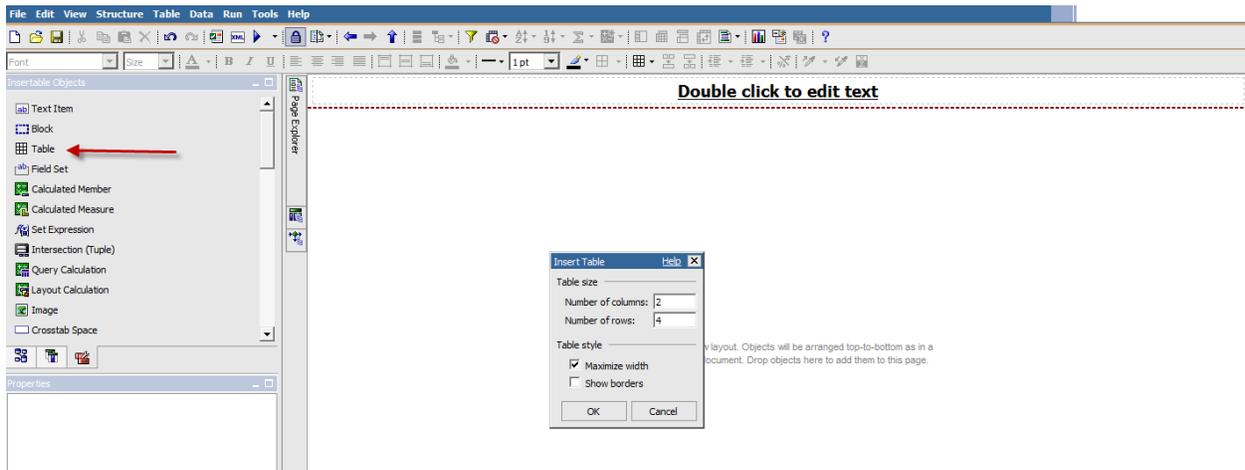


## Building Cascading Prompts



## COGNOS Building Cascading Prompts

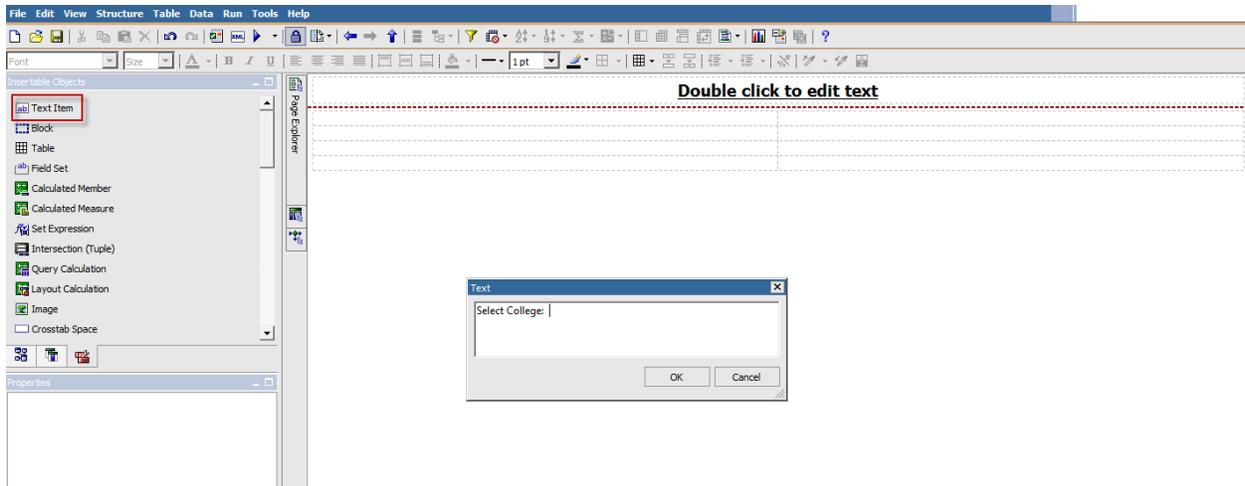
With **Cascading Prompts**, the values in one prompt determine what is available in another prompt. In this example, the Major prompt is driven by what is selected in the College prompt.



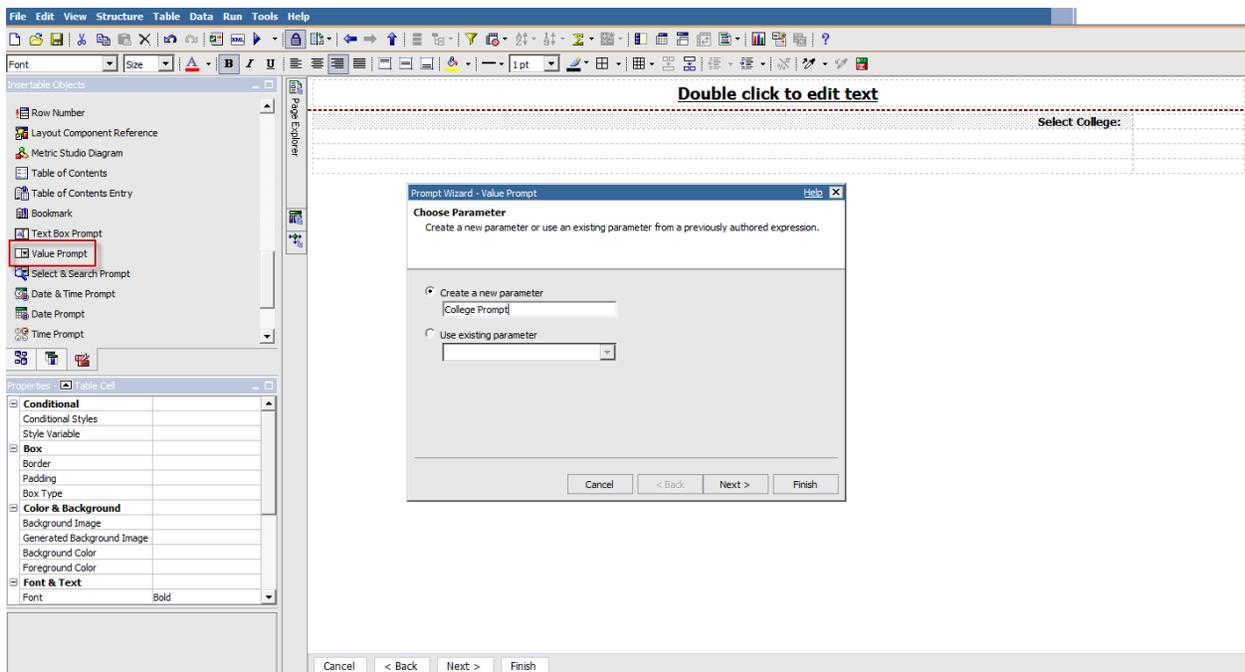
Follow these steps to build a Cascading Prompt:

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

## Building Cascading Prompts



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

## Building Cascading Prompts

Prompt Wizard - Value Prompt Help ×

**Create Filter**  
Choose the package item that will be used to filter the report.

Create a parameterized filter

Package item: [Admission Application].[Admissions Applica ...

Operator: =

Parameter: College Prompt

Make the filter optional

Cancel < Back Next > Finish

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

## Building Cascading Prompts

Prompt Wizard - Value Prompt Help ×

**Populate control**

What values do you want to pick from? Use values are the retrieved data, and Display values are the selectable values that the user sees.

Create new query

Name:

Values to use:  ...

Values to display:  ...

Cascading source:

15. Rename the Name to College Query
16. Click the **Finish** button

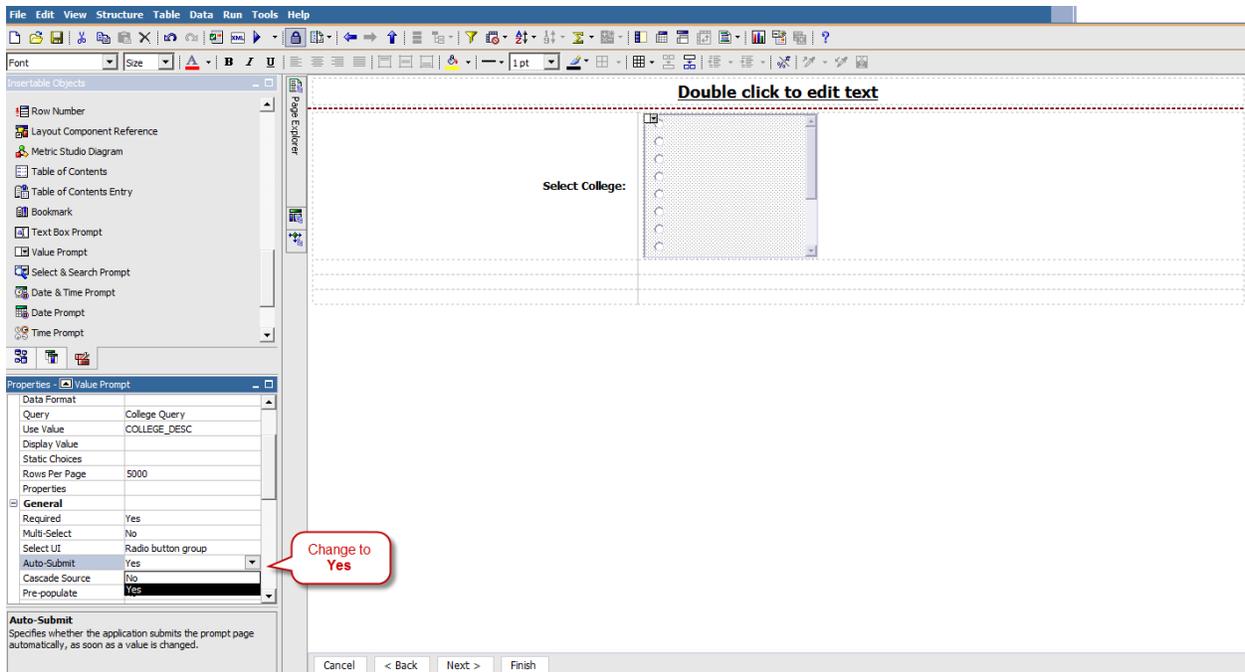
## Building Cascading Prompts

The screenshot displays a software interface for configuring a 'Value Prompt'. The main window shows a form with a label 'Select College:' and a list of radio buttons. The 'Properties' pane on the left is open, showing the 'Select UI' dropdown set to 'Radio button group'. A callout bubble points to this dropdown with the text 'Change the UI to Radio button group'. The 'Properties' pane also shows other settings like 'Conditional', 'Data', and 'General'.

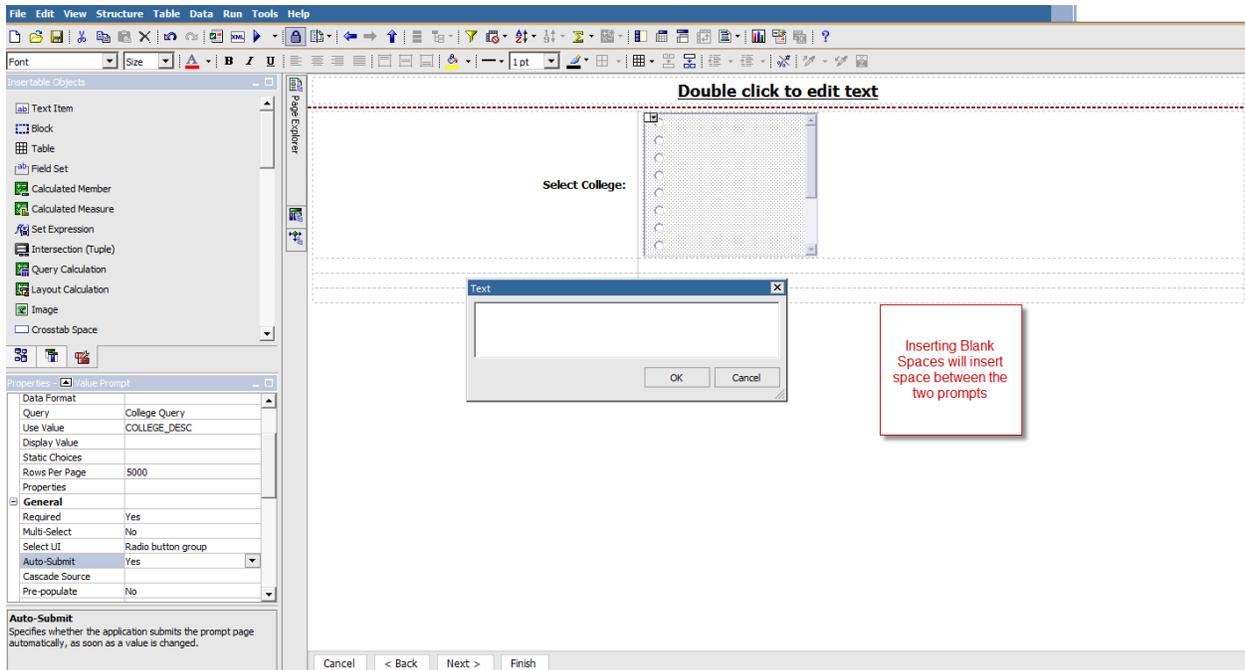
Properties - Value Prompt	
<b>Conditional</b>	
Conditional Styles	
Style Variable	
Render Variable	
<b>Data</b>	
Sorting	
Data Format	
Query	College Query
Use Value	COLLEGE
Display Value	COLLEGE_DESC
Static Choices	
Rows Per Page	5000
Properties	
<b>General</b>	
Required	Yes
Multi-Select	No
Select UI	Radio button group
Auto-Submit	List box
Cascade Source	Drop down list
Pre-populate	Radio button group
Hide Adornments	No
Range	No

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

## Building Cascading Prompts



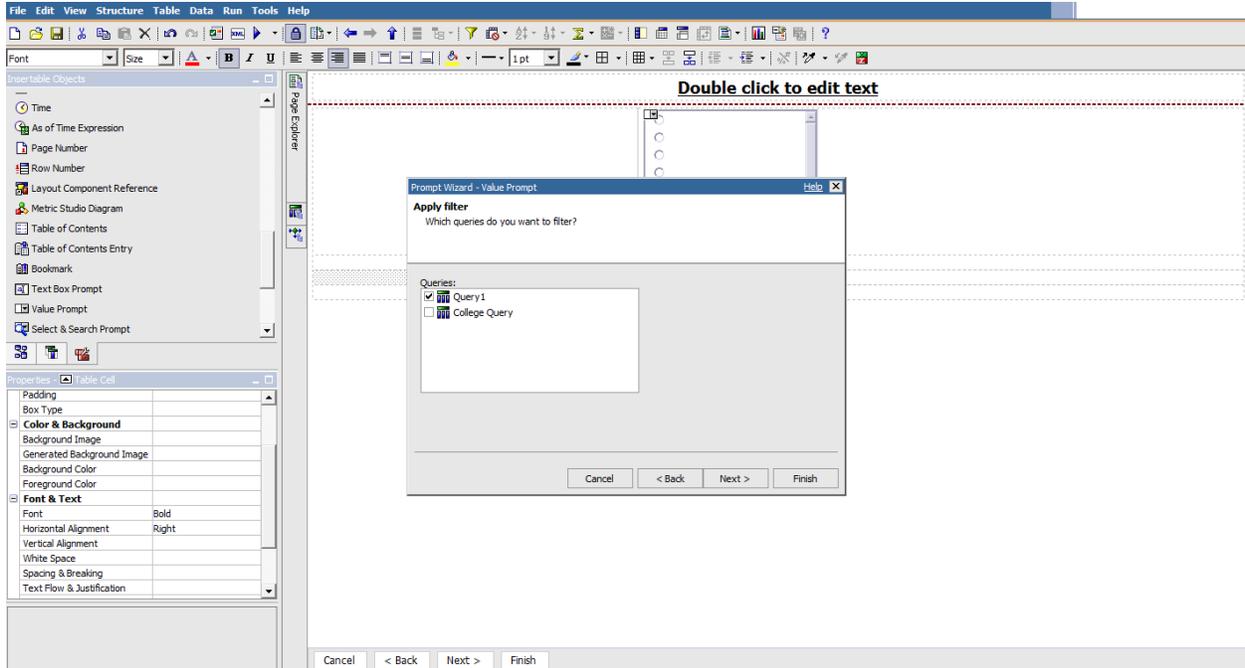
19. From the **Properties** pane, click inside the **Auto-Submit** item and select **Yes**



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**

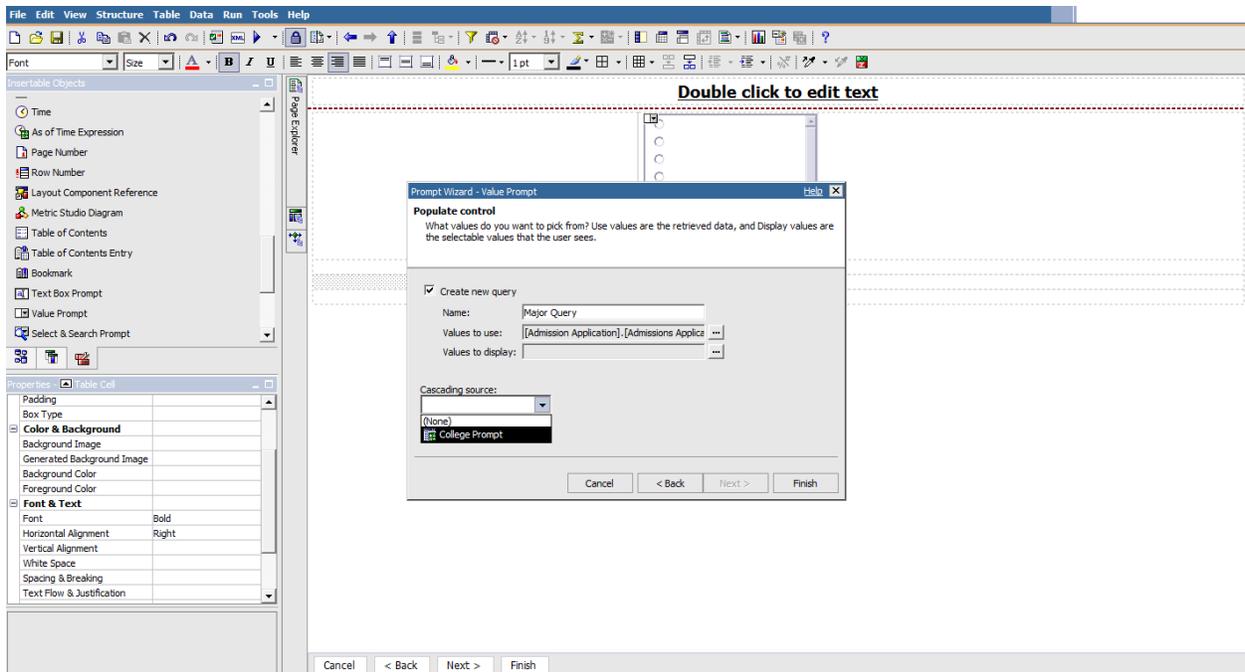
## Building Cascading Prompts

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

## Building Cascading Prompts



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

## Building Cascading Prompts

The screenshot shows a software interface with a menu bar (File, Edit, View, Structure, Table, Data, Run, Tools, Help) and a toolbar. On the left, there is an 'Insertable Objects' pane and a 'Properties - Value Prompt' pane. The main area displays a form with two radio button groups. The first group is labeled 'Select College:' and the second is labeled 'Select Major:'. A callout bubble points to the 'Select UI' property in the 'Properties' pane, which is set to 'Radio button group'. The 'Properties' pane also shows other settings like 'Conditional', 'Data', and 'General'.

Properties - Value Prompt	
<b>Conditional</b>	
Conditional Styles	
Style Variable	
Render Variable	
<b>Data</b>	
Sorting	
Data Format	
Query	Major Query
Use Value	MAJOR
Display Value	MAJOR_DESC
Static Choices	
Rows Per Page	5000
Properties	
<b>General</b>	
Required	Yes
Multi-Select	No
Select UI	Radio button group
Auto-Submit	No
Cascade Source	College Prompt
Pre-populate	No
Hide Adornments	No
Range	No

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

## Building Cascading Prompts

**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

**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

Only the majors for the college display

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.

## Building Cascading Prompts

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



[www.kent.edu/is/training](http://www.kent.edu/is/training)

[istraining@kent.edu](mailto:istraining@kent.edu)

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