

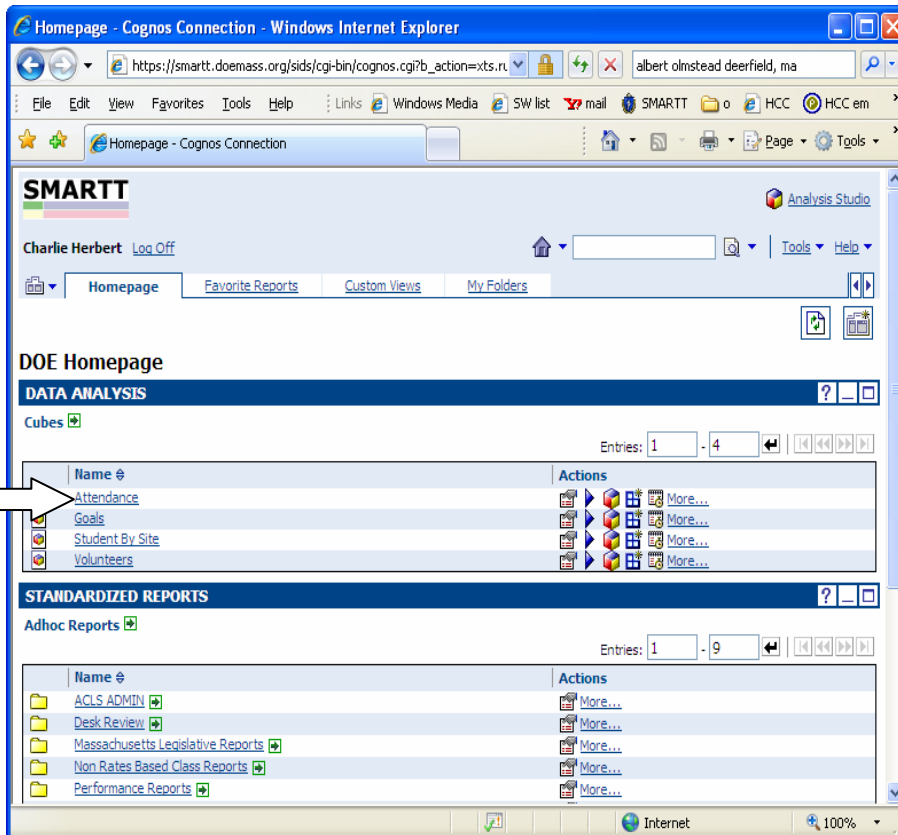
How to Create an Attendance Report from the Attendance Cube

Objective: Create a report using the Attendance Cube in Cognos. A simple table showing attendance for a single agency by month is created.

Concepts Covered:

- Control Key
- Options for Inserting Objects
- Expand
- Click, drag, drop
- Row and Column drop down menus
- Keep
- Exclude
- Hide
- Adjusting width of columns
- Undo Key
- Selecting Columns
- Shift and Control Keys for simultaneously selecting multiple objects

1. Click on Attendance in the Data Analysis Section while holding the Control Key down. This brings up a new window with the cube view. The Control Key helps by-pass pop-up blockers that may be running in the background.

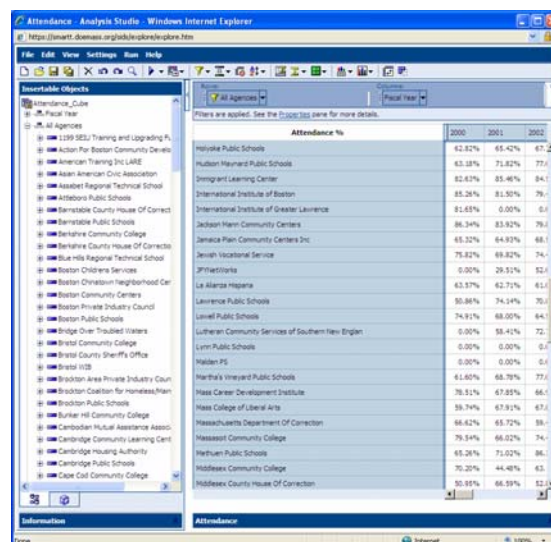


Hold the Control Key down until the new window completely loads.

Tip: the Undo button
– if at any time you get somewhere you don't want to be you can always undo your last action.

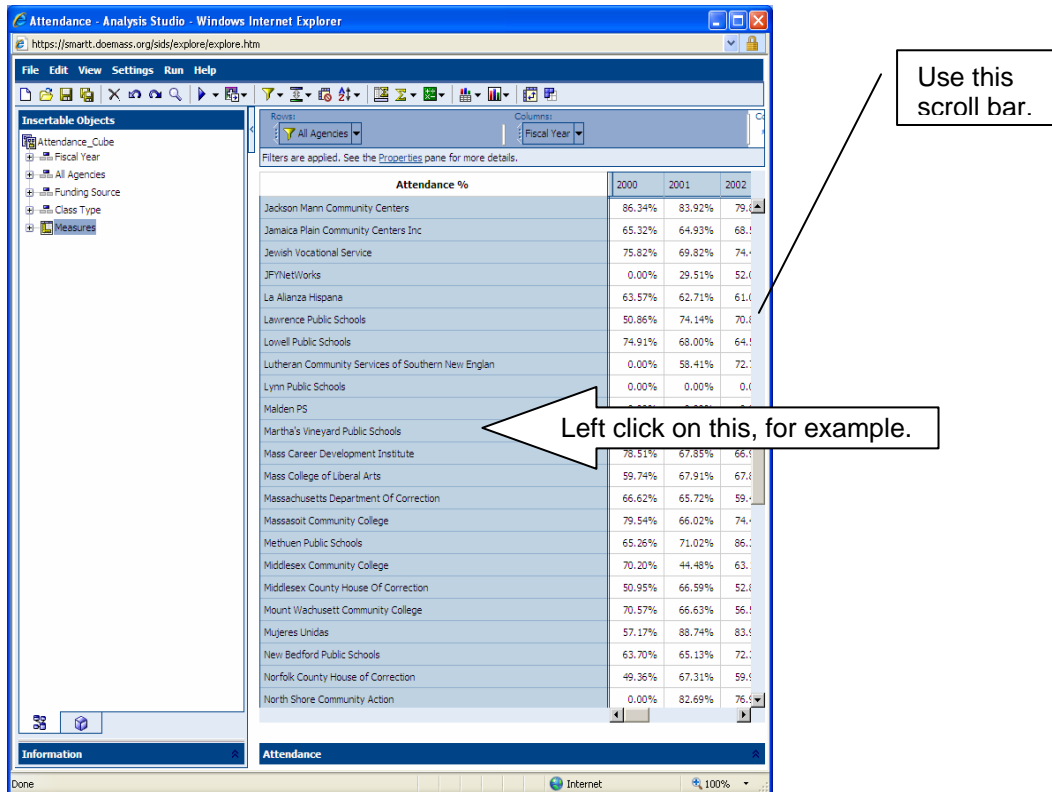


You can also 'undo' by selecting undo from the Edit Menu. Notice the complimentary 'redo' as well, for the indecisive among us.



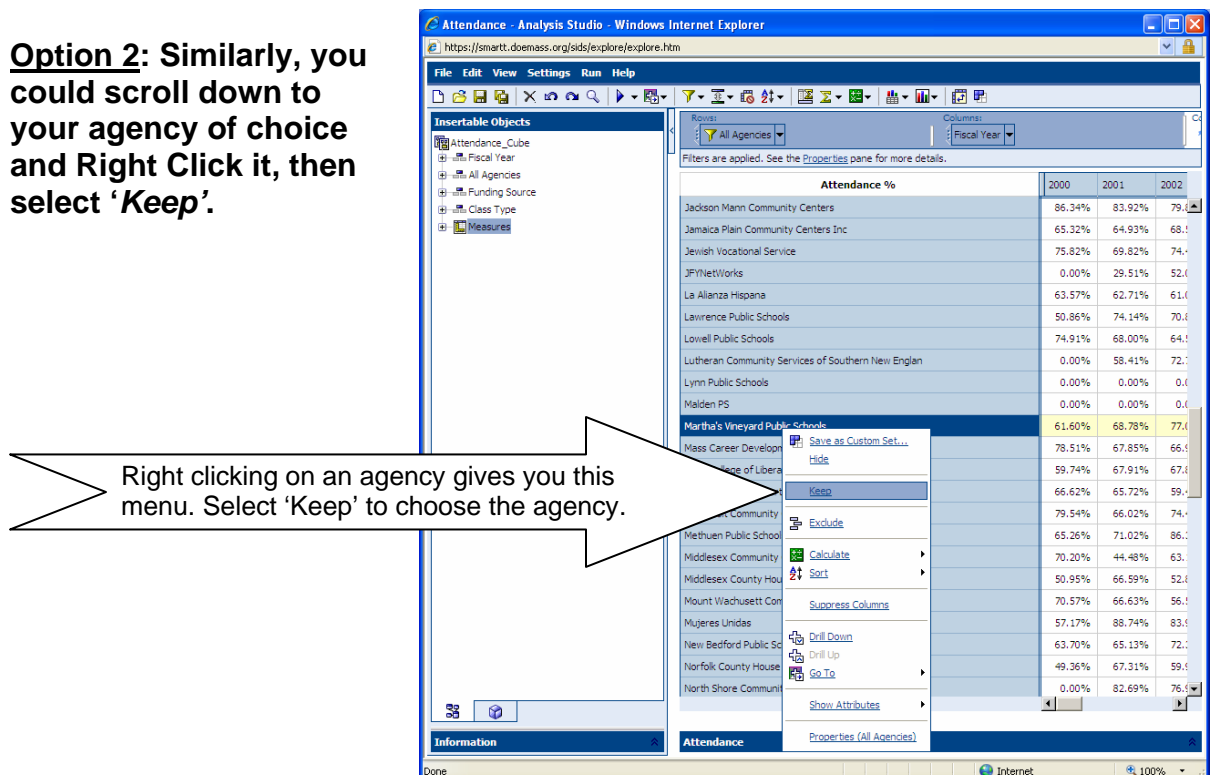
2. Choose the Agency of Your Choice (or *Skimming Catfish*). As with most areas of Cognos and other computer applications, ‘there are many ways to skin a catfish.’ For example, here are four options for completing this action:

Option 1 : Use the scroll bar on the right side of the window to scroll down and find your agency. Click the agency from the list.



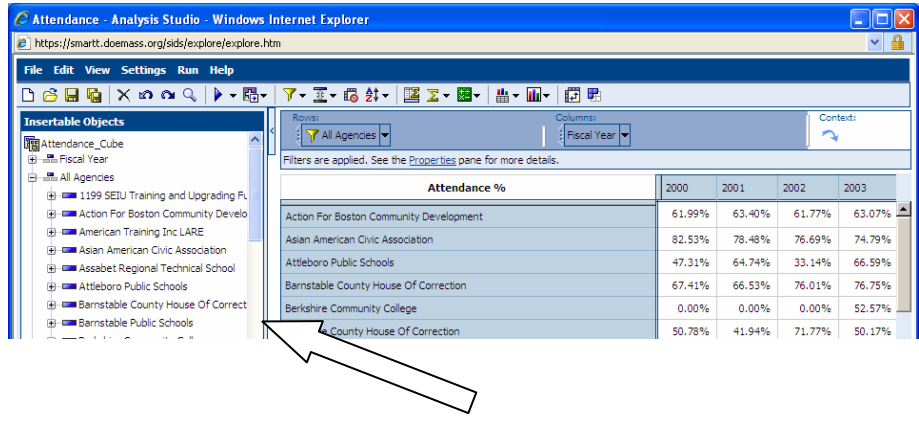
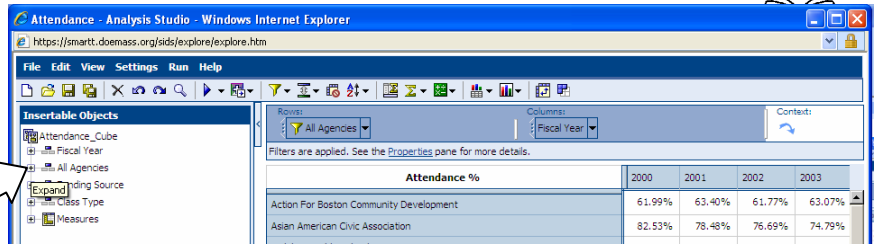
| Attendance % | 2000 | 2001 | 2002 |
|----------------------------------------------------|--------|--------|-------|
| Jackson Mann Community Centers | 86.34% | 83.92% | 79.4% |
| Jamaica Plain Community Centers Inc | 65.32% | 64.93% | 68.1% |
| Jewish Vocational Service | 75.82% | 69.82% | 74.4% |
| JFYNetWorks | 0.00% | 29.51% | 52.0% |
| La Alianza Hispana | 63.57% | 62.71% | 61.0% |
| Lawrence Public Schools | 50.86% | 74.14% | 70.8% |
| Lowell Public Schools | 74.91% | 68.00% | 64.1% |
| Lutheran Community Services of Southern New Englan | 0.00% | 58.41% | 72.1% |
| Lynn Public Schools | 0.00% | 0.00% | 0.0% |
| Malden PS | 0.00% | 0.00% | 0.0% |
| Martha's Vineyard Public Schools | 61.60% | 68.78% | 77.4% |
| Mass Career Development Institute | 78.51% | 67.85% | 66.5% |
| Mass College of Liberal Arts | 59.74% | 67.91% | 67.4% |
| Massachusetts Department Of Correction | 66.62% | 65.72% | 59.1% |
| Massasoit Community College | 79.54% | 66.02% | 74.4% |
| Methuen Public Schools | 65.26% | 71.02% | 86.1% |
| Middlesex Community College | 70.20% | 44.48% | 63.3% |
| Middlesex County House Of Correction | 50.95% | 66.59% | 52.0% |
| Mount Wachusett Community College | 70.57% | 66.63% | 56.1% |
| Mujeres Unidas | 57.17% | 88.74% | 83.3% |
| New Bedford Public Schools | 63.70% | 65.13% | 72.1% |
| Norfolk County House of Correction | 49.36% | 67.31% | 59.5% |
| North Shore Community Action | 0.00% | 82.69% | 76.6% |

Option 2: Similarly, you could scroll down to your agency of choice and Right Click it, then select ‘Keep’.



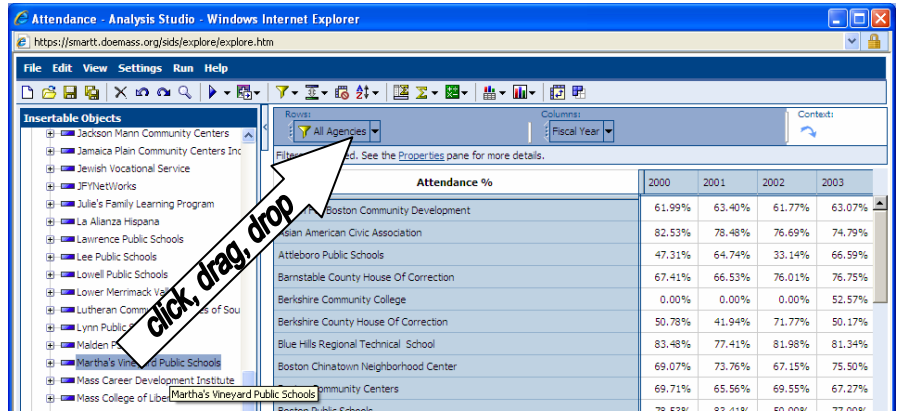
| Attendance % | 2000 | 2001 | 2002 |
|----------------------------------------------------|--------|--------|-------|
| Jackson Mann Community Centers | 86.34% | 83.92% | 79.4% |
| Jamaica Plain Community Centers Inc | 65.32% | 64.93% | 68.1% |
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Option 3: Expand the choices under Agencies in the Insertable Objects pane on the left by clicking the plus sign.

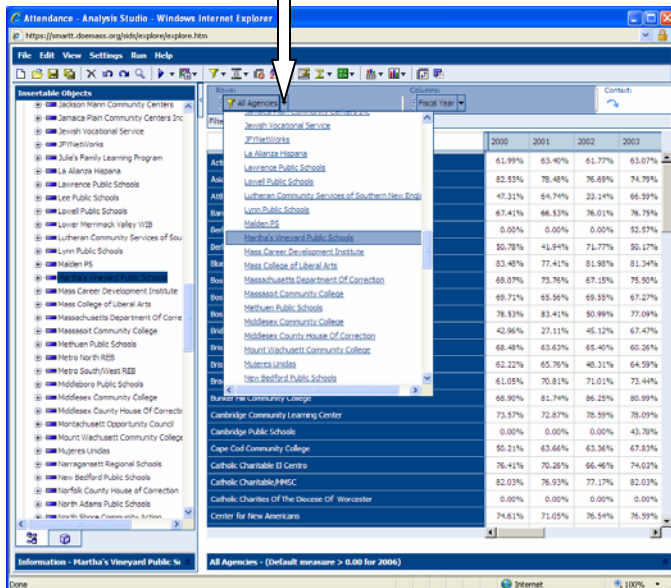


Scroll down the list until you find it.

Select, Drag and Drop the Agency on to the "All Agencies" box in the top blue rectangle under 'Rows:'

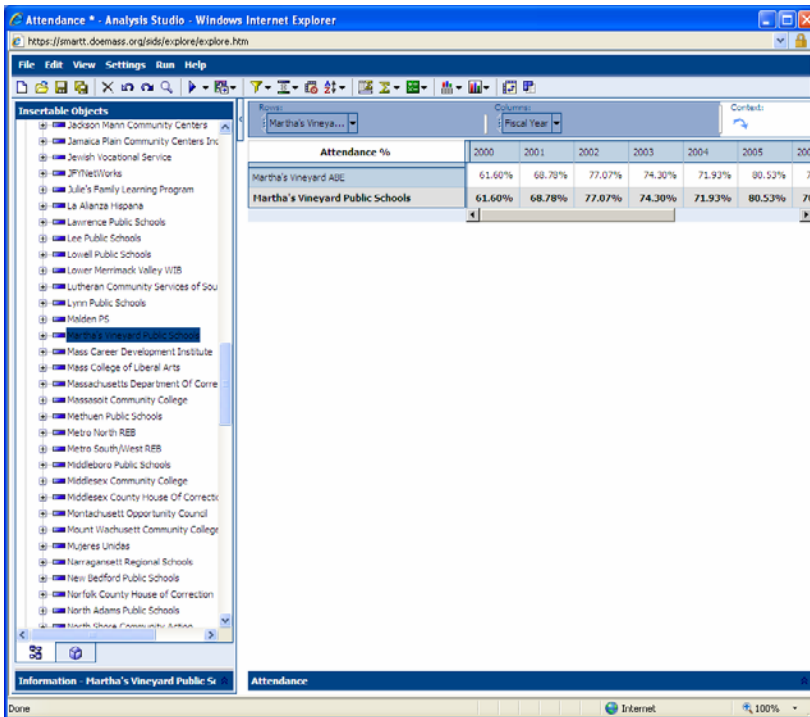


click, drag, drop



Option 4: Click on the drop down arrow to the immediate right of the "All Agencies" box in the top blue rectangle under 'Rows:' (see white block arrow to left), scroll and click the agency you want.

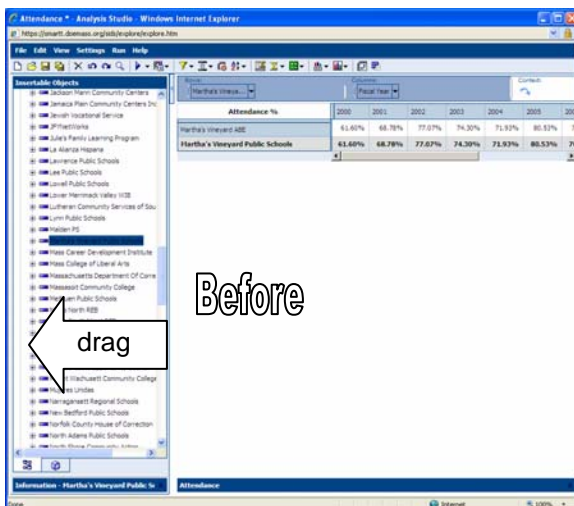
Whatever option you choose, you should arrive here:



| Attendance % | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 |
|----------------------------------|--------|--------|--------|--------|--------|--------|------|
| Martha's Vineyard ABE | 61.60% | 68.78% | 77.07% | 74.30% | 71.93% | 80.53% | 70 |
| Martha's Vineyard Public Schools | 61.60% | 68.78% | 77.07% | 74.30% | 71.93% | 80.53% | 70 |

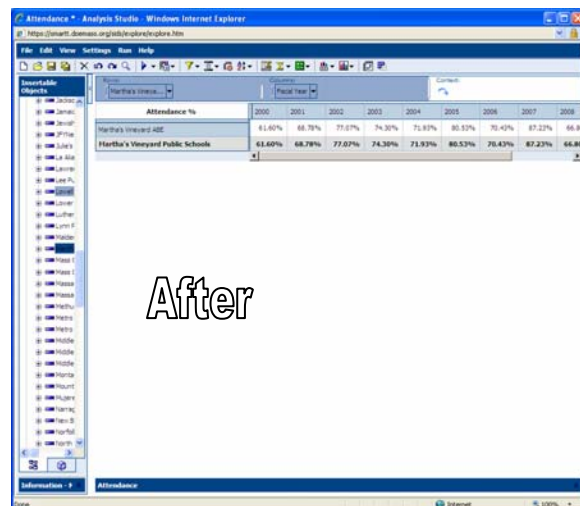
Notice that all of the other agencies have dropped out of the working area on the right side of the window. Also notice that the chosen agency is now in the box under 'Rows:' at the top.

3. Make More Room (optional): At any point in this process you can manipulate the size of columns and panes in this active window. Try dragging the Insertable Objects border to the left for example. Left click on the border and drag left.



Before

drag



After

Similarly, you can narrow or widen the individual columns on the right by clicking and dragging. For example, you can narrow or widen the individual Fiscal Year columns.

4. Select an appropriate span of time. You could choose a single fiscal year and get monthly views for that year. Or, you could choose multiple years and be able to compare them. For this example choose 2008. Again, skinning catfish. You can isolate 2008 as the object for the table column in multiple ways:

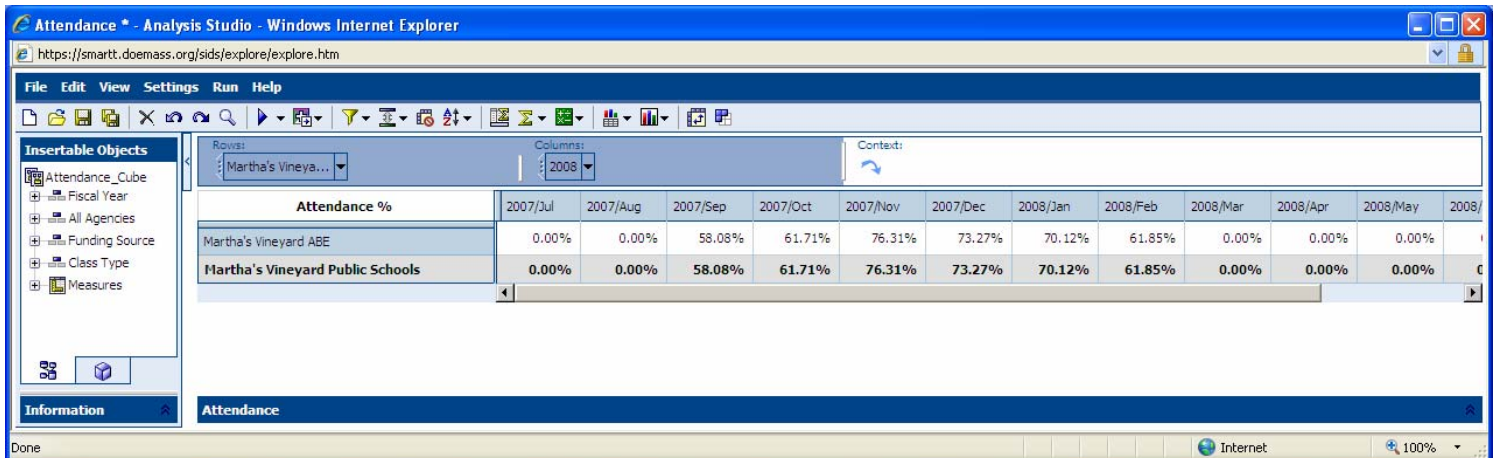
Option 1: (Left-) Click on 2008

Option 2: Right-click on 2008 and select 'Keep'

Option 3: drag 2008 from the Fiscal Year section under the Insertable Object list. You must first 'expand' fiscal years by clicking on the plus sign.

Option 4: click on the drop down arrow next to Fiscal Year under 'columns', click on 2008.

Whichever option you choose, this is what you should end up with:



The screenshot shows the Analysis Studio interface with the following data table:

| Attendance % | 2007/Jul | 2007/Aug | 2007/Sep | 2007/Oct | 2007/Nov | 2007/Dec | 2008/Jan | 2008/Feb | 2008/Mar | 2008/Apr | 2008/May | 2008/ |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Martha's Vineyard ABE | 0.00% | 0.00% | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 0.00% | 0.00% | 0.00% | |
| Martha's Vineyard Public Schools | 0.00% | 0.00% | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 0.00% | 0.00% | 0.00% | |


Notice, selecting one year 'drills down' to a monthly view for that year.

5. Exclude extraneous columns. Again, multiple options:

Option 1: Think positively, select the columns you want. Tip -- To select a column click in the upper right corner of each column header. If you click on the heading itself, you are 'selecting' it and it will isolate that column ('exclude' all others). When all wanted columns are selected/highlighted, right click and choose 'Keep'.

Tip:

selecting columns – To select a column click in the upper right corner of each column header. (If you click on the heading itself, you are 'selecting' it and it will isolate that column or 'exclude' all others).



| 2007/Aug | 2007/Sep | 2007/Oct |
|----------|----------|----------|
| 0.00% | 58.08% | 61.71% |
| 0.00% | 58.08% | 61.71% |

Tip:

selecting multiple columns. While selecting a column by clicking, hold the Shift or Control key down.



Hold the Shift key down to select a 'block' of items.



Hold the Control Key down when the items are not adjacent.

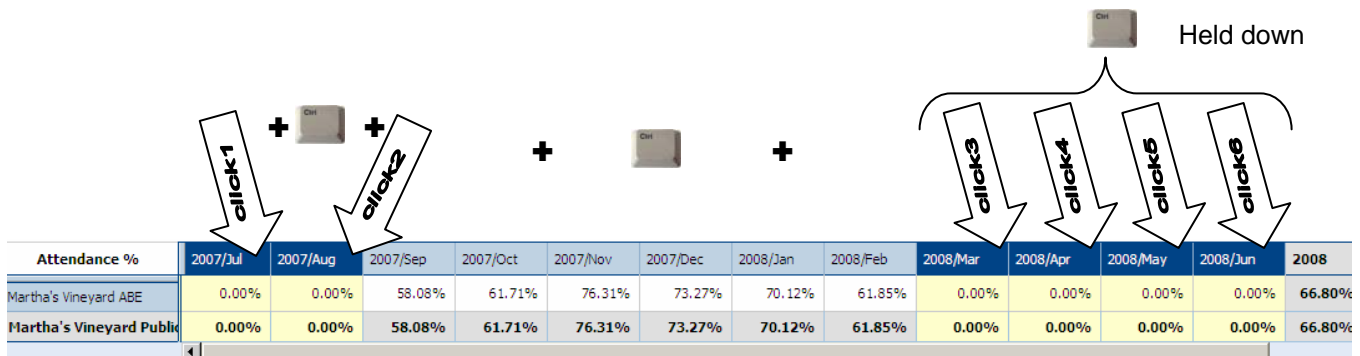
***The Shift and Control keys may be used for selecting multiple insertable objects and rows as well. ***



| Attendance % | 2007/Jul | 2007/Aug | 2007/Sep | 2007/Oct | 2007/Nov | 2007/Dec | 2008/Jan | 2008/Feb | 2008/Mar | 2008/Apr | 2008/May |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Martha's Vineyard ABE | 0.00% | 0.00% | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 0.00% | 0.00% | 0.00% |
| Martha's Vineyard Public Schools | 0.00% | 0.00% | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 0.00% | 0.00% | 0.00% |

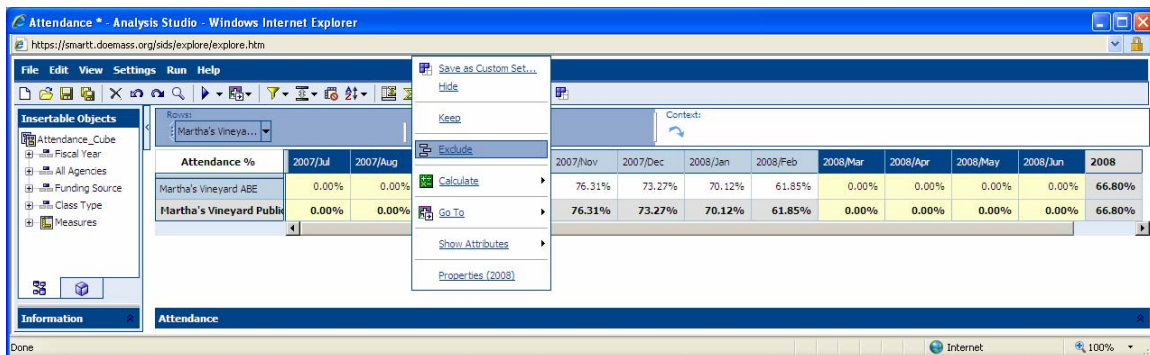
Right click on one of the upper right corners of a selected column and choose 'Keep'

Option 2: Think negatively, exclude the columns you don't want. Hold the control key down while clicking the columns to be excluded,



| Attendance % | 2007/Jul | 2007/Aug | 2007/Sep | 2007/Oct | 2007/Nov | 2007/Dec | 2008/Jan | 2008/Feb | 2008/Mar | 2008/Apr | 2008/May | 2008/Jun | 2008 |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|
| Martha's Vineyard ABE | 0.00% | 0.00% | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 0.00% | 0.00% | 0.00% | 0.00% | 66.80% |
| Martha's Vineyard Public | 0.00% | 0.00% | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 0.00% | 0.00% | 0.00% | 0.00% | 66.80% |

right-click and select exclude.

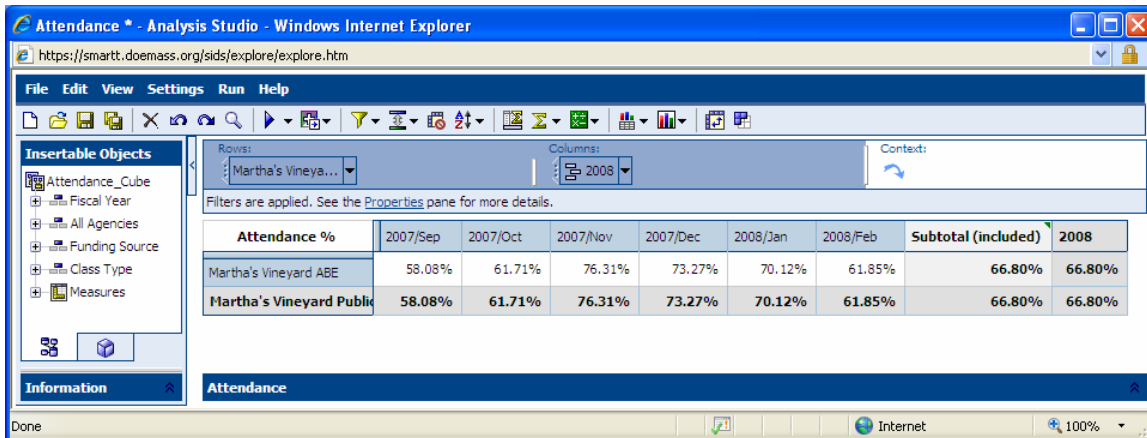


Notice in the Right-Click Context Menu, 'Hide' could have been chosen as well. 'Hide' just physically does not show the columns, whereas 'Exclude' hides and takes away the data values as well.

Other Options:

3. You could also expand Fiscal Year 2008 from the **Insertable Objects** list on the left, use the Control or Shift keys to select multiple months, and then drag and drop them into Columns box.
 4. Alternatively, you could select the **drop-down menu** next to 2008 in the Columns box and select multiple months from the list.
- **Neither of these options shows you the data that you're excluding, an advantage with the first two options.

In the end you should have a table that looks like this:



The screenshot shows a web browser window titled "Attendance * - Analysis Studio - Windows Internet Explorer" displaying a report from "https://smartt.doemass.org/sids/explore/explore.htm". The report is titled "Attendance" and shows data for "Martha's Vineyard" for the year 2008. The table includes columns for months from 2007/Sept to 2008/Feb, a subtotal, and a 2008 total. The data is as follows:

| Attendance % | 2007/Sep | 2007/Oct | 2007/Nov | 2007/Dec | 2008/Jan | 2008/Feb | Subtotal (included) | 2008 |
|--------------------------|----------|----------|----------|----------|----------|----------|---------------------|--------|
| Martha's Vineyard ABE | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 66.80% | 66.80% |
| Martha's Vineyard Public | 58.08% | 61.71% | 76.31% | 73.27% | 70.12% | 61.85% | 66.80% | 66.80% |

For further practice in Cognos, look up the following How To documents:

How To Save As

How To Change Property Setting

How To Print as PDF

How To Create a Chart