



Cognos® Consumer Users Quick Start Guide

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PART 1: GENERAL INFORMATION

USA Staffing is transitioning ad hoc reporting capabilities from Oracle Discoverer to IBM® Cognos. Cognos 10 business intelligence (BI) is a robust, web-based reporting software that is produced and maintained by the IBM Corporation. This guide covers the Cognos reporting tool for consumer users.

PART 2: BROWSER COMPATIBILITY

IBM Cognos Business Intelligence products use default browser configurations. Additional required settings are specific to the browser. Microsoft Office integration is only supported on Windows platforms (i.e., export to Excel).

The following browsers are supported:

- Microsoft Internet Explorer 11
- Microsoft Internet Explorer 10
- Microsoft Internet Explorer 9
- Microsoft Internet Explorer 8
- Microsoft Internet Explorer 7
- Mozilla Firefox ESR 24+
- Google Chrome 32+
- Apple Safari 5
- Apple Safari 6

The following browsers are not supported:

- Microsoft Internet Explorer 6

There are required browser requirements for the compatible browsers. For Internet Explorer, the settings should be set to:

- Allow cookies
- Active scripting
- Allow meta refresh

Note: Internet Explorer 8 users may receive Adobe link errors when opening PDF files in the IBM Cognos portal. To prevent these errors, in Internet Explorer, from the **Tools** menu, select **Manage Add-ons**, and disable **Adobe PDF Reader Link Helper**.

For Firefox, the settings should be set to:

- Allow cookies
- Enable Java
- Enable JavaScript
- Load images

Note: If Adblock Plus is installed with Firefox, disable it using the per-page option. Adblock Plus prevents some IBM Cognos Connection resources from working properly.

PART 3: HOW TO ACCESS COGNOS

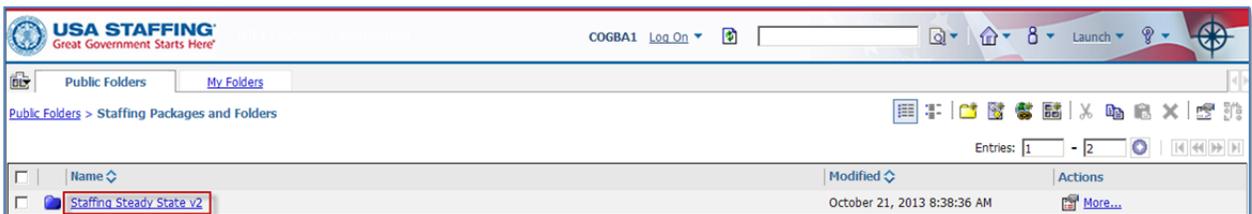
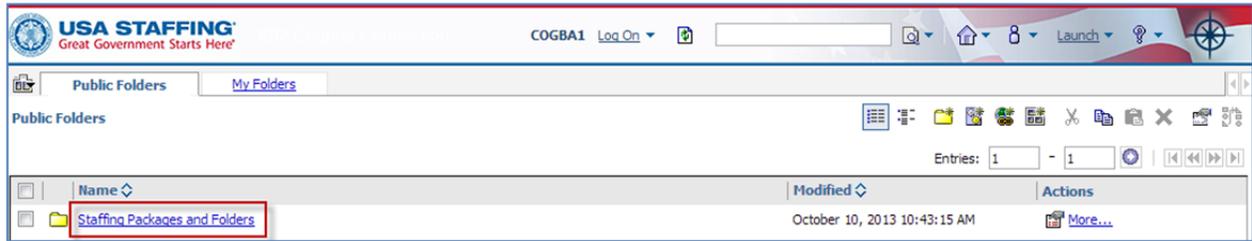
Authorized USA Staffing users can access Cognos from the USA Staffing Admin > Data Retrieval > Ad hoc Reports page. Select **USA Staffing - Cognos** from the Reporting Areas drop-down list and **Click to Continue**.



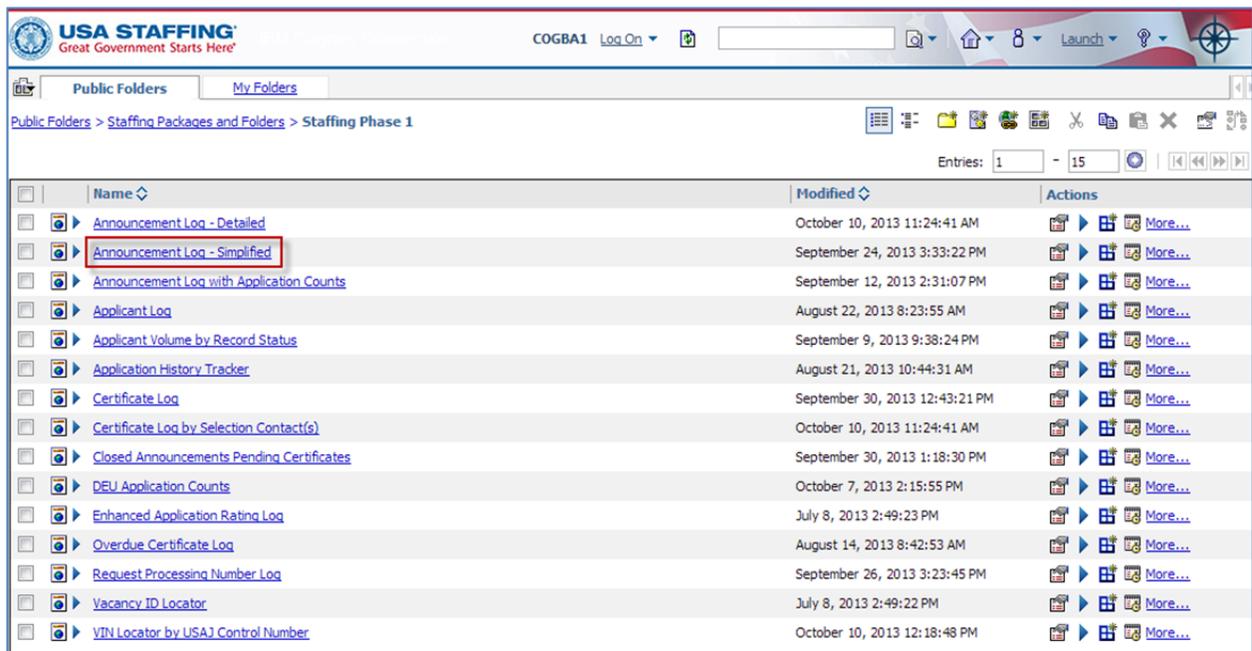
Because Cognos opens in a pop-up window, users should ensure their web browsers allow pop-ups from the USA Staffing site. Select **Click to Continue** in the Ad hoc Viewer pop-up window.

PART 4: HOW TO RUN A REPORT

From the **Public Folders** tab, click on the **Staffing Packages and Folders** link to open the **Staffing Steady State v2** package.



Click on the report link in the Public Folders page. In this example, click the **Announcement Log - Simplified** link to open this report.



On the report criteria page, select at least one item for each **Required** data field. Users can also select items for **Optional** data fields. Click **Next** to navigate between fields.

Announcement Log - Simplified

Please Choose 1 or more Organization Names (Required)

* U.S. Office of Personnel Management NEXT

- U.S. Railroad Retirement Board
- U.S. Securities & Exchange Commission
- US International Boundary and Water Comm
- US Patent and Trademark Office
- US Small Business Administration
- USAF Edwards AFB
- USAF Headquarters Air Force
- USDA Farm Service Agency
- United States Department of Agriculture
- United States International Trade Comm

[Select all](#) [Deselect all](#)

Please Choose 1 or more Office Names (Required)

* Huntsville Office NEXT

- Mid Atlantic Services Branch
- Mid Atlantic Svc Branch Norfolk
- OPM Midwest Services Branch
- OPM Strategic Staffing Office
- Philadelphia Services Branch
- Program Office
- San Antonio Services Section
- San Juan Office
- USOPM San Francisco Services Branch
- Washington Services Branch

[Select all](#) [Deselect all](#)

Please Choose 1 or more Customer Names (Optional)

- US Office of Personnel Management
- US Office of Personnel Management HR Office
- US Patent and Trademark Office
- USA Staffing Program Office
- USA Staffing Testing
- USA Staffing Testing Office
- USAS 1102 Testing
- USCIS Test Customer David
- VBA Central Office
- VKY 1103 Testing AF ALL
- Wright Patterson AFB

[Select all](#) [Deselect all](#)

Note: To select multiple **Organization(s)**, **Office(s)**, and/or **Customer(s)** at the same time, hold the keyboard Ctrl key.

Select either the **Open Date** or **Close Date** radio button for the **Announcement Date** field. Use the calendar icons to populate your desired date range. Click **Finish** after entering all criteria.

To export a report, click **View** and select a view option. Cognos reports can be viewed (exported) in HTML, PDF, XML, Excel 2007/2002, and CSV file formats.

Organization Name	Office Name	Customer Name	Vacancy ID	Vacancy Status	Position Title	Pay Plan	Announcement Number	Open Date	Close Date	Appointment Type	Work Schedule	Announcement Owner User Name	Announcement Owner Name	Contact Name	Contact Name	Announcement Complete	Is Announcement Released
U.S. Office of Personnel Management	Program Office	10g AFPC REV	592525	Awaiting Certification	Assessor Module Test-1103 Supplemental	GS	592525	01/15/2012	01/18/2012	Agency Employees Only	Full Time	DPONGARRA	Bridget Dongarra	Bridget Dongarra	Bridget Dongarra	Y	Y
U.S. Office of Personnel Management	Program Office	ASMB TEST OFFICE II VY	626189	Awaiting Certification	testing ST vs CAT RAT	GS	TES 12 vky	03/14/2012	04/07/2012	Permanent	Full Time	VANYEE	VAN YEE	Van Yee	VAN YEE	Y	N

PART 5: HOW TO SAVE A REPORT VIEW

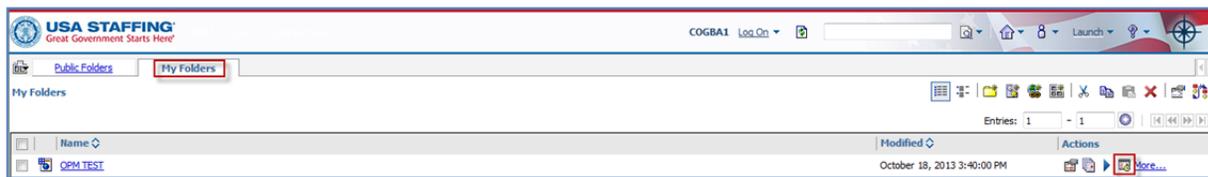
To save a report view, open the **Keep this version** link on the report data output page. Click **Save as Report View**.

In the Save as report view window, click **Select My Folders** and then **OK** to save the report view in the My Folders tab.



PART 6: HOW TO SCHEDULE A REPORT

To schedule a report, navigate to the **My Folders** and click the **Schedule** icon.

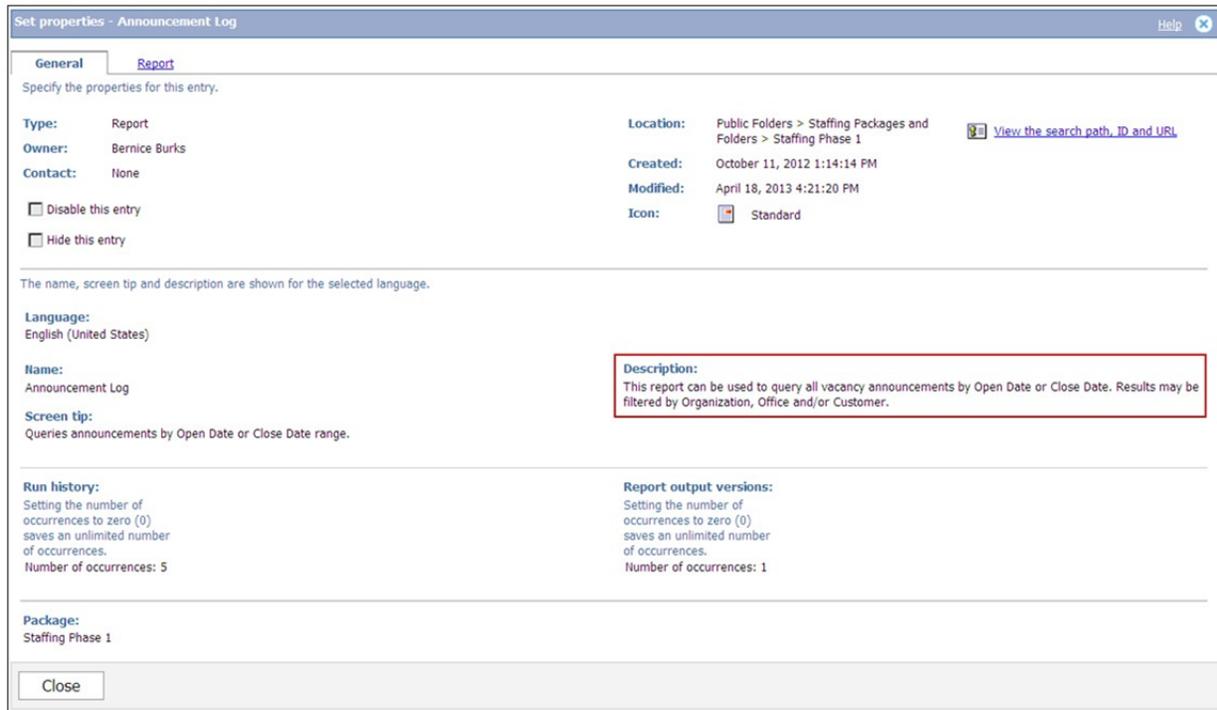


From the **Schedule** page, set the desired **Frequency** and other various options. Once finished, click **OK** to complete the scheduling process.



PART 7: ADDITIONAL RESOURCES AND TECHNICAL SUPPORT

To view USA Staffing stock report descriptions, navigate to the Public Folders tab and click **More...** in the Actions column. Now click **Set properties** to view the template's description on the General tab.

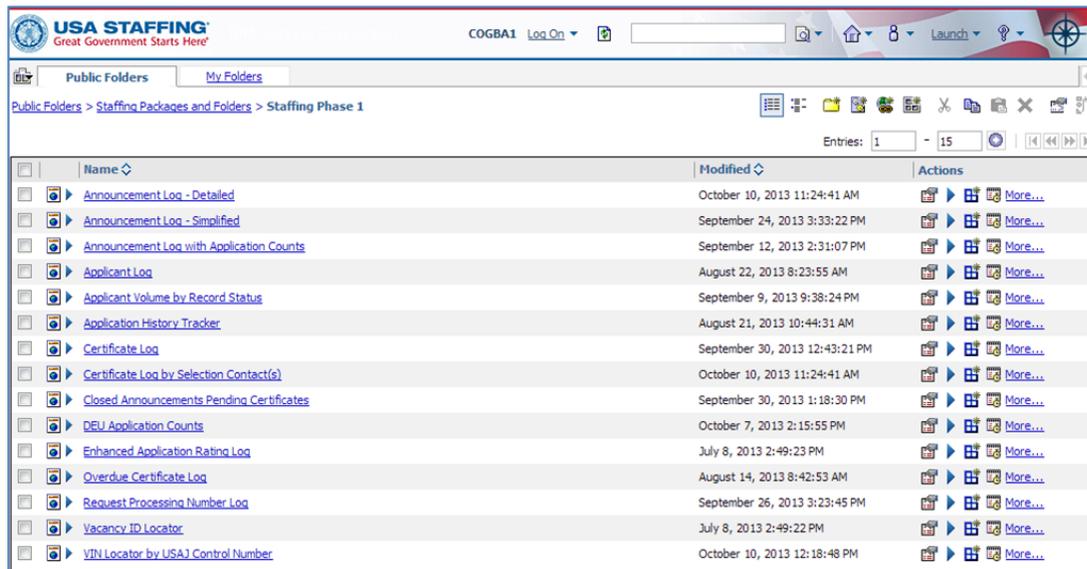


For additional information on using IBM Cognos, click the question mark icon in the Cognos navigation bar.



For USA Staffing Cognos technical support, visit <https://eshelp.opm.gov/> to submit a ticket to the USA Staffing help desk.

PART 8: LIST OF REPORTS



80 Day Hiring Model Compliance Tracker

This report provides a detailed log of all hired applicants by Effective Date. Results may be filtered by Organization, Office, Customer, Occupational Series, Grade, Vacancy Type and/or Pay Plan. Note each selectee must have date values listed in both the “Effective Date” and the “Hiring Need Validation Date” columns in order to calculate the time-to-hire metric.

Announcement Log - Detailed

This report provides a detailed log of all vacancy announcements by Open Date or Close Date. Results may be filtered by Organization, Office, Customer, and/or Vacancy Status. This version provides information regarding each announcement’s grade(s), location(s), and specialties.

Announcement Log – Simplified

This report provides an abridged log of all vacancy announcements by Open Date or Close Date. Results may be filtered by Organization, Office, Customer, and/or Vacancy Status. This version omits information regarding each announcement’s grade(s), location(s), and specialties.

Announcement Log with Application Counts

This report provides a log of all vacancy announcements, and the total applications processed, by Open Date or Close Date. Results may be filtered by Organization, Office, Customer, and/or Vacancy Status.

Applicant Log

This report provides a log of all applicants, and their pertinent application information, for a specific Vacancy ID. Results may be filtered by Organization, Office, Vacancy ID, and Record Status Code.

Applicant Volume by Record Status

This report provides a snapshot of applicant activity over a user-specified date range. Data is presented in a crosstab format where each Vacancy ID’s applicant pool is broken down into various Record Status Codes. This template is useful for providing high-level metrics regarding the number of eligible, ineligible, pending, or hired applicants for an Office(s) over a given date range. Results may be filtered by Organization, Office, Application Date Type, and/or Record Status Code.

Application History Tracker

This report provides a log of all applications submitted by a specified applicant over a given date range. Results may be filtered by Organization, Office, Application Date Type, Applicant SSN (no dashes), and/or Applicant Email Address.

Certificate Log

This report provides a log of all certificates Issued, Audited, or Returned over a user-specified date range. Results may be filtered by Organization, Office and/or Customer. Stored Lists/Ranking Lists will be omitted from this report's end product.

Closed Announcements Pending Certificates

This report provides a log of all Vacancy IDs that contain closed announcements but lack issued certificates (i.e. Vacancy Status = Awaiting Certification) over a user-specified date range. Data can be queried by Announcement Open or Close Date. Results may be filtered by Organization, Office and/or Customer. The number of elapsed calendar days between the current date and the closing date of the vacancy announcement is also provided so that users can prioritize their workloads.

DEU Application Counts

This report should be used in conjunction with the DEU Workload Report located in the USA Staffing core system. This report provides data for Field (1) – The number of applications processed. Results can be filtered by Organization, Office, and/or Customer.

Enhanced Application Rating Log

This report can be used to query all applicants, and their assessment ratings, within a Vacancy ID. Results are displayed by Grade, Specialty, and Rating Type. This report is useful for tracking Grade, Rating, and Specialty-specific metrics, such as the number of eligible and ineligible applicants, within a Vacancy ID.

Overdue Certificate Log

This report provides a log of all unreturned certificates where the Due Date is earlier than the current date. Results may be filtered by Organization, Office, Customer, and/or Certificate Owner. Certificates that have either a Return or Audit Date will be omitted from this template's end product.

Selectee Tracking Number Locator

This report provides a complete application history for a given applicant via the Tracking Number linked to his/her profile. More than one (1) Tracking Number can be queried simultaneously.

Vacancy Announcement Certificate Log

This report provides a detailed log of all staffing milestones across a Vacancy ID's lifecycle, including both the Announcement and Referral modules. Content can be filtered by Organization, Office, Customer, Owner Type, Vacancy Status, and Date Range.

Vacancy ID Locator

This report provides detailed information for a specific Vacancy ID.

VIN Locator by USAJ Control Number

This report provides detailed information for a specific Vacancy ID by its USAJOBS Control Number.

VINs to be Archived (Count)

This report provides a summary count for the number of Vacancy ID's that have an archive date less than or equal to the current date.