



COLORADO

Department of Education

RITS-EDIS Cognos Reports Training

2015

Data Pipeline Cognos Reports

The goal of this training is to help local education agencies (LEAs) to use Cognos Reports for:

- Viewing information and reporting for state and federal collections.

*Please note that some users may have to modify browser requirements in order to download Cognos reports to Excel or PDF.

Data Pipeline Cognos Reports

The Cognos Reports will populate from the Batch and READ submissions (from both RITS & EDIS) that are uploaded and submitted into Data Pipeline.

Though RITS and EDIS have different content, the four reports for each collection are the same. Those reports are:

- 1) Contact List
- 2) Detail Error Report
- 3) Match Report
- 4) Summary Error Report

RITS Reports would contain student information

EDIS Reports would contain employee information

Data Pipeline Cognos Reports



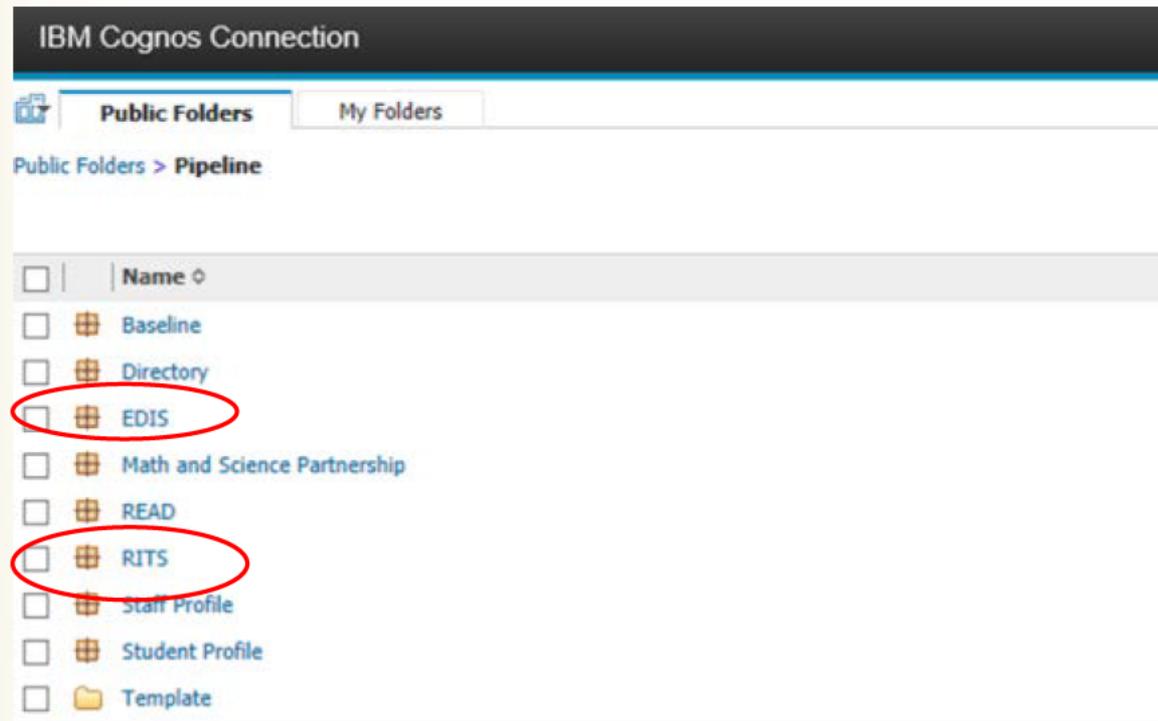
Mar 25, 2015 | 02:25:44 PM

- + File Upload
- + Directory
- + Student Profile
- + Staff Profile
- + EDIS
- + READ
- + RITS
- + Dataset Administration
- + Pipeline Reports
- + Cognos Report



Data Pipeline Cognos Reports

Click on Cognos Reports



Choose either EDIS or RITS by clicking on the words. You will have four choices:

- 1) RITS/EDIS Contact List
- 2) RITS/EDIS Error Detail Report
- 3) RITS/EDIS Error Summary Report
- 4) RITS/EDIS Match Report

Data Pipeline Cognos Reports

To view what each icon does, hover the mouse over each icon



The screenshot shows a Cognos report list with the following data:

| <input type="checkbox"/> | Name | Modified | Actions |
|--------------------------|---|------------------------------|---|
| <input type="checkbox"/> |  RITS Contact List | February 4, 2015 1:12:56 PM |    Note... |
| <input type="checkbox"/> |  RITS Error Detail Report | February 23, 2015 4:22:54 PM |    Note... |
| <input type="checkbox"/> |  RITS Error Summary Report | February 4, 2015 1:13:07 PM |    Note... |
| <input type="checkbox"/> |  RITS Match Report | March 5, 2015 8:22:40 AM |    Note... |

The 'Actions' column for each report contains three icons: a printer, a PDF document, and a 'More...' link. These icons are highlighted with a red rectangular box in the original image.

Data Pipeline Cognos Reports

Every report will have a “required section” if these fields are not filled in, the user will not be able to move to the next selection. There are optional fields in RITS Match report that will help to filter data.

Required Selection

Select District: 1040 - ACADEMY 20 Select Batch ID: Batch

Optional Selection

Select Function: Function Select Level of Match: Level of Match

Select Indicator: Selected Indicator Select Comment: Comment

Cancel Finish

Data Pipeline Cognos Report

The Contact List allows users to view all the LEA contacts across the state for either RITS or EDIS. This list contains phone numbers and e-mail addresses so the user may contact another LEA if needed.

Data Pipeline Cognos Reports

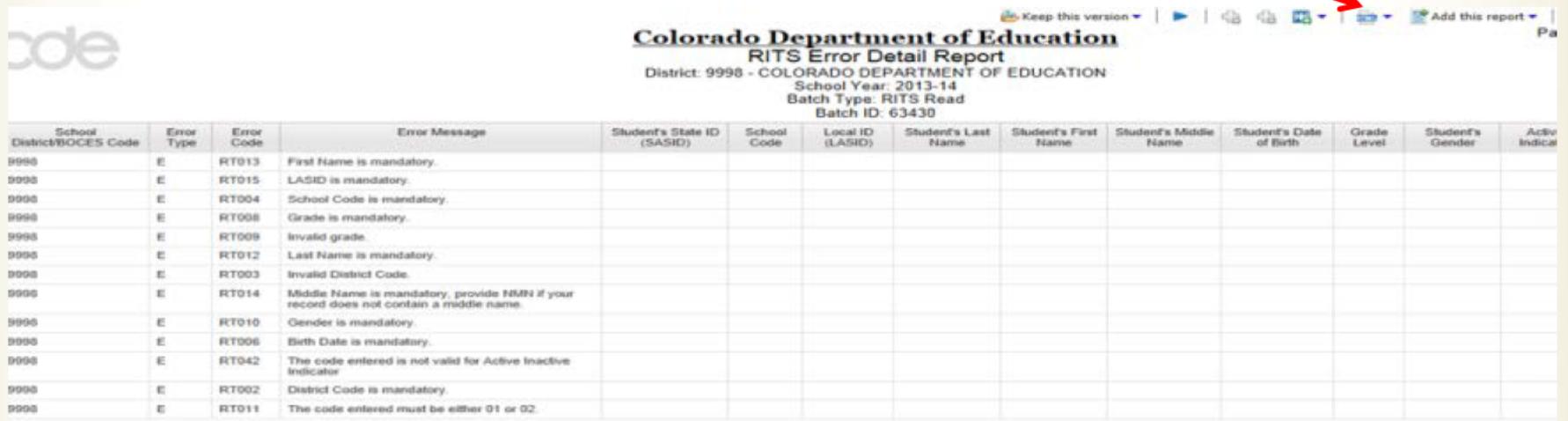
Error Detail Report-If your batch was error free then this report will have no data for the batch chosen. E=Error and W=Warning

Colorado Department of Education
RITS Error Detail Report
 District: 9998 - COLORADO DEPARTMENT OF EDUCATION
 School Year: 2013-14
 Batch Type: RITS Read
 Batch ID: 63430

| School District/BOCES Code | Error Type | Error Code | Error Message | Student's State ID (SASID) | School Code | Local ID (LASID) | Student's Last Name | Student's First Name | Student's Middle Name | Student's Date of Birth | Grade Level | Student's Gender | Active Indicator |
|----------------------------|------------|------------|--|----------------------------|-------------|------------------|---------------------|----------------------|-----------------------|-------------------------|-------------|------------------|------------------|
| 9998 | E | RT013 | First Name is mandatory. | | | | | | | | | | |
| 9998 | E | RT015 | LASID is mandatory. | | | | | | | | | | |
| 9998 | E | RT004 | School Code is mandatory. | | | | | | | | | | |
| 9998 | E | RT008 | Grade is mandatory. | | | | | | | | | | |
| 9998 | E | RT009 | Invalid grade. | | | | | | | | | | |
| 9998 | E | RT012 | Last Name is mandatory. | | | | | | | | | | |
| 9998 | E | RT003 | Invalid District Code. | | | | | | | | | | |
| 9998 | E | RT014 | Middle Name is mandatory, provide N/A if your record does not contain a middle name. | | | | | | | | | | |
| 9998 | E | RT010 | Gender is mandatory. | | | | | | | | | | |
| 9998 | E | RT006 | Birth Date is mandatory. | | | | | | | | | | |
| 9998 | E | RT042 | The code entered is not valid for Active Inactive Indicator. | | | | | | | | | | |
| 9998 | E | RT002 | District Code is mandatory. | | | | | | | | | | |
| 9998 | E | RT011 | The code entered must be either 01 or 02. | | | | | | | | | | |

Data Pipeline Cognos Reports

Error Detail Report-This icon allows you to choose the format you would like to download the report in. Downloading a report is optional.



Colorado Department of Education
RITS Error Detail Report
 District: 9998 - COLORADO DEPARTMENT OF EDUCATION
 School Year: 2013-14
 Batch Type: RITS Read
 Batch ID: 63430

| School District/WOCES Code | Error Type | Error Code | Error Message | Student's State ID (SASID) | School Code | Local ID (LASID) | Student's Last Name | Student's First Name | Student's Middle Name | Student's Date of Birth | Grade Level | Student's Gender | Active Indicator |
|----------------------------|------------|------------|--|----------------------------|-------------|------------------|---------------------|----------------------|-----------------------|-------------------------|-------------|------------------|------------------|
| 9998 | E | RT013 | First Name is mandatory. | | | | | | | | | | |
| 9998 | E | RT015 | LASID is mandatory. | | | | | | | | | | |
| 9998 | E | RT004 | School Code is mandatory. | | | | | | | | | | |
| 9998 | E | RT008 | Grade is mandatory. | | | | | | | | | | |
| 9998 | E | RT009 | Invalid grade. | | | | | | | | | | |
| 9998 | E | RT012 | Last Name is mandatory. | | | | | | | | | | |
| 9998 | E | RT003 | Invalid District Code. | | | | | | | | | | |
| 9998 | E | RT014 | Middle Name is mandatory, provide NMN if your record does not contain a middle name. | | | | | | | | | | |
| 9998 | E | RT010 | Gender is mandatory. | | | | | | | | | | |
| 9998 | E | RT006 | Birth Date is mandatory. | | | | | | | | | | |
| 9998 | E | RT042 | The code entered is not valid for Active Inactive Indicator. | | | | | | | | | | |
| 9998 | E | RT002 | District Code is mandatory. | | | | | | | | | | |
| 9998 | E | RT011 | The code entered must be either 01 or 02. | | | | | | | | | | |

Data Pipeline Cognos Reports

Error Summary Report-Gives an overall look at the errors and warnings in a specific batch.

You can choose your formatting by clicking on this icon.



The screenshot shows a Cognos report interface. At the top right, there is a toolbar with several icons. A red arrow points to the 'Format' icon (a document with a pencil). Below the toolbar, the report title is 'Colorado Department of Education RITS Error Summary Report'. Below the title, the report details are: 'District: 9998 - COLORADO DEPARTMENT OF EDUCATION', 'School Year: 2013-14', 'Batch Type: RITS Read', and 'Batch ID: 133808'. Below the details is a table with the following data:

| EA Number | Error Type | Error Code | Error Message | Number of Errors |
|-----------|------------|------------|---|------------------|
| 998 | E | RT043 | Last Name may only contain alpha characters, '-', or spaces | 1 |

Data Pipeline Cognos Reports

RITS Match Report

This Optional Selection gives you four choices:

- 1) Function-submitted (user sees only submissions from LEA) record or possible match
- 2) Level of Match-Less than 52 or greater than 52
- 3) Selected Indicator-Yes which is used for submitted records or No which is records that are not submitted
- 4) Comment-With comments or no comments

Optional Selection
Select Function: Function
Select Indicator: Function
Submission
Possible Match
Cancel Finish

Select Level of Match: Level of Match
Select Comment: Level of Match
Less than 52
Greater than 52

Optional Selection
Select Function: Function
Select Indicator: Selected Indicator
Selected Indicator
Yes
No
Cancel Finish

Select Level of Match: Level of Match
Select Comment: Comment
No Comments

Data Pipeline Congos Reports

Once the selections are made in the RITS Match Report, click on the finish button and a Cognos Report will pull up as seen below. The report may then be exported into a chosen format (see red arrow).



Colorado Department of Education
RITS Match Report
District: 9998 - COLORADO DEPARTMENT OF EDUCATION
Batch ID: 133846

Selected Optional Prompts: Record Type: Possible Match Level Of Match: All Indicator: No Comments: All

| Function | Level of Match | SASID | District | School | LASID | Last Name | First Name | Middle Name | Birth Date | Grade | Gender | Selected Indicator | Comments | Last District Update Date |
|----------------|----------------|------------|----------|--------|------------|------------|------------|-------------|------------|-------|--------|--------------------|----------|---------------------------|
| Possible Match | 19.54 | [REDACTED] | 0920 | 7925 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | 06302002 | 040 | 02 | 0 | | n/a |
| Possible Match | 19.54 | [REDACTED] | 0400 | 1070 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | 08231994 | 120 | 02 | 0 | | n/a |

Contact Information

Should you have further questions, please contact:

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This training as well as other information can be found at the following website:

http://www.cde.state.co.us/datapipeline/yr_rits