

Dimension Environment

NewsItem Icons

- [Username's] NewsBox (Personal Workspace)
- NewsBox (Shared Folders)
- PowerPlay Cube
- PowerPlay Web Report
- PowerPlay Viewer Report (PDF)
- Web Page (URL)

Tasks

- Create New Item: Open "New" Menu, Select Desired Item
- Set Home Location: Open "View" Menu, Select "Set This View As Home"
- Change Password: Click "Personalize" Link and select "User" tab, Click "Change logon passwords"
- Logoff: Click on "Logoff" Link

PowerPlay Web Environment

Dimension Viewer: Allows user to browse the dimension hierarchies in a tree-like structure, as well as view the available measures.

- Navigate through the dimension levels and measures by expanding the trees.

Dimension Line: Allows the user to browse the dimensions and measures, as well as displays (in bold) any filters applied for the dimensions and measures.

- Navigate through the dimension levels and measures via cascading menus.

Level Selector: Allows the user to perform actions on an entire dimension level. Actions are available from the level selector by double-clicking (displays icons) or right-clicking (displays descriptions).

Actions

Drag and Drop entire dimensions, single categories, or measures onto the PowerPlay Web Report.

- Highlight desired dimension/measure in either the Dimension Viewer or Dimension Line
- While holding mouse button down, drag to desired location

Nest new Dimension/Measure

- Drag and drop above or below existing column levels
- Drag and drop to the left or right of existing row levels

Replace existing rows/columns with new dimension/measure

- Drag and drop on top of existing row/column level to Replace existing row/column.

Highlight rows/columns

- Left Click to highlight rows/columns
- Ctrl-Left-Click to highlight multiple rows/columns
- Highlighting brings up the Sort icon for ascending or descending sort by the value of the category.

Filter Data

- In the dimension viewer, locate the category you want to filter on. Right-click the category, and then click Filter.
- To remove a filter, click the filtered category in the dimension line, and then click the dimension level.

Insert Calculation

- Click the "Calculation" button on the Tool Bar to create calculations based on the category selected.
- To edit the calculation, right-click the calculation row/column heading, then click Edit Calculation.

Hide selected rows/columns (does not affect totals/subtotals).

- Right-click the category you want to hide, then click Hide Selection.

Publish Report to save the current view as a new report.

- Click the Save As button, follow the steps in the NewsItem wizard, and click OK.

Buttons

Dimension Line Buttons:

- Close/Open Dimension Viewer
- Move to First Dimension
- Move to Previous Dimension
- Move to Next Dimension
- Move to Last (Measures)
- Reset Dimensions (Clears all filters)
- Wrapping On/Off (Shows all vs. one line of dimensions)

Level Selector Buttons:

- Expand - Add next level of dimension to report
- Delete - Removes level from report
- Swap Left/Right (Rows) - Swaps level with neighboring level on screen
- Swap Up/Down (Columns) - Swaps level with neighboring level on screen
- Up/Down a Level (Rows) - Replaces level with next level up/down in dimension hierarchy
- Up/Down a Level (Columns) - Replaces level with next level up/down in dimension hierarchy

Level Selector Buttons, continued:

- Explain - Opens Explain screen with detailed information on current report

Tool Bar Buttons:

- Crosstab - Toggles Crosstab/Indented Crosstab display
- Chart - Changes display from crosstab to selected chart
- Split View - Creates Crosstab/Chart split screen
- Display Options - Opens Display Options screen
- Calculation - Inserts user-defined calculation
- Hide/Show - Opens Hide/Show screen
- Swap Rows/Columns
- Zero Suppression
- 80/20 Suppression
- Custom Exceptions - Opens screen for user-defined exceptions
- Prepare Bookmark - Creates URL for browser bookmark
- Explain - Opens screen to explain what is currently on the screen
- Find Category - Searches dimensions/measures for text
- Help
- File Options
- Reset - Reset Dimensions (Clears all filters)
- Get Data Later
- Export PDF - Save report as PDF
- Export CSV - Saves report as data file
- Save - Saves (overwrites) current report
- Save As - Saves current view as new report
- Return To Source - Returns to Home

Dimension Viewer

Level Selector Areas

Dimension Line

Dimensions

Measures

The screenshot displays the Cognos PowerPlay Web Explorer interface. On the left is a 'Dimension Viewer' showing a tree of dimensions such as 'Academic Calendar', 'All Student Groups', 'All Ages', etc. Below it is a 'Measures' section with 'Enrolled Students (Distinct)' selected. The main area shows a data table with columns for 'Enrolled Students (Distinct) as values', 'Undergraduate', 'Graduate', 'Continuing Ed', 'High School', and 'All Student Groups'. The table is filtered by '0304' and 'All Student Groups'. A 'Level Selector Areas' label points to the table's header and data rows. A 'Dimension Line' label points to the table's column headers. At the bottom, a 'Toolbar' contains various icons for navigation and analysis.

	Enrolled Students (Distinct) as values	Undergraduate	Graduate	Continuing Ed	High School	All Student Groups
FAL	Fall 2003	3,736	997	70	52	4,855
	Fall 2003: Doctorate	0	50	0	0	50
	Fall 2003: Tax	0	46	0	0	46
	FAL	3,736	1,081	70	52	4,939
SPR	Spring 2004	3,512	989	120	51	4,672
	Spring 2004: Doctora	0	49	0	0	49
	Spring 2004: Tax	0	20	0	0	20
	SPR	3,512	1,052	120	51	4,735
SUM	Summer 2004	1,082	554	30	0	1,666
	Summer 2004: Tax	0	25	0	0	25
	SUM	1,082	573	30	0	1,685
0304		4,070	1,432	177	54	5,833

Toolbar

Office of Information Technology & Services

Cognos PowerPlay Web
for class use:
<http://cognos.rmu.edu>

Cognos Command Reference