

COGNOS Creating Condensed List Reports

With Cognos, you can create a condensed list report. A condensed list report is a report where two (2) or more data items are in a single cell.

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	island, Silageyie H.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin	
	Adams, Organ N.	College: Ashtabula Campus Major: Fre-Nursing Department: Nursing	The data items are in a single cell
	word, samph 4.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin	
	Wown, Rabert PL	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin	
	Hap, Simer 3.	College: Ashtabula Campus Major: Hospitality Management Department: Foundations Leadership Admin	
	HIS/ALCHORE.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin	
	appertieller, Zou S.	College: Ashtabula Campus Major: Fre-Physical Therapy Assisting Department: Health Sciences	
	white the second s	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin	
	# silet, 29Y-O.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin	
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Steps:

- Create a basic list report including any filters or prompt pages (our example filters on [Admission Application].[Admissions Application].[ACADEMIC\_PERIOD] = '201080' and the pre-defined filter of Admit Selection)
- 2. Select the **Unlock** icon from the toolbar
- 3. The icon with change to unlocked
- 4. Select the Toolbox tab from the Insertable Object Pane

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- Select the Table object and drag it inside the COLLEGE\_DESC column to the right of <COLLEGE\_DESC> (look for the flashing line)
- 6. Change your table size to 1 column and 3 rows
- 7. Click OK

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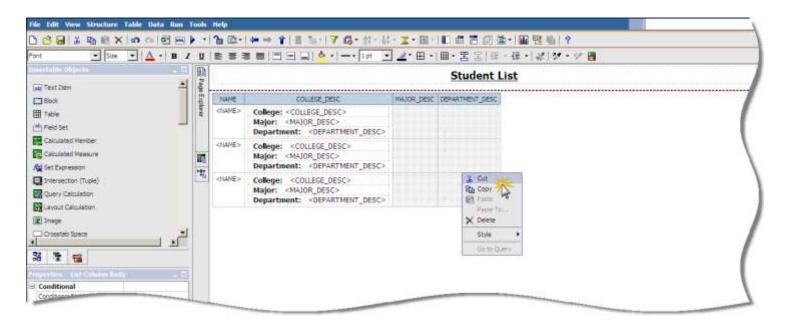
8. The table will be inserted into the COLLEGE\_DESC cell

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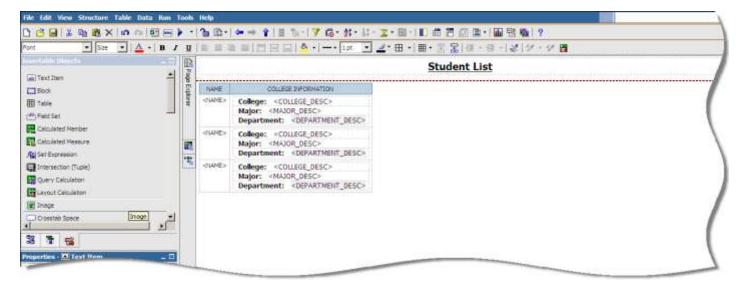
- 9. Drag <COLLEGE\_DESC> into the first cell of the table
- 10. Continue with <MAJOR\_DESC> in the second cell
- 11. Finish with <DEPARTMENT\_DESC> in the third cell

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- 12. Select the Text Item from the Toolbox tab
- 13. Drag it in front of <COLLEGE\_DESC>
- 14. The **Text** window will open
- 15. Enter a **space**
- 16. Type College:
- 17. Enter two spaces
- 18. Click OK
- 19. Continue Steps 12 18 typing the words Major and Department for the corresponding items



- 20. Ctrl+click inside the MAJOR\_DESC and DEPARTMENT\_DESC columns
- 21. Right click inside the selected area
- 22. Select Cut



- 23. Change the COLLEGE\_DESC column heading to COLLEGE INFORMATION
- 24. Select the **Lock b** icon on the toolbar
- 25. Run your report

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



www.kent.edu/is/training istraining@kent.edu

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