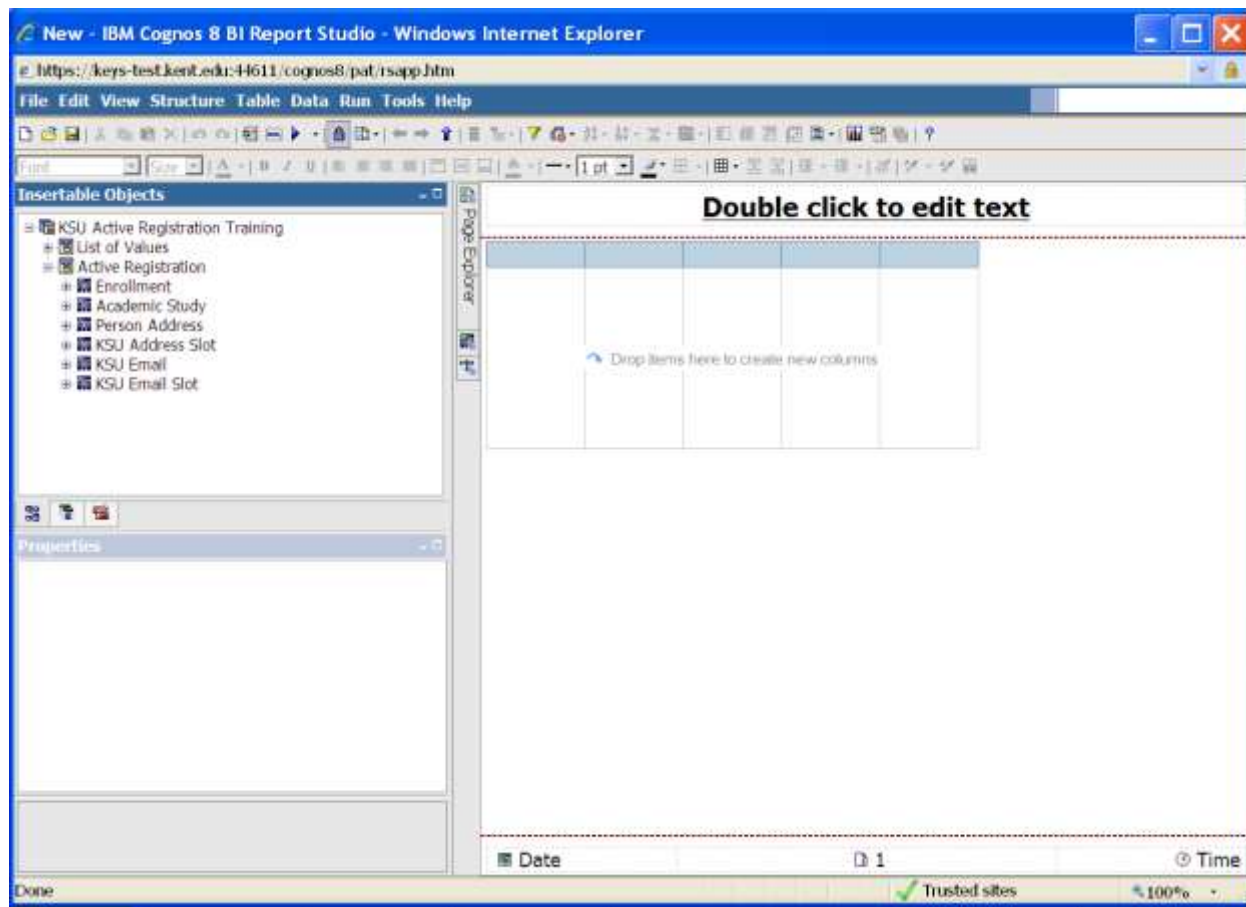
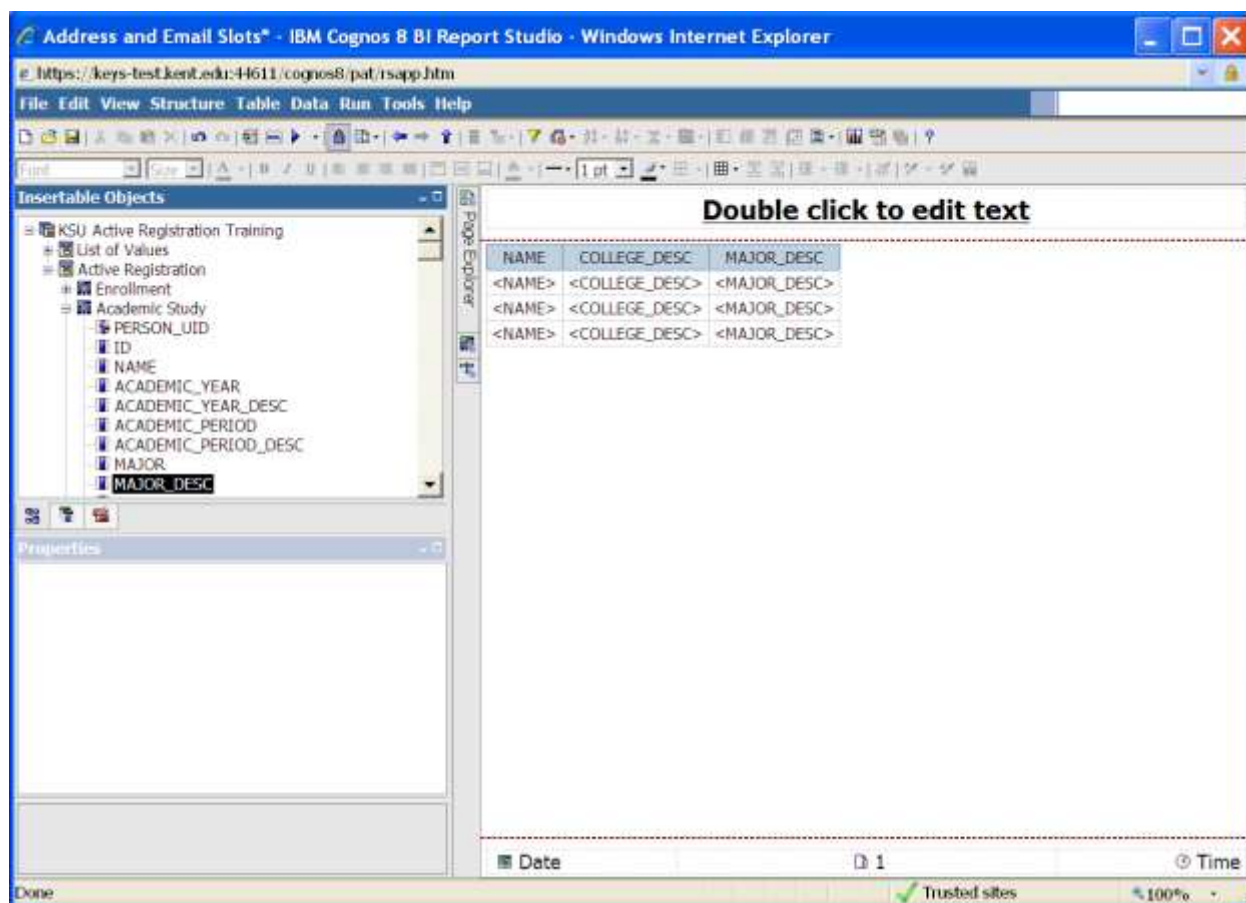




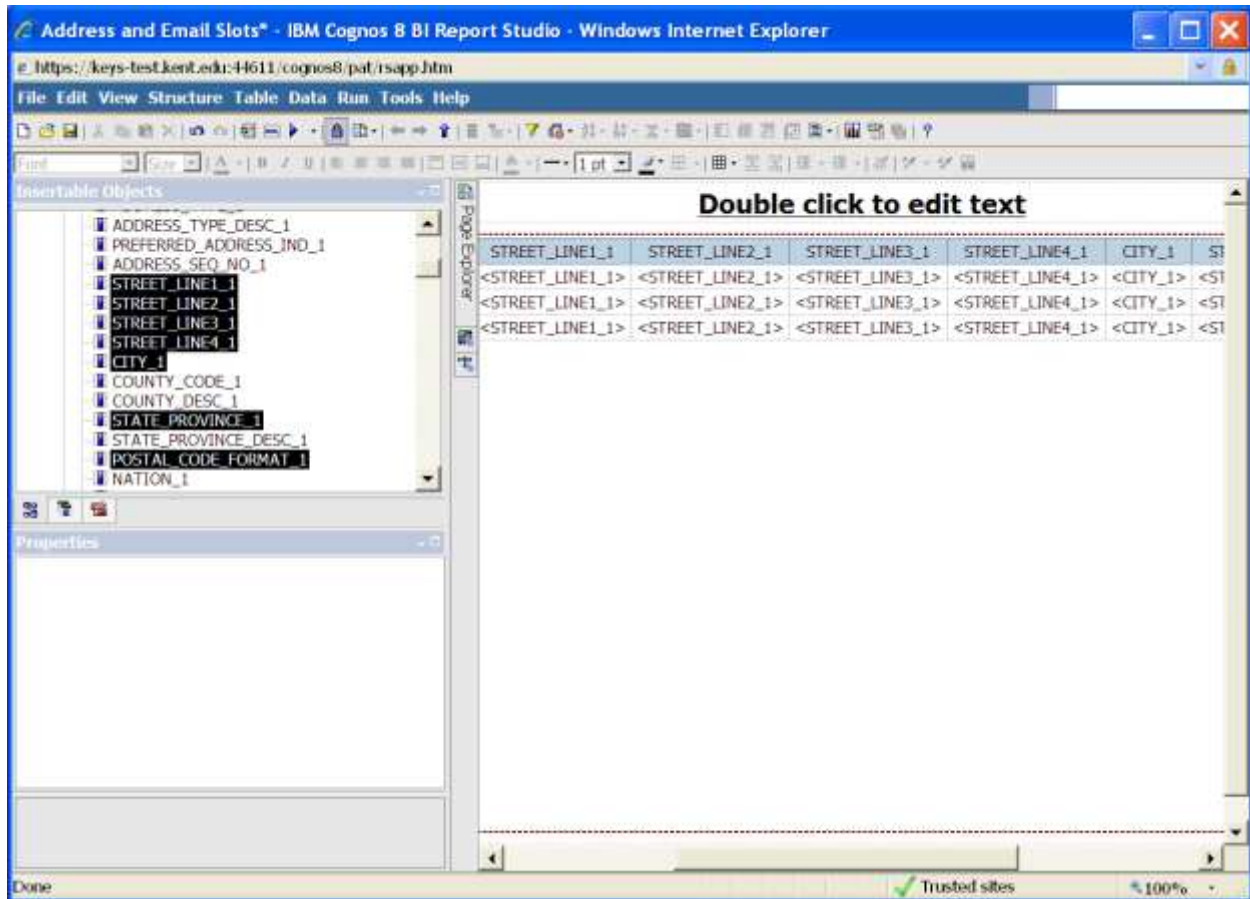
COGNOS Street Address and Email Slot User Guide



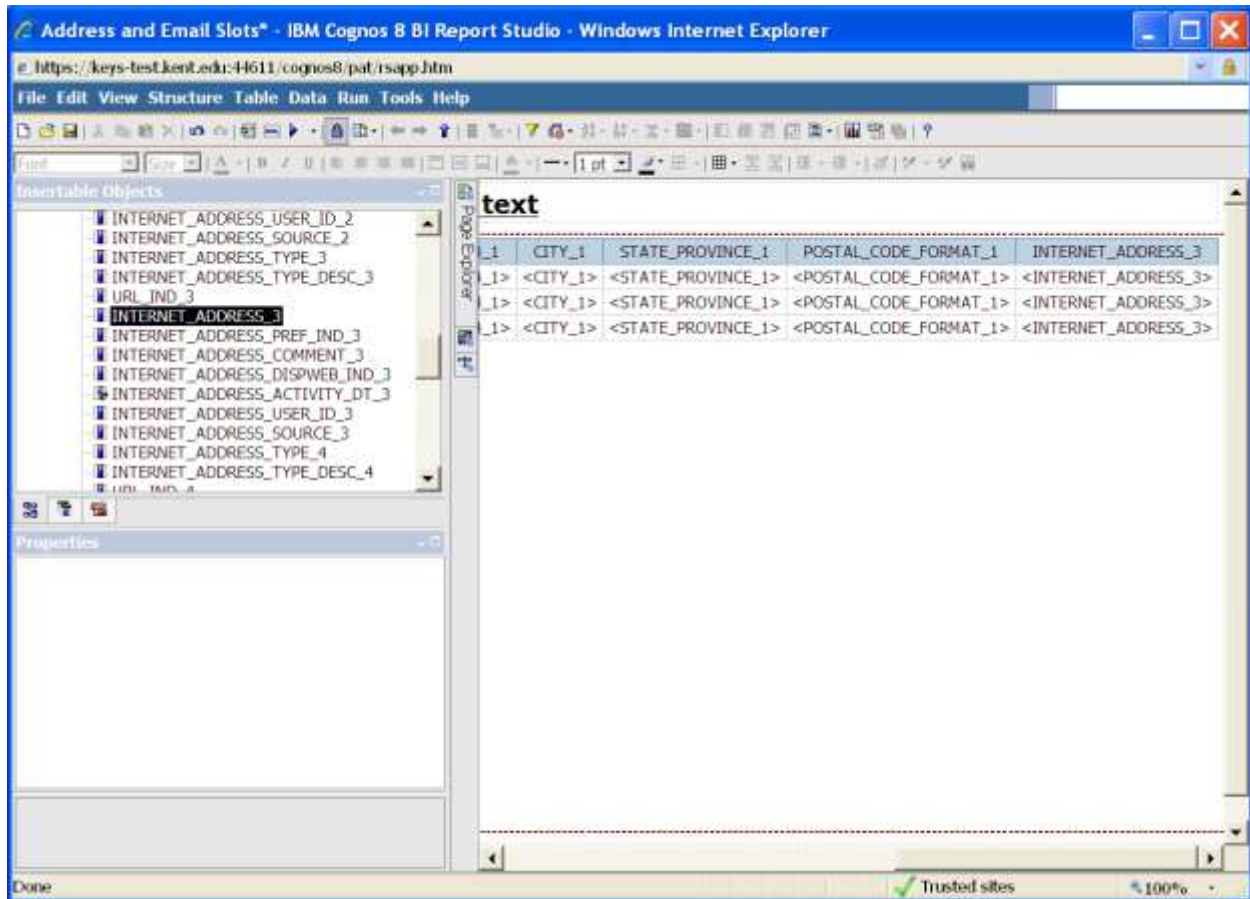
1. Login into Cognos Report Studio and open the package you wish to use.



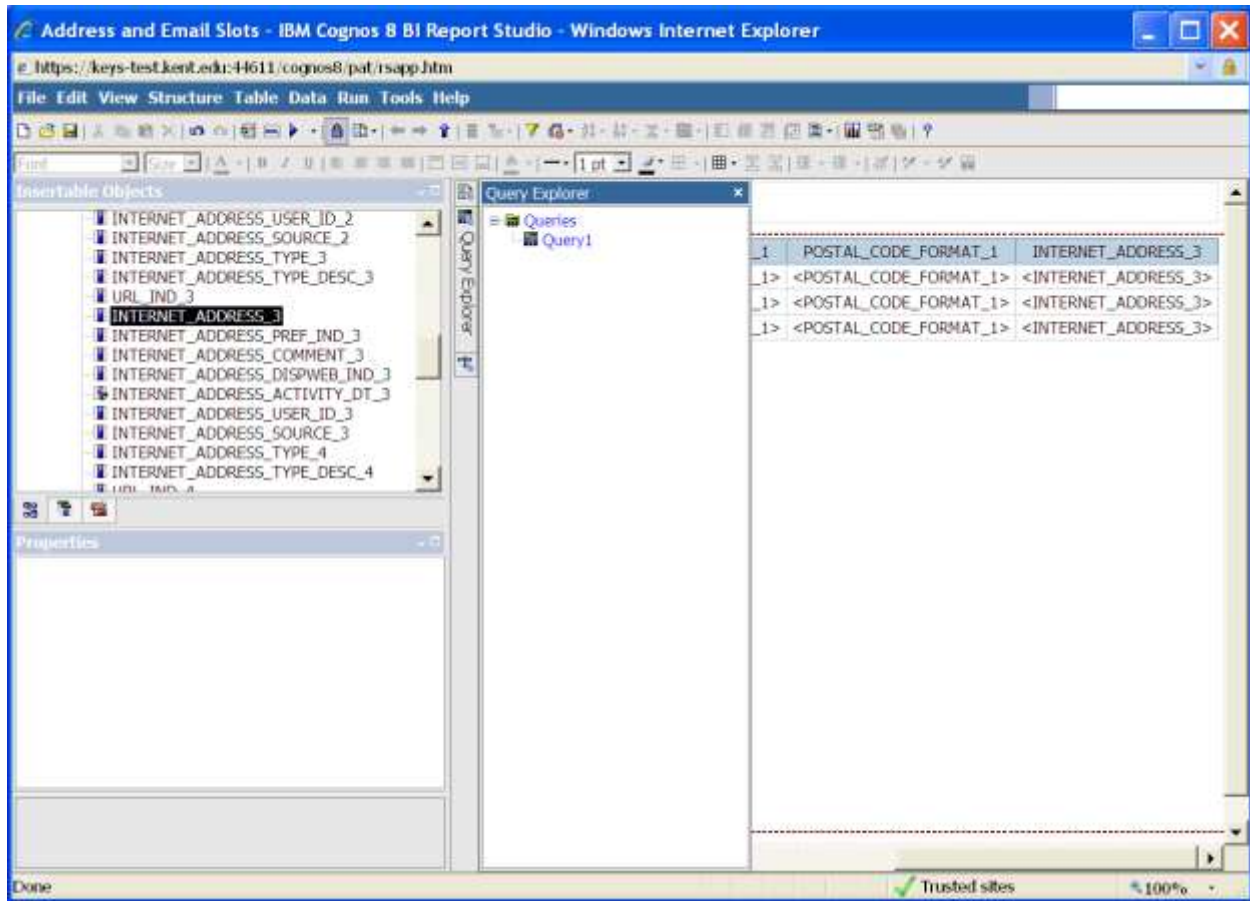
2. From the Insertable Objects pane, open Active Registration then Academic Study and select Name, College_Desc, and Major_Desc.



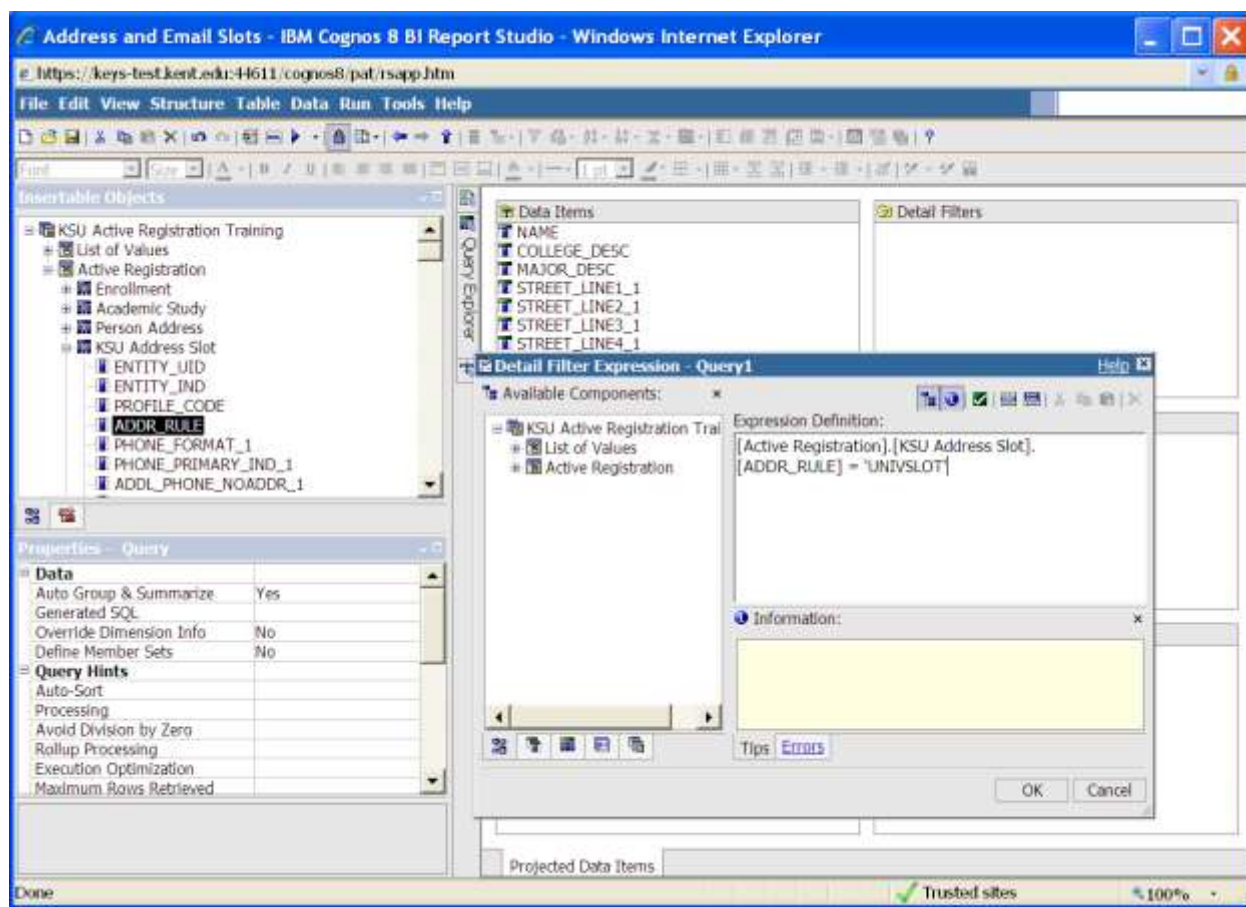
3. Open KSU Address Slot and select Street_Line1_1, Street_Line2_1, Street_Line3_1, Street_Line4_1, City_1, State Province_1, and Postal_Code_Format_1.



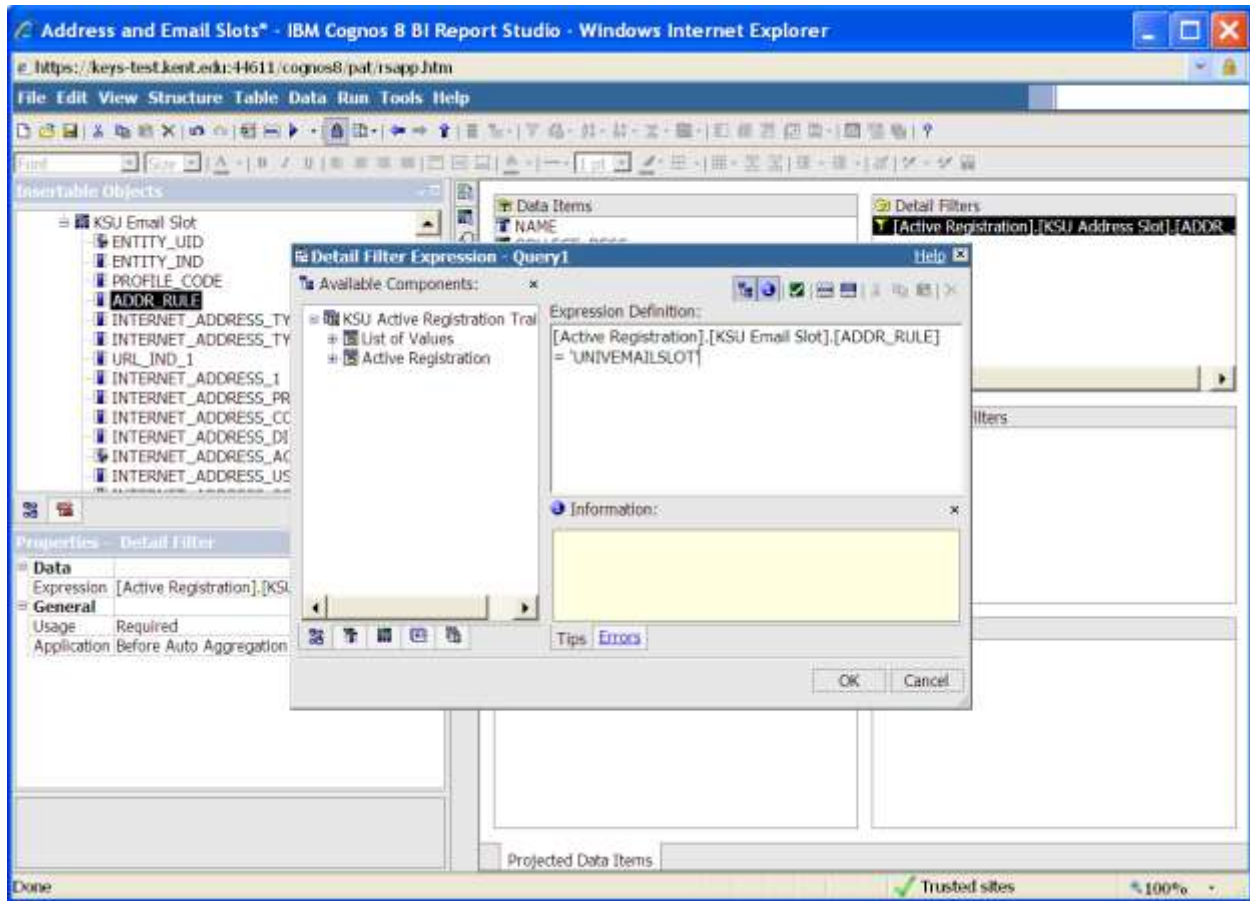
4. Open KSU Email Slot and select Internet_Address_3.



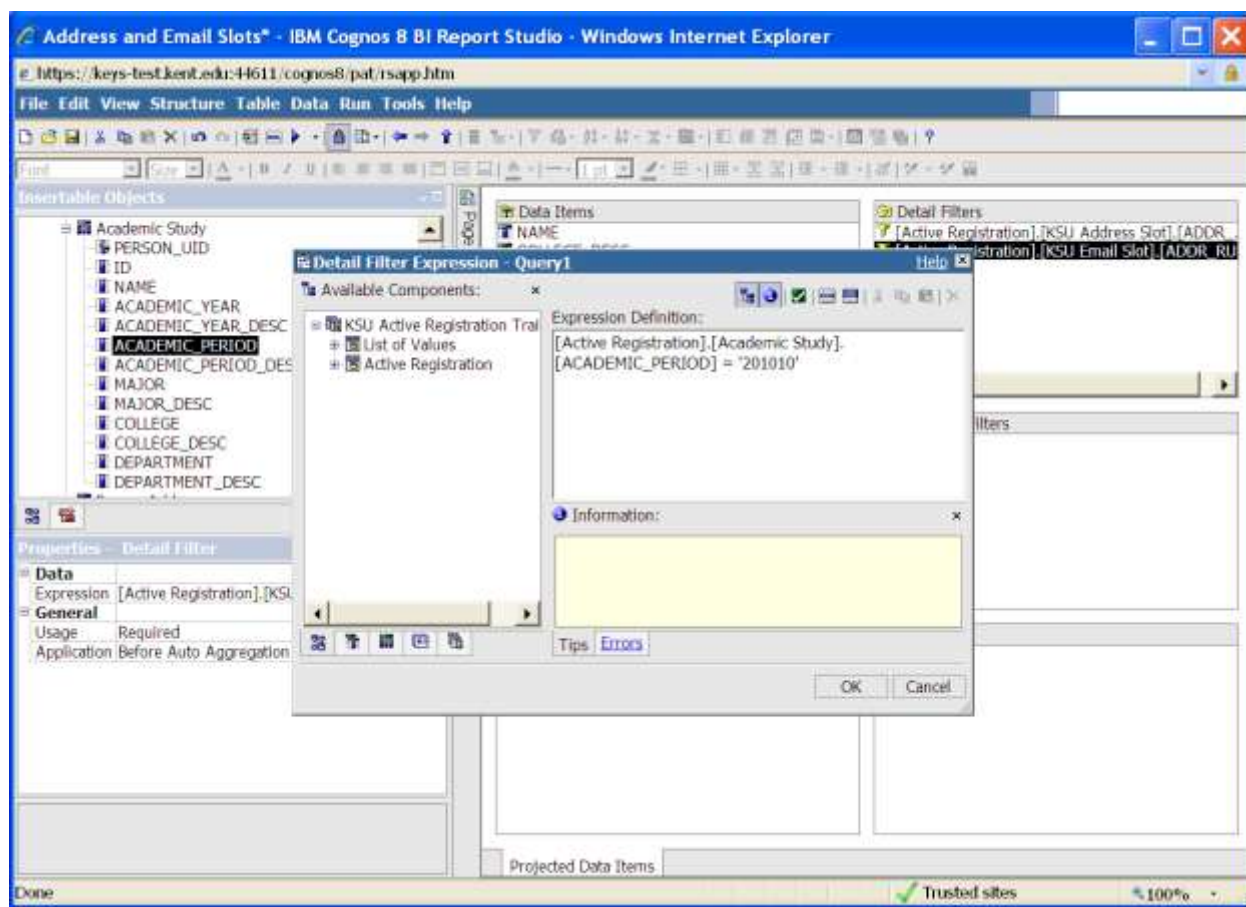
5. Mouse over the Explorer bar and Select Query1.



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.

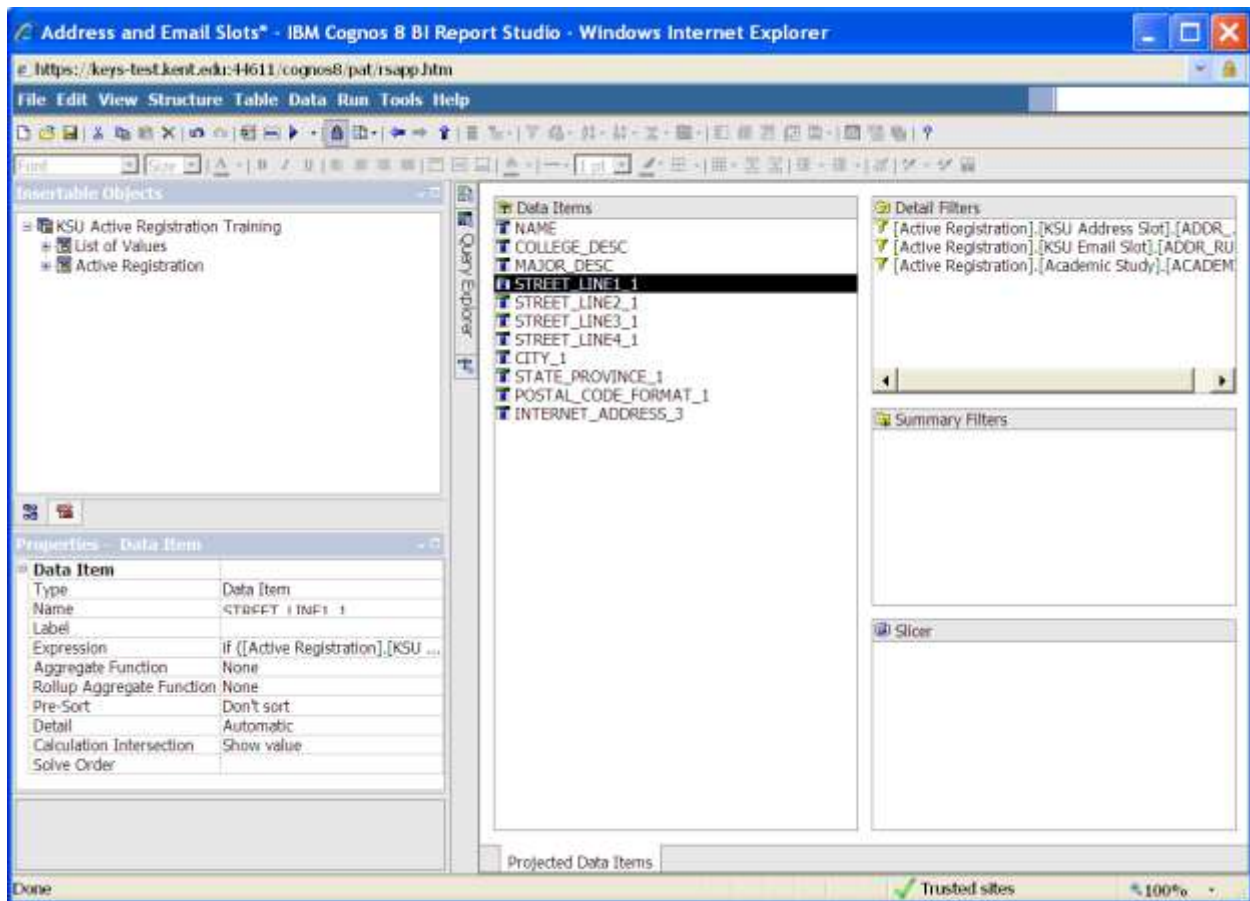


7. Open KSU Email Slot and drag ADDR_RULE to the detail filters window. Add = 'UNIVEMAILSLOT' to the end of the expression definition as shown above.

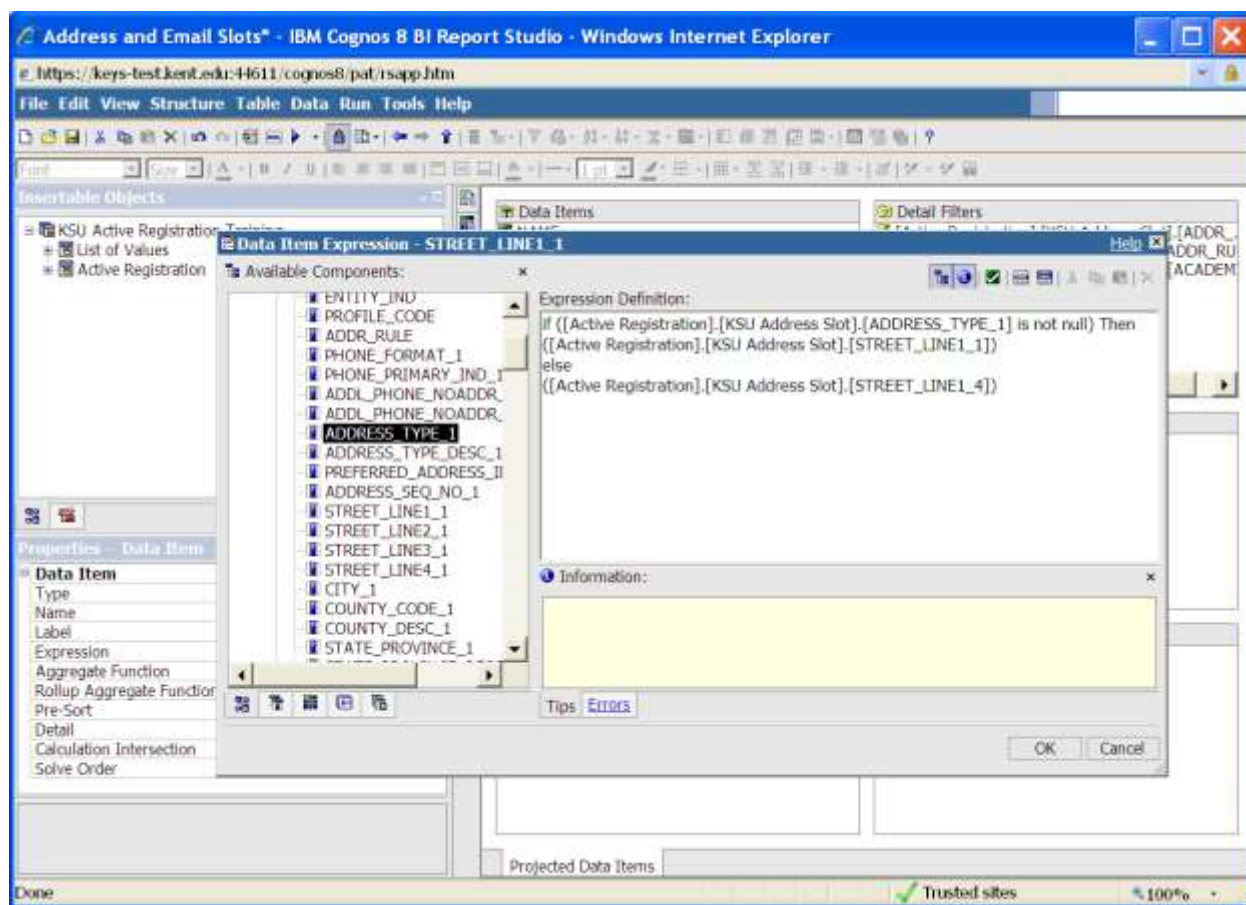


8. Open Academic Study and drag ACADEMIC_PERIOD to the detail filters window. Add = '201010' to the end of the expression definition as shown above.

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9. Open Query1 and select STREET_LINE1_1.



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.

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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).



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

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