



Below please find the BI Cognos training schedule for February 2016. If you would like learn how to use the BI reporting tool for **Finance** (General Ledger, T&E, Accounts Payable/Purchasing, Accounts Receivable, or Asset Management) or for **HCM** (Workforce Profile or Compensation), or maybe you want a refresher, please enroll via ELM on myOhio.gov. If you know someone who you think could benefit from this training, please show them this post and encourage them to enroll in a BI training class!

Something new starting in February is the beginning of training for Workspace Advanced. Workspace Advanced is the new reporting tool for beginning/intermediate ad hoc report writers. Like Query Studio, Workspace Advanced is a web based tool for business authors (analysts, subject matter experts, etc. who regularly need access to OAKS data). Although intended for ad-hoc analysis and simple reports like Query Studio, the interface is closer to Report Studio than Query Studio. In fact, Workspace Advanced reports can be edited in Report Studio and then re-opened in Workspace Advanced (except for custom prompt pages).

Users of Query Studio can continue to use that tool, but we will no longer offer training on it. Query Studio will not be supported past summer of 2018 and it will not be included in releases past Cognos 10.2.2 (we upgraded to Cognos 10.2.1 in June 2015).

There is no need for Query Studio users to take the new Workspace Advanced training unless they just want to learn how to use another BI reporting tool.

There is a job aid for using ELM to enroll in the BI training courses in the BI Cognos Job Aids folder, and you can also review each course's Learner Guide in the appropriate FIN or HCM folder of the BI Training Materials section.



The available course schedule is on the following page:

Course Code	Course Name	Date of Training	Start Time	End Time	Building	Room
DAS-BI-141	Standard Reports (General Ledger)	2/2/2016	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-231	Intro to Workspace Advanced (General Ledger)	2/2/2016	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-143	Standard Reports (Workforce Profile)	2/4/2016	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-233	Intro to Workspace Advanced (Workforce Profile)	2/4/2016	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-146	Standard Reports (Accounts Receivable)	2/5/2016	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-147	Standard Reports (Asset Management)	2/5/2016	1:00 PM	3:30 PM	State Library of Ohio	Training Room
DAS-BI-144	Standard Reports (AP/PO/Spend)	2/9/2016	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-234	Intro to Workspace Advanced (Procure to Pay)	2/9/2016	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-145	Standard Reports (Compensation)	2/11/2016	9:00 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-235	Intro to Workspace Advanced (Compensation)	2/11/2016	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-301	Advanced Report Studio Pt. 1 (Finance)	2/17/2016	8:30 AM	11:30 AM	State Library of Ohio	Training Room
DAS-BI-221	Report Studio Basics (General Ledger)	2/17/2016	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-223	Report Studio Basics (Workforce Profile)	2/18/2016	8:00 AM	12:00 PM	State Library of Ohio	Training Room
DAS-BI-224	Report Studio Basics (Procure to Pay)	2/18/2016	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-225	Report Studio Basics (Compensation)	2/22/2016	12:30 PM	4:30 PM	State Library of Ohio	Training Room
DAS-BI-226	Report Studio Basics (Accounts Receivable)	2/23/2016	8:30 AM	12:30 PM	State Library of Ohio	Training Room

If you have any questions about the training, please reach out to your Agency BI Contact or e-mail the BI team at [business.intelligence@das.ohio.gov](mailto:business.intelligence@das.ohio.gov). Hope to see you in the classroom.