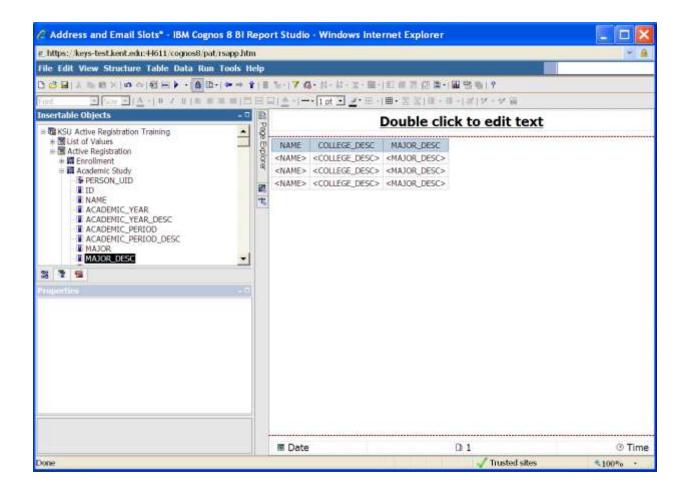
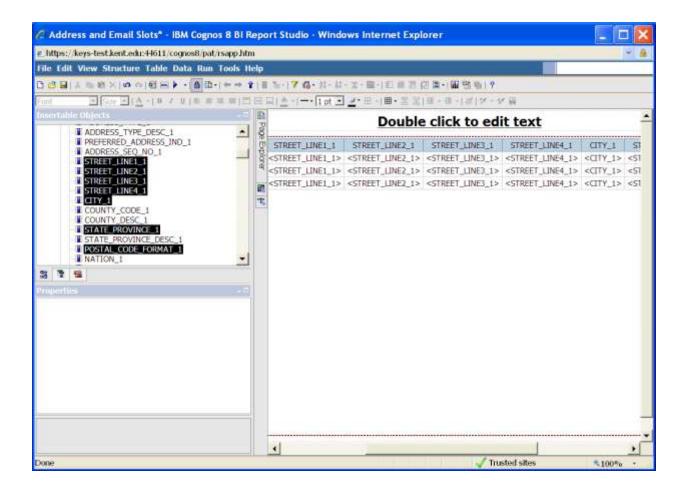


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1. Login into Cognos Report Studio and open the package you wish to use.



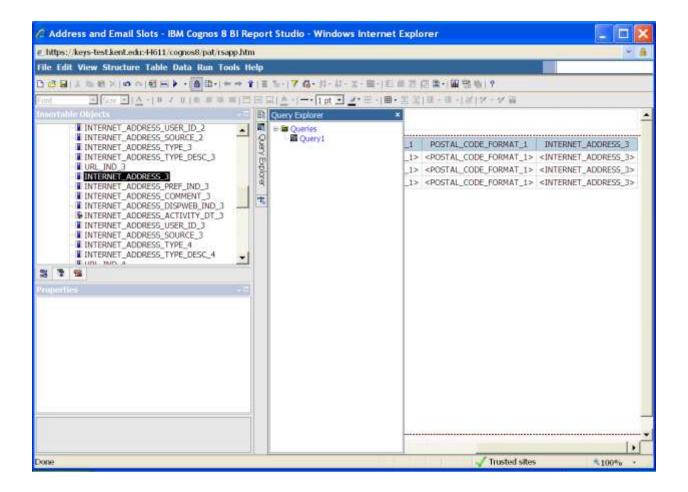
2. From the Insertable Objects pane, open Active Registration then Academic Study and select Name, College_Desc, and Major_Desc.



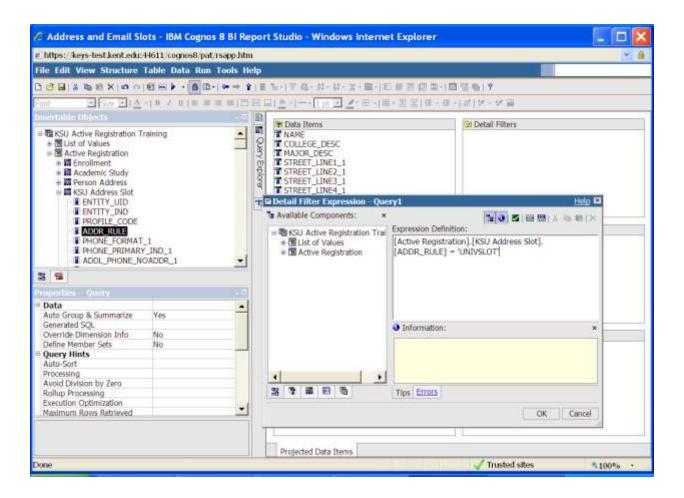
3. Open KSU Address Slot and select Street_Line1_1, Street_Line2_1, Street_Line3_1, Street_Line4_1, City_1, State Province_1, and Postal_Code_Format_1.

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4. Open KSU Email Slot and select Internet_Address_3.



5. Mouse over the Explorer bar and Select Query1.



6. Open KSU Address Slot and drag ADDR_RULE to the detail filters window. Add = 'UNIVSLOT' to the end of the expression definition as shown above.

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7. Open KSU Email Slot and drag ADDR_RULE to the detail filters window. Add = 'UNIVEMAILSLOT' to the end of the expression definition as shown above.

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8. Open Academic Study and drag ACADEMIC_PERIOD to the detail filters window. Add = '201010' to the end of the expression definition as shown above.

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9. Open Query1 and select STREET_LINE1_1.

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Change the expression definition to match what is shown above. Repeat this step for each of the address data items, using ADDRESS_TYPE_1 in the "if..then...else" statement.

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



www.kent.edu/is/training istraining@kent.edu

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