# 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

Excel Options			?	3
General	View and manage Microsoft Office Add-ins.			
Formulas				
Proofing	Add-ins			
Save	Name 🔺	Location	Туре	
language	Active Application Add-ins			
Language	Analysis ToolPak	C:\x86)\Microsoft Office\Office16\Library\Analysis\ANALYS32.XLL	Excel Add-in	
Advanced	Analysis ToolPak - VBA	C:\)\Microsoft Office\Office16\Library\Analysis\ATPVBAEN.XLAM	Excel Add-in	
	Cognos Office for Excel	C:\bm\cognos\Cognos for Microsoft Office\CognosOfficeShim.dll	COM Add-in	
Customize Ribbon	EiS GL Connect	C:\418\AppData\Roaming\Microsoft\Addins\EiSGLConnect804.xll	Excel Add-in	
Ouick Access Toolbar	EiS GL Connect		COM Add-in	
	Euro Currency Tools	C:\iles (x86)\Microsoft Office\Office16\Library\EUROTOOL.XLAM	Excel Add-in	
Add-ins	IBM Cognos Office for Excel 2007/2010	C:\\cognos\Cognos for Microsoft Office\CognosOfficeShim12.dll	COM Add-in	
Trust Contor	IBM Cognos Office Reporting TM1 Addin	C:\ibm\cognos\Cognos for Microsoft Office\CognosOfficeTM1.xll	Excel Add-in	
Trust Center	Inquire	C:\gram Files (x86)\Microsoft Office\Office16\DCF\NativeShim.dll	COM Add-in	
	Microsoft Power Map for Excel	C:\16\ADDINS\Power Map Excel Add-in\EXCELPLUGINSHELL.DLL	COM Add-in	
	Microsoft Power Pivot for Excel	C:\DINS\PowerPivot Excel Add-in\PowerPivotExcelClientAddIn.dll	COM Add-in	
	Microsoft Power View for Excel	C:\DDINS\Power View Excel Add-in\AdHocReportingExcelClient.dll	COM Add-in	
	Solver Add-in	C:\ (x86)\Microsoft Office\Office16\Library\SOLVER\SOLVER.XLAM	Excel Add-in	
	Inactive Application Add-ins			
	Microsoft Actions Pane 3		XML Expansion Pa	ck
	Add-in: IBM Cognos Office Reporting TM1 Addin			
	Publisher: IBM CANADA LIMITED			
	Compatibility No compatibility information available			
	Lostion: C:\Program Files (x86)\ibm\cognos\Cognos for	r Microsoft Office\CognosOfficeTM1		
	Description:			
	$\sim$			
	Manage: Excel Add-ins <u>Go</u>			
]			OK Ca	anci

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

Add-ins	? ×
Add-ins available:	
Analysis ToolPak	ОК
Analysis ToolPak - VBA	
Eis GL Connect	Cancel
Elis XL Connect	
UBM Cognos Office Reporting TM1	Addin Browse
Solver Add-in	
	Automation
1	
1	
-	
- IBM Cognos Office Reporting IM1 Ad	ldin
1	
1	

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

Options			_		×
IBM Cognos IBM Cognos Analysis	Startup application IBM Cognos Analysis Show IBM Cognos welcome pag IBM Cognos Systems	ye			^
	Friendly Name BFT https://tm1.uas.ox.ac.uk:443/	Datasource Type IBM Cognos TM1 IBM Cognos TM1	System URL HTTPS://tm1.uas.ox.ac.uk https://tm1.uas.ox.ac.uk:443/		
	Add Edit	Delete			~
			ОК	Cancel	

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

E Options			$\times$
IBM Cognos	Application Settings		^
IBM Cognos Analysis	Load most recently used system and package Member display count limit		
	Crosstab or List Settings		
	Show system and package information in crosstab and list sheet		
	Assign crosstab or list starting cell		
	Preserve user formulas		
	Hide refresh confimation for each worksheet and workbook		
	Hide commit confimation		
	Data display row limit		
	Expand member limit 200 🚖		
	Grouping option Merge Cells		
Formula Settings			
	Expand with double dick		
	Data object cell limit 250 🚖		
	Processing time limit(milliseconds)		~
	OK	Cano	:el

5. Restart Excel