IBM Cognos – reloading the Café Excel Add-in (for use with BFT)

Purpose of change

To ensure that IBM Cognos Analysis for Excel (Café) Add-in is enabled and IBM Cognos (Café) is reading the correct database to pull through figures into Excel. This may be required if there has been a significant change to a user's profile, PC or software upgrade.
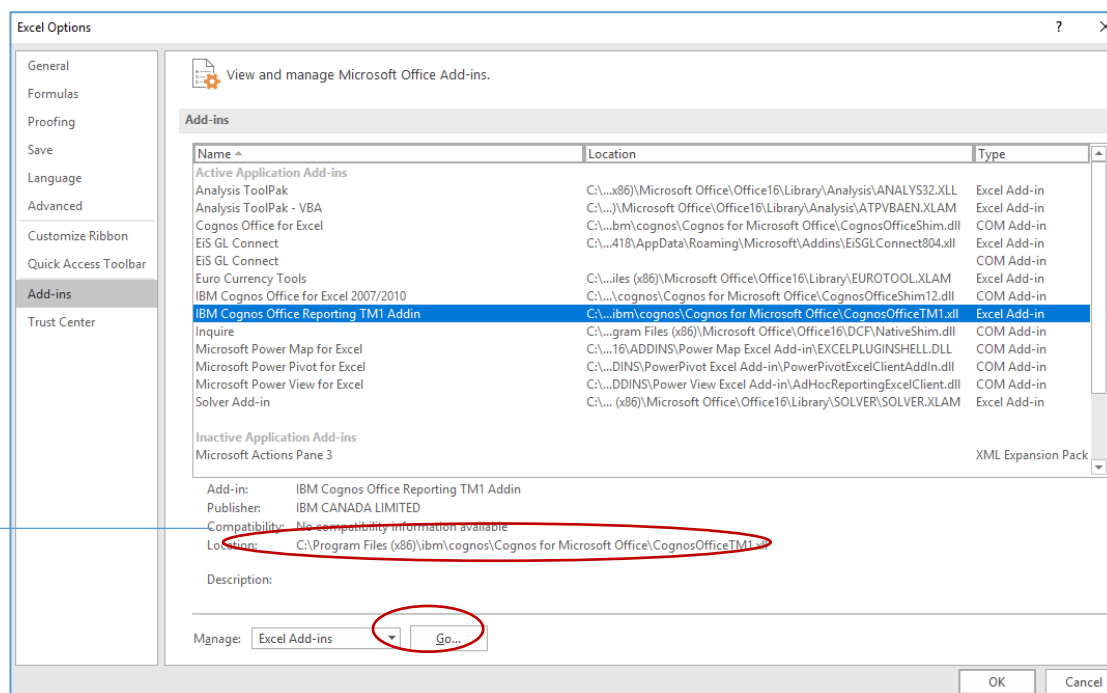
Prerequisites

This fix will only work for users who are already Café users. New users will be required to install Café on their device

Actions

Step 1 Make sure that you have Cognos on your PC and that it is enabled

1. Open Excel and check that you have IBM Cognos as an option in your main ribbon menu
2. Click on File>Options>Add-ins>
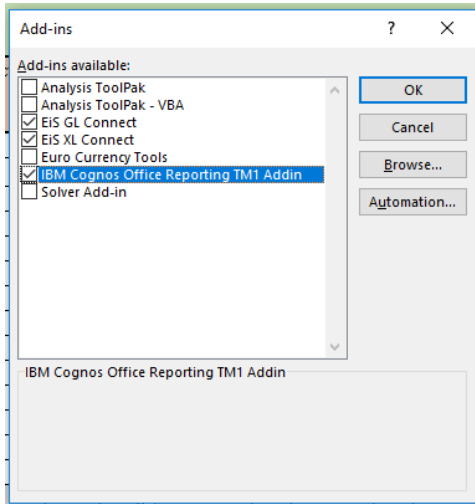3. The menu below will appear

The blue highlighted **IBM Cognos Office Reporting TM1 Addin** should be in your menu if you are already a café user

4. If this Add-in is not in the menu, you will need to search for the file on your computer.
5. Press the 'Go' Button
6. Press Browse button
7. Go to
   C:\Program Files (x86)\ibm\cognos\Cognos for Microsoft Office

   Select CognosOfficeTM1.xll which will be towards the bottom of the file explorer and press Open/OK

8. If the add-in is there the click on Go > this will open up another window as shown below

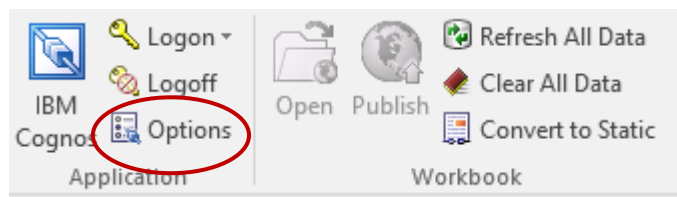If the tick is against the Add-In then the formulas will work

9. If you are experiencing problems refreshing café data it may be that your reporting Add-in highlighted here is not enabled – make sure the box in the window above is ticked
10. If you do not have café installed on your machine please contact the IT helpdesk who will help you install the café software.

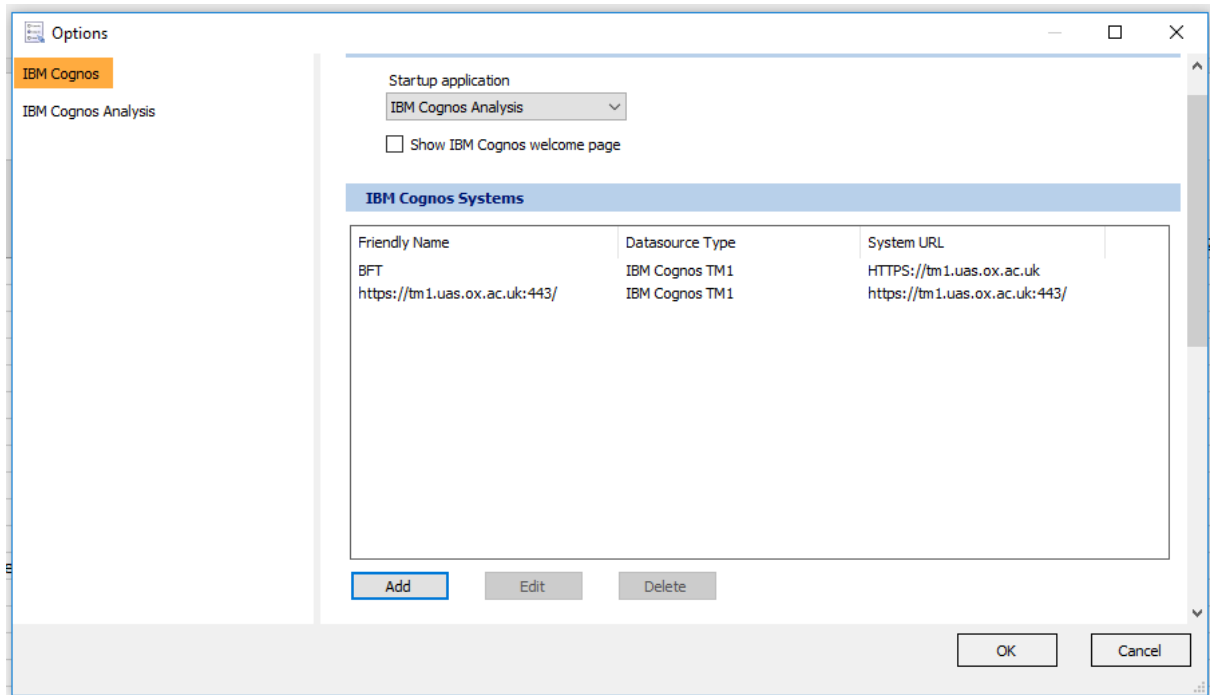**Step 2 Make sure Cognos (café) is linked to the BFT TM1 database**

1. Launch excel and open a café report
2. You will be given the option to add a URL – please enter as follows the TM1 database address

   https://TM1.uas.ox.ac.uk

3. If café does not ask for the URL it can be added manually as follows
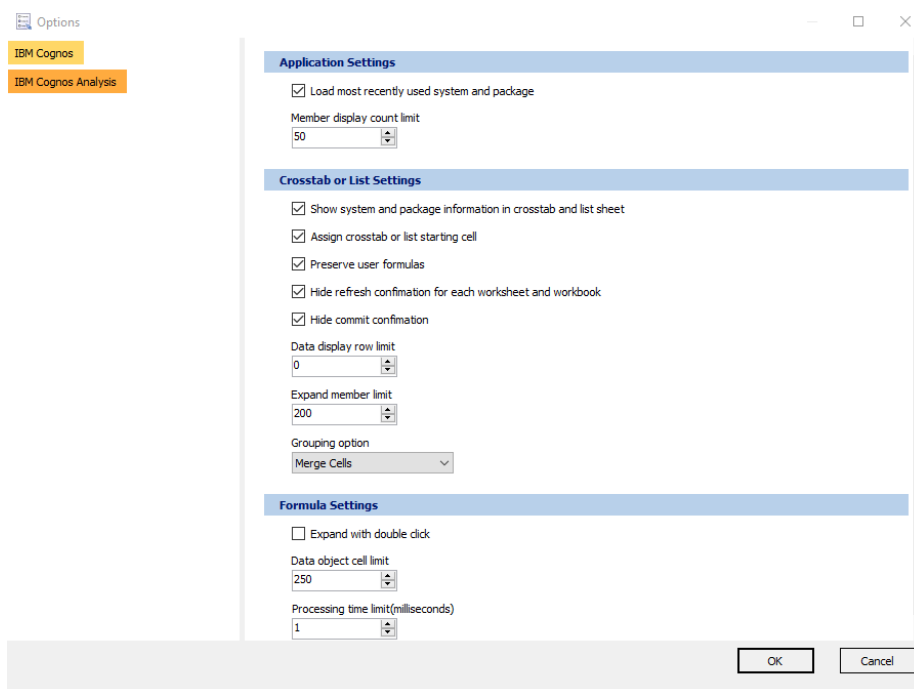

From the main Excel Café menu shown above select Options which will open the menu below. Make sure that the 'BFT' option is there and if not click on the Add button and use the URL above to manually add the link to the TM1 database

4. Restart Excel to make the Café report work

Step 3 – set up Cognos with the BFT settings

1. Launch excel and open a café report
2. Click Options from the main Excel Café menu shown above
3. Select IBM **Cognos Analysis** from the left hand menu
4. Ensure the following boxes are ticked

5. Restart Excel