

COGNOS Training- How to schedule a reservation

The following are courses offered January, 2011 in the Yellow Lab in Baltimore Hall.

When	To	Title	Reservations
Thu 1/13/2011 9:00am	- 11:00am	Cognos Training- Intro to Impromptu Reporting	0 / 8
Thu 1/20/2011 9:00am	- 11:00am	Cognos Training - Using Functions and Calculations in Impromptu	0 / 8
Tue 1/25/2011 9:00am	- 11:00am	Cognos Training- Intro to Impromptu Reporting	0 / 8
Thu 1/27/2011 9:00am	- 11:00am	Cognos Training- Forms and Frames	0 / 8

< January 2011 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

To reserve a seat click on the URL below and follow the screenshot instructions attached.

http://www.supersaas.com/schedule/SMCM_Training/COGNOS_Training

Schedule for COGNOS Training

1. To add reservations to the schedule please [sign in](#).
2. Sign in by creating a new account. Only those having a College email may sign up.
3. **Creating a new user account**

Log in for COGNOS Training schedule

Student Log In

Email:

Log In

[Create a new user account](#)

Enter your email address, full name, and phone number then select **Create**.

New user for account SMCM Training

Please enter your details

Email *

Your e-mail address is the login name

Full name

Phone

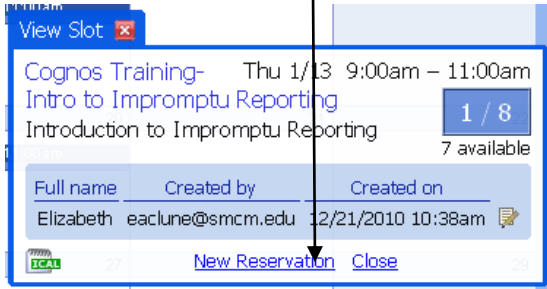
* Indicates required field

A confirmation e-mail will be sent to the supplied e-mail address

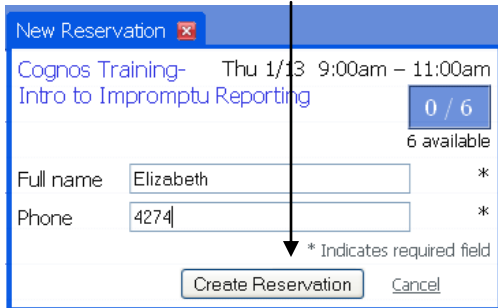
Create Back

An email confirmation will be sent to your address and you will need to click on the link in the email to confirm the activation and login.

- After you login and to reserve a class seat, go to the calendar and select the day and course (highlighted in blue).
- Click on **New Reservation**.



Select the Create Reservation button.



The reservation is recorded and displays your seat and others taking the course. A confirmation will be sent to your email address.

Clune, Elizabeth A

From: SMCM Training [cahartley@smcm.edu]
 Sent: Tuesday, December 21, 2010 10:38 AM
 To: Clune, Elizabeth A
 Subject: New reservation for COGNOS Training

Dear Elizabeth,

This message is confirmation that your reservation was created.

Details of the new reservation:

When : Thu 1/13/2011 9:00am to 11:00am
 Title : Cognos Training- Intro to Impromptu Reporting
 Full name : Elizabeth
 Phone : 2408954274
 Created by : eaclune@smcm.edu

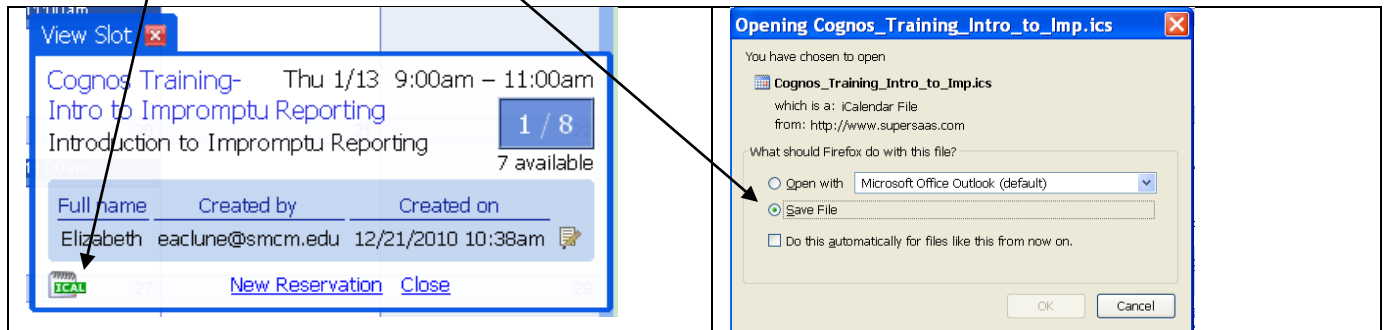
You can access the schedule at:

http://www.supersaas.com/schedule/SMCM_Training/COGNOS_Training?day=13&month=1&year=2011

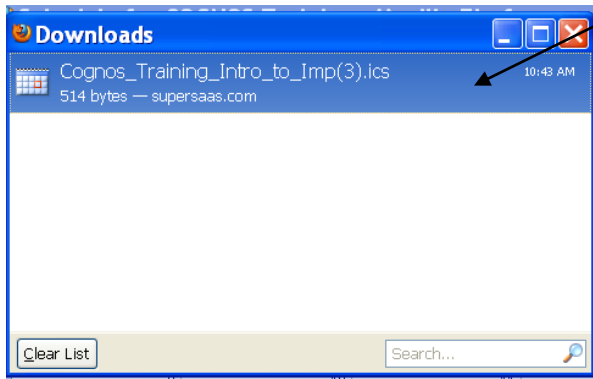
Please do not reply to this message, it was automatically generated and replies will not be read

You can add the course to your personal outlook calendar by selecting the ICAL icon and select the Save File button and click OK. (FireFox)

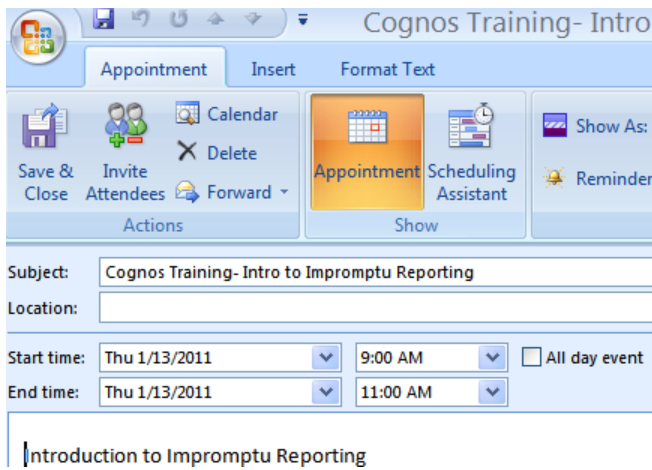
FireFox will display the following. Internet Explorer will go directly to your outlook calendar.



The downloads screen will appear. Click on the highlighted file.

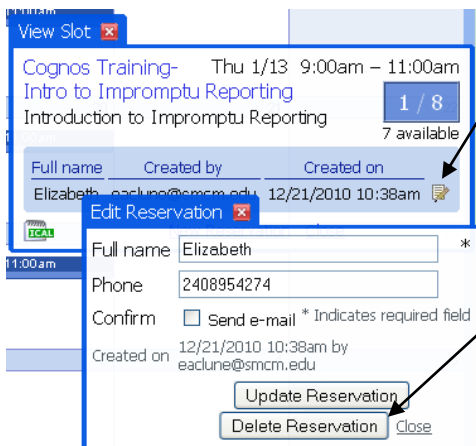


Your outlook calendar will appear with the course scheduled to your personal calendar. To add it, press Save & Close.



Canceling a reservation for a class.

To cancel a course for which you have reserved, go to the Cognos Training calendar (not Outlook calendar) and click on the day the class is offered. Click on the edit icon and click on the Delete Reservation button. You will be removed from the class. You will receive an email confirmation, however this will not remove you from your personal outlook calendar and you will have to remove it manually.



Wait Listing classes

You may sign up for classes that are full, however you will be placed on a waitlist. If a participant drops from a class, you will be automatically registered for that class. You will receive an email confirmation that you have been added to the class. You may check on availability at any time by signing in and selecting the day on the calendar.