There may be times when creating a report that you do not want the standard ascending or descending sort orders. With Cognos, you can customize your sort order in a few simple steps.

In our example, we are going to copy a **Case Statement** from another report and paste it into our new report to create our custom sort and will change the order that colleges will appear.

Steps:

1. Locate the **Case Statement** you want to use in your report and copy is (highlight entire statement, click Ctrl+C)
2. Open your report
3. Place cursor over the Query Explorer
4. Open **Query 1**
5. Click the Toolbox tab from the Insertable Objects Pane
6. Double click on Data Item
7. The Data Item Expression window will open
8. Click inside the **Expression Definition** field and paste the Case Statement (Ctrl+V)
9. Click OK
10. With the new Data Item still highlighted change the name to **sort_order_1** in the **Name** field inside the Properties Pane.
11. Select the <COLLEGE_DESC> column by clicking inside the column

12. Click the Sort icon from the toolbar

13. Select Advanced Sorting
14. Select `sort_order_1`
15. Drag it into the Groups window on the right ABOVE `COLLEGE_DESC`
16. Click OK
17. Run your 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).