Drill Through capability in Report Studio allows you to connect two or more reports by linking related data items. In our example we will link a student count report with a corresponding student detail report.

To begin, we have created Student Count By College and Drill Thru Student Count by College.

The First Report is a summary report.
The Second Report is the detail report

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Major</th>
<th>Student Type</th>
<th>Admit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbell, Liz</td>
<td>Ashabula Campus</td>
<td>Accounting Technology</td>
<td>Postgraduate Degree Seeker</td>
<td>Undergraduate Ashabula</td>
</tr>
<tr>
<td>Montana, Lilly</td>
<td>Ashabula Campus</td>
<td>Accounting Technology</td>
<td>New Freshman</td>
<td>Undergraduate Ashabula</td>
</tr>
<tr>
<td>Murphy, Angus</td>
<td>Ashabula Campus</td>
<td>Accounting Technology</td>
<td>New Freshman</td>
<td>Undergraduate Ashabula</td>
</tr>
</tbody>
</table>
Follow these steps to define the drill through:

1. Open the report **Student Count by College - Final**
2. Place the cursor over the **Explorer Bar**
3. Select **Query Explorer**
4. Select **Query 1**
5. Select the **Toolbox** tab from the **Insertable Objects** pane
6. Drag a **Data Item** to the query
7. Select the data item from the **Available Components** window (Major)
8. Click **OK**
9. Highlight **Data Item1**
10. Click inside the **Properties Pane** select the Name field
11. Change the name to **major_link**
12. Return to the **Page Explorer** by placing your mouse over the **Explorer Bar**
13. Create another data item called **college_link** using the **College** field.
14. Return to the Page Explorer
15. Highlight the data item for which you would like to build the drill through (Major_Desc)
16. Select Drill-Through Definitions in the Properties pane
17. Click the **Add** Icon

18. Select the Report Link
19. Select the **Drill Thru Student Count By College** report
20. Select the **Open in new window** checkbox
21. Click the **Pencil** icon
22. The **Parameters** window will open that contains the parameters (prompts) for the drill through report that will be populated
23. Select a **Method** and **Value** for each parameter
   a. For **Method** select Pass Parameter Value or Pass Data Item Value depending on your requirements
      i. **Academic Period Prompt** – Pass Parameter Value
      ii. **College_Prompt** – Pass Parameter Value
      iii. **Major_Prompt** – Pass Data Item Value
   b. For **Value** select the appropriate field on the parent report that corresponds to the field on the child or drill through report
      i. **Academic Period Prompt** – Academic Period
      ii. **College Prompt** – College Prompt
      iii. **Major_Prompt** – Major

24. Click **OK**
25. The **Parameters** window will close
26. Click **OK** in the **Drill-Through Definitions** window
27. Test the report
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).