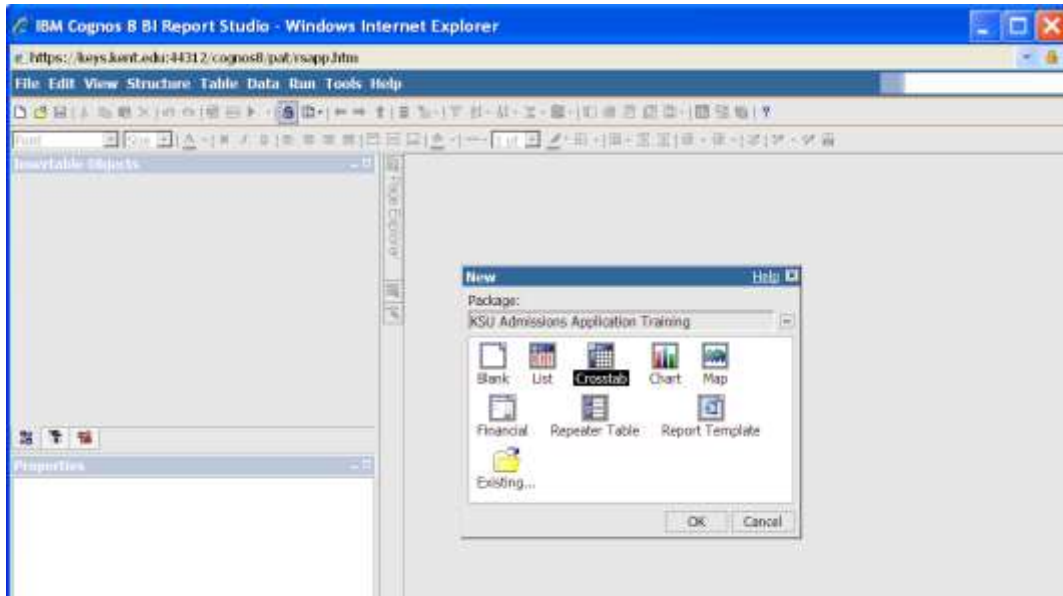




## COGNOS

### Crosstab Reports

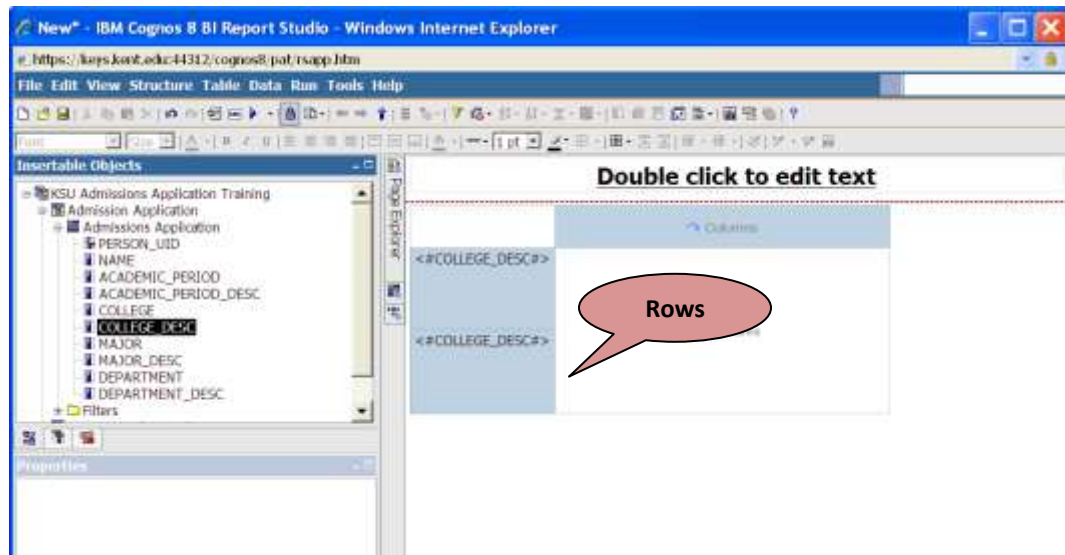
Cognos has several report layouts available for you to use. This document is going to cover the basics of Crosstab reports. A cross tab report is used to deliver the results of a query that aggregates data.



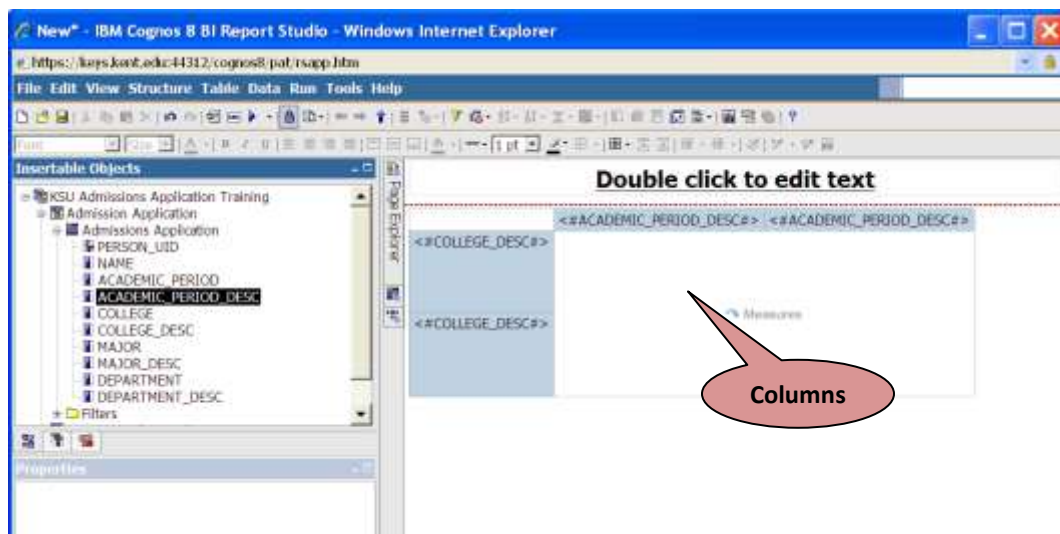
Steps:

1. Launch Report Studio as you would normally do
2. The **New** window will open
3. Select **Crosstab**

## Cognos – Crosstab Reports

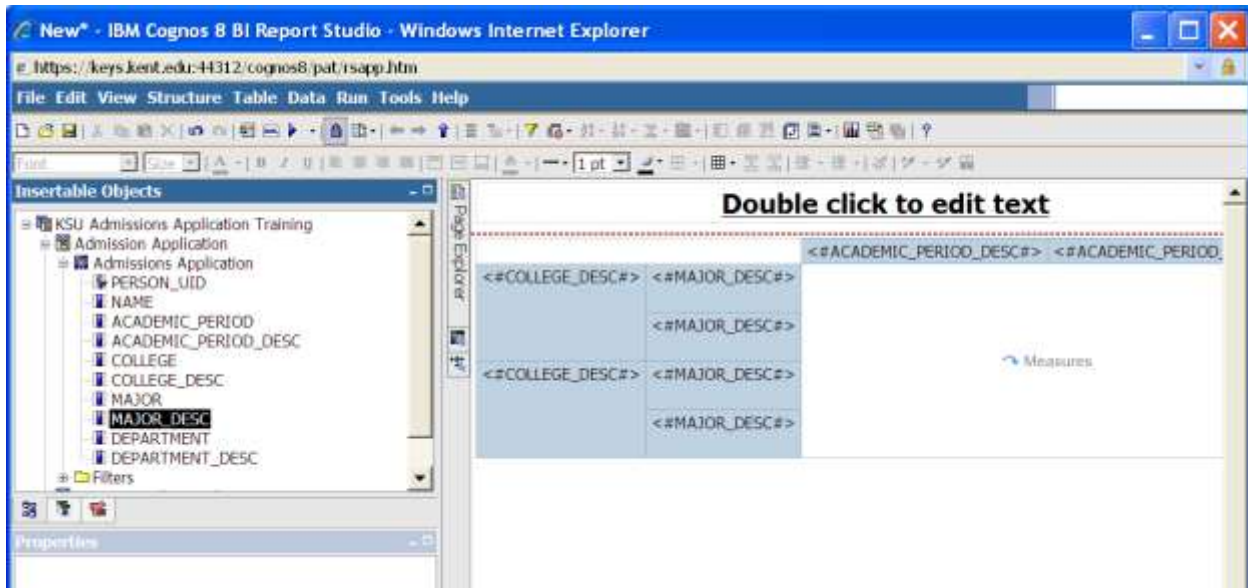


4. Drag **COLLEGE\_DESC** to the Rows area

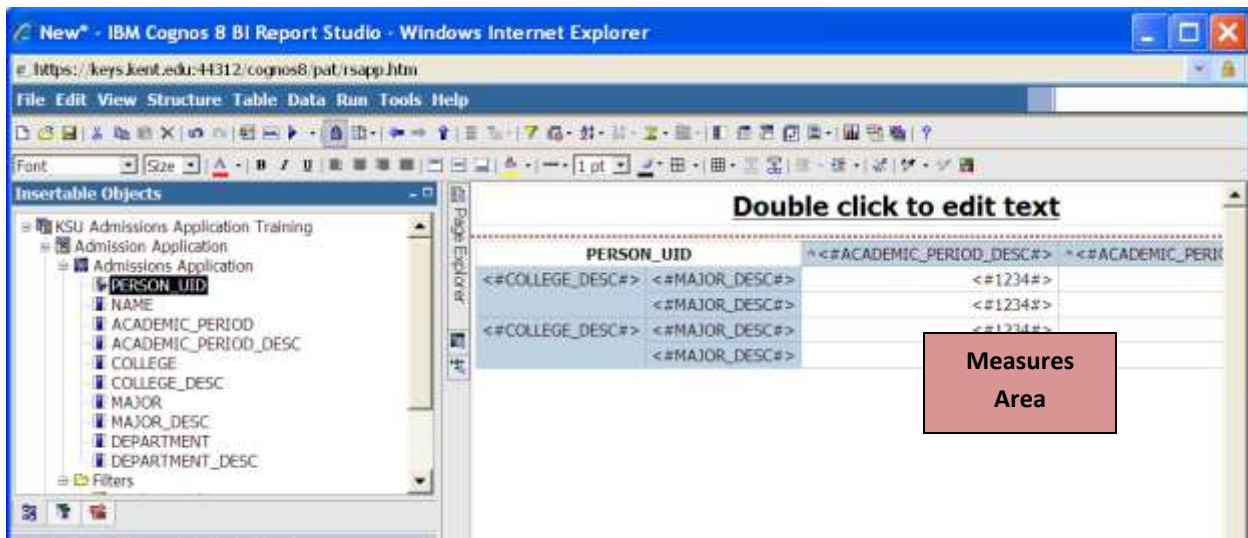


5. Drag **ACADEMIC\_PERIOD\_DESC** to the Columns area

## Cognos – Crosstab Reports



6. Drag **MAJOR\_DESC** to the right of **COLLEGE\_DESC**.



7. Go to the Insertable Objects Pane and drag **PERSON\_UID** to the Measures area.

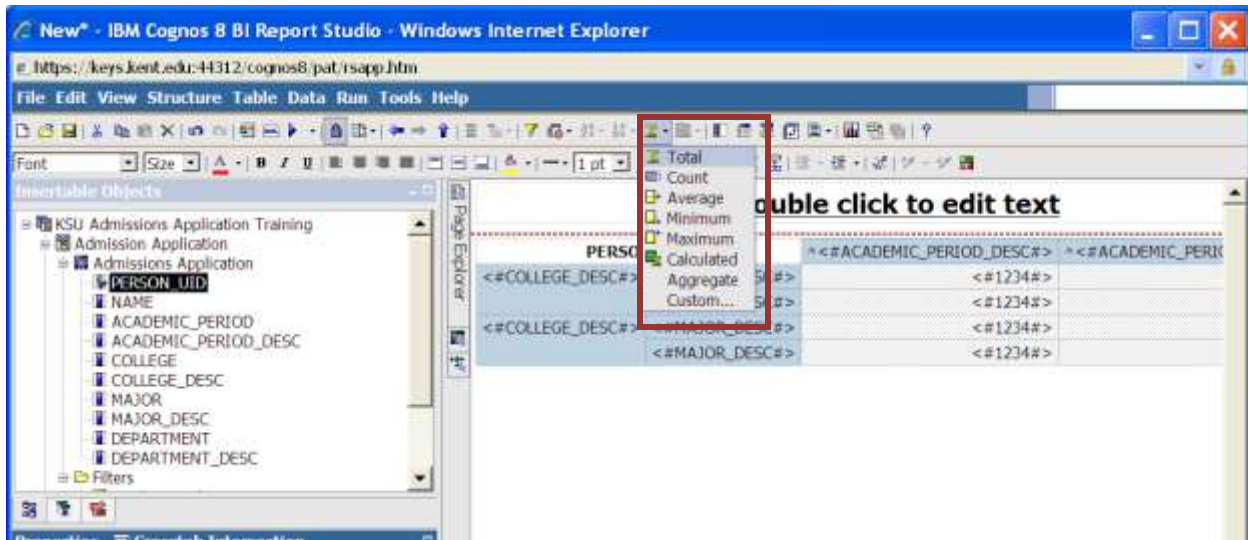
## Cognos – Crosstab Reports

The screenshot shows the IBM Cognos 8 BI Report Studio interface. The left pane displays the 'Insertable Objects' tree, where 'PERSON\_UID' is selected under the 'Admissions Application' folder. The bottom pane shows the 'Properties - Crosstab Intersection' for the selected object, with 'Aggregate Function' set to 'Count Distinct' and 'Rollup Aggregate Function' set to 'Total'. The main report area shows a table with columns for 'PERSON\_UID', 'ACADEMIC\_PERIOD\_DESC', and 'COLLEGE\_DESC', and rows for 'MAJOR\_DESC' and 'DEPARTMENT\_DESC'.

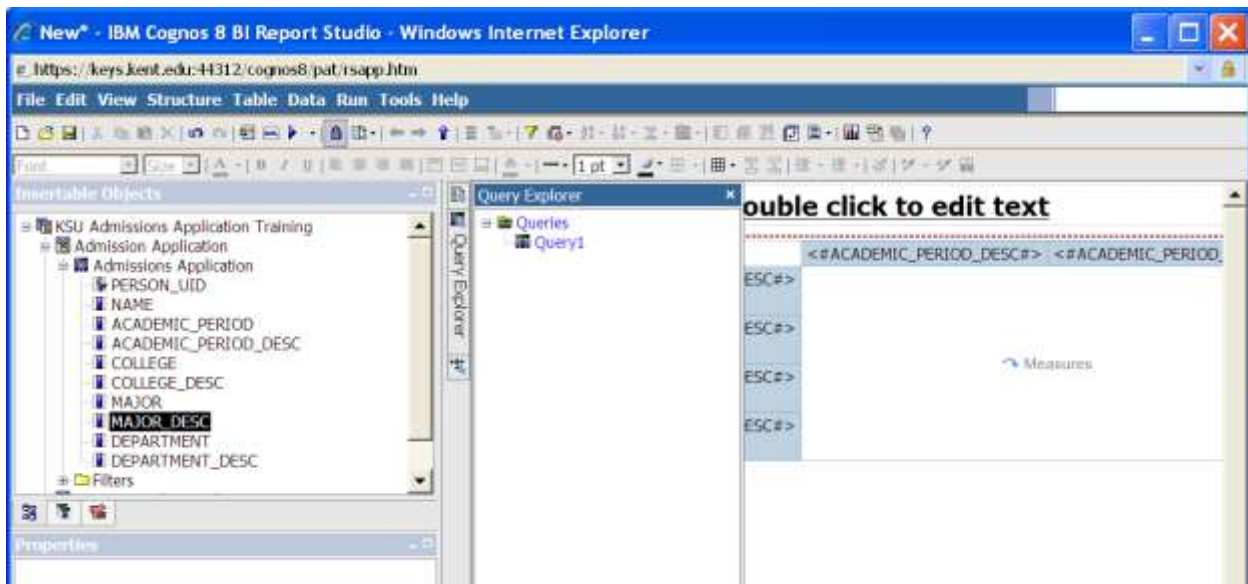
PERSON_UID	ACADEMIC_PERIOD_DESC	COLLEGE_DESC	MAJOR_DESC	DEPARTMENT_DESC
<#COLLEGE_DESC#>	<#MAJOR_DESC#>	<#1234#>	<#1234#>	<#1234#>
<#COLLEGE_DESC#>	<#MAJOR_DESC#>	<#1234#>	<#1234#>	<#1234#>
<#COLLEGE_DESC#>	<#MAJOR_DESC#>	<#1234#>	<#1234#>	<#1234#>

8. Highlight the Measures area
9. Go to Properties Pane
10. For **Aggregate Function**, select **Count Distinct**
11. For **Rollup Aggregate Function**, select **Total**

## Cognos – Crosstab Reports



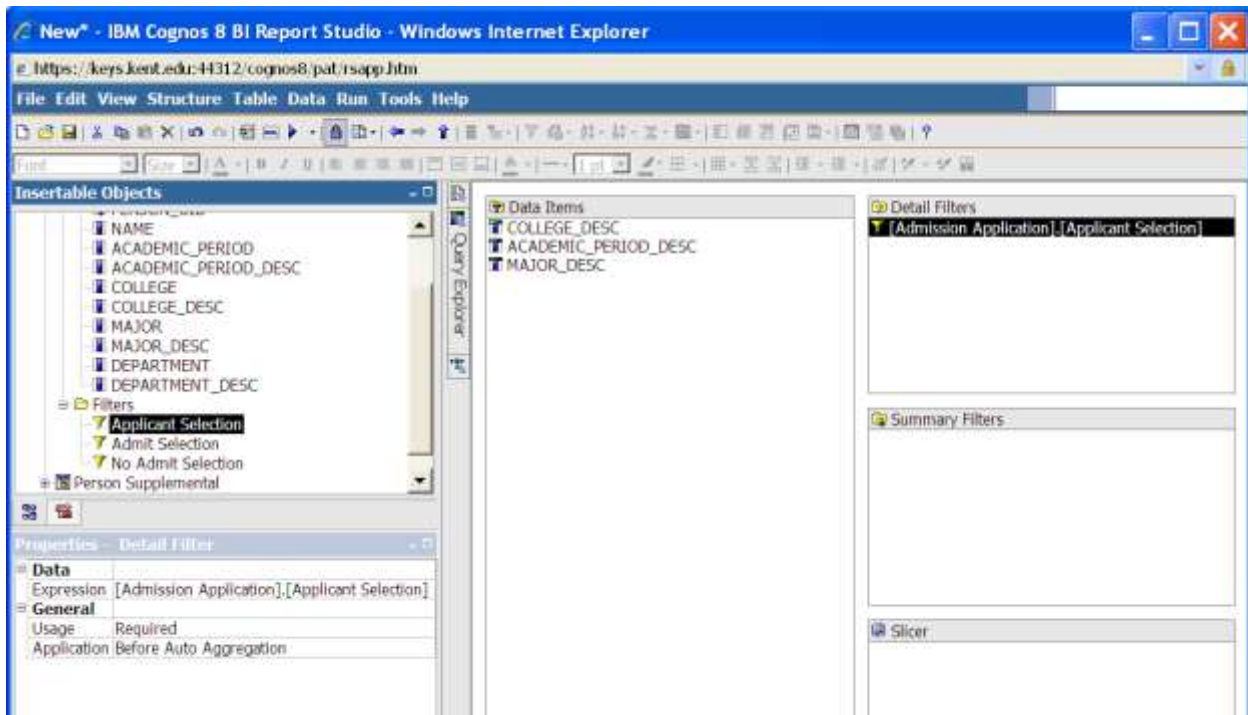
12. Highlight the Measures area
13. Click the Summary button
14. Select Total



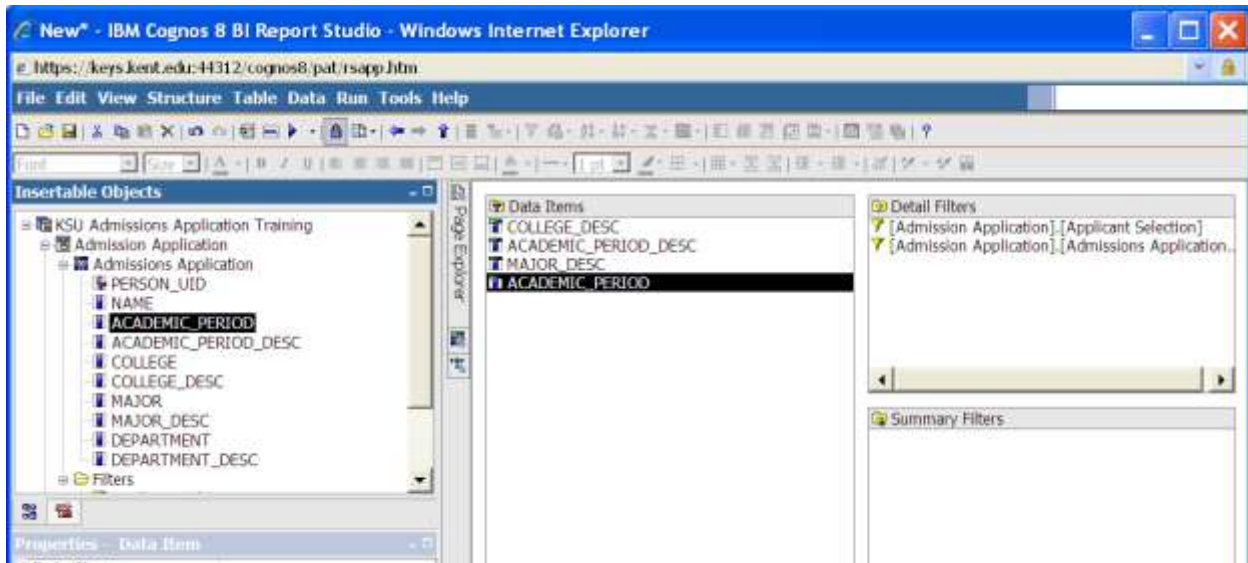
15. Go to the Explorer Bar
16. Select Query1



## Cognos – Crosstab Reports

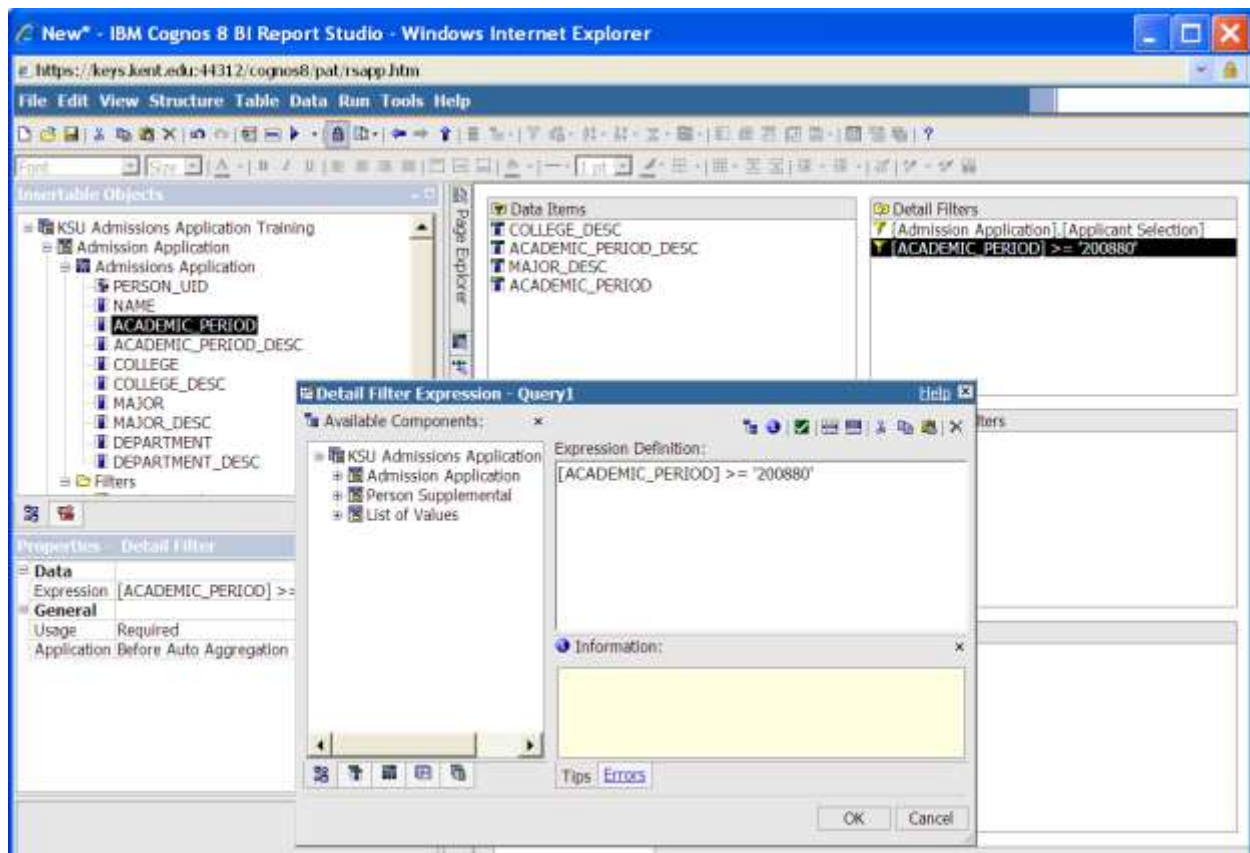


17. Go to the Insertable Objects Pane
18. Drag the **Applicant Selection** filter to the Detail Filters area



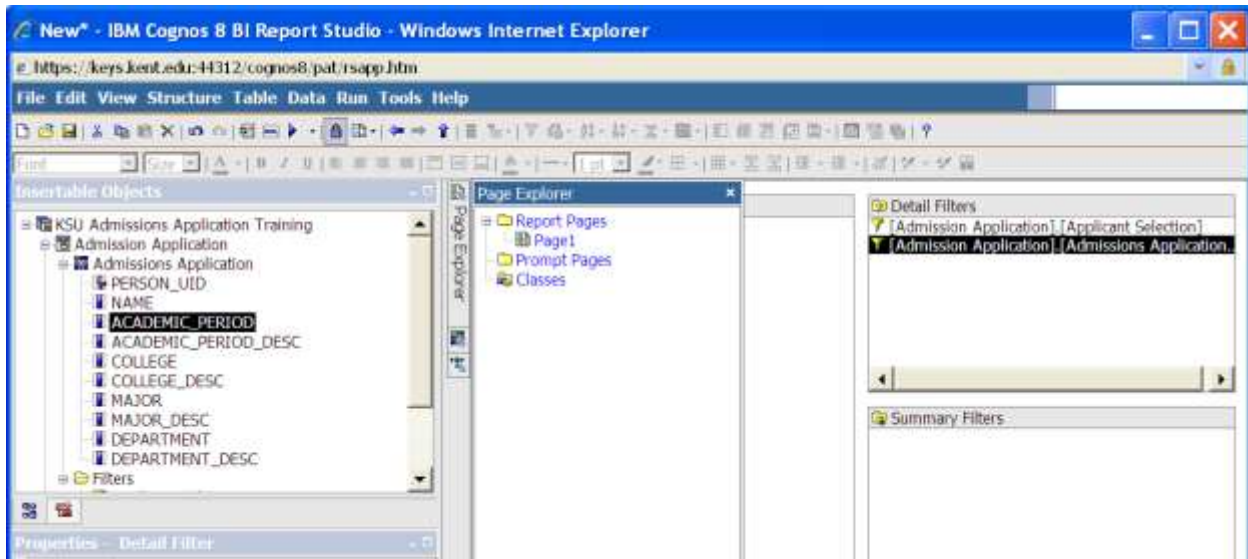
19. Go to the Insertable Objects Pane
20. Drag **ACADEMIC\_PERIOD** to the query.

## Cognos – Crosstab Reports

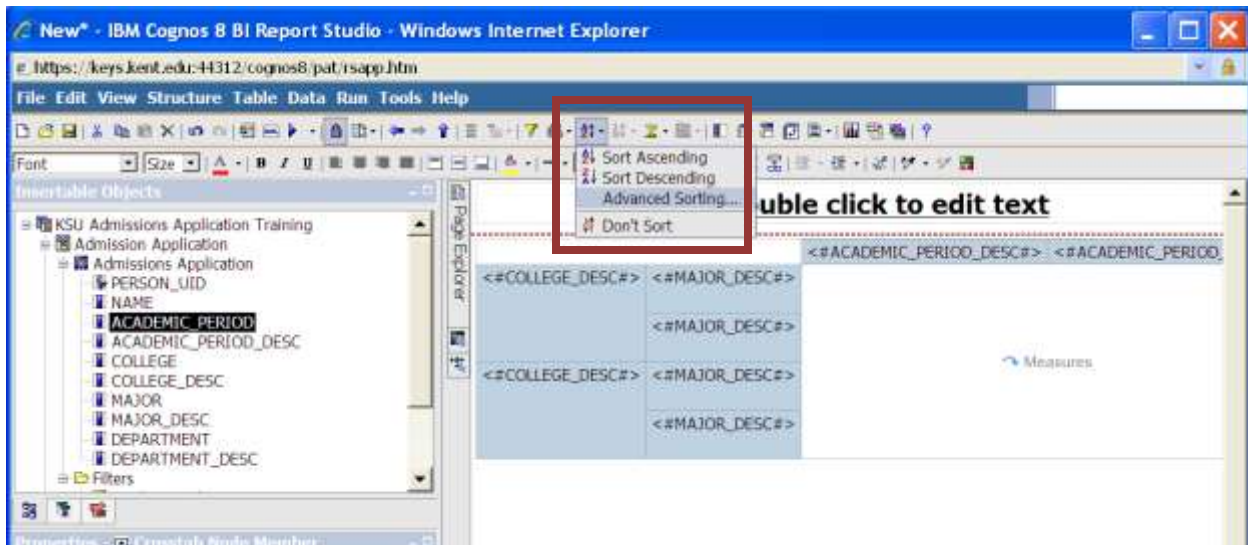


21. Go to the query and drag **ACADEMIC\_PERIOD** to the Detail Filters area
22. Enter the expression **[ACADEMIC\_PERIOD] >= '200880'**
23. Click **OK**

## Cognos – Crosstab Reports



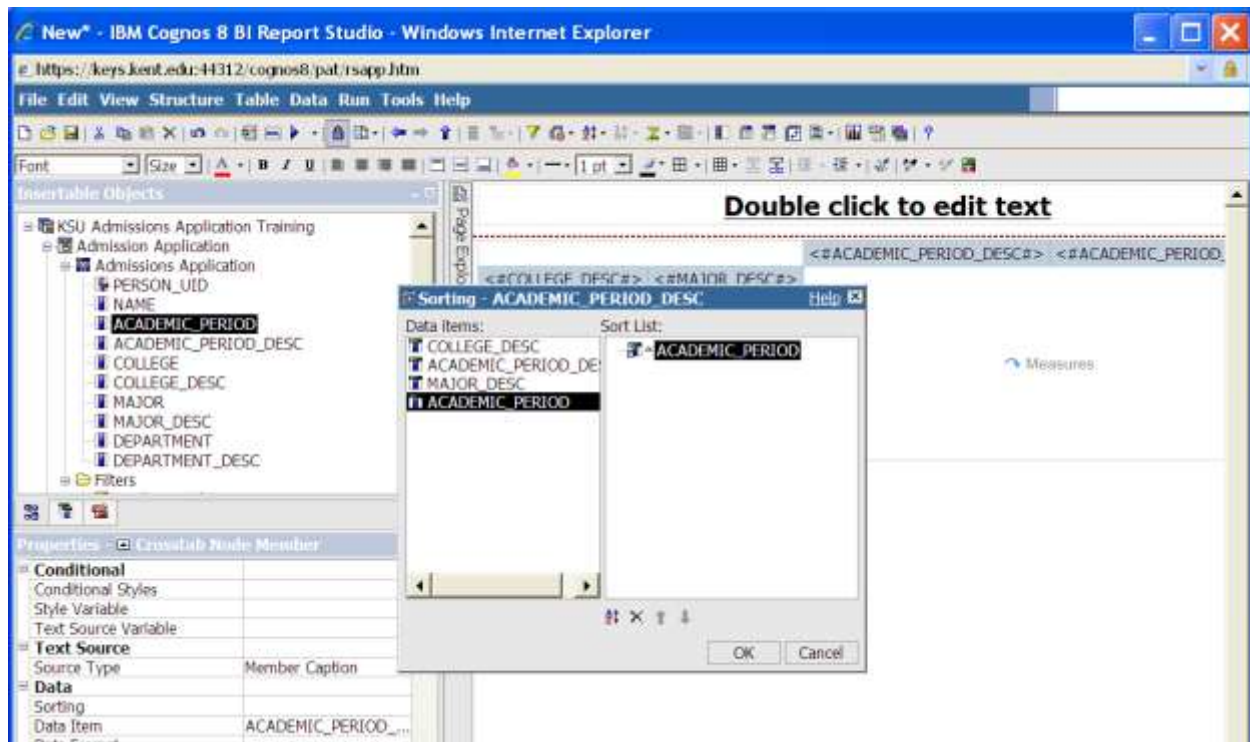
24. Go to the Explorer bar
25. Select Page1.



26. Highlight **ACADEMIC\_PERIOD\_DESC** on the report page
27. Click on the **Sort** button
28. Select **Advanced Sorting**.



## Cognos – Crosstab Reports



29. From the Data Items area, drag **ACADEMIC\_PERIOD** to the **Sort List** area

## Cognos – Crosstab Reports

Cognos Viewer - Windows Internet Explorer

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

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Cognos Viewer

HERNER, FRED A About

PERSON_UID		Fall 2008	Spring 2009	Summer 2009	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Total (ACADEMIC_PERIOD_DESC)
Salem Campus	Justice Studies	1	1		1	2	1	3	2				11
	Radiologic Technology	11	1					1	1		2		16
	Child and Family Advocacy	1						1					2
	Nuclear Medicine Technology	1	1			4	2	3			1		12
	Computer Technology	9	5	1	5	3	1	10	1		2		37
	Early Admission - Option B	63	4		51			38					156
	Pre-Radiologic Technology-AAS	31	41	42	112	48	33	95	30	13	20	1	466
	Business Management Technology	12	4	1	12	2		8	3				42
	Early Childhood Educ Technology	13	3	4	8			4	2		1		35
	Pre-Radiologic Imaging Science	7	16	11	63	11	10	33	9	4	4		168
	Radiologic and Imaging Science	3											3
	No Major Required	88	11	4	41	26	6	37	9	2	6		230
	Transient Student	3	1	2									6
	Pharmaceutical Marketing	2	2	1	1	2	1	14	6	1	4		43

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30. 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](mailto:cognos@kent.edu). For technical assistance, contact the IS Help Desk at 672-HELP (4357).



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