Useful Terminology

**ODS** – Operational Data Store. This is a database that sits adjacent to Banner. It contains many of the same fields as Banner, but is refreshed nightly one time (with certain exceptions). It contains details such as name, addresses, grades, each transaction, etc. All reports will be written off the ODS or EDW.

**EDW** – Enterprise Data Warehouse. This includes views of the ODS in aggregate. There are no details contained in the EDW. It stores point-in-time data snapshots as required by the College.

**Metadata** – data dictionary. You can follow the data from Banner into the ODS and EDW.

**Cognos** – The chosen report writing tool for the College of Charleston

**Cognos Connection** – The web portal by which users access Cognos. It is where College employees with Cognos licenses will write and store reports.

**Studios** – Various tools contained within Cognos, each with its own abilities.

**Query Studio** – An easy-to-use, quick authoring tool. It is used to create simple reports where sophisticated analysis is not necessary. Use this to create a list of transactions and total those transactions. If more finesse is needed for the report, use Report or Analysis Studio.

**Report Studio** – A more complex, though still user-friendly, tool used for creating and formatting professional reports or reports for which sophisticated analysis is needed—multiple groups with totals for each, for example.
**Analysis Studio** – This enables the College to get fast answers to business questions to better understand the trends of the College. It is used to compare multiple dimensions and for deep comparative analysis on an aggregate level—no details are available through this.

**Metric Studio** – Use this tool to monitor and analyze the College’s business metrics by creating a scorecarding environment.

**Event Studio** – Establish a threshold or assign a specific event that sends a notification letting you know. You can use this when an area has spent 90% of its annual budget.

**Public Folders** – This is where the College will store reports for public use. The folders can have security placed on them to allow certain departments to maintain reports for internal use, while having a second folder for public use.

**My Folders** – Where all reports will begin. All reports should be written and stored in My Folders. Only move them to the Public Folders when they are ready to be shared. If a report will not need to be run by other people, keep it in My Folders.

**Dashboards** – A functional aesthetically pleasing way to present reports to Consumers. A Consumer is a person who only runs reports. He/she may respond to prompts or do simple changes, such as changing the sort order of a report, but will not be able to write a report. A dashboard gives the report writer a clean way to distribute reports to a group of people. The Deans, for example, will likely have a Dean’s Dashboard containing 4 reports: Budget, Enrollment for UG, Enrollment for GR, and HR report. Dashboards give the ability to utilize charts with drill-through reports for details, if the user is interested in learning more.

**Report** – The end result of research. A report compiles information and presents it in an appropriate manner. It is not simply a way to get data. It can be, but typically, Cognos reports will enable the end user to design the layout of the report so that it will not need further work to be presented to the intended audience.
Query – A request for information from a source. Here, that source is the Operational Data Store (ODS) or Enterprise Data Warehouse (EDW). A query includes the fields needed and any parameters on those fields the report writer may desire—Fiscal Year 2011, for example.

Packages – A large, overarching, organized grouping of data configured by SunGard and utilized by Cognos. Packages contain multiple Namespaces.

Namespace – A secondary grouping of data. Namespaces contain multiple Query Subjects.

Query Subject – A third level of grouped data. Query Subjects contain Query Items.

Fields – a piece of data needed for a report. In Cognos, these are called Query Items.