



## COGNOS

## Returning Only Part of a Field

With Cognos you can use a function to return only part of a field in your report. In the sample below, the report returns the whole student name. We will change the format so that only the first five characters of the name are returned. This is called **Substring**.

Cognos Viewer

QDSPRD1 About

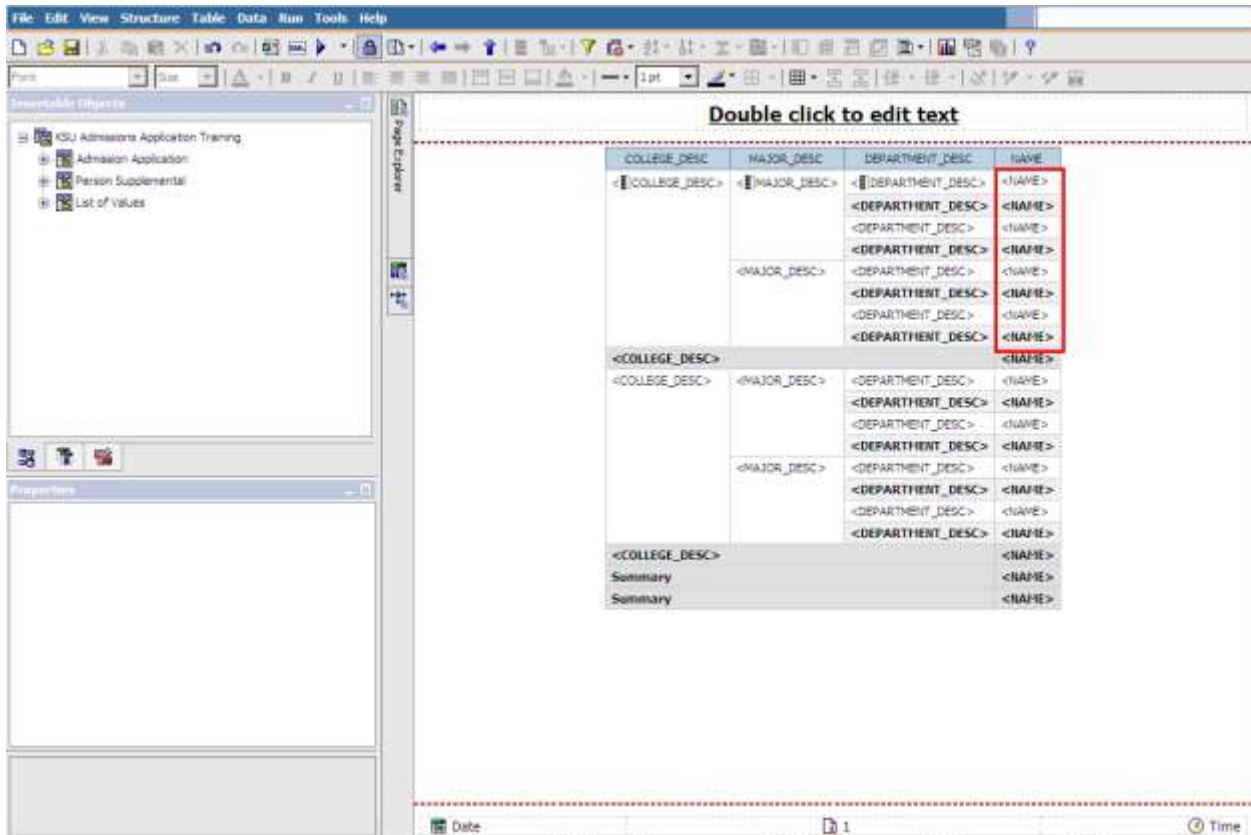
COLLEGE_DESC	MAJOR_DESC	DEPARTMENT_DESC	NAME
Ashtabula Campus	Accounting Technology	Applied Business	Adams, Sarah K.
		<b>Applied Business</b>	<b>1</b>
	Applied Studies	Applied Business	Bowley, Robert A.
		Applied Business	Forster, Nancy R.
	Business Management Tech	Applied Business	DeSantis, Marie
		Applied Business	Pennington, Nicholas A.
		Applied Business	Quinn, Daniel R.
		Applied Business	Reese, John W.
		Applied Business	Reese, Michael W.
		Applied Business	Long, Daniel
		Applied Business	Hartman, Robert E.
		Applied Business	Openshaw, Thomas R.
		Applied Business	Post, David L.
		Applied Business	Robinson, Laverne D.
		Applied Business	Bull, Joshua B.
		Applied Business	Ward, Kenneth E.
		Applied Business	Wills, Orlan E.
	Business Management Technology	Applied Business	Buckley, Jennifer
		Applied Business	Burton, William L.
		Applied Business	Cryder, Chantal L.
		Applied Business	Hess, Megan

Adams, John Q.

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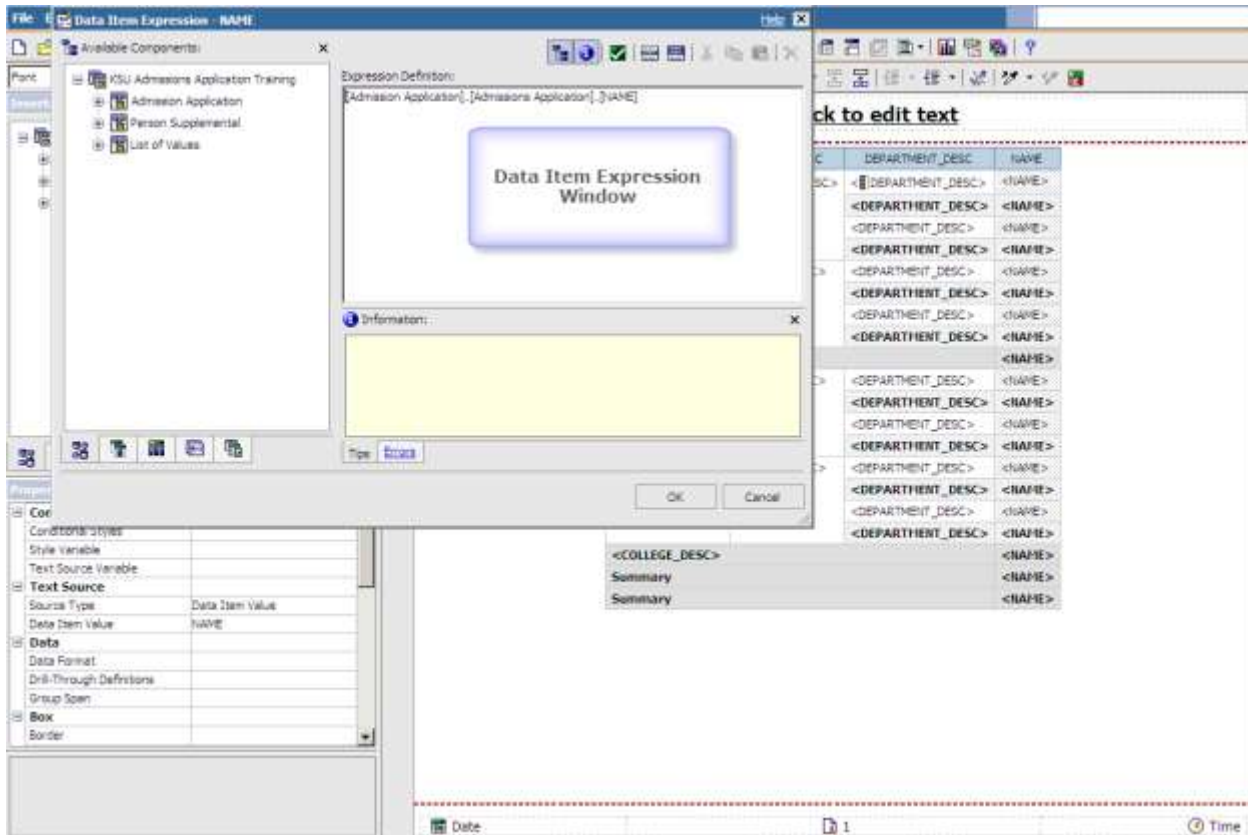
## Returning Only Part of a Field



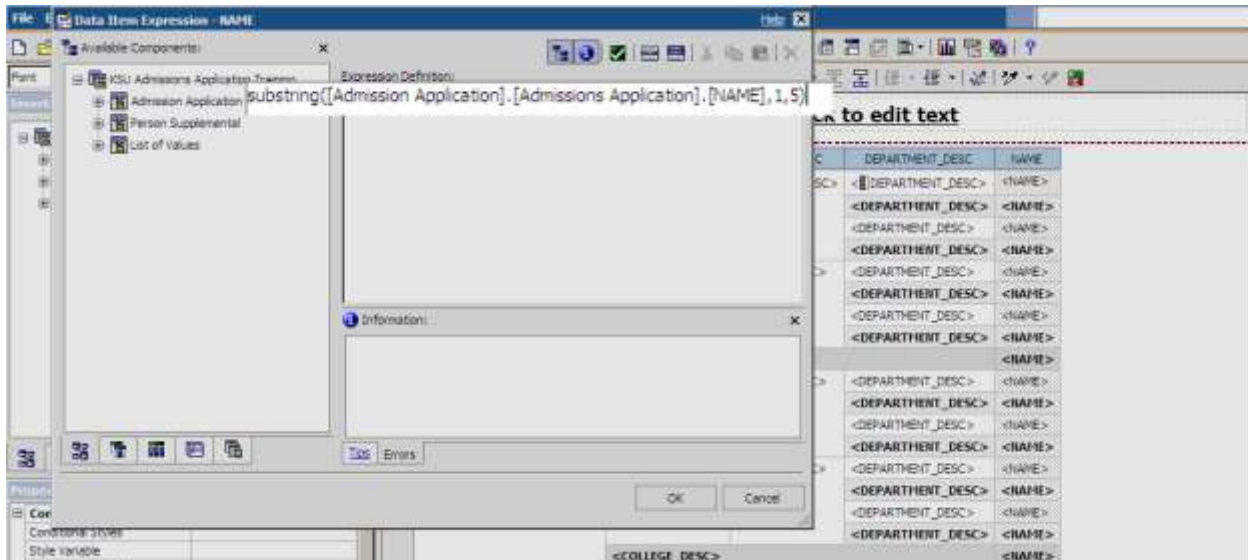
Follow these steps to return only part of a field:

1. Open or create your report in Cognos Report Studio
2. Double click in the field that you want to format - in our example it is **Name**

## Returning Only Part of a Field



3. The Data Item Expression Window will open
4. Click inside the Expression Definition field **before** the expression



5. Type the word '**substring**' then insert a left parenthesis (
6. Click at the **end** of the Expression Definition
7. Enter **,1,5** - you are telling Report Studio that you want to display only the first (1) through fifth (5) characters of the name field

## Returning Only Part of a Field

The screenshot shows a Cognos Viewer window displaying a table. The table has four columns: COLLEGE\_DESC, MAJOR\_DESC, DEPARTMENT\_DESC, and NAME. The data is organized into rows, with some rows grouped under a 'Business Management Tech' major. Two callout boxes are present: one pointing to the name 'Adams' and another pointing to the name 'Ng, J'.

COLLEGE_DESC	MAJOR_DESC	DEPARTMENT_DESC	NAME
Ashtabula Campus	Accounting Technology	Applied Business	Adams
		Applied Business	1
	Applied Studies	Applied Business	Bowl
		Applied Business	2
	Business Management Tech	Applied Business	Cedron
			Farm
			Gulf
			Heal
			Hotel
			Leng
			Marl
			Organ
			Peon
			Poden
			Quik
			Uand
			Wid
		Applied Business	13
	Business Management Technology	Applied Business	Bulle
			Bump
			Crye
			Wage

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- Only the first five (5) characters of the field display

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



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