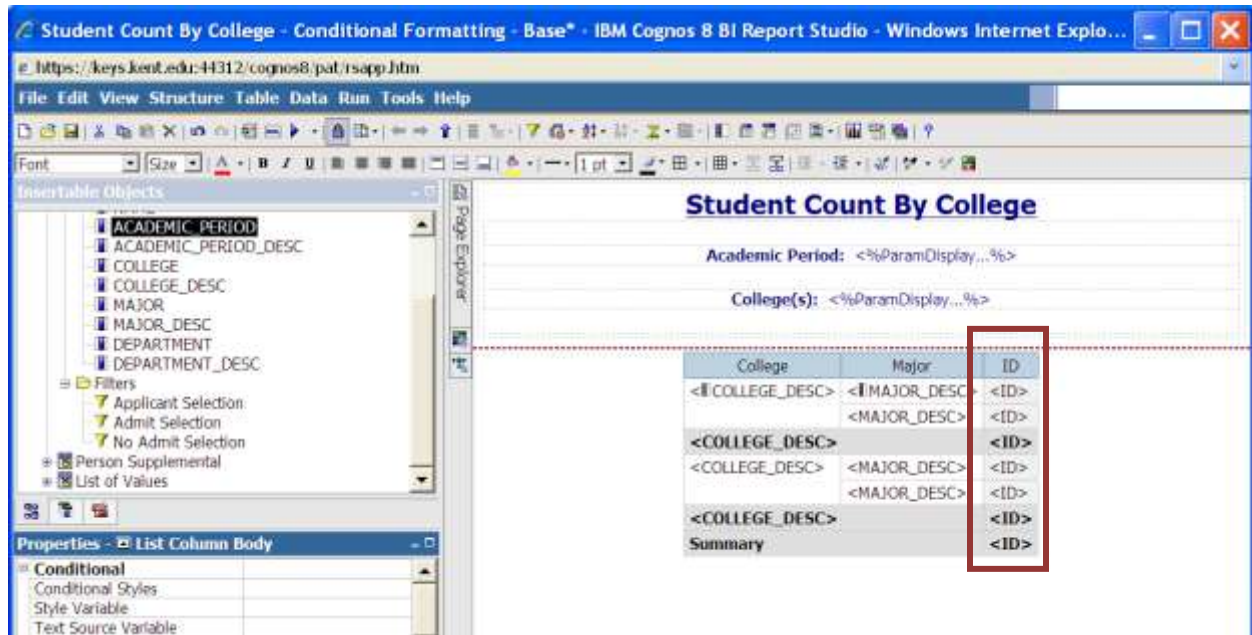


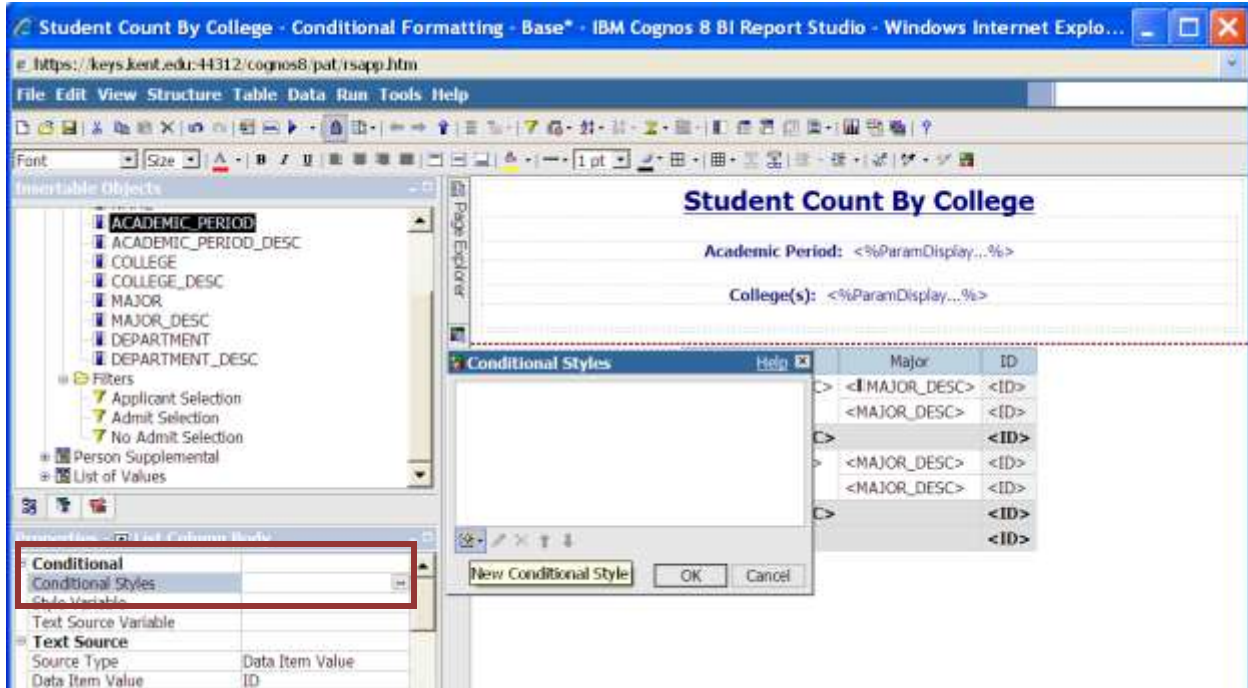
## Conditional Formatting

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.



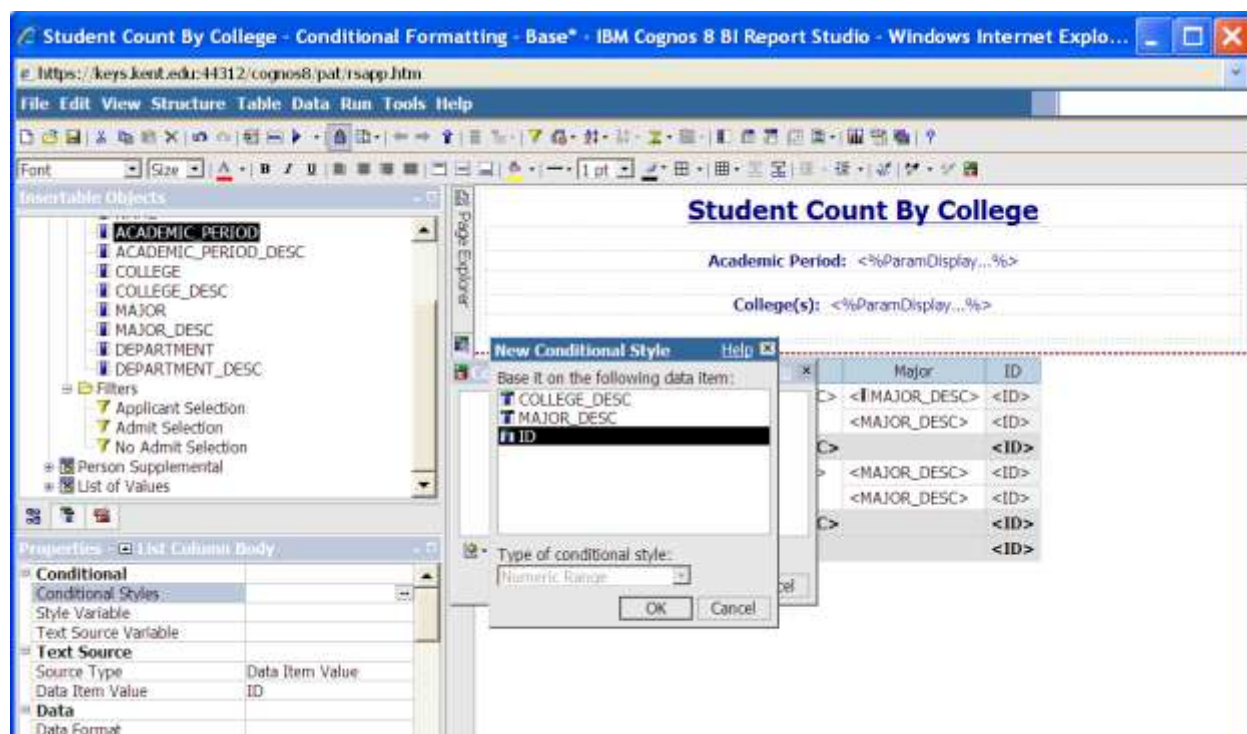
1. Highlight ID.

## Cognos – Conditional Formatting



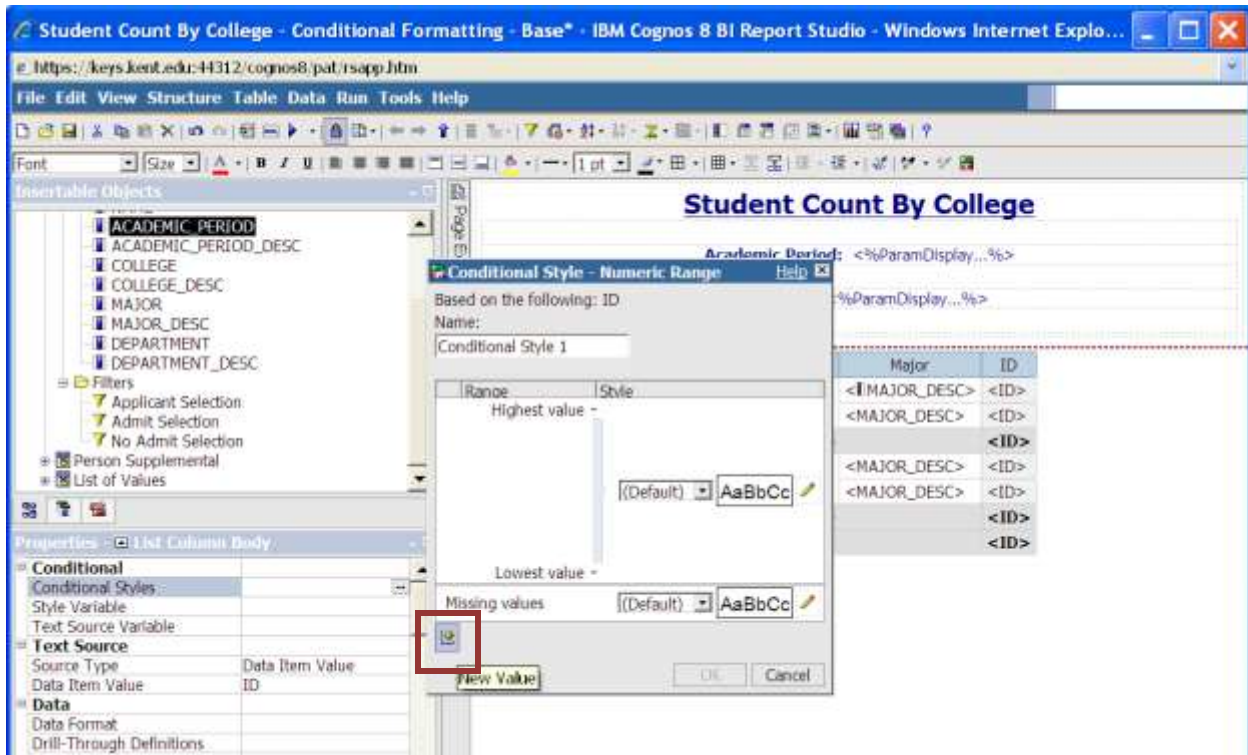
2. Select **Conditional Styles** from the Properties Pane
3. Click the **Add** button to create a New Conditional Style

## Cognos – Conditional Formatting

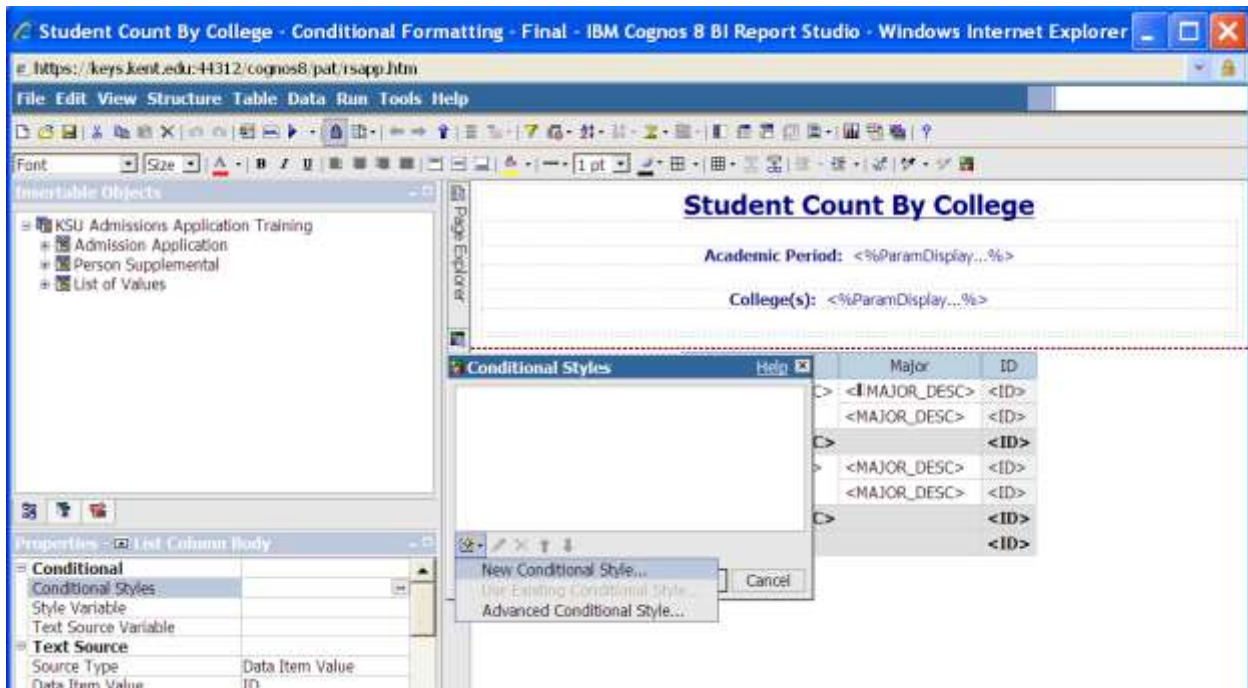


1. Select ID
2. Click OK

## Cognos – Conditional Formatting

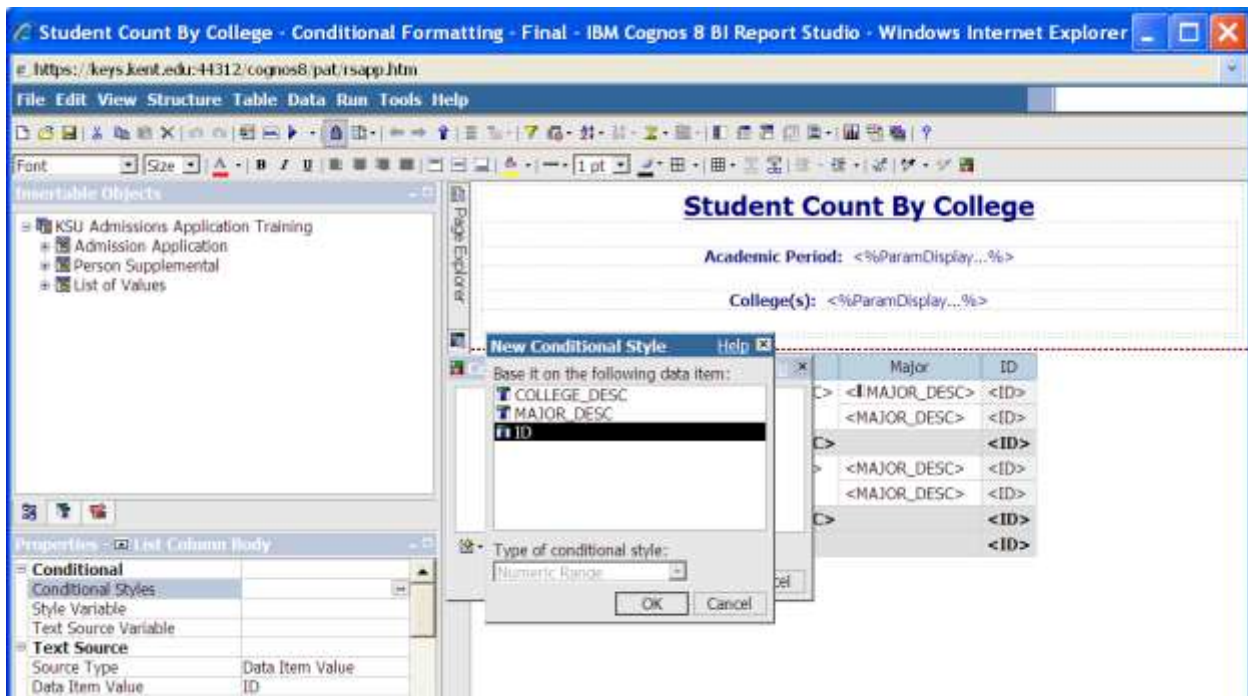


3. Click the **Add** button



4. Select **New Conditional Style**

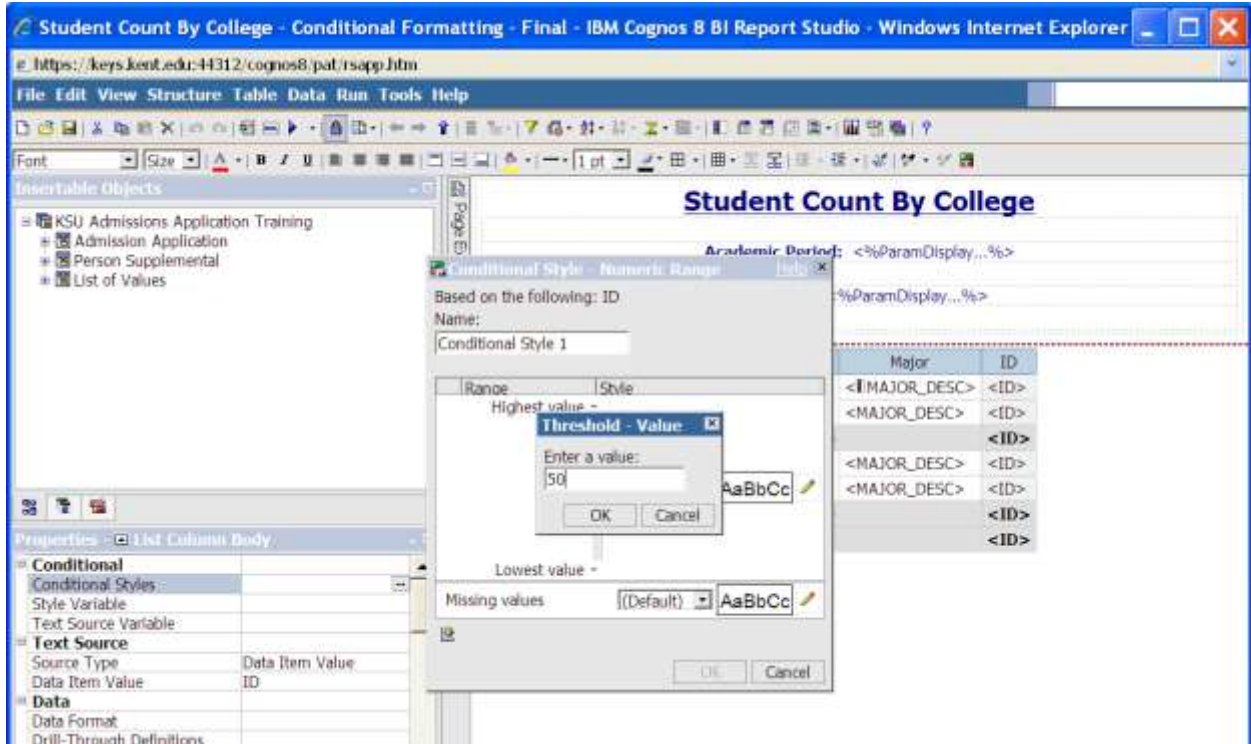
## Cognos – Conditional Formatting



5. Select ID

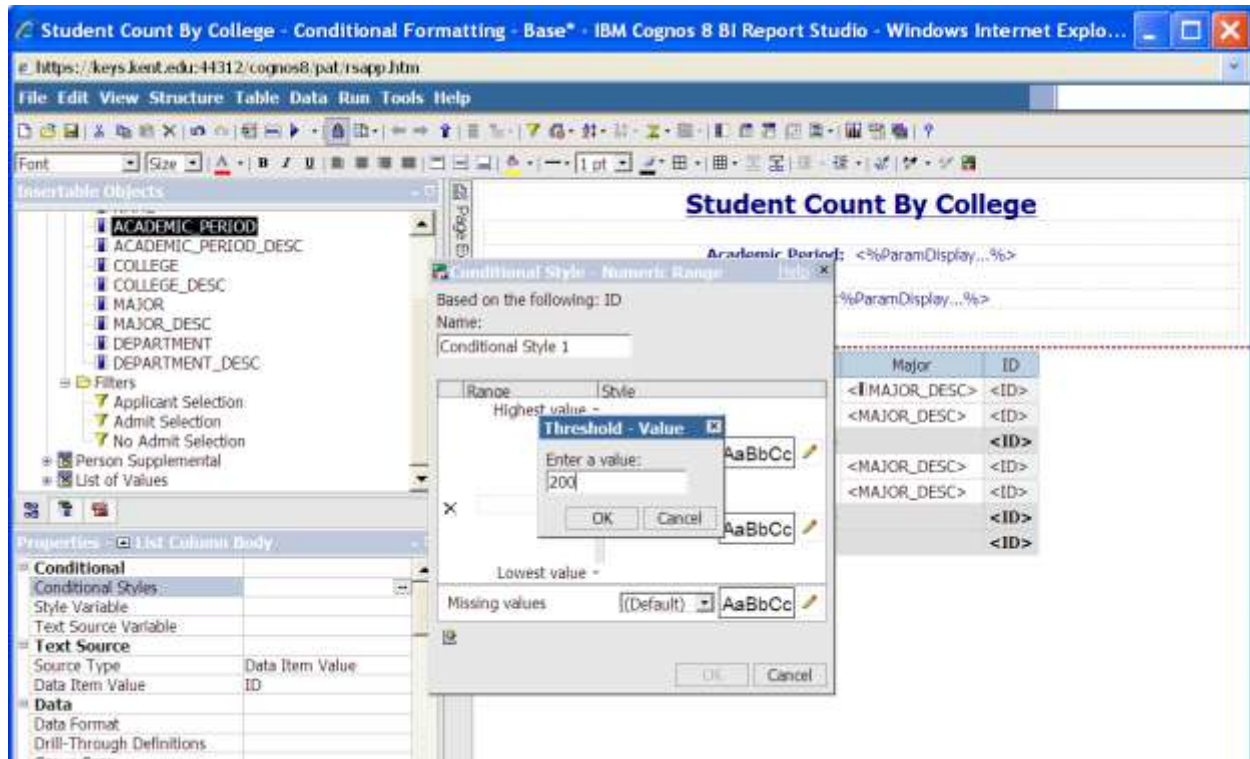


## Cognos – Conditional Formatting



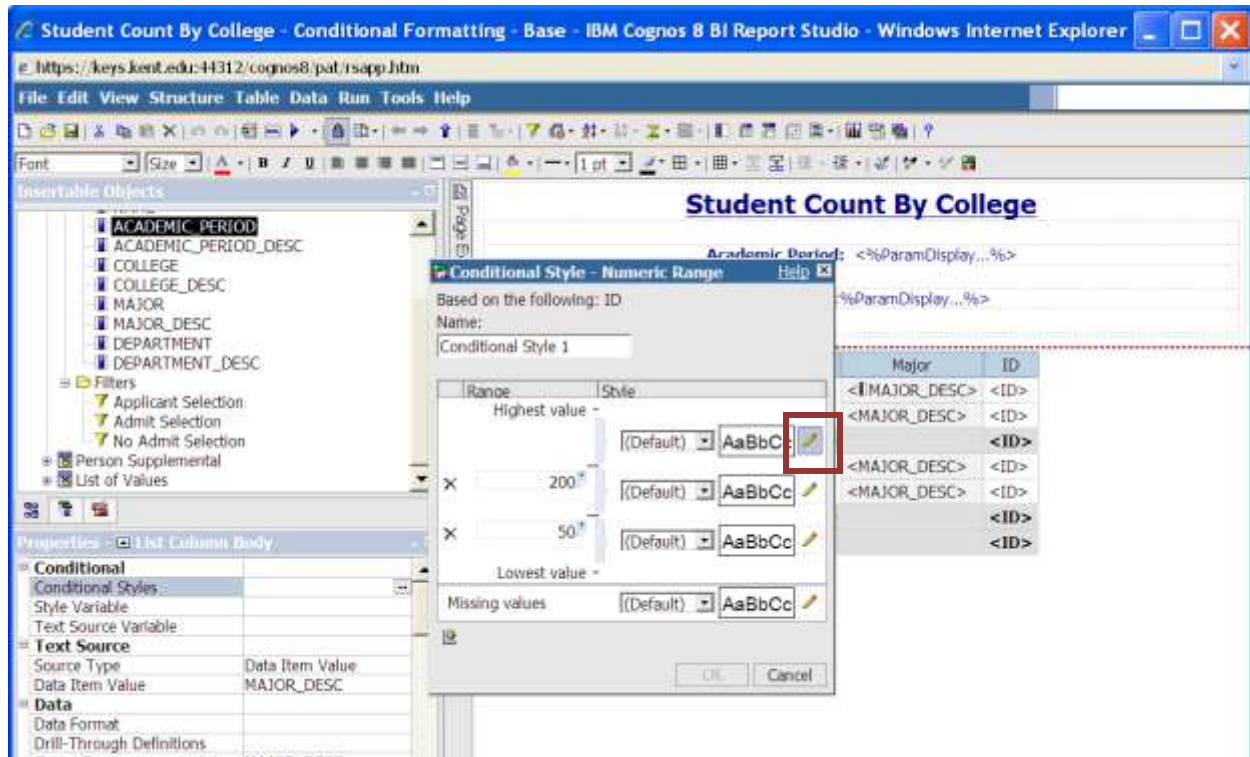
6. Click the Add button
7. Enter **50**

## Cognos – Conditional Formatting



8. Click the Add button again
9. Enter 200

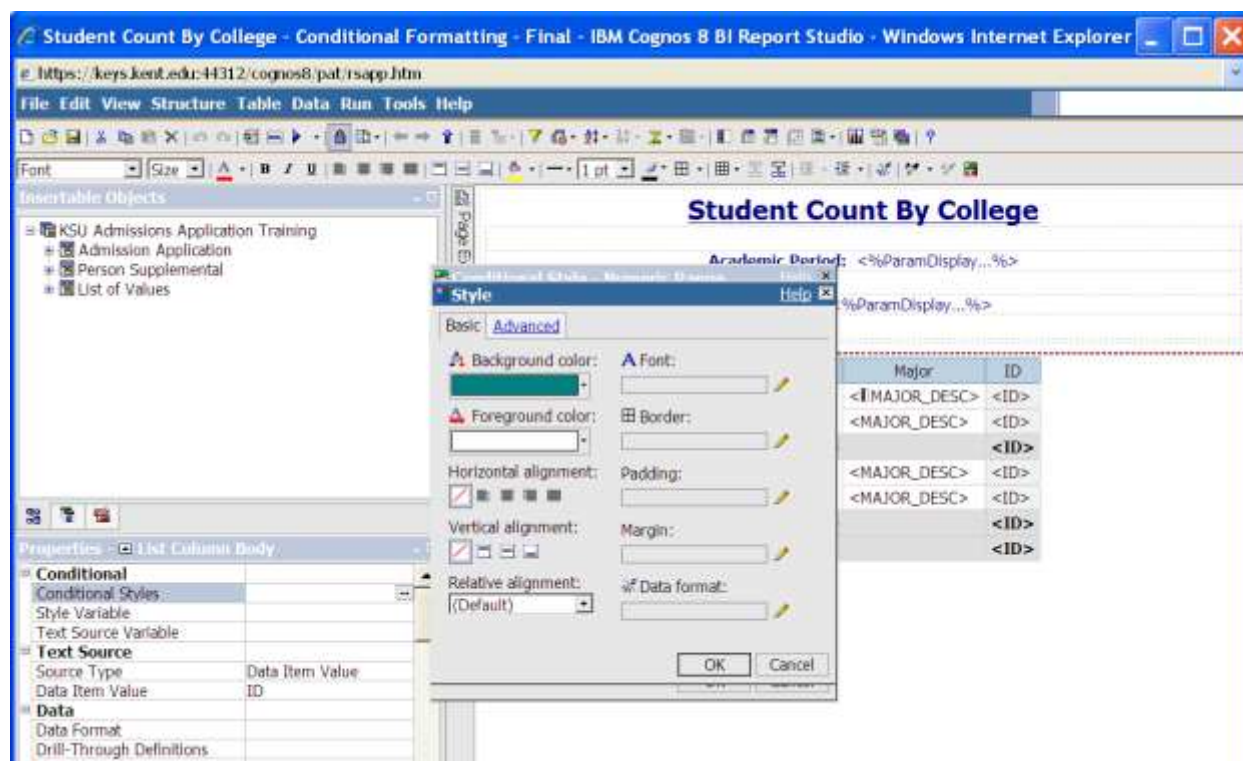
## Cognos – Conditional Formatting



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



## Cognos – Conditional Formatting



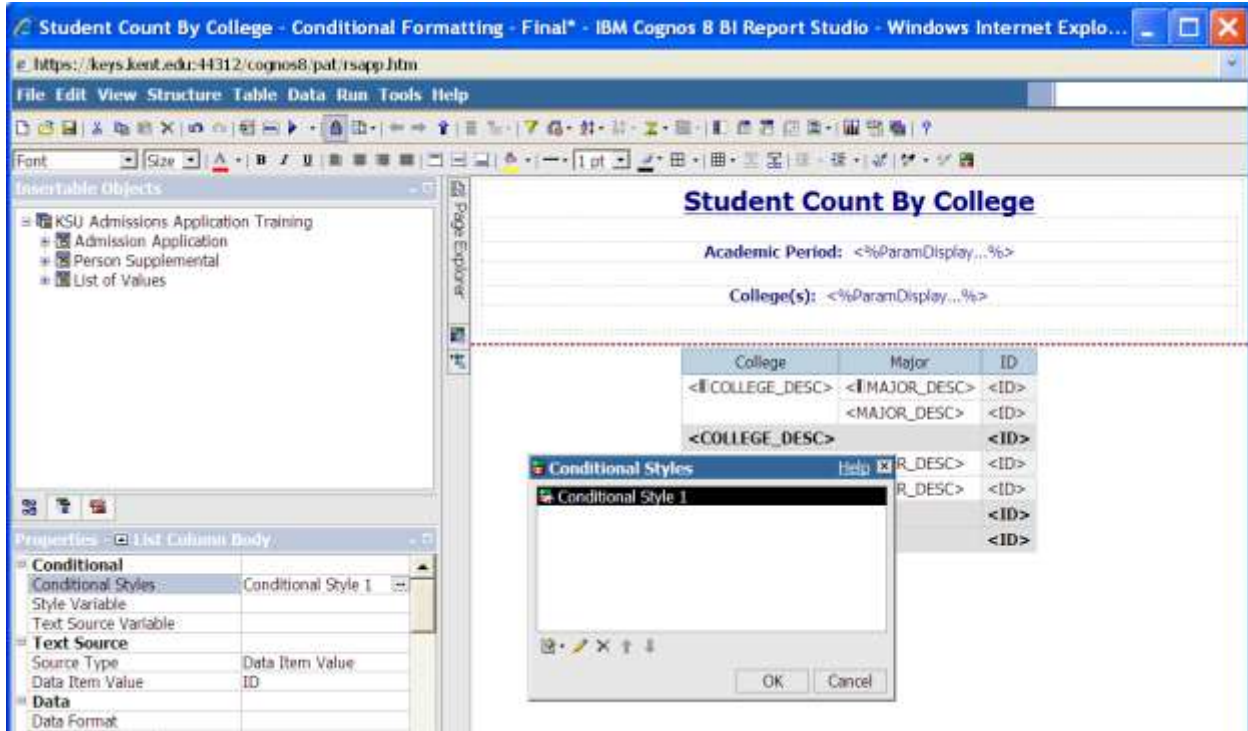
11. Select a background color of Teal
12. Select a foreground color of White

The screenshot displays the IBM Cognos 8 BI Report Studio interface. The main report area shows a table titled "Student Count By College" with columns "Major" and "ID". The table contains several rows with values like "<MAJOR\_DESC>" and "<ID>". A dialog box titled "Conditional Style - Numeric Range" is open, showing the configuration for "Conditional Style 1". The dialog is set to be based on the "ID" field. It shows a range from "Highest value" to "Lowest value" with a "Missing values" section. The "Style" column shows a custom font style "AaBbCc" being applied to the range. The "Properties" pane on the left shows the "Conditional" section with "Conditional Style 1" selected.

The screenshot shows the IBM Cognos 8 BI Report Studio interface. The main report area displays the title "Student Count By College" and a table with two columns: "Major" and "ID". The table contains data rows with values like "<MAJOR\_DESC>" and "<ID>". A "Style" dialog box is open, showing the "Advanced" tab. The "Background color" is set to red, and the "Foreground color" is set to white. The "Horizontal alignment" is set to "Center", and the "Vertical alignment" is set to "Top". The "Data format" is set to "Text". The "Conditional" tab is also visible, showing the "Style Variable" and "Text Source Variable".

January 2012

## Cognos – Conditional Formatting



16. Select OK

## Cognos – Conditional Formatting

Cognos Viewer - Windows Internet Explorer

https://keys.kent.edu:44312/cognos8/cgi-bin/cognosisapi.dll

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

Cognos Viewer

HERNER, FRED A. About

### Student Count By College

Academic Period: Fall 2009

College(s): Academic Affairs and Provost, Ashtabula Campus, 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 Continuing Studies, College of Education, College of Fine and Prof Arts, College of Nursing, College of Public Health, College of Technology, College of the Arts, East Liverpool Campus, Employee Rel and Development, Geauga Campus, Graduate College, Health Phys Ed and Recreation, Honors College, Human Resources Services, Information Services, Institutional Advancement, Institutional Res/Stu Success, Library and Media Services, No College Designated, Not Available, Not Maintained, Not Maintained, Not used in standing, President, President's Office, Public Safety, Regional Campuses, Regional College, Research and Graduate Studies, Salem Campus, School of Nursing, School of Phys Ed/Rec/Dance, School of Technology, Stark Campus, Trumbull Campus, Tuscarawas Campus, Undergraduate Studies, University Libraries, VP Business and Finance, VP Diversity Equity Inclusion, VP Enrollment Management, VP Human Resources, VP Regional Development, VP Univ Rel and Development

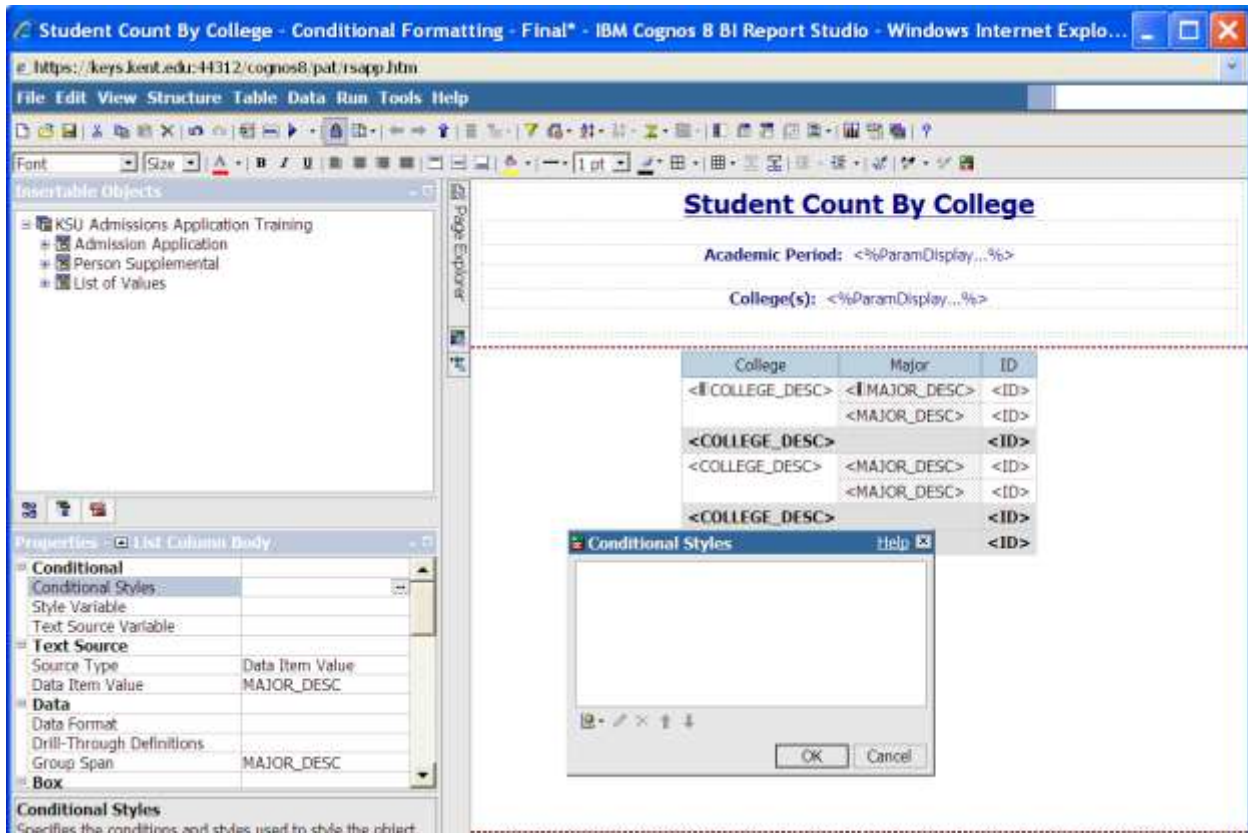
College	Major	ID
College of Arts and Sciences	CPYC - Clinical Psychology	10
	CRWG - Creative Writing	6
	CS - Computer Science	301
	ECOL - Biological Sciences - Ecology	9
	ECON - Economics	7
	ENG - English	246
	ENGR - English	8
	EPYC - Experimental Psychology	9
	ESCI - Earth Science	10
	ESL - English as a Second Language	117
	FR - French	14
	FRTR - French Translation	8

Top Page up Page down Bottom

17. Run your report



## Cognos – Conditional Formatting

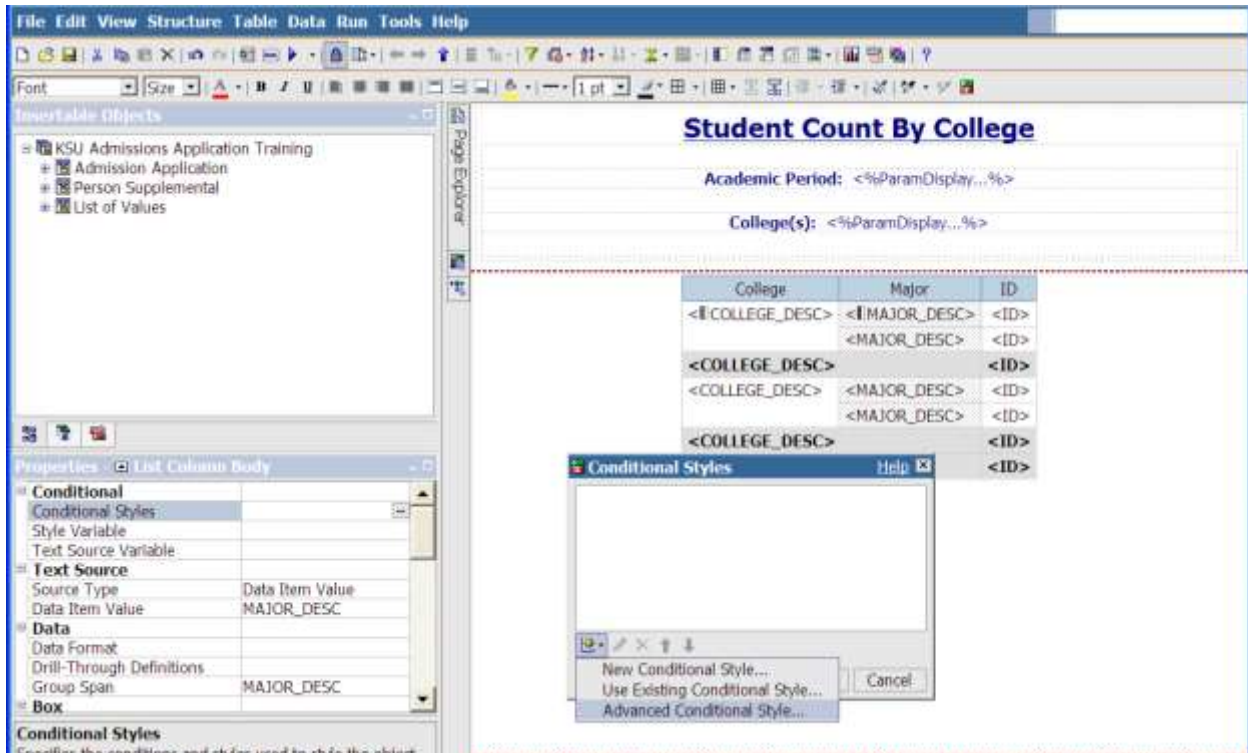


18. Highlight **MAJOR\_DESC** in the Properties Pane

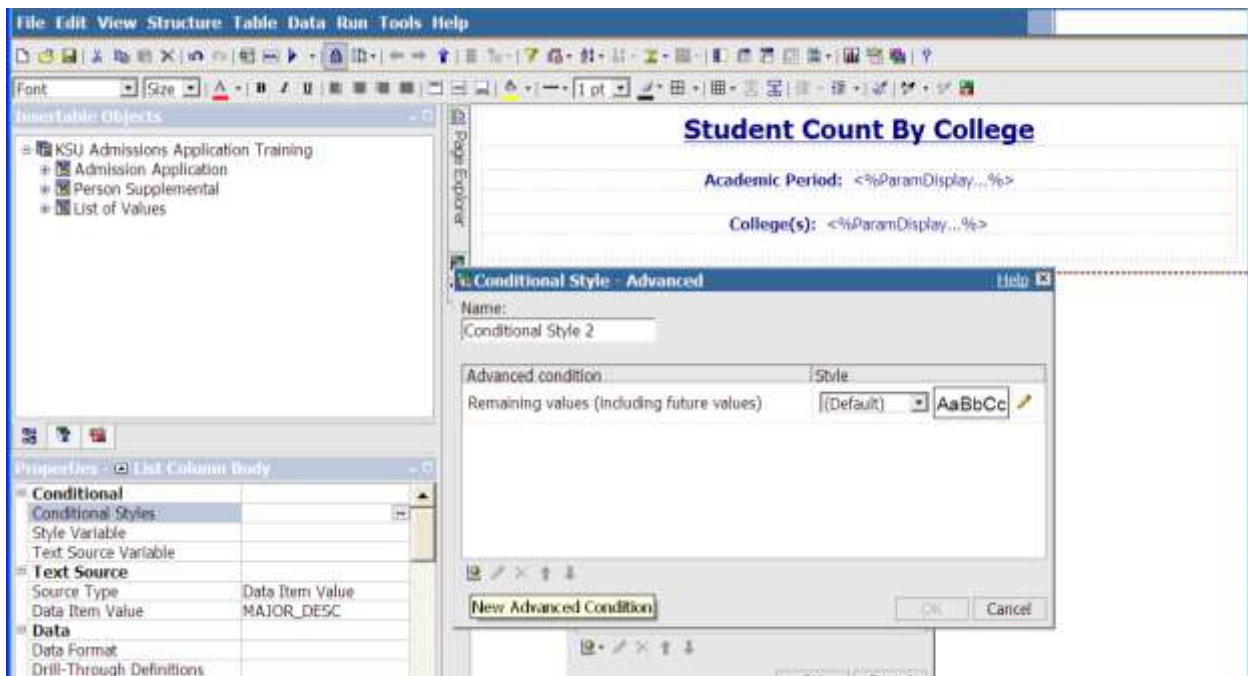
19. Select **Conditional Styles**.



## Cognos – Conditional Formatting

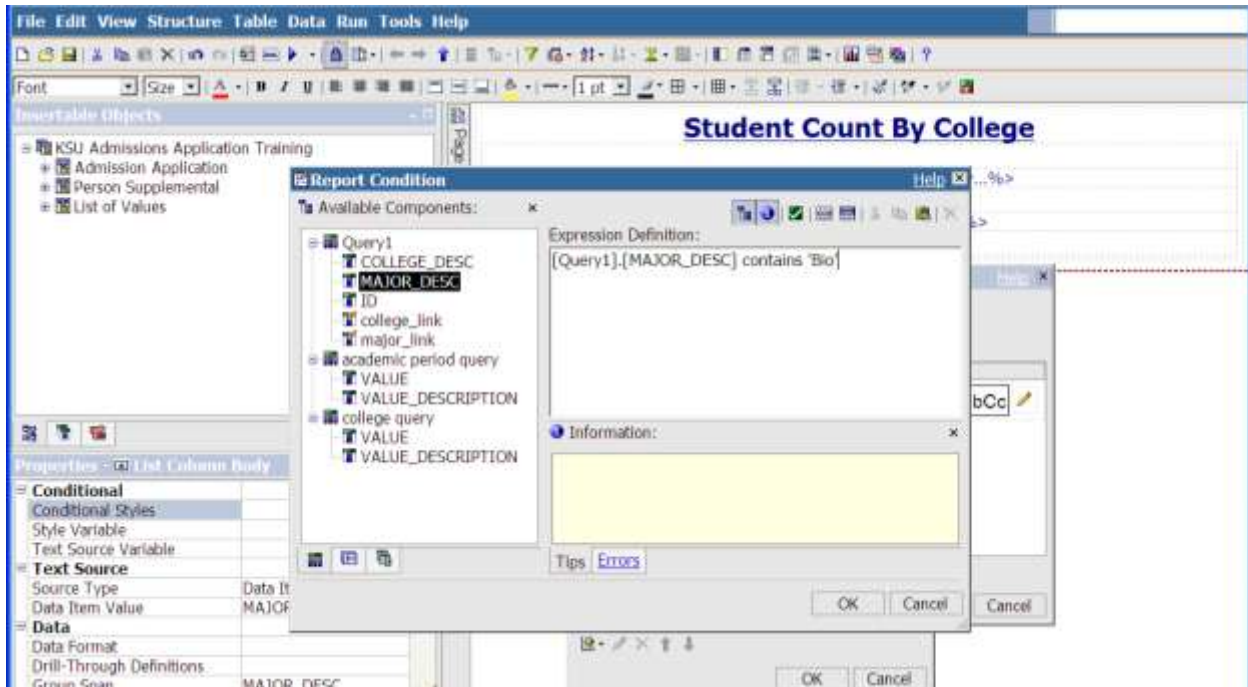


20. Click the **Add** button
21. Select **Advanced Conditional Style**.

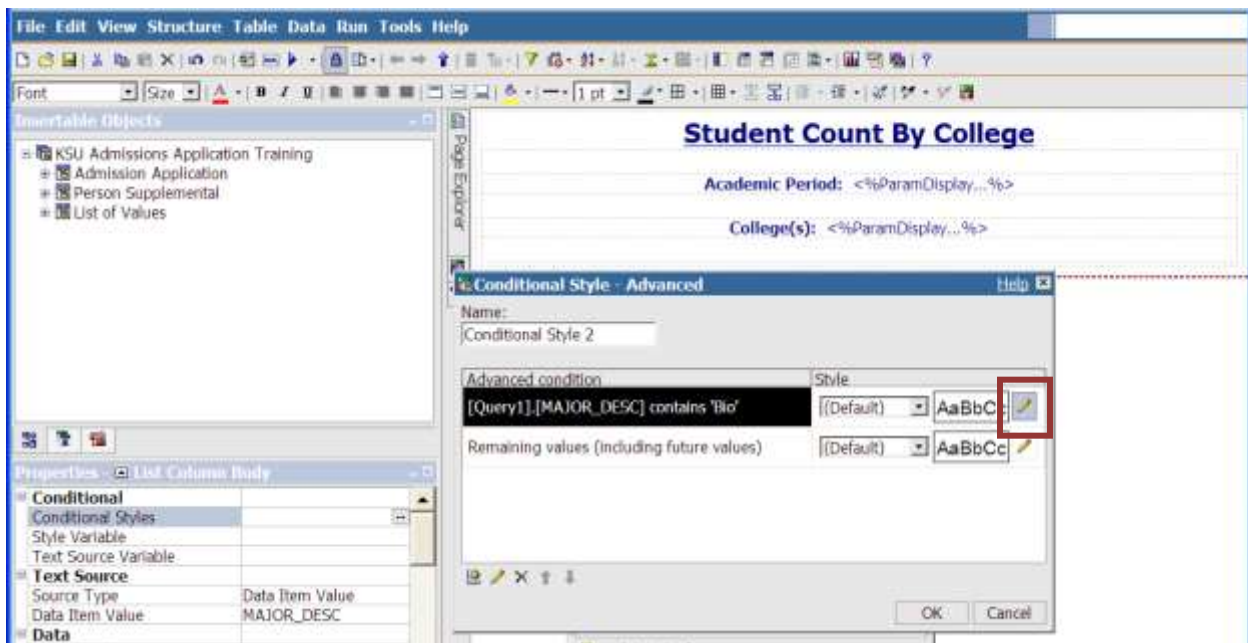


22. Click the **Add** button for New Advanced Condition.

## Cognos – Conditional Formatting

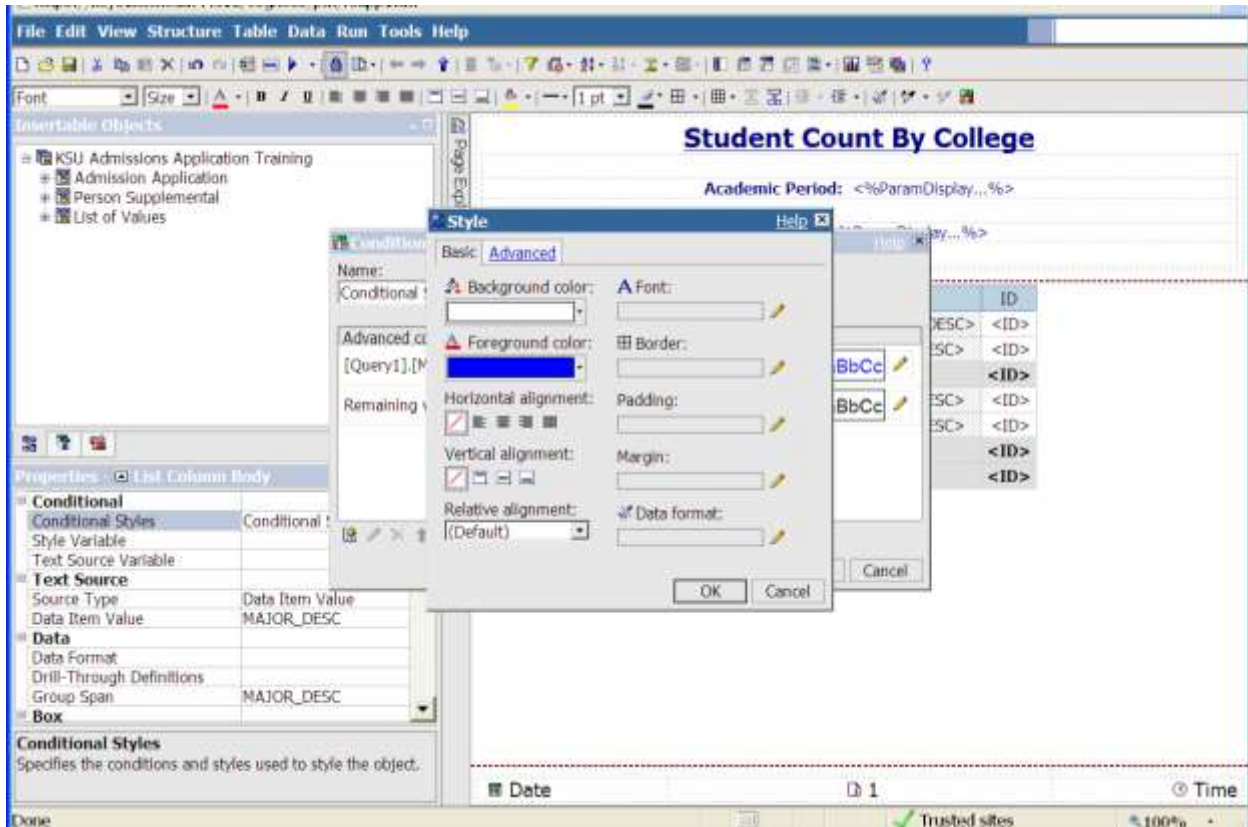


23. Double-Click or drag **MAJOR\_DESC** to the Expression Definition area
24. Enter the expression above
25. Click **OK**



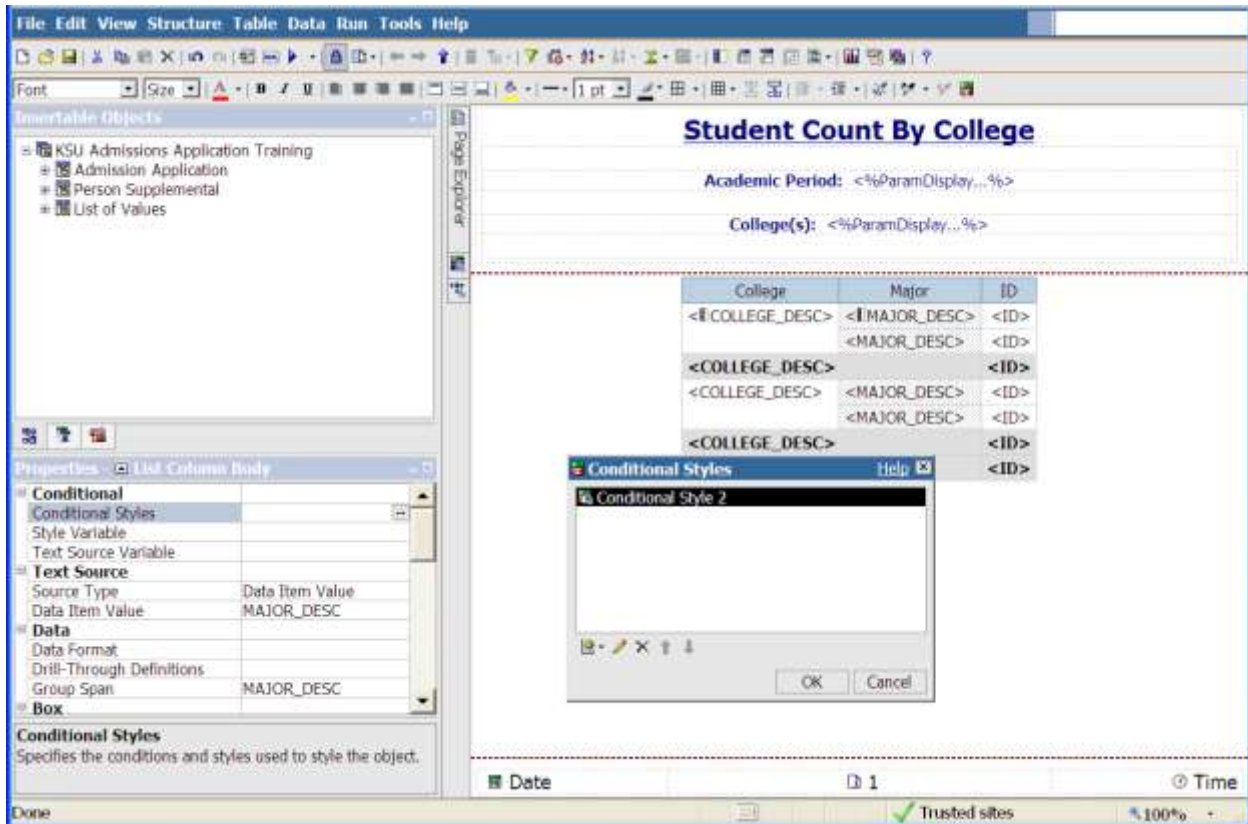
26. Click the pencil on the Conditional Style – Advanced window.

## Cognos – Conditional Formatting



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

## Cognos – Conditional Formatting



30. Click **OK**

## Cognos – Conditional Formatting

**Student Count By College**

Academic Period: Fall 2009

College(s): College of Arts and Sciences

College	Major	ID
College of Arts and Sciences	ACM - Applied Conflict Management	3
	AMST - American Studies	2
	AMTH - Applied Mathematics	30
	ANTH - Anthropology	63
	APGL - Applied Geology	3
	ASL - American Sign Language	43
	BIANT - Biomed Sc- Biological Anthro	1
	BOT - Botany	9
	BSCI - Biology	248
	BTEC - Biotechnology	36
	CELL - Biological Sciences-Cell Biol	2
	CHEM - Chemistry	131
	CLSS - Classics	5
	CMBI - Biomed Sci-Cell/Molecular Biol	5
	CONS - Conservation	25
	CPHY - Chemical Physics	20
	CPYC - Clinical Psychology	10

Top Page up Page down Bottom

Done Trusted sites 100%

Run your report



## Cognos – Conditional Formatting

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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