1. Login into Cognos Report Studio and open the package you wish to use.
2. From the Insertable Objects pane, open Active Registration then Academic Study and select Name, College_Desc, and Major_Desc.
3. Open KSU Address Slot and select Street_Line1_1, Street_Line2_1, Street_Line3_1, Street_Line4_1, City_1, StateProvince_1, and Postal_Code_Format_1.
4. Open KSU Email Slot and select Internet_Address_3.
5. Mouse over the Explorer bar and Select Query1.
6. Open KSU Address Slot and drag ADDR_RULE to the detail filters window. Add = ‘UNIVSLOT’ to the end of the expression definition as shown above.
7. Open KSU Email Slot and drag ADDR_RULE to the detail filters window. Add = ‘UNIVEMAILSLOT’ to the end of the expression definition as shown above.
8. Open Academic Study and drag ACADEMIC_PERIOD to the detail filters window. Add = ‘201010’ to the end of the expression definition as shown above.
9. Open Query1 and select STREET_LINE1_1.
Change the expression definition to match what is shown above. Repeat this step for each of the address data items, using ADDRESS_TYPE_1 in the “if...then...else” statement.
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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