Cognos has several report layouts available for you to use. This document is going to cover the basics of Crosstab reports. A cross tab report is used to deliver the results of a query that aggregates data.

Steps:

1. Launch Report Studio as you would normally do
2. The **New** window will open
3. Select **Crosstab**
4. Drag **COLLEGE_DESC** to the Rows area

5. Drag **ACADEMIC_PERIOD_DESC** to the Columns area
6. Drag MAJOR_DESC to the right of COLLEGE_DESC.

7. Go to the Insertable Objects Pane and drag PERSON_UID to the Measures area.
8. Highlight the Measures area
9. Go to Properties Pane
10. For Aggregate Function, select Count Distinct
11. For Rollup Aggregate Function, select Total
12. Highlight the Measures area
13. Click the Summary button
14. Select Total

15. Go to the Explorer Bar
16. Select Query1
17. Go to the Insertable Objects Pane
18. Drag the Applicant Selection filter to the Detail Filters area

19. Go to the Insertable Objects Pane
20. Drag ACADEMIC_PERIOD to the query.
21. Go to the query and drag ACADEMIC_PERIOD to the Detail Filters area
22. Enter the expression [ACADEMIC_PERIOD] >= ‘200880’
23. Click OK
24. Go to the Explorer bar

26. Highlight `ACADEMIC_PERIOD_DESC` on the report page
27. Click on the Sort button
28. Select Advanced Sorting.
29. From the Data Items area, drag ACADEMIC_PERIOD to the Sort List area
30. 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).