COGNOS
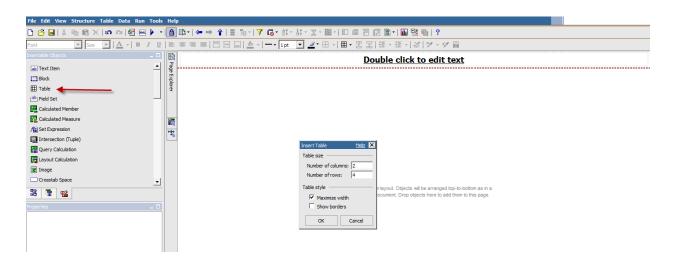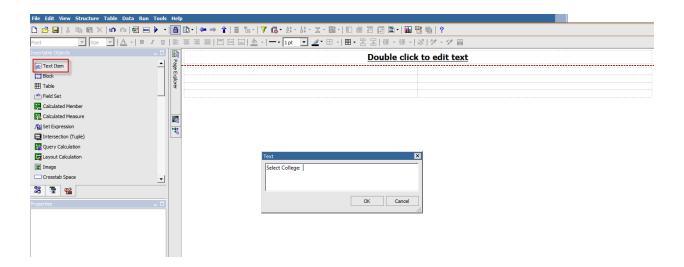# Building Cascading Prompts

With **Cascading Prompts**, the values in one prompt determine what is available in another prompt. In this example, the Major prompt is driven by what is selected in the College prompt.
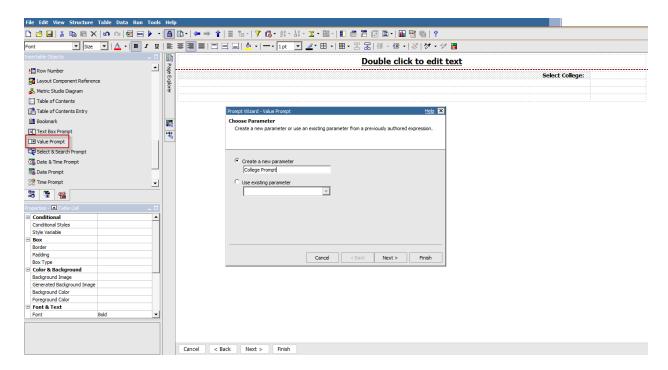

Follow these steps to build a Cascading Prompt:

1. Create a new **Prompt Page**
2. Insert a table; for our example:
    a. 2 Columns
    b. 4 Rows
3. Click the **OK** button

4.   From the toolbox table, insert a **Text Item**
5.   The **Text** dialogue box will open
6.   Enter the text
7.   Click the **OK** button
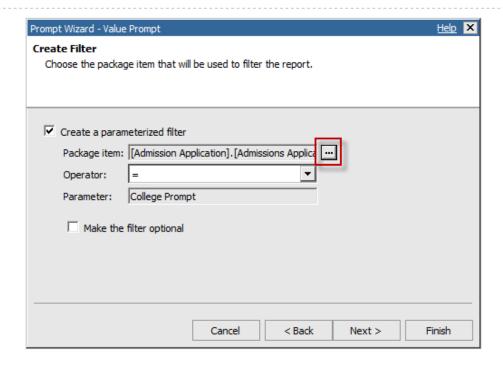

8.   Scroll down the **Insertable Objects Pane**
9.   Locate the **Value Prompt** link
10.   The **Value Prompt Wizard** will open
11.   Create a new parameter by giving it a name that will make it easy to identify. In this example
       we will name it **College Prompt**.
12.   Click the **Next>** button

13. Select the **Package item** for the prompt by clicking the **display and select** icon ⊡. In this example, we are using **College_Desc**.
14. Select the **Next>** button
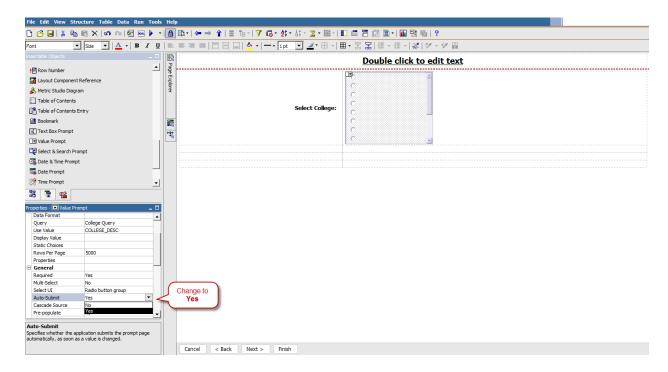
15.   Rename the Name to College Query
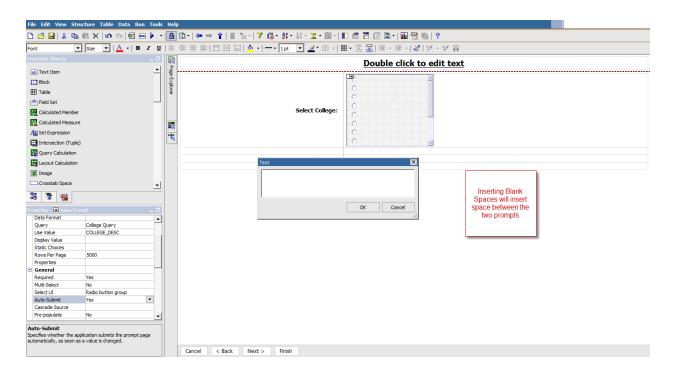16.   Click the **Finish** button

17. From the **Properties** pane, click inside the **Select UI** item and select **Radio button group**
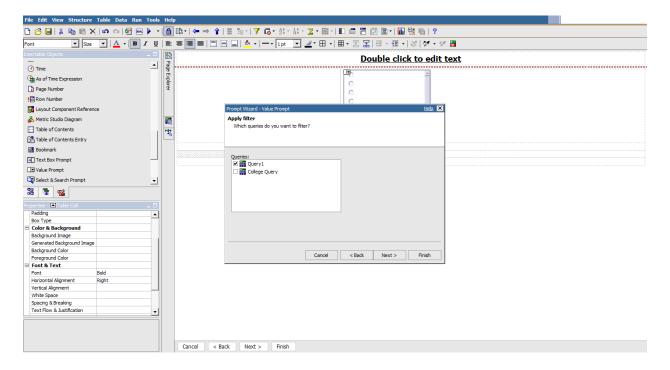18. The **value prompt** format will change from a drop down list to radio buttons

19. From the **Properties** pane, click inside the **Auto-Submit** item and select **Yes**

20. Insert a **Text Item** into the second row of the first column
21. The Text Item box will open
22. Insert a few spaces
23. Click **OK**

24. Insert a **Text Item** into the second row of the second column
25. The Text Item box will open
26. Insert a few spaces
27. Click **OK**

28. Create the second prompt for **Major** in row 3
29. When the **Apply** Filter opens, keep the default value (don't change the selected item)
30. Click the **Next>** button

31. Select the **Cascading source** drop down list
32. Select **College Prompt**
33. Click the **Finish** button

34. From the **Properties** pane, click inside the **Select UI** item and select **Radio button group**
35. The **value prompt** format will change from a drop down list to radio buttons

Select College:

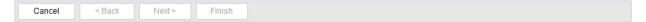- ○ Ashtabula Campus
- ○ Coll of Appl Eng/Sustain/Tech
- ○ Coll of Arch and Env Design
- ● Coll of Ed Health Human Svcs
- ○ College of Arts and Sciences
- ○ College of Business Admin
- ○ College of Comm and Info
- ○ College of Education

Only the majors for the college display

Select Major:

- ○ Athletic Training
- ○ Early Childhood Education
- ○ Educ Admin-K-12 Leadership
- ○ Instructional Technology
- ○ Life Science
- ○ Community Health Education
- ○ International Higher Education
- ○ CI - Jr High/Middle School

| Cancel | < Back | Next > | Finish |

36. Click the **Run Report** icon ▷
37. Make your selection from the first value prompt by clicking a **Radio Button**
38. The values in the second value prompt then only display the values that are available based on your selection from value prompt one - in this example, we selected College of Education, Health and Human Services, and therefore the only majors that will display are in that college.

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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