



COGNOS

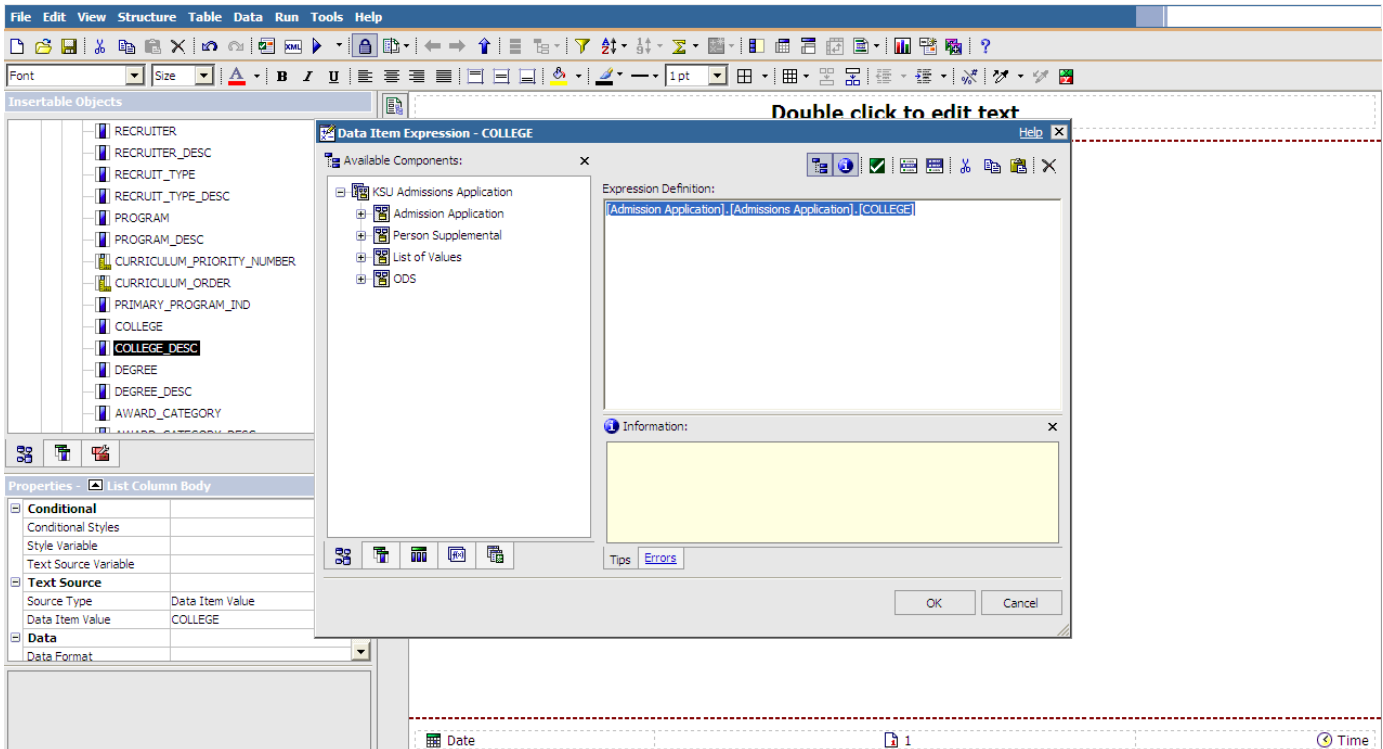
Combining the Code and Description in a Report

Cognos Report Studio allows the Report Studio author the flexibility to combine both the description and code to the report. This task is easy to perform and takes only a few minutes and the result of combining of two fields into one will make the report easier to understand for the end user - whether he or she prefers to look at the code vs. the description.

NAME	COLLEGE	COLLEGE_DESC
Jones, Albert	AC	Ashtabula Campus
Temple, Thomas		
LaRue, Virginia		
Applegate, Alexander		
Smith, Sparky		
Zimmerman, Tribune		
Simpson, Opal		
Curry, Susan		
Murphy, Arial		

Before combining the code
and the description there are
two columns

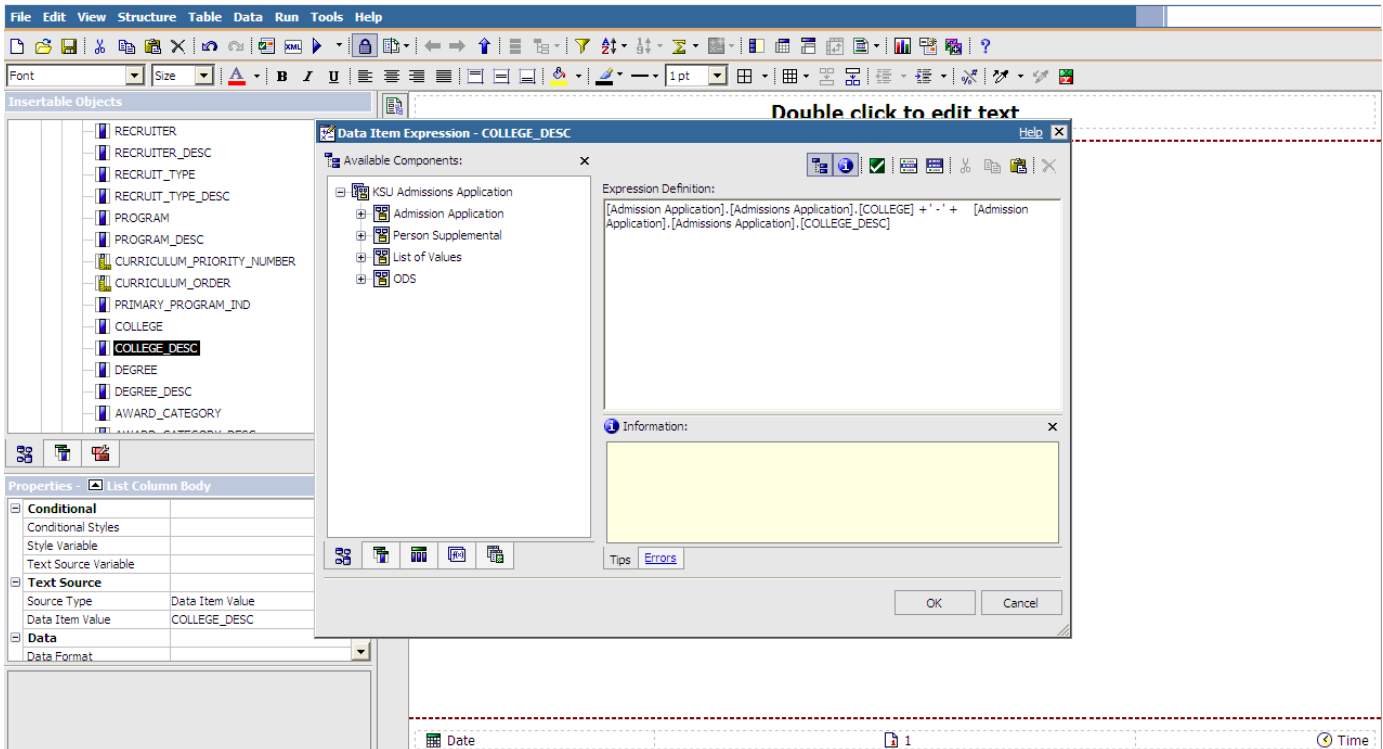
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Follow these steps to combine two fields:

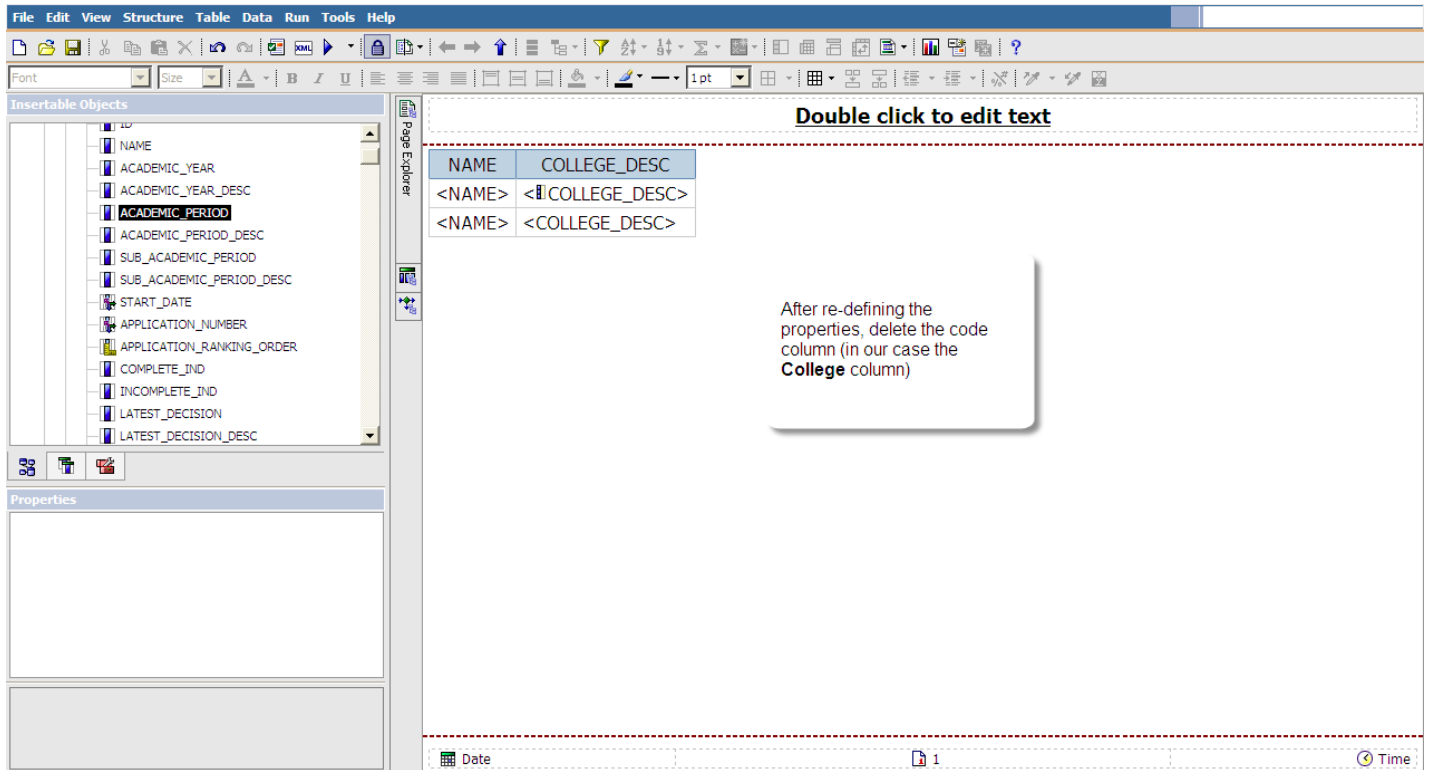
1. Open the data item for the **code**
2. Highlight and copy (**<Ctrl> C**) data item properties from the **Expression Definition** field
3. Click the **Cancel** button

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4. Open the data item for the **description**
5. Click inside the **Expression Definition** field *before* the properties of the data item
6. Enter several spaces by pressing the **<spacebar>**
7. Paste (**<Ctrl V>**) the copied data item properties
8. Type + ' - ' +
9. Click the **OK** button

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10. Highlight the column that you copied (in this case the **College** column) and delete it from the work area

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11. Run the report again and both the code and description are in the same column

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