

How to Install Cognos Impromptu 7.5 – User version

1. Disable any “antivirus” programs that are running.

For example: If you running **McAfee Antivirus**, you can right click on the “**magnifying glass**” and the “**shield with sword**” icons in the system tray on the bottom right of your screen and choose “**exit**” and left click to close them.

*****NOTE– If the user does not have Cognos Impromptu currently installed on the workstation, skip to step 5.**

2. Have the user run a test query “**using Cognos 7.3**” of a report they are already familiar with and run the same report after the “**Cognos 7.4**” install to verify that they are **consistent**.
3. **IMPORTANT:** Copy the “**my reports**” directory to another location to **save** them **before** uninstalling **Cognos Version 7.5:**

- To copy the “**my reports**” directory:
- Using Windows Explorer, navigate to:
C:\ProgramFiles\Cognos\cer5\merlin\REPORTS\My Reports
- Select with a Single Mouse Click the “**My Reports**” directory
- Select the “**edit**” menu option and then select “**copy**” from the submenu that opens
- Still in “**Windows Explorer**”, click the “**C**” drive and go to the “**edit**” menu again and select “**paste**”.
- The directory should appear as “**C:\My Reports**”.

4. **Uninstall Cognos version 7.X from the PC**

- Click the “**Start**” on the Task Bar. Select “**Settings**” then “**Control Panel.**”
- The “**Control Panel**” window opens. Double-click the “**Add/remove programs**” icon.
- The “**Add/remove programs**” window opens; scroll down the program list to “**Cognos version 7 version X**” and select it with a single click. Click “**uninstall**” to remove the program from the pc.
- The “Uninstall Wizard” screen opens with the text:

The Uninstall Wizard has found components that it can remove from your computer.

Please select “Next to continue”. If you do not want to remove anything, select cancel.

It is strongly recommended that you exit all programs before you continue.

Click [**next**]

- The “Uninstall Wizard” screen opens the next window with the text:

Which components do you want to uninstall?

Click the [**Select All**] button and click [**next**].

- The “Uninstall Wizard” screen opens the next window with 2 choices:

**** Make sure you have copied the folder:**

“C:\ProgramFiles\Cognos\cer5\merlin\REPORTS\My Reports”
to a safe location before completing the rest of this step. If the user has no reports in “My Reports”, don’t worry about copying it.

Choose the second option: “Uninstall all folders and files in the installation location including customized content.” Everything in the C:\Program Files\Cognos\Cer3 location will be deleted.

Click [**next**]

- Click “yes” to reboot the pc.
- After the machine reboots go back into the “**add/remove programs**” in the control panel and remove “**Cognos Windows Common Logon Server**”.
- The “Uninstall Wizard” screen opens with the text:

The Uninstall Wizard has found components that it can remove from your computer.

Please select “Next to continue”. If you do not want to remove anything, select cancel.

It is strongly recommended that you exit all programs before you continue.

Click [**next**]

- The “Uninstall Wizard” screen opens the next window with the text:

Which components do you want to uninstall?

Click the [**Select All**] button and click [**next**].

- The “Uninstall Wizard” screen opens the next window with 2 choices:

Choose the second option: “Uninstall all folders and files in the installation location including customized content.” Everything in the C:\Program Files\Cognos\CommonLogon location will be deleted.

Click [**next**]

- Go to the **C:\Program files\Common files** directory and “**double click**” to open it. Select the “**Cognos shared folder**” from the list and click “**delete**”
- Go to C:\Program Files\Cognos and remove the Cognos folder.
- **Reboot** the PC. (Press the “**ctrl**”, “**alt**” and “**delete**”) keys at the same time). Choose **shutdown and restart**.

BEGINNING OF COGNOS IMPROMPTU 7.4 INSTALL

****Note – If you have not yet downloaded the software from our site, see the document: “How to obtain and extract software from the MMRS download site”. See your MERLIN Technical Contact for the user id and password to get to the download site.**

5. When the PC finishes rebooting, log back on and navigate to the C:\temp folder or to where you put the files that were downloaded from our site.
6. Double click the “setup.exe” file located inside the **Cognos 7.5** directory (located inside the **Cognos 7.5_user** directory.)

7. Select **“Install Cognos Impromptu User”** from the install list to start the install.

8. The **“Welcome to the Installation Wizard”** page opens with the following text displayed.

“The Installation Wizard helps you to install Cognos products or add components to an existing installation.

Click **(Next)**

9. The **“License Agreement”** page opens with the **“arrow”** on the left side of the page pointing to “License” and a page of text explaining the license itself follow.

At the bottom of the page under the text:

“Do you accept all the terms and conditions of the preceding license agreement?”

Click **[I accept]** then click **[next]**.

10. The **“User Information”** page opens with the text:

“Please enter your name and company name in the appropriate boxes”.

Fill these in and click **[next]**.

11. The **“Installation Type”** page opens with the text:

Which type of installation do you want to perform?

Select **[default]** then click **[next]**.

12. The **“Character Set Selection”** screen opens with the text:

This production can support one of several character sets.
Select the set of locales that you require.

Select **[Locales for English, French....]** then click **[next]**.

13. The “**Installation Location**” screen opens.

The following paths should already be in these boxes below.

If you are installing to a drive other than “C”, change the location on the line of the path or use the button with the three dots (to the right) of the path to navigate to the drive you want it to be installed on.

Cognos Components:

C:\Program Files\Cognos\cer6

Documentation:

C:\Program Files\Cognos\cer6\documentation

Click [**Next**]

14. A small “**Installation Location**” window opens with the “text”

The directory “C:\Program Files\Cognos\cer6” does not exist.

Do you want to create it during installation?

Click [**yes**]

15. The “**Shortcut Folder**” window opens. Leave all the defaults and click [**next**]

16. The “**Installation Summary**” window opens with an install summary, click [**next**]

17. The “**Installation Progress**” window opens with a progress bar. Click [**next**].

18. The “**Component Configuration**” window opens with 3 configuration choices.

Select [**Exit the Installation Wizard without configuring components.**] You must later configure the components to complete the installation.

Click [**Next**]

19. The “**Finish**” window opens. Click [**Finish**]

Click [**Exit**] in the lower right hand corner of the Cognos Impromptu User 7.4 window.

- Open Windows Explorer (right click on the Start button and choose “Explore”).
- While still in “Windows Explorer”, “**copy**” the “**Merlin**” directory from the “root” of the **Cognos 7.5_user directory** and “**paste**” it into the path “**C:\Program Files\Cognos\cer6**”.

20. Go to **Start/Programs/Cognos Series 7 Version 5--> Tools --> Configuration Manager**

The “**Untitled – Configuration Manager**” window opens.

A small “**Welcome**” screen opens. Uncheck the box that tells this to open each time you start the Configuration Manager. Click the [close] button.

Click the picture of the computer at the top left hand side of the page, under “File”.
The configuration of the machine opens. It should be the **name of the machine** and the word (local) followed by 4 configuration headings. It should appear this way:

 “**User pc name**” (local)
 + Cognos Shared
 + Cognos Impromptu
 + Services
 + Tools

- Click on the “User pc name” (local)
- Click the **Green Circle** at the top of the screen **under the tool bar** heading (help) to **apply** the configuration.

A small “**configuration manager**” window opens with the text:

You are about to apply the configuration of the computer named “User Name”.
Are you sure?

Click [yes]

The configuration manager applies the changes and comes back with a message:

Warning could not complete Apply for (user)

Click [ok]

****Note - These messages are ok. They are due to the pc not being a “director server”. This does not apply to our install.**

Click [exit]

21. Create a desktop icon:

Click Start/All programs/ **Cognos series 7 version 5**/Cognos Impromptu and right click the mouse. Choose send to - desktop (create shortcut).

22. Running a test query:

Open the Impromptu icon from the desktop

Click the yellow folder on the toolbar to navigate to the following path:

C:\Program Files\Cognos\cer5\merlin\Reports\Standard\Budgets

Run the “**Commodity Expenditures**” report.

A small “**Impromptu**” window opens with the text:

This report is locked by another user or is read only. A copy will be made.

Click [ok]

The “**Catalog Logon**” window for WFTEST2.cat opens.

Enter the MERLIN [user id] and [password] in the boxes.

A “**Prompts**” window opens.

Enter “**2005**” in the first box for the “**Budget Year**”.

Enter a valid 3-digit SAAS agency code in the second box.

A fish swims at the bottom of the screen during the query.

If you get data back then your query was a success.

END OF COGNOS INSTALL