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IBM Cognos Planning: Explore and Contribute to Plans (V10.1)  
Information

**Length:** 8.0 Hours  
**Ref:** P8104G □  
**Delivery method:** Classroom  
**Price:** AUD

Overview

IBM Cognos Planning: Explore and Contribute to Plans (V10.1) is an instructor-led course that provides you with a solid understanding of the Planning Contributor Web application. At the end of the course, you will be able to access and navigate your corporate Contributor Workflow application, know how to efficiently enter data into the Web grid and how to save and submit the data. You will learn about the planner and the reviewer roles in Planning Contributor, how to manage workflow, and how to take the grid offline. You will also learn how to import data to the grid and export data to Excel.

Public

This basic course is intended for Contributors.

Prerequisites

You should have:

- Knowledge of your organization's data and structure
- Experience using a Web browser

Objective

Please refer to Course Overview for description information.

Topics

Introduction to IBM Cognos Planning Contributor

- discuss the components of the IBM Cognos Planning solution
- examine features of the Planning Contributor Web application
- discover methods to enter data in the Planning Contributor Web grid
- load and submit data in the Planning Contributor Web grid

Participate in the Plan

- examine the user roles and workflow states
- bounce users from the application
- work offline

## Import and Export Data

- export data to Excel workbooks
- import data using system links
- import data from external sources using local links
- link to another Planning Contributor tab using local links

## Use the IBM Cognos Planning Contributor Add-in for Microsoft Excel (Optional)

- examine the Planning Contributor Add-in for Microsoft Excel
- enter, save, and submit Planning Contributor data using the add-in
- modify the display of Planning Contributor data in Excel
- annotate data in Excel
- import and export data