



COGNOS User-Defined Prompts and Maps User Guide

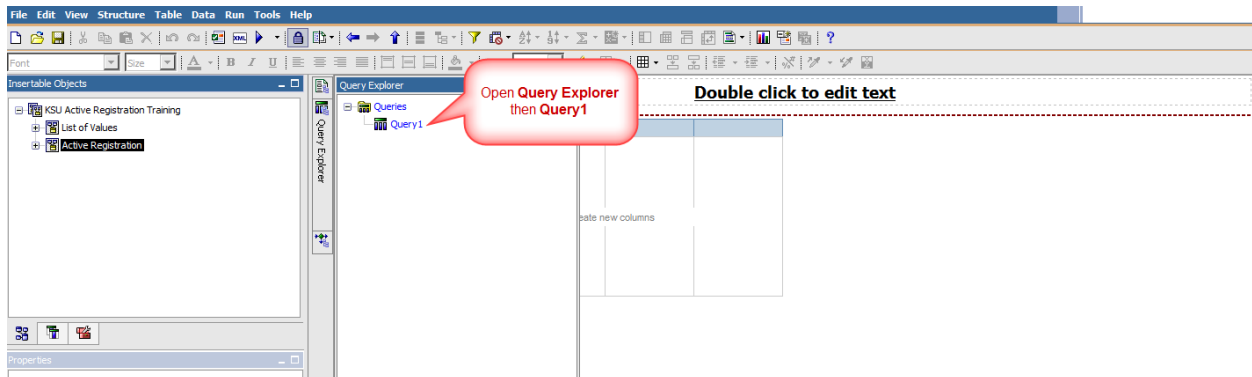
Introduction

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.

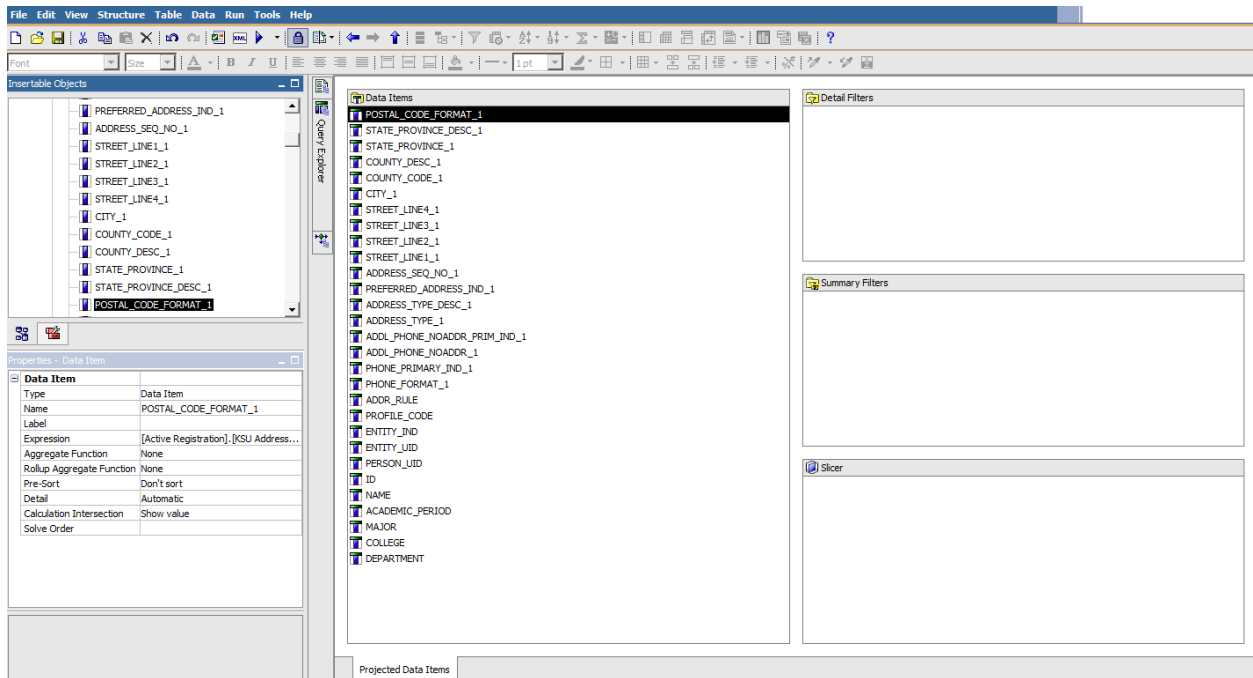
Insert Data Items

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.



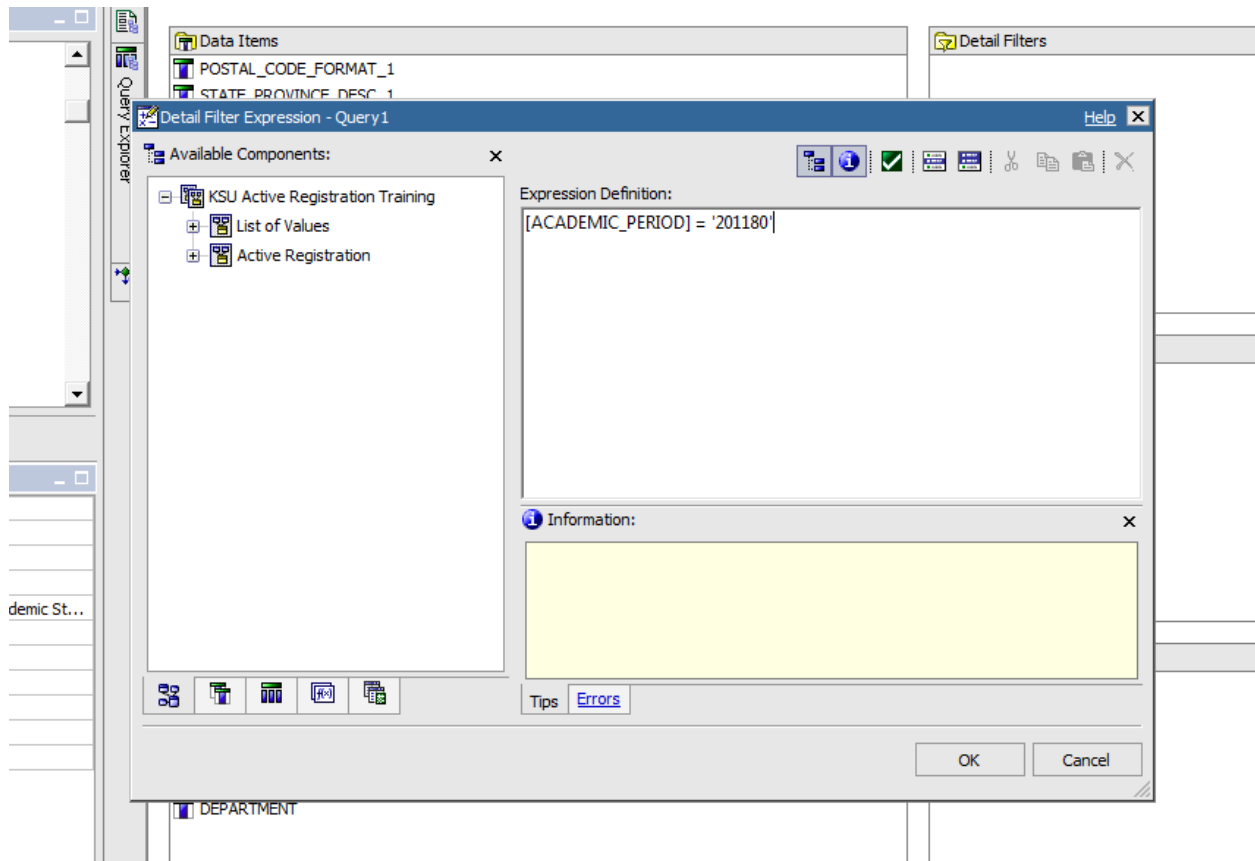
1. Open **Query Explorer**
2. Open **Query1**

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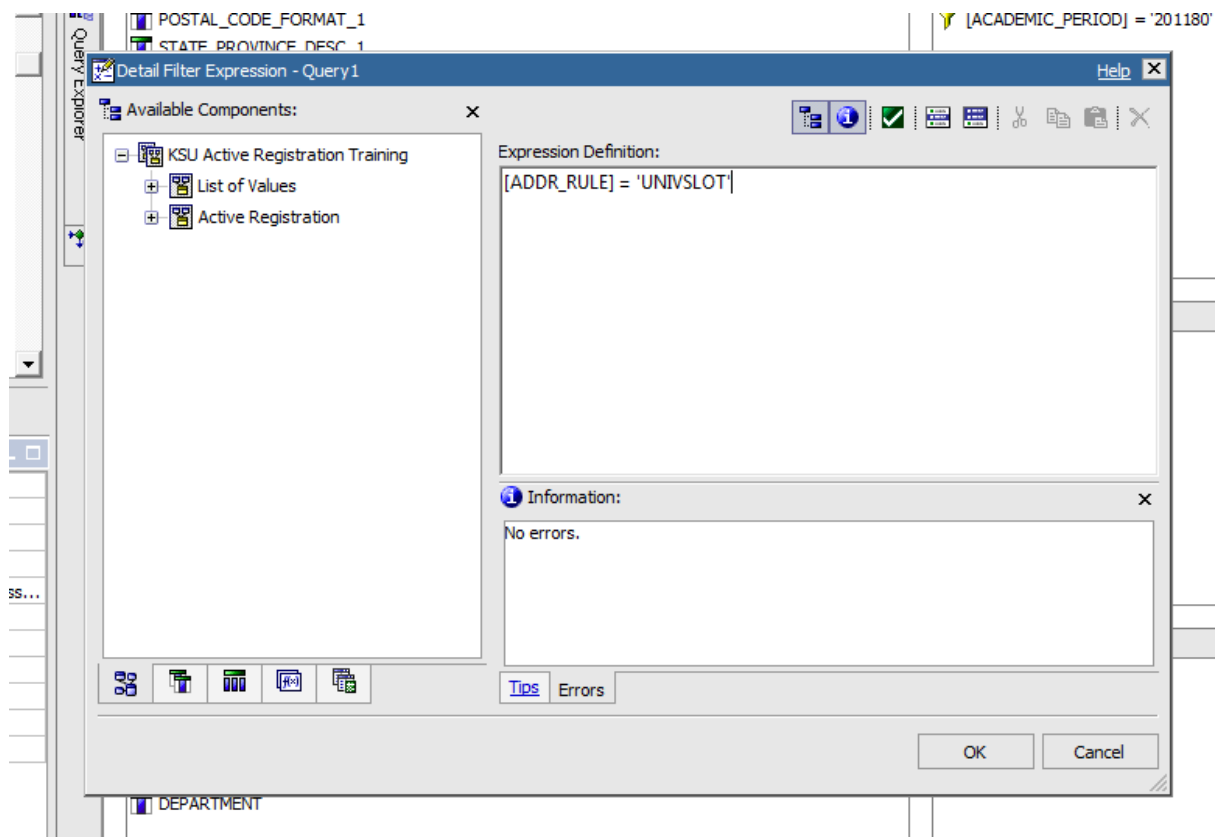
3. Insert **Data Items** into the **Data Items** Pane

Create Filters



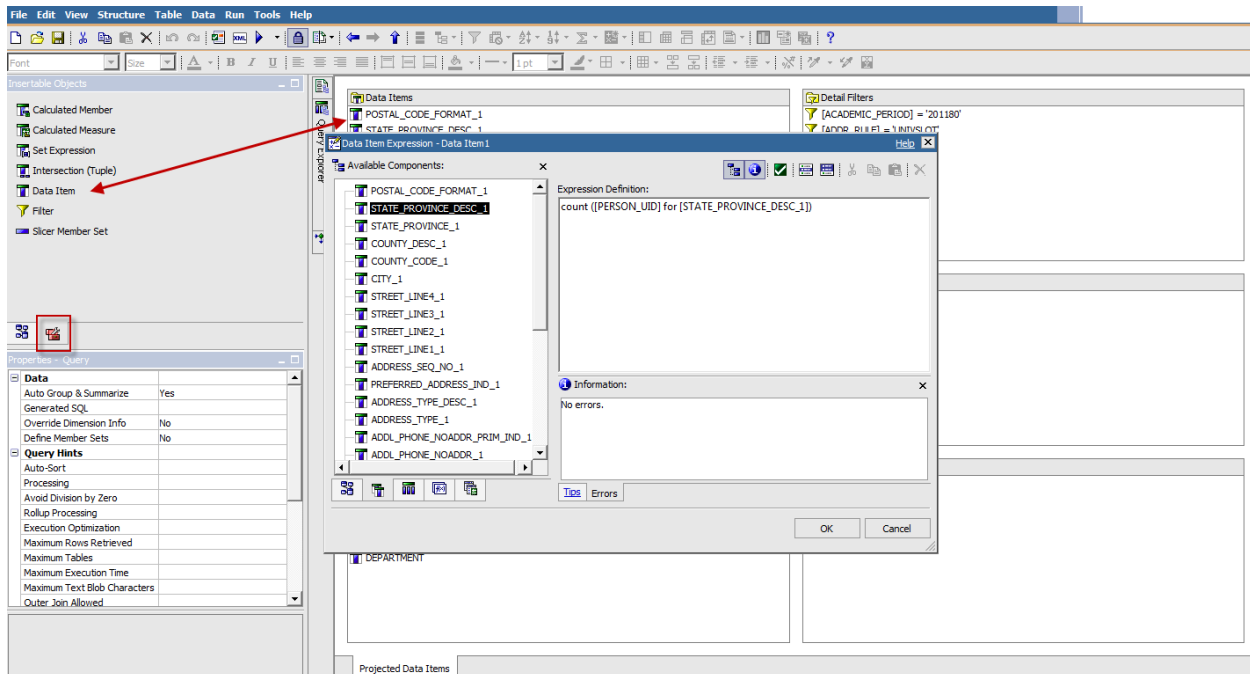
1. Drag and drop the filter Data Item into the **Details Filter Pane**
2. **Detail Filter Expression** will open
3. Enter the filter details (in this example we are filtering on Academic Period = '201180')
4. Click OK

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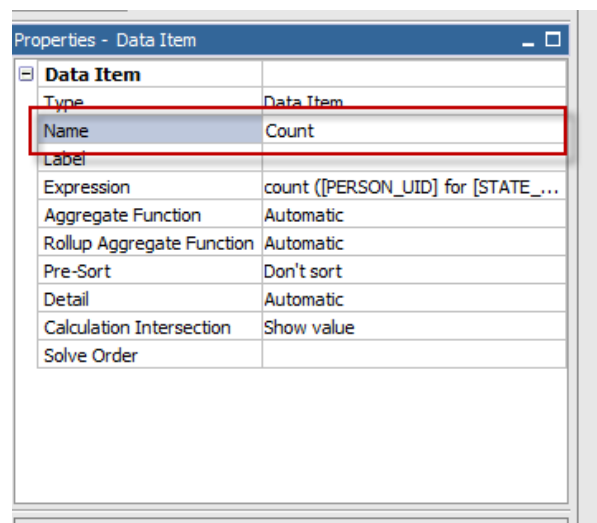


5. Create the next filter – using ADDR_RULE – 'UNIVSLOT'

Create Data Item



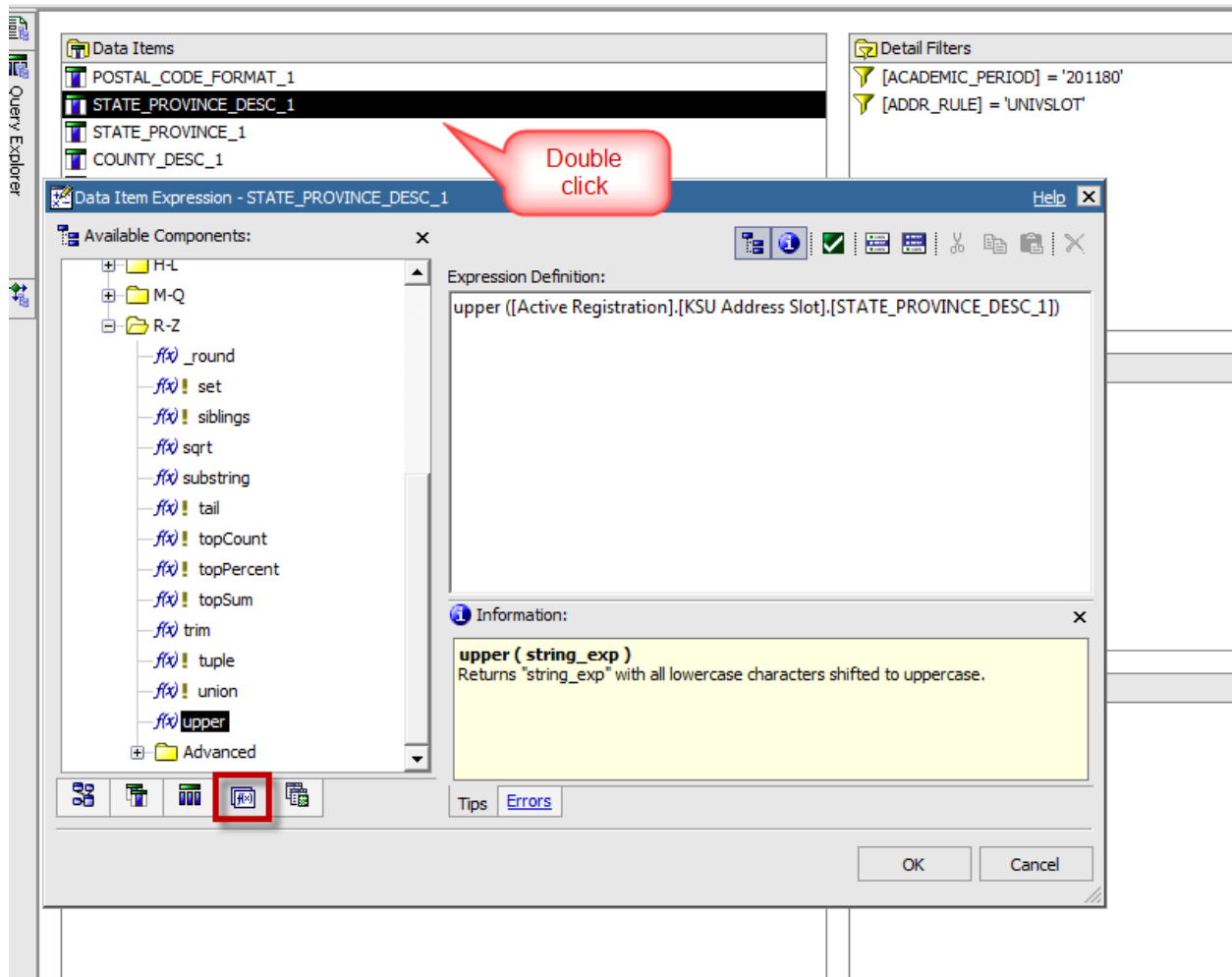
1. Select the **Toolbox Tab**
2. Insert a **Data Item** into the Data Items Pane
3. Select the **Data Items Tab** from the Data Item Expression Window
4. Enter expression (in this example **count ([PERSON_UID] for [STATE_PROVINCE_DESC_1])**)
5. Click **OK**



6. In the **Name** field of the Properties Pane change the name of the Data Item to “Count”

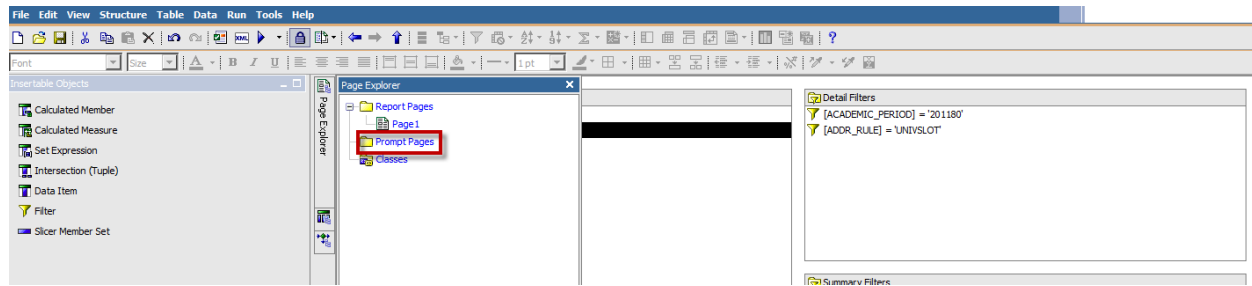
Adding Upper Function

The Upper Function will reformat all characters up uppercase.

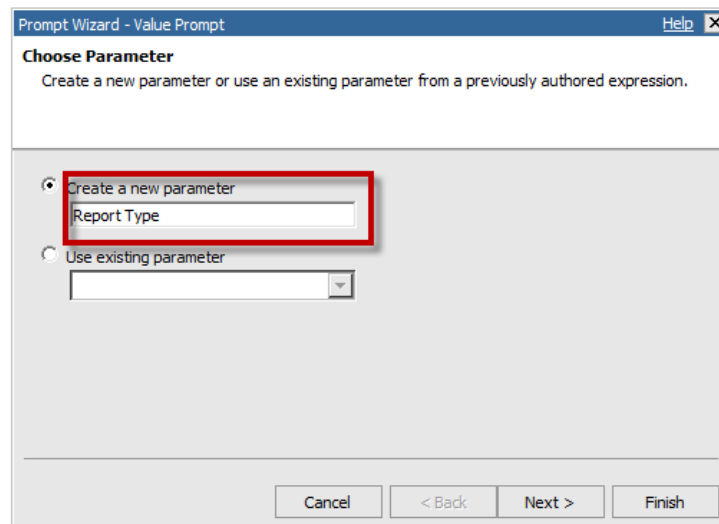


1. Double click on the data item to convert to all uppercase (in this example it is STATE_PROVINCE_DESC_1)
2. The Data Item Expression Window will open
3. Select the **Functions Tabs**
4. Locate the **Upper Function** in the **Common Functions Folder>R-Z**
5. Insert the Upper Function into the Expression Definition Pane – NOTE: Be sure to close the data item with a right parenthesis “)”
6. Click **OK**

Prompt Page



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



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

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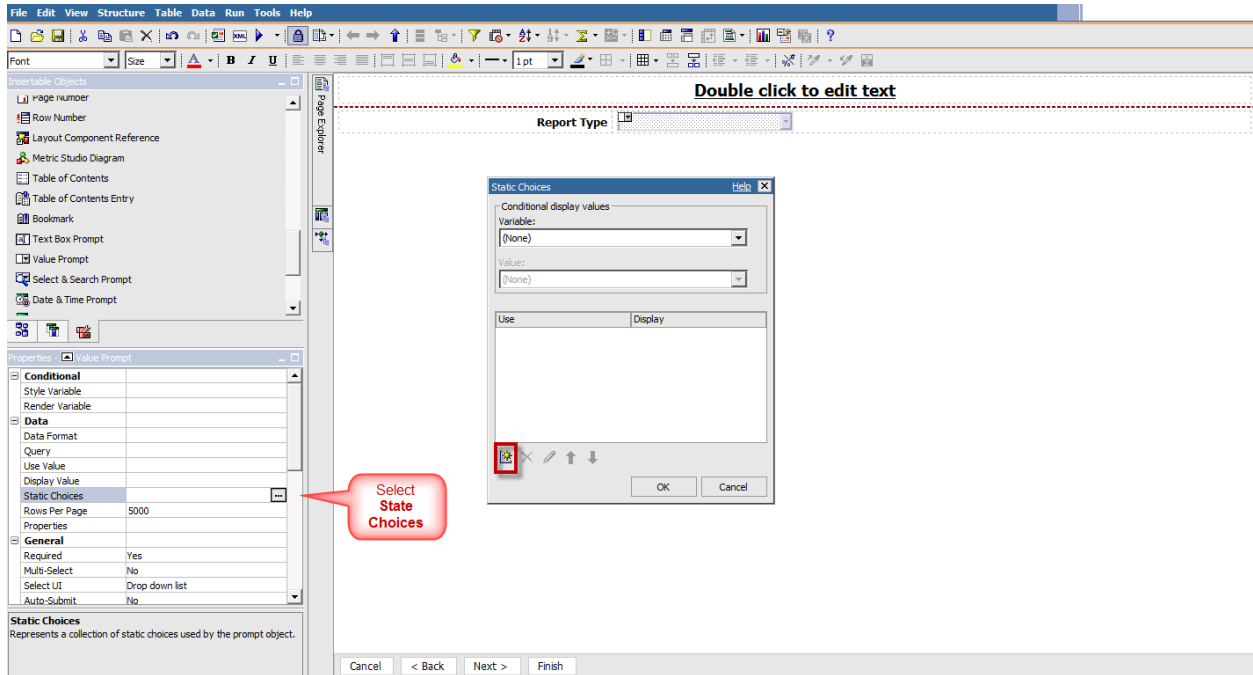
The screenshot shows the 'Prompt Wizard - Value Prompt' dialog box. The title bar includes 'Help' and a close button. The main heading is 'Create Filter' with the instruction 'Choose the package item that will be used to filter the report.' Below this, there is a checkbox labeled 'Create a parameterized filter' which is checked and highlighted with a red square. To the right of the checkbox are three input fields: 'Package item:' (empty), 'Operator:' (set to '='), and 'Parameter:' (set to 'Report Type'). Below these fields is another checkbox labeled 'Make the filter optional' which is unchecked. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.


7. Uncheck the **Create a parameterized filter** checkbox
8. Click **Next**

The screenshot shows the 'Prompt Wizard - Value Prompt' dialog box at the 'Populate control' step. The title bar includes 'Help' and a close button. The main heading is 'Populate control' with the instruction 'What values do you want to pick from? Use values are the retrieved data, and Display values are the selectable values that the user sees.' Below this, there is a checkbox labeled 'Create new query' which is checked and highlighted with a red square. To the right of the checkbox are three input fields: 'Name:' (set to 'Query2'), 'Values to use:' (empty), and 'Values to display:' (empty). Below these fields is a 'Cascading source:' dropdown menu which is currently empty. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

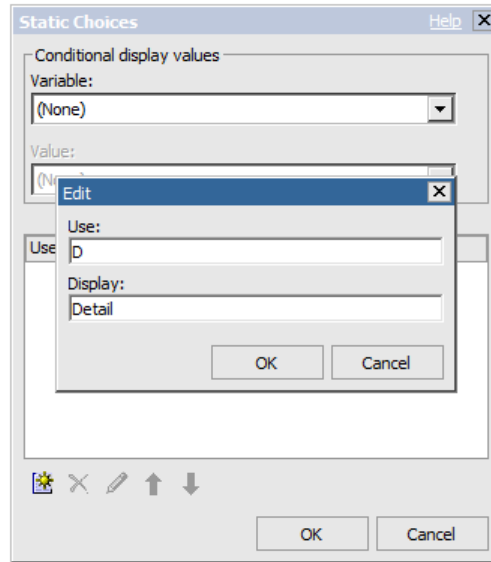
9. Uncheck the **Create new query** checkbox
10. Click **Finish**


Define Prompt

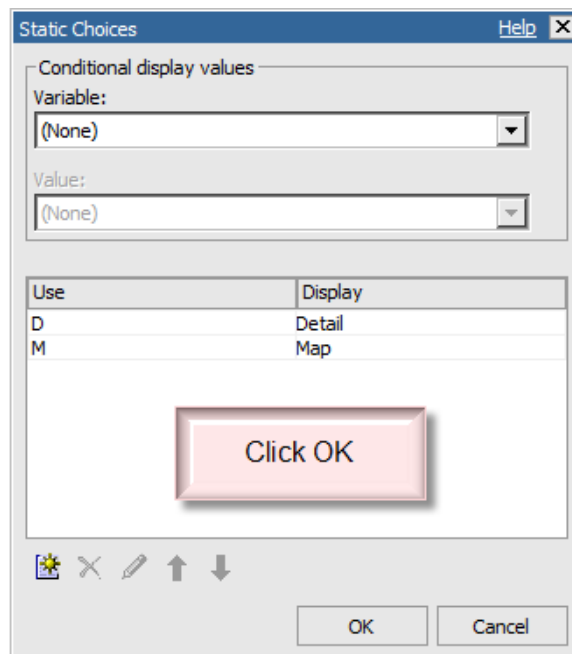


1. Highlight the Prompt by clicking inside
2. Select **Static Choices** from the Properties Pane
3. The Static Choices Window will open
4. Select the Add icon 

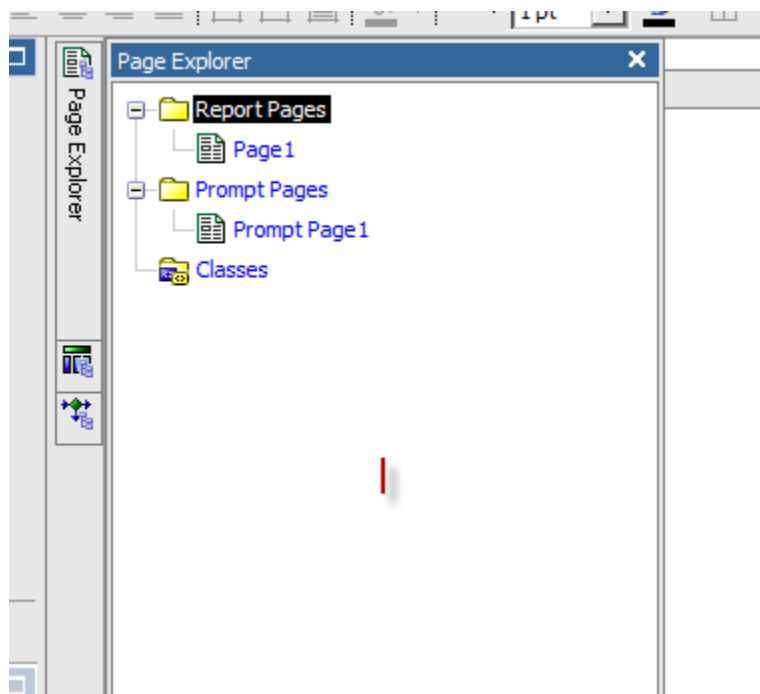
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5. Enter "D" in the **Use** field
6. Enter "Detail" in the **Display** field
7. Click **OK**
8. Select the Add icon 
9. Enter "M" in the **Use** field
10. Enter "Map" in the **Display** field

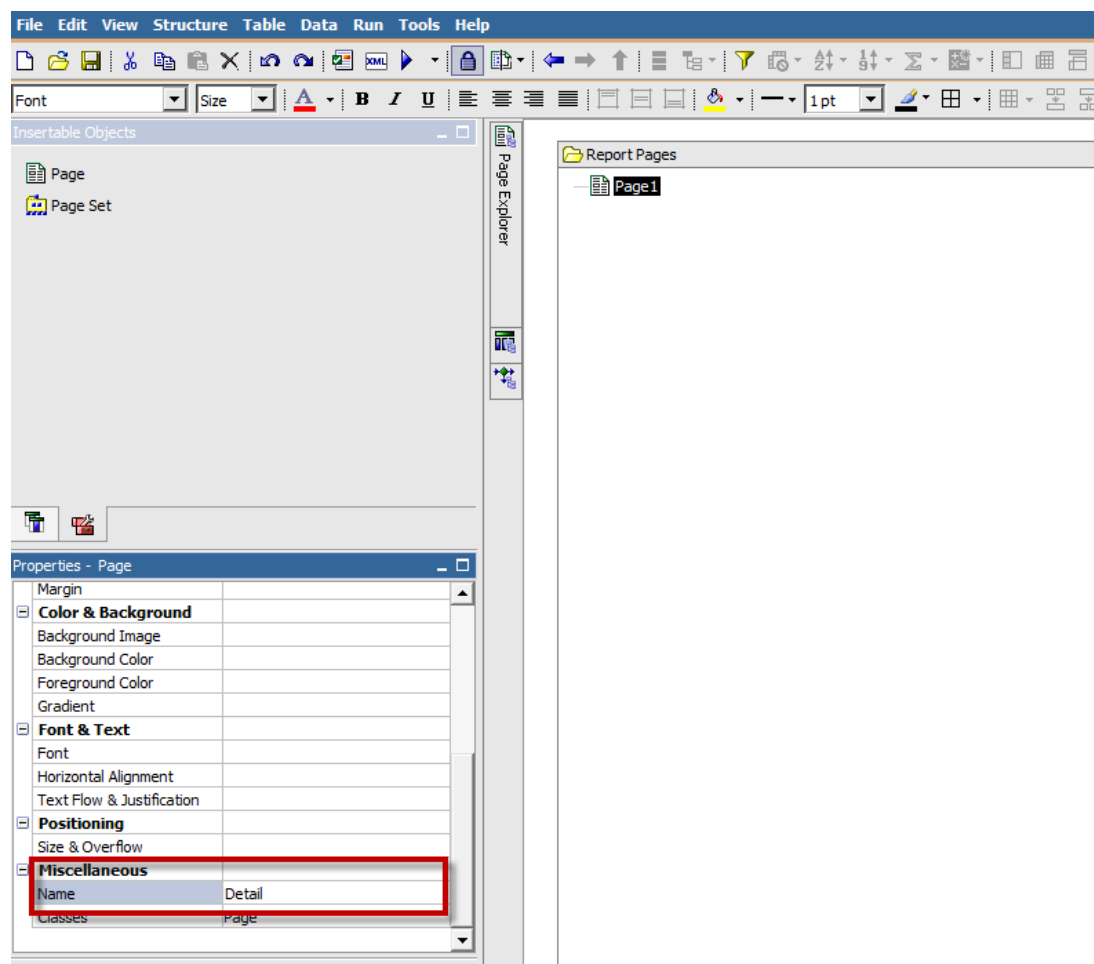


Create Report Pages and Rename



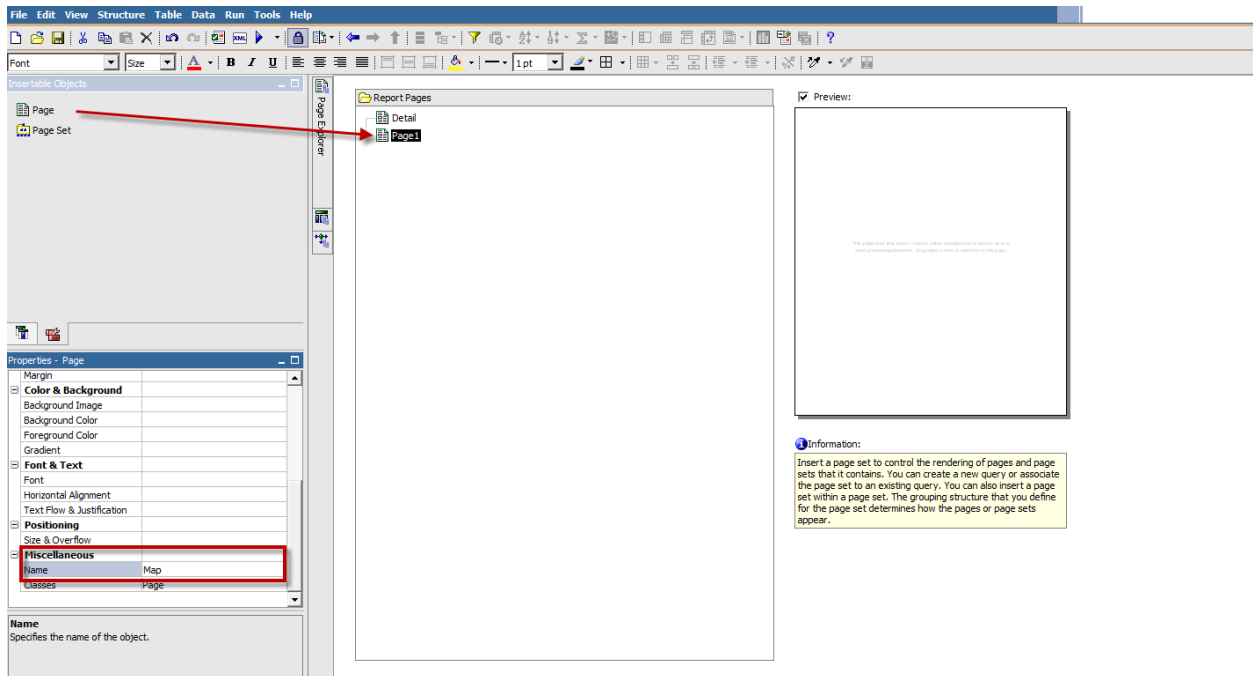
1. Place your cursor over the **Page Explorer**
2. Select **Report Pages**

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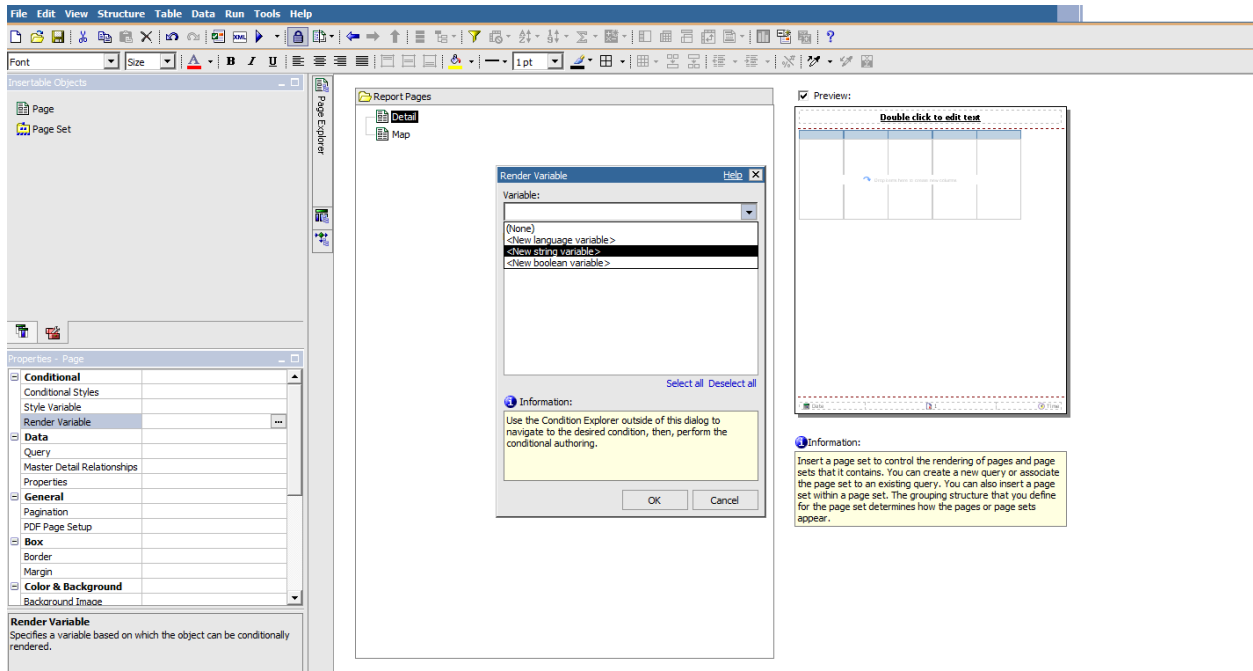


3. Highlight **Page 1**
4. In the Properties Pane change the **Name** to “Detail”

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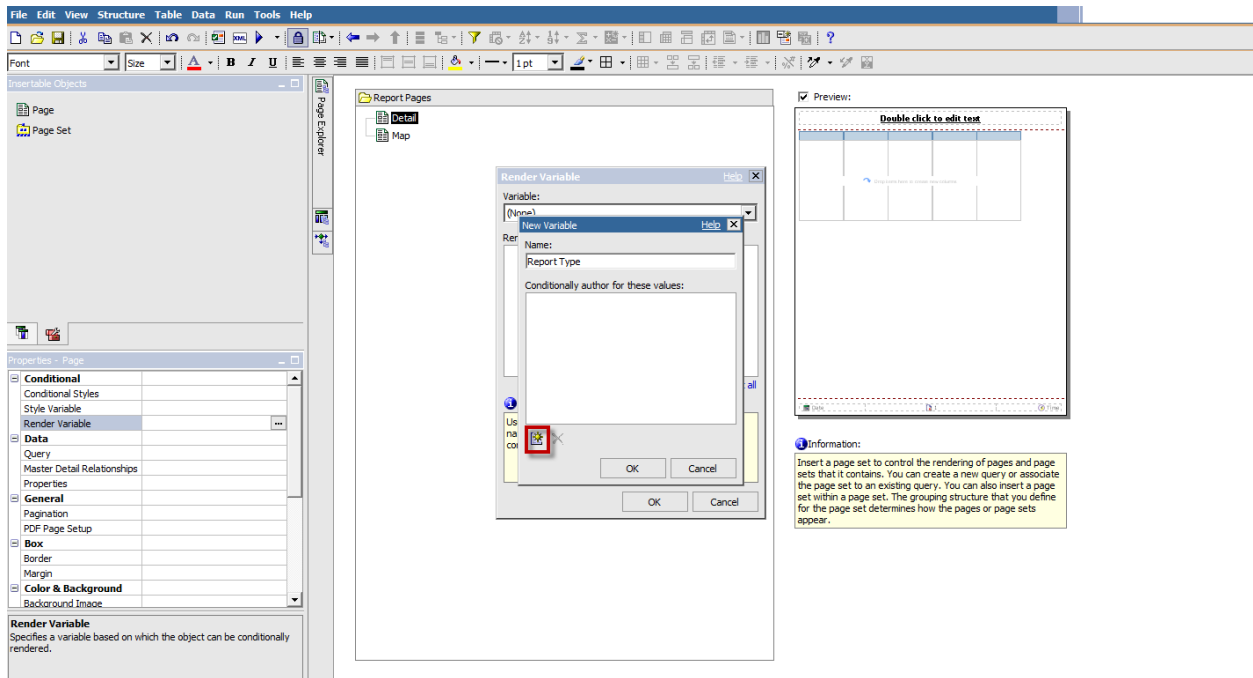


5. From the Insertable Objects Pane insert a new Page
6. In the Properties Pane change the **Name** to “Map”



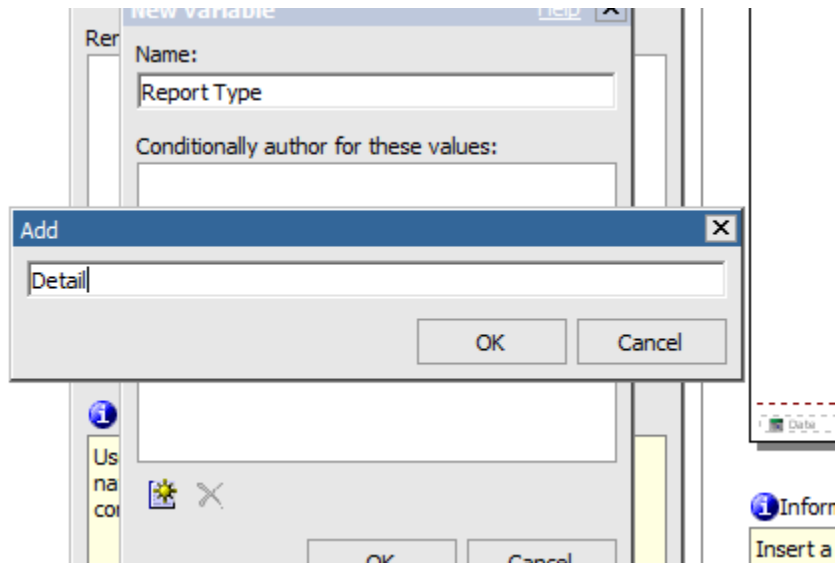
7. Highlight Detail Page
8. Select Render Variable
9. Select <New String Variable>

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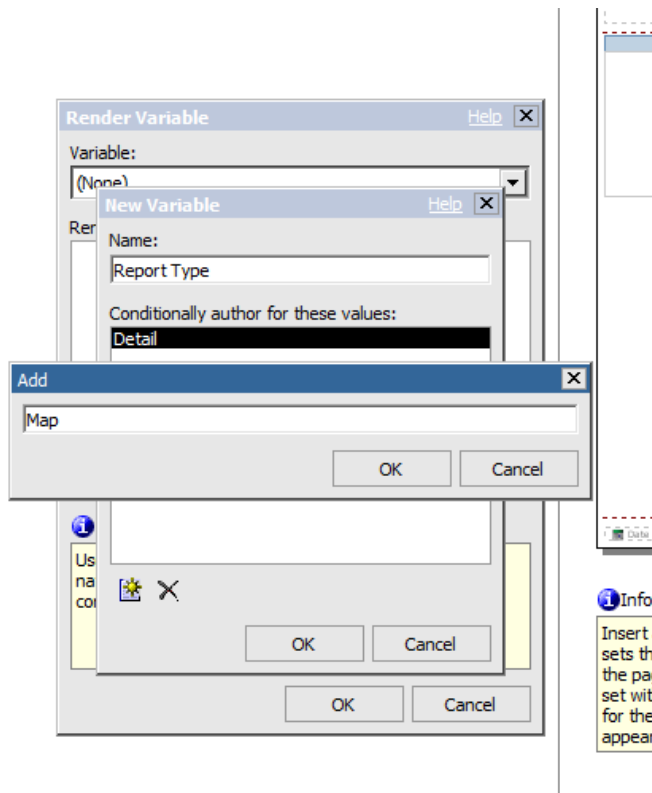
10. Rename to “Report Type”

11. Click New icon



12. Name “Detail”

13. Click OK



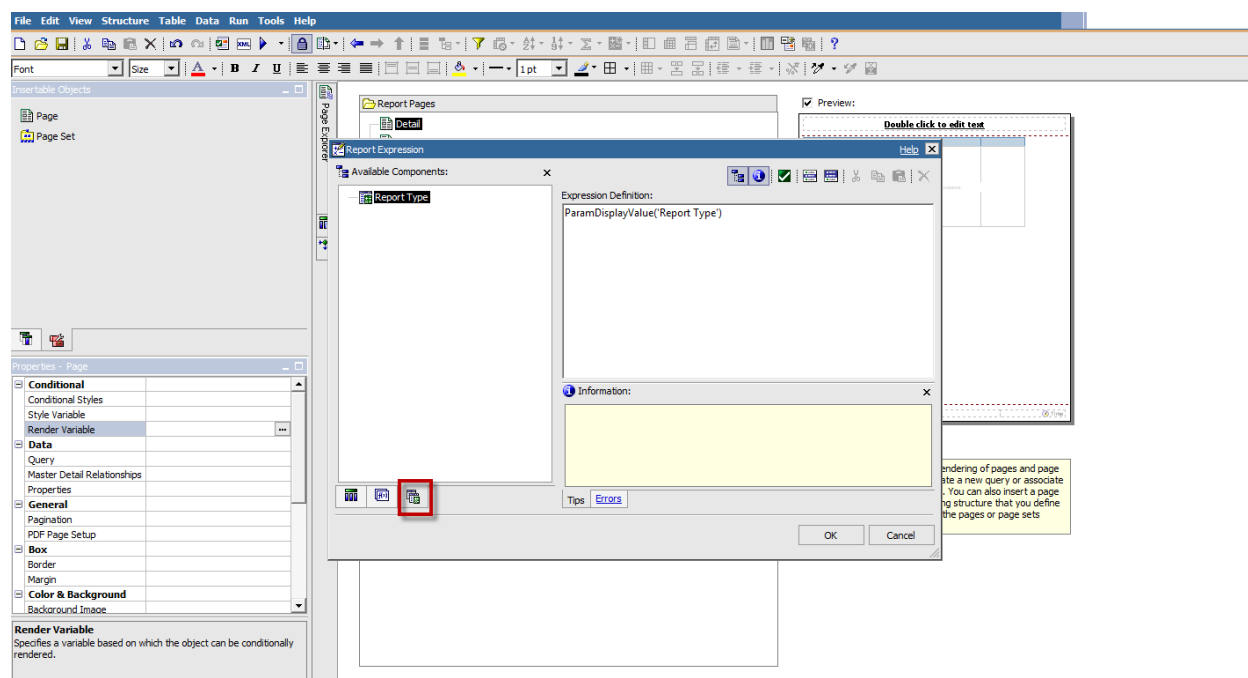
14. Click New Icon

15. Name "Map"

16. Click OK

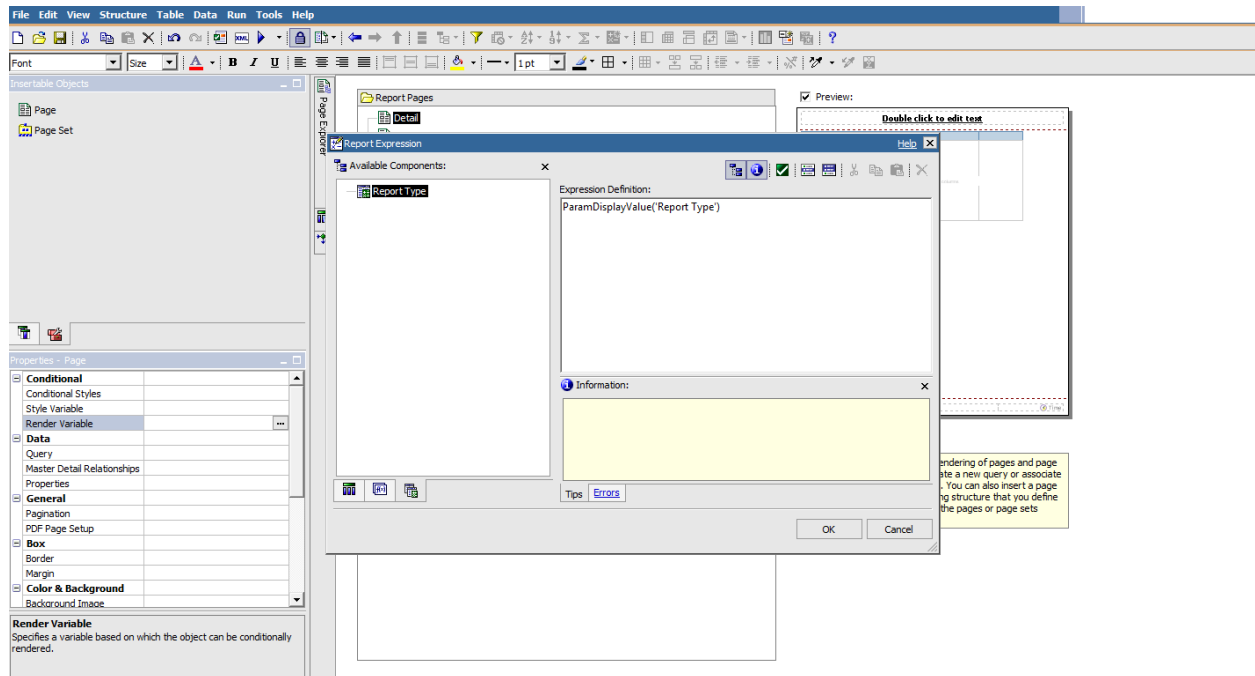


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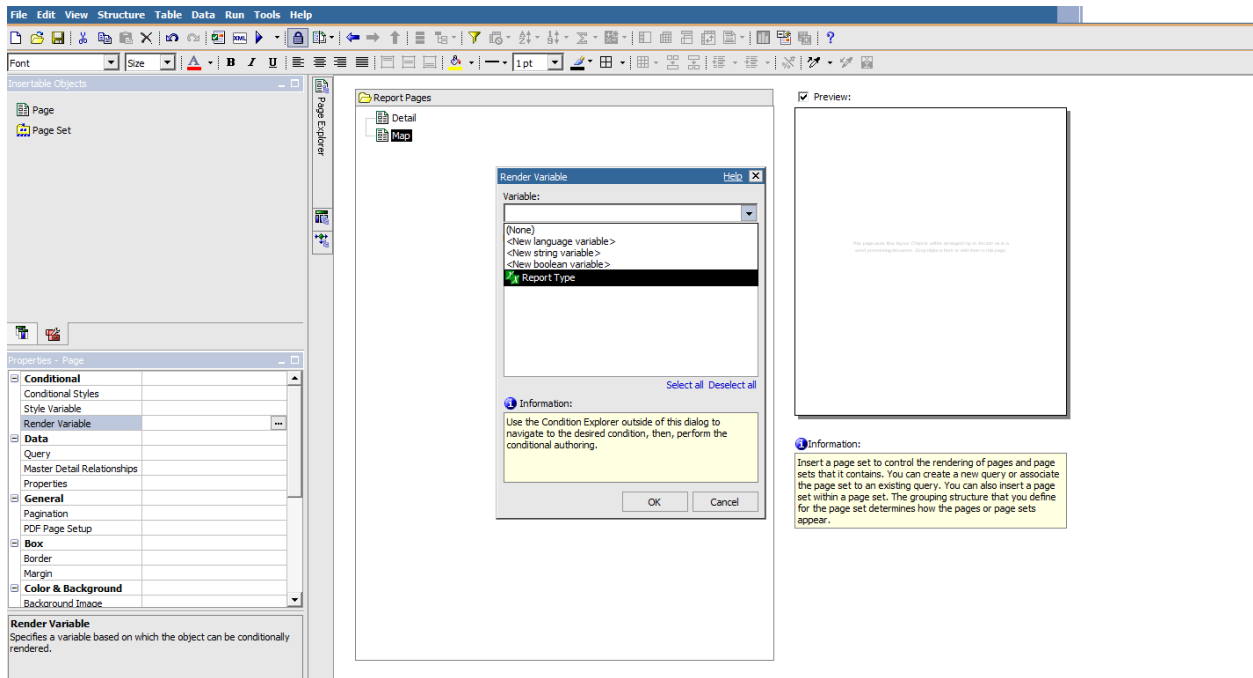
17. Report Expression Window will open
18. Select **Parameters Tab**
19. Insert Report Type
20. Click **OK**

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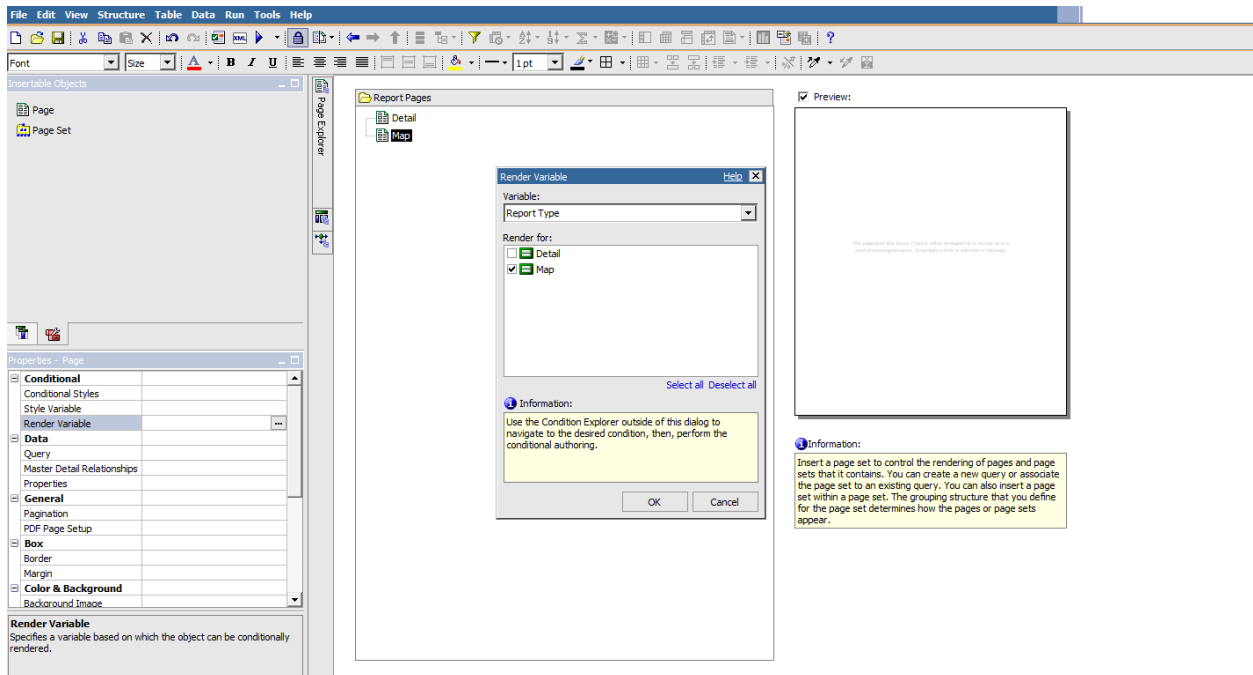


21. Uncheck Map
22. Click OK

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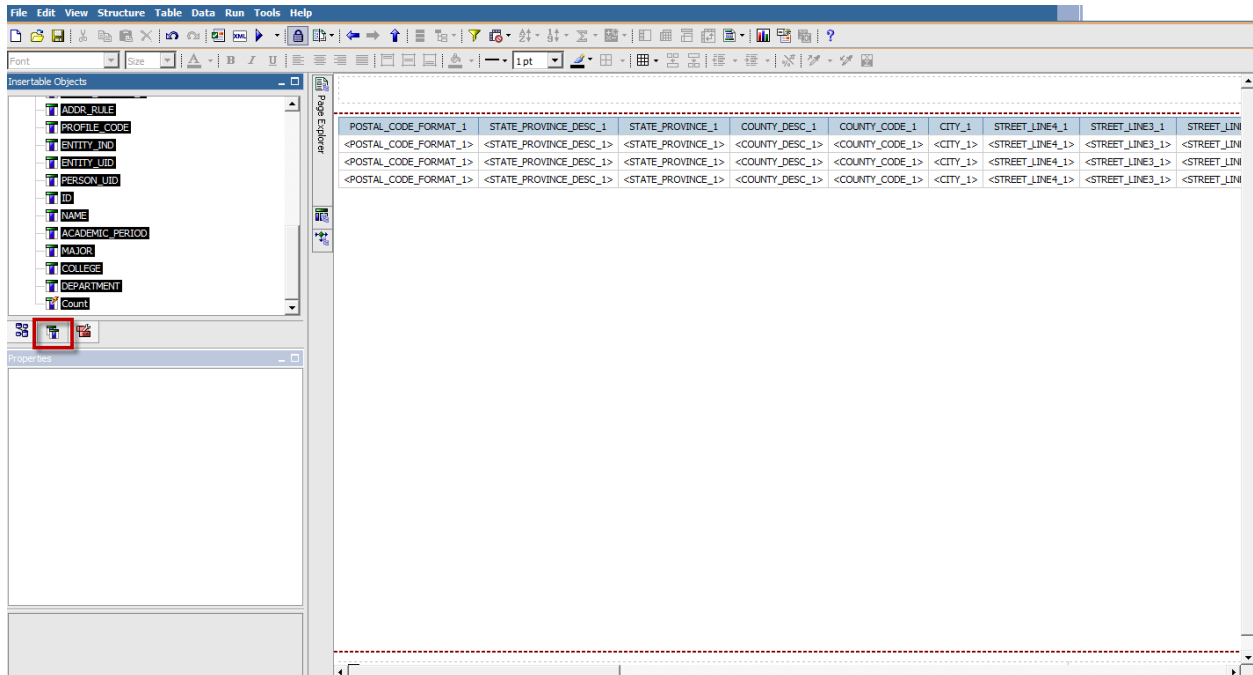


- 23. Highlight **Map** Page
- 24. Select Render Variable
- 25. Select **Report Type**



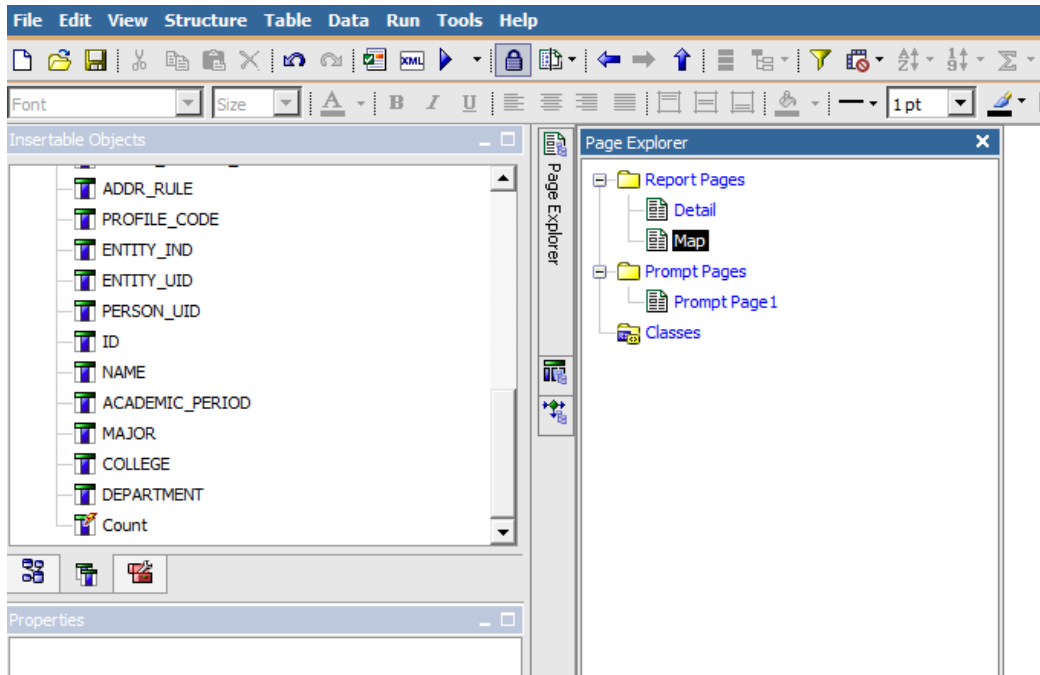
26. Uncheck Detail
27. Click OK

Insert Data Items to Detail Report Page

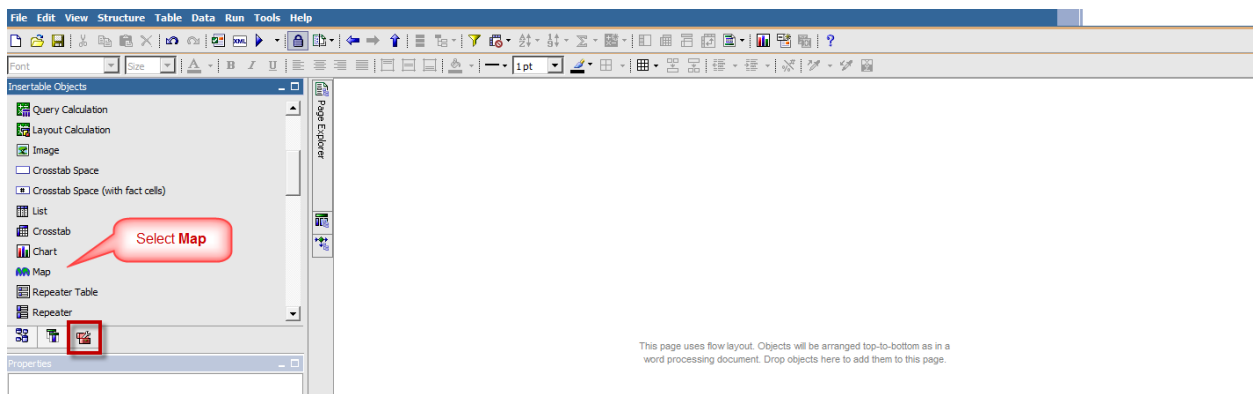


1. Place Cursor over Page Explorer
2. Open **Detail Page**
3. Select **Date Items** tab
4. Insert all Data Items

Map Report Page

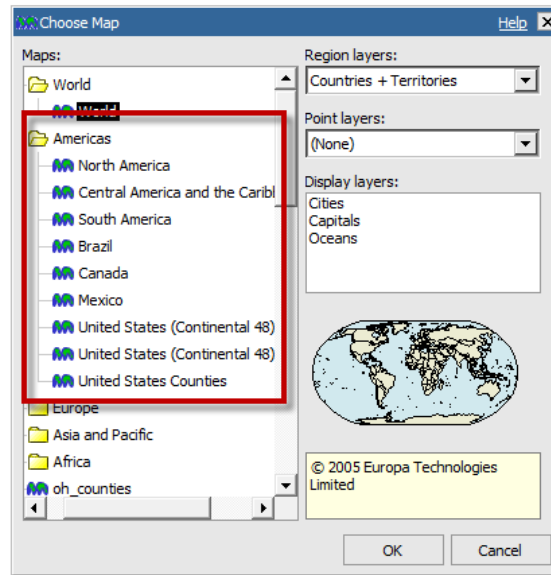


1. Place your cursor over the Page Explorer
2. Select **Map**

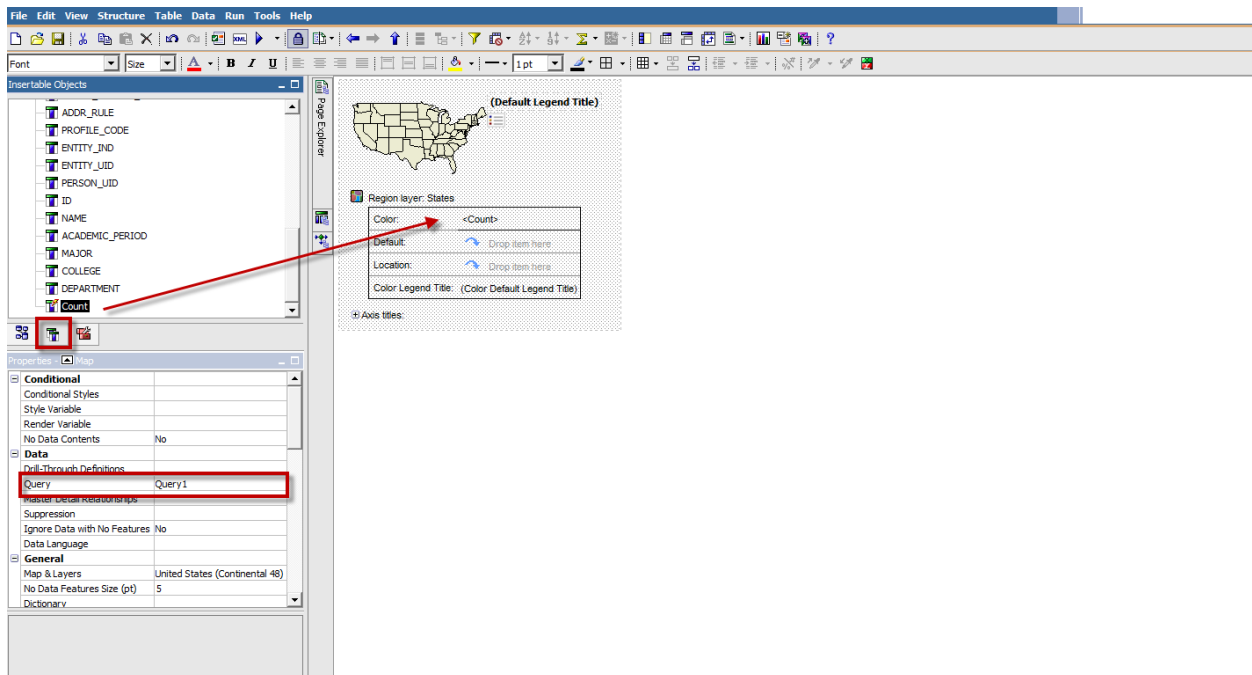


3. Select the **Toolbox Tab**
4. Locate **Map** from the Insertable Objects Pane

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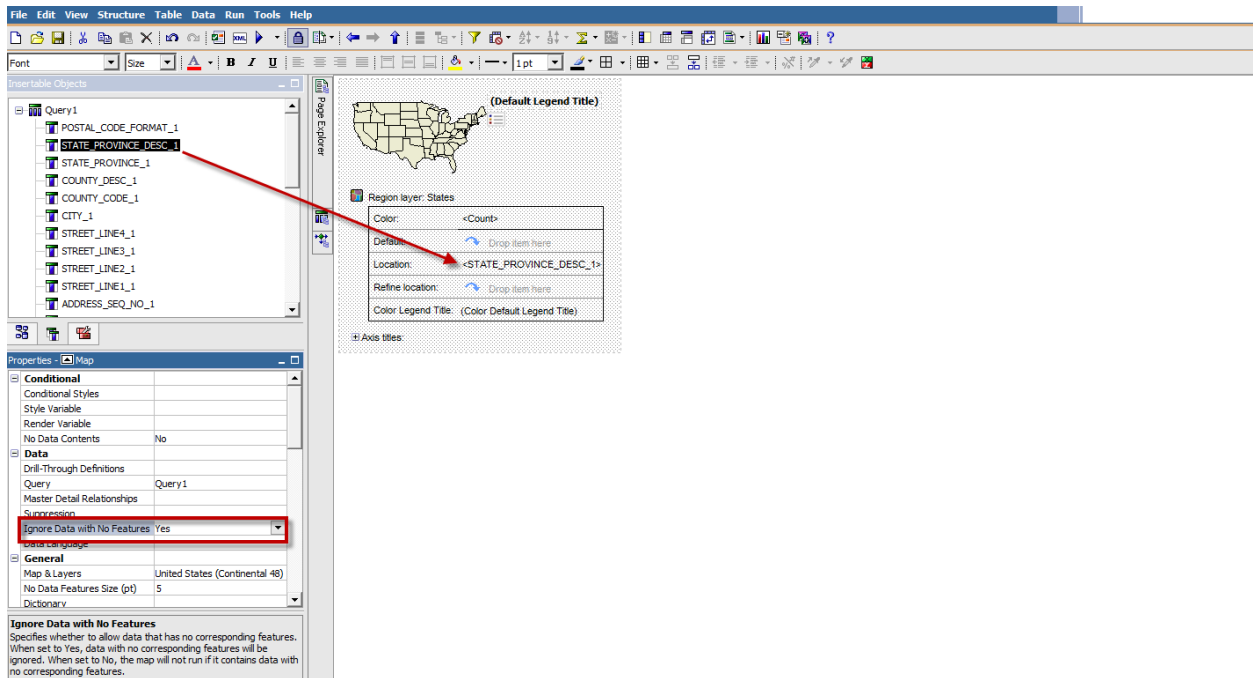


5. Open the **Americas** folder
6. Select **United States (Continental 48)**



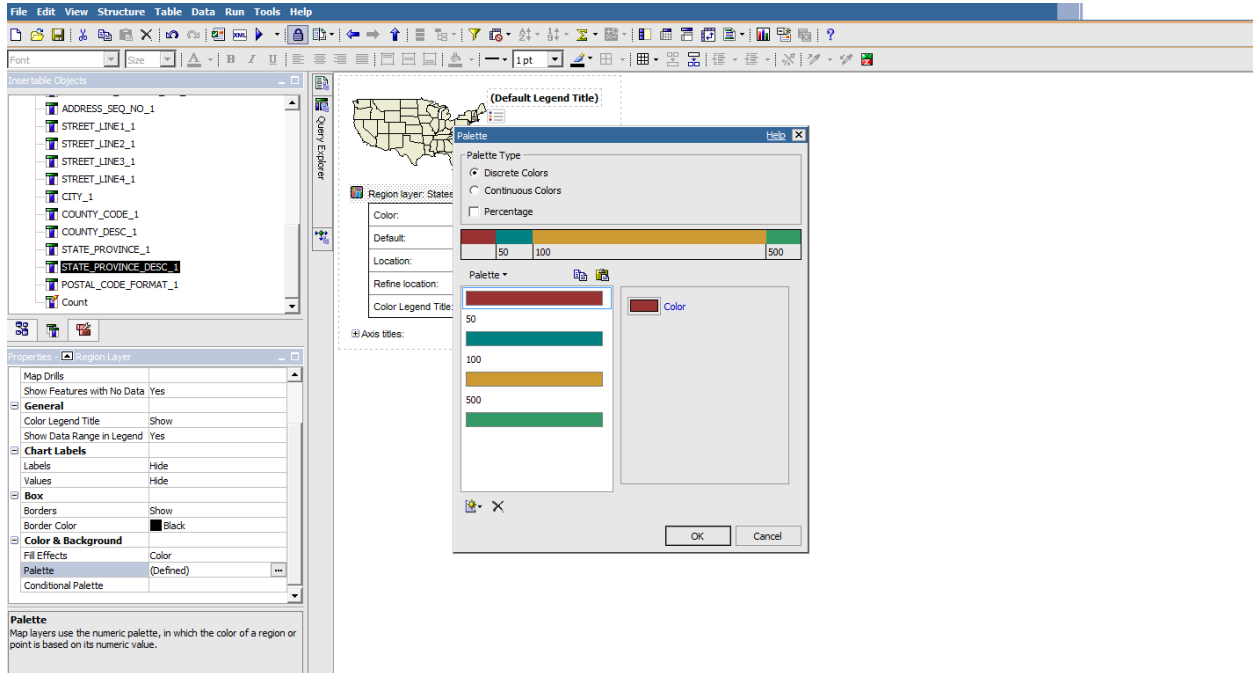
7. Change Query Name to **Query1**
8. Select the Data Items Tab
9. Insert "Count" into the **Color** item in the map

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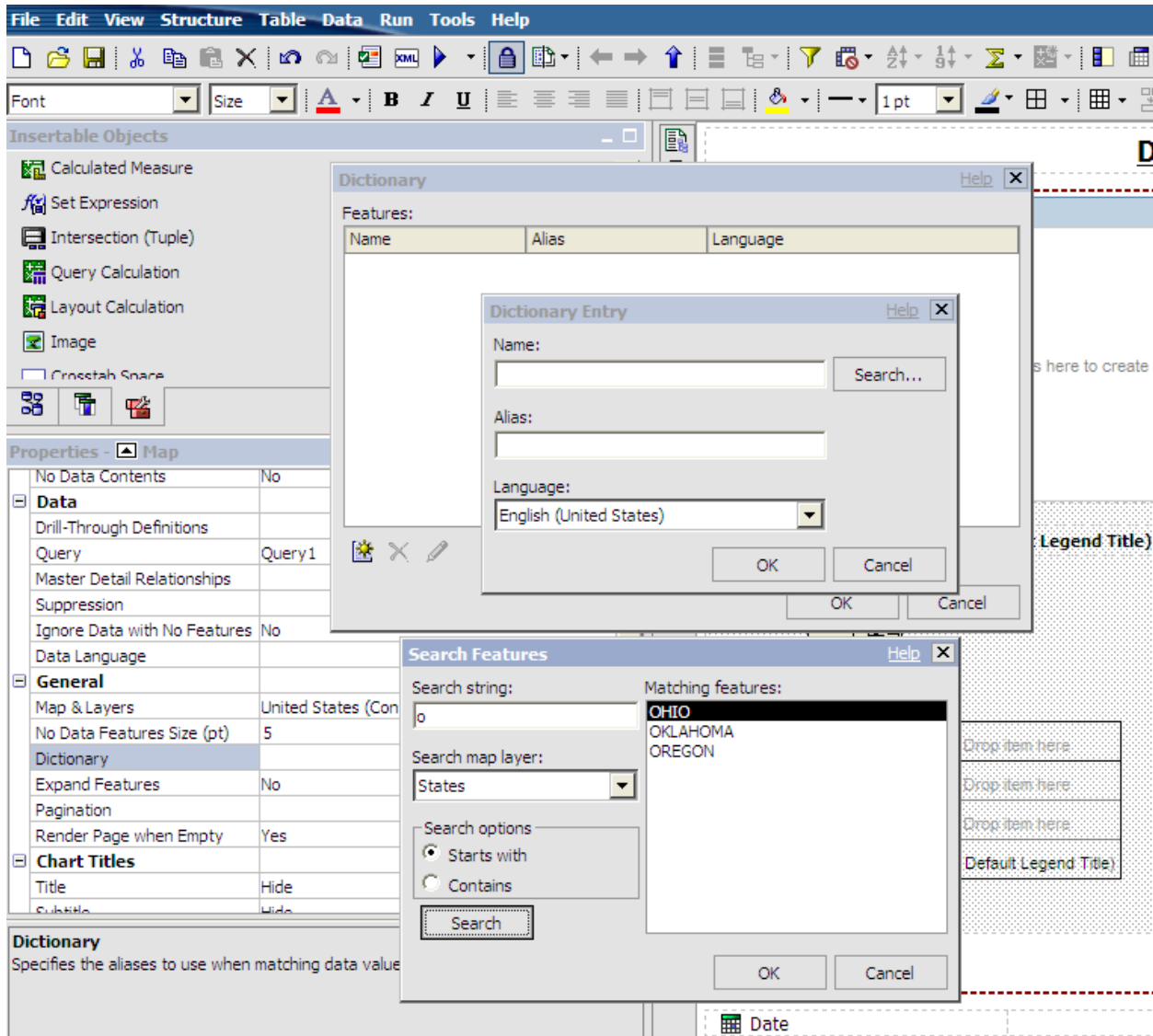
10. Insert STATE_PROVINCE_DESC_1 into the **Location** item in the map
11. Change **Ignore Date with No Features** (from Properties Pane) to **Yes**

Customizing Color Palette



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

Data Dictionary



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.