With Cascading Prompts, the values in one prompt determine what is available in another prompt. In this example, the Major prompt is driven by what is selected in the College prompt.

Follow these steps to build a Cascading Prompt:

1. Create a new Prompt Page
2. Insert a table; for our example:
   a. 2 Columns
   b. 4 Rows
3. Click the OK button
4. From the toolbox table, insert a **Text Item**
5. The **Text** dialogue box will open
6. Enter the text
7. Click the **OK** button

8. Scroll down the **Insertable Objects Pane**
9. Locate the **Value Prompt** link
10. The **Value Prompt Wizard** will open
11. Create a new parameter by giving it a name that will make it easy to identify. In this example we will name it **College Prompt**.
12. Click the **Next>** button
13. Select the **Package item** for the prompt by clicking the **display and select** icon \(...\). In this example, we are using **College_Desc**.

14. Select the **Next>** button
15. Rename the Name to College Query
16. Click the Finish button
17. From the Properties pane, click inside the Select UI item and select Radio button group.
18. The value prompt format will change from a drop down list to radio buttons.
19. From the Properties pane, click inside the Auto-Submit item and select Yes

20. Insert a Text Item into the second row of the first column
21. The Text Item box will open
22. Insert a few spaces
23. Click OK
24. Insert a **Text Item** into the second row of the second column
25. The Text Item box will open
26. Insert a few spaces
27. Click **OK**

28. Create the second prompt for **Major** in row 3
29. When the **Apply Filter** opens, keep the default value (don't change the selected item)
30. Click the **Next>** button
31. Select the **Cascading source** drop down list  
32. Select **College Prompt**  
33. Click the **Finish** button
34. From the Properties pane, click inside the Select UI item and select **Radio button group**
35. The value prompt format will change from a drop down list to radio buttons
36. Click the **Run Report** icon.

37. Make your selection from the first value prompt by clicking a **Radio Button**.

38. The values in the second value prompt then only display the values that are available based on your selection from value prompt one - in this example, we selected College of Education, Health and Human Services, and therefore the only majors that will display are in that college.
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).