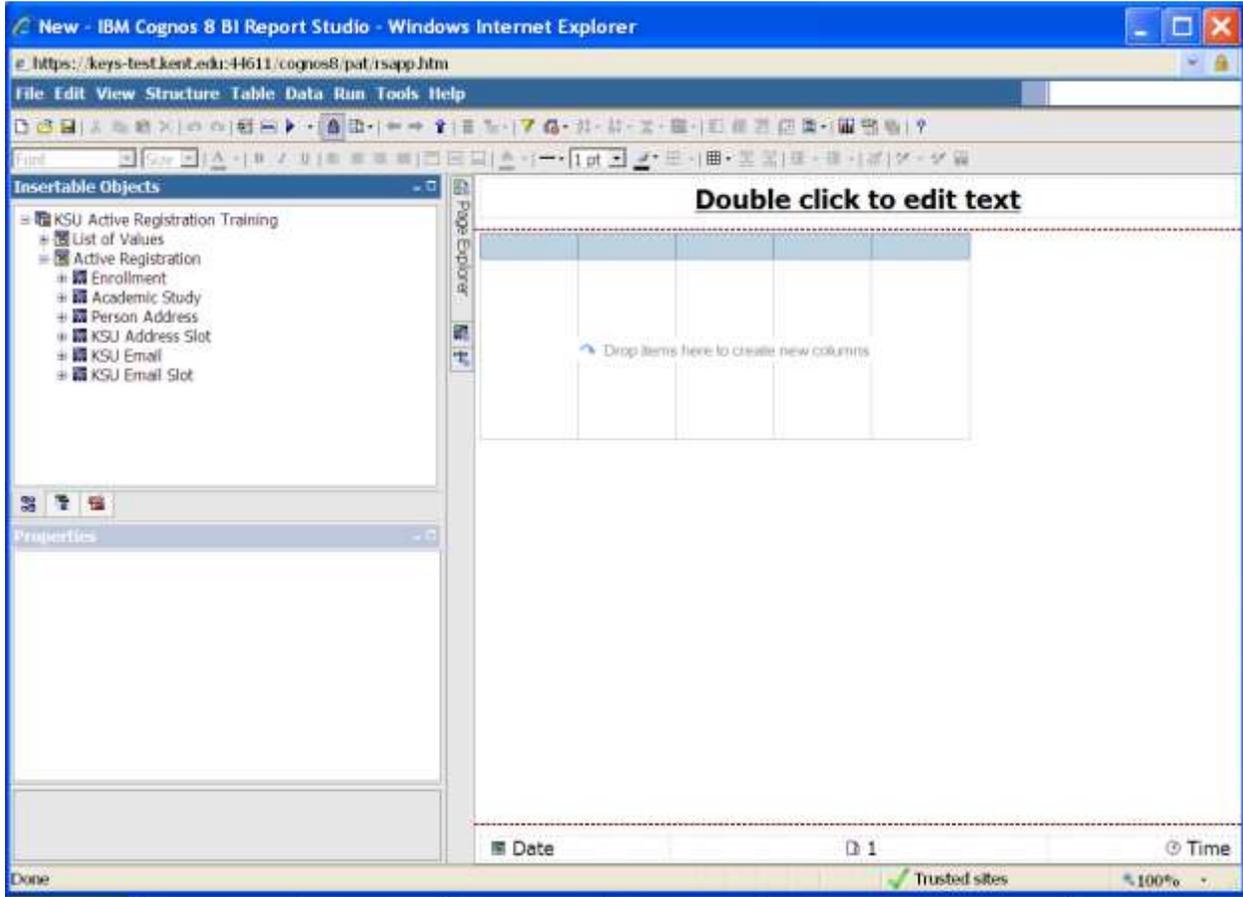


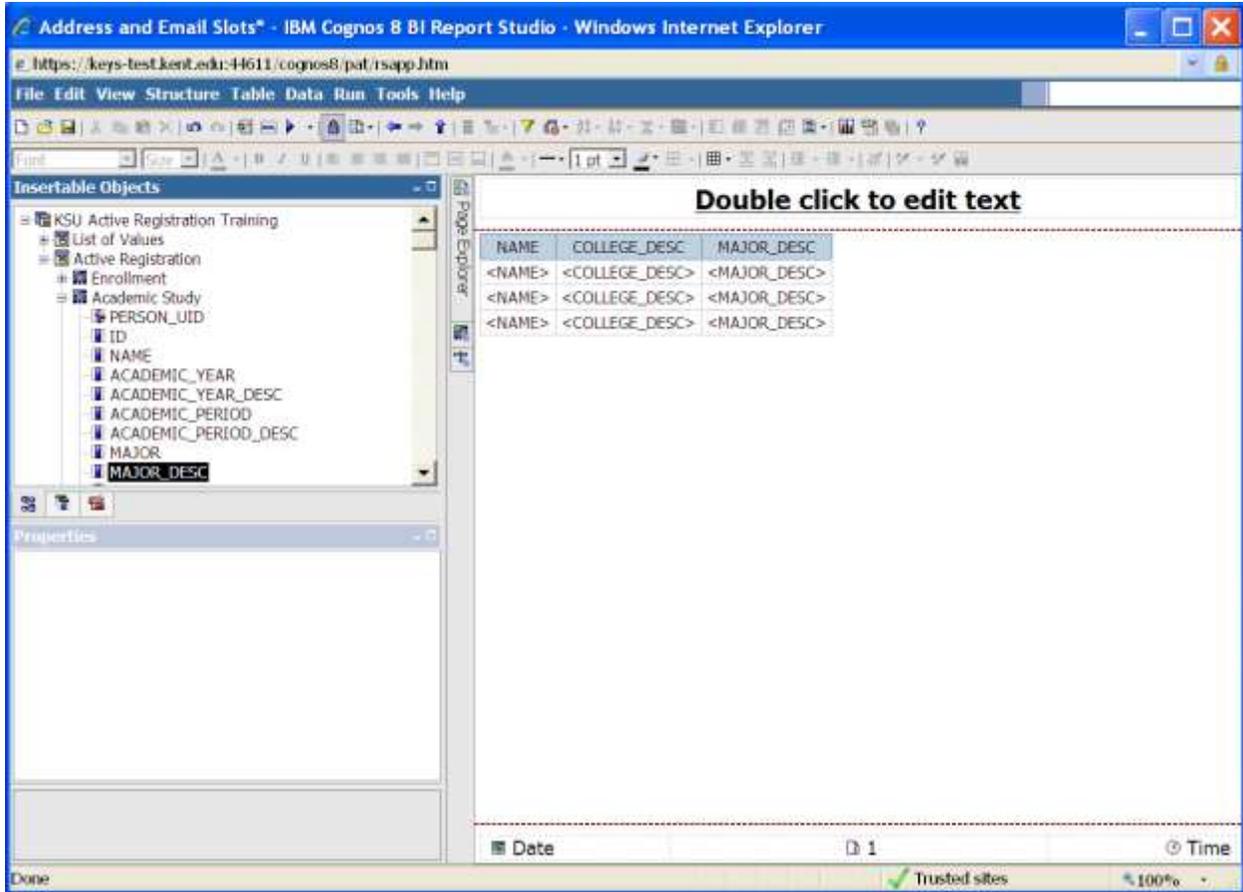


## COGNOS Street Address and Email Slot User Guide



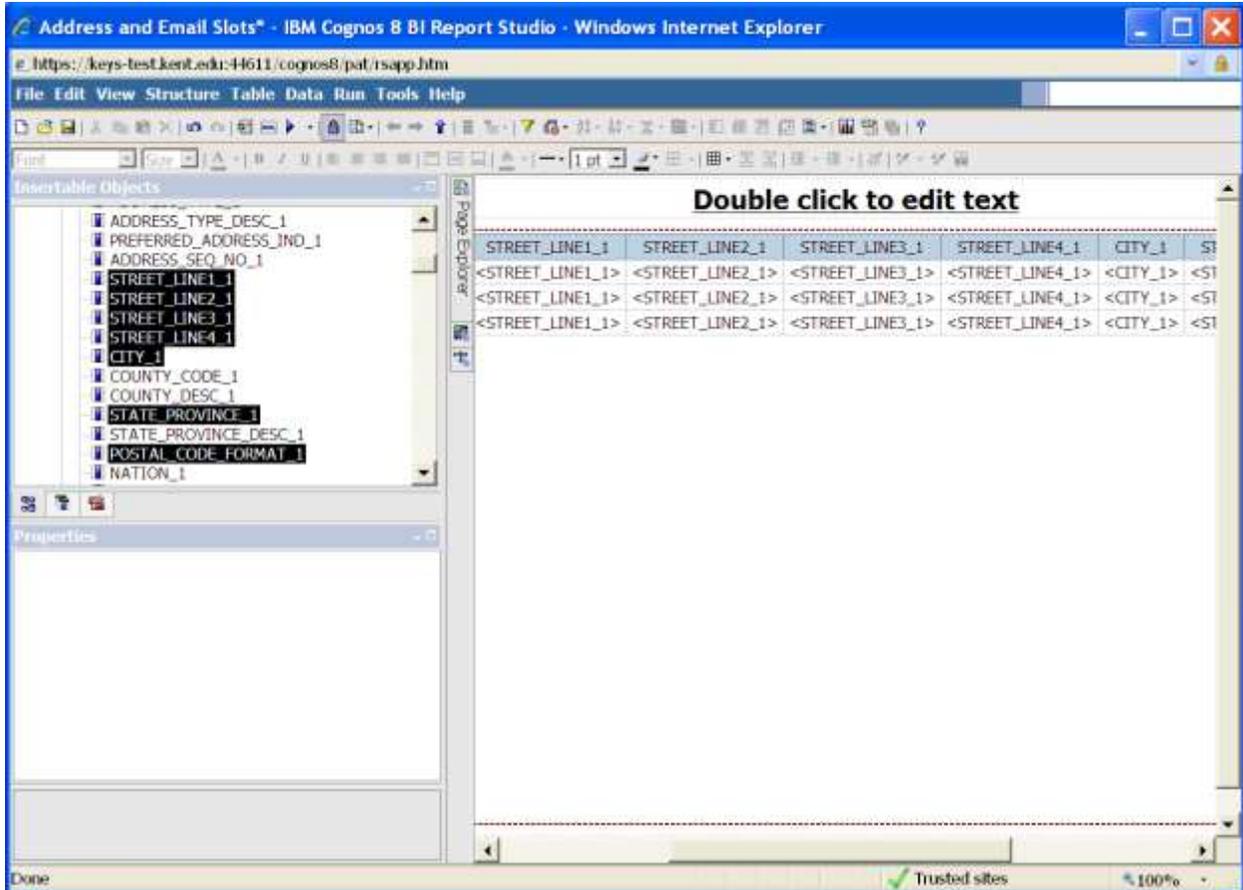
1. Login into Cognos Report Studio and open the package you wish to use.

## COGNOS - Street Address and Email Slot Guide



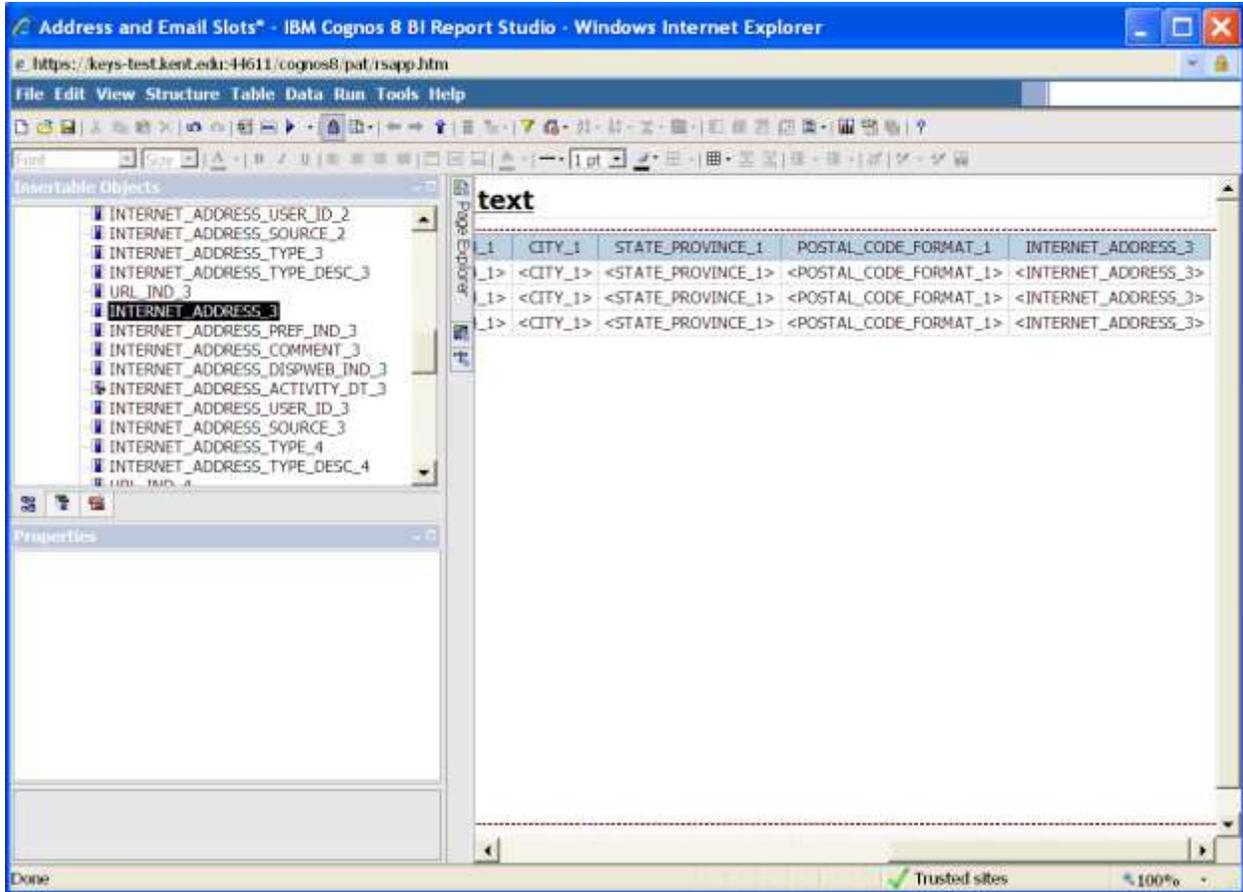
- From the Insertable Objects pane, open Active Registration then Academic Study and select Name, College\_Desc, and Major\_Desc.

## COGNOS - Street Address and Email Slot Guide



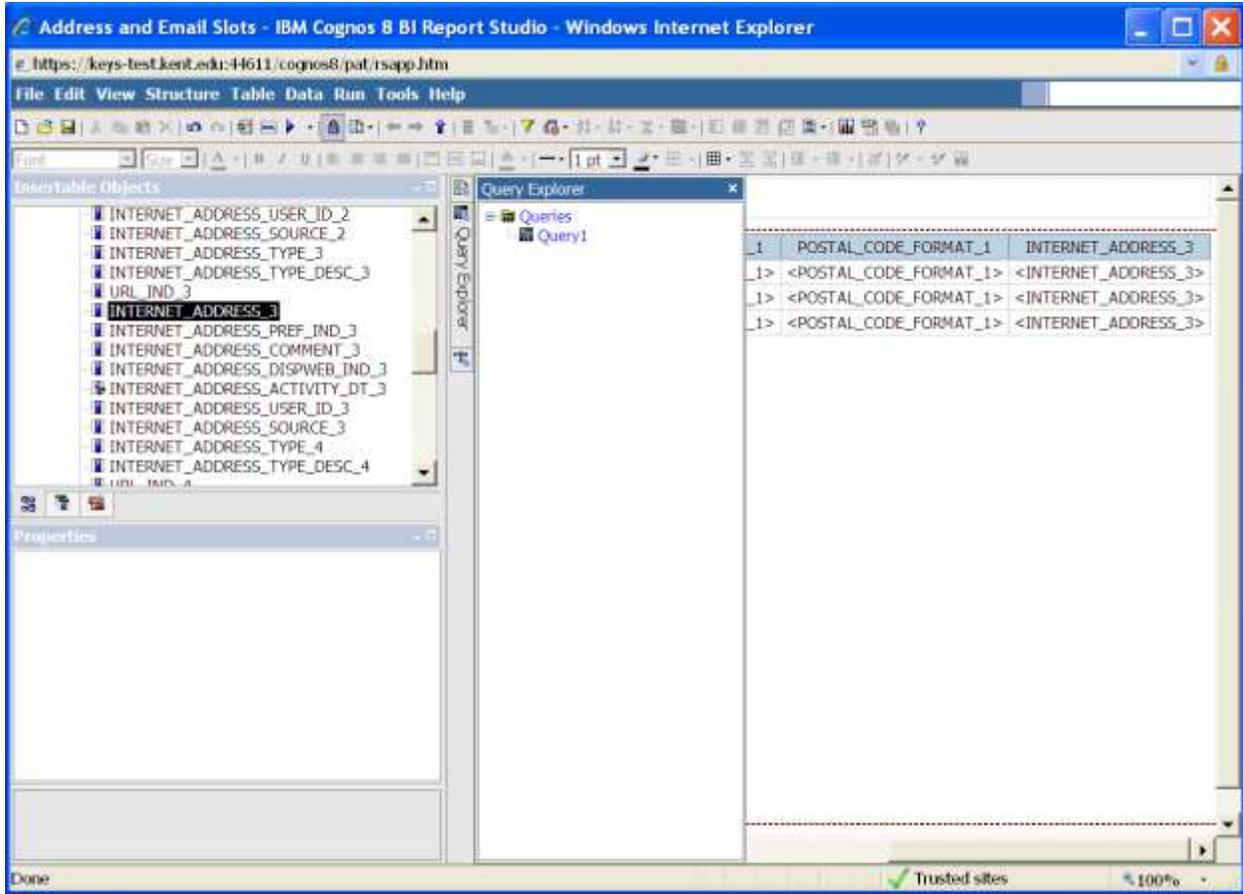
3. Open KSU Address Slot and select Street\_Line1\_1, Street\_Line2\_1, Street\_Line3\_1, Street\_Line4\_1, City\_1, State Province\_1, and Postal\_Code\_Format\_1.

## COGNOS - Street Address and Email Slot Guide



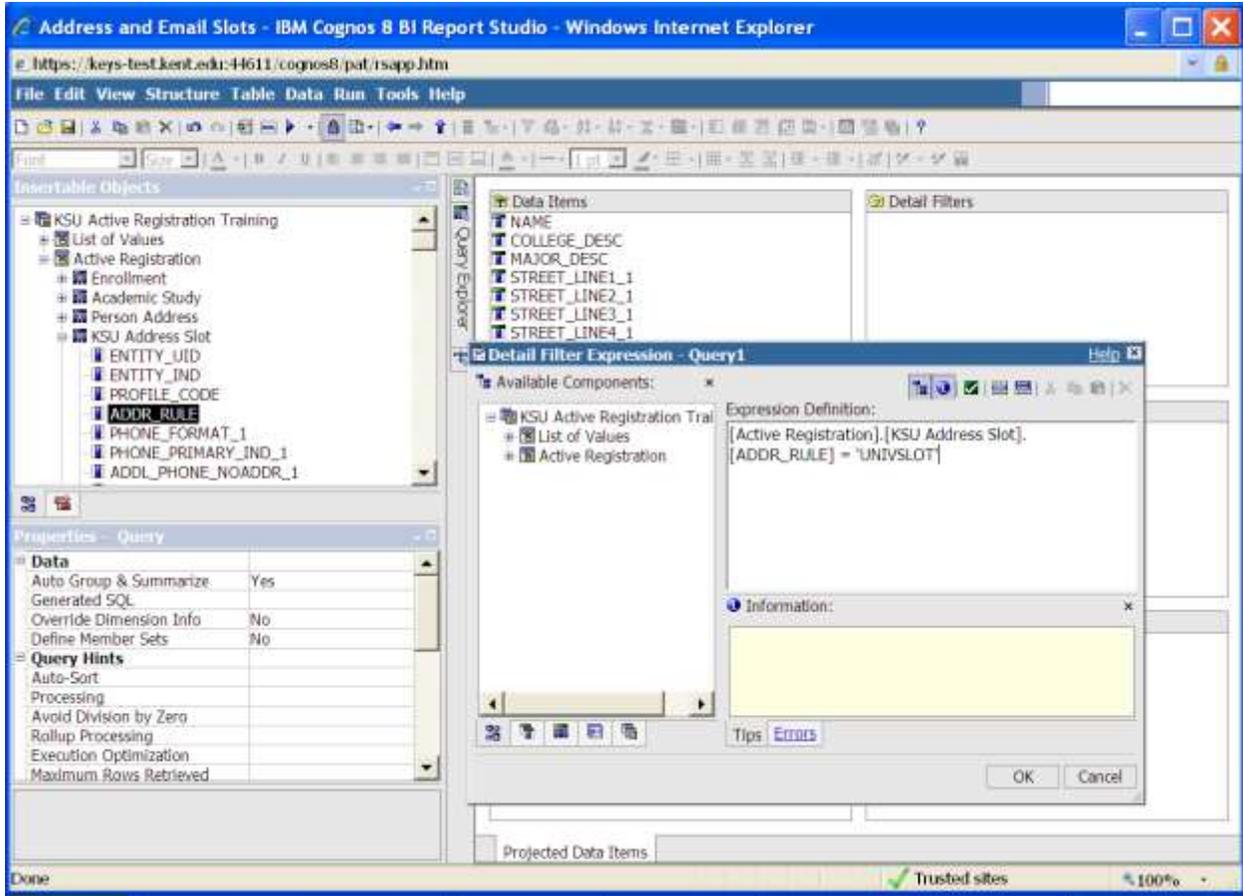
4. Open KSU Email Slot and select Internet\_Address\_3.

## COGNOS - Street Address and Email Slot Guide

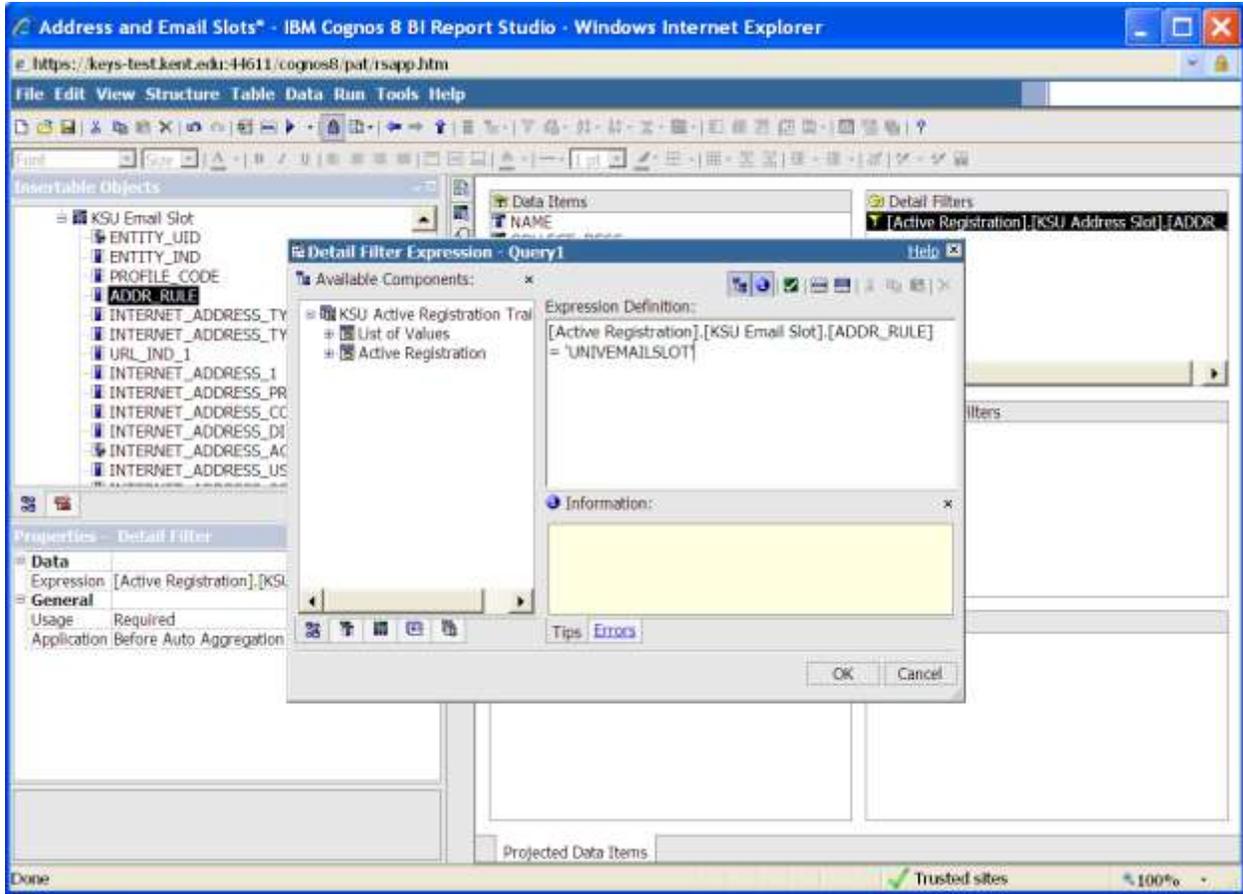


5. Mouse over the Explorer bar and Select Query1.

## COGNOS - Street Address and Email Slot Guide

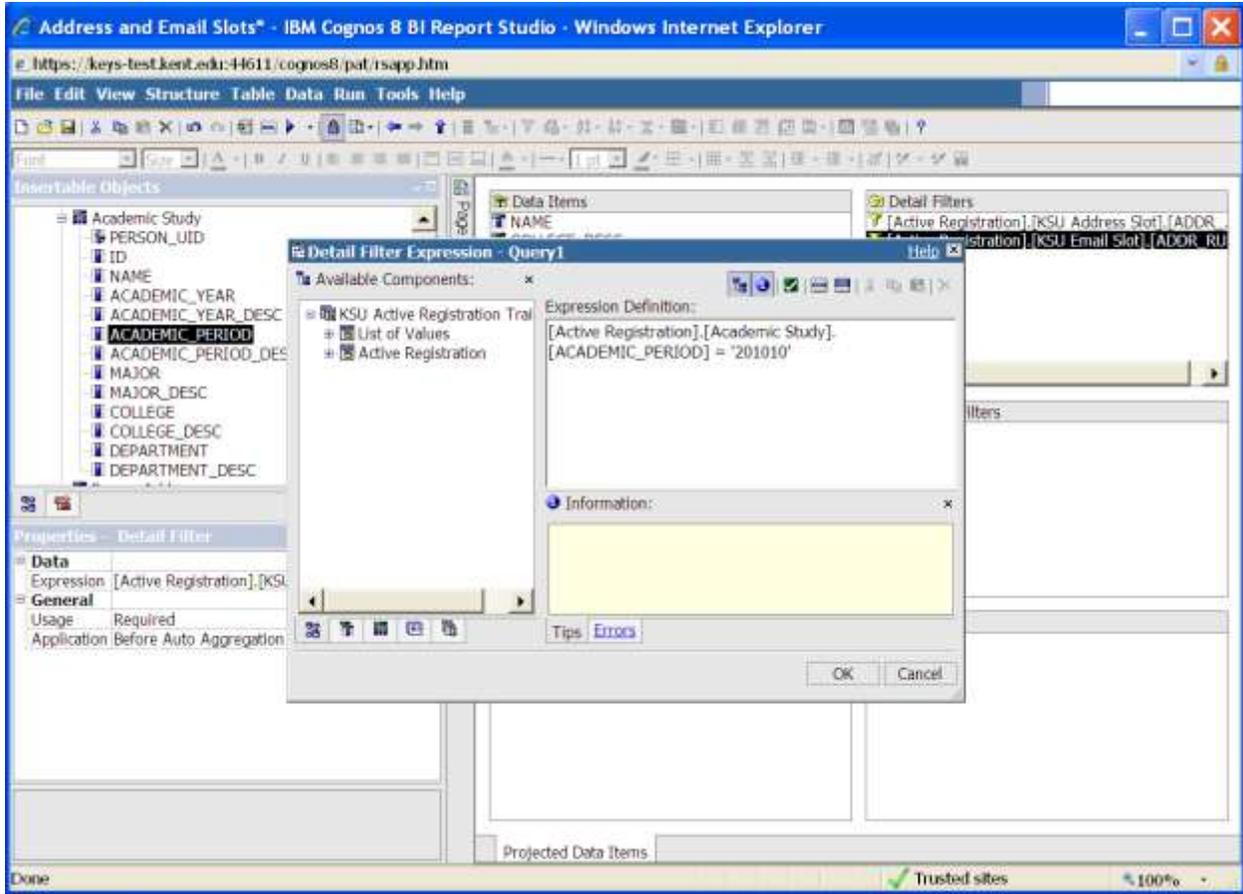


6. Open KSU Address Slot and drag ADDR\_RULE to the detail filters window. Add = 'UNIVSLOT' to the end of the expression definition as shown above.



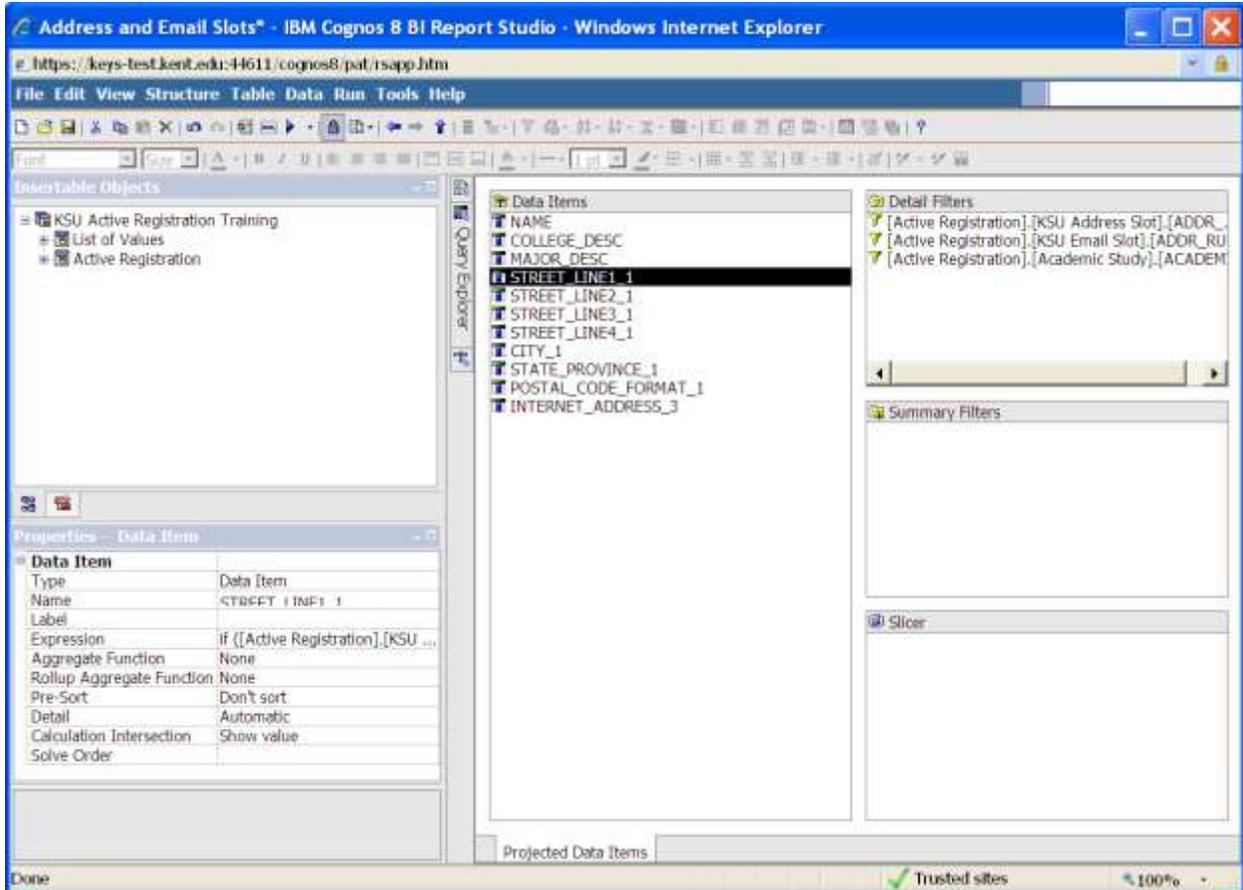
7. Open KSU Email Slot and drag ADDR\_RULE to the detail filters window. Add = 'UNIVEMAILSLOT' to the end of the expression definition as shown above.

## COGNOS - Street Address and Email Slot Guide



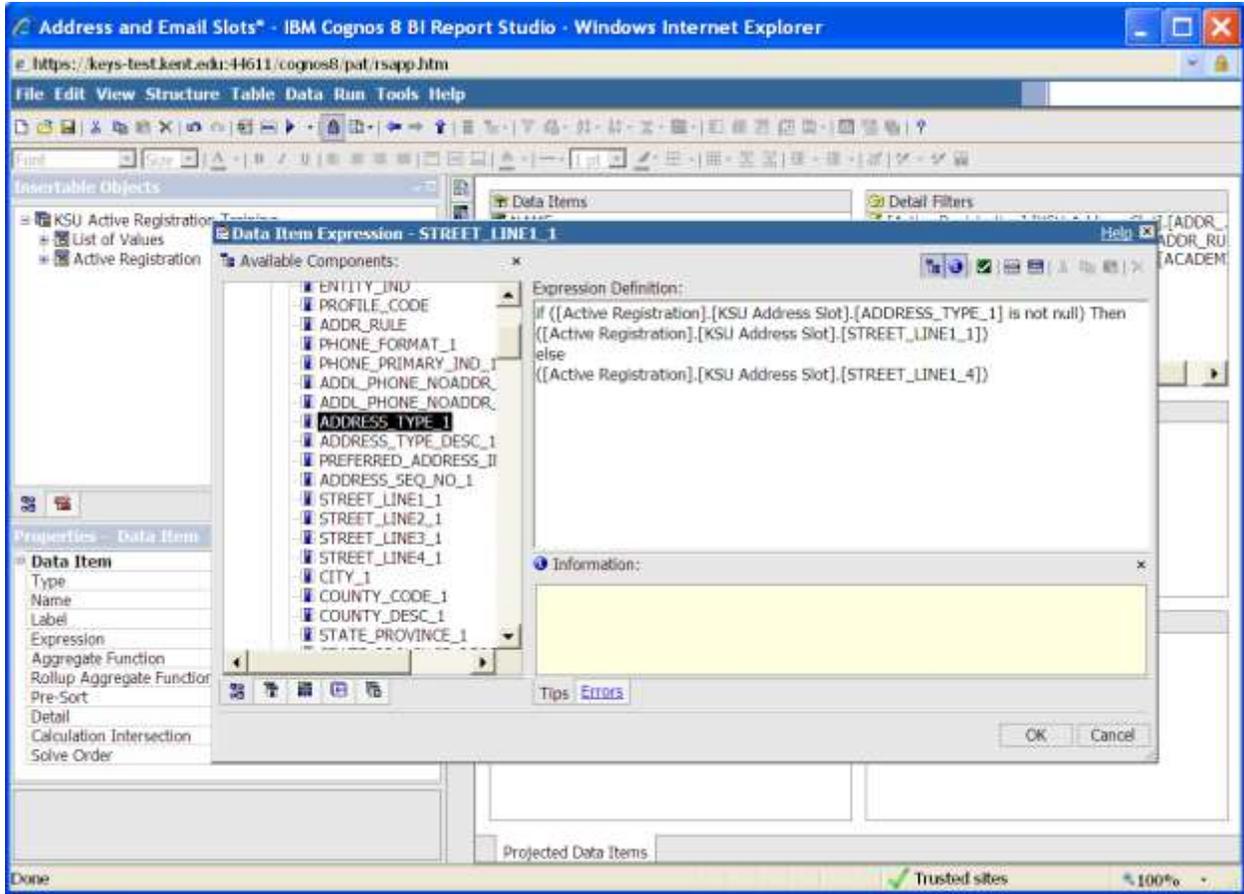
8. Open Academic Study and drag ACADEMIC\_PERIOD to the detail filters window. Add = '201010' to the end of the expression definition as shown above.

## COGNOS - Street Address and Email Slot Guide



9. Open Query1 and select STREET\_LINE1\_1.

## COGNOS - Street Address and Email Slot Guide



Change the expression definition to match what is shown above. Repeat this step for each of the address data items, using ADDRESS\_TYPE\_1 in the "if..then...else" statement.

## COGNOS - Street Address and Email Slot Guide

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)

©2012 This information is provided by the Division of Information Services, Kent State University and is proprietary and confidential. These materials are made available for the exclusive use of Kent State University employees, and shall not be duplicated, published or disclosed for other purposes without written permission.