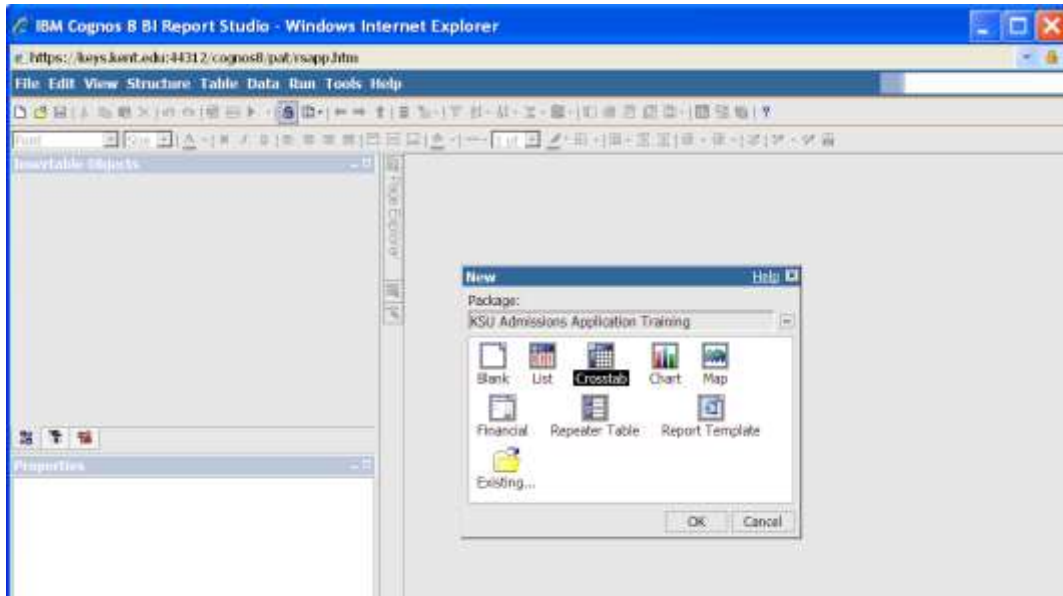**KENT STATE**
U N I V E R S I T Y
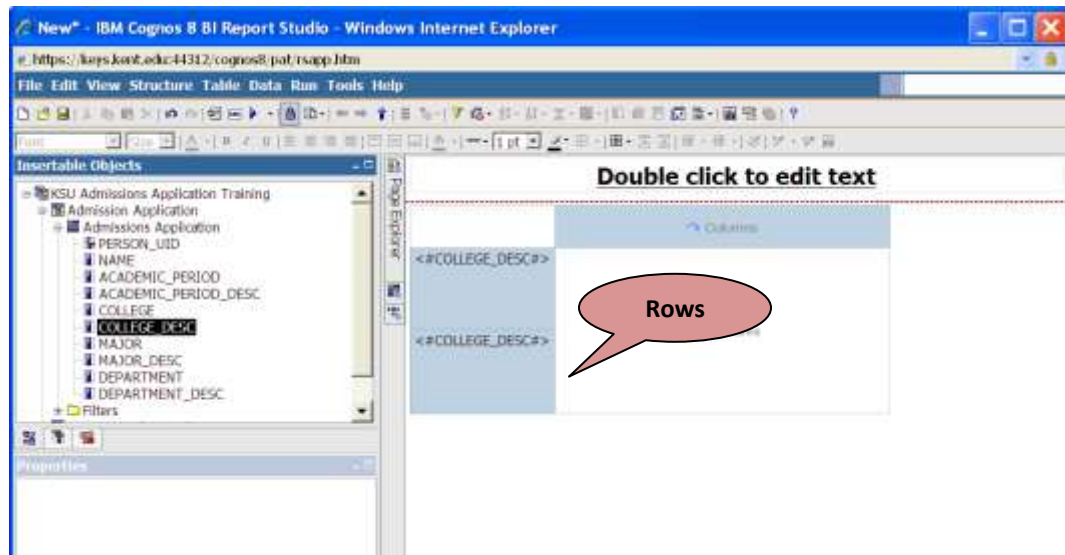IS TECHNICAL TRAINING

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.
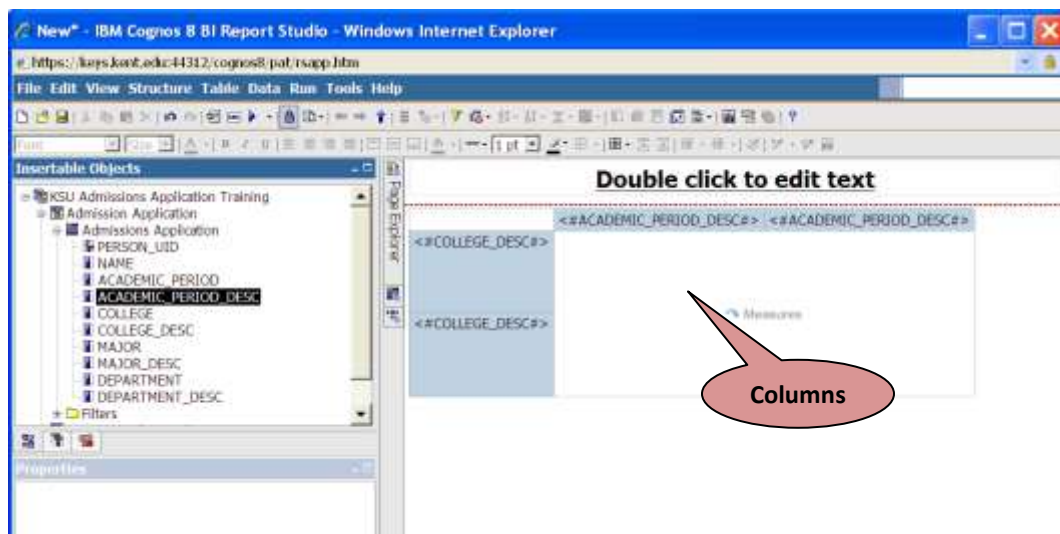

Steps:

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

4.   Drag **COLLEGE_DESC** to the Rows area
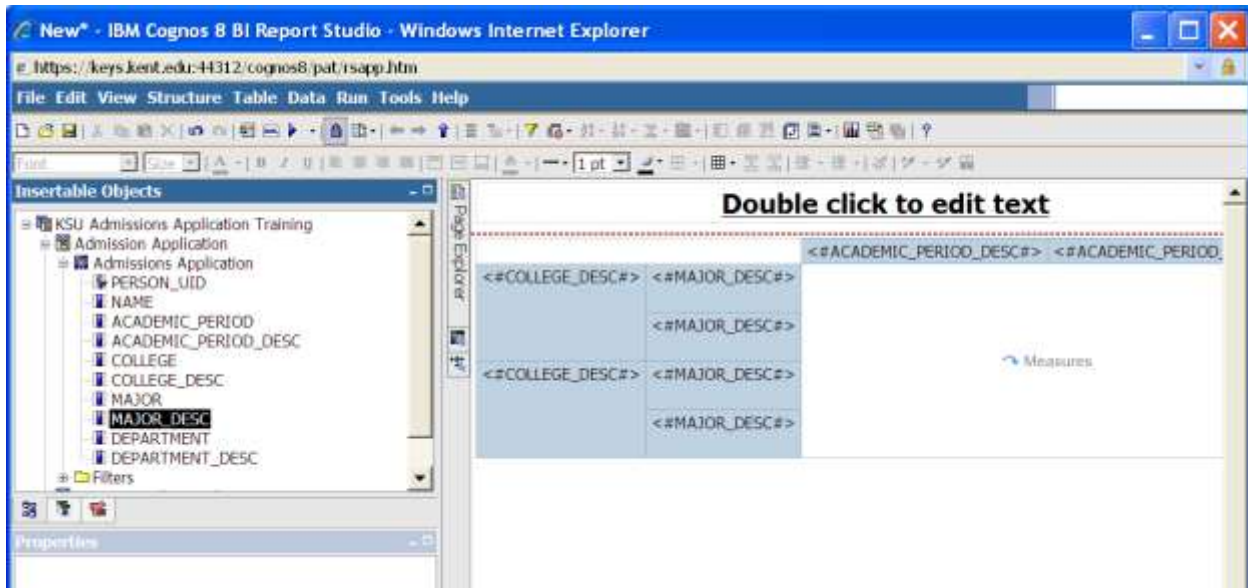

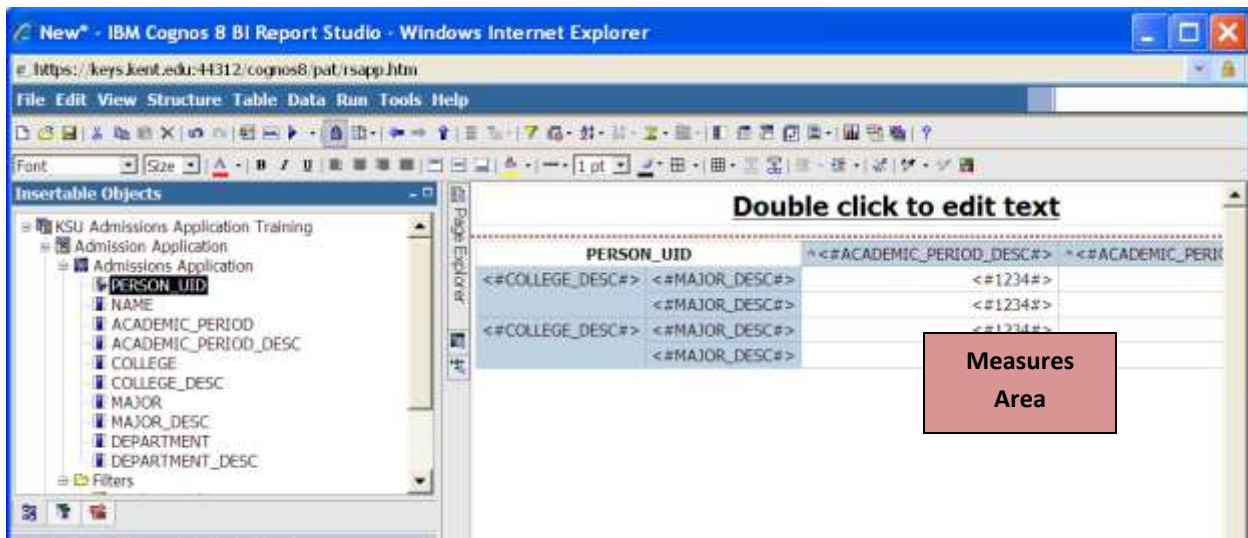5.   Drag **ACADEMIC_PERIOD_DESC** to the Columns area

6. Drag **MAJOR_DESC** to the right of **COLLEGE_DESC**.

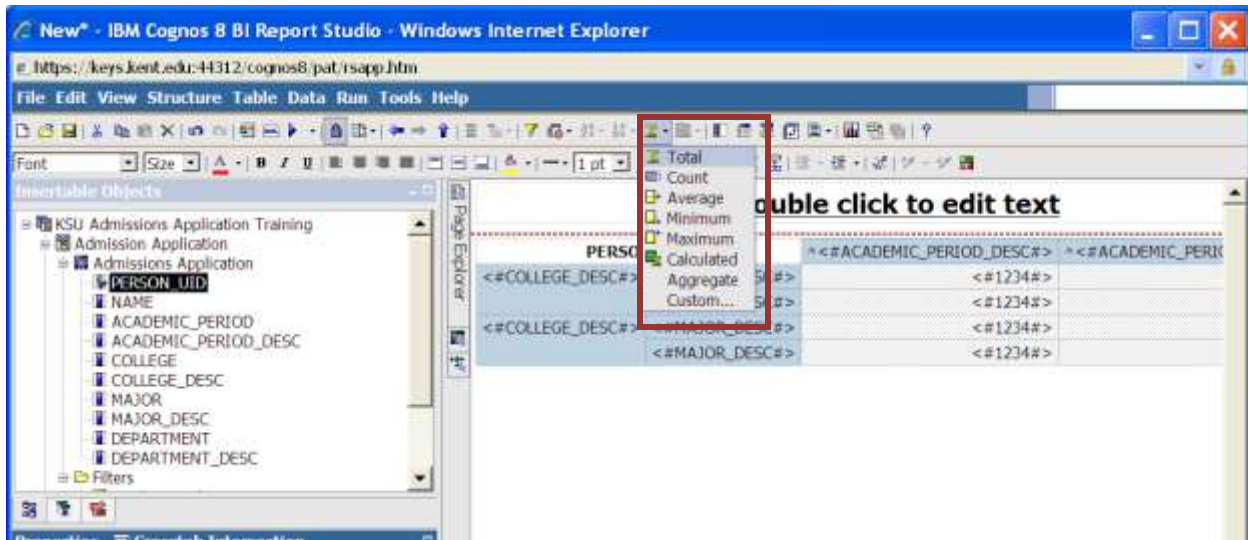7. Go to the Insertable Objects Pane and drag **PERSON_UID** to the Measures area.

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

12. Highlight the Measures area
13. Click the Summary button
14. Select Total
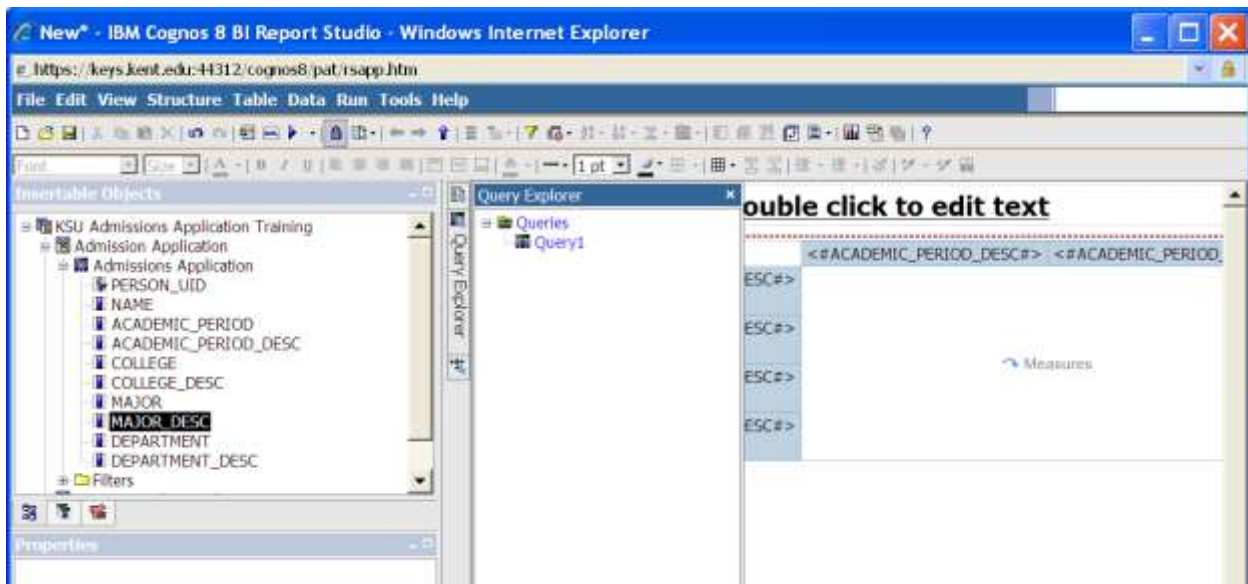
15. Go to the Explorer Bar
16. Select Query1

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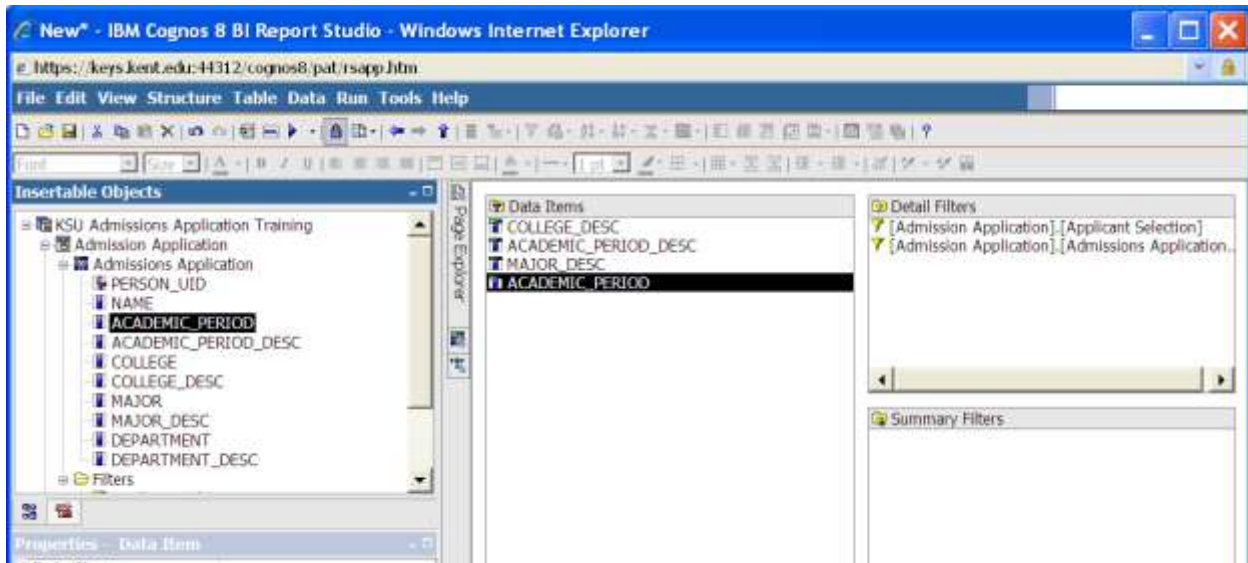
19. Go to the Insertable Objects Pane
20. Drag **ACADEMIC_PERIOD** to the query.

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

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**.

29. From the Data Items area, drag **ACADEMIC_PERIOD** to the **Sort List** area

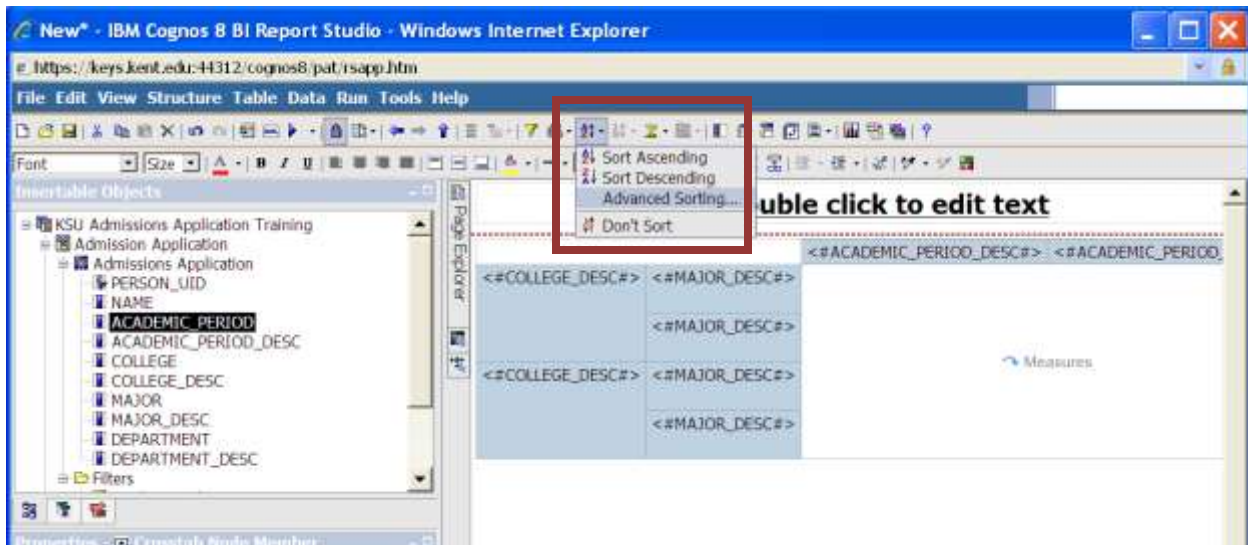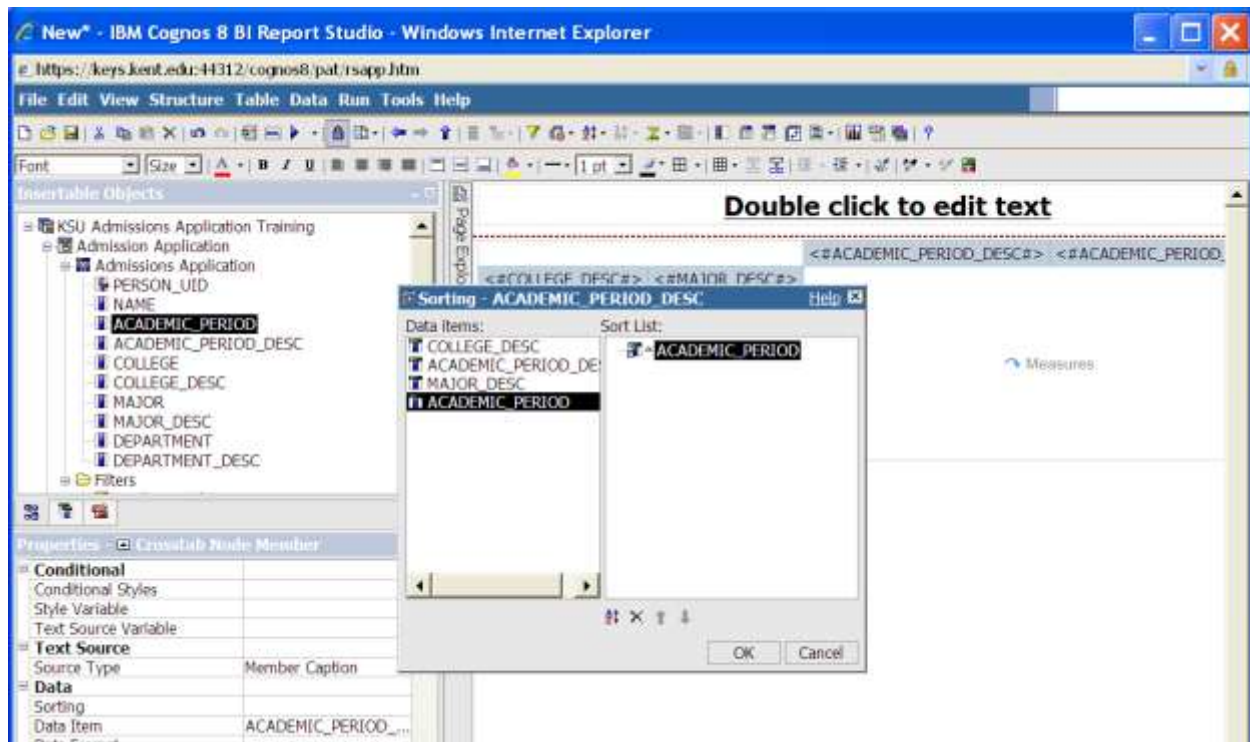|	PERSON_UID	Fall 2008	Spring 2009	Summer 2009	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Total (ACADEMIC_PERIOD_DESC)
Salem Campus	Justice Studies	1	1		1	2	1	3	2				11
	Radiologic Technology	11	1					1	1		2		16
	Child and Family Advocacy	1						1					2
	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 Technolgy	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
	Diagnostic Medical	2	2	1	3	8	3	14	5	1	4		43

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**. For technical assistance, contact the IS Help Desk at 672-HELP (4357).**

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