# How to import Parameters from a Report

June 2022
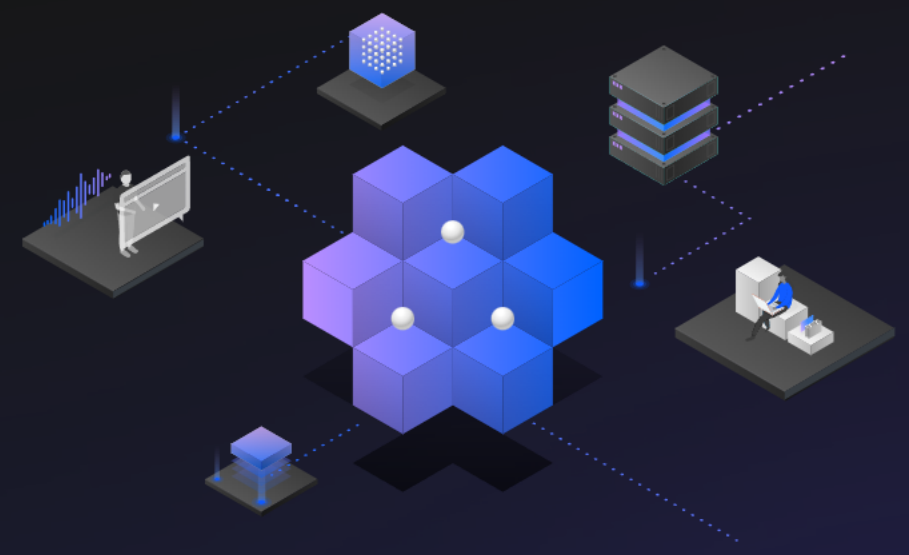
IBM Cognos Analytics with Watson

**1. Click**
*Open menu*

**2. Click**
*Manage*

2 items open

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# Cognos Analytics with Watson.

...wers users with AI-driven self-service analytics. See how ...scovery and visualizations can drive more confident decisions.

New

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Content

Recent

Manage

## Prepare data

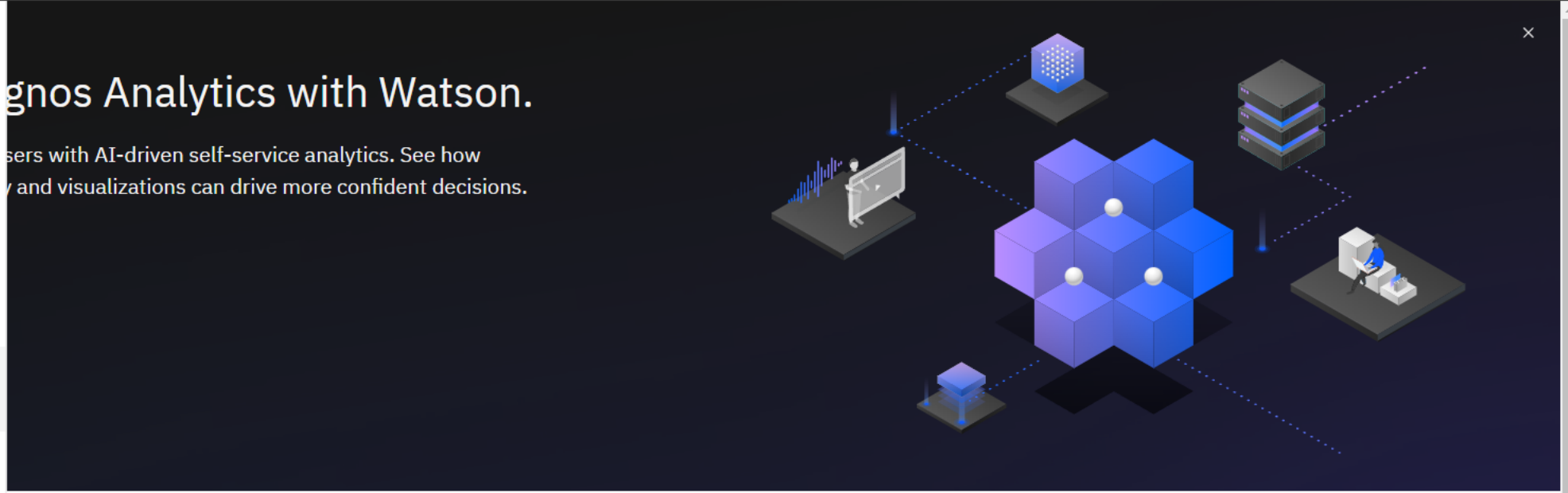Use data modules to clean and connect data from multiple resources.

## Exploration

Quickly find unbiased answers by identifying trends in your data with data exploration.

## Present data

Create sophisticated, multi-page, multi-query dashboards, reports, or stories.

...gnos Analytics

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**People**
Create and manage accounts and contacts

**Licenses**
Manage licenses

**Activities**
Manage activities

**Content**
Create and manage content

**Data server connections**
Create and manage connections

**Configuration**
Manage system setting

**Customization**
Manage themes an

3. Click
*Customization*

**Multitenancy**
Share services with multiple tenants

**Collaboration**
Manage collaboration settings

**Storage**
Connect to a cloud object storage environment

**Administration console...**

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connect data from multiple
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**Exploration**

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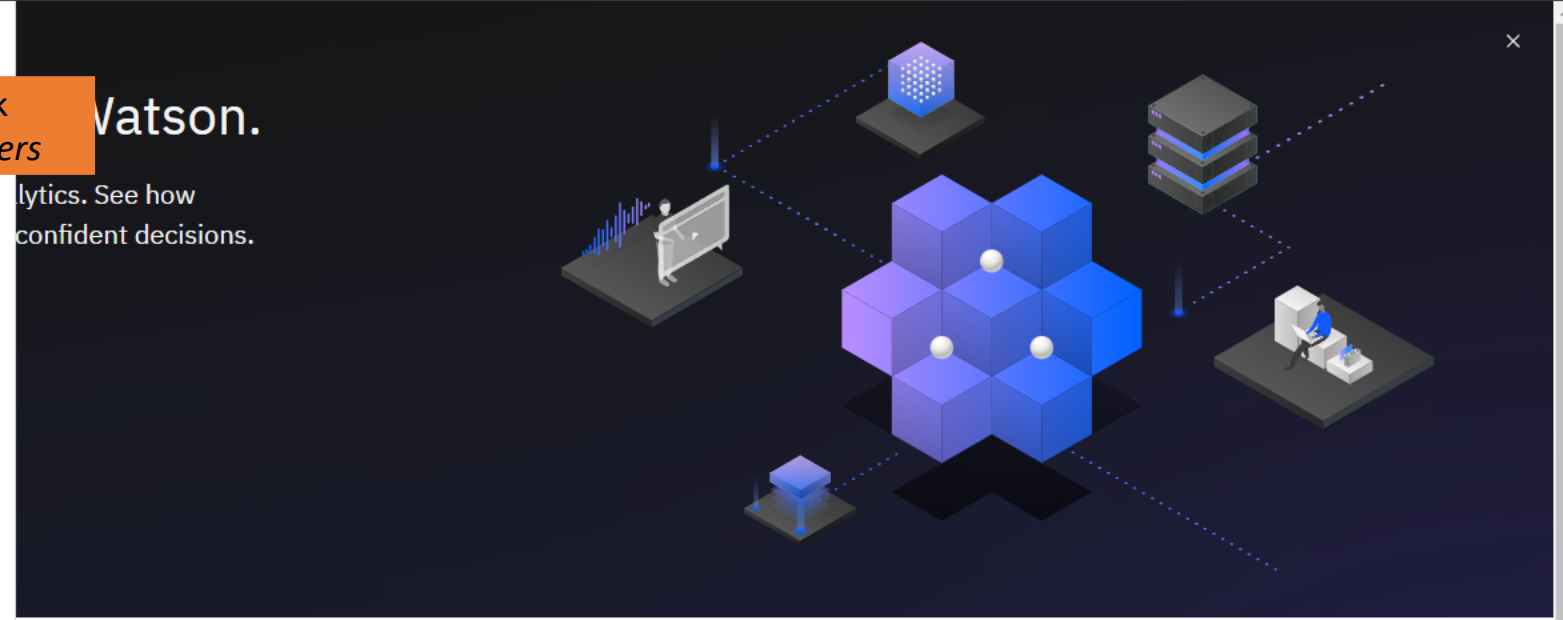identifying trends in your data with
data exploration.

**Present data**

Create sophisticated, multi-page,
multi-query dashboards, reports,
or stories.

Analytics

# Customization

Themes    Extensions    Palettes    Views    Profile    **Parameters**

4. Click
*Parameters*

Define parameters to be used across reports.

Watson.

lytics. See how
confident decisions.

Import    + New

There are no parameters defined

Exploration

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< Customization

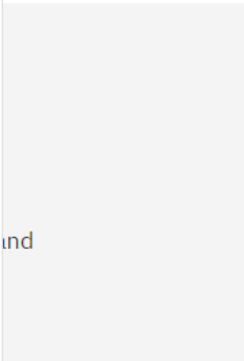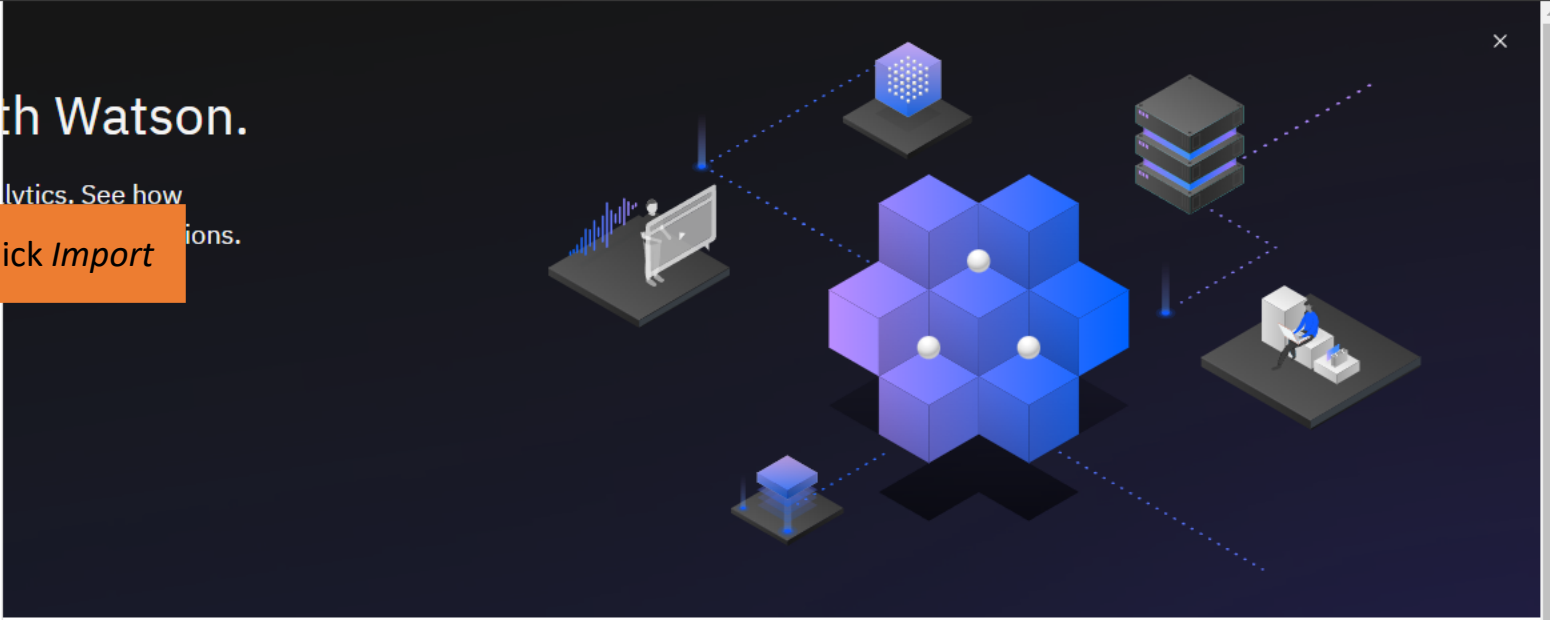Themes     Extensions     Palettes     Views     Profile     **Parameters**     Custom Visuals

Define parameters to be used across reports.

Import

**5. Click _Import_**

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< Customization

Themes  Extensions  Palettes  View

Define parameters to be used across rep

**Import parameters from a report** ✕

Team content > Calendars > **Tools**

📋 Global parameter date picker ← **6. Navigate to** *Team content > Calendars > Tools > Global parameters date picker*

📋 Gregorian and Fiscal calendar generator report

There are no

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sticated, multi-page,
lashboards, reports,

**7. Click** → Select    Cancel

# Cognos will import all the parameters within the queries of the report, and their values from the data.

Note: The filters must be "Required" and associated with a data container (e.g. a List). This is demonstrated in the sample report named *Global parameter date picker*.

2 items open

Search content

### Customization

Themes    Extensions    Palettes    Views    Profile    **Parameters**    Custom Visuals

Define parameters to be used across reports.

Import    + New

_as_of_date

8. Click

Time Perspective

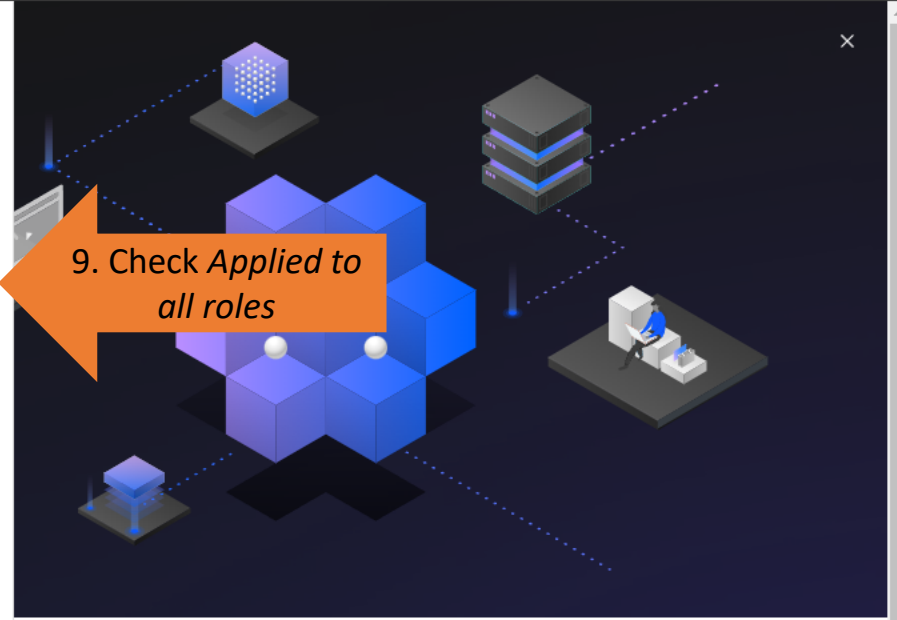**_as_of_date**

Description

Applied to all roles    ☑

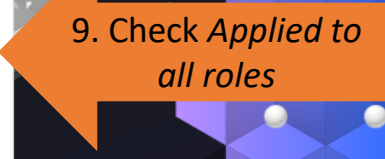9. Check *Applied to all roles*

Disabled    ☐

Source    Report

Languages    Set ›

Tip: Rather than applying the parameter to all roles, you can set default report parameters for specific roles in the Manage > Accounts slide-out panel. For more information, see Customizing roles

🖿

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# Customization

Themes   Extensions   Palettes   Views   Profile   **Parameters**   Custom Visuals

Define parameters to be used across reports.

Import   + New

_as_of_date

Time Perspective                                                    ⋮

**10. Click**

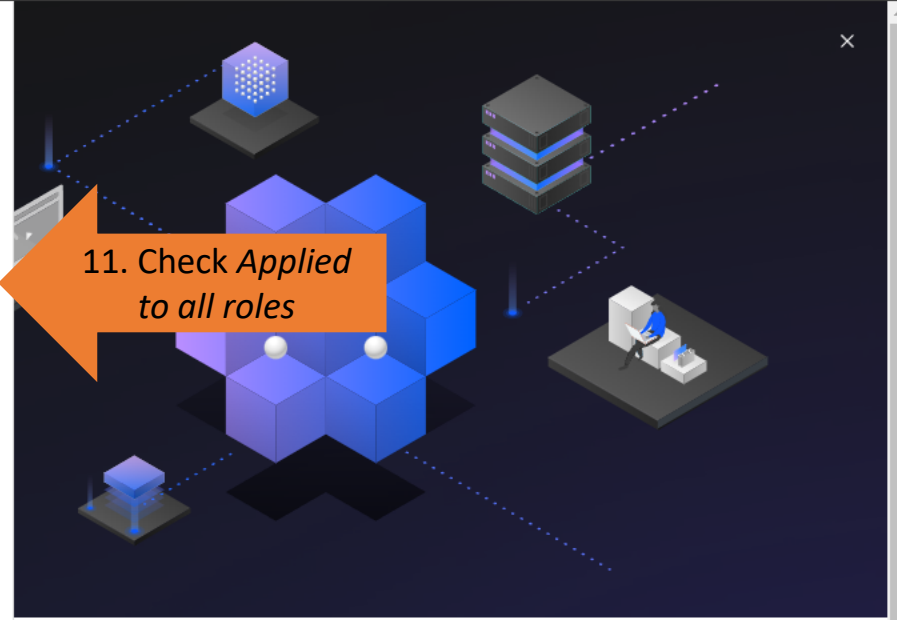## Time Perspective                                                   ✕

Description

Applied to all roles                                              ☑

**11. Check** *Applied to all roles*

Disabled                                                          ☐

Source                                                          Report

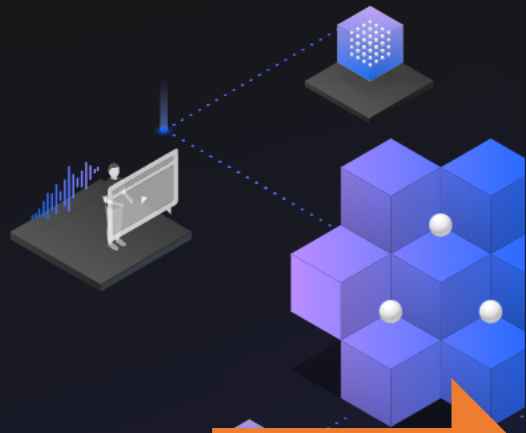Report                                    Global parameter date picker

Languages                                                      Set ›

### Present data

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**12. Click** *Personal menu*

...e and settings

My schedules and subscriptions

Log my session

About

IBM Cognos Analytics Mobile

**13. Click** *Log out*

Log out

**Quick launch**

Tip: You must log out and log back in again to see the changes.

Upload data

Upload or drag and drop spreadsheets, csv files, and other data sources.

Prepare data

Use data modules to clean and connect data from multiple resources.

Exp...

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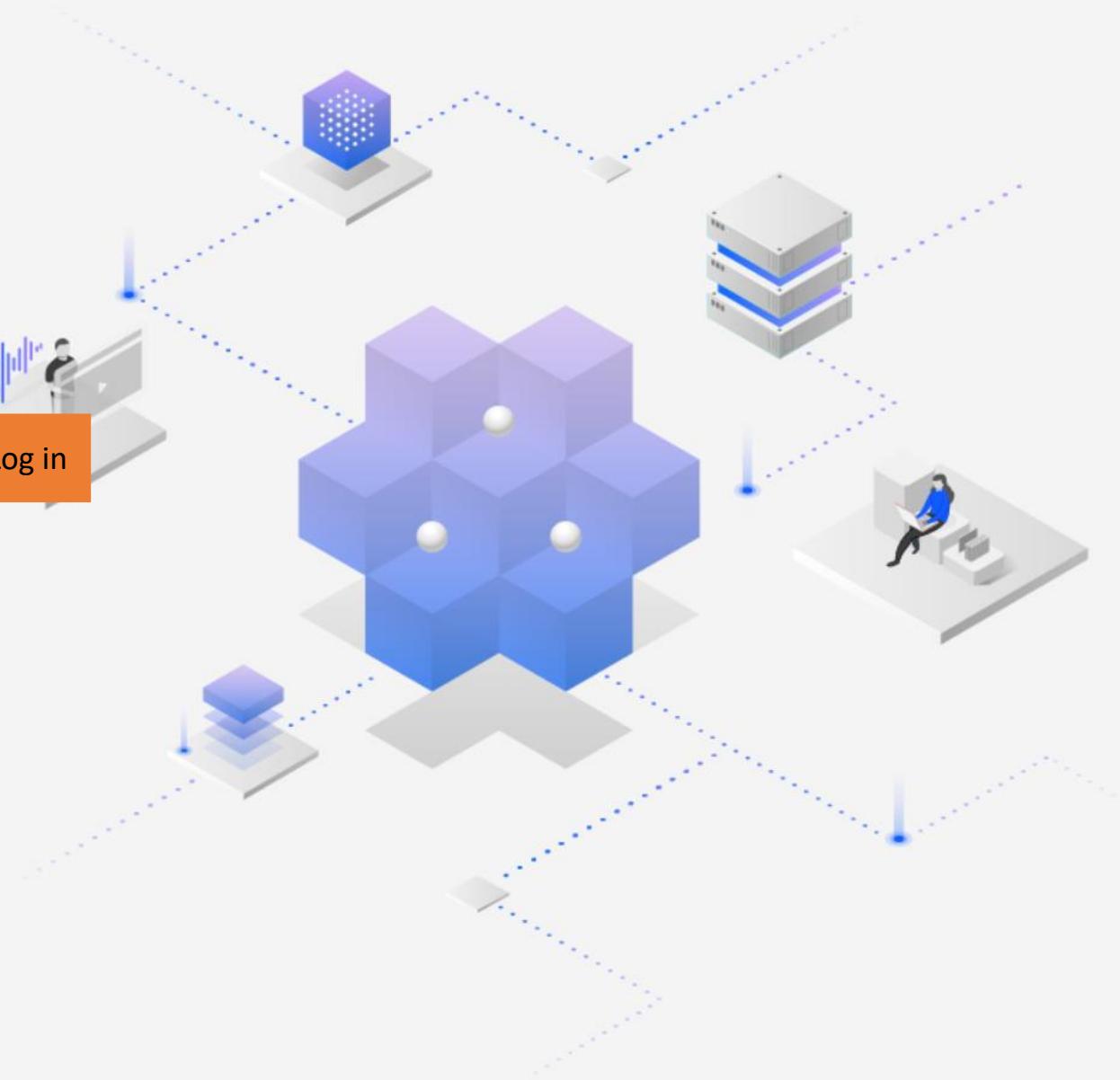
Log in with your Cognos Users ID
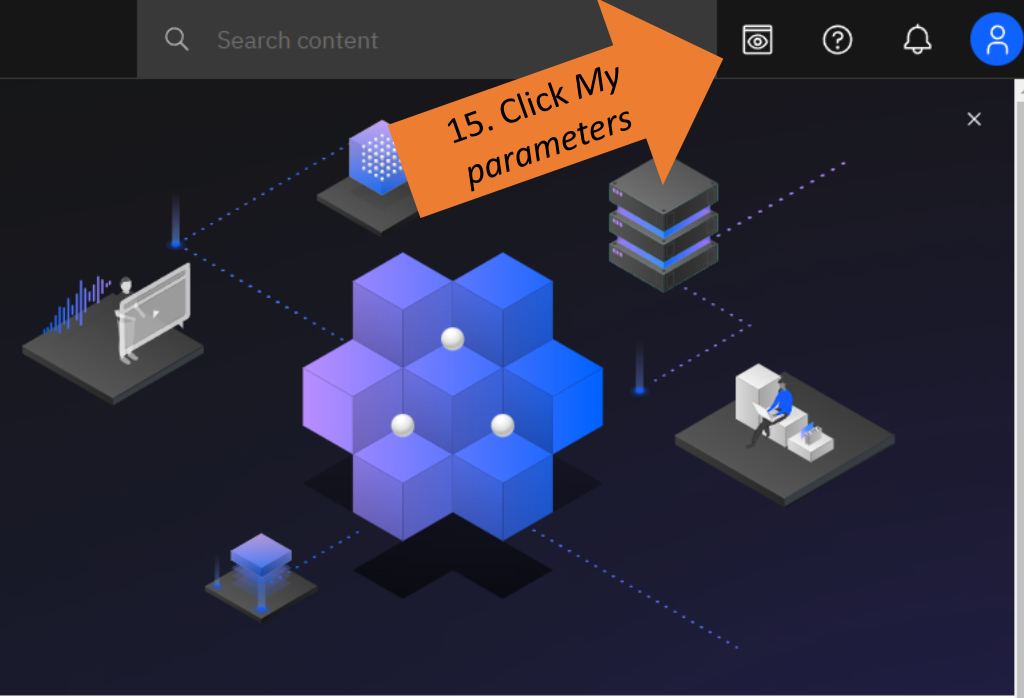
User ID

Password

Log in →

14. Log in

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15. Click My parameters

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## Quick launch

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### Exploration
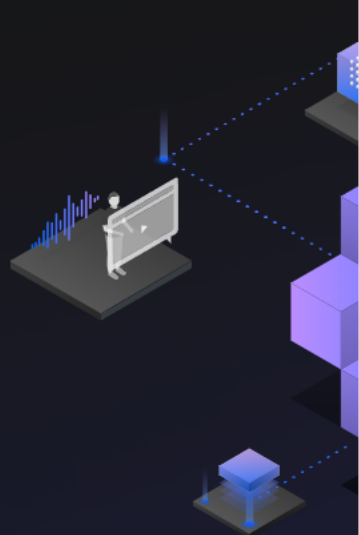Quickly find unbiased answers by identifying trends in your data with data exploration.

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## My parameters

_as_of_date:

2022-06-13

Time Perspective:

Select value

> use _as_of_date
> use last Sunday
> use yesterday

⌄ Quick launch

Tip: For more information on My Parameters, see Using customized parameters

⬆

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Upload or drag and drop spreadsheets, csv files, and other data sources.

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