relational. You can use an Excel formula to adjust the weighting.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Switch to the Database worksheet and determine the data value that you want to reference. Make a note of the cell coordinates for the data that you want.
5. Switch to the data worksheet. The data worksheet is originally named Sheet1, but you can rename it if necessary.
6. Determine what cell you want to display the OLAP or relational data value in.
7. Type a cell reference formula that calls on the cell values in the Database worksheet and also changes the weighting to a positive value:
$$= (\text{Database ! C7}) * -1$$

Where:

 - The equal sign (=) indicates the start of the formula.
 - Database ! is the name of the worksheet being referenced. The exclamation point (!) identifies Database as another worksheet.
 - C7 is the cell to be referenced in the Database worksheet.
 - *-1 multiplies the referenced value by a negative and reverses the value weighting
8. Press Enter.
9. Save your changes to the Excel object.
10. Click the **Default View Mode** icon in the status bar.
11. Save your changes to the report and check in the Excel object.

Excel object formatting

All standard Microsoft Excel formatting functionality is available in Excel objects in IBM® Cognos® Disclosure Management. You can apply Excel formatting in any worksheet except the Database worksheet and any other worksheets that contain data queries.

You can use the Format Cells window to apply the following cell formatting to cells and worksheets:

- Leaders between words and values
- Number format
- Alignment of the cell or table in the Excel object (left, center, or right)
- Font format
- Borders around rows, columns, and cells
- Patterns in the cell
- Protection to prevent cells from being edited

Important: Excel objects in Cognos Disclosure Management have the same functionality as Microsoft Excel. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft

online help. Depending on the version of Microsoft Excel that is installed on your computer, some of the steps that you must follow might vary slightly.

Showing and suppressing rows and columns in an Excel object when the report is generated

When you generate a report, IBM® Cognos® Disclosure Management automatically suppresses any rows or columns that contain only zero values and shows all other rows and columns. If necessary, you can specify that you want to show or suppress particular rows or columns.

About this task

Users with the appropriate permissions can do this task.

If an original value that was entered in the Excel object is a very small number that would be automatically rounded down to zero (for example, 0.00001), this number is treated as zero in the following procedures.

In the **Zero Amount Shown As** field in report properties, the administrator can specify a character such as a dash (-) to represent zeros in the report when the report is generated. If a character was specified in the **Zero Amount Shown As** field and you want zero values to appear in your report, then that character, rather than a zero, appears when the report is generated.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the data worksheet. The data worksheet is originally named Sheet1, but you can rename it if necessary.
5. If you want to show content that would normally be suppressed in the generated report, or if you want to suppress content that would normally be shown, consult the following table:

Table 10. Showing and suppressing rows and columns

Content of row or column	Default behavior in the generated report	If you want to perform the following task	Complete these steps
Row contains only zeros	Row is automatically suppressed. If the table contains only one row, and the row would normally be suppressed, the row header would be suppressed as well.	Show the contents of the row	Navigate to the end of the display range that contains the row that you want to show. In that row, type a plus sign (+) in the column that contains the ##RE variable.

Table 10. Showing and suppressing rows and columns (continued)

Content of row or column	Default behavior in the generated report	If you want to perform the following task	Complete these steps
Column contains only zeros	Column is automatically suppressed If the table contains only one column, and the column would normally be suppressed, the column header would be suppressed as well.	Show the contents of the column	Navigate to the end of the display range that contains the column that you want to show. In that column, type a plus sign (+) in the row that contains the ##RS variable.
Row contains at least one non-zero value	Row is automatically shown	Suppress the contents of the row	Navigate to the end of the display range that contains the row that you want to suppress. In that row, type a minus sign (-) in the column that contains the ##RE variable. Important: If a range extends to more than one page, the suppression is applied after the table is divided into multiple tables.
Column contains at least one non-zero value	Column is automatically shown	Suppress the contents of the column	Navigate to the end of the display range that contains the column that you want to suppress. In that column, type a minus sign (-) in the row that contains the ##RS variable. Important: If a range extends to more than one page, the suppression is applied after the table is divided into multiple tables.

Restriction:

- The following cell formats are ignored by automatic suppression: empty cells, cells with text, cells containing numbers, and non-numeric formatting.
- Columns that contain the following variables are ignored by automatic suppression, even if the content of the cells are non-zero: ##NL, ##NR, ##SL, and ##SR .
- If a column is being suppressed as a result of automatic row or column suppression, any ##NL, ##NR, ##SR, and ##SL variables that follow the suppressed column are also suppressed.
- When the Excel object contains merged cells, automatic row or column suppression occurs in the following manner:
 - If a row is merged across other columns, automatic row suppression applies if all values in the row are zeroes.
 - If a column is merged across other rows, automatic column suppression applies if all values in that column are zeroes.

- If there is a mixture of merged rows and columns, automatic suppression is based on the entire table.
- 6. Save your changes to the Excel object.
- 7. Click the **Default View Mode** icon in the status bar.
- 8. Save your changes to the report and check in the Excel object.

Results

When the report is generated, Cognos Disclosure Management deals with suppression items in the following order:

1. Plus and minus signs are applied.
2. Automatic suppression of zeros is applied.
3. Zero amounts shown as values are appended to the table.
4. Superscript or note columns are attached to the columns.

Applying leaders between columns in an Excel object

You can apply leaders between columns in an Excel object in IBM® Cognos® Disclosure Management to make the text easier to read.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Type one of the following symbols in the column where you want leaders to appear:
 - @* . To apply leader dots between two columns.
 - @* - To apply leader dashes between two columns.
 - @* _ To apply leader lines between two columns.
5. Save your changes to the Excel object.
6. Click the **Default View Mode** icon in the status bar.
7. Save your changes to the report and check in the Excel object.

Applying font, border, and pattern formats to an Excel object

You can apply font, border and pattern formatting to cells in an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cells that you want to format and right-click.
5. Click the tab containing the format controls that you want to use.

6. Apply the formatting.
7. Save your changes to the Excel object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Excel object.

Enabling cell merging in an Excel object

By default, the merge cells setting is not enabled for any cells in a newly created Excel object in IBM® Cognos® Disclosure Management. If you prefer, you can enable cell merging.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cells that you want to format and right-click.
5. Find the alignment area and select the field for cell merging.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Enabling text wrapping in an Excel object

By default, the text wrapping setting is not enabled for any cells in a newly created Excel object in IBM® Cognos® Disclosure Management. If you prefer, you can enable text wrapping.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cell or range of cells.
5. Select the cells that you want to format and right-click.
6. Find the alignment area and select the field for text wrapping.
7. Save your changes to the Excel object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Excel object.

Changing cell alignment in an Excel object

By default, an Excel object in IBM® Cognos® Disclosure Management aligns text in a table to the lower left corner of a cell. If you prefer, you can change the alignment of text in a cell.

About this task

Users with the appropriate permissions can do this task.

You can change the vertical alignment (top, center, or bottom) and also the horizontal alignment (left, center, or right).

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cells that you want to format and right-click.
5. Find the alignment area and select your preferred alignment.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Changing the height of a row in an Excel object

You can change the height of a row in an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Rest the pointer on the row boundary that you want to move until it becomes a two-headed arrow.
5. Click and drag the boundary until the row is the height that you want.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Changing the width of a column in an Excel object

You can change the width of a column in an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Rest the pointer on the column boundary that you want to move until it becomes a two-headed arrow.
5. Click and drag the boundary until the column is the width that you want.

6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Changing the size of all rows and columns in an Excel object

You can change the size of all rows or all columns in a worksheet in an Excel object in IBM® Cognos® Disclosure Management at the same time.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Move to the worksheet that you want to resize and select all rows and columns.
5. To resize all rows, move the pointer between rows until the row resize handle appears and double-click.
6. To resize all columns, move the pointer between columns until the column resize handle appears and double-click.
7. Save your changes to the Excel object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Excel object.

Locking and unlocking cells in an Excel object

You can choose which cells can be edited when a worksheet is protected in an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cells that you want to lock or unlock.
5. Find the protection area and specify locking for the selected cells.

Important: Cell protection is not yet enabled. For these settings to take effect, the worksheet must be protected.

6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Protecting a worksheet in an Excel object

There might be certain parts of a report that you do not want other users to modify, for example, compliance checklists. You can use cell locking in an Excel object in IBM® Cognos® Disclosure Management and then apply password protection to prevent modification.

About this task

Users with the appropriate permissions can do this task.

If you want to protect a worksheet in an Excel object, always use a password. Otherwise, users can unprotect the worksheet and cells are not locked.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Find the protection area and enter a password to further protect the worksheet. To customize other actions that a user can perform while the worksheet is locked, select the appropriate check boxes.
5. At the prompt that appears, enter the password again. Apply the settings to the worksheet.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Setting conditional formatting in an Excel object

You can use the conditional formatting feature in an Excel object in IBM® Cognos® Disclosure Management to set rules for cell formatting based on the value in another cell. If the rules (conditions) are met, then the formatting is applied.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click the data worksheet. The data worksheet is originally named Sheet1, but you can rename it if necessary.
5. Select the cell that you want to conditionally format.
6. Find the conditional formatting area.
7. Select the type of formatting you want (font, highlight cell, and so on) and enter the conditions that enable formatting for the cell.
8. To delete conditional formatting, select the cell or cells to which conditional formatting has been applied and clear the settings.
9. Save your changes to the Excel object.
10. Click the **Default View Mode** icon in the status bar.
11. Save your changes to the report and check in the Excel object.

Adding a chart to an Excel object

You can add a chart to an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Determine the data source for the chart:
 - a. If required, import data into an Excel object.
 - b. Review the data to determine what you want to display in chart format.
5. In the Excel object, click the worksheet that will contain the chart.
6. From the Excel menu, click **Insert**, then in the **Charts** section, select the type of chart you want to insert.
7. Configure the chart according to how you want it displayed, for example, design, layout, and format.
8. Select data for the chart.
9. From the Database worksheet or a data worksheet, select the source data range that you want to use. The data worksheet is originally named Sheet1, but you can rename it if necessary.
10. If required, add or edit legend entries and axis labels.
11. Save your changes to the Excel object.
12. Click the **Default View Mode** icon in the status bar.
13. Save your changes to the report and check in the Excel object.

Previewing an Excel object

Before you generate output from an Excel object in IBM® Cognos® Disclosure Management, you can preview the output. You might find this useful to ensure that all content appears correctly, especially if the Excel object contains ## variables.

Procedure

1. Open the report that you want to work with.
2. Open the Excel object.
3. In the **Report Object** tab, click **Generate & Preview > Preview**.
4. In the **Preview** window, confirm that the content appears correctly.
5. If necessary, check out the Excel object and make changes.
6. When the content appears correctly in the preview, you can generate the Excel object.

Data retrieval and adjustment

IBM® Cognos® Disclosure Management uses Excel objects to retrieve source data. The data is retrieved into worksheet cells in an Excel object.

You can add more than one data query to the same Excel object in different worksheets, as well as add multiple data queries from different data sources to the same worksheet in an Excel object. However, each cell or table can have only one data source associated with it.

You cannot modify the data source worksheet (the worksheet that retrieves an underlying data from a query), unless the data query is an OLAP data query that is configured to allow data writeback.

For more information about creating and editing OLAP data queries for write back, see IBM Cognos Disclosure Management Administration Guide.

You can add text or data manually to the data worksheet (the worksheet that is organized for generation). The data worksheet is originally named Sheet1, but you can rename it if necessary. However, such data cannot be refreshed from a data source unless there is a direct link to the **Database** tab where the query is inserted.

Important: Excel objects in Cognos Disclosure Management have the same functionality as Microsoft Excel. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help. Depending on the version of Microsoft Excel that is installed on your computer, some of the steps that you must follow might vary slightly.

Loading data into Excel objects

You can import data in an Excel object in IBM® Cognos® Disclosure Management from an external source. The source can be OLAP, relational, an external Excel file, HFM servers, IBM Cognos TM1, IBM Cognos Controller, IBM Cognos Analysis for Microsoft Excel, IBM Cognos Business Intelligence, and IBM Cognos for Microsoft Office. Cognos Analysis for Microsoft Excel, and Cognos for Microsoft Office work through the Excel add-in, and Cognos Controller also uses the add-in.

Before you begin

A data query must be defined before you can load data. When the query is defined, it must be associated with the report.

About this task

Users with the appropriate permissions can do this task. You need permission to create and associate queries and to load data into an Excel object.

Cognos Analysis for Microsoft Excel, and Cognos for Microsoft Office work through the Excel add-in, and Cognos Controller also uses the add-in. Data from Cognos Analysis for Microsoft Excel, Cognos for Microsoft Office, Cognos Controller, and Cognos TM1 Perspectives cannot update automatically if the source data has changed. You must manually click the **Refresh** button on the add-in to update the data. This concept is known as dynamic refresh, and is not supported in Cognos Disclosure Management when you use data from these add-ins.

Cognos Disclosure Management can directly access an OLAP or relational data source and retrieve data from the source into the report.

Data can also be imported from an Excel file into Cognos Disclosure Management. Multiple ranges can be imported from the same file, for example, A1:B20, C10:F30.

As well, Cognos Disclosure Management dynamically refreshes the data directly from the source file. You can also add specific named ranges.

When data is retrieved from the underlying data source, it is imported into the default Database worksheet in the Excel object. In Cognos Disclosure Management, one worksheet can have multiple data sources contained in it, for example, an OLAP source and a relational source.

When querying chart reports using a Business Intelligence query, only the data is brought into Cognos Disclosure Management.

After the data is retrieved, it can then be referenced by any other Word or Excel object in the report by using variables.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. On the **Data** tab for Excel object, click **Insert Data**. The Insert data for report object window opens.
5. Select the data query that you want to insert in the report object. Click **Next**.
6. Select the location of the worksheet that will contain the query.
7. Accept or modify the default named range that is to be associated with the query.

Note: the named range is used when managing data queries to navigate quickly to where the query is located in the report object for review. If a data query in an Excel object has no named range associated with it, the default named range is assigned to it the first time the report object is checked out.

8. If you want to override report object query variables in the query, specify the variables, values, and a comment if necessary.
9. Click **Finish**.
10. Save your changes to the Excel object.
11. Click the **Default View Mode** icon in the status bar.
12. Save your changes to the report and check in the Excel object.

Editing OLAP write-back in Excel objects

A *write-back process* is a process that gives users the ability to edit the data in a query and save the updated data back to an OLAP source. You can edit the data in some OLAP data queries in an Excel object in IBM® Cognos® Disclosure Management and save the changed data back to the data source.

Before you begin

A data query must be defined and loaded in an Excel object before you can edit data.

About this task

Users with the appropriate permissions can do this task. You need permission to write back data in an OLAP data query.

You can use a data query in Cognos Disclosure Management to directly access an OLAP data source and retrieve data into the report. OLAP data queries can be configured to write data back to the data source.

Important: To write data back to OLAP, all dimension members in the data query must be **leaf-level** members. A leaf-level member is a member of a hierarchy that has no children. For information about data queries, see the IBM Cognos Disclosure Management Administration Guide.

By default, OLAP data queries are protected to prevent editing. You can use the **Unprotect** icon on the **Data** tab Ribbon to allow selected cells to be edited. The **Protect** icon prevents editing of an unprotected cell.

Tip: After you unprotect a cell, that cell will remain unprotected until you protect the cell again.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Select one or more calls in the data query that you want to edit.
4. On the **Data** tab for Excel object, click **Unprotect**.
5. Edit the data in the unprotected cells, as necessary.
6. Save your changes to the Excel object.
7. If you want to save changes data query, select **Include OLAP Changes**. The updated data is written back to the data source.
8. If you are done editing an unprotected cell, select that cell and click **Protect** on the **Data** tab.

Important: If you do not have appropriate permissions, the write-back fails.

9. Save your changes to the report and check in the Excel object.

Managing data queries in an Excel object

A *query* is a request for information from a database that is based on specific conditions. You can view the queries that are inserted in an Excel object in IBM® Cognos® Disclosure Management and then you can make changes.

About this task

Users with the appropriate permissions can do this task.

You can change the name of the worksheet that contains the query and you can delete a query. However, if you change the worksheet name or delete the worksheet outside the Manage data queries window, the renamed worksheet will no longer be connected to the query and a new worksheet will be created with the same name as the original worksheet. A warning message will appear informing you that the Excel object is manually protected.

You can also modify the query variables associated with the query and navigate to the query where it is located in the current report object or to **Administration** for editing.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. On the **Data** tab for Excel object, click **Manage Data Queries**. The Manage Data Queries window opens.
5. To delete a data query, select it and delete.
6. To edit a data query, complete the following steps:
 - a. Select it and then edit.
 - b. To change the name of the worksheet that contains the data query, specify the name that you prefer.
 - c. If you want to associate query variables in the Excel object with the query, select the variables.

Tip: To see a variable, it must be overridden at report object level.

7. To navigate to and edit the data query properties in **Administration**, select the query and then select **Data Query** from the **Navigate to** dropdown menu .
8. To navigate to where the query is located in the current report object, select the query and then select **Named Range** from the **Navigate to** dropdown menu .
9. Save your changes to the Excel object.
10. Click the **Default View Mode** icon in the status bar.
11. Save your changes to the report and check in the Excel object.

Associating HFM connections with Excel objects

You can associate Hyperion Financial Management (HFM) connections with Excel objects in IBM® Cognos® Disclosure Management using HFM formulas to refresh the data.

Before you begin

An administrator must first define HFM data sources in Cognos Disclosure Management before you can associate an HFM connection with an Excel object. The HFM Smartview add-in must be installed before you can edit HFM formulas.

About this task

Users with the appropriate permissions can do this task.

You can use two methods to define HFM formulas:

Formula with connection name

You specify the HFM data source connection name in the formula. The connection name must match the name of the data source defined in Cognos Disclosure Management.

Formula without connection name

You can choose to not include a connection name in the formula.

For both methods, formulas are refreshed when you associate an HFM connection with the Excel object. If there is no connection associated with the Excel object, for formulas defined using the second method, the default connection is used. The default connection must be selected in the Manage HFM Servers window.

You can associate multiple HFM connections with an Excel object. However, if the multiple connections are to different data sources, the formulas must be defined using the first method. You then specify the connection to associate with the formula.

As previously stated, the HFM Smartview add-in must be installed before you can edit HFM formulas. However, the refresh process to retrieve the latest values from the HFM data source is performed on the application server, so the refresh process does not require the add-in. During report generation, the data refresh is also performed on the application server. To refresh a formula at the report object level, use manual refresh in add-in mode.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. In the HFM servers area, select the connections that you want to associate with the Excel object.
5. To specify the default connection to use for formulas defined using the second method, select the server that you want to be the default server.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Enabling the HFM SmartView add-in

You can enable the HFM SmartView Microsoft Excel add-in in IBM® Cognos® Disclosure Management so that it can be used in Excel objects.

Before you begin

HFM Smartview must be installed before it can be enabled.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. In the data area, enable add-ins.
5. Click the **Default View Mode** icon in the status bar.
6. Save your changes to the report and check in the Excel object.

Connecting to an HFM data source

You must provide connection details to a Hyperion Financial Management (HFM) data source to use so you can create and refresh HFM formulas at the report object level in IBM® Cognos® Disclosure Management.

Before you begin

There must be HFM data sources defined in Cognos Disclosure Management and you must have an Excel object open and checked out in add-in mode.

About this task

Users with the appropriate permissions can do this task.

When HFM is installed and HFM data sources are defined, the **Connect to an HFM Data Source** window will be displayed.

Procedure

1. If a default HFM connection exists and you want to use that connection, select the **Use HFM default connection** check box.
2. To select another HFM data source, ensure that the **Use HFM default connection** check box is not selected and specify the following connection parameters:

User Name

Enter the username of the account.

Password

Enter the password for the account.

Name Select the data source.

Machine Name

This name appears after the server connection is made. It is not editable.

Cluster name

This name appears after the server connection is made. It is not editable.

Application

The name of the application that holds the HFM data. This field is not editable

Domain

Enter the domain name of the server that contains the HFM data.

Url Enter the URL of the HFM server.

3. Click **OK**.

Tip: After you initially log in to the HFM server, you are automatically logged in after each refresh, check in, or check out of an Excel object for the same session.

Client-side Microsoft Excel add-ins

You can connect to data sources for other IBM Cognos products in IBM® Cognos® Disclosure Management by using Microsoft Excel add-ins.

You can connect to data sources for the following IBM Cognos products:

- IBM Cognos TM1
- IBM Cognos Controller
- IBM Cognos Analysis for Microsoft Excel
- IBM Cognos for Microsoft Office

If you set up IBM Cognos Access Manager authentication, you can authenticate to Cognos Access Manager in the Excel add-in outside Cognos Disclosure Management, and you are automatically authenticated in Cognos Disclosure Management. This only works with Cognos Access Manager imported users and

groups. For more information, see the topics about importing users and groups from Cognos Access Manager in the *IBM Cognos Disclosure Management Administration Guide*

IBM Cognos TM1

You can use the Cognos TM1 Perspectives Excel add-in to connect to a Cognos TM1 cube in Cognos Disclosure Management. This connection is an alternative method to creating a Cognos TM1 OLAP data source in Cognos Disclosure Management **Administration**.

The differences between the two methods of accessing Cognos TM1 data sources are shown in the following table.

Table 11. Cognos TM1 data source comparison

Feature	Cognos TM1 OLAP data source	Cognos TM1 Perspectives Excel add-in data source
Manage Cognos TM1 administrative functions, such as deleting cubes, managing dimensions, and security	No	Yes
Dynamic refresh and locking capabilities	Yes	No
Performance and scalability	Yes	No
Sharing a single Cognos TM1 query across multiple reports	Yes	No, each report object in the report must be refreshed manually if a query result changes.

For information about configuring Excel to use the Cognos TM1 Perspectives Excel add-in, see the *IBM Cognos TM1 Installation and Configuration Guide*.

IBM Cognos Controller

You can use the Cognos Controller Excel add-in to connect to a Cognos Controller repository in Cognos Disclosure Management. This add-in is an alternative method to converting a Cognos Controller repository to a Cognos TM1 cube and then creating a Cognos TM1 OLAP data source in Cognos Disclosure Management **Administration**.

If you use the Cognos Controller Excel add-in, you do not have the dynamic refresh and locking capabilities available with a Cognos TM1 OLAP data source. For information about dynamic refresh, see “Loading data into Excel objects” on page 93.

For information about configuring Excel to use the Cognos TM1 Perspectives Excel add-in, see the *IBM Cognos Controller Installation and Configuration Guide*.

IBM Cognos Analysis for Microsoft Excel

You can use the Cognos Analysis for Microsoft Excel add-in to connect to IBM Cognos Business Intelligence and IBM Cognos TM1 data sources in Cognos Disclosure Management.

If you use the Cognos Analysis for Microsoft Excel add-in, you do not have dynamic refresh and locking capabilities. Check out the Excel object first so that information can be saved without potential data loss.

For information about configuring Excel to use the Cognos Analysis for Microsoft Excel add-in, see the *IBM Cognos Analysis for Microsoft Excel User Guide*.

IBM Cognos for Microsoft Office

You can use the Cognos for Microsoft Office add-in to connect to IBM Cognos Business Intelligence Reporting products, in Cognos Disclosure Management.

If you use the Cognos for Microsoft Office add-in, you do not have dynamic refresh and locking capabilities. Check out the Excel object first so that information can be saved without potential data loss.

For information about configuring Excel to use the Cognos Analysis for Microsoft Excel add-in, see the *IBM Cognos for Microsoft Office User Guide*.

Add-ins not requiring Add-ins mode

There are add-ins in Cognos Disclosure Management that allow Excel objects to load without putting the object in Add-ins mode.

The add-ins are listed and managed by selecting **File > Options > Office Addins**.

This list contains predefined items that cannot be deleted and represents the supported add-ins in Cognos Disclosure Management:

Name	Description
CognosOfficeUDE.Connect	Cognos for Microsoft Office (Café and Go Office)
IBM Cognos TM1 Perspectives	TM1 Perspectives
IBM Cognos Controller Link	Older Cognos Controller
Cognos Controller Link for Microsoft Excel	Cognos Controller starting with 10.2 RP1
Controller Conversion Utility	Additional Controller functionalities (for the older add-in)

Note:

These items must be identical to the name of the add-in, which is not always the same as the label displayed in the Excel add-ins list. Add-ins not on this list are not loaded in Excel objects in Cognos Disclosure Management.

Related information:

“New features in IBM Cognos Disclosure Management Version 10.2.4” on page 2
IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Referencing a source-destination variable in an Excel object

In an Excel object in IBM® Cognos® Disclosure Management, you can reference a source-destination variable from a different Excel object.

Before you begin

In the source Excel object, you must define a source report object variable.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Source-Destination**. The Reference Variables window opens, displaying all destination (##D<value>) and global destination (##GD<value>) variables that have a corresponding source (##S<value> or ##GSD<value>) variable defined in IBM® Cognos® Disclosure Management.
4. Click the **Section View Mode** icon in the status bar.
5. Position the pointer in a cell outside of any range variables (that is, ##RS and ##RE or ##IRS and ##IRE).
6. Select the destination variable you want to use and click **Insert**. The destination variable is inserted into the Excel object.
7. Save your changes to the Excel object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Excel object.

Results

When you save the Excel object, the data defined in the value of the source variable is copied into it.

Referencing a named range variable in an Excel object

In an Excel object in IBM® Cognos® Disclosure Management, you can reference a named range from a different Excel object.

Before you begin

In the source Excel object, you must define a source named range variable for a cell range.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Named Range**. The Reference Variables window opens, displaying all destination named range (##D<named range>) and global destination named range (##GD<named range>) variables that have a corresponding source named range (##S<named range> or ##GSD<named range>) variable in IBM® Cognos® Disclosure Management.
4. Click the **Section View Mode** icon in the status bar.

5. Select the destination named range variable you want to use and perform one of the following:
 - Position the pointer in a cell outside of any range variables (that is, ##RS and ##RE or ##IRS and ##IRE). Click **Insert on new worksheet**. The destination named range variable is inserted into the Excel object. When you save the Excel object, a new worksheet is created and named after the name range. All data defined in the named range is copied into this new worksheet, starting at cell A1. Formatting is not copied.
 - Position the pointer in a cell outside of any range variables (that is, ##RS and ##RE or ##IRS and ##IRE). Use the **Insert on new worksheet** dropdown menu to select **Insert on selected worksheet**. The destination named range variable is inserted into the cell you selected in the Excel object (for example, B3), with the location of the content set to the cell one row below (for example, C3). In the third column, modify the value to specify the location and formatting of the content. For example, Sheet1!B3*, where Sheet1 is the worksheet name, B3 is the starting cell to copy the content to, and the asterisk (*) means that both the data and formatting is copied.
6. Save your changes to the Excel object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Excel object.

Results

When you save the destination Excel object, the data defined by the source named range variable is copied into it.

Working with Word objects

Word objects are primarily used to present textual information in a report in IBM® Cognos® Disclosure Management.

Cognos Disclosure Management can leverage existing reports by importing them directly into the Word object for use in the report. You can add text, images, graphs, or data to enhance the report. Every time you save a Word object, the data is saved in the Cognos Disclosure Management database.

You can view an audit trail for the report object information and content in the database and you can compare different versions.

Important: Word objects in Cognos Disclosure Management have the same functionality as Microsoft Word. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help.

Word object tables

When you need to add textual content to a report in IBM® Cognos® Disclosure Management, you use a Word object. For consistency in the overall document design, use tables to contain information such as text or images.

Each section in a table is referred to as a cell. A table consists of rows and columns of cells that you can fill with text or graphics. When a table is inserted into a Word object, it is displayed as a grid.

You can format text in cells in the same way as other text. You can format the table by adding or deleting the lines around the cells, and by shading the background. You can also adjust the width of columns and the height of rows.

Tip: Although a Word object can contain information outside of a table, it is easier to use tables for consistency in formatting.

Important: Word objects in Cognos Disclosure Management have the same functionality as Microsoft Word. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help. Depending on the version of Microsoft Word that is installed on your computer, some of the steps that you must follow might vary slightly.

Drawing a table or cell in a Word object

You can create a customized table in a Word object in IBM® Cognos® Disclosure Management. For example, you can create a table containing cells of different heights or varying columns per row.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click where you want to create a table and insert the table.
5. Position the pencil icon in your preferred location and draw the table or cell. To define the outer table boundaries, click and drag to create the size of table or cell that you want. Then draw the column and row lines inside the table or cell. You can erase a line or group of lines, if necessary.
6. When you are finished, exit table mode.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Adding a table or worksheet to a Word object

You can add a table to a Word object in IBM® Cognos® Disclosure Management. Depending on the formatting that you prefer, you can create the table in several ways.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click where you want to create a table.
5. To draw a table with your own formatting, complete the following steps:

- a. Click where you want to create a table and insert the table.
 - b. To specify the number of columns and the number of rows to include in the table, select the appropriate numbers.
 - c. To adjust the table size, select the automatic behavior that you prefer.
6. To insert a table with a certain number of rows and columns, complete the following steps:
 - a. Click where you want to create a table.
 - b. Select the correct number of rows and columns, and then release the pointer.
7. To insert a table with predefined formatting, complete the following steps:
 - a. Click where you want to create a table and insert a quick table. Click one of the samples, such as a calendar or a tabular list.
 - b. Adapt the appearance as necessary by changing colors, formatting, and content. You can click the samples to change colors and formatting.
8. To use an Excel worksheet as a table in a Word object, complete the following steps:
 - a. Click where you want to add an Excel worksheet and insert an Excel worksheet into your Word object.
 - b. Adapt the appearance of the Excel worksheet as necessary.
9. Save your changes to the Word object.
10. Click the **Default View Mode** icon in the status bar.
11. Save your changes to the report and check in the Word object.

Adding a nested table to a cell of a table in a Word object

You can insert a table into a cell of a table in a Word object in IBM® Cognos® Disclosure Management. A table within a table is called a nested table.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Inside the table, click the cell where you want to insert a nested table.
5. Click where you want to create a nested table and insert the table.
 - a. To specify the number of columns and the number of rows to include in the table, select the appropriate numbers.
 - b. To adjust the table size, select the automatic behavior that you prefer.
6. Save your changes to the Word object. The nested table appears inside the table cell.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Converting text in a Word object to a table

You can convert existing text in a Word object in IBM® Cognos® Disclosure Management into a table format.

About this task

Users with the appropriate permissions can do this task.

Text separators, such as paragraph markers or tabs, are required to indicate where a new column should begin. You can define what is considered a text separator.

Each new paragraph is placed in a newly created row. If you selected paragraphs as a text separator, text is converted into a table with one column.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. To indicate where you want to divide text into columns, insert the text separator that you want, for example, tabs, paragraphs, or commas. For example, if you want a new column to appear in the table wherever a new paragraph starts in the existing text, make sure that your paragraphs are divided in the appropriate locations.
5. Select the text that you want to convert.
6. Click where you want to create a table and insert the table.
 - a. Select the number of columns and the number of rows to include in the table.
 - b. To adjust the table size, select the automatic behavior that you prefer.
 - c. Indicate the type of text separator that you want to use when you convert the text to a table.
7. Save your changes to the Word object. The text is displayed in a table in the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Converting a table in a Word object to text

You can convert the text contained in a table in a Word object in IBM® Cognos® Disclosure Management into normal paragraphs.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click anywhere inside the table.
5. Select the option to convert a table to text.
6. Indicate the type of text separator that you want to use when you convert the table to text. The table is removed and its text appears in paragraphs.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Navigating in a table in a Word object

When you are working with a table in a Word object in IBM® Cognos® Disclosure Management, it is helpful to understand how to navigate through the table and how to select items in the table.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. You can complete any of the following steps on cells, rows, or columns:
 - To select a cell, click the left edge of the cell.
 - To select a row, click to the left of the row, just outside the table.
 - To select a column, click just above the upper grid line of the column.
 - To select multiple cells, rows, or columns, click and drag across the cell, row, or column.
 - To select the entire table, click the upper left corner of the table.
 - To move to the next cell, press Tab. If you press Tab in the last cell, you create a new row.
 - To move to the previous cell, press Shift+Tab.

Important: Depending on the version of Microsoft Word that is installed on your computer, some of the steps that you must follow might vary slightly.

5. Click the **Default View Mode** icon in the status bar.
6. If you made any changes, save your changes to the report and check in the Word object.

Inserting rows and columns into a table in a Word object

When you are working with a table in a Word object in IBM® Cognos® Disclosure Management, you can insert rows and columns to contain the text for the table.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click in the location in the table where you want to insert rows or columns.
5. To add rows, complete one of the following steps:
 - To add rows above your selection, click the option to insert rows above and select the number of rows.
 - To add rows below your selection, click the option to insert rows below and select the number of rows.
 - To add one row below your selection, click in the last cell of the table and press Tab.

6. To add columns, complete one of the following steps:
 - To add columns to the left of your selection, click the option to insert columns left and select the number of columns.
 - To add columns to the right of your selection, click the option to insert columns right and select the number of columns.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Splitting a table in a Word object into two tables

If the table in a Word object in IBM® Cognos® Disclosure Management contains too much information, you can split the table into two separate tables.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Position the cursor in the row where you want the second table to start.
5. Click the option to split a table. The table splits into two tables at the location that you selected.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Deleting cells, rows, columns, or tables from a Word object

If the table in a Word object in IBM® Cognos® Disclosure Management contains content that you do not need, you can delete cells, rows, columns, or the entire table.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click in the part of the table that you want to delete and select the appropriate cells, rows, or columns, or the entire table.
5. Save your changes to the Word object.
6. Click the **Default View Mode** icon in the status bar.
7. Save your changes to the report and check in the Word object.

Word object formatting

When you need to add textual content to a report in IBM® Cognos® Disclosure Management, you use tables in a Word object. You can perform tasks such as changing the size of rows and columns, adding borders and shading, and changing the alignment of text.

Important: Word objects in Cognos Disclosure Management have the same functionality as Microsoft Word. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help. Depending on the version of Microsoft Word that is installed on your computer, some of the steps that you must follow might vary slightly.

Applying formatting properties to cells and tables in a Word object

You can apply formatting to cells and tables in a Word object in IBM® Cognos® Disclosure Management. For example, you can specify alignment, row height, and column width.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cells or table that you want to format.
5. Click the area for the cell, row, or column that you want to format, or the entire table.
6. Apply the formatting that you need.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Enabling text wrapping in a table in a Word object

By default, the text wrapping setting is disabled in a newly created Word object in IBM® Cognos® Disclosure Management. You can enable text wrapping if necessary.

About this task

Users with the appropriate permissions can do this task.

For optimal report design, text wrapping should be disabled.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click in the table.
5. Find the text wrapping area.
6. Select the type of wrapping and positioning that you prefer.

7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Setting the preferred width of a table in a Word object

By default, the preferred width setting for a table in a Word object in IBM® Cognos® Disclosure Management is disabled (set to zero inches). You can apply a preset width for tables in a Word object.

About this task

Users with the appropriate permissions can do this task.

The maximum width for the table is seven inches.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click in the table.
5. Find the width settings.
6. Set the number field to the width that you prefer, to a maximum of seven inches. Select inches for the measurement setting.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Changing the size of a table in a Word object

If the size of a table in a Word object in IBM® Cognos® Disclosure Management is incorrect, you can resize the table.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Move the pointer near the lower right corner of the table until a double-headed resizing arrow appears.
5. Drag the table boundary until the table is the size that you want. The maximum width of a table is seven inches.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Changing the height of a row in a Word object

You can change the height of a row in a table in a Word object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. To change the approximate height of a table row, complete the following steps.
 - a. Rest the pointer on the lower boundary of the row that you want to edit until the pointer becomes a two-headed arrow.
 - b. Click and drag the boundary until the row is the height that you want.
5. To change the exact height of a table row, complete the following steps.
 - a. Click a cell in the row that you want to edit.
 - b. In the properties area, click the row. Specify the height that you want and specify other settings regarding the height.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Changing the width of a column in a Word object

You can change the width of a column in a table in a Word object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. To change the approximate width of a table column, complete the following steps.
 - a. Rest the pointer on the right boundary of the column that you want to edit until the pointer becomes a two-headed arrow.
 - b. Click and drag the boundary until the column is the width that you want.
5. To change the exact width of a table column, complete the following steps.
 - a. Click a cell in the column that you want to edit.
 - b. In the properties area, click the column. Specify the width that you want and specify whether you want to measure in inches or as a percentage of the width of the table
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Making multiple cells in a table in a Word object the same height or width

If a table in a Word object in IBM® Cognos® Disclosure Management contains rows or columns with different heights or widths, you can adjust the heights and widths automatically.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. To make rows the same height, complete the following steps:
 - a. Select the rows that you want to make the same height.
 - b. Click the option to distribute rows.
5. To make columns the same width, complete the following steps:
 - a. Select the columns that you want to make the same width.
 - b. Click the option to distribute columns.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Changing the spacing between cells in a table in a Word object

You can change the spacing between the cells in a table in a Word object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click the table.
5. Find the settings for spacing and specify the spacing that you want.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Changing the borders and shading in a table in a Word object

By default, when a table is inserted in a Word object in IBM® Cognos® Disclosure Management, a border is automatically added around cells in the table and no shading is applied. You can change the borders and shading if necessary.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cell or range of cells that you want to format. If you want to format the entire table, do not select any cells.
5. Find the settings for borders and shading.
6. To change borders and shading, complete one or more of the following steps:
 - Change the settings, style, color, width, and area of the table to apply changes to.
 - Add a border to the entire page.
 - Change the fill color and pattern and select the area of the table to apply the changes to.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Changing the direction of text in a table in a Word object

By default, a Word object in IBM® Cognos® Disclosure Management aligns text horizontally in table cells, callouts, text boxes, or AutoShapes. You can change the text orientation so that the text is displayed vertically.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the cells containing the text that you want to edit. If you want to edit only one cell, click in the cell.
5. In the alignment area, select the direction option that you want. You can specify whether you want the text to be horizontal, vertical upwards, or vertical downwards.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Changing the cell alignment of a table in a Word object

By default, a Word object in IBM® Cognos® Disclosure Management aligns text in a table to the upper left corner of a cell. You can change the vertical alignment (top, center, or bottom) and the horizontal alignment (left, center or right).

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.

3. Click the **Section View Mode** icon in the status bar.
4. Select the cells containing the text that you want to edit. If you want to edit only one cell, click in the cell.
5. Find the alignment area and select the alignment option that you want. You can select left, center, or right alignment, and top, middle, or bottom alignment.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Fixing text and number alignment in a table cell in a Word object

By default, text or numbers in a Word object in IBM® Cognos® Disclosure Management align to the left side of a column. You can correct the alignment if necessary by inserting a nonbreaking space.

About this task

Users with the appropriate permissions can do this task.

Tables in Word objects do not manage number alignment automatically. Format selections and characters such as brackets might affect alignment in a cell. Text or numbers that seem to be correctly aligned in the Word object might not be correctly aligned in the generated report. You can insert a nonbreaking space to control alignment issues. It acts as a blank placeholder symbol in the cell.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Position your cursor in the cell where you need to fix the alignment of text or a number.
5. In the symbols area, insert a nonbreaking space. If a nonbreaking space does not appear in the list, select a different font and try again.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Repeating table headings in a Word object on all pages in a long report

A table in a Word object in IBM® Cognos® Disclosure Management might have table headings. In a very long report, you can make the headings automatically appear on each page of the report where the table appears.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click any cell in the first row of the table.

5. Find the field or check box where you can specify that you want to repeat a header row at the top of each page.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Results

When the table in the Word object extends across multiple pages in the generated report, the table headings appear on each page.

Controlling where a table in a Word object is divided in a report

If a page break occurs in a large row in a Word object in IBM® Cognos® Disclosure Management, the Word object allows a page break to divide the row between two pages. You can prevent a table from breaking across pages and you can force the table to break across pages at a particular place.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click any cell in the table.
5. Find the field or check box where you can specify that you want rows to break across pages.
6. Save your changes to the Word object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the Word object.

Results

If a page break occurs in a large row in the Word object when the report is generated, the page break occurs in the specified location.

Sorting table entries in a Word object

In a Word object in IBM® Cognos® Disclosure Management, you can sort table entries alphabetically, numerically, or by date.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Select the table that contains entries that you want to sort.
5. Find the field or check box where you can specify that you want to sort data.
6. Select the sort options that you want.

7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Totalling a row or column of numbers in a Word object

You can insert a total value for a row or column of numbers in a table in a Word object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

If your column or row contains blank cells, Word does not total the entire column or row. Blank rows require zeroes for totaling to work correctly.

Tip: If you need complex formulas, use an Excel object and copy or link to the results.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Click in an empty cell where you want to insert a total. If you want to total a column, select a cell at the end of the column. If you want to total a row, select a cell at the end of the row.
5. Specify a formula for the cell that will contain the total.
6. Depending on the cell location that you selected, the default formula calculates the values of the cells in the column or row. The total appears in the selected cell.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Referencing a chart from an Excel object in a Word object

In a Word object in IBM® Cognos® Disclosure Management, you can reference a chart from an Excel object.

Before you begin

In the Excel object, you must define a chart.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Chart**. The Reference Variables window opens, displaying all chart variables in the report.
4. Click the **Section View Mode** icon in the status bar.

5. Position the pointer where you want the chart to appear in the Word object.
Tip: you can also create a table or text box and make it the size you want the chart to be displayed and position the pointer inside of it.
6. Select the chart variable you want to use and from the **Insert as Chart** button dropdown menu select one of the following:
 - **Insert as Chart** - use this option to import a chart in its original size.
 - **Insert as Chart and resize** - use this option to import a chart into the table or text box you have created. Make the table or text box bigger or smaller depending on the size of chart you want displayed.

A hyperlink to the chart is inserted.

7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Results

After you generate the document, the chart defined in the Excel object will resolve in the Word object with the original formatting.

Referencing a picture from an Excel object in a Word object

In a Word object in IBM® Cognos® Disclosure Management, you can reference a picture from an Excel object.

Before you begin

In the Excel object, you must insert a picture.

Note: Format the picture by entering an ALT TEXT description for it. This description is then used to identify the picture by name in the Reference Variables window. If no ALT Text description exists, the file name of the picture is used to identify the picture.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Picture**. The Reference Variables window opens, displaying all picture variables in the report.
4. Click the **Section View Mode** icon in the status bar.
5. Position the pointer where you want the picture to appear in the Word object.
Tip: you can also create a table or text box and make it the size you want the picture to be displayed and position the pointer inside of it.
6. Select the picture variable you want to use and from the **Insert as Image** button dropdown menu select one of the following:
 - **Insert as Image** - use this option to import a picture in its original size.
 - **Insert as Image and resize** - use this option to import a picture into the table or text box you have created. Make the table or text box bigger or smaller depending on the size of picture you want displayed.

- A hyperlink to the picture is inserted.
7. Save your changes to the Word object.
 8. Click the **Default View Mode** icon in the status bar.
 9. Save your changes to the report and check in the Word object.

Results

After you generate the document, the picture inserted in the Excel object will resolve in the Word object.

Referencing a source-destination variable in a Word object

In an Word object in IBM® Cognos® Disclosure Management, you can reference a source-destination variable

Before you begin

You must define a source variable in an Excel object.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Source-Destination**. The Reference Variables window opens, displaying all destination (##D<value>) and global destination (##GD<value>) variables that have a corresponding source (##S<value> or ##GSD<value>) variable defined in IBM® Cognos® Disclosure Management.
4. Click the **Section View Mode** icon in the status bar.
5. Position the pointer in the Word object where you want to insert the destination variable.
6. Select the destination variable you want to use and click **Insert**. The destination variable is inserted into the Word object.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Results

When you save the Word object, the data defined in the value of the source variable is copied into it.

Referencing a named range variable in a Word object

In a Word object in IBM® Cognos® Disclosure Management, you can reference a named range variable.

Before you begin

In the source Excel object, you must define a name range variable for a cell range.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Named Range**. The Reference Variables window opens, displaying all destination named range (##D<named range>) and global destination named range (##GD<named range>) variables that have a corresponding source named range (##S<named range> or ##GSD<named range>) variable in IBM® Cognos® Disclosure Management.
4. Click the **Section View Mode** icon in the status bar.
5. Position the pointer where you want the destination named range variable to appear in the Word object.
6. Select the destination named range variable you want to use and click **Insert**. The destination named range variable is inserted into the Word object.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Results

When you save the Word object, the data defined by the source named range variable is copied into it.

Referencing an image range variable in a Word object

In a Word object in IBM® Cognos® Disclosure Management, you can reference an image range variable. The image range can contain either a graphic or data that is rendered as an image in Word.

Before you begin

In the Excel object, you must define an image range by using the image range start (##IRS) and image range end (##IRE) variables. The image range can contain data or a graphic.

If you have specified a choice in the **Zero Amount Shown As** report property, or if you have specified rows or columns in the Excel object that you want to show or suppress, your choices might affect the appearance of the image that you create.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Image Range**. The Reference Variables window opens, displaying all image range variables in the report.
4. Click the **Section View Mode** icon in the status bar.

5. Position the pointer where you want the image range to appear in the Word object. **Tip:** you can also create a table or text box and make it the size you want the image to be displayed and position the pointer inside of it.
6. Select the image range variable you want to use and from the **Insert as Image** button dropdown menu select one of the following:
 - **Insert as Image** - use this option to import a referenced image range that contains only data (no pictures or charts). The data is converted into an image that contains only the cell data (in effect, numbers or text). This option causes changes to suppression and zeroes. The image is generated according to the default size of 150 DPI.
 - **Insert as Image and resize** - use this option to import a referenced image range that contains only data (no pictures or charts) into a table or text box you created and sized. The data is converted into an image that contains only the cell data (in effect, numbers or text). This option causes changes to suppression and zeroes. The size of the generated image fits the size of the table or text box you have created. Make the table or text box bigger or smaller depending on the size of image you want displayed.
 - **Insert as Snapshot** - use this option to import a referenced image range that is an exact snapshot of the image range you specified, which can include data, pictures and charts, or just pictures and charts. The range is converted to an image according to the default size of 150 DPI.
 - **Insert as Snapshot and resize** - use this option to import a referenced image range that is an exact snapshot of the image range you specified, which can include data, pictures and charts, or just pictures and charts, into a table or text box you created and sized. The size of the generated image fits the size of the table or text box you have created. Make the table or text box bigger or smaller depending on the size of image you want displayed.
- A hyperlink to the referenced image is inserted.
7. Save your changes to the Word object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Word object.

Results

After you generate the document, the image range defined in the source Excel object will resolve in the Word object.

Working with PowerPoint objects

In IBM® Cognos® Disclosure Management, PowerPoint objects are primarily used for visual presentations in a report.

Cognos Disclosure Management can take advantage of existing PowerPoint documents by importing them directly into the PowerPoint object for use in the report. You can add charts, display ranges, or image ranges containing data or graphics to enhance the PowerPoint object. Every time you save a PowerPoint object, the data is saved in the Cognos Disclosure Management database.

You can view an audit trail for the report object information and content in the database and you can compare different versions of the PowerPoint object.

Restriction: If you work in Microsoft Office 2003 or 2007, you can work with only one instance of a PowerPoint object at a time. When you view audit trails for

PowerPoint objects, the audit trail content does not load because of this limitation. You will receive a message in which you can save the logs separately. If you work in a later version of Microsoft Office, this restriction does not apply.

Important: PowerPoint objects in Cognos Disclosure Management have the same functionality as Microsoft PowerPoint. The advanced functionality for Microsoft products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Microsoft documentation or Microsoft online help. Depending on the version of Microsoft PowerPoint that is installed on your computer, some of the steps that you must follow might vary slightly.

Referencing a chart from an Excel object in a PowerPoint object

In a PowerPoint object in IBM® Cognos® Disclosure Management, you can reference a chart from an Excel object.

Before you begin

In the Excel object, you must define a chart.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Chart**. The Reference Variables window opens, displaying all chart variables in the report.
4. Click the **Section View Mode** icon in the status bar.
5. Insert a text box and position it where you want the chart to appear in the PowerPoint object. **Tip:** you can also make the text box the size you want the chart to be displayed.
6. Select the chart variable you want to use and from the **Insert as Chart** button dropdown menu select one of the following:
 - **Insert as Chart** - use this option to import a chart in its original size.
 - **Insert as Chart and resize** - use this option to import a chart according to the size of the text box you have created. Make the text box bigger or smaller depending on the size of chart you want displayed.

A hyperlink to the chart is inserted.

7. Save your changes to the PowerPoint object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the PowerPoint object.

Results

After you generate the document, the chart defined in the Excel object will resolve in the PowerPoint object with the original formatting.

Referencing a picture from an Excel object in a PowerPoint object

In a PowerPoint object in IBM® Cognos® Disclosure Management, you can reference a picture from an Excel object.

Before you begin

In the Excel object, you must insert a picture.

Note: Format the picture by entering an ALT TEXT description for it. This description is then used to identify the picture by name in the Reference Variables window. If no ALT Text description exists, the file name of the picture is used to identify the picture.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Picture**. The Reference Variables window opens, displaying all picture variables in the report.
4. Click the **Section View Mode** icon in the status bar.
5. Insert a text box and position it where you want the picture to appear in the PowerPoint object. **Tip:** you can also make the text box the size you want the picture to be displayed.
6. Select the picture variable you want to use and from the **Insert as Image** button dropdown menu select one of the following:
 - **Insert as Image** - use this option to import a picture in its original size.
 - **Insert as Image and resize** - use this option to import a picture according to the size of the text box you have created. Make the text box bigger or smaller depending on the size of picture you want displayed.

A hyperlink to the picture is inserted.

7. Save your changes to the PowerPoint object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the PowerPoint object.

Results

After you generate the document, the picture defined in the Excel object will resolve in the PowerPoint object.

Referencing a source-destination variable in a PowerPoint object

In an PowerPoint object in IBM® Cognos® Disclosure Management, you can reference a source report object variable.

Before you begin

You must define a source variable in an Excel object.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Source-Destination**. The Reference Variables window opens, displaying all destination (##D<value>) and global destination (##GD<value>) variables that have a corresponding source (##S<value> or ##GSD<value>) variable defined in IBM® Cognos® Disclosure Management.
4. Click the **Section View Mode** icon in the status bar.
5. Position the pointer in the PowerPoint object where you want to insert the destination variable. If you are inserting the variable in a blank slide, you do not have to position your cursor.
6. Select the destination variable you want to use and click **Insert**. The destination variable is inserted into the PowerPoint object.
7. Save your changes to the PowerPoint object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the PowerPoint object.

Results

When you save the PowerPoint object, the data defined in the value of the source variable is copied into it.

Referencing a named range variable in a PowerPoint object

In a PowerPoint object in IBM® Cognos® Disclosure Management, you can reference a named range variable.

Before you begin

In the source Excel object, you must define a name range variable for a cell range.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Named Range**. The Reference Variables window opens, displaying all destination named range (##D<named range>) and global destination named range (##GD<named range>) variables that have a corresponding source named range (##S<named range> or ##GSD<named range>) variable in IBM® Cognos® Disclosure Management.
4. Click the **Section View Mode** icon in the status bar.
5. Position the pointer where you want the named range variable to appear in the PowerPoint object. If you are inserting the variable in a blank slide, you do not have to position your cursor.

6. Select the destination named range variable you want to use and click **Insert**. The destination named range variable is inserted into the PowerPoint object..
7. Save your changes to the PowerPoint object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the PowerPoint object.

Results

When you save the PowerPoint object, the data defined by the source named range variable is copied into it.

Referencing an image range variable in a PowerPoint object

In a PowerPoint object in IBM® Cognos® Disclosure Management, you can reference an image range variable. The image range can contain either a graphic or data that is rendered as an image in PowerPoint.

Before you begin

In the Excel object, you must define an image range by using the image range start (##IRS) and image range end (##IRE) variables. The image range can contain data or a graphic.

If you have specified a choice in the **Zero Amount Shown As** report property, or if you have specified rows or columns in the Excel object that you want to show or suppress, your choices might affect the appearance of the image that you create.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open and check out the report object that you want to edit.
3. From the **Insert Variable** dropdown menu, select **Image Range**. The Reference Variables window opens, displaying all image range variables in the report.
4. Click the **Section View Mode** icon in the status bar.
5. Position the pointer where you want the image range to appear in the PowerPoint object. **Tip:** you can also create a text box and make it the size you want the image to be displayed and position the pointer inside of it.
6. Select the image range variable you want to use and from the **Insert as Image** button dropdown menu select one of the following:
 - **Insert as Image** - use this option to import a referenced image range that contains only data (no pictures or charts). The data is converted into an image that contains only the cell data (in effect, numbers or text). This option causes changes to suppression and zeroes. The image is generated according to the default size of 150 DPI.
 - **Insert as Image and resize** - use this option to import a referenced image range that contains only data (no pictures or charts) into a table or text box you created and sized. The data is converted into an image that contains only the cell data (in effect, numbers or text). This option causes changes to suppression and zeroes. The size of the generated image fits the size of the table or text box you have created. Make the table or text box bigger or smaller depending on the size of image you want displayed.

- **Insert as Snapshot** - use this option to import a referenced image range that is an exact snapshot of the image range you specified, which can include data, pictures and charts, or just pictures and charts. The range is converted to an image according to the default size of 150 DPI.
- **Insert as Snapshot and resize** - use this option to import a referenced image range that is an exact snapshot of the image range you specified, which can include data, pictures and charts, or just pictures and charts, into a table or text box you created and sized. The size of the generated image fits the size of the table or text box you have created. Make the table or text box bigger or smaller depending on the size of image you want displayed.

A hyperlink to the referenced image is inserted.

7. Save your changes to the PowerPoint object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the PowerPoint object.

Results

After you generate the document, the image range defined in the source Excel object will resolve in the PowerPoint object.

Working with Web Page objects

You can use Web Page objects to display web pages in a report in IBM® Cognos® Disclosure Management for reference.

Web Page objects can be included in the report for reference while you are working on the report, but they are not generated upon output.

Restriction: Because Web Page objects are not included in the generated report, Web Page objects cannot be included in the Table of Contents.

Adding a website to a Web Page object

You can add a link to a website to a Web Page object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Navigation pane, right-click the name of the report and click **Add Child**, then **Web Object**.
3. In the Navigation pane, check out the Web Page object that you just added.
4. In the work area, click the **Address** field and type the name of the website.
5. Press Enter. A link to the website is inserted into the Web Page object and the web page displays in the work area.
6. Save your changes to the Web Page object.
7. Save your changes to the report and check in the Web Page object.

Results

The website is added to the report.

Working with PDF objects

You can use PDF objects to attach documents in Portable Document Format (PDF) to a report in IBM® Cognos® Disclosure Management for reference.

PDF objects can be included in the report for reference while you are working on the report, but they are not generated upon output.

Restriction: Because PDF objects are not included in the generated report, PDF objects cannot be included in the Table of Contents.

Important: When the file is open, PDF objects in Cognos Disclosure Management have the same functionality as Adobe Reader or Adobe Acrobat. The advanced functionality for Adobe products is beyond the scope of this guide; however, some topics are included for your convenience. For more information, see Adobe documentation or Adobe online help.

Password protection for PDF objects

In IBM® Cognos® Disclosure Management, you can protect your PDF files with password security to prevent unauthorized users from copying or extracting information.

Cognos Disclosure Management does not remove the password protection on PDF files. If the PDF file can be opened and viewed, it can be attached to a report and viewed correctly. If you want to prevent unauthorized users from copying or extracting from a PDF, use the security settings in the application used to generate the PDF.

However, if password protection is in place to prevent the PDF file from being opened, Cognos Disclosure Management cannot display the PDF file.

Adding a PDF file to a PDF object

You can attach a PDF file to a PDF object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

PDF files can be added to a report for reference purposes but they are not generated upon output.

Procedure

1. Open the report that you want to work with.
2. In the Navigation pane, right-click the name of the report and click **Add Child**, then **PDF Object**.
3. In the Open window, navigate to the PDF file that you want to include in the report and click **Open**.
4. Click **Manage object workflow** to configure report object permissions as necessary.

5. Save your changes to the report and check in the PDF object.

Results

The PDF file is added to the PDF object.

Chapter 7. Variables

When data is in a report in IBM® Cognos® Disclosure Management, use variables to reference the data wherever it appears in other parts of the report.

Variables are used to simplify the process of periodically updating the recurrent information that is often found in a report, or multiple reports. Instead of entering this information throughout multiple reports, and then having to update it repeatedly, you can use a variable to represent the information.

Wherever a value is displayed in a report, you can define and substitute a variable in place of it. When the report is generated, the value is substituted in place of the variable. When the value changes, you can update the variable with the new value in one place and the change is then propagated throughout all of the reports.

You have a time period "For the year ended 2009" referenced in multiple places in your report. By using `##D<fsyear>` as a variable ("For the year ended `##D<fsyear>`") you can change those multiple time period references to "For the year ended 2010" by applying the value 2010 once to the variable `##D<fsyear>`.

Related information:

Chapter 5, "Reports," on page 43

In IBM® Cognos® Disclosure Management, the administrator creates reports and assigns users the ability to work on various parts of the report. Each part of a report is called a report object.

Types of variables

You can use different types of variables in your report in IBM® Cognos® Disclosure Management to reference different types of data, build a table of contents, or specify the order of attached notes.

You can use variables with the following items:

Report objects

To reference information in report objects, for example, between Excel objects and Word objects.

Global objects

To reference information in report objects across different reports.

Queries

To reference information from the data source, for example, time periods. These variables are configured by the administrator.

For more information about creating query variables, see the *IBM Cognos Disclosure Management Administration Guide*.

Report object variables

Uniquely named report object variables are used in IBM® Cognos® Disclosure Management to reference information between report objects in the same report, or in the same report object. They can be created on an ad hoc basis by users or the administrator. You can also create global report object variables that will reference information between report objects in different reports.

You can use the following types of report object variables:

Predefined

A variable that is applied for a specific purpose. No unique name is required for this variable.

Uniquely named

A variable with a unique name that is created and does not occur elsewhere in the report.

In either case, the ## symbol set is used to denote the beginning of a variable.

Important: In Excel objects, you cannot use variables to refer to data that is already referenced as part of an Excel calculation, because a circular reference occurs. Similarly, creating source variables that reference destination variables causes refresh issues, which results in unexpected values. For more information, see the *IBM Cognos Disclosure Management Administration Guide*.

Naming conventions for report object variables

When you use report object variables in IBM® Cognos® Disclosure Management, you should follow a naming convention, so that it will be easy to understand the purpose of each variable.

When you are planning the naming convention for your report object variables, be careful to select a pattern that Cognos Disclosure Management can interpret correctly when it compiles your report. Best practice is to create the name of a report object variable in the following order:

- Two pound signs to indicate that this is a variable.
- A number to indicate the numbering of the variable.
- A word to indicate the type of item represented by the variable.

In the following incorrect example, the number follows the word and can cause an error when Cognos Disclosure Management compiles your report:

Table 12. Incorrect example for report object variables

Variable	Result
##SCash1 ##SCash2 ##SCash3 ... ##SCash11	When the report is compiled, a search is performed for all instances of the variable ##SCash1. Two are found because ##SCash11 is incorrectly included in the search results. Best practice: keep the numbers at the beginning of the string to avoid this error.

In the following correct example, the variables are changed so that the number precedes the word:

Table 13. Correct example for report object variables

Variable	Result
##1SCash ##2SCash ##3SCash ... ##11SCash	When the report is compiled, a search is performed for all instances of the variable ##1SCash. Only one instance is found.

Predefined report object variables

Predefined report object variables are automatically applied to a report when it is generated in IBM® Cognos® Disclosure Management. These variables typically define a range of data to display, or identify a specific format to be applied.

Predefined report object variables, as described in the following table, do not require a unique name:

Table 14. Predefined report object variables

Variable	Variable Type	Description
##RS	Range Start	Identifies the start of the cell range that is referenced in a report object. Works in conjunction with the ##RE variable.
##RE	Range End	Identifies the end of the cell range that is referenced in a report object. Works in conjunction with the ##RS variable.
##NL	Note Left	In a report object, a note is applied. The note is left-justified in the cell, for example, Revenue (Note 1).....
##NR	Note Right	In a report object, a note is applied. The note is right-justified in the cell, for example, Revenue(Note 1)
##SL	Superscript Left	In a report object, a variable is applied that is raised slightly above the text line. The variable is left-justified in the cell, for example, Revenue(1).....
##IRS	Image Range Start	Identifies a range to be converted into an image. Works in conjunction with the ##IRE variable.
##IRE	Image Range End	Identifies a range to be converted into an image. Works in conjunction with the ##IRS variable.

Uniquely named report object variables

A report object variable in IBM® Cognos® Disclosure Management can represent one data cell in a worksheet, but it must have a unique name.

You can define the unique name, but the syntax of the variable is always the same.

The following table describes the report object variables that can be uniquely named:

Table 15. Uniquely named report object variables

Variable code	Variable Type	Example	Description
##S	Source	##S<fsyear>	This variable tags an item to be displayed in another Excel or Word report object. The contents of the two cells immediately to the right of this variable code determine the unique name for the variable and the value.
##D	Destination	##D<fsyear>	This variable calls an item that has been tagged by the ##S variable in another Excel or Word object.
##R	Rule	##R Cash 0	A report can contain data from different sources. This variable is useful in applying rules to validate data in a report. The contents of the two cells immediately to the right of this variable code determine the unique name for the variable and the value.

Important: Creating source variables that reference destination variables causes refresh issues, which results in unexpected values. For more information, see the *IBM Cognos Disclosure Management Administration Guide*.

Variable values

You can have a variable with the following values:

- Code: ##S
- Unique Name: fsyear
- Value: 2009

and when the variable is applied elsewhere in the report, it has a specific syntax of ##D<fsyear>. In this example, ##D<fsyear> is replaced with the value 2009 when the report is generated.

Related information:

“Global report object variables” on page 139

You can use global report object variables to reference data across different reports in IBM® Cognos® Disclosure Management.

Using a report object variable to set a display range

You can use a report object variable in an Excel object in IBM® Cognos® Disclosure Management to set a display range so that only specific information (rows or columns) is displayed while other information is excluded when the report is generated.

About this task

Users with the appropriate permissions can do this task.

The following figure illustrates a display range:



Figure 4. Display range that points from the ##RS variable to the ##RE variable

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. Navigate to the range in the Excel object that you want displayed in your generated report.
5. In a cell immediately to the upper left of the range, type ##RS.
6. In a cell immediately to the lower right of the range, type ##RE.
7. Save your changes.
8. Click the **Default View Mode** icon in the status bar.

9. Save your changes to the report and check in the Excel object.

Using a report object variable to create a data reference in an Excel object

You can use report object variables to reference data in an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. In the Excel object, enter the parameters to set up a source (##S) object variable. Set up the source variable in three columns:
 - First column: enter the ##S variable as an identifier.
 - Second column: enter the unique variable name for reference, for example, CashCrtYer.
 - Third column: enter the value for the variable, for example, 1,066,510.

Important: Ensure that the variable name is outside of the display range (that is, not contained inside the ##RS and ##RE variables).

5. Save your changes in the source Excel object.
6. Click the **Default View Mode** icon in the status bar.
7. Save your changes to the report and check in the Excel object.

Results

You can now use the source object variable to import the value you applied to the variable into a worksheet in another Excel object or into a Word or PowerPoint object.

Using a report object variable to create a data reference in a referenced object

You can use report object variables to reference data in a referenced object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

If a report contains a destination (##D) variable with no corresponding source (##S) variable, Cognos Disclosure Management searches for the source (##S) variable in all shared objects in the same report and other reports. If a reference object containing the source (##S) variable is found, the destination (##D) variable from the corresponding reference object can be refreshed. If the source (##S) variable cannot be found, then the destination (##D) variable is considered to be an orphan variable.

Important: If multiple reference objects exist that contain the same source (##S) variable, the first matching source variable, based on the date it was added, will be used for refreshing the destination (##D) variable.

Important: A source (##S) variable's value becomes locked if the reference object in which it is contained is locked. Subsequently, its corresponding destination (##D) variable is indirectly locked.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. In the Excel object, enter the parameters to set up a source (##S) object variable. Set up the source variable in three columns:
 - First column: enter the ##S variable as an identifier.
 - Second column: enter the unique variable name for reference, for example, CashCrtYer.
 - Third column: enter the value for the variable, for example, 1,066,510.

Important: Ensure that the variable name is outside of the display range (that is, not contained inside the ##RS and ##RE variables).

5. Save your changes in the source Excel object.
6. Click the **Default View Mode** icon in the status bar.
7. Save your changes to the report and check in the Excel object.

Results

You can now use the source object variable to import the value you applied to the variable into a worksheet in another Excel object or into a Word or PowerPoint object.

Using a report object variable to create a named range in an Excel object

You can use a named range in an Excel object in IBM® Cognos® Disclosure Management. When you use source and destination report object variables, you can create a named range in the worksheet of an Excel object and then use it to import the information in that range into a worksheet in another Excel object or into a Word or PowerPoint object. You can also choose to include or exclude formatting.

About this task

Users with the appropriate permissions can do this task.

The ability to use named ranges is useful when you have a range of information that would normally require a separate variable for each cell value in the Excel object.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the Excel object in which you want to use a named range.

3. Click the **Section View Mode** icon in the status bar.
4. In the data worksheet, select the cell range that you want to define as a named range. The data worksheet is originally named Sheet1, but you can rename it if necessary.
5. Click **Formulas**, then **Define Name**. The New Name window opens.
6. Type the name of the range in the **Name** field, for example, AssetsRange, and click **OK**.
7. In the same data worksheet where you added the named range, create a source (##S) object variable that tags the range. Set up the source variable in two columns:
 - First column: enter the ##S variable as the identifier.
 - Second column: enter the name you used for the range you created (for example, AssetsRange).

Important: Ensure that the variable name is outside of the display range (that is, not contained inside the ##RS and ##RE variables).

8. Save your changes in the source Excel object.
9. Click the **Default View Mode** icon in the status bar.
10. Save your changes to the report and check in the source Excel report object.

Results

You can now use the source named range variable to import the information in that range into a worksheet in another Excel object or into a Word or PowerPoint object.

Using a report object variable to convert a range in an Excel object into an image

You can use a report object variable in an Excel object in IBM® Cognos® Disclosure Management to specify a range, convert it to an image, and have it display in another report object when the report is generated.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the Excel object that has a data range that you want to convert to an image.
3. Click the **Section View Mode** icon in the status bar.
4. Navigate to the range in the Excel object that you want to convert to an image in your generated report.
5. In a cell immediately to the upper left of the range, type ##IRS.
6. In a cell immediately to the lower right of the range, type ##IRE.

Important: Ensure that the image variable range is not overlapping or placed inside a display range (that is, ##RS and ##RE variables) or another image range.

7. Save your changes in the source Excel object.
8. Click the **Default View Mode** icon in the status bar.
9. Save your changes to the report and check in the Excel object.

Results

You can now use the source object variable to convert the range to an image, and have it display in another report object when the report is generated.

Using a report object variable to apply note numbering

You can use report object variables to add numbered notes to a report to provide details about an item in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

You can configure variables to automatically update note numbering.

Procedure

1. Open the report that you want to work with.
2. In the report, determine the location of where you want to add note numbering.
3. In the Report pane, open and check out the Excel or Word object where you want to apply note numbering.
4. Click the **Section View Mode** icon in the status bar.
5. In the report object properties, ensure the following settings are made:
 - Note Numbering**
Select **Automatic**.
 - Note Type**
Is automatically set.
 - Note Variable**
Enter a unique variable to be used, for example, ##CshNote.
6. Save your changes.
7. In the work area for the Excel or Word object, type the variable name using the correct syntax. You must type the variable where you want the note number to appear in the report: ## CshNote. Cash. Where:
 - ##CshNote is a uniquely named note numbering variable.
 - The period (.) is a period that occurs after the number and Cash is the title of the note number to be displayed.
8. Save your changes in the Excel or Word object.
9. Click the **Default View Mode** icon in the status bar.
10. Save your changes to the report and check in the Excel or Word object.

Using a report object variable to apply note numbering styles

You can use report object variables to maintain a uniform appearance with note numbering in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.

2. In the Report pane, open and check out the Excel or Word object containing a note.
3. Click the **Section View Mode** icon in the status bar.
4. Adjust the style of a note by adding one of the following additional variables in a cell above the column containing note numbering:
 - ##NL Note appears left-aligned.
 - ##NR Note appears right-aligned.
 - ##SL Note appears as left-aligned superscript.
5. Save your changes.
6. Click the **Default View Mode** icon in the status bar.
7. Save your changes to the report and check in the Excel or Word object.

Using a report object variable to apply validation rules in an Excel object

A report in IBM® Cognos® Disclosure Management can contain various data from various sources (OLAP, relational, or an external data source). You can use Excel formulas and object variables to compare different data sources, to determine if the values are what you expect.

About this task

Users with the appropriate permissions can do this task.

In this example, the same data has been imported into the Excel object from two different sources. One source provided summary level data (Current® Assets) and the other provided line item breakdown of the data (Note). The validation compares both sources to determine if the total for Cash is the same. This example task creates a validation that uses the rule (##R) variable.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the Excel object to which you want to apply validation rules.
3. Click the **Section View Mode** icon in the status bar.
4. Find the data worksheet. The data worksheet is originally named Sheet1, but you can rename it if necessary. Create source (##S) object variables that tag the values that you want to validate, as shown in the following table:

Table 16. Source object variables

Code	Reference	Value
##S	CashCrtYer	1,066,510
##S	CashCrtYer_1	2,163,539
##S	CashCrtYer_2	853,208

5. Save your changes in the source Excel object.
6. Open the Excel object that contains the comparative data that you want to use in the validation.
7. In the data worksheet, create destination (##D) object variables to call the source data into the worksheet.

8. In the same data worksheet, ensure that the data is in balance, as shown in the following table:

Table 17. Destination object variables for validation

Cash rule				
Code	Name	Assets	Note	Total
##D	CashCrtYer	1,066,510	1,066,510	0
##D	CashCrtYer_1	2,163,539	2,136,539	0
##D	CashCrtYer_2	853,208	853,208	0

- Use Excel formulas to subtract Assets from Note.
 - A non-zero balance is displayed in the Total column.
9. In the same data worksheet, create a rule (##R) object variable that tags the result of the validation for Cash.

Table 18. Rule object variables

Cash rule				
Code	Name	Assets	Note	Total
##D	CashCrtYer	1,066,510	1,066,510	0
##D	CashCrtYer_1	2,163,539	2,163,539	0
##D	CashCrtYer_2	853,208	853,208	0
		##R	Cash	0

Set up the source variable in three columns:

- First column with the ##R variable as an identifier.
- Second column with a unique variable name for reference (Cash).
- Third column with the value for the variable, which was calculated by the formulas used to validate the data.

10. Save your changes in the destination Excel object.
11. Click the **Default View Mode** icon in the status bar.
12. Save your changes to the report and check in the Excel object.

Results

Report validation can occur in two ways:

- If you want to check validation and generate the report at the same time, the validation process is automatic. Every time you generate a report that contains at least one ##R variable, the report validation process runs automatically. If at least one ##R variable exists in the report, the following events occur:
 - All data refreshes.
 - All Excel validation formulas are resolved.
 - A validation report is generated
 - An external Microsoft Excel file is generated, containing the validation report. This Excel file contains the status (pass or fail) of all report objects that contain a ##R variable. The Excel file also contains other report, date, and time information.
 - If the report contains objects marked as exhibits or supporting documents, the exhibits and supporting documents generate separately along with the validation report and the external Microsoft Excel file.

- If you want to check validation without generating the report, you can click the **Quick Report Validation** button or the **Full Report Validation** button in the Ribbon. The quick validation is made against the cache without doing a cache refresh. The latest changes in the report are validated. A full validation refreshes the cache before validation. If at least one ##R variable exists in the report, the following events occur:
 - All data refreshes.
 - All Excel validation formulas are resolved.
 - An external Microsoft Excel file is generated, containing the validation report. This Excel file contains the status (pass or fail) of all report objects that contain a ##R variable. The Excel file also contains other report, date, and time information.

Important: If there are no ##R variables in the report, the validation process does not run in either case.

Validation is successful if the cell display value:

- has a value of 0
- has a value of 0 but the actual value is different (for example, 0.023) and the cell is formatted as Number, Currency, or Accounting, with zero decimal places.

Validation will fail if the cell display value:

- has a value other than 0 (for example, 1)
- has a value other than 0 (for example, 0.023) but due to the cell width it is displayed as 0
- is formatted as text
- is not displayed as 0 (for example, 0.023) and is formatted as accounting
- has a value with decimals (for example, 0.00) and an actual value of 0 and the cell is formatted as Number or Currency, with two decimal places.

Using a report object variable to create a table of contents

You can assign a variable to a report object in IBM® Cognos® Disclosure Management so that it is listed in the table of contents (TOC) for a report.

About this task

Users with the appropriate permissions can do this task.

Building a table of contents involves assigning TOC variables to report objects and then listing these variables, in either a table or by using paragraphs, in a Word object you add to the report.

Procedure

1. Open the report that you want to work with.
2. In the list of report objects, determine the location where you want a table of contents to be placed.
3. Create a Word object that will be used to contain the table of contents. For more information, see the *IBM Cognos Disclosure Management Administration Guide*.
4. Determine what report objects you want to include in the table of contents.

5. For each report object that you want to include in the table of contents, check out the report object and enter a unique TOC variable in the **TOC Variable** field in the Property and Comments pane. Use the correct syntax, for example, ##3page:
 - Type ## to identify the start of your variable.
 - Enter a unique number for this report object that represents the order that the report object is to be placed in the table of contents.
 - Type page to identify the variable as part of the table of contents.
6. In the table of contents Word object, complete one of the following steps:
 - Create and format a three-column table. Add as many rows as there are report objects to which you have designated a TOC variable. In each row, enter the topic heading for the report object in the first column, leaders (.....) in the second column, and then the corresponding TOC variable that you assigned to that report object.
 - Enter the topic heading for the first report object, followed by leaders, and then the corresponding TOC variable you assigned to that report object. Start a new paragraph and enter the same information for the second report object you want in the table of contents. Continue to add a paragraph and information for each report object to which you have designated a TOC variable.
7. Save your changes in the table of contents Word object.
8. Save your changes to the report and check in the Word object.

Results

When the report is generated, the correct page numbers are dynamically updated and appear in the table of contents for the report.

Creating a section header variable in Word objects

You can create a variable in a Word object in IBM® Cognos® Disclosure Management to define section headers. The section headers are propagated to later pages of the current report object when the current report object is longer than one page. The appropriate report object property must also be set.

About this task

Users with the appropriate permissions can do this task.

This task creates the headers that are to be repeated at the top of each page in a Word object. These headers are defined as header variables and work together with report object properties. During report generation, the section variable is converted to a header. You can create a section header variable for each Word object as necessary.

Restriction: This option requires the user to have Modify Object Properties permission.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the Word object for which you want to have a section header.
3. Click the **Section View Mode** icon in the status bar.

4. Type the header variable in the empty first line of the Word object. Use the correct syntax: `##SH<HeadingName>`
5. Click the **Default View Mode** icon in the status bar.
6. Save your changes in the Word object.
7. Check in the Word object.
8. To open the Properties window, click the **Show Properties** icon.
9. Type Continued in the **Continue with Next** field and click **OK** to save.

Results

After the report is generated, the header will appear on the first page and append the **Continue with Next** on second and later pages.

Global report object variables

You can use global report object variables to reference data across different reports in IBM® Cognos® Disclosure Management.

The variable can be applied so that data is updated dynamically in value. Similar to uniquely named report object variables, a global report object variable is uniquely named and the prefix determines if it is a source or destination value.

Important: Creating source variables that reference destination variables causes refresh issues, which results in unexpected values. For more information, see the *IBM Cognos Disclosure Management Administration Guide*.

The following table lists the global report object variables that you can use:

Table 19. Global report object variables

Variable Code	Variable Type	Example	Description
##GSD	Source	##GSD fsyear	The Global Source Dynamic variable tags an item to be displayed in an Excel, Word, or PowerPoint object of another report. The contents of the two cells immediately to the right of this variable code determine the unique name and value for the variable. This type of variable remains dynamic. The value is updated whenever you refresh data.
##GD	Destination	##GD<fsyear>	The Global Destination variable calls an item that has been tagged by the ##GSD variable and retrieves the result into the Excel or Word object of another report.

Related information:

“Uniquely named report object variables” on page 129

A report object variable in IBM® Cognos® Disclosure Management can represent one data cell in a worksheet, but it must have a unique name.

Using a global object variable to create named ranges in multiple reports

You can use named ranges in Excel objects in multiple reports in IBM® Cognos® Disclosure Management. When you use source and destination global object variables, named ranges can be created in the worksheet of an Excel object and

copied to a worksheet in another Excel object or Word or PowerPoint object in a different report. You can also choose to include or exclude formatting.

About this task

Users with the appropriate permissions can do this task.

The ability to use named ranges in this way is useful when you have a range of information that would normally require a separate variable for each cell value in the Excel object.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the Excel object in which you want to use a named range.
3. Click the **Section View Mode** icon in the status bar.
4. In the data worksheet, select the cell range that you want to define as a named range. The data worksheet is originally named Sheet1, but you can rename it if necessary.
5. Click **Formulas**, then **Define Name**. The New Name window opens.
6. Type the name of the range in the **Name** field, for example, AssetsRange, and click **OK**.
7. In the same data worksheet where you added the named range, create a global source dynamic (##GSD) object variable that tags the range. Set up the global source dynamic object variable in two columns:
 - First column: enter ##GSD variable as the identifier.
 - Second column: enter the name you used for the range you created (for example, AssetsRange).

Important: Ensure that the variable name is outside of the display range (that is, not contained inside the ##RS and ##RE variables).

8. Save your changes in the source Excel object.
9. Click the **Default View Mode** icon in the status bar.
10. Save your changes to the report and check in the source Excel report object.

Results

You can now use the global source named range variable to import the information in that range into a report object in a different report.

Using a global object variable to create a data reference in an Excel object

You can use a global object variable to reference data values in an Excel object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.

2. In the Report pane, open and check out the Excel object containing the data that you want to reference.
3. Click the **Section View Mode** icon in the status bar.
4. In the Excel object, enter the parameters to set up a global source (##GSD) object variable. Set up the source variable in three columns:
 - First column: enter the ##GSD variable as an identifier.
 - Second column: enter the unique variable name for reference, for example, CashCrtYer.
 - Third column: enter the value for the variable, for example, 1,066,510.
5. Save your changes in the source Excel object.
6. Click the **Default View Mode** icon in the status bar.
7. Save your changes to the report and check in the Excel object.

Results

You can now use the source object variable to import the value you applied to the variable into a report object in a different report.

Page reference variables

You can use page reference variables to identify and reference a report object in a generated report in IBM® Cognos® Disclosure Management. Page start and page end variables are used to signify the starting page and last page of the same report object.

A page reference number is defined in the **Page Reference Variable** field of report object properties. After defining a variable for the page reference and saving the changes, you can reference the report object anywhere within the report. When you reference a report object, you have the following options:

Reference the start of a page

You can reference the start of a page by using the ##PRS variable followed by the variable name specified in the report object properties (##PRS <varname>). During report generation, this variable is resolved to the starting page number of the specified report object.

Reference the end of a page

You can reference the end of a page by using the ##PRE variable followed by the variable name specified in the report object properties (##PRE <varname>). During report generation, this variable is resolved to the ending page number of the specified report object.

For referencing the start of a page. You have a report object, called Obj1, that is five pages long. You want to reference the starting page of Obj1 in a report object that exists elsewhere in the report. You first navigate to Obj1 and define a page reference variable (pagerefvar1) in the report object properties. You then use the ##PRS variable to reference the page start of the report object in Obj5 using the following syntax: ##PRS<pagerefvar1>. After report generation, Obj1 is compiled to start at page 10. When you navigate to Obj5 after the report is generated, the variable specified has been converted to the number 10.

For referencing the end of a page. Taking into consideration the example for referencing the start of a page, you want to now reference the end page of Obj1 in Obj5, which exists elsewhere in the report. After ensuring that Obj1 has a page reference variable, you first navigate to Obj5 and uses the following variable to

reference the end page of the report object: `##PRE<pagerefvar2>`. After report generation, Obj1 is compiled to start at page 10. Because Obj1 is five pages long, Obj1 ends at page 15. When you navigate to Obj5 after the report is generated, the variable specified has been converted to the number 15.

Using a page reference variable to reference the start of a page

You can use a page reference variable to reference the start of a page in an Excel or Word object in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object for which you want to reference a start page.
3. Click the **Section View Mode** icon in the status bar.
4. Enter a variable in the **Page Reference Variable** field of the report object properties.
5. Using the syntax `##PRS<variable>`, place the variable in the work area of the report object where you want the start page to be set.
6. Save your changes in the report object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the report object.

Related information:

“Using a page reference variable to reference the end of a page”

You can use a page reference variable to reference the end of a page in an Excel or Word object in IBM® Cognos® Disclosure Management.

Using a page reference variable to reference the end of a page

You can use a page reference variable to reference the end of a page in an Excel or Word object in IBM® Cognos® Disclosure Management.

Before you begin

Ensure that you have created a page reference variable that references the starting page.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object for which you want to reference an end page.
3. Click the **Section View Mode** icon in the status bar.
4. Enter a variable in the **Page Reference Variable** field of the report object properties.

5. Using the syntax `##PRE<variable>`, place the variable in the work area of the report object where you want the end page to be set.
6. Save your changes in the report object.
7. Click the **Default View Mode** icon in the status bar.
8. Save your changes to the report and check in the report object.

Related information:

“Using a page reference variable to reference the start of a page” on page 142

You can use a page reference variable to reference the start of a page in an Excel or Word object in IBM® Cognos® Disclosure Management.

Report query variables

A *report query variable* is a variable that is used to filter data source queries at the report level. The value of the variable can be overridden to filter the result set for all report objects referencing that query. The value of the variable can be overridden to filter the result set for all report objects referencing that query in IBM® Cognos® Disclosure Management.

Related information:

Chapter 6, “Report objects,” on page 71

A report object is a type of content in a report. Report objects represent most of the content of your report in IBM® Cognos® Disclosure Management.

Creating a report query variable

You can create a report query variable in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. On the **Home** tab Ribbon for report objects, click **Report Query Variables**.
3. Select an application query variable and click the arrow or drag the variable into the next pane.
4. Specify a value.
5. Optional: Specify a comment.
6. Select the **Allows Override** check box to allow report object query variables to override this variable.
7. Select the **Visible on Rollforward** check box to allow this variable to be available for the rollforward and cascade operations.
8. Click **OK** to create the variable.

Editing a report query variable

You can modify a report query variable in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Excel object Ribbon, click the **Data** tab.
3. Click **Object Level Variables**.
4. Double-click a report query variable.
5. Modify the report query variable contents and then click **OK** to save your changes.

Deleting a report query variable

If you no longer need a report query variable in IBM® Cognos® Disclosure Management, you can delete it.

About this task

Users with the appropriate permissions can do this task.

Important: A report query variable can be deleted only if it is not currently overridden at the report object level. If you delete a report query variable, you cannot undo your action. Proceed with caution.

Procedure

1. Open the report that you want to work with.
2. On the **Home** tab Ribbon for report objects, click **Report Query Variables**.
3. Select a report query variable and click the arrow or drag the variable into the first pane.
4. Click **OK** to delete the report query variable.

Report object query variables

A *report object query variable* is a variable that is used to filter data source queries for a particular report object. After the value of the variable has been overridden at the report level, it can be further overridden to filter the result set for the report object.

Related information:

Chapter 6, "Report objects," on page 71

A report object is a type of content in a report. Report objects represent most of the content of your report in IBM® Cognos® Disclosure Management.

Creating a report object query variable

You can create a report object query variable for Excel objects in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open the Excel object for which you want to create a report object query variable.
3. In the Excel object Ribbon, click the **Data** tab.

4. Click **Object Level Variables**.
5. Select a report query variable and click the arrow or drag the variable into the next pane.
6. Specify a value.
7. Optional: Specify a comment.
8. Click **OK** to create the variable.

Editing a report object query variable

You can modify a report object query variable in IBM® Cognos® Disclosure Management.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Open the Excel object for which you want to edit a report object query variable.
3. In the Excel object Ribbon, click the **Data** tab.
4. Double-click a report object query variable.
5. Modify the report object query variable contents and then click **OK** to save your changes.

Deleting a report object query variable

If you no longer need a report object query variable in IBM® Cognos® Disclosure Management, you can delete it.

About this task

Users with the appropriate permissions can do this task.

Important: If you delete a report object query variable, you cannot undo your action. Proceed with caution.

Procedure

1. Open the report that you want to work with.
2. Open the Excel object for which you want to delete a report object query variable.
3. In the Excel object Ribbon, click the **Data** tab.
4. Click **Object Level Variables**.
5. Select a report object query variable and click the arrow or drag the variable into the first pane.
6. Click **OK** to delete the report object query variable.

Query variables

A *query variable* is a variable that is used to filter data source queries. You can add report object-level query variables in IBM® Cognos® Disclosure Management. Query variables are inherited from the report-level variables and their properties are further customized.

Inheriting an object-level query variable

In IBM® Cognos® Disclosure Management, you can copy a report-level query variable to the object-level variables table and apply properties to it.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. In the Report pane, open and check out the report object that you want to edit.
3. Click the **Section View Mode** icon in the status bar.
4. In the Excel object Ribbon, click the **Data** tab.
5. Click **Object Level Variables**.
6. Select the variable to inherit in the **Report Query Variables** table.
7. Click the arrow or drag the variable into the next pane. The variable is added to the Object-Level Variables table.
8. Click **OK**.
9. Save your changes to the Excel object.
10. Click the **Default View Mode** icon in the status bar.
11. Save your changes to the report and check in the Excel object.

Variable searches

You might want to find a particular reference variable or orphan variable in your report in IBM® Cognos® Disclosure Management. If the report is large, it might be difficult to find a particular variable.

You can use the Reference Variables window or Orphan Variables window to find a variable. You can also use the Reference Variables window to open an object containing a variable.

The following reference and orphan variable icons can be displayed:

Table 20. Reference variable icons

Icon	Description
	Source variable.
	Destination variable.
	Global source variable.
	Global destination variable.
	Image range start variable.

Table 20. Reference variable icons (continued)

Icon	Description
	Image range end variable.
	Named range start variable.
	Named range end variable.
	Chart variable.

Finding a reference variable

A *reference variable* is a variable that is used to hold content for report automation. If necessary, you can search for all the reference variables in a report in IBM® Cognos® Disclosure Management. From the search results you can select a specific variable and directly open the report object in which it is contained.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Click **Home**, and then **Reference Variables**. The Reference Variables for Report window opens with a list of reference variables and their respective information in the following columns:

Report

The name of the report in which the reference variable is located.

Report Object

Name of the report object in which the reference variable is located.

Variable Name

The name assigned to the reference variable. For ##RS - ##RE and ##IRS - ##IRE variables, the range is shown (for example, A1:G23). When you hover over the variable, an icon indicates the type of variable, such as **Range** or **Source**.

Address

For an Excel object, the name of the worksheet within the report object, along with the row and column of the cell, where the variable is located.

Comments

Displays any comments associated with the variable.

What to do next

The table is a pivot table, so you can change your view:

- To filter any column, right-click the column header and select a filter method.

- To group the table by a particular column, drag and drop the column into the **Drag a column header here to group by that column** area.

You can also perform additional tasks by clicking the following buttons in the Reference Variables window.

Refresh

To refresh the Reference Variables for Report window.

Export To Excel

Create a new Excel file and copy the pivot table information into it.

Open Select a variable and then click this button to close the Reference Variables window and open the report object containing the variable.

Close Close the Reference Variables for Report window.

Viewing the value of a reference variable or hyperlink

You can view the values of reference variables in IBM® Cognos® Disclosure Management when you open Excel, Word, and PowerPoint objects. You can also view the values of hyperlinks when you open Word and PowerPoint objects.

About this task

Users with the appropriate permissions can do this task.

When you open an Excel object that contains reference variables such as ##D and ##GD, you can view the value of all reference variables automatically.

When you open a Word or PowerPoint object that contains reference variables such as ##D and ##GD or hyperlinks to tables, charts, or images, you can view their values by clicking the **Resolve Variables** button in the Ribbon, as shown in the following procedure.

Procedure

1. Open the report that you want to work with.
2. Make sure that the Word or PowerPoint object that contains the variable or hyperlink is checked in and then open the report object.
3. Click **Resolve Variables**.

Important: If you open an Excel object, or if the Word or PowerPoint object that you open is checked out, the **Resolve Variables** button is disabled.

Results

For a reference variable, you can now see the value of the variable in the content of the report object, in read-only format.

For a hyperlink, you can now see the target of the hyperlink in a chart, image, or table.

Finding an orphan variable

An *orphan variable* is a reference variable that does not contain an accompanying source declaration. If necessary, you can search for all the orphan variables in a

report in IBM® Cognos® Disclosure Management. From the search results you can select a specific orphan variable and directly open the report object in which it is contained.

About this task

Users with the appropriate permissions can do this task.

Procedure

1. Open the report that you want to work with.
2. Click **Home**, then **Orphan Variables**. The Orphan Variables window opens, displaying a list of orphan variables and their respective information in these columns:

Report

The name of the report in which the orphan variable is located.

Report Object

The name of the report object in which the orphan variable is located.

Variable Name

The name assigned to the orphan reference variable. When you hover over the variable, an icon indicates the type of variable, such as **Range** or **Source**.

Address

For an Excel object, the name of the worksheet within the report object, along with the row and column of the cell, where the orphan reference variable is located.

Comments

Displays any comments associated with the variable.

What to do next

The table is a pivot table, so you can change your view:

- To filter any column, right-click the column header and select a filter method.
- To group the table by a particular column, drag and drop the column into the **Drag a column header here to group by that column** area.

You can also perform additional tasks by clicking the following buttons in the Orphan Variables window.

Refresh

Refresh the Orphan Variables window.

Export To Excel

Create a new Excel file and copy the pivot table information into it.

Open Select an orphan variable and then click this button to close the Orphan Variables window and open the report object containing the orphan variable.

Close Close the Orphan Variables window.

Variable security

You can manage variable security by restricting or enlarging the use of a one or more report variables.

Variables contained in imported reports or report objects are public until restrictions are set. When you set variables restrictions for a specific user, the Insert Variable window filters out the variables they are not allowed to add in a report. If a user who is denied the use of a specific variable tries to manually insert that variable into a report object or imports an object containing that variable, they will not be able to save the report object until the variable is removed.

If the user has access to a report object that already uses the restricted variable, they are still able to generate and resolve the variable for that object only. However, they are still prohibited from inserting the variable into other objects.

Deleting a variable also removes any restrictions set on that variable. It becomes a public variable if added again. Variable security settings are maintained in reports that are rolled forward or cascaded.

Related information:

“New features in IBM Cognos Disclosure Management Version 10.2.5” on page 1
IBM® Cognos® Disclosure Management includes features that were added since the previous release.

Managing variable security

A user with Manage Variable Security permissions can set variable security by restricting or enlarging the use of one or more report variables.

About this task

These steps are used to restrict the use of one or more report variables.

Procedure

1. Open the report you want to work with.
2. On the **Home** tab for report objects, click **Manage Variables Security**.
3. The Manage Variables Security window opens, displaying all global variables and all local variables from the current report, regardless of any restrictions that exist for the current user. All users and user groups are also displayed.
4. Click **View By** to choose your method of managing variables: select a user and assign variables or select a variable and assign users.
5. Select **Allow** or **Deny** to set restrictions.
6. Click **Save**.

Chapter 8. Desktop publishing tags

After you create or import your desktop publishing styles, you can use them in IBM® Cognos® Disclosure Management to add tags to specific content in Excel and Word objects for desktop publishing applications such as Adobe InDesign.

You can create and edit tags in your Excel and Word objects. You can also edit and delete the references to your tags.

Adding a desktop publishing tag to an Excel object

In Cognos Disclosure Management, you can add tags to specific content in an Excel object for desktop publishing applications such as Adobe InDesign.

About this task

When you tag an Excel object, you can use styles that were created in Cognos Disclosure Management or styles that were imported into Cognos Disclosure Management from InDesign.

Procedure

1. Open the report that you want to work with.
2. Check out the Excel object where you want to add a desktop publishing tag.
3. Select the content that you want to apply a tag to. You can select one cell or multiple contiguous cells, and you can also tag pictures, graphs, and ranges. You cannot mix different kinds of content in a single tag or tag content that was already tagged.
4. Click **Add Tag > New Tag**.
5. In the window that opens, select a style from the list. The list includes styles that were created in Cognos Disclosure Management and styles that were imported into this report from an InDesign import file.
6. Click **OK**.

Tip: Cognos Disclosure Management automatically assigns a name to the tag that you are creating, and uses the next consecutive number after the previously created tag. If you prefer, you can change the name.

7. Click **Save**.
8. Check in the Excel object.
9. If a message indicates that some items from the **Tag Explorer** might be out of date, click **Refresh Now**.

Results

The order of tags in the XML file that you will eventually generate will be the same as the order of the objects within the report. The order of tags in a report object will be based on their placement in the report object.

Related concepts:

“Desktop publishing overview” on page 37

You can adapt the output from IBM® Cognos® Disclosure Management for use in a desktop publishing application such as Adobe InDesign. To do so, you must tag specific content in Excel and Word objects for your desktop publishing application.

Adding a desktop publishing tag to a Word object

In Cognos Disclosure Management, you can add tags to specific content in a Word object for desktop publishing applications such as Adobe InDesign.

About this task

When you tag a Word object, you can use styles that were created in Cognos Disclosure Management or styles that were imported into Cognos Disclosure Management from InDesign. You can also use styles that were defined in the selected content in the Word object.

You can add a tag to content in the Word object, and you can add content to an existing tag in the Word object.

Procedure

1. Open the report that you want to work with.
2. Check out the Word object where you want to add a desktop publishing tag.
3. To add a tag to content in the Word object, complete the following steps.
 - a. Select the content that you want to apply a new tag to. You can tag text, images, and charts. You can also tag Word tables that contain text only; you cannot tag Word tables that contain images, charts, shapes, or nested Word tables.

Tip: Depending on the content that you select in the Word object, the behavior of the tags varies.

- If you select multiple paragraphs, a separate tag is created for each paragraph.
 - If one of the paragraphs was already tagged, it appears as read-only.
 - If you select part of a paragraph that was already tagged, a new tag is created and appears as a nested tag.
 - If a paragraph contains Word objects such as tables, charts, and images, separate tags are created for each item.
 - You can select content that was already tagged, but you cannot add another tag with the same content.
 - You can select text inside an existing text tag, and tag the second text selection as a separate tag to create a nested tag. You can create as many nested levels as necessary, and nested tags can overlap. You cannot insert other types of content, such as images, into nested tags.
 - Empty paragraphs are ignored.
- b. Click **Add Tag > New Tag**.
 - c. In the window that opens, select a style from the list. The list includes styles that were created in Cognos Disclosure Management and styles that were imported into this report from InDesign. Styles from Microsoft Office, such as Normal, are also added automatically when a tag is created in a Word object.

- d. Click **OK**.

Tip: Cognos Disclosure Management automatically assigns a name to the tag that you are creating, and it uses the next consecutive number after the previously created tag. If you prefer, you can change the name.

4. To add content to an existing tag in the Word object, complete the following steps.
 - a. Select the content that you want to add to an existing tag. You can add only text to an existing tag, but you can select as many paragraphs as required. You can attach content only to root tags that are defined in Word objects. You cannot attach content to nested tags. You cannot select content that was already tagged.
 - b. Click **Add Tag > To Existing Tag**.
 - c. In the window that opens, select a tag from the list. The list includes the available tags and their associated desktop publishing style.
 - d. Click **OK**.
5. Click **Save**.
6. Check in the Word object.
7. If a message indicates that some items from the **Tag Explorer** might be out of date, click **Refresh Now**.

Results

The order of tags in the XML file that you will eventually generate will be the same as the order of the objects within the report. The order of tags in a report object will be based on their placement in the report object.

Related concepts:

"Desktop publishing overview" on page 37

You can adapt the output from IBM® Cognos® Disclosure Management for use in a desktop publishing application such as Adobe InDesign. To do so, you must tag specific content in Excel and Word objects for your desktop publishing application.

Viewing and navigating desktop publishing tags

If your Excel and Word objects in IBM® Cognos® Disclosure Management contain tags for desktop publishing applications such as Adobe InDesign, you can view the tags and navigate from tag to tag.

Procedure

1. Open the report that you want to work with.
2. Optional: To view tags that exist in an Excel object, click **Highlight Tags**.
3. To view the list of tags that are available, click **Show Tags**. The **Tag Explorer** opens, containing a list of all desktop publishing tags, along with information on the content that is referenced by each tag.
 - To view all tags in the selected Excel or Word object, click **Show all tags in > Selected report object**.
 - To view all tags in the entire report, click **Show all tags in > Report**.
4. To move from one existing tag to another in an Excel or Word object, check out the object, and then click **Go to Next Tag** or **Go to Previous Tag**.

Editing a desktop publishing tag

If your report in IBM® Cognos® Disclosure Management contains tags for use in desktop publishing applications such as Adobe InDesign, you can edit the tags. You can change the name of a tag and the desktop publishing style that is associated with the tag.

Procedure

1. Open the report that you want to work with.
2. To view a list of tags that are available, click **Show Tags**.
3. In the **Tag Explorer**, click the tag that you want to work with, and click **Edit**.
4. In the window that opens, you can change the name of the tag. The new name must be unique, and blank spaces at the beginning or end of the name are not allowed.
5. You can also change the desktop publishing style that is applied to this tag. Select the style from the list, or type the name of the style until it appears in the list.
6. Click **OK**.

Results

The desktop publishing tag appears in the **Tag Explorer** with the changes that you made.

Editing a reference to a desktop publishing tag

If your report in IBM® Cognos® Disclosure Management contains tags for use in desktop publishing applications such as Adobe InDesign, you can edit the reference of a tag and select different content.

Procedure

1. Open the report that you want to work with.
2. Check out the Excel or Word object where you want to edit a reference to a desktop publishing tag.
3. To view a list of tags that are available, click **Show Tags**.
4. In the **Tag Explorer**, click the tag that you want to work with, and expand its hierarchy.

Tip: To access commands for expanding or collapsing a hierarchy, right-click any tag.

5. Ensure that the report object is the active document on your screen. To find the appropriate report object, right-click the referenced content and click **Navigate to Report Object**.
6. In the report object, select the new content. You cannot select content that is already tagged.
7. In the expanded hierarchy, click the referenced content that you want to replace with the newly selected content, and click **Edit**.
8. In the window that opens, compare the content in the **Preview of Current Content** section with the content in the **Preview of Selected Content** section. If you are satisfied with the replacement, click **OK**.
9. Check in the report object.

10. If a message indicates that some items from the **Tag Explorer** might be out of date, click **Refresh Now**.

Results

The desktop publishing tag appears in the **Tag Explorer** with the changes that you made.

Deleting a reference to a desktop publishing tag

If necessary, you can delete the reference to a desktop publishing tag in IBM® Cognos® Disclosure Management that was originally added to a report for use in a desktop publishing application such as Adobe InDesign.

About this task

In particular, you should delete orphan tags. Orphan tags are desktop publishing tags that exist in the database but were deleted from the associated report object. An orphan tag is sometimes created when the content is deleted before the tag is removed. When you create a tag and then check in a report object without saving, the next time the report object is checked out, the reference from that tag is no longer available.

If a tag contains an orphan reference, you can see a check mark in the **Is Orphan** column of the **Tag Explorer**. If one tag contains both orphan reference content and valid reference content, you can see an exclamation mark in the **Is Orphan** column of the **Tag Explorer**.

If a tag contains only one item of referenced content, and you delete the referenced content, you automatically delete the tag also.

Important: If you delete the reference to a desktop publishing tag, you cannot undo your action. Proceed with caution.

Procedure

1. Open the report that you want to work with.
2. Check out the Excel or Word object where you want to delete a reference to a desktop publishing tag.
3. To view a list of tags that are available, click **Show Tags**.
4. In the **Tag Explorer**, click the tag that contains the reference that you want to delete, and expand its hierarchy.

Tip: To access commands for expanding or collapsing a hierarchy, right-click any tag.

5. Optional: Ensure that the report object is the active document on your screen. To find the appropriate report object, right-click the referenced content and click **Navigate to Report Object**.
6. In the expanded hierarchy, click the referenced content, and click **Delete**.
7. Click **OK**.

Generating a report or report object for desktop publishing

At any time while you are adding desktop publishing tags to your report or report object in IBM® Cognos® Disclosure Management, you can generate the report or report object. The resulting XML file can be used in your desktop publishing application, such as Adobe InDesign.

About this task

When you create tags in Word objects, you can select text, images, charts, and tables. When you generate a report or report object, the different types of content are saved in the resulting .zip file in the following ways.

- Images are converted to .png format. You can find images in the output .zip file in the Images folder. If the output .zip file contains multiple images, the file names are numbered, for example Image2.png.
- Charts are converted to .png format. You can find charts in the output .zip file in the Images folder. If the output .zip file contains multiple charts, the file names are numbered, for example Chart2.png.
- Tables appear in the XML file as a collection of cell nodes. The content of each cell is contained inside the cell node.
- Nested tags appear in the XML file in the order of their appearance in the Word object.

Procedure

1. Open the report that you want to work with.
2. Click the **Home** tab and, in the Navigation pane, click **Report**.
3. Complete one of the following steps:
 - To generate the entire report, select the report and click **Generate > Generate Entire Report**.
 - To generate some report objects, select the report objects and click **Generate > Generate Selected Report Objects**.
 - To generate only one report object, open the report object and click **Generate**.
4. In the window that opens, click **Desktop Publishing**.
5. Optional: To save a snapshot of the report or report object at the moment of generation, select **Save as Snapshot**.
6. Optional: To generate an HTML document that can be used to check content with XBRL tags, select **Include HTML File**.
7. Click **OK** to start the generation.

Tip: You can view the progress in the All processes completed window in the status bar. While processes are running, the title bar shows the number of running processes. When the processes are finished, the title is All processes completed.

8. To open the validation file, open the All processes completed window in the status bar, and click the **Open** icon. A check mark indicates that a process generated properly. An exclamation point indicates an error that stopped the process.

Results

If the generation is not successful, an error message opens. Double-click the message to view the **Tag Explorer** and the particular tag that has problems.

If the generation is successful, the output is a .zip file that contains the XML file and the associated images. To save the .zip file that contains the generated XML file, click the **Save** icon in the All processes completed window, select a location for the file, and click **Save**.

Chapter 9. EDGAR HTML

You can use the EDGAR HTML tools in IBM® Cognos® Disclosure Management to preview and adjust the HTML file that you plan to submit to the Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system.

All foreign and domestic companies filing with the U.S. Securities and Exchange Commission (SEC) are required to file electronically through the EDGAR system.

Due to limitations in HTML, the formatting in your converted HTML file might not exactly match the formatting in your Excel or Word objects. You can use the EDGAR HTML feature to preview the appearance of your report after conversion to HTML. The EDGAR HTML feature highlights format problems with the generated HTML so that you can make adjustments.

You can use the EDGAR tools in Cognos Disclosure Management to perform the following tasks:

- Preview EDGAR HTML Word and Excel objects.
- Make the corrections to the Word or Excel object.
- Validate selected objects for conversion to EDGAR HTML.
- Validate the complete report for conversion to EDGAR HTML.
- Allow users to generate alternating row coloring in tables.
- Generate EDGAR HTML for Word and Excel objects.
- Generate EDGAR HTML output for the entire report.

Important: If you want users to see Electronic Data Gathering, Analysis, and Retrieval (EDGAR) functionality in the user interface, ensure that EDGAR functionality is enabled in Cognos Disclosure Management.

EDGAR HTML content validation

In IBM® Cognos® Disclosure Management, you can scan for validation warnings for a single Excel or Word object, or for the entire report.

Validating EDGAR HTML for a single Excel or Word object

In IBM® Cognos® Disclosure Management, you can select a single Excel or Word object to be scanned for validation warnings.

About this task

Any errors that are found are displayed in the **Validation** tab in the status bar. When you click on an error in the **Validation** tab, the relevant area of the document is highlighted.

Procedure

1. Open the report that you want to work with.
2. Click the **Home** tab and, in the Navigation pane, click **Report**.
3. Open the Excel or Word object, and in the **Report Object** tab, click **Validate** in the Ribbon.

4. Click **OK** to start the validation.

Tip: You can view the progress in the All processes completed window in the status bar. While processes are running, the title bar shows the number of running processes. When the processes are finished, the title is All processes completed.

5. To open the validation file, open the All processes completed window in the status bar, and click the **Open** icon. A check mark indicates that a process generated properly. An exclamation point indicates an error that stopped the process.
6. You can view the validation file for EDGAR HTML for the Excel or Word object in Cognos Disclosure Management.

Tip: If the generated report is acceptable, you do not need to change the formatting of the report.

Related information:

“Correcting EDGAR HTML validation errors” on page 161

If an EDGAR validation reveals formatting errors, the errors can be corrected before you generate EDGAR HTML in IBM® Cognos® Disclosure Management.

Validating EDGAR HTML for the entire report

In IBM® Cognos® Disclosure Management, you can select a complete report to be scanned for validation warnings.

Before you begin

Make sure that the Custom Group settings are correct for Word and Excel objects before you validate report output. Only objects included in the Custom Group set are included in report validation. As an addition to the main report, you can include objects set to Exhibit and supporting documents.

Procedure

1. Open the report that you want to work with.
2. Click the **Home** tab and, in the Navigation pane, click **Report**.
3. Click the parent report and click **Validate > EDGAR HTML** in the Ribbon.
4. Select the custom group that you require and add exhibits and supporting documents if required.
5. Click **OK** to start the validation.

Tip: You can view the progress in the All processes completed window in the status bar. While processes are running, the title bar shows the number of running processes. When the processes are finished, the title is All processes completed.

6. To open the validation file, open the All processes completed window in the status bar, and click the **Open** icon. A check mark indicates that a process generated properly. An exclamation point indicates an error that stopped the process.
7. You can view the validation file for EDGAR HTML for the entire report in Cognos Disclosure Management.

Tip: If the generated report is acceptable, you do not need to change the formatting of the report.

Related information:

“Correcting EDGAR HTML validation errors”

If an EDGAR validation reveals formatting errors, the errors can be corrected before you generate EDGAR HTML in IBM® Cognos® Disclosure Management.

Correcting EDGAR HTML validation errors

If an EDGAR validation reveals formatting errors, the errors can be corrected before you generate EDGAR HTML in IBM® Cognos® Disclosure Management.

About this task

You can use Cognos Disclosure Management to correct EDGAR HTML errors. You must have completed EDGAR HTML validation for the Excel or Word object and the object must be open.

Procedure

1. Check out the open Word or Excel object that contains the error.
2. In the **Report Object** tab, click **Validate** in the Ribbon.
3. Click the **Section View Mode** icon in the status bar.
4. With the Validation error pane open, double-click each error to highlight the error in the Word or Excel object. Correct each error in the object.
5. Click the **Default View Mode** icon in the status bar.
6. In the **Report Object** tab, click the **Save** icon.
7. Click the **Check In** icon.

Related information:

“Validating EDGAR HTML for a single Excel or Word object” on page 159

In IBM® Cognos® Disclosure Management, you can select a single Excel or Word object to be scanned for validation warnings.

“Validating EDGAR HTML for the entire report” on page 160

In IBM® Cognos® Disclosure Management, you can select a complete report to be scanned for validation warnings.

“Previewing EDGAR HTML”

In IBM® Cognos® Disclosure Management, you can view the EDGAR HTML output before you generate EDGAR HTML. You can preview all Excel and Word objects.

Previewing EDGAR HTML

In IBM® Cognos® Disclosure Management, you can view the EDGAR HTML output before you generate EDGAR HTML. You can preview all Excel and Word objects.

About this task

You can use Cognos Disclosure Management to preview each Word and Excel object to make sure that the report has an acceptable format before you generate EDGAR HTML for the SEC.

Procedure

1. Open the Word or Excel object, and in the **Report Object** tab, click **Preview EDGAR** in the Ribbon.
2. To make changes, click the **Check out** icon, and make the required changes.
3. Click the **Save** icon.

4. Click the **Check In** icon.

Tip: If the generated report is acceptable, you do not have to change the formatting of the report.

Related information:

“Correcting EDGAR HTML validation errors” on page 161

If an EDGAR validation reveals formatting errors, the errors can be corrected before you generate EDGAR HTML in IBM® Cognos® Disclosure Management.

“Generating EDGAR HTML for a single Excel or Word object”

In IBM® Cognos® Disclosure Management, you can generate EDGAR HTML for a single Excel or Word object.

“Generating EDGAR HTML for the entire report” on page 163

You can use IBM® Cognos® Disclosure Management to generate the HTML file that you can submit to the Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system.

EDGAR HTML instance document generation

In IBM® Cognos® Disclosure Management, you can generate an instance document for a single Excel or Word object, or for the entire report.

Generating EDGAR HTML for a single Excel or Word object

In IBM® Cognos® Disclosure Management, you can generate EDGAR HTML for a single Excel or Word object.

About this task

When you are setting up the generation of HTML output, you can change the width of borders, and define tables to have alternative row coloring.

Procedure

1. Open the report that you want to work with.
2. Click the **Home** tab and, in the Navigation pane, click **Report**.
3. To select the report objects, Ctrl-click on each report object.
4. To generate selected report objects, click **General > Generate > Generate Selected Report Objects > EDGAR HTML**.
5. To control the HTML margin width, select the **Left Margin**, **Top Margin**, **Bottom Margin**, **Right Margin** fields, and type the margin border width in inches.

Tip: The **Left Margin** and **Right Margin** settings change the need for a scroll bar.

6. To apply alternating row coloring, click the **Alternating Row Coloring** check box .
7. Click **OK** to start the generation.

Tip: You can view the progress in the All processes completed window in the status bar. While processes are running, the title bar shows the number of running processes. When the processes are finished, the title is All processes completed.

8. To open the file, open the All processes completed window in the status bar, and click the **Open** icon. A check mark indicates that a process generated properly. An exclamation point indicates an error that stopped the process.
9. To save the file, click **Save**. Select the folder where you want to save the file and click **OK**.

Related information:

“Previewing EDGAR HTML” on page 161

In IBM® Cognos® Disclosure Management, you can view the EDGAR HTML output before you generate EDGAR HTML. You can preview all Excel and Word objects.

Generating EDGAR HTML for the entire report

You can use IBM® Cognos® Disclosure Management to generate the HTML file that you can submit to the Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system.

Before you begin

Make sure that the **Custom Group** settings are correct for Word and Excel objects before you generate report output. Only objects included in the **Custom Group** set are included in report output. As an addition to the main report, you can include objects set to **Exhibit and supporting documents**.

About this task

You can generate HTML from the Cognos Disclosure Management XBRL interface. While you set up the generation of HTML output, you can change the width of borders, and you can define tables to have alternative row coloring.

Procedure

1. Open the report that you want to work with.
2. Click the **Home** tab and, in the Navigation pane, click **Report**.
3. Select the root report object.
4. To generate the entire report, click **General > Generate > Generate Entire Report > EDGAR HTML**.
5. To control the HTML margin width, select the **Left Margin**, **Top Margin**, **Bottom Margin**, **Right Margin** fields, and type the margin border width in inches.

Tip: The **Left Margin** and **Right Margin** settings change the need for a scroll bar.

6. To have alternative row coloring, click the **Alternating Row Coloring** check box
7. Click **OK** to start the generation.

Tip: You can view the progress in the All processes completed window in the status bar. While processes are running, the title bar shows the number of running processes. When the processes are finished, the title is All processes completed.

8. To open the file, open the All processes completed window in the status bar, and click the **Open** icon. A check mark indicates that a process generated properly. An exclamation point indicates an error that stopped the process.
9. To save the file, click **Save**. Select the folder where you want to save the file and click **OK**.

Results

After you save the HTML file, you can open it in your browser.

Related information:

“Previewing EDGAR HTML” on page 161

In IBM® Cognos® Disclosure Management, you can view the EDGAR HTML output before you generate EDGAR HTML. You can preview all Excel and Word objects.

Appendix A. Accessibility features

IBM Cognos Disclosure Management has accessibility features that help users who have a physical disability to use the product.

Keyboard shortcuts

IBM Cognos Disclosure Management includes keyboard shortcuts to help you navigate the product and perform tasks.

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

Table 21. General keyboard shortcuts

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

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.

Appendix B. Multiple versions of Microsoft Office

Your reports in IBM® Cognos® Disclosure Management can contain Excel, Word, and PowerPoint objects. Some aspects of your reports and report objects depend on the version of Microsoft Office that was used to create the report object, and the version of Microsoft Office that you use to open the report.

The following list shows the versions of Microsoft Office that you and other users of your report might use to create Excel, Word, and PowerPoint objects:

- Microsoft Office 2003
- Microsoft Office 2003 with the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint
- Microsoft Office 2007
- Microsoft Office 2010

Your reports can contain Excel, Word, and PowerPoint objects. The extension of the file name depends on the version of Microsoft Office that was used to create the report object.

Table 22. Extensions for report objects in Microsoft Office 2003, 2007, and 2010

Report object type	Extension in Microsoft Office 2003	Extension in Microsoft Office 2007 and 2010
Excel object	.xls	.xlsx
Word object	.doc	.docx
PowerPoint object	.ppt	.pptx

Extensions for Microsoft Office 2003, Microsoft Office 2007, and Microsoft Office 2010 are supported wherever the extension for Microsoft Office 2007 and Microsoft Office 2010 is the same.

Restriction: Macros applied to report objects are not preserved when you save the report object.

If all report objects in your report are created with the same version of Microsoft Office, and all users of your report use the same version of Microsoft Office, you do not need to read the rest of the topics in this section.

However, if any report objects in your report are created with different versions of Microsoft Office, or some users use a different version of Microsoft Office, read the following sections for useful tips on how to work with your report and report objects.

Effect of multiple versions of Microsoft Office if you use Microsoft Office 2003

If you use Microsoft Office 2003, some aspects of your reports in IBM® Cognos® Disclosure Management depend on the version of Microsoft Office that was used to create various report objects. The version of Microsoft Office that you use can affect actions such as opening reports and report objects, exporting report objects, and generating reports.

Important: You can use the Compatibility Pack for Word, Excel, and PowerPoint. The compatibility pack upgrades the functionality of Microsoft Office 2003 so that it works more smoothly with later versions of Microsoft Office. You can download the compatibility pack from the Microsoft website.

Opening reports and report objects

If you use Microsoft Office 2003, consult the following table to learn about how different Microsoft Office versions affect opening reports and report objects.

Table 23. Effect of multiple Microsoft Office versions on opening reports and report objects

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in Microsoft Office 2003 only	You can open the report and all report objects normally.	You can open the report and all report objects normally.
If the report contains report objects that were created in a later version of Microsoft Office	You cannot open the report or view report objects. To open the report, you must install the compatibility pack, or upgrade to the version of Microsoft Office that was used to create the report object.	You can open the report and all report objects. You view later report objects in Microsoft Office 2003 format, but no changes are made in the database. When you save a later report object, you automatically save it in Microsoft Office 2003 format, and you might lose features or formatting specific to the later version. To view or save the report object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Important: You might open a report in Microsoft Office 2003, and then, while the report is open, someone might create a report object for the same report in a later version of Microsoft Office. In this situation, you can still view the report while it is open, but you cannot view the new report object. If you close the report, you cannot open it again.

Copying and pasting report objects

If you use Microsoft Office 2003, consult the following table to learn about how different Microsoft Office versions affect copying and pasting report objects.

Table 24. Effect of multiple Microsoft Office versions on copying and pasting report objects

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in Microsoft Office 2003 only	You can copy and paste a report object normally by right-clicking the report object and then using the Copy and Paste options.	You can copy and paste a report object normally by right-clicking the report object and then using the Copy and Paste options.
If the report contains report objects that were created in a later version of Microsoft Office	You can copy and paste report objects if you do not open the object. The pasted report object is retrieved from the last saved state to the database. To copy and paste report objects, you must install the compatibility pack, or upgrade to the version of Microsoft Office that was used to create the report object.	You can copy and paste a report object by right-clicking the report object and then using the Copy and Paste options. You automatically save the pasted report object in Microsoft Office 2003 format, and you might lose features or formatting specific to the later version. To save the pasted report object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Working with shared objects

If you use Microsoft Office 2003, consult the following table to learn about how different Microsoft Office versions affect shared objects.

Table 25. Effect of multiple Microsoft Office versions on shared objects

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in Microsoft Office 2003 only	You can work with shared objects normally.	You can work with shared objects normally.

Table 25. Effect of multiple Microsoft Office versions on shared objects (continued)

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in a later version of Microsoft Office	You cannot work with shared objects. To work with shared objects, you must install the compatibility pack, or upgrade to the version of Microsoft Office that was used to create the shared object.	Report objects are opened in Microsoft Office 2003 format. When you try to save the report object, you receive a message in which you must specify whether you want to save in Microsoft Office 2003 format. Reference The content cannot be modified. A linked object actually has no content, so when an object is opened, the content is retrieved from the original source object. This content opens in the version of Microsoft Office that is on your computer, and you might lose features or formatting specific to the later version. Copy The content can be modified because a copy is treated like any other report object that has content. All later shared report objects are saved in the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version. To view and save the shared object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Exporting Excel objects

If you use Microsoft Office 2003, consult the following table to learn about how different Microsoft Office versions affect Excel object exports.

Table 26. Effect of multiple Microsoft Office versions on exporting Excel objects

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in Microsoft Office 2003 only	You can export report objects normally.	You can export report objects normally.
If the report contains report objects that were created in a later version of Microsoft Office	If you export report objects, Cognos Disclosure Management retrieves the most recently saved version of the report objects from the database	You automatically open the later object in Microsoft Office 2003 format, and you might lose features or formatting specific to the later version. When you export the object, you receive a message in which you must specify whether you want to export in Microsoft Office 2003 format. To export the object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Viewing and comparing audit trails or snapshots

If you use Microsoft Office 2003, consult the following table to learn about how different Microsoft Office versions affect audit trails and snapshots.

Restriction: If you work in Microsoft Office 2003 or 2007, you can work with only one instance of a PowerPoint object at a time. When you view audit trails for PowerPoint objects, the audit trail content does not load because of this limitation. You will receive a message in which you can save the logs separately. If you work in a later version of Microsoft Office, this restriction does not apply.

Table 27. Effect of multiple Microsoft Office versions on audit trails or snapshots

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in Microsoft Office 2003 only, or if all snapshots were created in Microsoft Office 2003 only	You can view and compare audit trails or snapshots normally.	You can view and compare audit trails or snapshots normally.

Table 27. Effect of multiple Microsoft Office versions on audit trails or snapshots (continued)

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in a later version of Microsoft Office, or if at least one of the snapshots was created in a later version of Microsoft Office	You cannot view or compare audit trails or snapshots. To view audit trails or snapshots, you must install the compatibility pack, or upgrade to the version of Microsoft Office that was used to create the later report objects or snapshots.	You can view and compare audit trails or snapshots. When you select an audit trail entry or a snapshot, you view it in Microsoft Office 2003 format, and you might not see features or formatting specific to the later version. The changes are not saved to the database. To view and compare audit trails or snapshots in their original format, you must upgrade to the version of Microsoft Office that was used to create the report object or snapshot.

Generating reports

If you use Microsoft Office 2003, consult the following table to learn about how different Microsoft Office versions affect generating reports.

Table 28. Effect of multiple Microsoft Office versions on generating reports

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in Microsoft Office 2003 only	You can generate the report normally. The report is generated as a .doc file.	You can generate the report normally. The report is generated as a .doc file.
If the report contains report objects that were created in a later version of Microsoft Office	You cannot generate the report. To generate the report, you must install the compatibility pack, or upgrade to the version of Microsoft Office that was used to create the report object.	You can generate the report. All later report objects are converted to Microsoft Office 2003 format on your local machine, and you might lose features or formatting specific to the later version. However, the version is not changed in the database. To generate the report with report objects in their original format, you must upgrade to the version of Microsoft Office that was used to create the report objects.

Performing report rollovers

If you use Microsoft Office 2003, consult the following table to learn about how different Microsoft Office versions affect report rollovers.

Table 29. Effect of multiple Microsoft Office versions on report rollovers

Situation	If you use Microsoft Office 2003	If you use Microsoft Office 2003 plus the compatibility pack
If the report contains report objects that were created in Microsoft Office 2003 only	You can perform a report rollover normally.	You can perform a report rollover normally.
If the report contains report objects that were created in a later version of Microsoft Office	If you perform a report rollover, Cognos Disclosure Management retrieves the most recently saved version of the report objects from the database.	You can perform a report rollover. All later report objects are saved in the format of the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version. To roll over the report in its original format, you must upgrade to the version of Microsoft Office that was used to create the report objects.

Effect of multiple versions of Microsoft Office if you use Microsoft Office 2007, 2010 or 2013

When you use Microsoft Office 2007, Microsoft Office 2010, or Microsoft Office 2013, some aspects of your reports in IBM® Cognos® Disclosure Management depend on the version of Microsoft Office that was used to create various report objects. The version of Microsoft Office that you use can affect actions such as opening reports and report objects, pasting and exporting report objects, and generating reports.

Opening reports and report objects

Consult the following table to learn about how different Microsoft Office versions affect opening reports and report objects.

Table 30. Effect of multiple Microsoft Office versions on opening reports and report objects

Situation	Effect
If the report contains report objects that were created in an earlier version of Microsoft Office	You can open and save reports and report objects. When you save report objects, you automatically save them in the format of the version of Microsoft Office that you use.
If the report contains report objects that were created only in the version of Microsoft Office that you use	You can open and save reports and report objects normally.

Table 30. Effect of multiple Microsoft Office versions on opening reports and report objects (continued)

Situation	Effect
If the report contains report objects that were created in a later version of Microsoft Office	You view the later report object in the format of the version of Microsoft Office that you use, and you might not see features or formatting specific to the later version. However, no changes are made in the database. If a report object is saved in Microsoft Office 2007 and then you open it in a later version of Microsoft Office and then save, the report object is saved in Microsoft Office 2007 format, even though you are working in a later version. To view a report object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Copying and pasting report objects

Consult the following table to learn about how different Microsoft Office versions affect copying and pasting report objects.

Table 31. Effect of multiple Microsoft Office versions on copying and pasting report objects

Situation	Effect
If the report contains report objects that were created in an earlier version of Microsoft Office	You can copy and paste a report object by right-clicking the report object and then using the Copy and Paste options. When you save a pasted report object, you automatically save it in the format of the version of Microsoft Office that you use.
If the report contains report objects that were created only in the version of Microsoft Office that you use	You can copy and paste a report object normally by right-clicking the report object and then using the Copy and Paste options.
If the report contains report objects that were created in a later version of Microsoft Office	You can copy and paste a report object by right-clicking the report object and then using the Copy and Paste options. All later report objects are saved in the format of the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version. The original report object remains in its original format. To view and save a pasted report object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Working with shared objects

Consult the following table to learn about how different Microsoft Office versions affect shared objects.

Table 32. Effect of multiple Microsoft Office versions on shared objects

Situation	Effect
If the report contains report objects that were created in an earlier version of Microsoft Office	You can work with shared objects. All copied report objects are saved in the format of the version of Microsoft Office that you use.
If the report contains report objects that were created only in the version of Microsoft Office that you use	You can work with shared objects normally.
If the report contains report objects that were created in a later version of Microsoft Office	Report objects are opened in the format of the version of Microsoft Office that you use. When you save the report object, you receive a message in which you must specify whether you want to save in the format of the version of Microsoft Office that you use. Reference The content cannot be modified. A linked object actually has no content, so when an object is opened, the content is retrieved from the original source object. This content opens in the version of Microsoft Office that is on your computer, and you might lose features or formatting specific to the later version. Copy The content can be modified because a copy is treated like any other report object that has content. All later shared report objects are saved in the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version. To view a shared object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Exporting report objects

Consult the following table to learn about how different Microsoft Office versions affect report object exports.

Table 33. Effect of multiple Microsoft Office versions on exporting report objects

Situation	Effect
If the report contains report objects that were created in an earlier version of Microsoft Office	You can export report objects. All earlier report objects are saved in the format of the version of Microsoft Office that you use.
If the report contains report objects that were created only in the version of Microsoft Office that you use	You can export report objects normally.

Table 33. Effect of multiple Microsoft Office versions on exporting report objects (continued)

Situation	Effect
If the report contains report objects that were created in a later version of Microsoft Office	You can export report objects. All later report objects are saved in the format of the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version. To export a report object in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Viewing and comparing audit trails or snapshots

Consult the following table to learn about how different Microsoft Office versions affect audit trails and snapshots.

Restriction: If you work in Microsoft Office 2003 or 2007, you can work with only one instance of a PowerPoint object at a time. When you view audit trails for PowerPoint objects, the audit trail content does not load because of this limitation. You will receive a message in which you can save the logs separately. If you work in a later version of Microsoft Office, this restriction does not apply.

Table 34. Effect of multiple Microsoft Office versions on audit trails or snapshots

Situation	Effect
If the report contains report objects that were created in an earlier version of Microsoft Office, or if the snapshots were created in an earlier version of Microsoft Office	You can view and compare audit trails or snapshots. When you select an audit trail entry or snapshot, you view it in the format of the version of Microsoft Office that you use. The changes are not saved to the database.
If the report contains report objects that were created only in the version of Microsoft Office that you use, or if the snapshots were created only in the version of Microsoft Office that you use	You can view and compare audit trails or snapshots normally.
If the report contains report objects that were created in a later version of Microsoft Office, or if at least one of the snapshots was created in a later version of Microsoft Office	You can view and compare audit trails or snapshots. When you select an audit trail entry or a snapshot, you view it in the format of the version of Microsoft Office that you use, and you might not see features or formatting specific to the later version. The changes are not saved to the database. To view an audit trail entry or snapshot in its original format, you must upgrade to the version of Microsoft Office that was used to create the report objects in the audit trail or the snapshot.

Generating reports

Consult the following table to learn about how different Microsoft Office versions affect report generation.

Table 35. Effect of multiple Microsoft Office versions on generating reports

Situation	Effect
If the report contains report objects that were created in an earlier version of Microsoft Office	You can generate the report. All earlier report objects are saved in the format of the version of Microsoft Office that you use. The report is generated as a .docx file.
If the report contains report objects that were created only in the version of Microsoft Office that you use	You can generate the report normally. The report is generated as a .docx file.
If the report contains report objects that were created in a later version of Microsoft Office	You can generate the report. All later report objects are saved in the format of the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version. The report is generated as a .docx file. To generate the report in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

Performing report rollovers

Consult the following table to learn about how different Microsoft Office versions affect report rollovers.

Table 36. Effect of multiple Microsoft Office versions on report rollovers

Situation	Effect
If the report contains report objects that were created in an earlier version of Microsoft Office	You can perform a report rollover. All later report objects are saved in the format of the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version.
If the report contains report objects that were created only in the version of Microsoft Office that you use	You can perform a report rollover normally.
If the report contains report objects that were created in a later version of Microsoft Office	You can perform a report rollover. All later report objects are saved in the format of the version of Microsoft Office that you use, and you might lose features or formatting specific to the later version. To roll over the report in its original format, you must upgrade to the version of Microsoft Office that was used to create the report object.

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Glossary

This glossary provides terms and definitions for the Cognos Disclosure Management software and products.

The following cross-references are used in this glossary:

- *See* refers you from a nonpreferred term to the preferred term or from an abbreviation to the spelled-out form.
- *See also* refers you to a related or contrasting term.

For other terms and definitions, see the IBM Terminology website ([opens in new window](#)).

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A

abstract element

An element for which the attribute `abstract` in its XML schema declaration has the value `true` and which, therefore, cannot be used in an XML instance document. See also `concrete element`.

administrator

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

application query variable

A query variable that is available for all reports.

application server

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

arc

A syntactic structure that represents relationships in XBRL. Possible relationships are between pairs of concepts in a taxonomy, between concepts

and resources in a taxonomy, and between facts and footnotes in an instance document.

attachment

A file that is attached to an email message or other electronic document.

audit report

A report that contains audit history of report objects.

audit trail

A detailed analysis of all changes that are made to reports or report objects.

B

bidirectional See `bidirectional`.

bidirectional (bidirectional)

Pertaining to scripts such as Arabic and Hebrew that generally run from right to left, except for numbers, which run from left to right.

bidirectional mapping

A mapping in XBRL in which the element in either taxonomy can be considered the source element.

C

client A software program or computer that requests services from a server.

complex type

A type definition for an XML element that contains nested structures.

concept

A description of information in XBRL. See also `fact`.

concrete element

An element for which the attribute `abstract` in its XML schema declaration has the value of `false` and which therefore might appear in an instance document. See also `abstract element`.

configuration file

A file that contains the values of configuration parameters.

content model

The representation of any data that may be contained inside an XML element. There are four kinds of content models: element content, mixed content, EMPTY content and ANY content.

context

An element in an XBRL instance document that defines the entity, period, and scenario that provide understanding for the values of items.

CSV file

A text file that contains comma-separated values. A CSV file is commonly used to exchange files between database systems and applications that use different formats.

custom dashboard

A dashboard that is created by the user from widgets and various data sources to meet specific requirements. It is not supplied with the application. See also fixed dashboard.

custom group

A group that is used to organize report objects in a report according to their purpose or content. All other report objects are filtered out if they are not assigned to the custom group.

D**dashboard**

An interface that integrates data from a variety of sources and provides a unified display of relevant and in-context information.

database server

A software program that uses a database manager to provide database services to other software programs or computers.

data source

The physical connection to a data repository such as a relational database, an OLAP cube, or a Microsoft Excel file.

Discoverable Taxonomy Set (DTS)

A collection of taxonomy schemas and linkbases. The DTS includes all taxonomy schemas and linkbases that can be discovered by following links or references in the taxonomy schemas and linkbases included in the DTS.

DTS See Discoverable Taxonomy Set.

duplicate item

An item that has the same concept as another item in the same context under the same parent, as defined in the XBRL specification.

E**element**

In markup languages, a basic unit consisting of a start tag, end tag, associated attributes and their values, and any text that is contained between the two.

encryption key

A mathematical value that allows components to verify that they are in communication with the expected server. Encryption keys are based on a public or private key pair that is created during the installation process.

entity The business that an XBRL report relates to.

entity identifier

A string that uniquely identifies a reporting entity according to an entity scheme.

entity scheme

A framework for referencing naming authorities for business entities, in the form of a namespace URI.

exhibit

A mandatory document that is required by the regulatory body, along with the report itself. See also supporting document.

explicit dimension

A dimension in XBRL whose members are known and defined before use.

extended link

A link that associates an arbitrary number of resources. The participating resources can be any combination of remote and local.

eXtensible Business Reporting Language (XBRL)

A communication method for electronic business reporting.

extension taxonomy

An extension of a base taxonomy that

includes all the changes that are required for the specific reporting requirements of an entity.

F

fact A specific piece of information that is described by a concept in XBRL. See also concept, measure.

fixed dashboard
A dashboard that is supplied with the application to provide report and data source information in a graphical format. See also custom dashboard.

footer Text that is formatted to be in the bottom margin of printed pages in a document. See also header.

footnote
A supporting piece of XBRL information that is tied to a fact.

formula linkbase
A collection of functions that can be used by a number of taxonomies and is not necessarily tied to a particular taxonomy.

H

header
Text that is formatted to be in the top margin of printed pages in a document. See also footer.

hypercube
An XBRL construct that represents multidimensional data.

I

inline XBRL
A standard for embedding XBRL fragments into an HTML document.

instance document
An XML file that contains facts as defined by a taxonomy. Instance documents contain business reporting data with associated values and contexts.

item An element in the substitution group for the XBRL item element. The item contains the value of the simple fact and a reference to the context that is required to interpret that fact.

L

linkbase
A collection of XML Linking Language (XLink) extended links that can be used to document the semantics of concepts in a taxonomy.

locator
An XML element that supplies an Xpointer reference to the taxonomy schema element definitions that uniquely identify each concept.

M

measure
A component that is used to define a unit in XBRL. For example, the unit km/s (kilometers per second) contains two measures: kilometers and seconds. See also fact.

N

namespace
In XML and XQuery, a uniform resource identifier (URI) that provides a unique name to associate with the element, attribute, and type definitions in an XML schema or with the names of elements, attributes, types, functions, and errors in XQuery expressions.

O

orphan tag
An XBRL tag that has become disassociated from its data source.

orphan variable
A reference variable that does not contain an accompanying source declaration in a report.

P

pivot grid
An area of the screen that is used to view and interact with the XBRL instance data.

project
A framework for holding the data and metadata that refers to an XBRL instance document.

Q

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.

query variable
A variable that is used to filter data source queries.

R

reference object
A shared object that is referenced within the same report, or in a different report. A reference object does not contain its own content.

reference variable
A variable that is used to hold content for report automation.

relationship group
A set of relationships between XBRL concepts.

report object query variable
A variable that is used to filter data source queries for a particular report object. After the value of the variable has been overridden at the report level, it can be further overridden to filter the result set for the report object.

report query variable
A variable that is used to filter data source queries at the report level. The value of the variable can be overridden to filter the result set for all report objects referencing that query.

resource
An XML fragment that is contained within an extended link that provides additional information about concepts or items.

role See relationship group.

S

shared object
A report object that is made available for its content to be referenced within the same report or across reports.

silent installation

An installation that does not send messages to the console but instead stores messages and errors in log files. A silent installation can use response files for data input.

simple type

In the XML, a type that cannot have element content and cannot carry attributes. Elements that contain numbers (and strings, and dates, and so on) but do not contain any sub-elements are said to have simple types.

snapshot

The content of a report or report object captured at a specific moment in time.

supporting document

An additional optional document that a company chooses to submit along with the mandatory content. See also exhibit.

T

tag A link between an XBRL fact and its source data, such as a report object or the result of a query.

taxonomy

A description of a multidimensional data store expressed in XML.

taxonomy schema

A core document that, in conjunction with other artifacts, defines an XBRL taxonomy.

text block

An assembly of one or more sections of text, which might include escaped HTML, that is drawn from one or more reporting objects in XBRL.

transformation set

A sequence of transformations that are applied consecutively.

tuple An XML structure that is used to group concepts in an XBRL taxonomy that must be understood together.

typed dimension

A dimension in XBRL that is composed of a variable set of members that must conform to a specific type that is defined by using XML schema.

U

unit A quantity that is used as a standard of measurement. For example, in XBRL, the unit km/s (kilometers per second) contains two measures: kilometers and seconds.

user group A group consisting of one or more defined individual users, identified by a single group name.

V

validation The checking of data or code for correctness or for compliance with applicable standards, rules, and conventions.

variable A representation of a changeable value.

W

widget A graphic element, such as a chart or grid, that displays a particular type of information in a dashboard.

workflow A process that is used to track the progress of a report object towards completion.

write-back process A process that gives users the ability to edit the data in a query and save the updated data back to an OLAP source.

X

XBRL See eXtensible Business Reporting Language.

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