

Dear Business Intelligence Stakeholder:

We are reaching out to Cognos users to inform them of their important role in the upcoming Cognos code freeze. Users should follow the best practices outlined below to ensure report changes are not lost.

Cognos “Code Freeze?” – Effective June 22nd

Two weeks prior to the Cognos 11 Go Live (scheduled for 7/6/20), we are asking users to avoid creating or modifying reports in the current Cognos 10 instance. If new reports are developed or existing reports are modified during this two-week freeze, these reports/changes will **NOT** be migrated to the new Cognos 11. If report changes are required, complete these changes prior to the scheduled June 22nd Cognos 10 code freeze.

Note – Cognos 10 will remain fully operational during this two-week window. Beginning July 6th the new Cognos 11 will become the Enterprise Cognos instance with all migrated information before June 22nd.

Cognos Best Practice and How are Cognos users impacted?

- The final content copy of Cognos 10 will be captured June 22nd close of business
- Cognos users should proactively save all Cognos report outputs to their agency network drive or local computer
- If new reports are developed or existing reports are modified after the June 22nd Cognos code freeze, these reports/changes will **NOT** be migrated to Cognos 11
- If emergency requests are required after June 22nd, work with the Business Intelligence team to complete the changes

If you have any questions or special requests, please send a message to: business.intelligence@das.ohio.gov. Please forward this message to relevant Enterprise Cognos community.

Thank you for your ongoing support throughout the Enterprise BI Cognos 11 upgrade.

Enterprise Business Intelligence Team

