



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.

Cognos Viewer - Condensed List Report Sample

Murphy, Francine Log Off

Keep this version

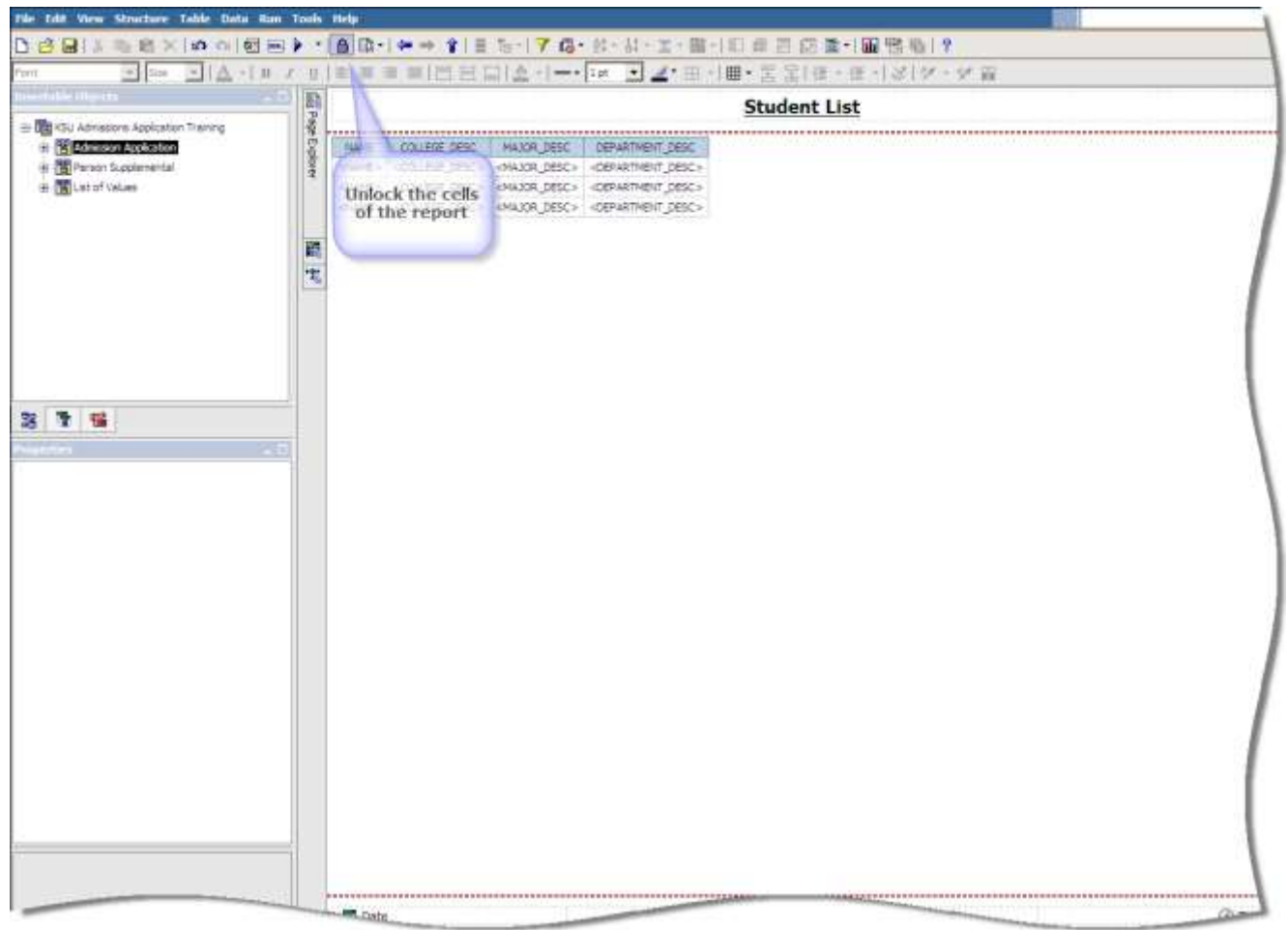
Add this report

Student List



NAME	COLLEGE INFORMATION
Adams, Brian M.	College: Ashtabula Campus Major: CAD/Design Technology Department: Technology
Adams, Margaret M.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, Kristin M.	College: Ashtabula Campus Major: Pre-Nursing Department: Nursing
Adams, Joseph M.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, Robert M.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, James J.	College: Ashtabula Campus Major: Hospitality Management Department: Foundations Leadership Admin
Adams, Crystal S.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, Eric M.	College: Ashtabula Campus Major: Pre-Physical Therapy Assisting Department: Health Sciences
Adams, Lauren M.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, Janyce	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, Emma M.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, Ashley M.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin
Adams, Rachel M.	College: Ashtabula Campus Major: Early Admission - Dual Program Department: Regional Campus Admin

The data items are in a single cell

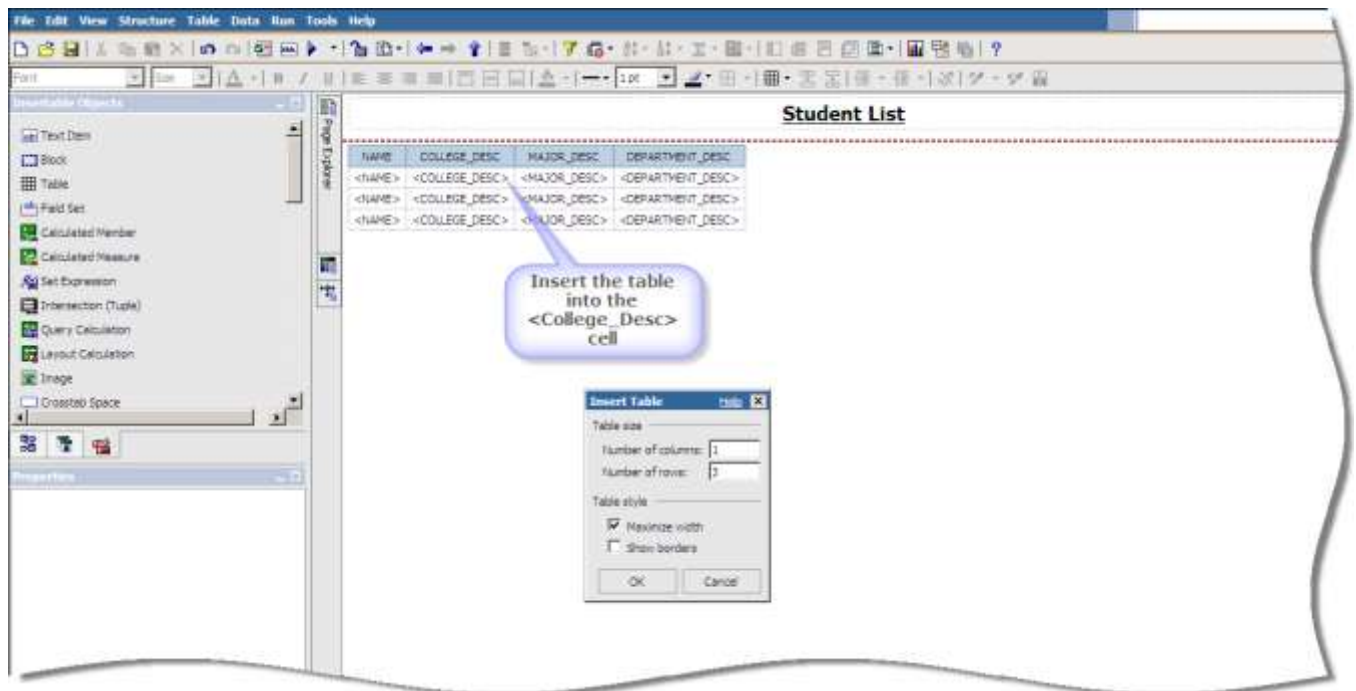
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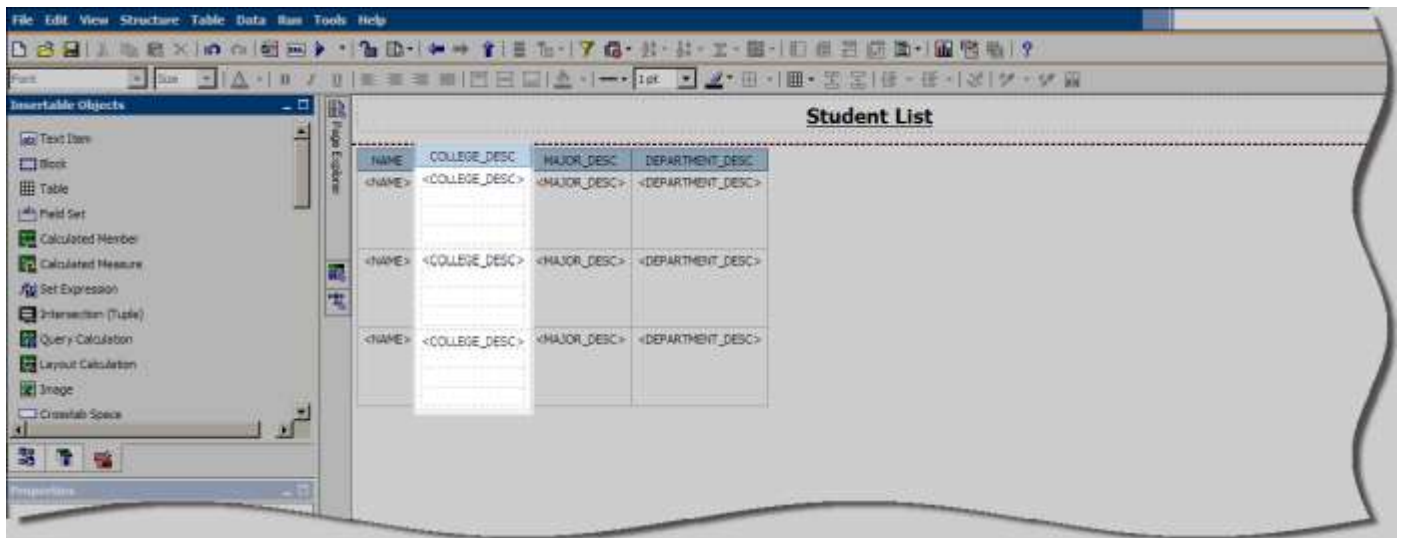
Steps:

1. 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 will change to unlocked 
4. Select the Toolbox tab from the Insertable Object Pane

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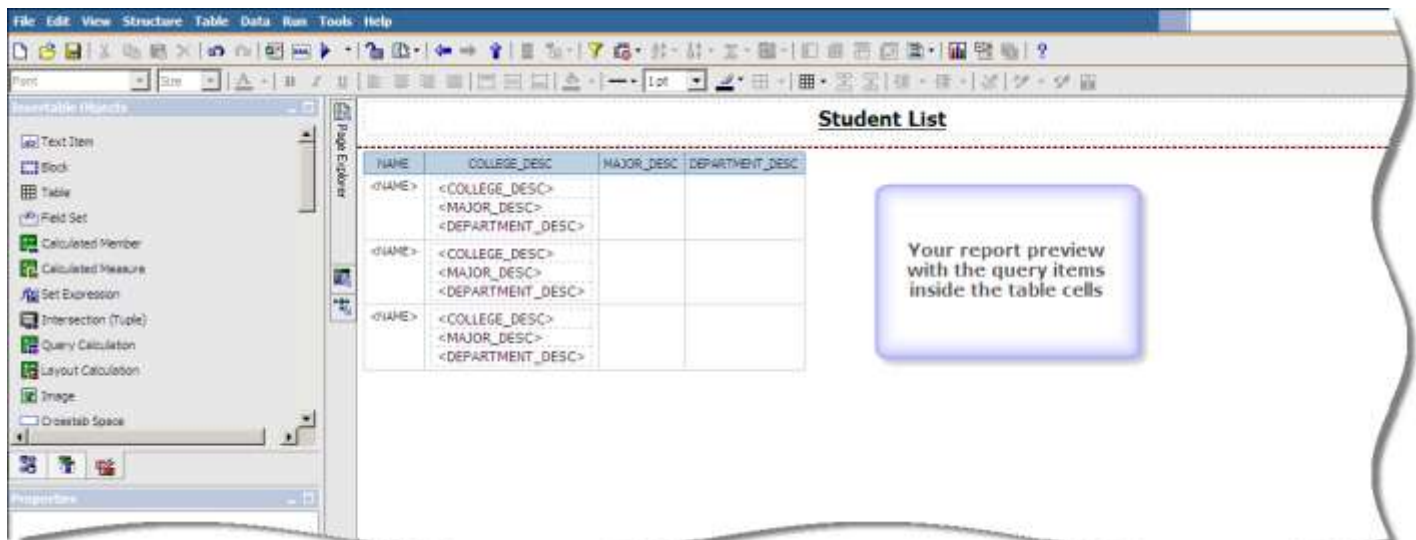


5. Select the **Table** object and drag it inside the COLLEGE_DESC column **to the right of** <COLLEGE_DESC> (look for the flashing line)
6. Change your table size to 1 column and 3 rows
7. Click OK

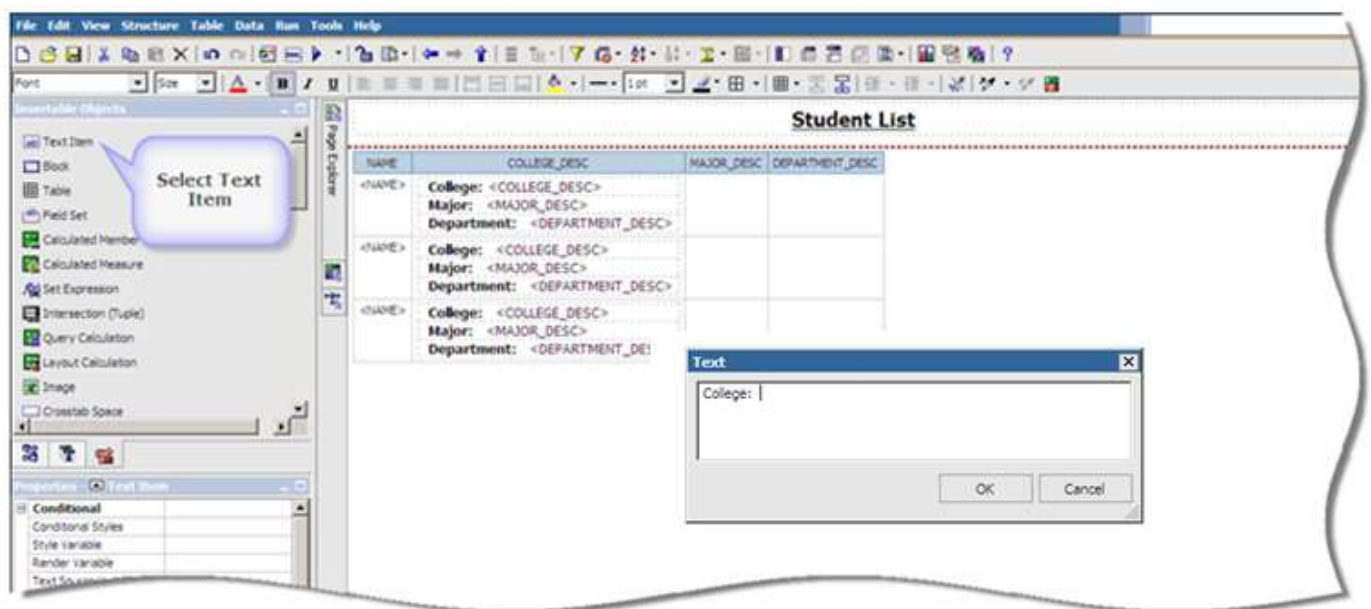


8. The table will be inserted into the COLLEGE_DESC cell

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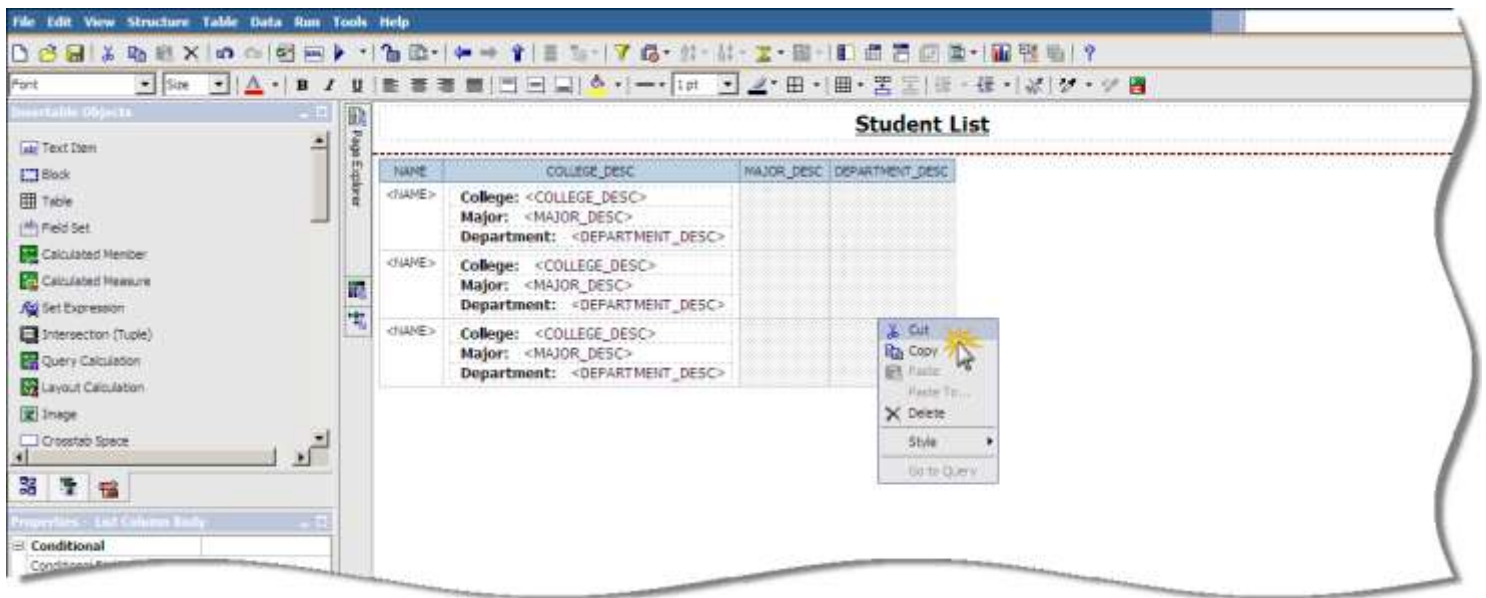


9. Drag <COLLEGE_DESC> into the first cell of the table
10. Continue with <MAJOR_DESC> in the second cell
11. Finish with <DEPARTMENT_DESC> in the third cell

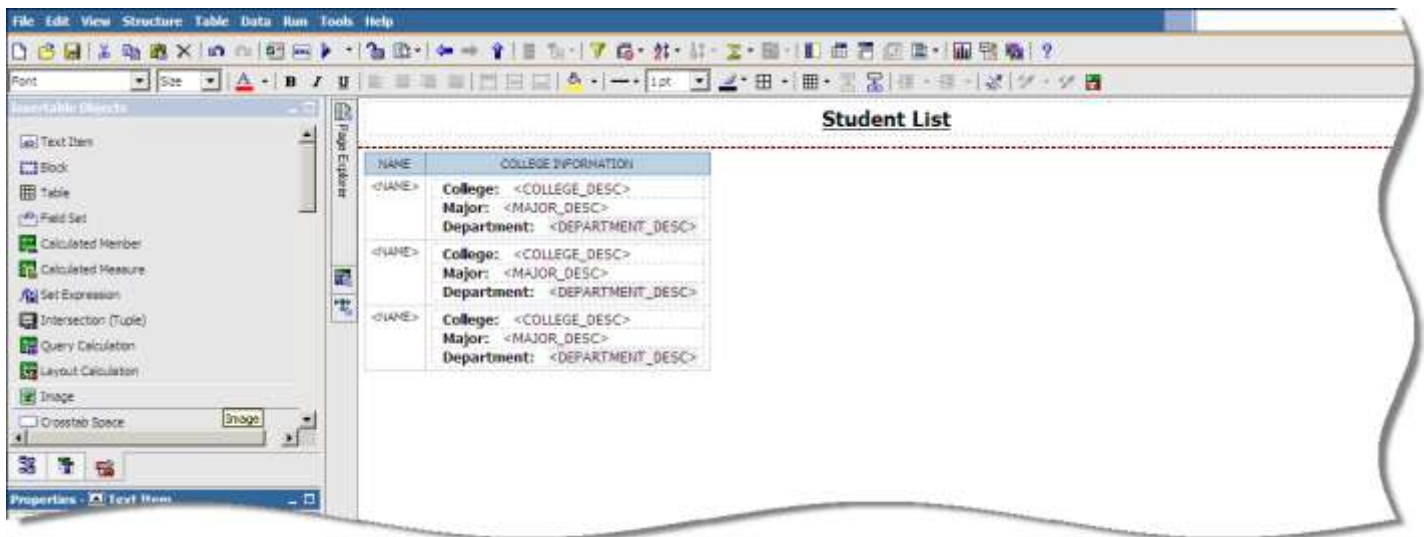



12. Select the **Text Item** from the Toolbox tab
13. Drag it in front of <COLLEGE_DESC>
14. The **Text** window will open
15. Enter a **space**
16. Type **College:**
17. Enter two **spaces**
18. Click OK
19. Continue Steps 12 - 18 typing the words **Major** and **Department** for the corresponding items

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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**  icon on the toolbar
25. 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).



www.kent.edu/is/training

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