Cognos Report Studio allows the Report Studio author the flexibility to add both the prompt description and code to the prompt page. This task is easy to perform and takes only a few minutes and the result is the values in the prompt that will make the report easy to understand - whether he or she prefers to look at the code vs. the description.

Follow these steps to add the Code and Description to the Prompt:

1. Insert a Prompt Page
2. Insert a Table into the Prompt Page
3. Format the Table (adding the number of columns and rows)
4. Insert a Text Box
5. Insert Text
6. Click OK
7. Insert a Value Prompt
8. The Prompt Wizard will open
9. Follow the steps in the Wizard
Adding Code and Description to Prompt

Notice that only the Description displays
10. Open **Query Explorer**

11. Select the **Prompt Query** that you created
11. Click inside the **Expression Definition** field and enter the following text *after* the data item definition `<space>` + '-' + `<space>`

12. Expand the **Available Components** menu find the **data item** that contains the description

13. Double click the data item to insert it in the **Expression Definition** field

14. Click **OK**

Both the Code and Description now display in the prompt
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).