

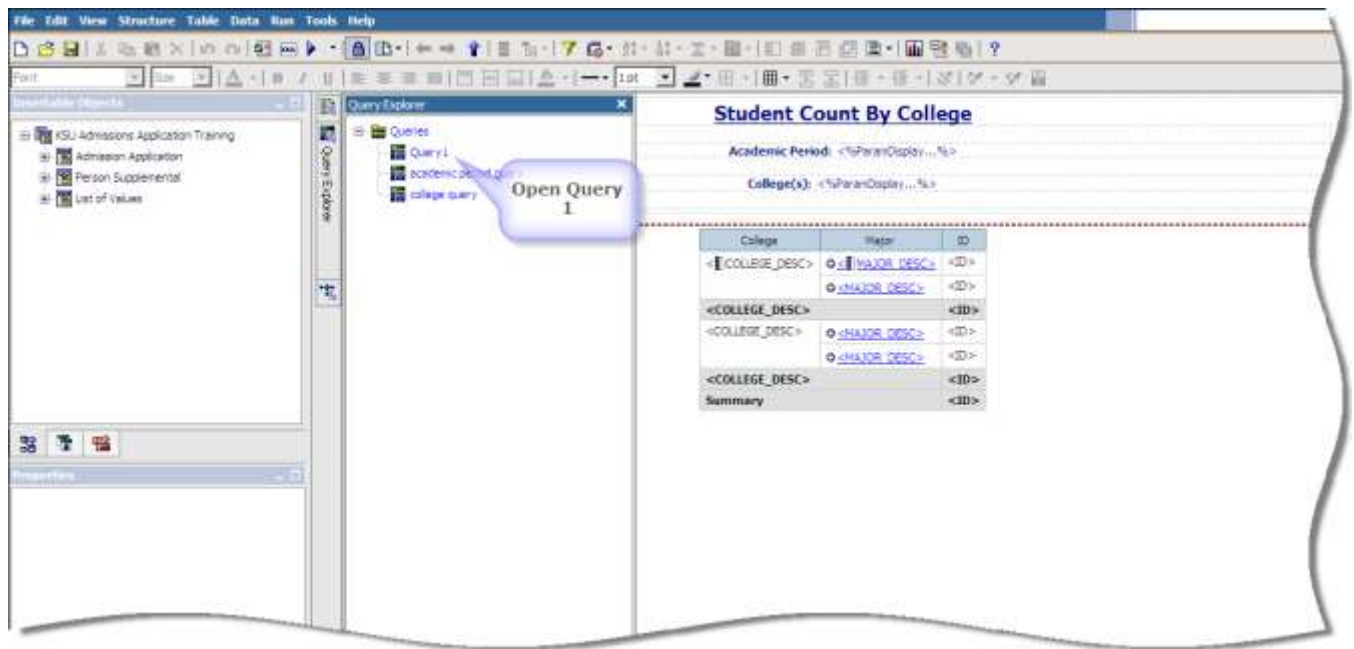


COGNOS

Changing Sort Order

There may be times when creating a report that you do not want the standard ascending or descending sort orders. With Cognos, you can customize your sort order in a few simple steps.

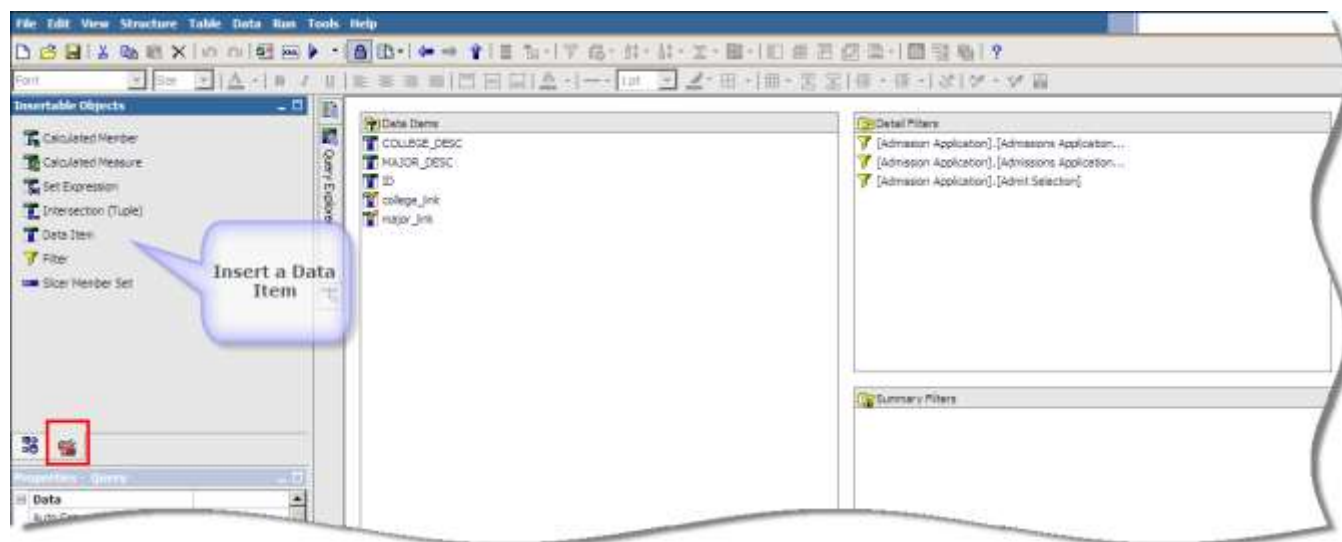
In our example, we are going to copy a **Case Statement** from another report and paste it into our new report to create our custom sort and will change the order that colleges will appear.




Steps:

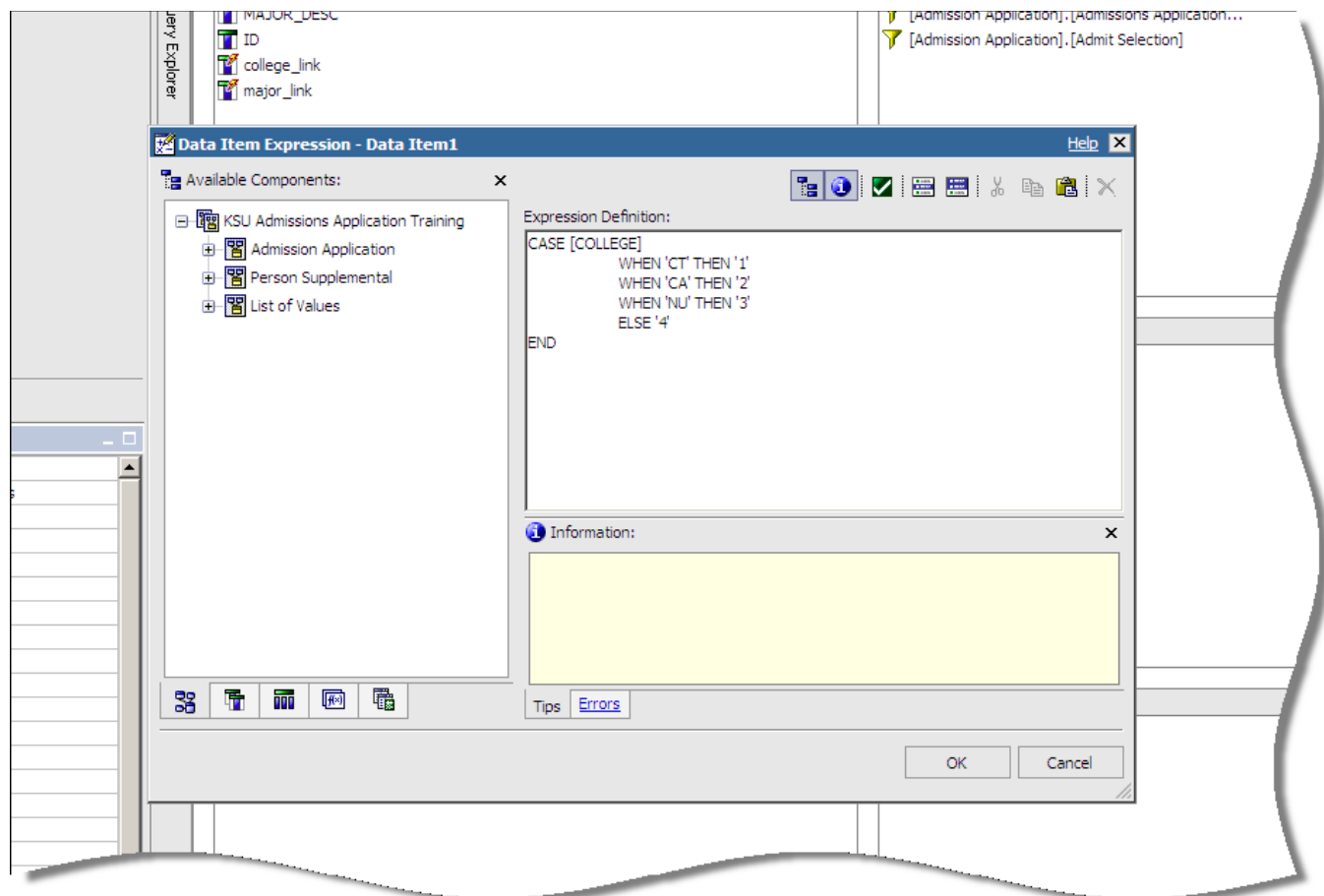
1. Locate the **Case Statement** you want to use in your report and copy it (highlight entire statement, click Ctrl+C)
2. Open your report
3. Place cursor over the Query Explorer
4. Open **Query 1**

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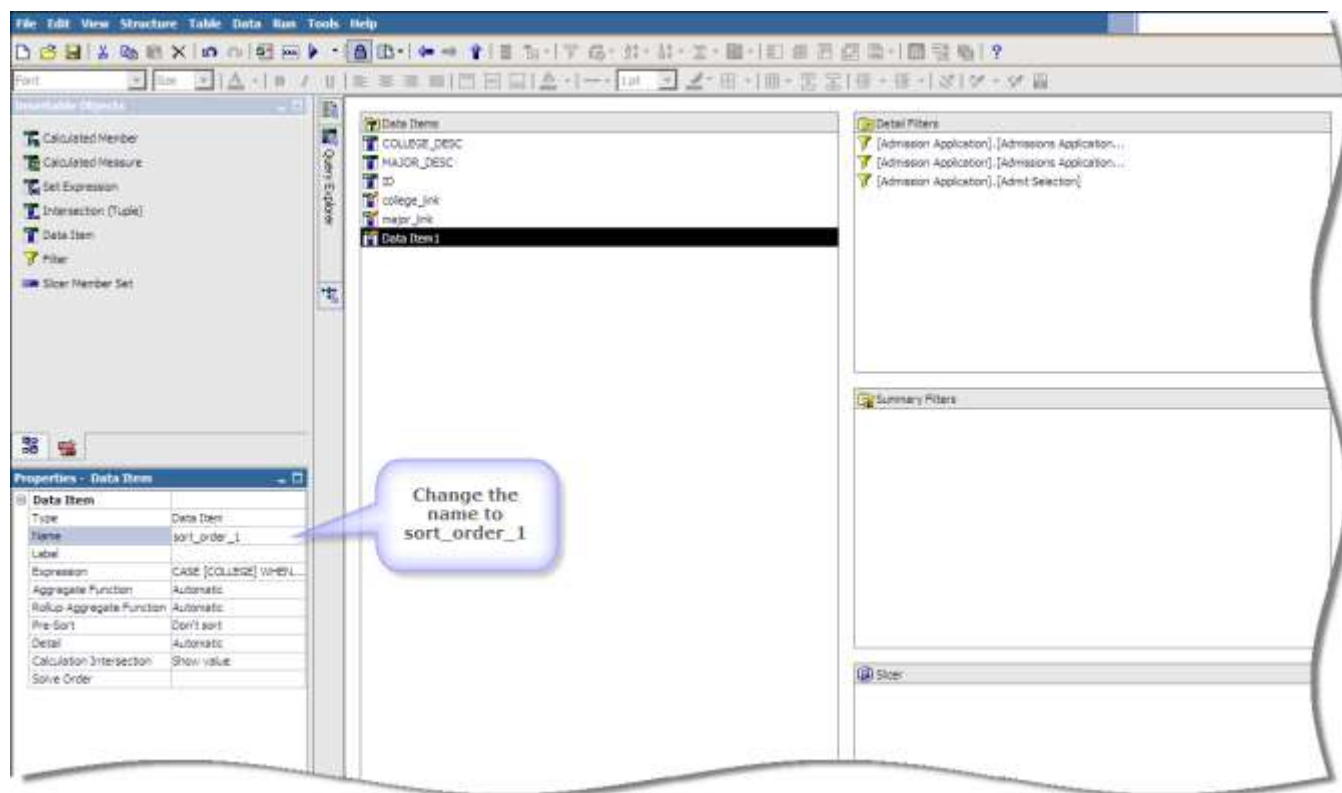
5. Click the **Toolbox**  tab from the Insertable Objects Pane
6. Double click on **Data Item**
7. The **Data Item Expression** window will open

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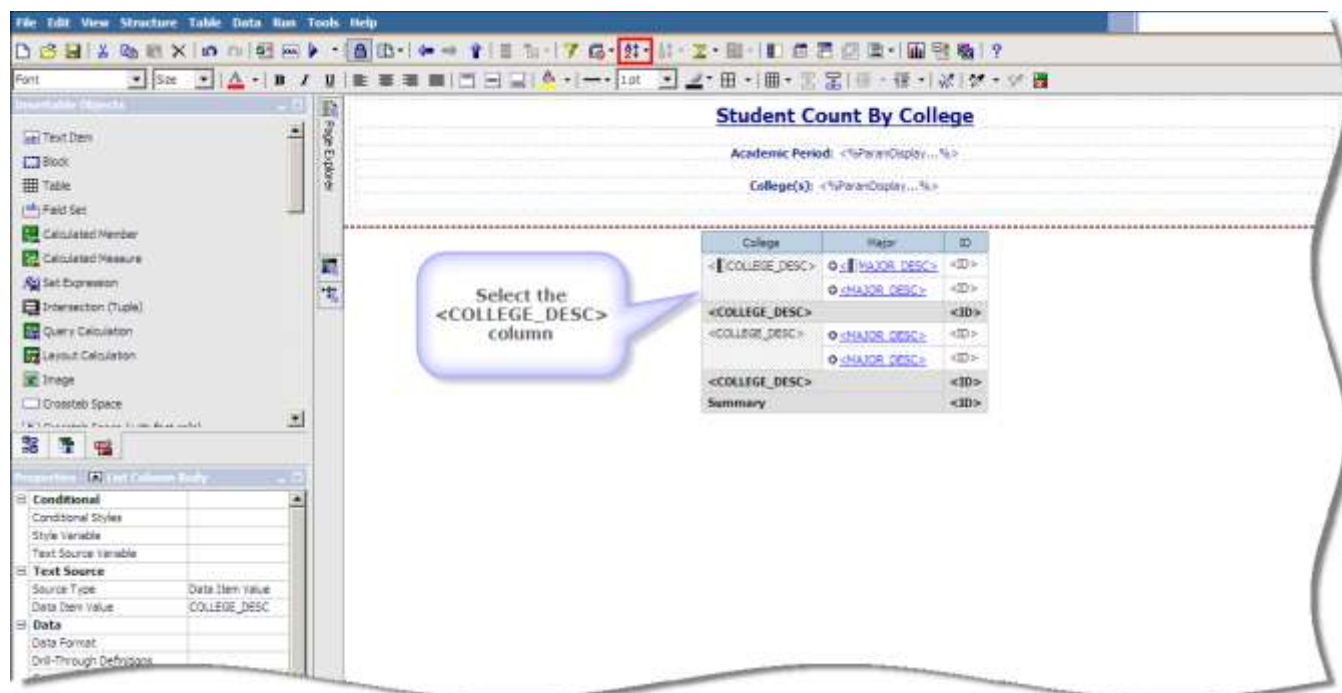
8. Click inside the **Expression Definition** field and paste the Case Statement (Ctrl+V)
9. Click OK

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10. With the new Data Item still highlighted change the name to **sort_order_1** in the **Name** field inside the Properties Pane

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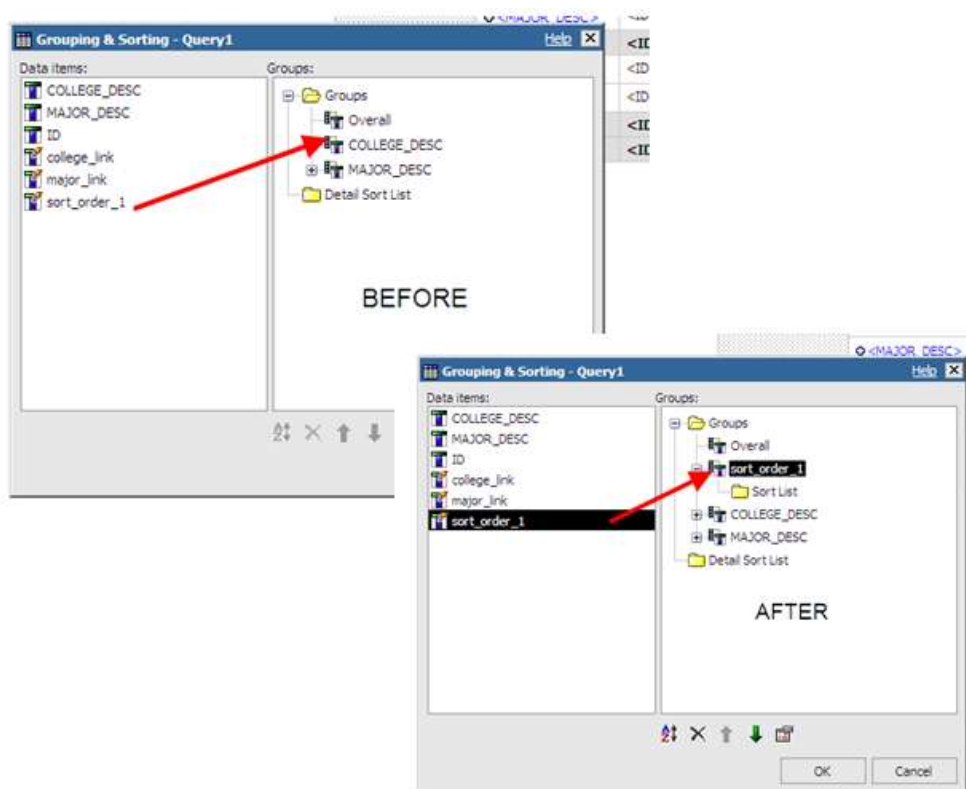
11. Select the <COLLEGE_DESC> column by clicking inside the column

12. Click the **Sort**  icon from the toolbar



13. Select **Advanced Sorting**

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14. Select **sort_order_1**
15. Drag it into the Groups window on the right ABOVE **COLLEGE_DESC**
16. Click OK
17. Run your report

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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).



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