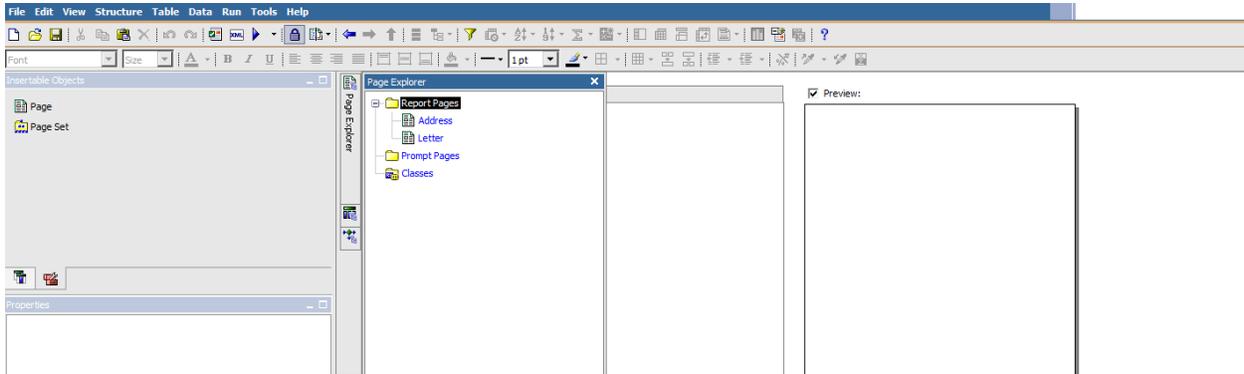




## COGNOS Karate Belt – Session II Page Sets

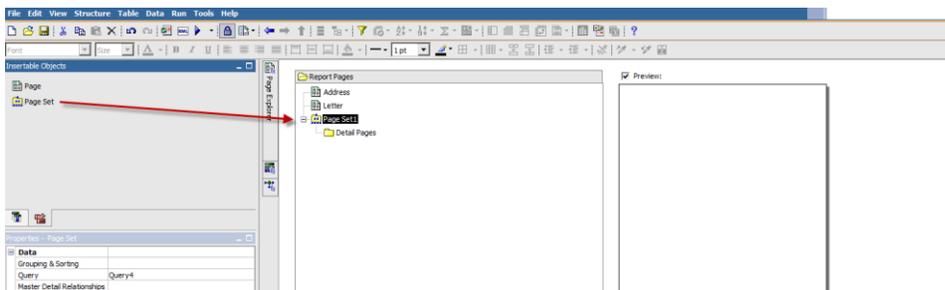
Page sets allow you to control how pages are returned in a report.



For this lesson, we will be using the Personalized Letter we created. With the report open:

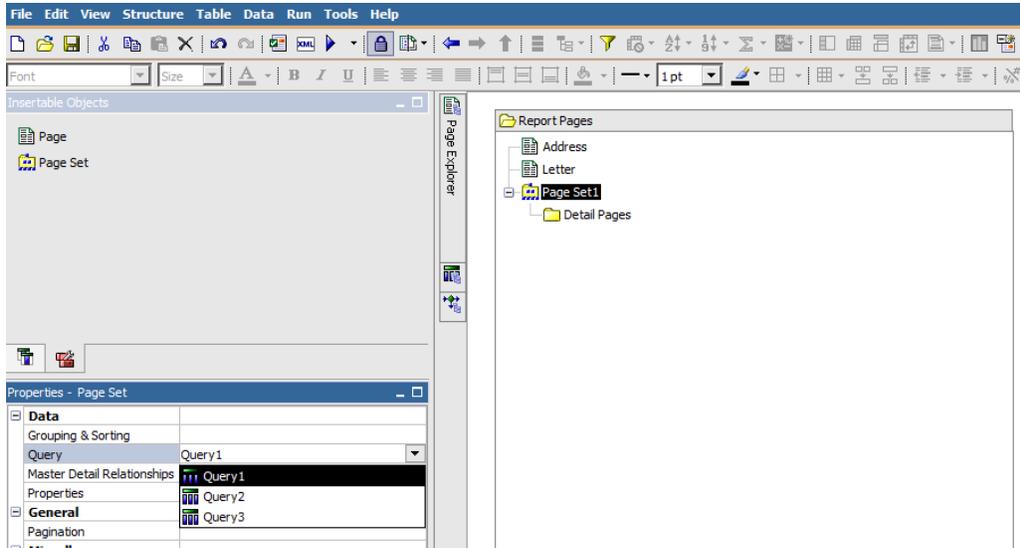


1. Place the cursor over the Page Explorer Button
2. Select Report Pages

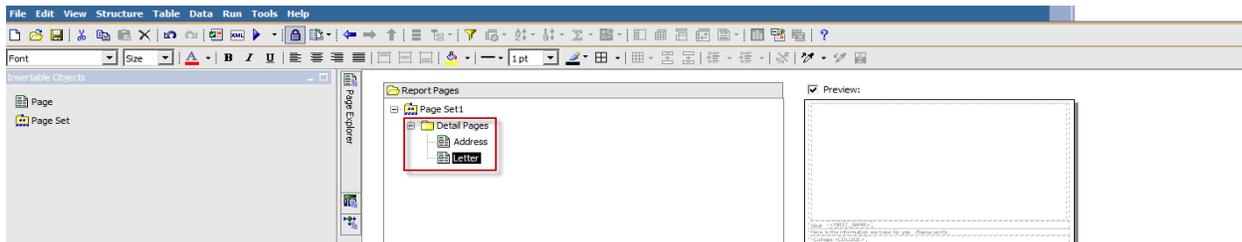


3. In the Insertable Object page, from the Toolbox tab  drag the Page Set object to the Report Pages page BELOW the Letter Page

## COGNOS – Karate Belt Session II – Page Sets

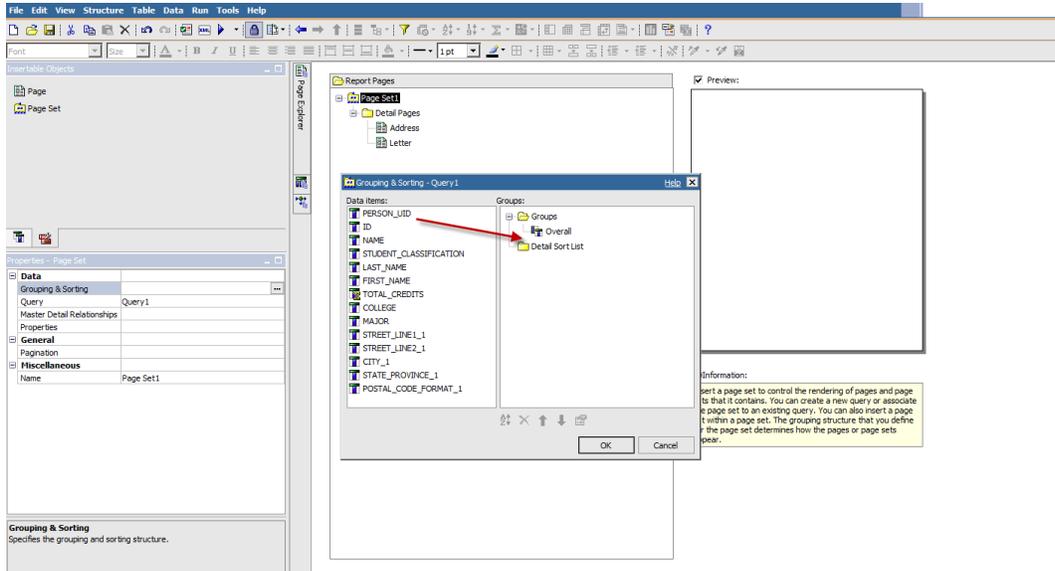


4. Highlight (single click) Page Set1
5. In the Properties pane, set the Query properties to Query1

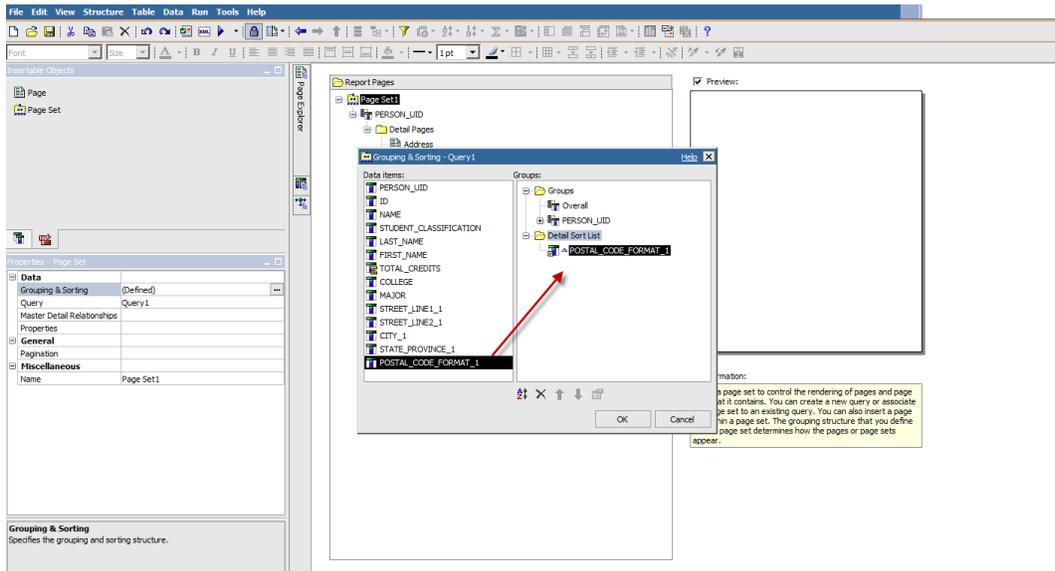


6. Insert the Address and Letter Pages in to the Detail Pages folder (order should be considered)

## COGNOS – Karate Belt Session II – Page Sets



7. Highlight Page Set1
8. Select Grouping & Sorting from the Properties Pane
9. Insert PERSON\_UID into the Groups Folder



10. With the Grouping & Sorting still open insert POSTAL\_CODE\_FORMAT\_1 into the Detail Sort List Folder
  - a. This will sort by postal code
11. Click OK
12. Run your report

