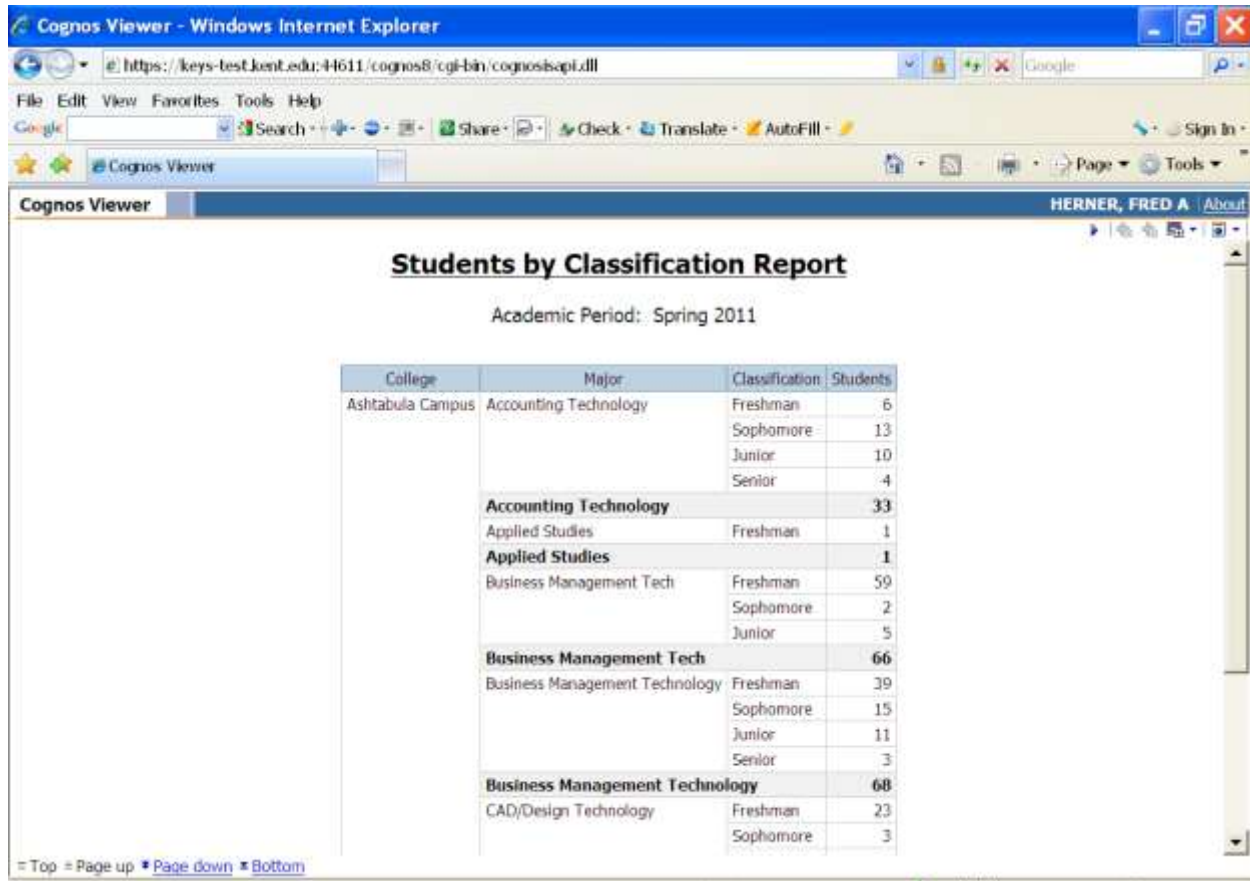


Advanced Sorting in Report Studio

This document covers how to create customized sort data items. In the example below, Classification is sorted in the preferred manner - by classification, not alphabetically.



Students by Classification Report
Academic Period: Spring 2011

College	Major	Classification	Students
Ashtabula Campus	Accounting Technology	Freshman	6
		Sophomore	13
		Junior	10
		Senior	4
	Accounting Technology		33
	Applied Studies	Freshman	1
	Applied Studies		1
	Business Management Tech	Freshman	59
		Sophomore	2
		Junior	5
	Business Management Tech		66
	Business Management Technology	Freshman	39
		Sophomore	15
		Junior	11
		Senior	3
	Business Management Technology		68
	CAD/Design Technology	Freshman	23
		Sophomore	3

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Advanced Sorting

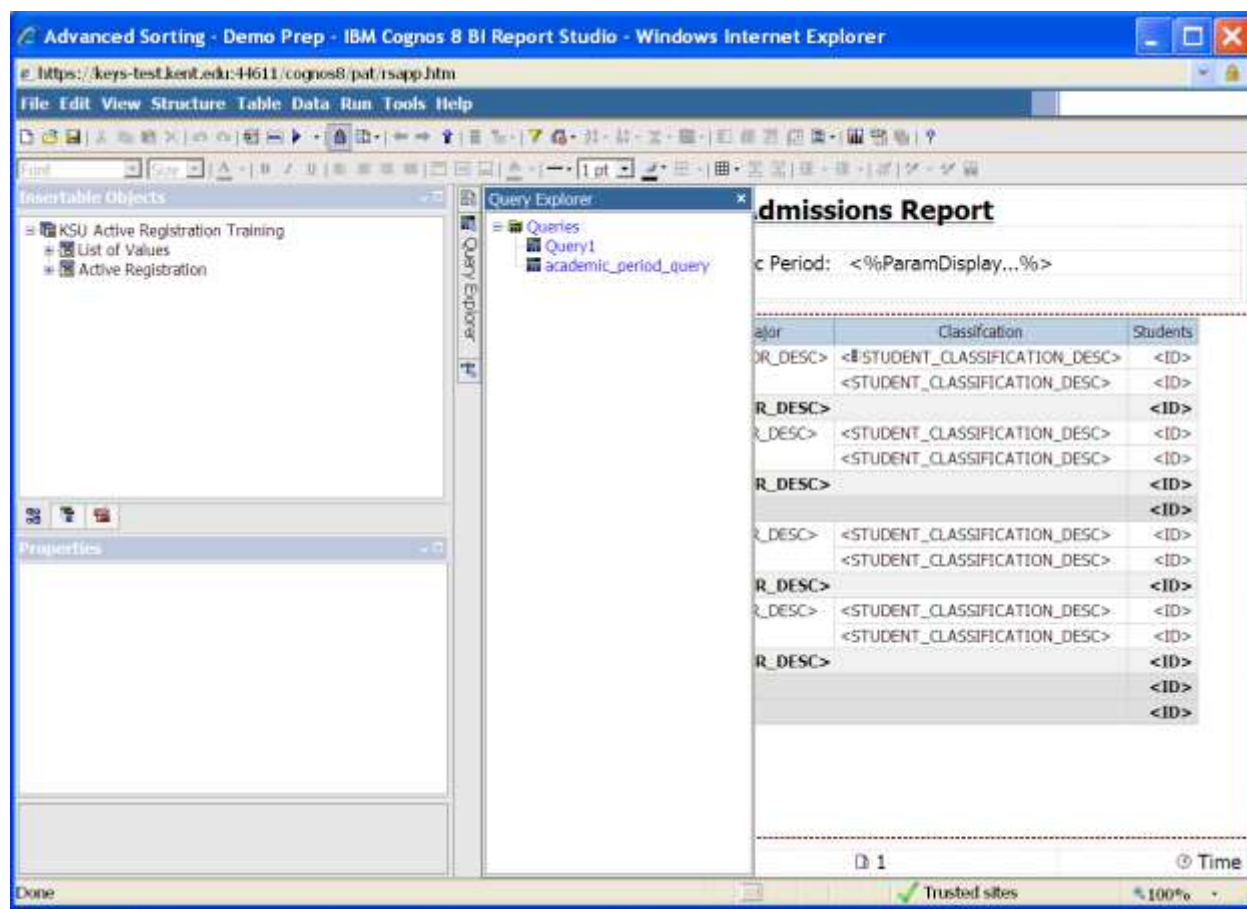
The screenshot displays the IBM Cognos 8 BI Report Studio interface. The main window shows a report titled "Admissions Report" with a parameter "Academic Period: <%ParamDisplay...%>". Below the parameter is a table with four columns: College, Major, Classification, and Students. The table contains multiple rows of data, each starting with a placeholder for a description (e.g., <COLLEGE_DESC>). The interface also includes a "Query Explorer" panel on the left and a "Properties" panel at the bottom left. The status bar at the bottom indicates "Done", "Trusted sites", and "100%".

College	Major	Classification	Students
<COLLEGE_DESC>	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
<COLLEGE_DESC>			<ID>
<COLLEGE_DESC>	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
<COLLEGE_DESC>			<ID>
Summary			<ID>

Follow these steps to change the default sort order:

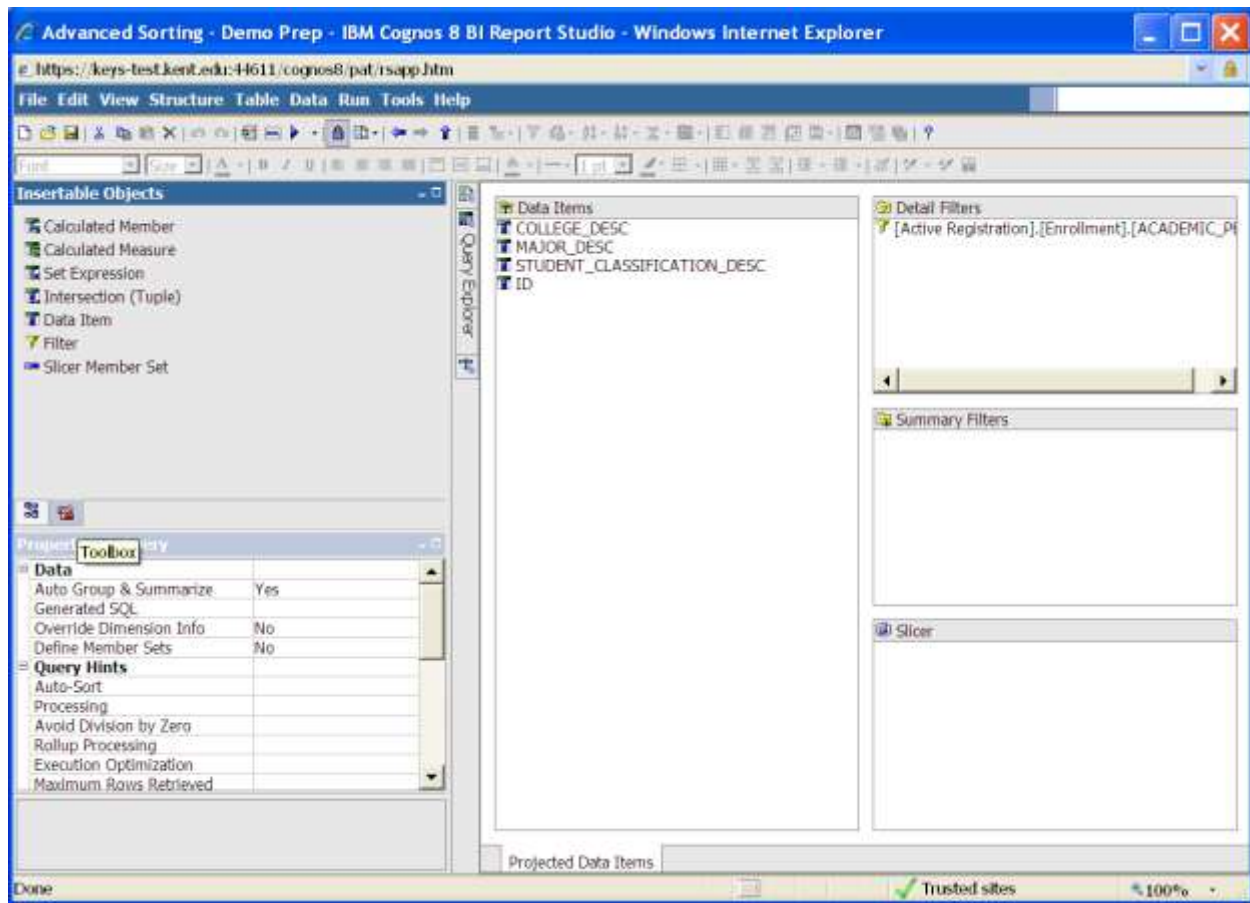
1. Open the report in design mode within Cognos Report Studio

Advanced Sorting



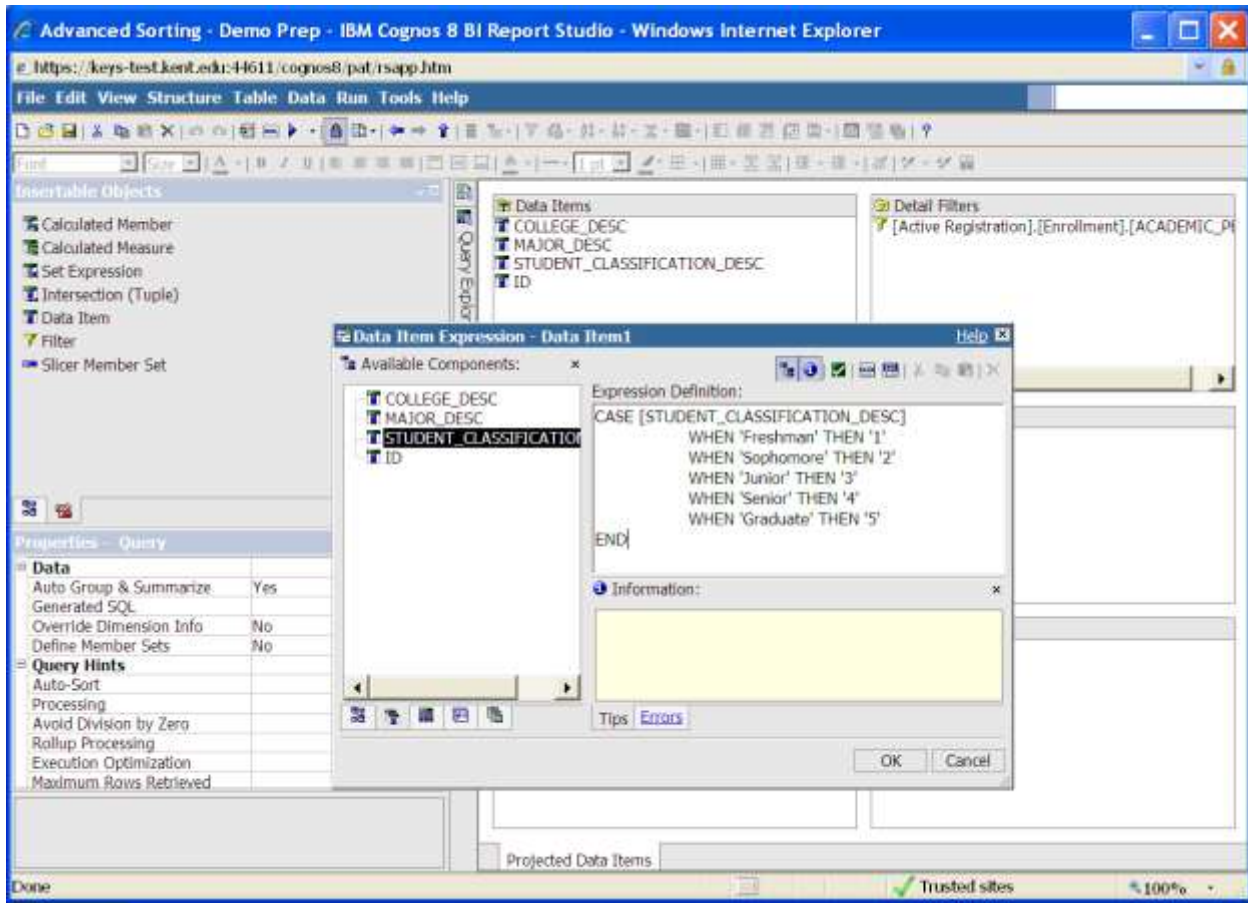
2. Mouse over the Explorer Bar to select Query Explorer and click on Query1

Advanced Sorting



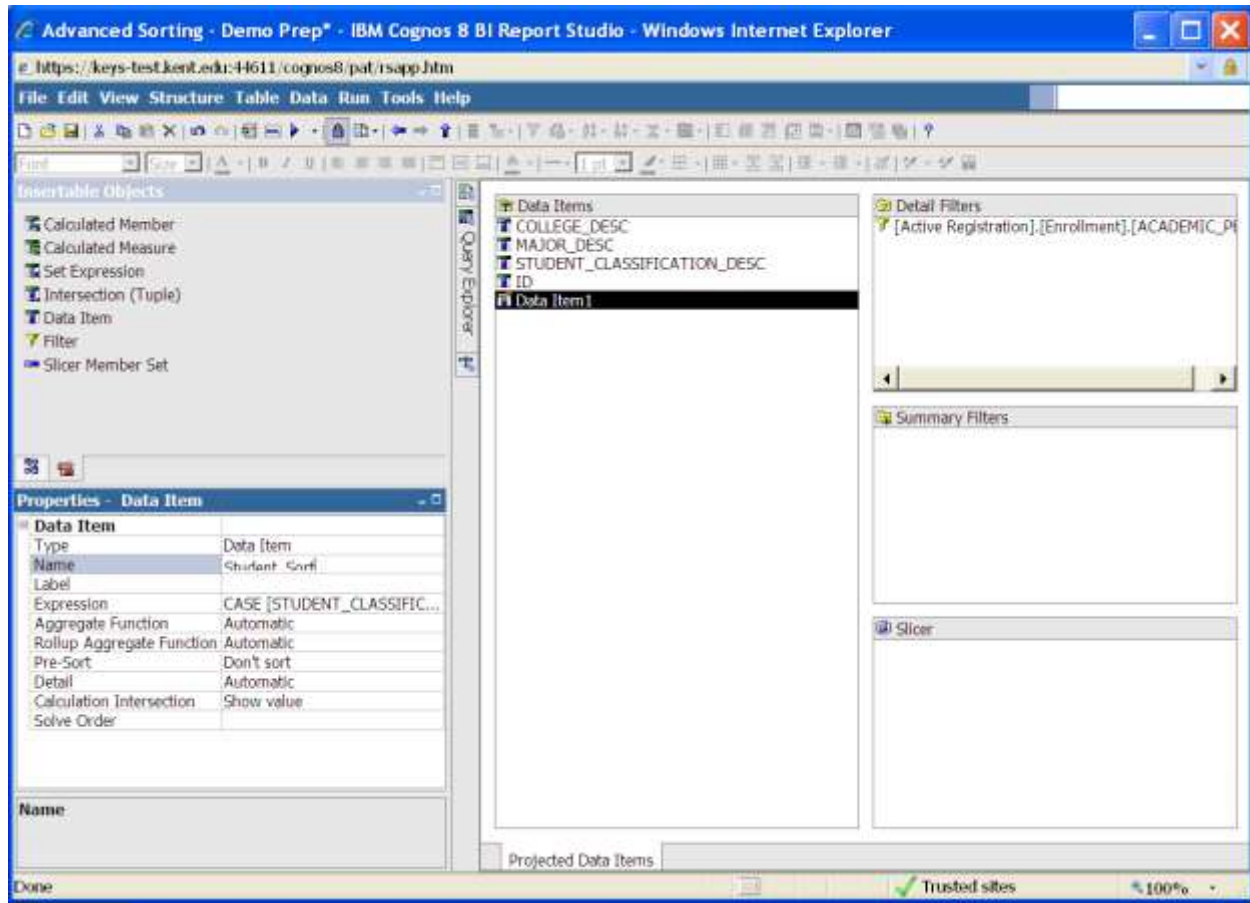
3. In the Insertable Objects pane, click on the Toolbox tab

Advanced Sorting



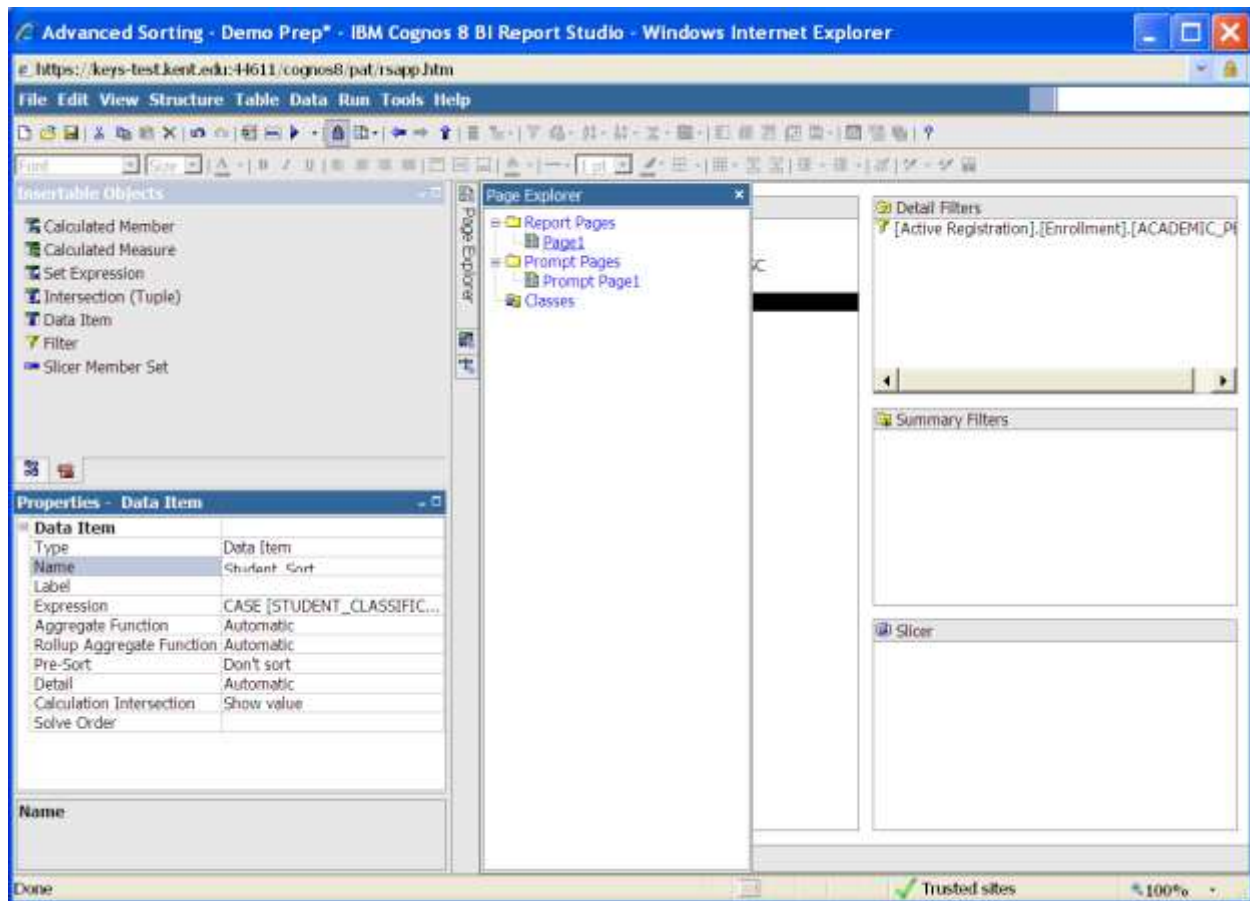
4. Drag a Data Item to the query and enter the expression above and click Ok

Advanced Sorting



5. In the Properties pane, change the Name to Student_Sort

Advanced Sorting



6. Mouse over the Explorer Bar and to select Page Explorer and click on Page1

Advanced Sorting

The screenshot shows the IBM Cognos 8 BI Report Studio interface. The main window displays a report titled "Admissions Report" with a table containing columns: College, Major, Classification, and Students. The table data is as follows:

College	Major	Classification	Students
<COLLEGE_DESC>	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
<COLLEGE_DESC>			<ID>
<COLLEGE_DESC>	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
	<MAJOR_DESC>	<STUDENT_CLASSIFICATION_DESC>	<ID>
		<STUDENT_CLASSIFICATION_DESC>	<ID>
	<MAJOR_DESC>		<ID>
<COLLEGE_DESC>			<ID>
Summary			<ID>

The "Advanced Sorting" menu is open, showing options: Sort Ascending, Sort Descending, Advanced Sorting..., and Don't Sort. The "Advanced Sorting..." option is highlighted. The left pane shows the "Insertable Objects" list and the "Properties" pane for the "List Column Body". The bottom status bar shows "Date", "1", and "Time".

7. Highlight a column on the report, click the sort icon and select Advanced Sorting

Advanced Sorting

The screenshot shows the IBM Cognos 8 BI Report Studio interface. The main window displays a report titled "Admissions Report" with a table of student data. The table has two columns: "Classification" and "Students". The "Classification" column contains values like "STUDENT_CLASSIFICATION_DESC" and "<ID>". The "Students" column contains values like "<ID>".

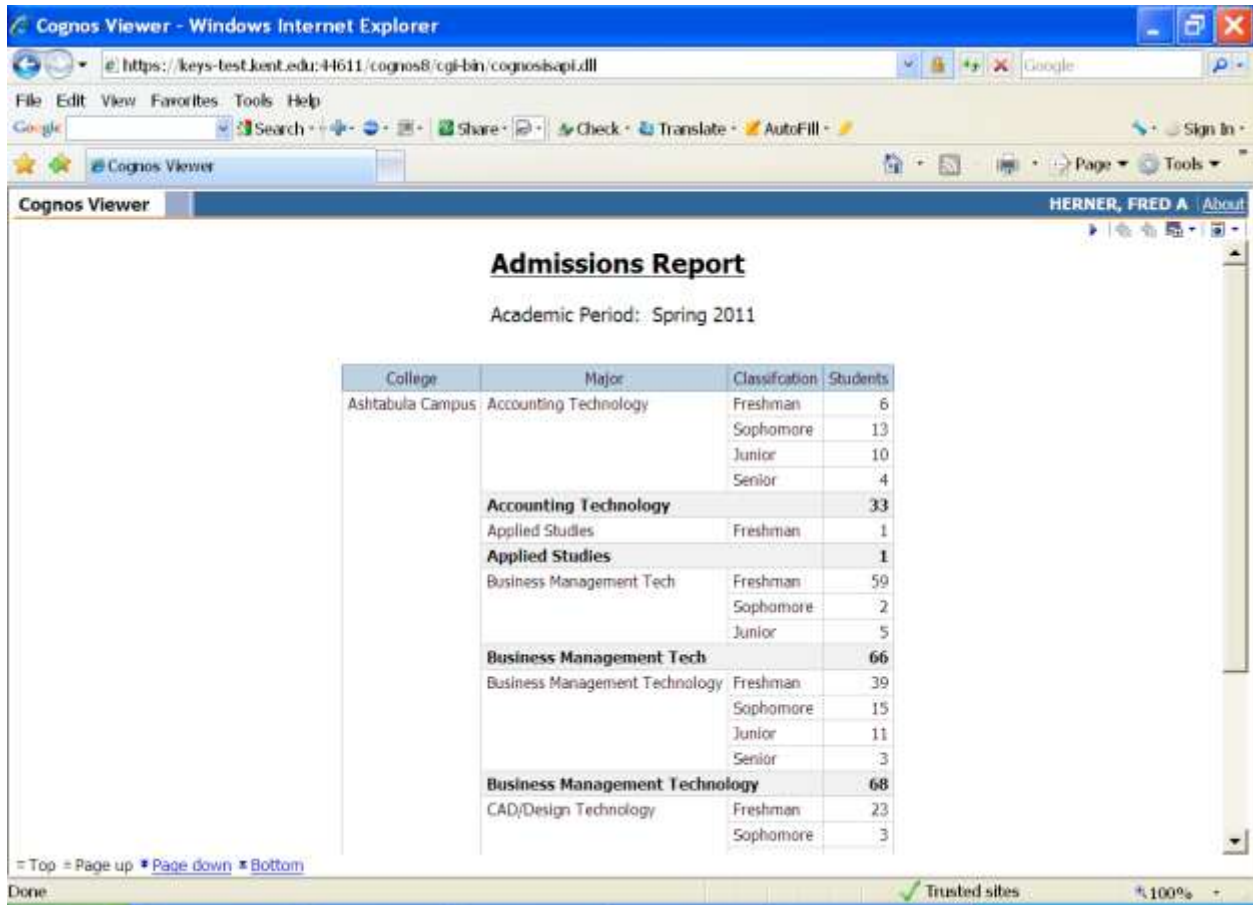
In the foreground, the "Grouping & Sorting - Query1" dialog box is open. It has two main sections: "Data Items" and "Groups".

- Data Items:** A list of data items including COLLEGE_DESC, MAJOR_DESC, STUDENT_CLASSIFICATION, ID, and Student_Sort. "Student_Sort" is selected.
- Groups:** A list of groups including Overall, COLLEGE_DESC, MAJOR_DESC, Student_Sort, Sort List, and Detail Sort List. "Student_Sort" is selected.

The dialog box also has "OK" and "Cancel" buttons at the bottom.

8. From the Data items section, drag the sort field you just created, in this case *Student_Sort* to the Groups section. Drop it just above the field you want to sort. Click Ok and run the report.

Advanced Sorting



Cognos Viewer - Windows Internet Explorer

Address: <https://keys-test.jant.edu:44611/cognos8/cgi-bin/cognosibapi.dll>

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

Cognos Viewer

Admissions Report

Academic Period: Spring 2011

College	Major	Classification	Students
Ashtabula Campus	Accounting Technology	Freshman	6
		Sophomore	13
		Junior	10
		Senior	4
	Accounting Technology		33
	Applied Studies	Freshman	1
			1
	Business Management Tech	Freshman	59
		Sophomore	2
		Junior	5
	Business Management Tech		66
	Business Management Technology	Freshman	39
		Sophomore	15
		Junior	11
		Senior	3
	Business Management Technology		68
	CAD/Design Technology	Freshman	23
		Sophomore	3

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Done Trusted sites 100%

9. Your report is now sorted in the customized order

Advanced Sorting

For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at cognos@kent.edu. For technical assistance, contact the IS Help Desk at 672-HELP (4357).



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