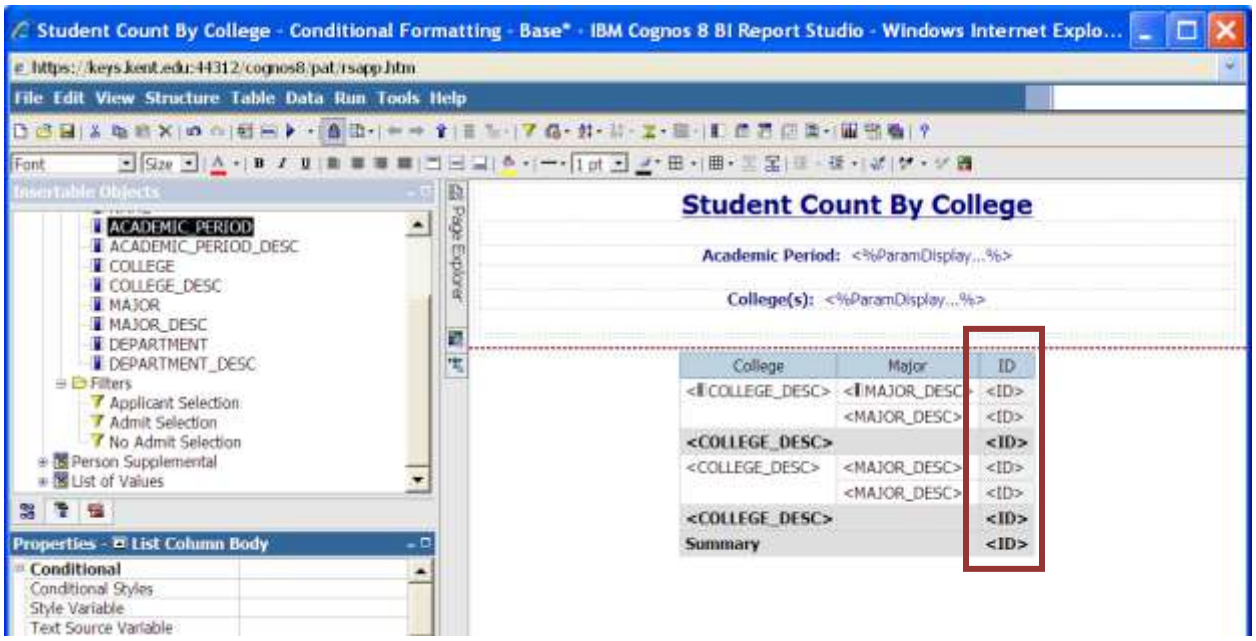
KENT STATE UNIVERSITY
IS TECHNICAL TRAINING

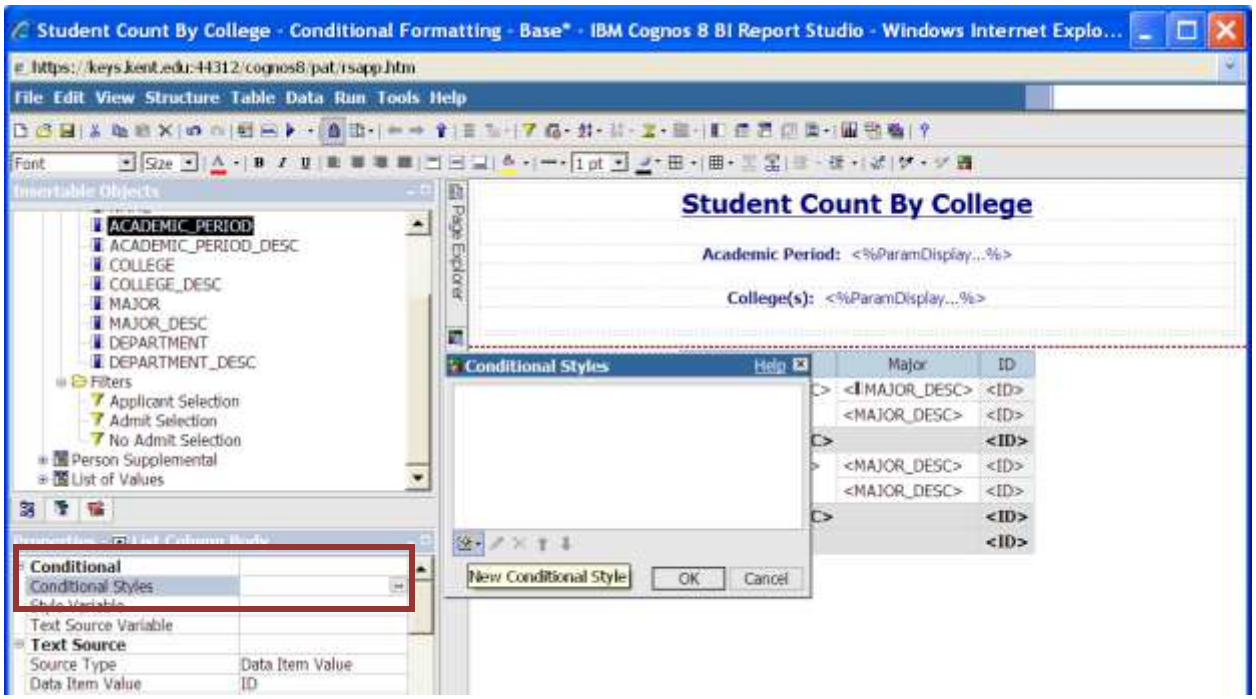
COGNOS

Conditional Formatting

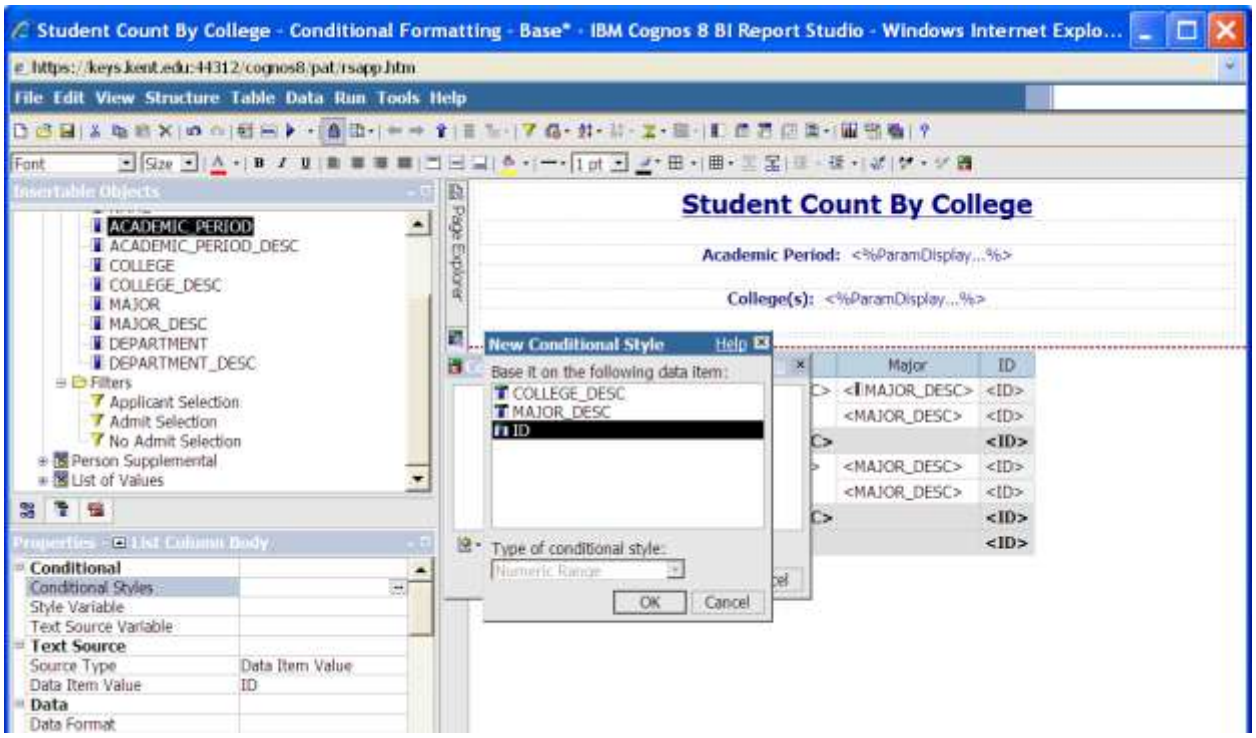
Cognos allows you to insert Conditional Formatting to your report. Conditional Formatting specifies the conditions and styles that will be used for objects, such as highlighting a number that meets the condition.



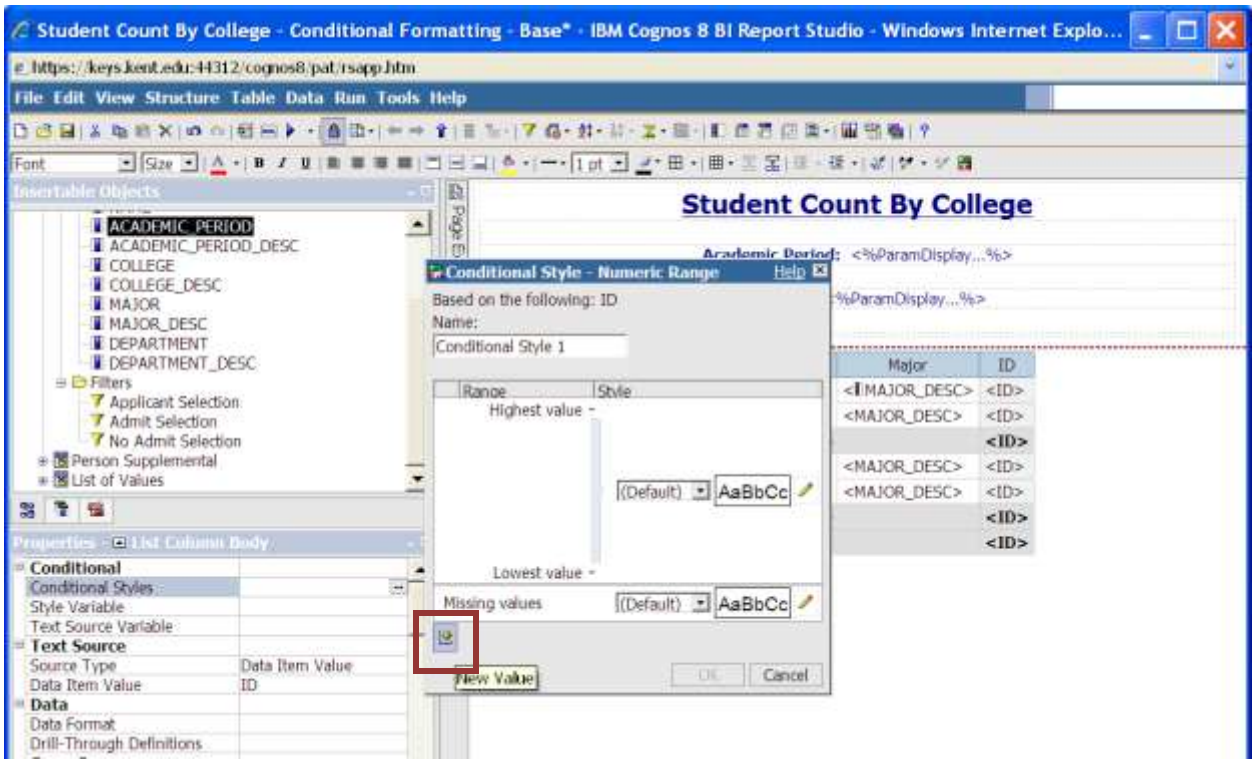
1. Highlight **ID**.



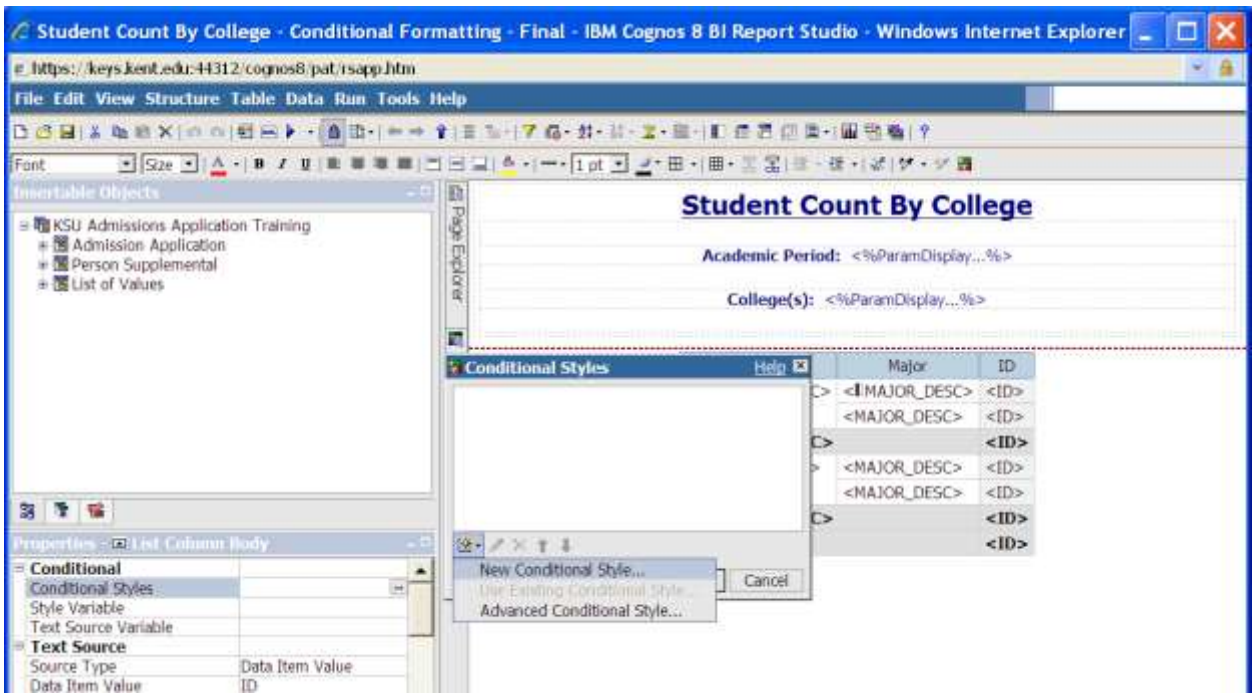
2. Select **Conditional Styles** from the Properties Pane
3. Click the **Add** button to create a New Conditional Style



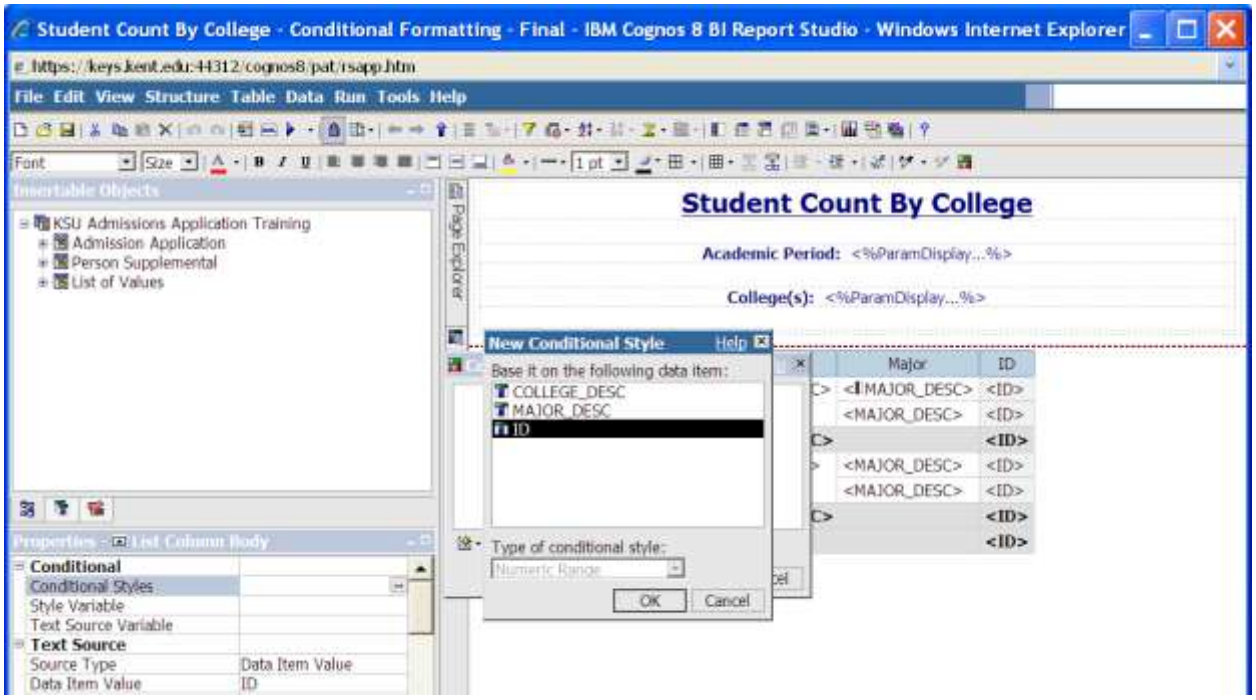
1. Select **ID**
2. Click **OK**



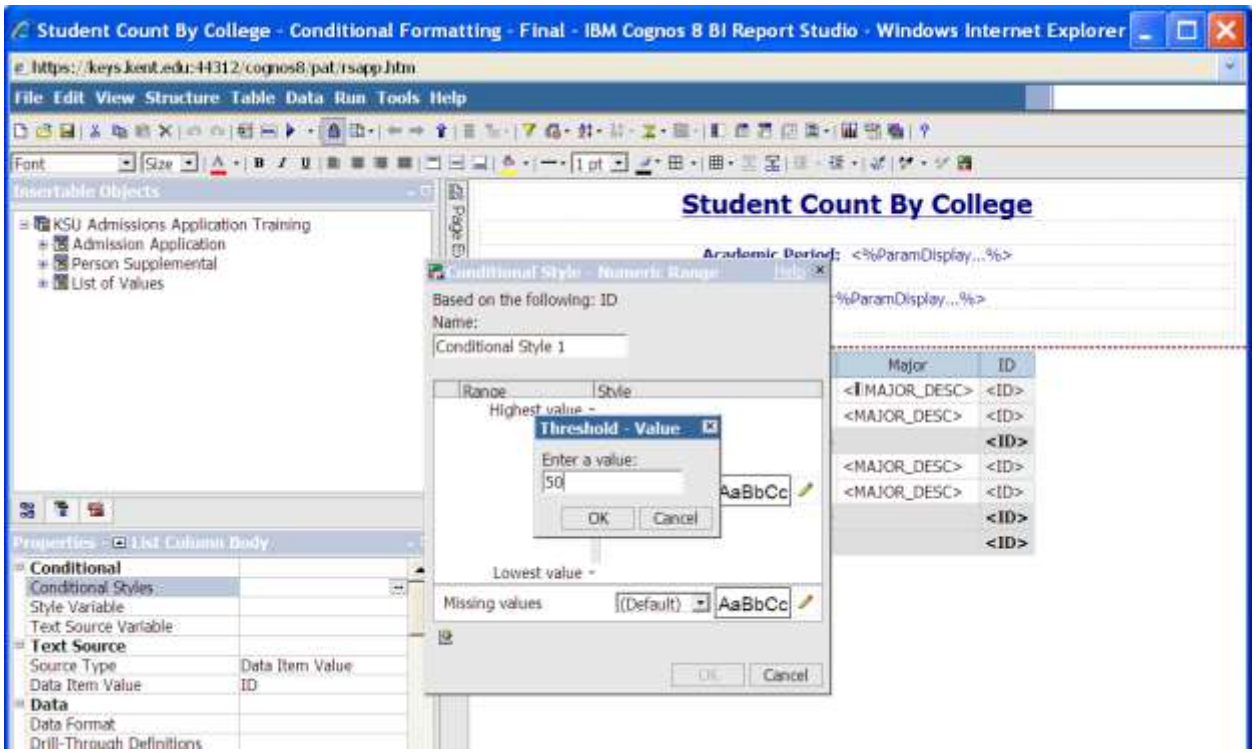
3. Click the **Add** button



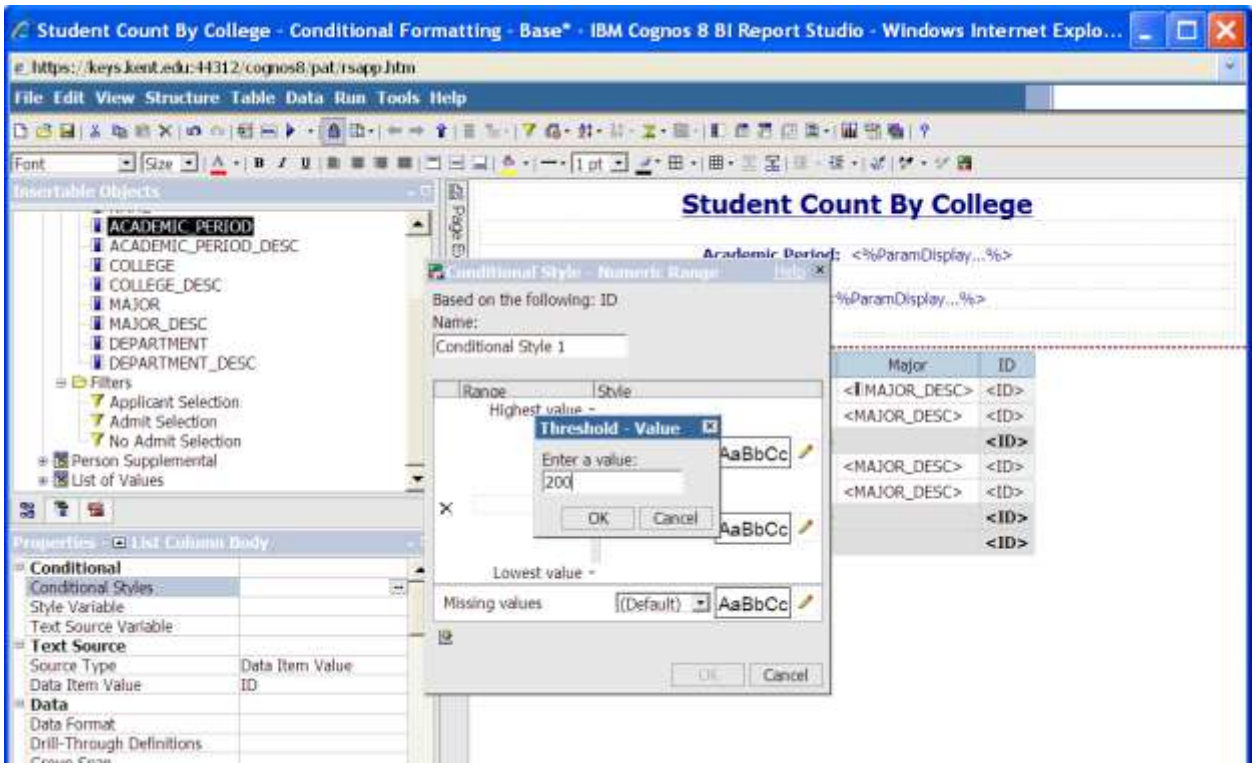
4. Select **New Conditional Style**


Student Count By College - Conditional Formatting - Final - IBM Cognos 8 BI Report Studio - Windows Internet Explorer
File Edit View Structure Table Data Run Tools Help
KSU Admissions Application Training
Admission Application
Person Supplemental
List of Values
Student Count By College
Academic Period: <%ParamDisplay...%>
College(s): <%ParamDisplay...%>
New Conditional Style
Help
Base it on the following data item:
COLLEGE_DESC
MAJOR_DESC
ID
Type of conditional style:
Numeric Range
OK
Cancel
Major
ID
<MAJOR_DESC>
<ID>
Conditional
Conditional Styles
Style Variable
Text Source Variable
Text Source
Source Type
Data Item Value
Data Item Value
ID

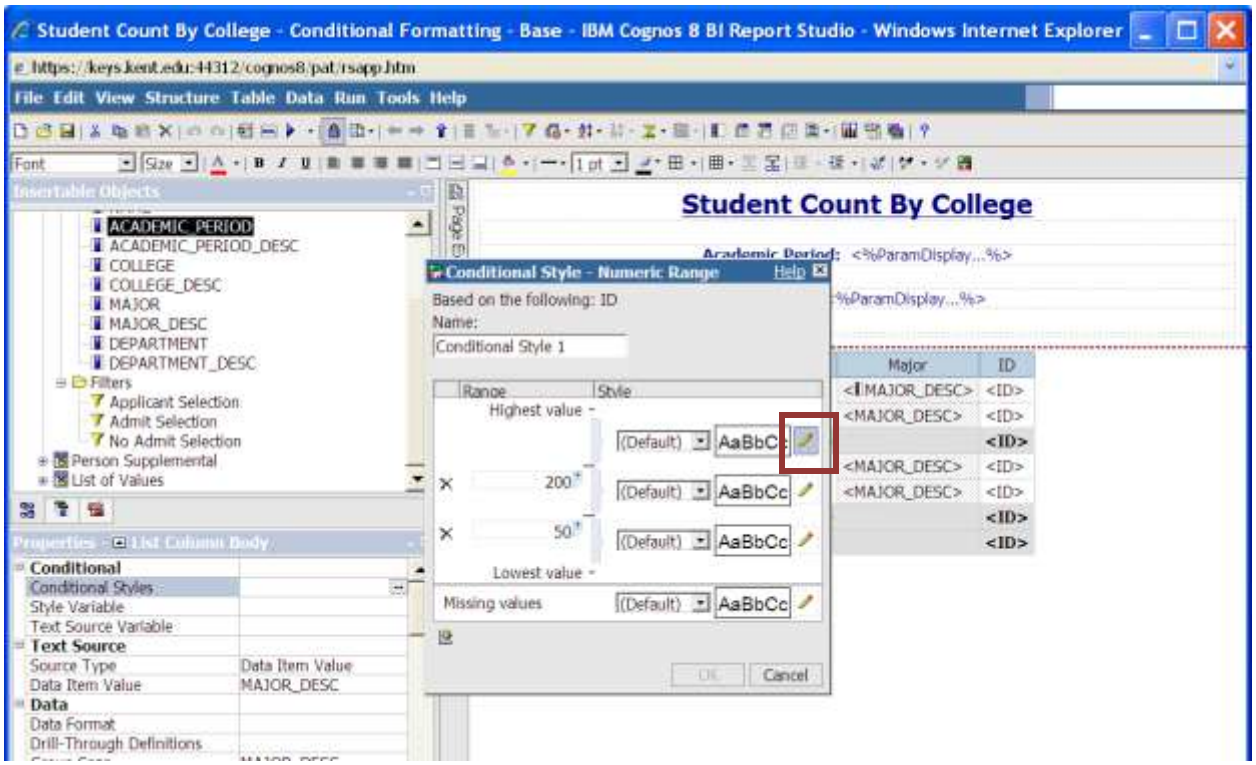
5. Select **ID**



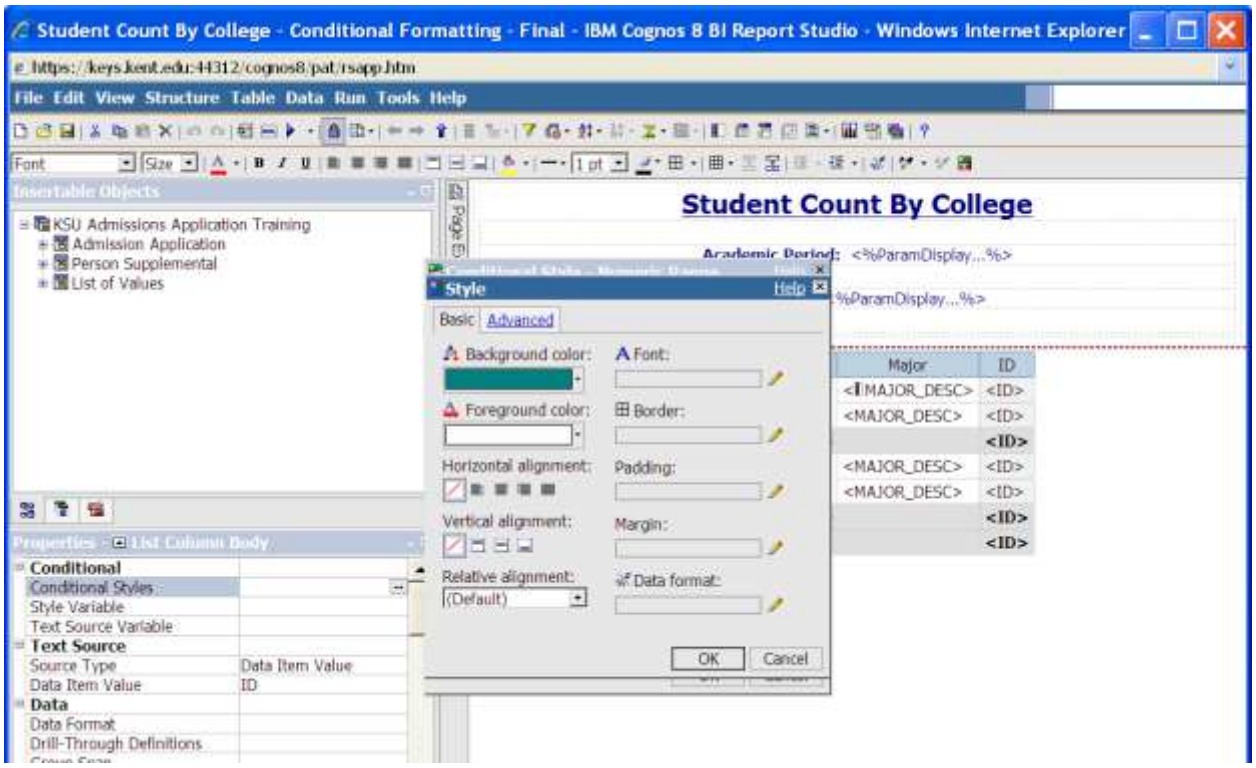
6. Click the Add button
7. Enter **50**



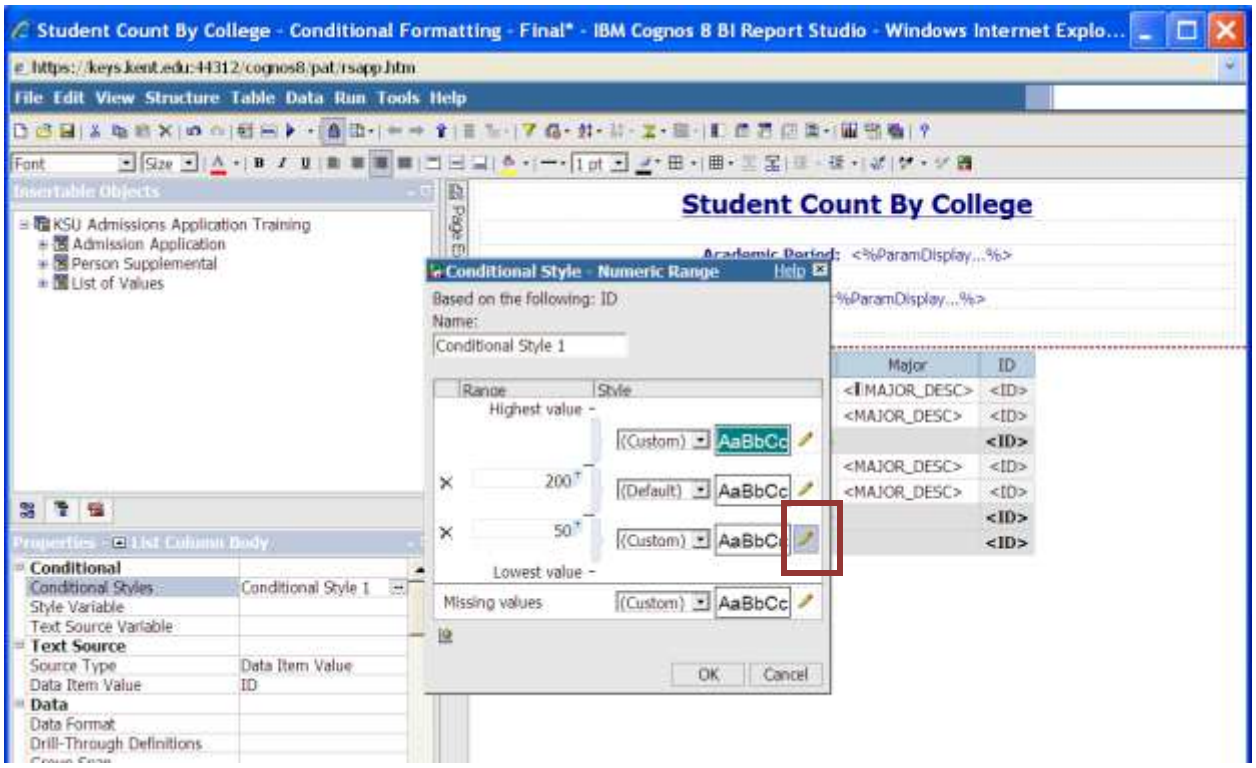
8. Click the Add button again
9. Enter 200



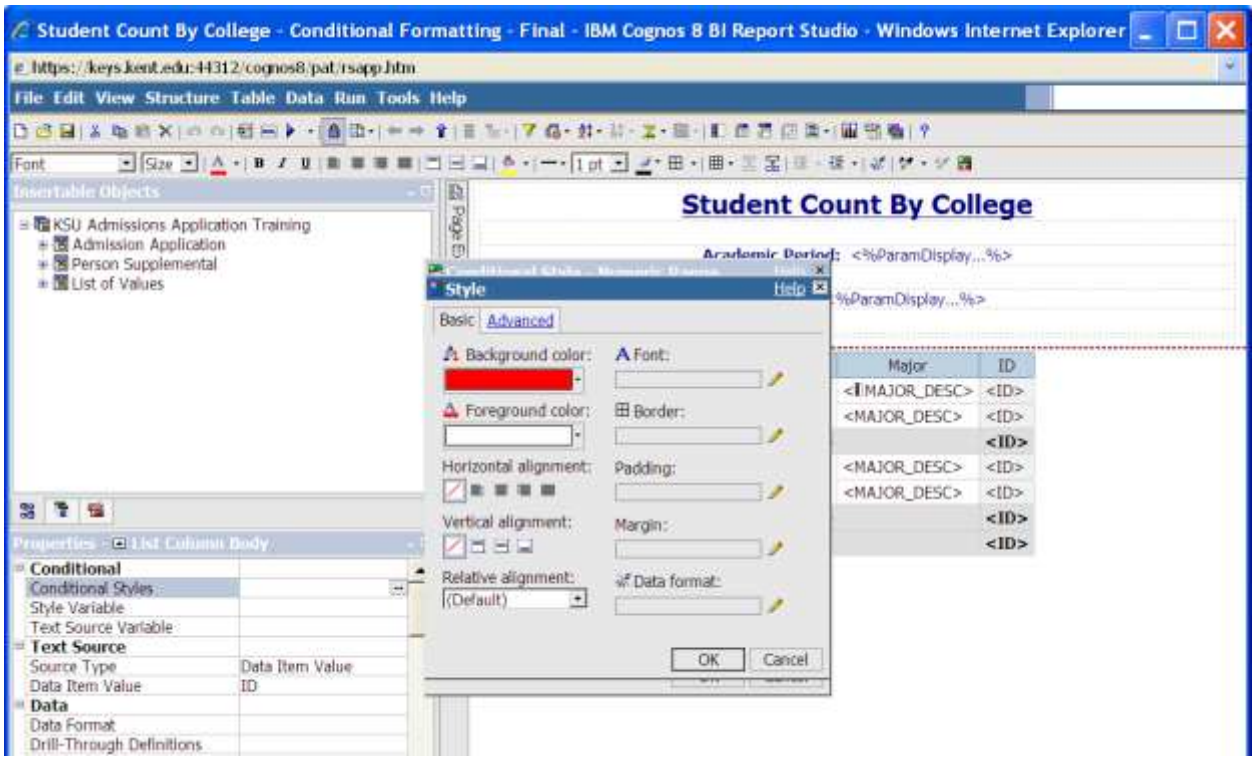
10. Under **Style**, click the pencil for the top range



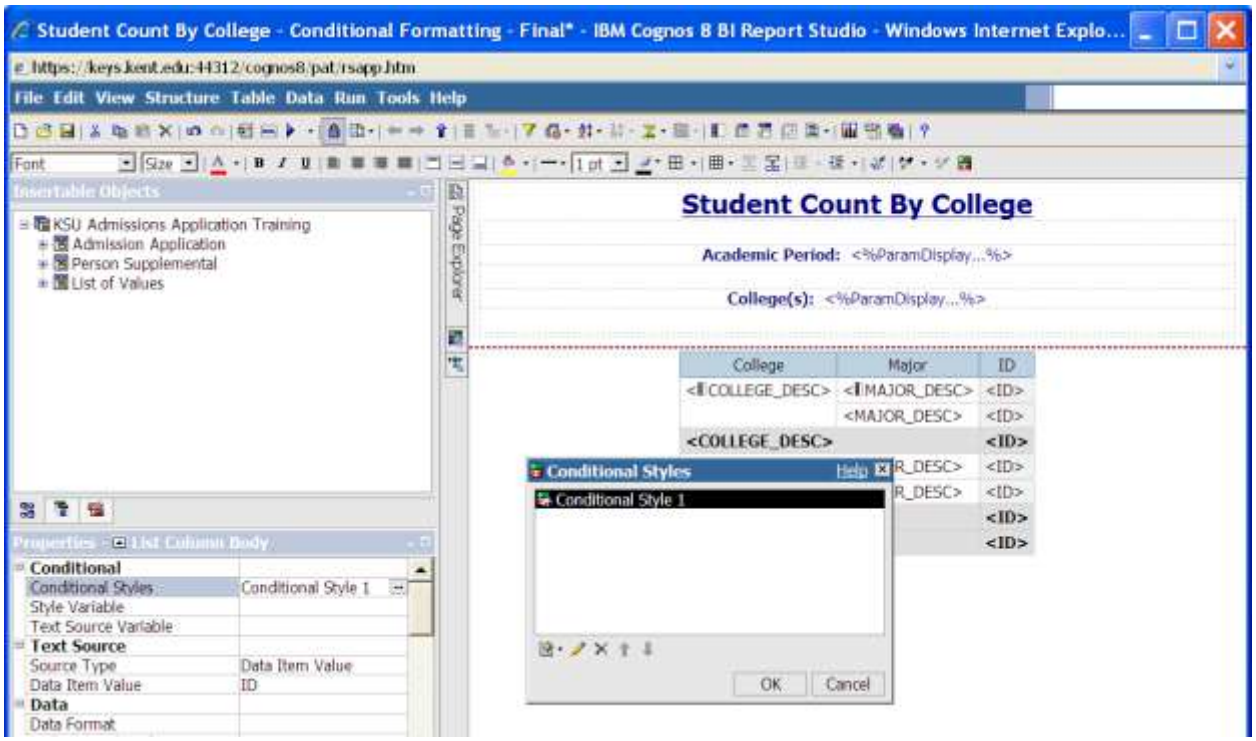
11. Select a background color of Teal
12. Select a foreground color of White



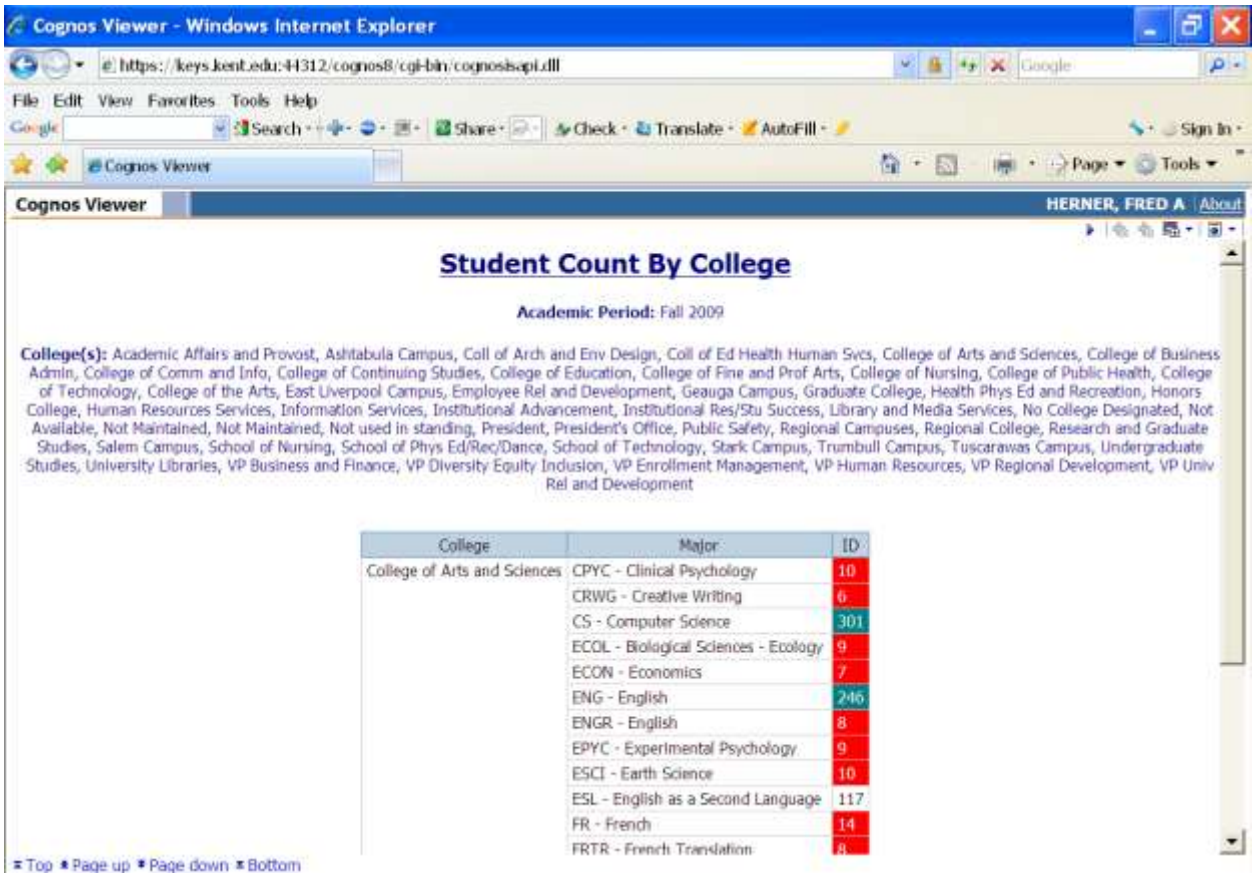
13. Under **Style**, click the pencil for the bottom range



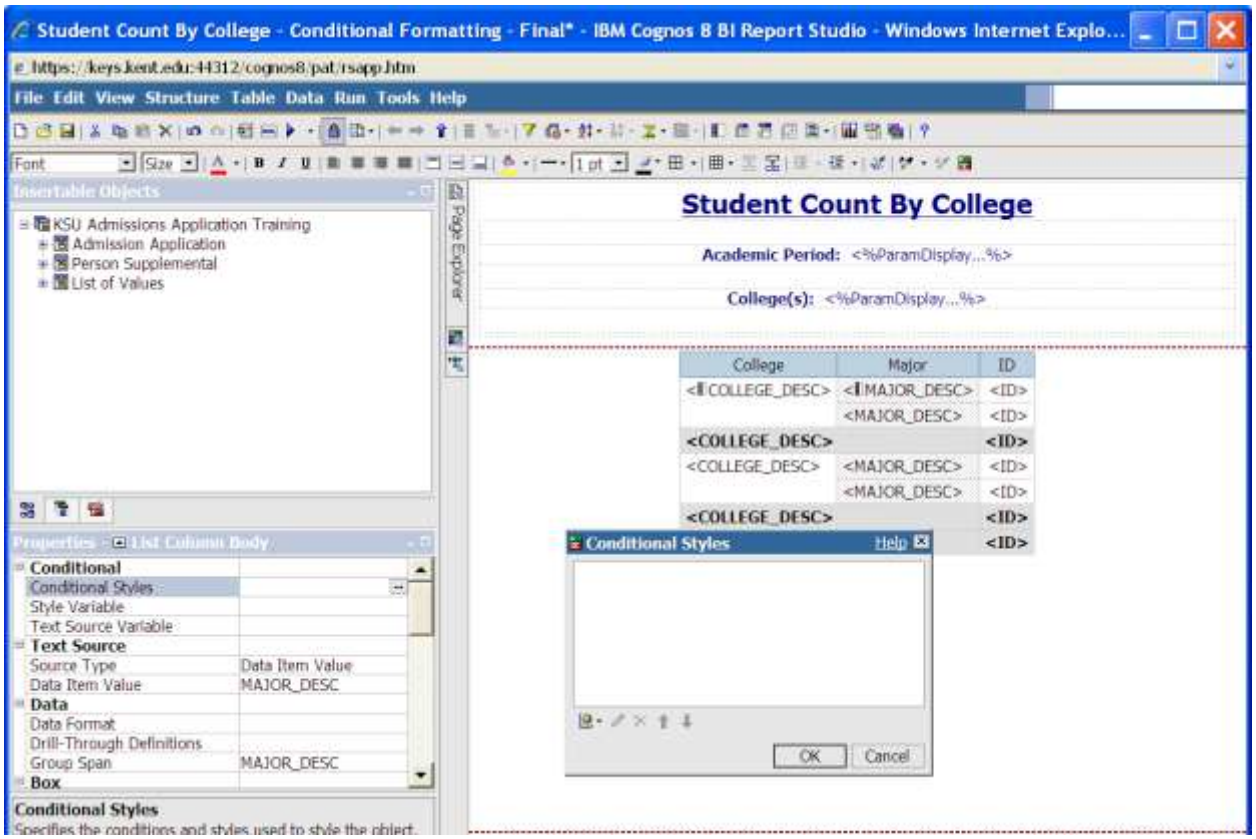
14. Select a background color of Red
15. Select a Foreground color of White


Student Count By College - Conditional Formatting - Final* - IBM Cognos 8 BI Report Studio - Windows Internet Explo...
File Edit View Structure Table Data Run Tools Help
Student Count By College
Academic Period: <%ParamDisplay...%>
College(s): <%ParamDisplay...%>
College
Major
ID
<COLLEGE_DESC>
<MAJOR_DESC>
<ID>
Conditional Styles
Conditional Style 1
OK
Cancel
Conditional
Conditional Styles
Conditional Style 1
Style Variable
Text Source Variable
Text Source
Source Type
Data Item Value
Data Item Value
ID
Data
Data Format

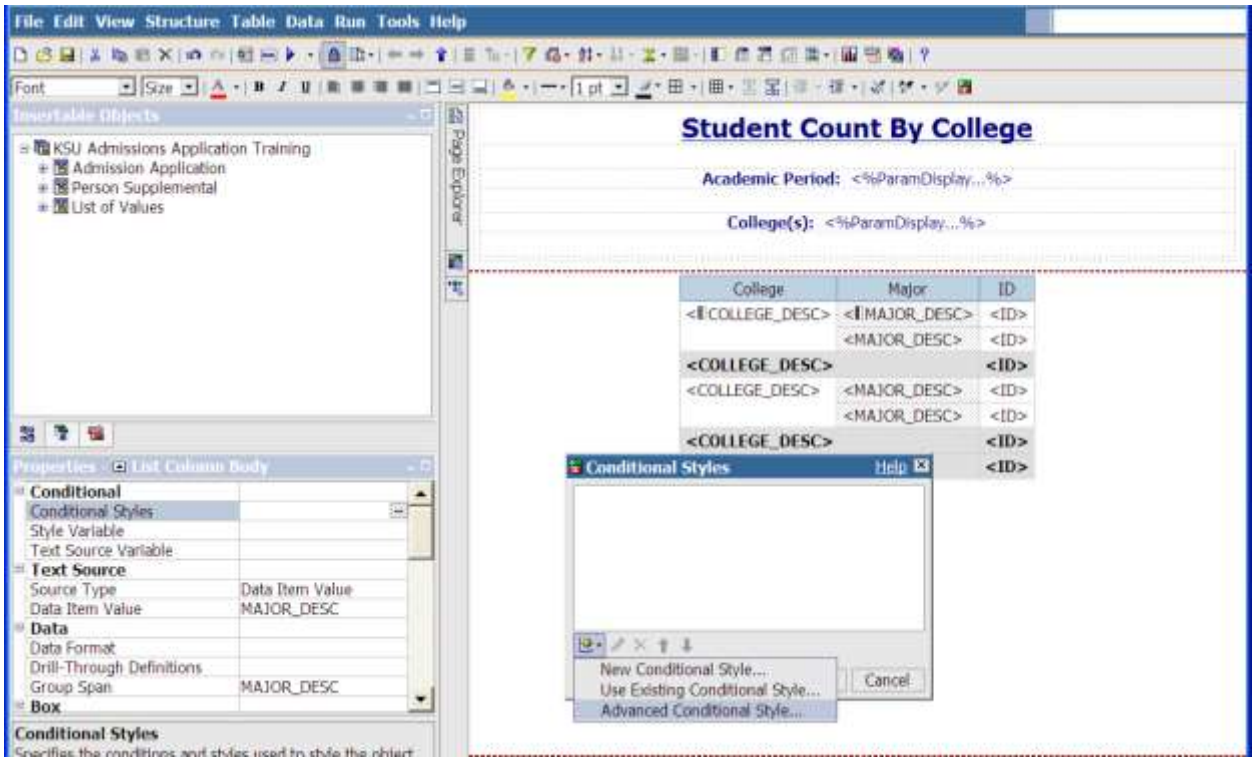
16. Select OK



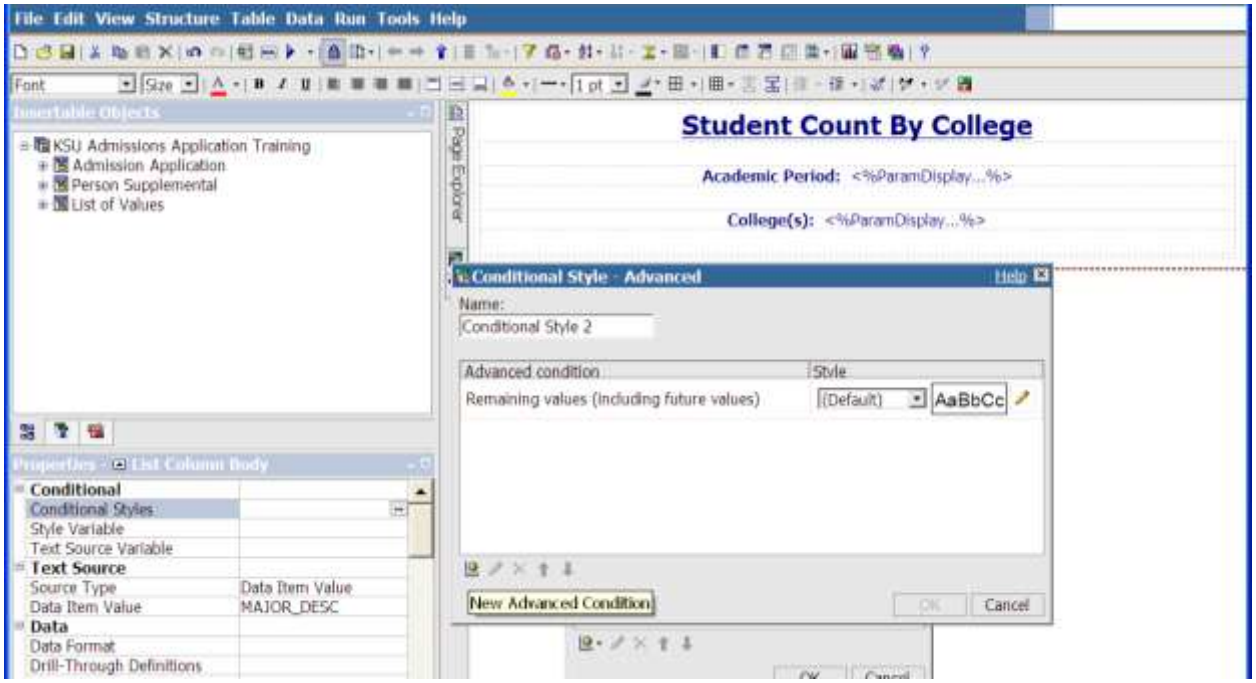
17. Run your report



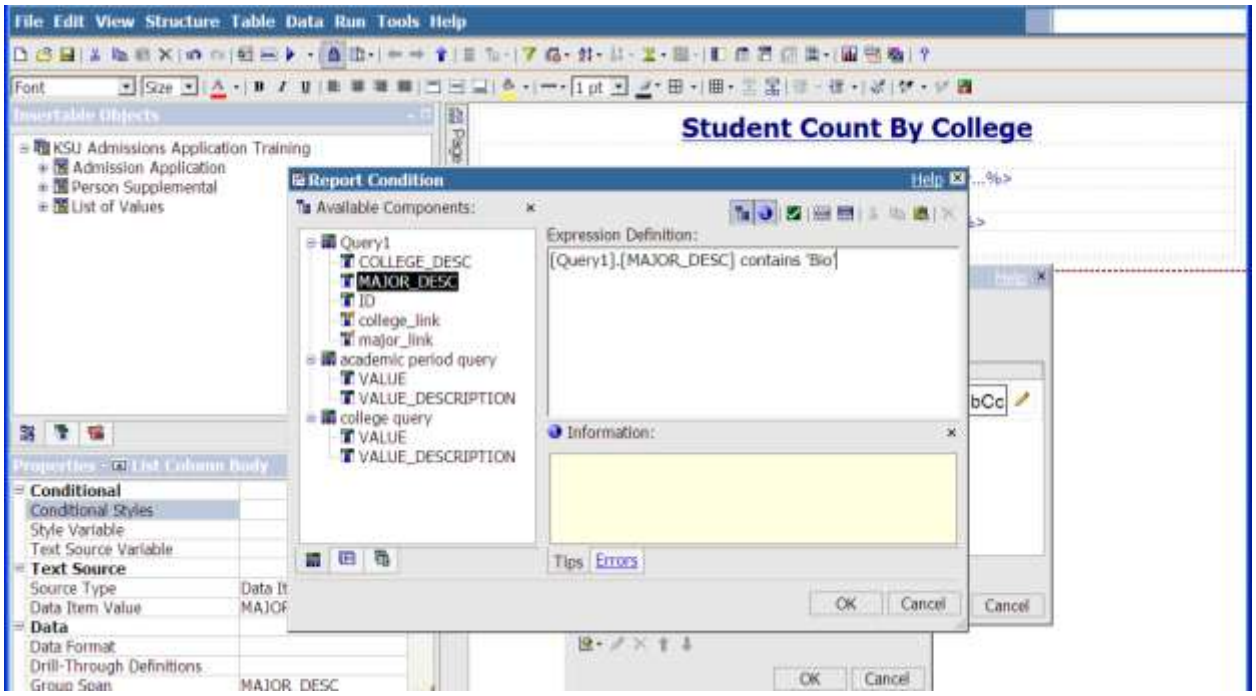
18. Highlight **MAJOR_DESC** in the Properties Pane
19. Select **Conditional Styles**.



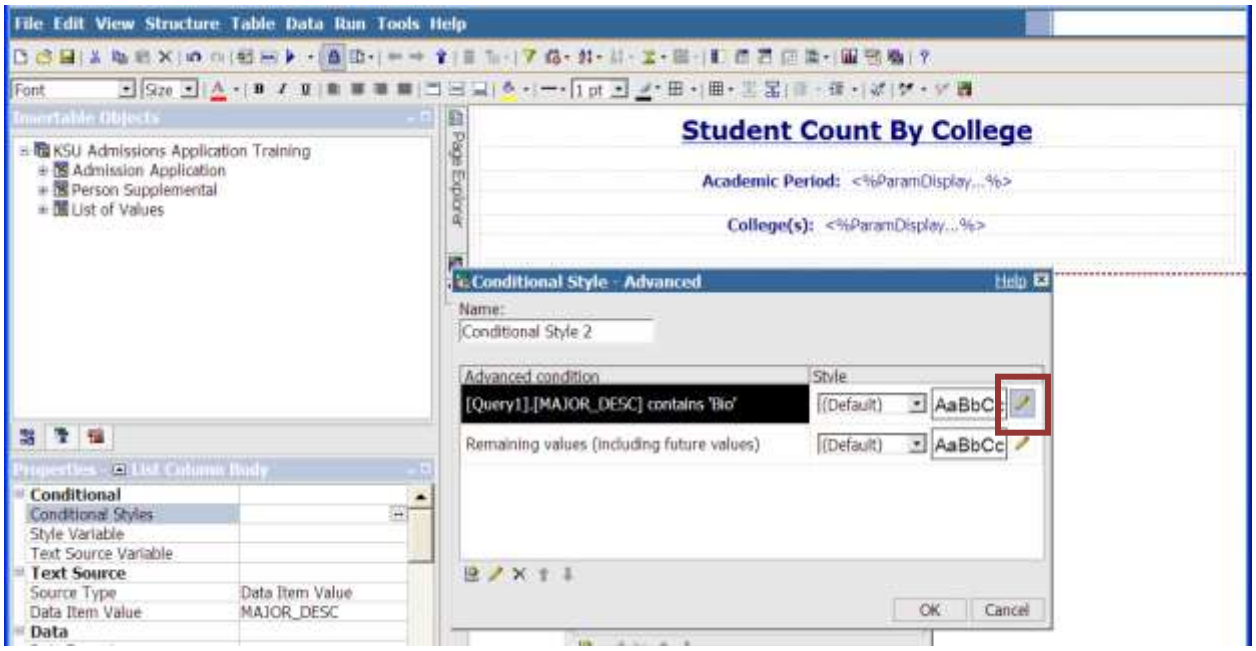
20. Click the **Add** button
21. Select **Advanced Conditional Style**.



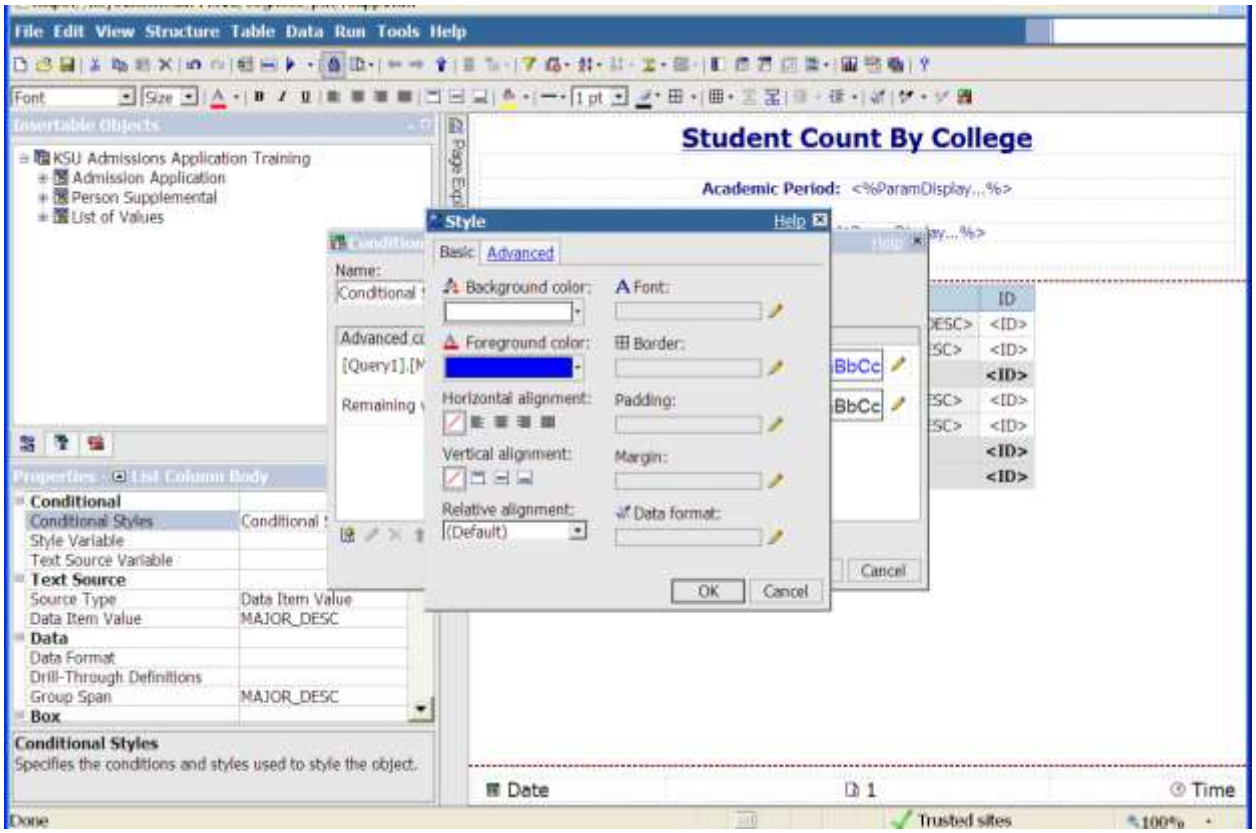
22. Click the **Add** button for New Advanced Condition.



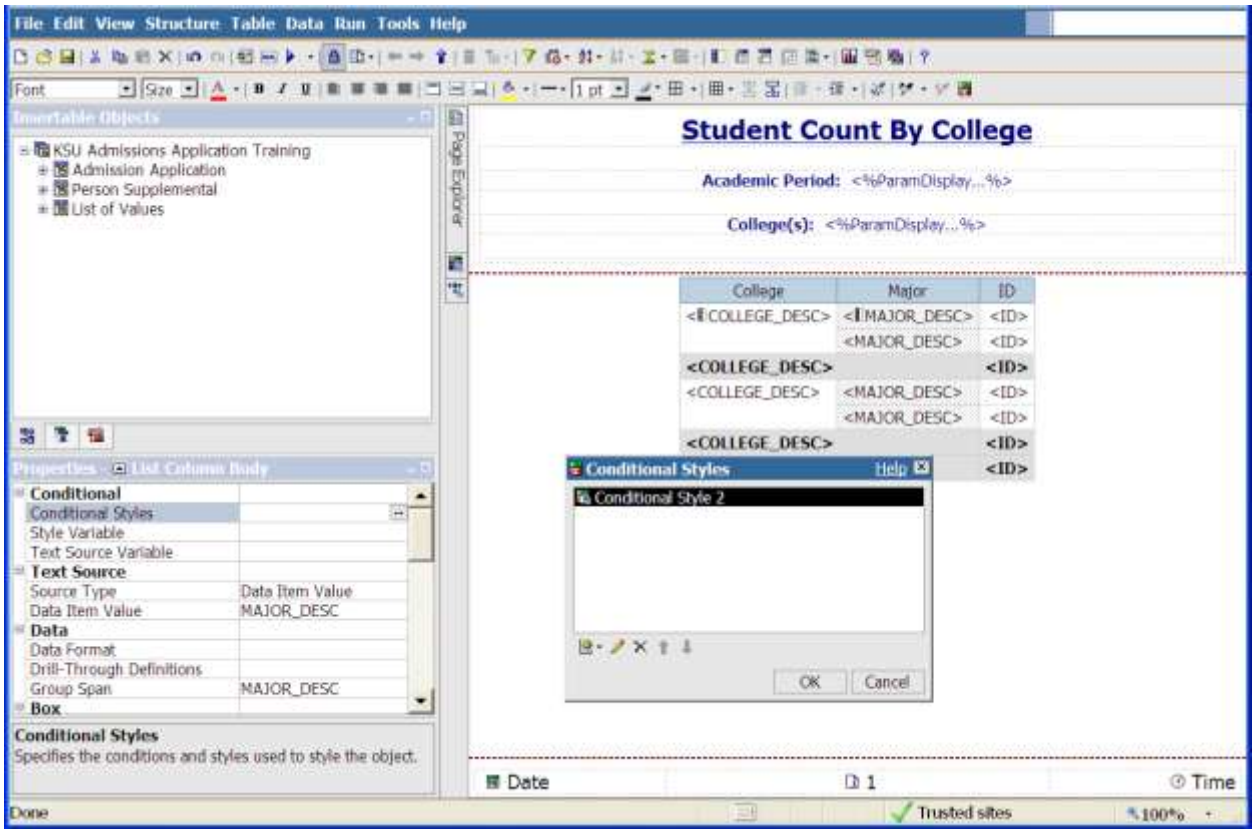
23. Double-Click or drag **MAJOR_DESC** to the Expression Definition area
24. Enter the expression above
25. Click **OK**



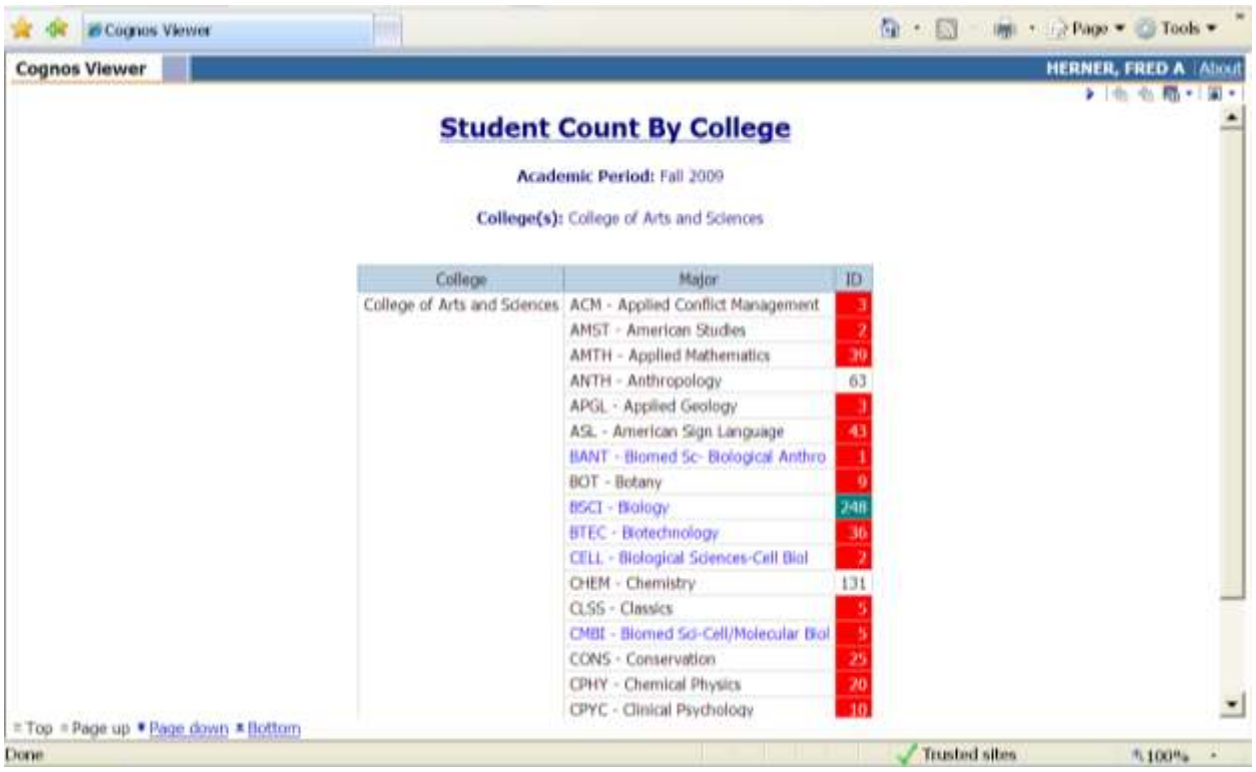
26. Click the pencil on the Conditional Style – Advanced window.



27. For the background color, select White
28. For the foreground color, select Blue
29. Click **OK**


File Edit View Structure Table Data Run Tools Help
Font
Size
1 pt
Insertable Objects
KSU Admissions Application Training
Admission Application
Person Supplemental
List of Values
Page Explorer
Properties - List Column Body
Conditional
Conditional Styles
Style Variable
Text Source Variable
Text Source
Source Type
Data Item Value
Data
Data Format
Drill-Through Definitions
Group Span
MAJOR_DESC
Box
Conditional Styles
Specifies the conditions and styles used to style the object.
Student Count By College
Academic Period: <%ParamDisplay...%>
College(s): <%ParamDisplay...%>
College
Major
ID
<COLLEGE_DESC>
<MAJOR_DESC>
<ID>
Conditional Styles
Help
Conditional Style 2
OK
Cancel
Date
1
Time
Done
Trusted sites
100%

30. Click **OK**



Run your report

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
istraining@kent.edu

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