There are different types of prompts that you can use in Cognos. This user guide will help you create a Text Box Prompt and a Value Prompt.

**Text Box Prompt**

A Text Box Prompt is a prompt control that allows you to type in a value.

1. Create your Prompt Page
2. Insert **Text Box Prompt**
3. Run your report
Prompt Types

Value Prompt

A Value Prompt is a prompt control that allows you to select one or more values from a list.

1. Create your Prompt Page
2. Select Value Prompt
3. Run your report
Other Types of Prompts

Select & Search Prompt

A Select & Search Prompt is an advanced prompt control that allows you to search for values.

1. Create your Prompt Page
2. Select Select & Search Prompt

3. Run your report - enter keyword(s)
Prompt Types

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).

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