

# COGNOS User-Defined Prompts and Maps User Guide

# Introduction

This user guide will walk you through the steps of creating a user-defined prompt and maps in Cognos. The package we are using for this user guide is not open to the public, but is a genuine example of packages in Cognos. We are using this package because it contains address information, which will be used for creating a map.

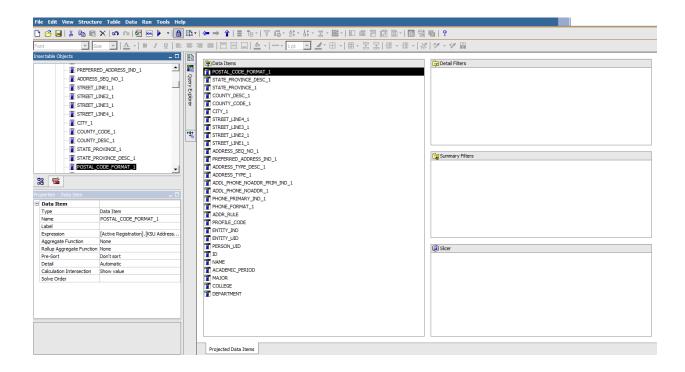
A user-defined prompt is a prompt where the report author can create his or her own prompt values.

### **Insert Data Items**

The first step in creating a report is to insert the data items you want to use in your report. In this example, we will be using both the Academic Study and KSU Address Slot from the KSU Active Registration Training package.

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- 1. Open Query Explorer
- 2. Open Query1



3. Insert Data Items into the Data Items Pane

## **Create Filters**

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- 1. Drag and drop the filter Data Item into the **Details Filter Pane**
- 2. Detail Filter Expression will open
- 3. Enter the filter details (in this example we are filtering on Academic Period = '201180')
- 4. Click OK

Cognos - User-Defined Pr	ompts and Maps
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5. Create the next filter – using ADDR\_RULE – 'UNIVSLOT'

### **Create Data Item**

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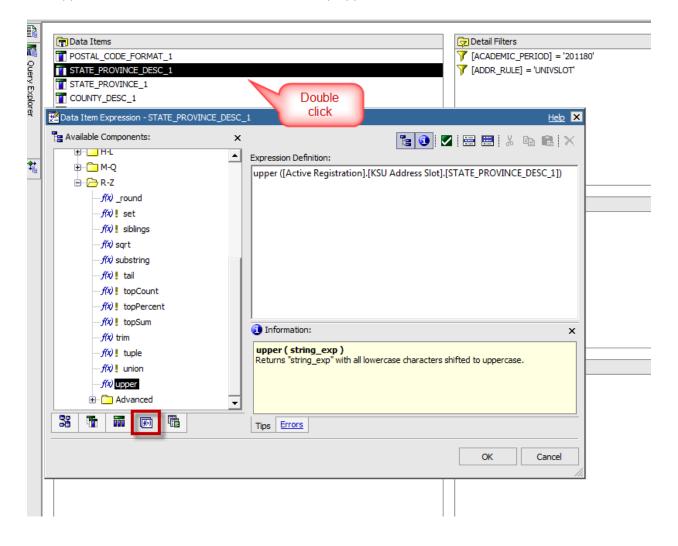
- 1. Select the **Toolbox Tab**
- 2. Insert a Data Item into the Data Items Pane
- 3. Select the Data Items Tab from the Data Item Expression Window
- 4. Enter expression (in this example count ([PERSON\_UID] for [STATE\_PROVINCE\_DESC\_1]))
- 5. Click OK

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Name	Count
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Expression	count ([PERSON_UID] for [STATE
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Pre-Sort	Don't sort
Detail	Automatic
Calculation Intersection	Show value
Solve Order	

6. In the Name field of the Properties Pane change the name of the Data Item to "Count"

## Adding Upper Function

The Upper Function will reformate all characters up uppercase.



- 1. Double click on the data item to convert to all uppercase (in this example it is STATE\_PROVINCE\_DESC\_1)
- 2. The Data Item Expression Window will open
- 3. Select the Functions Tabs
- 4. Locate the Upper Function in the Common Functions Folder>R-Z
- 5. Insert the Upper Function into the Expression Definition Pane NOTE: Be sure to close the data item with a right parenthesis ")"
- 6. Click OK

### **Prompt Page**

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- 1. Place your cursor over the Page Explorer
- 2. Select Prompt Pages
- 3. Create the Prompt Page as usual
  - a. Insert Table
  - b. Insert Text Item
  - c. Insert Value Prompt

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Choose Parameter	
Create a new parameter or use an existing parameter from a previously authored expres	sion.
Create a new parameter Report Type	
C Use existing parameter	
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Cancel < Back Next > Fi	nish

- 4. The Prompt Wizard will open
- 5. Rename the parameter to **Report type**
- 6. Click Next

Prompt Wizard - Value	Prompt				Help 🗙
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- 7. Uncheck the **Create a parameterized filter** checkbox
- 8. Click Next

Prompt Wizard - Value Pro	ompt		Help 🗙
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- 9. Uncheck the **Create new query** checkbox
- 10. Click Finish

# **Define Prompt**

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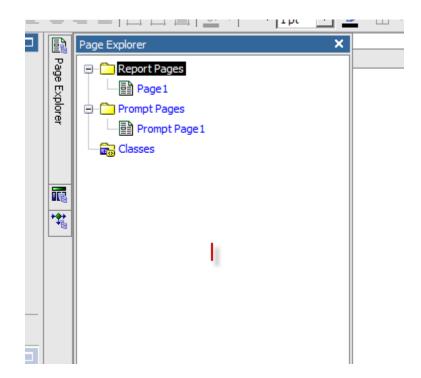
- 1. Highlight the Prompt by clicking inside
- 2. Select Static Choices from the Properties Pane
- 3. The Static Choices Window will open
- 4. Select the Add icon

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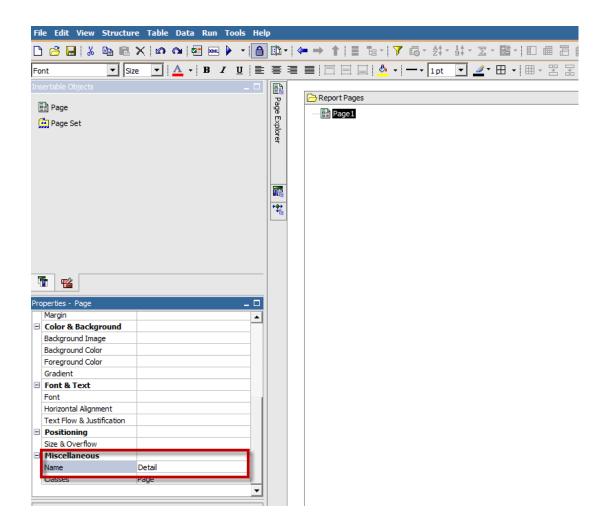
- 5. Enter "D" in the **Use** field
- 6. Enter "Detail" in the **Display** field
- 7. Click OK
- 8. Select the Add icon 😫
- 9. Enter "M" in the **Use** field
- 10. Enter "Map" in the **Display** field

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## **Create Report Pages and Rename**



- 1. Place your cursor over the Page Explorer
- 2. Select Report Pages



- 3. Highlight Page 1
- 4. In the Properties Pane change the Name to "Detail"

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- 5. From the Insertable Objects Pane insert a new Page
- 6. In the Properties Pane change the **Name** to "Map"

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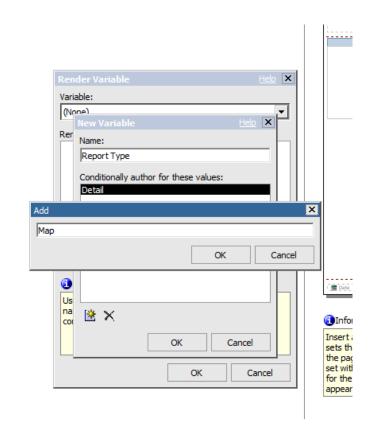
- 7. Highlight Detail Page
- 8. Select Render Variable
- 9. Select <New String Variable>

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- 10. Rename to "Report Type"
- 11. Click New icon 😫

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- 12. Name "Detail"
- 13. Click **OK**



- 14. Click New Icon 🖄
- 15. Name "Map"
- 16. Click OK

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- 17. Report Expression Window will open
- 18. Select Parameters Tab
- 19. Insert Report Type
- 20. Click **OK**

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21. Uncheck Map

22. Click OK

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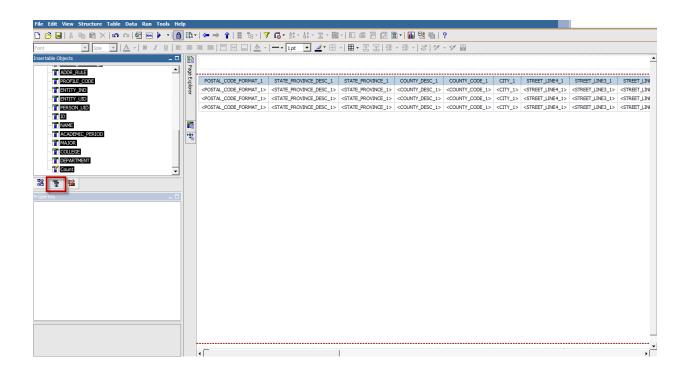
- 23. Highlight Map Page
- 24. Select Render Variable
- 25. Select Report Type

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#### 26. Uncheck Detail

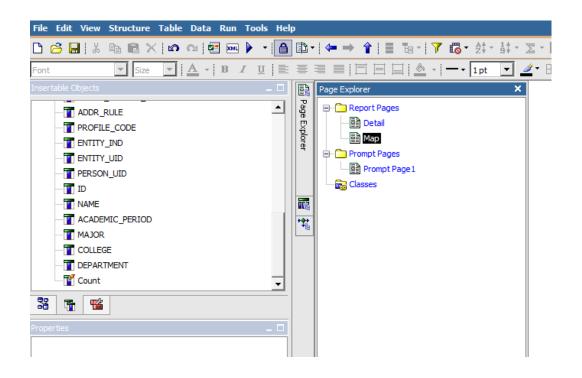
27. Click OK

### **Insert Data Items to Detail Report Page**

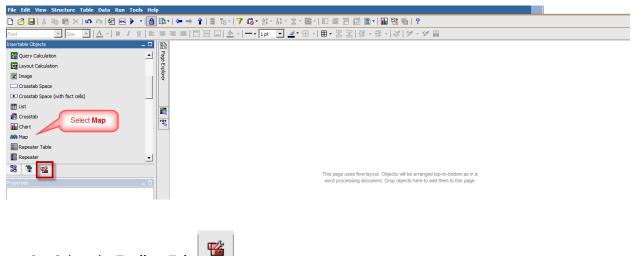


- 1. Place Cursor over Page Explorer
- 2. Open Detail Page
- 3. Select Date Items tab
- 4. Insert all Data Items

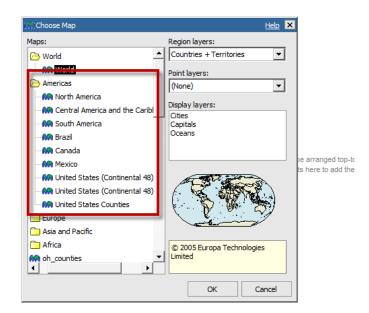
### **Map Report Page**



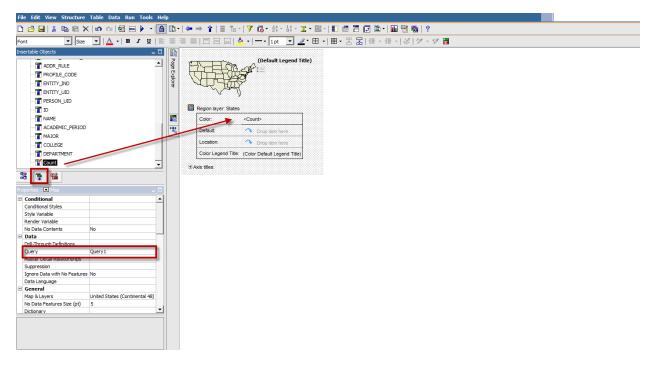
- 1. Place your cursor over the Page Explorer
- 2. Select Map



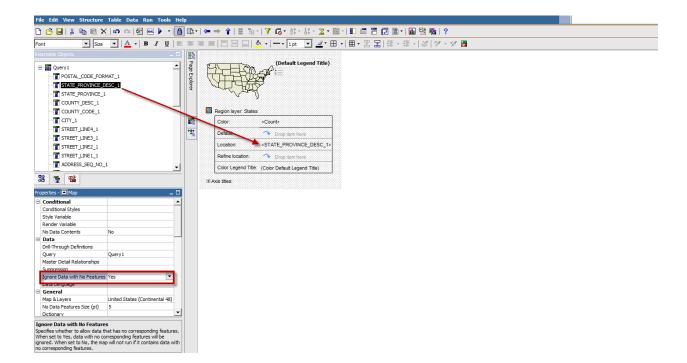
- 3. Select the **Toolbox Tab**
- 4. Locate Map from the Insertable Objects Pane



- 5. Open the **Americas** folder
- 6. Select United States (Continental 48)



- 7. Change Query Name to **Query1**
- 8. Select the Data Items Tab
- 9. Insert "Count" into the **Color** item in the map



- 10. Insert STATE\_PROVINCE\_DESC\_1 into the Location item in the map
- 11. Change Ignore Date with No Features (from Properties Pane) to Yes

# **Customizing Color Palette**

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Palette Map layers use the numeric palette, in which the color of a region o point is based on its numeric value.	x	

- 1. Highlight Region Layers
- 2. Select Palette
- 3. Change the range numbers accordingly

### **Data Dictionary**

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If you do not change the map setting "Ignore Data with No Features to Yes, Cognos may throw an error if the query returned has a data point that is not also in the map. You can either change the setting to "Yes" to ignore the data or add the data point manually if it is in the map file. In the Dictionary Entry box, the "Name:' corresponds to the data point in the map file. The "Alias:' corresponds to the name as it appears in the data source.