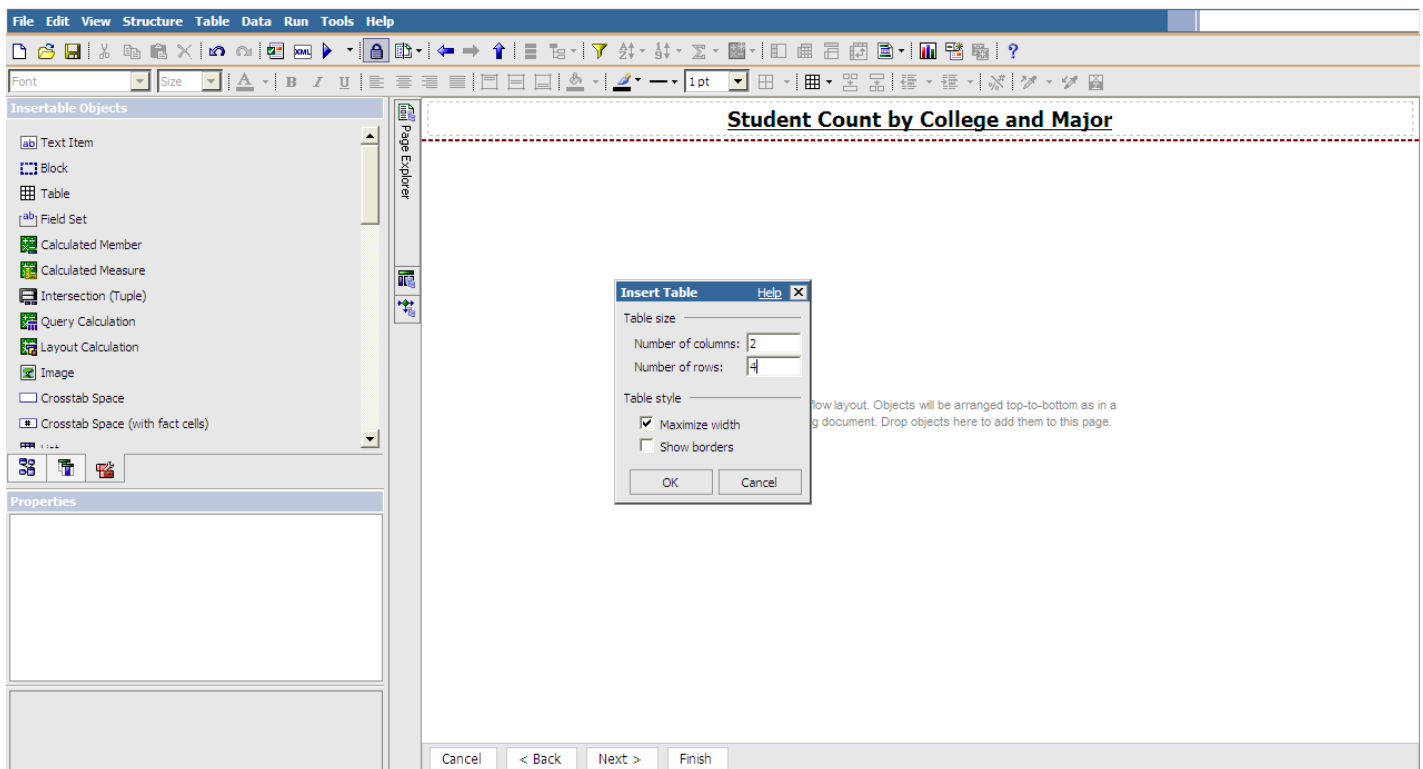




COGNOS

Adding Code and Description to Prompt

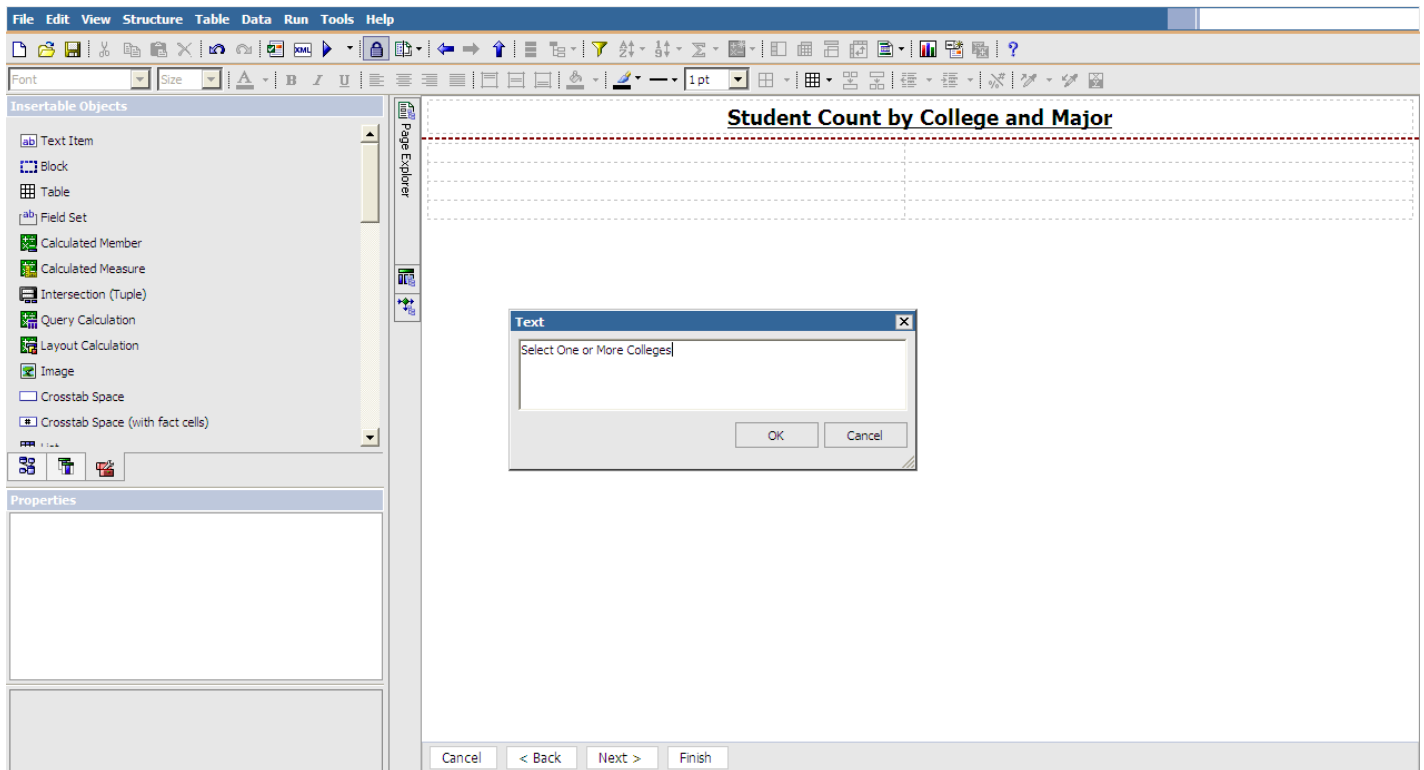
Cognos Report Studio allows the Report Studio author the flexibility to add both the prompt description and code to the prompt page. This task is easy to perform and takes only a few minutes and the result is the values in the prompt that will make the report easy to understand - whether he or she prefers to look at the code vs. the description.



Follow these steps to add the Code and Description to the Prompt:

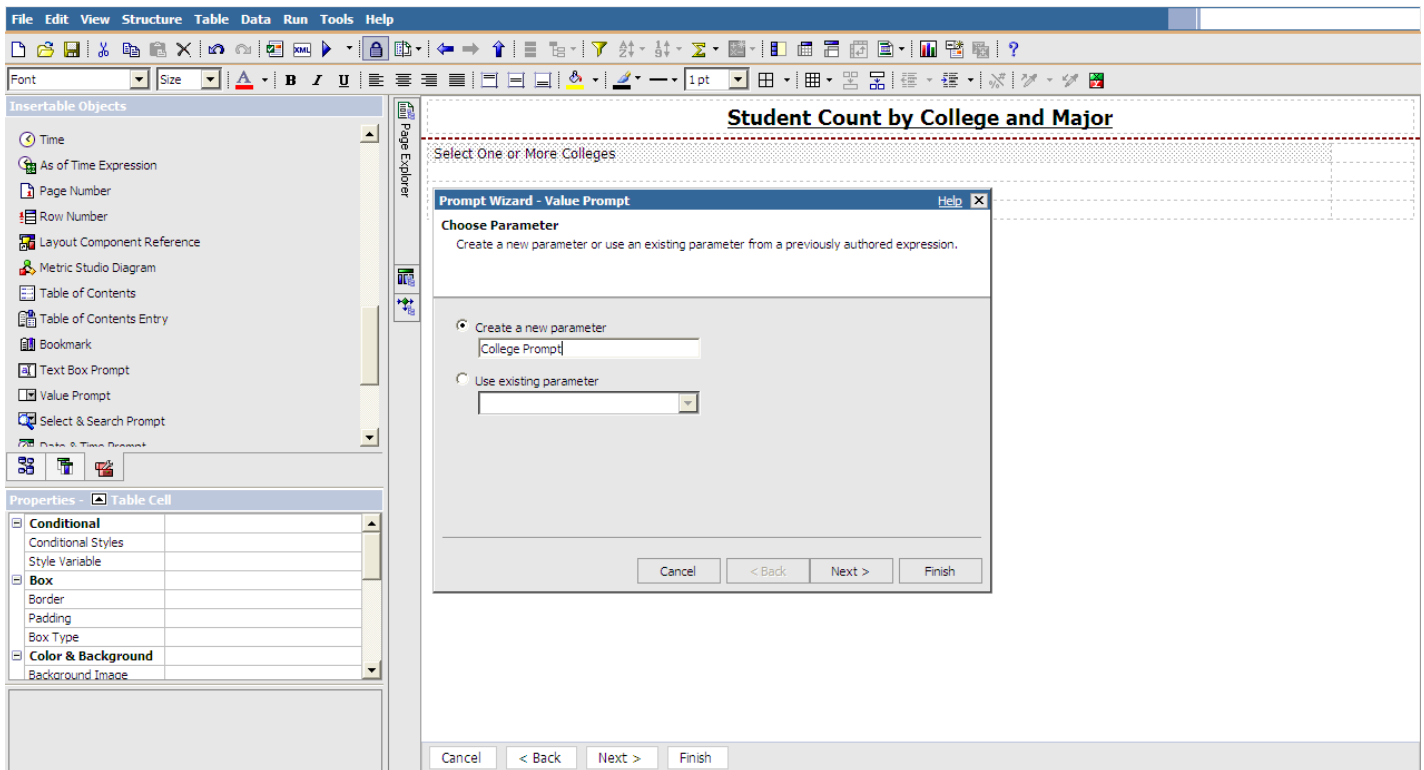
1. Insert a **Prompt Page**
2. Insert a **Table** into the Prompt Page
3. Format the Table (adding the number of columns and rows)

Adding Code and Description to Prompt

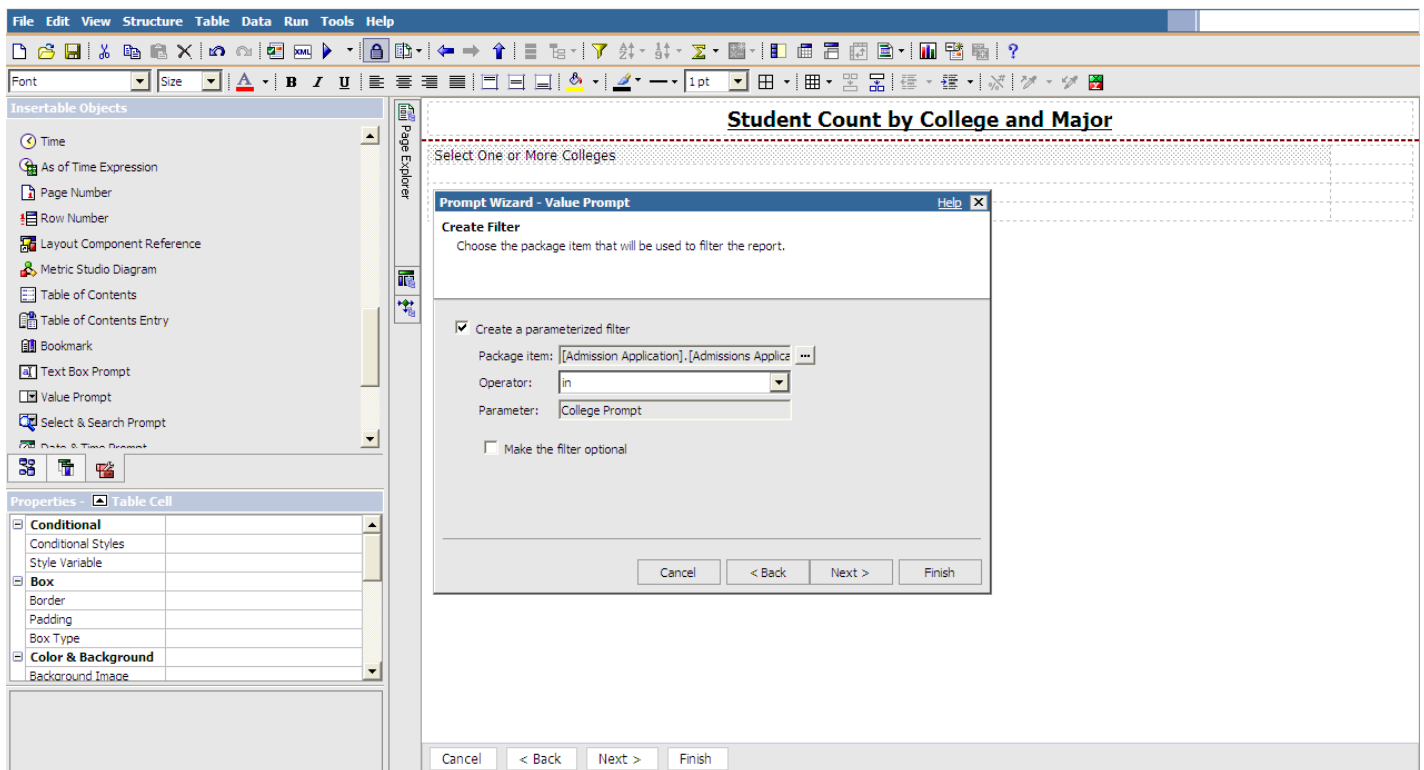


4. Insert a **Text Box**
5. Insert **Text**
6. Click **OK**

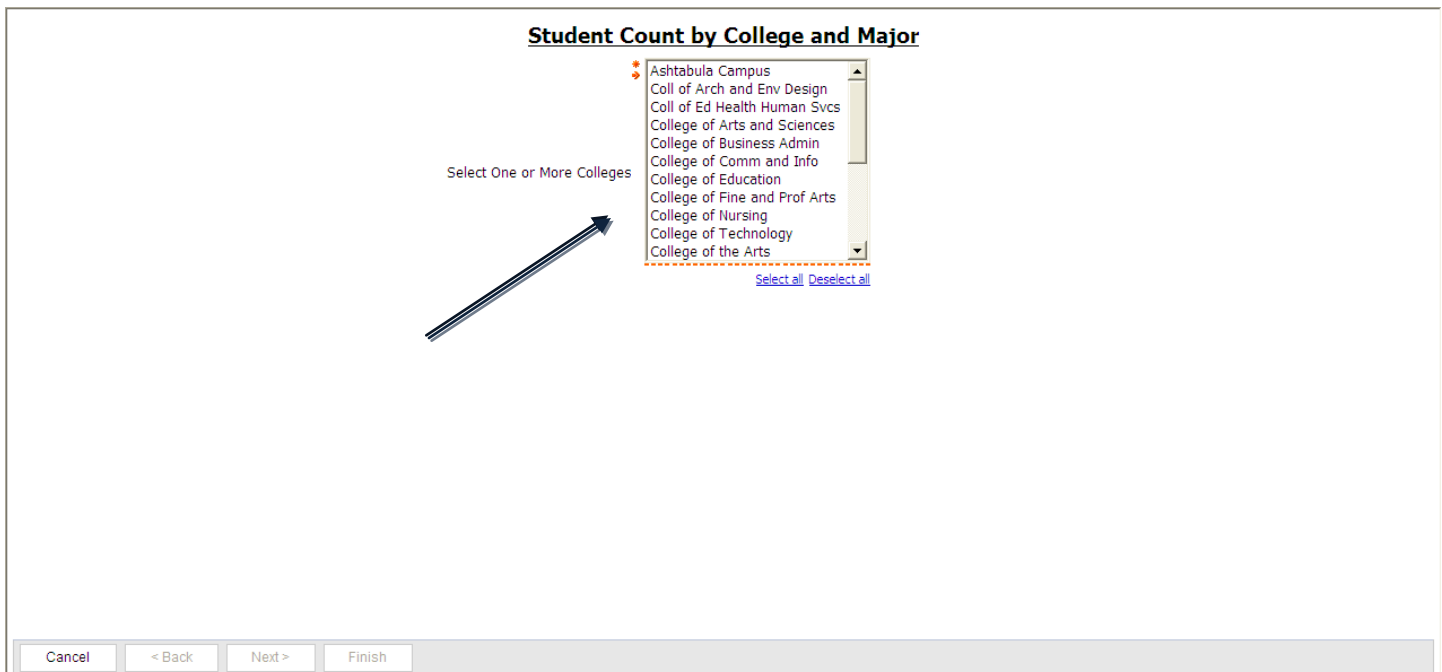
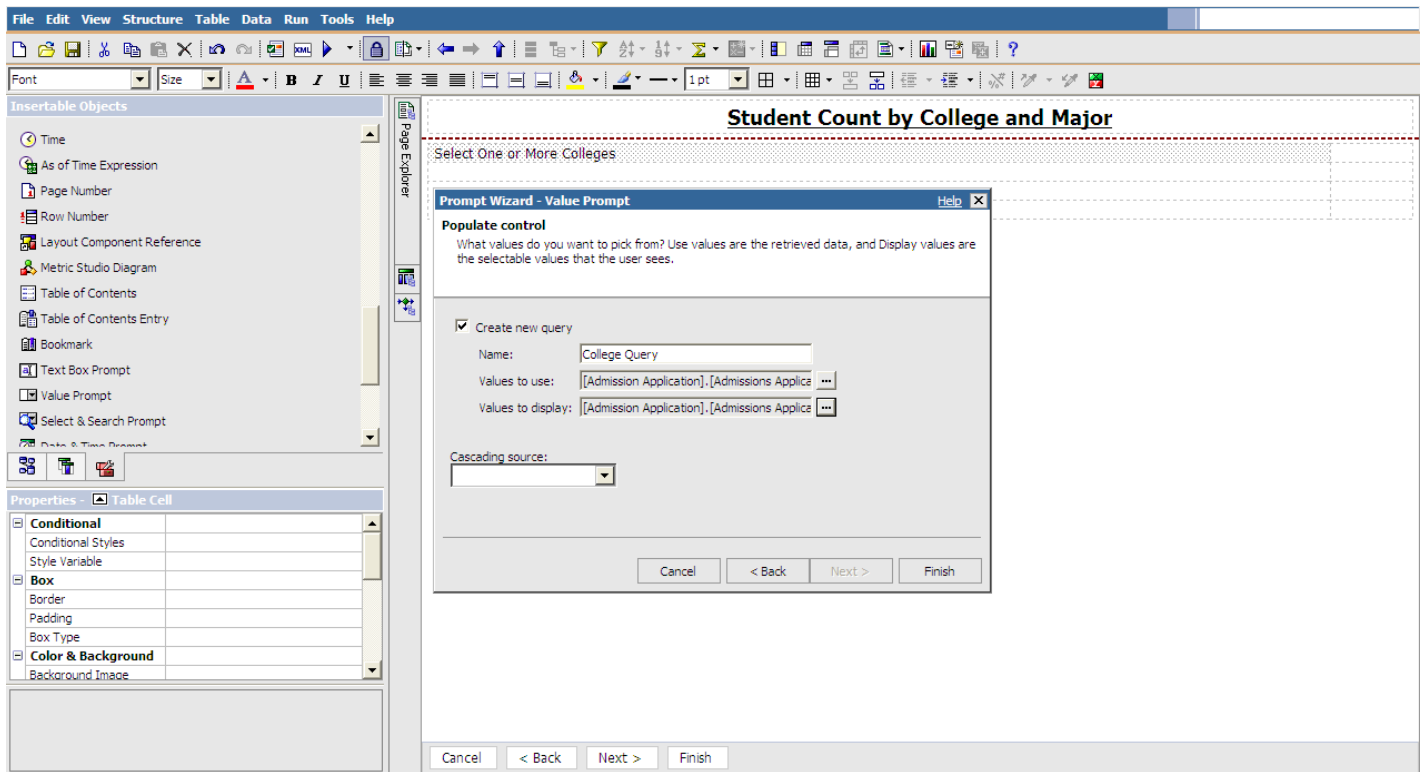
Adding Code and Description to Prompt



7. Insert a **Value Prompt**
8. The **Prompt Wizard** will open
9. Follow the steps in the Wizard

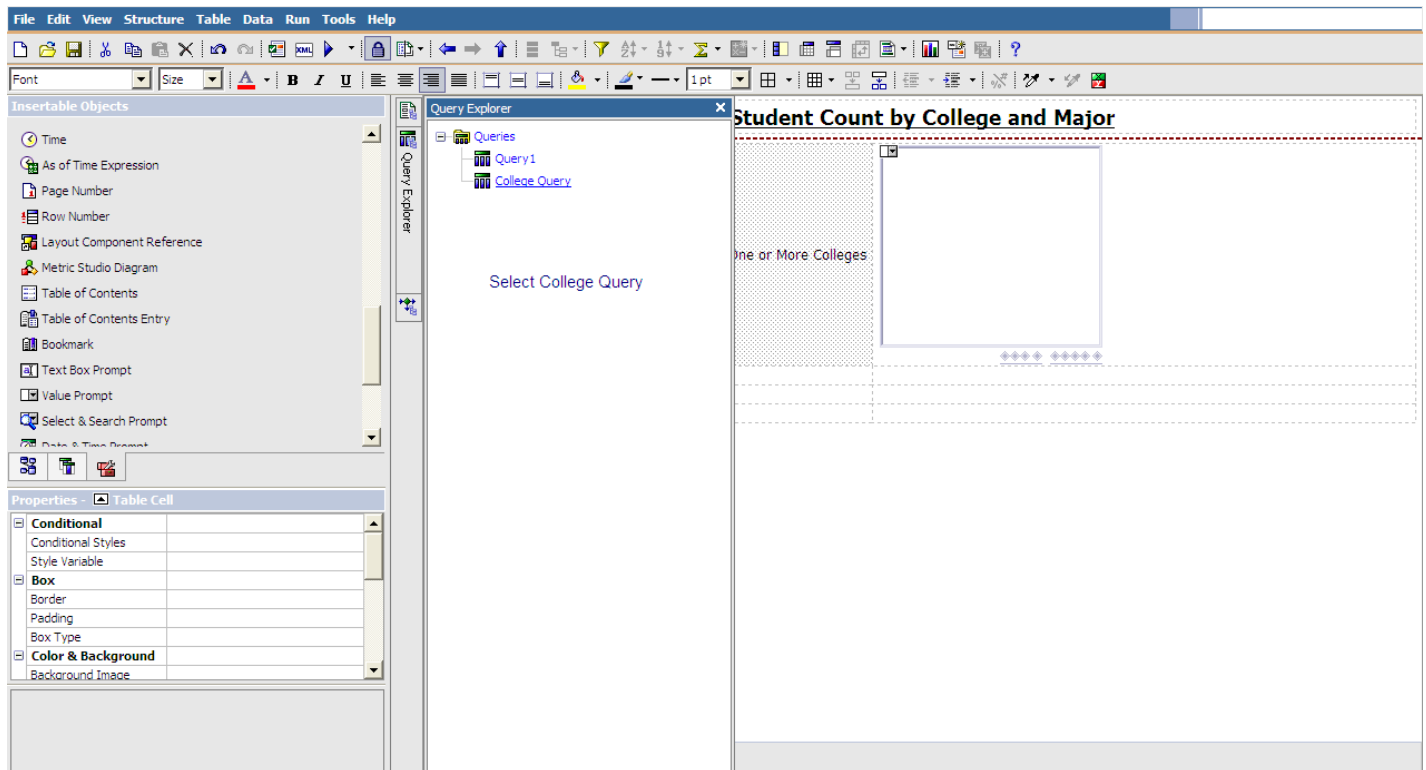


Adding Code and Description to Prompt



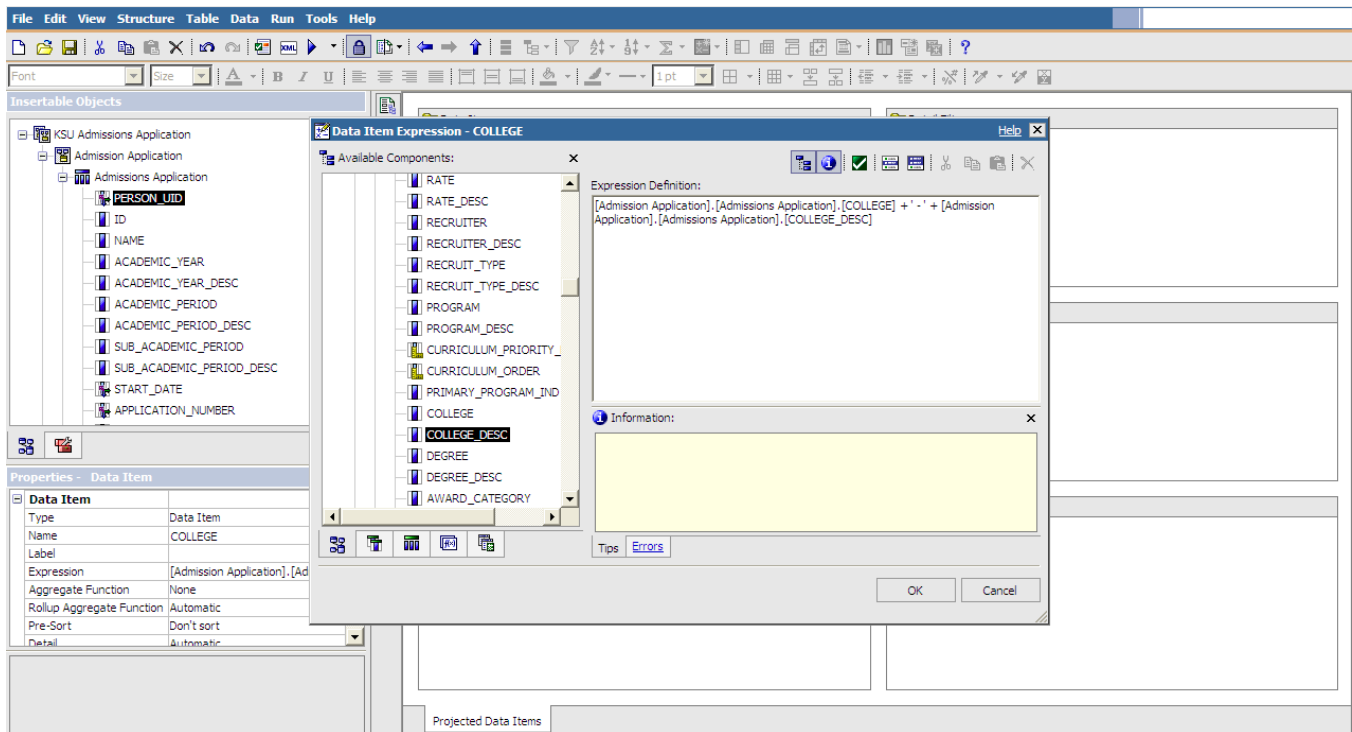
Notice that only the **Description** displays

Adding Code and Description to Prompt

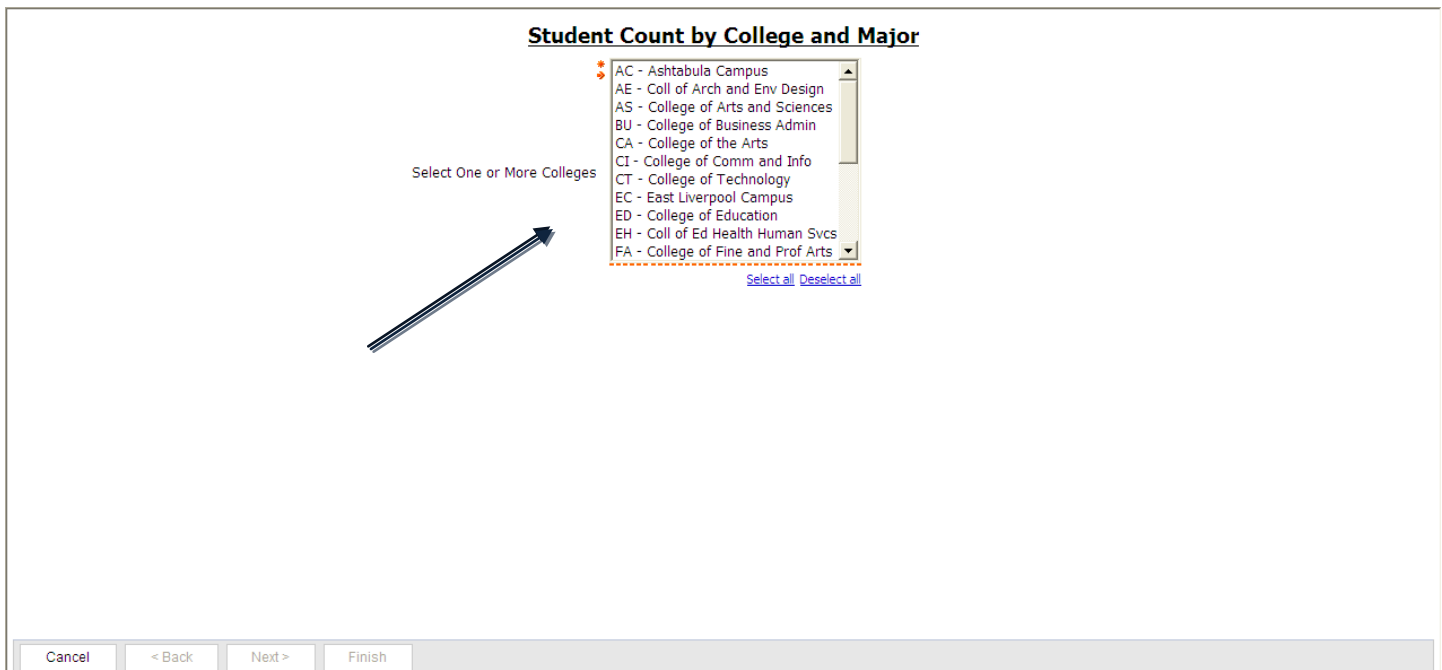


10. Open **Query Explorer**
11. Select the **Prompt Query** that you created

Adding Code and Description to Prompt



11. Click inside the **Expression Definition** field and enter the following text *after* the data item definition `<space> + ' - ' + <space>`
12. Expand the **Available Components** menu find the **data item** that contains the description
13. Double click the data item to insert it in the **Expression Definition** field
14. Click **OK**



Both the Code and Description now display in the prompt

Adding Code and Description to Prompt

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).