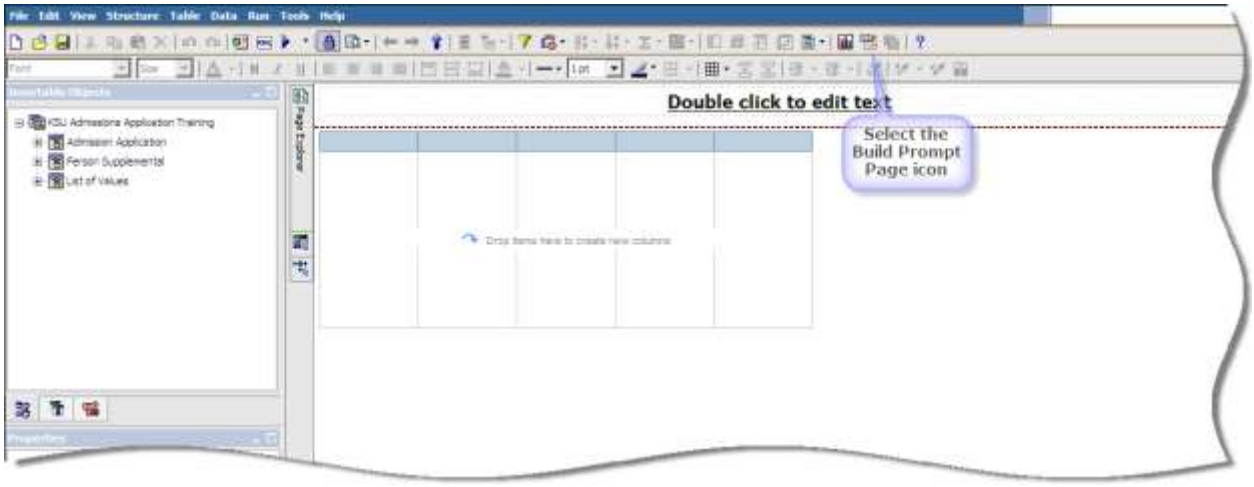
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IS TECHNICAL TRAINING

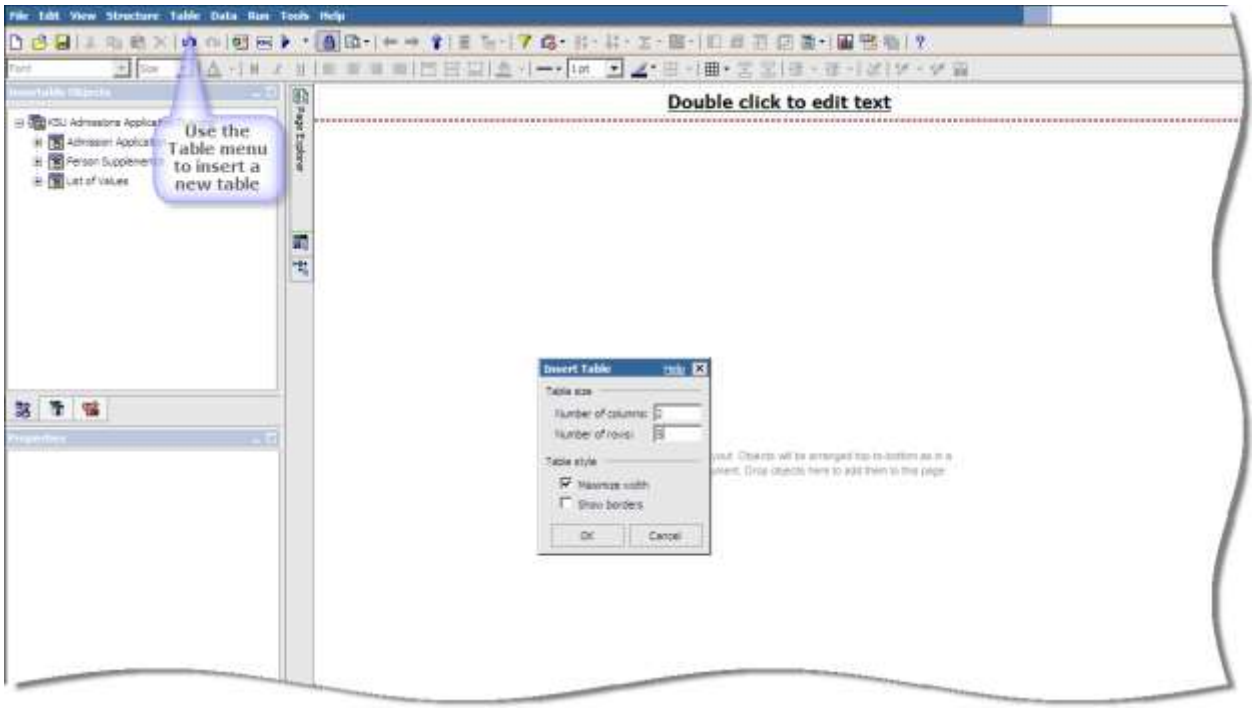
COGNOS
Using List of Values

Using a List of Values when creating a Prompt Page in Cognos will make your report run faster because it is not looking at the actual table for the values for the prompt, it is simply looking at a list of the codes (values) that are available for that table.

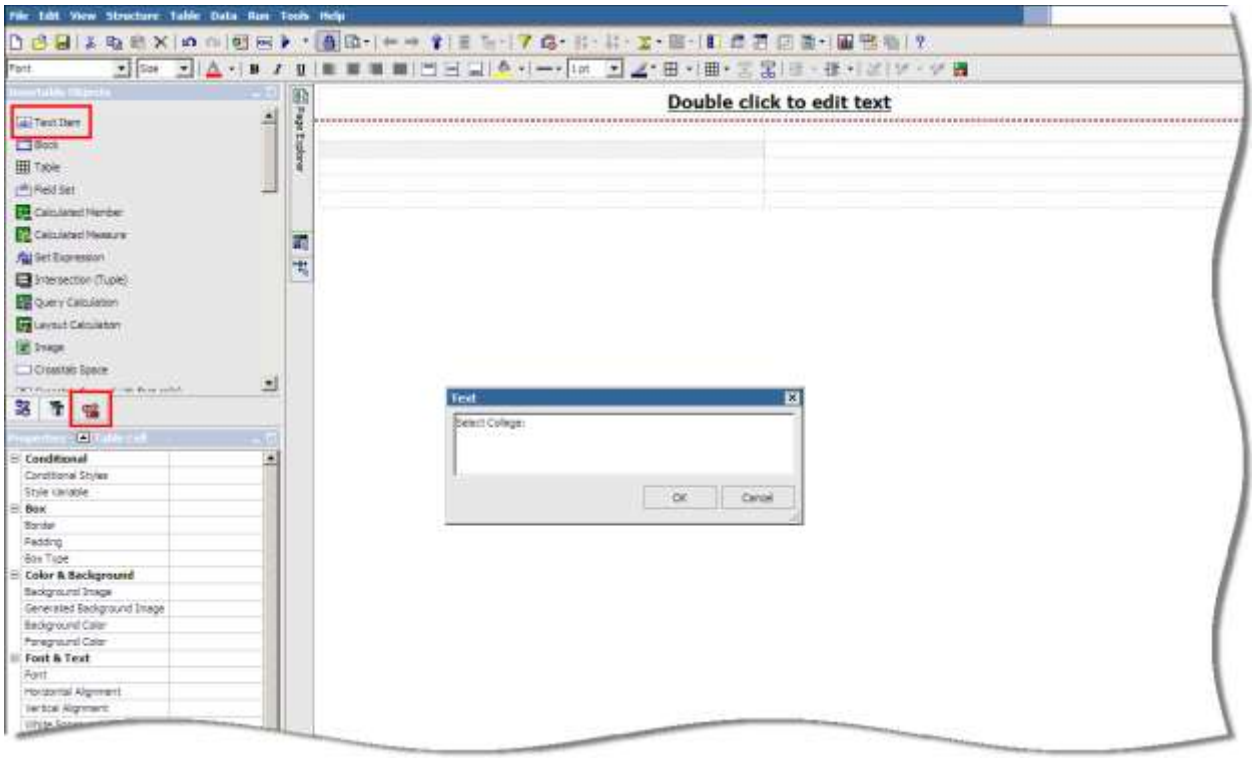


Steps:

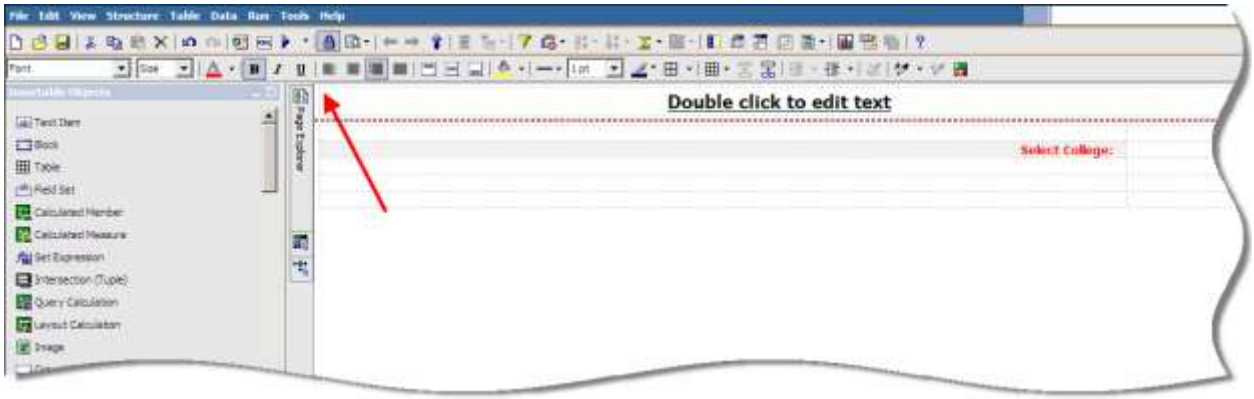
1. Select the **Build Prompt Page** icon from the toolbar
2. A new prompt page will open



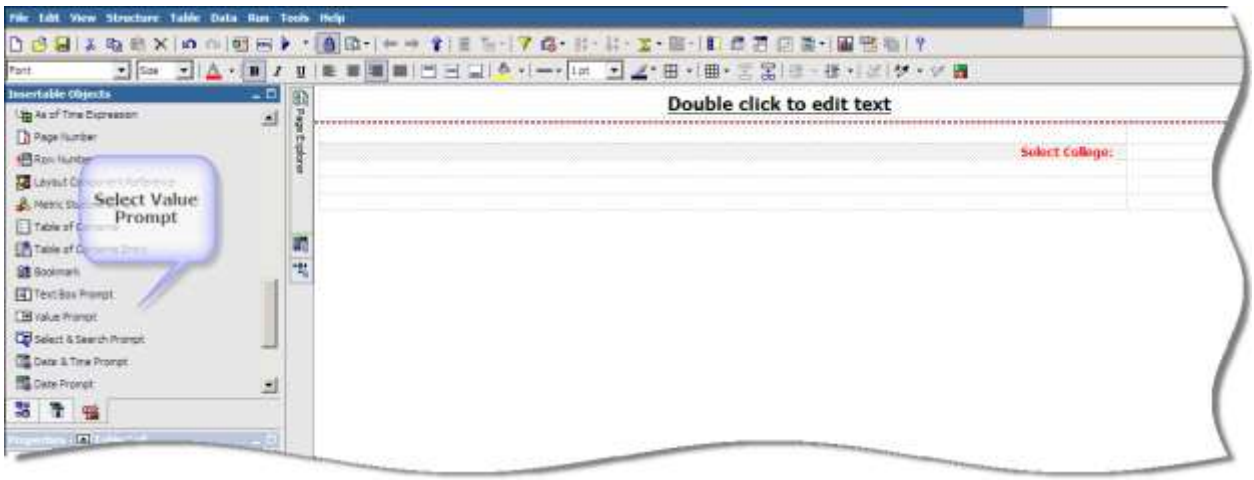
3. Select the **Table** menu
4. Select **Insert**
5. Select **Table**
6. The **Insert New Table** window will open
7. Keep the number of columns to 2
8. Change the number of rows to 5
9. Click OK



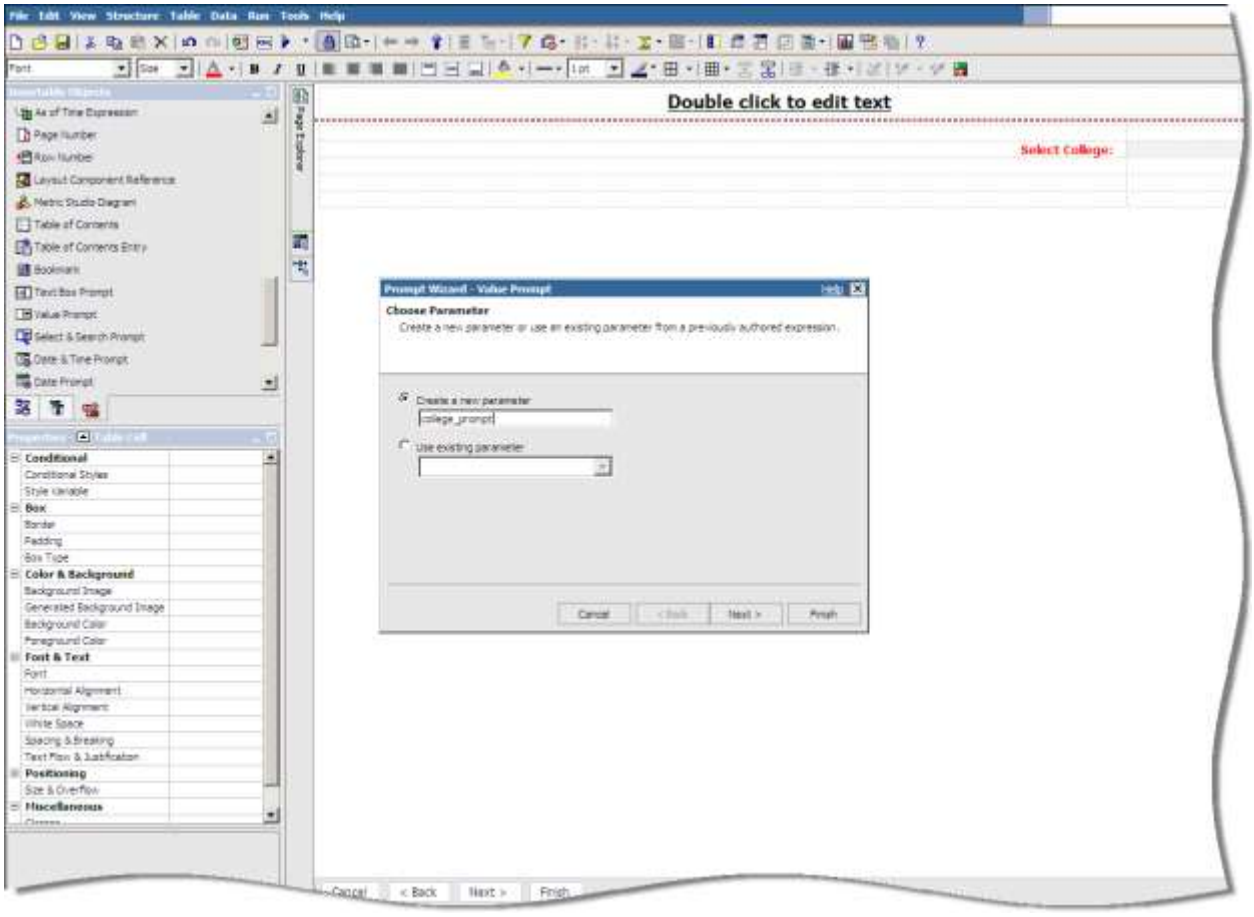
10. Select the **Toolbox** tab from the Insertable Object Pane
11. Drag **Text Item** into the second row of the first column
12. The Text Box will open
13. Enter your text, which will be the label for your prompt



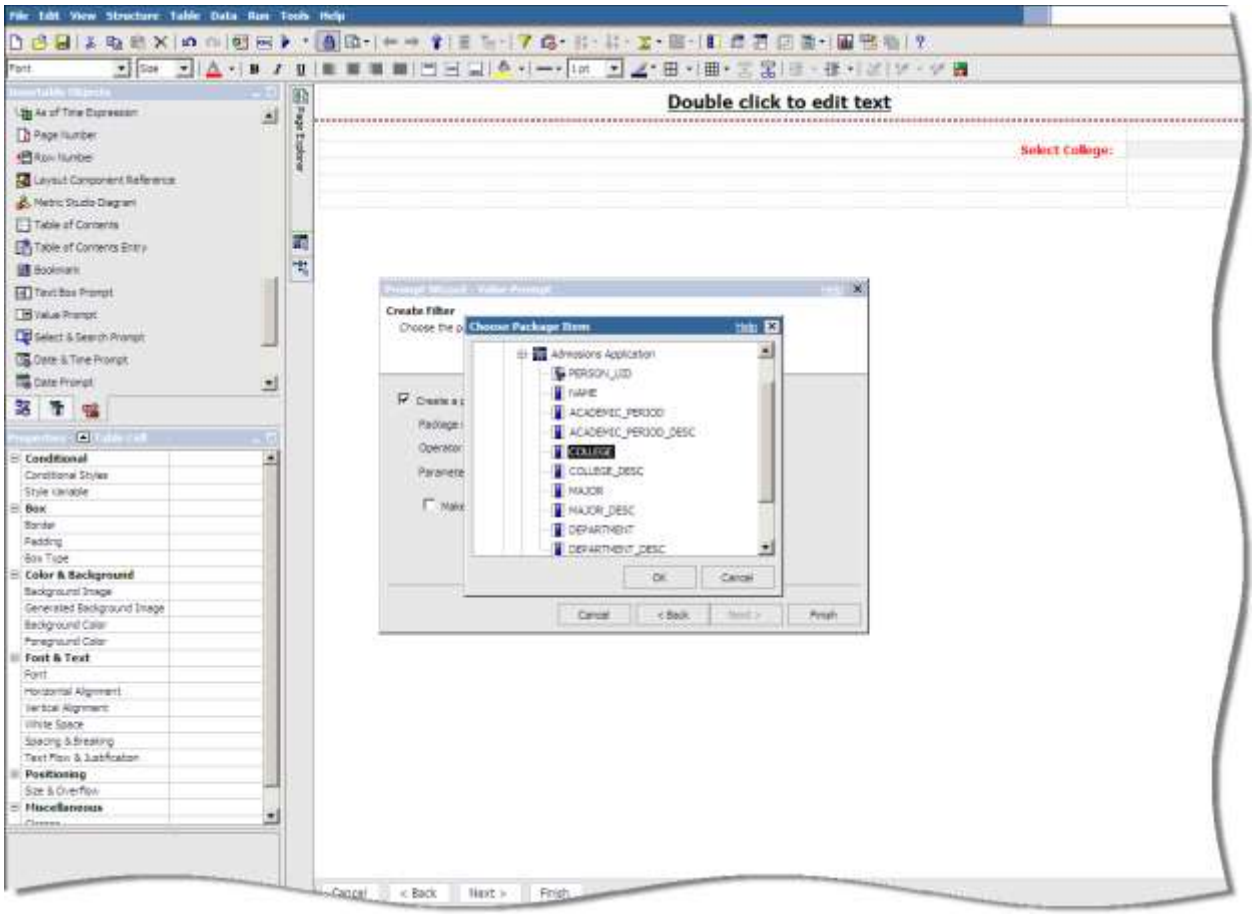
14. Make sure the entire cell is selected (not just the text)
15. Right-justify the label and format the text as you would like



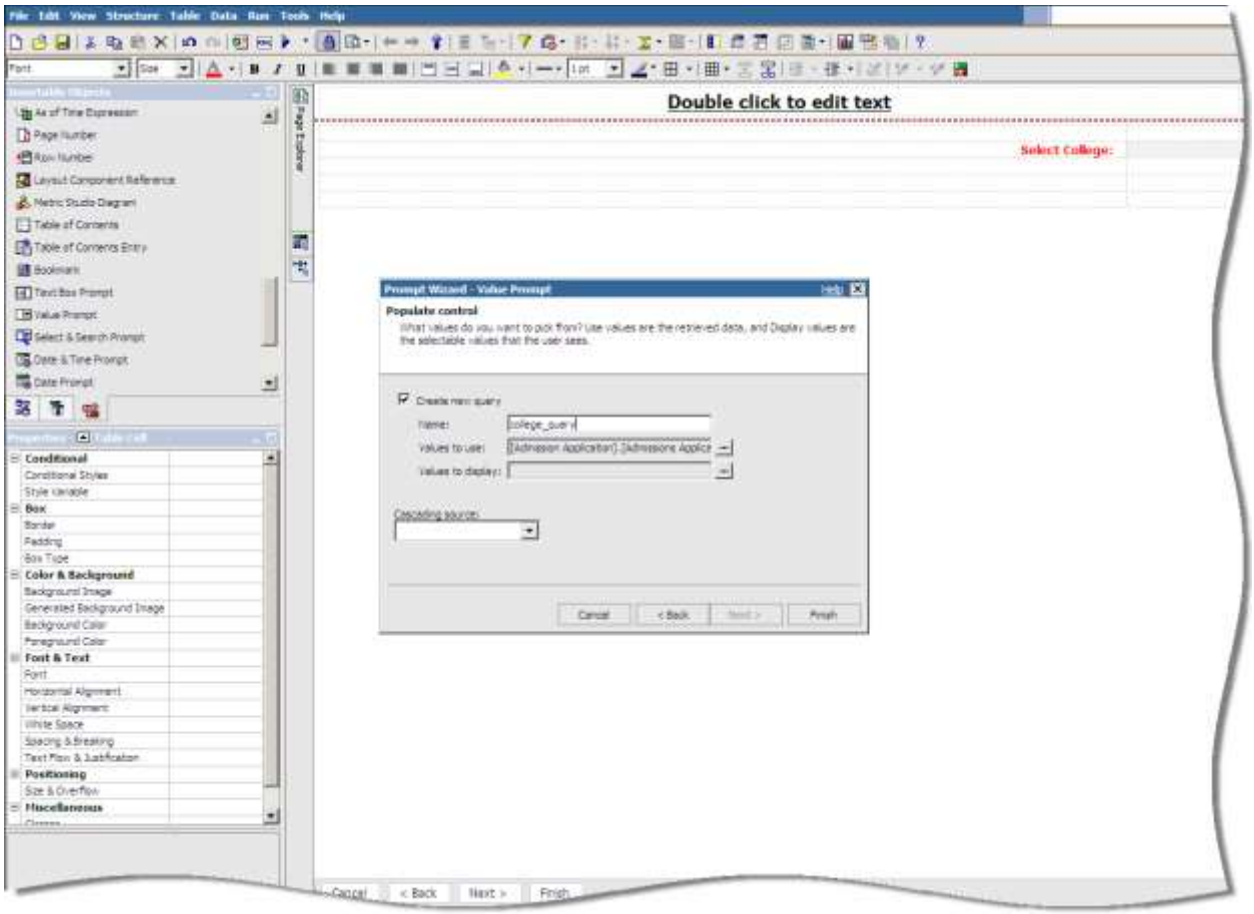
16. Drag and drop a **Value Prompt** from the toolbox tab into the cell next to the cell with the text



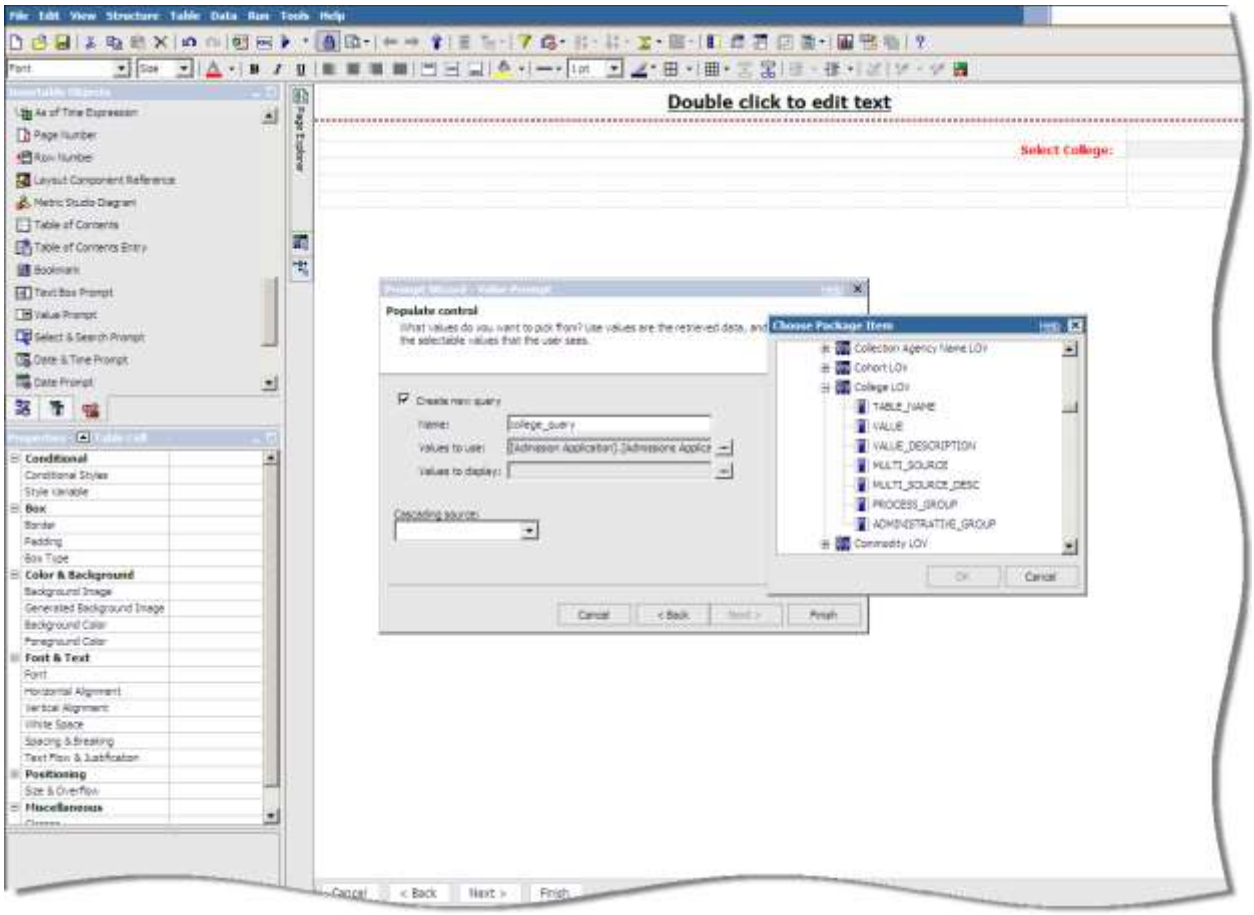
17. The Prompt Wizard will open
18. Re-name the parameter to **college_prompt**
19. Click Next



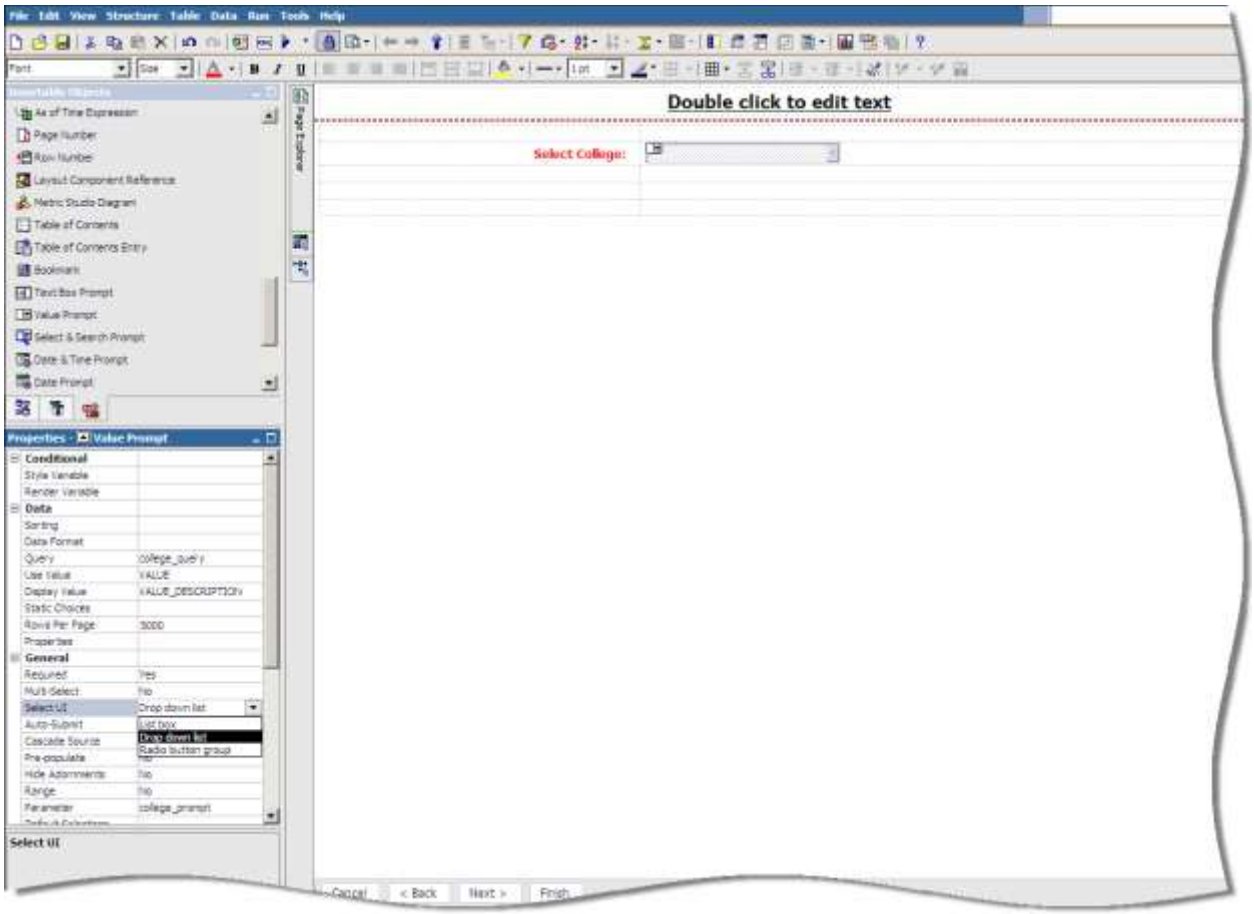
20. Select the query item from the folder structure
21. Click OK
22. Click Next



23. Change the name of the query to college_query



24. Click the button next to the **Values to use** prompt box
25. Open the **List of Values** folder
26. Open College LOV
27. Select **Value**
28. Click OK
29. Repeat steps 24-26 for **Values to display**
30. Select **Value Description**
31. Click OK
32. Click Finish



33. Your prompt is created
34. Using the **Properties Pane** format your prompt as you like, such as changing the user interface

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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