

# ReportNet Query Studio



*Princeton University Exercise Workbook*

Training Developed by Elisabetta Zodeiko, Princeton University

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# ReportNet Query Studio

## Princeton University Exercise Workbook

Creating a Report in Query Studio .....	5
Saving a report .....	9
Removing a Column .....	11
Report Definition .....	13
Sorting .....	14
Rearranging Columns .....	19
Adding a Column .....	21
Changing the Title .....	22
Grouping a List Report .....	27
Sections .....	30
Understanding Aggregation .....	32
Filtering on a Single Item .....	35
Filtering on Multiple Fields .....	38
Prompts .....	41
Building a Prompt .....	42
Defining Crosstab Reports .....	45
Create a Crosstab .....	46



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## Creating and Modifying a Report

Creating a Report in Query Studio

Saving a Report

Removing a Column

Report Definition

Sorting

Rearranging Columns

Adding a Column

Changing the Title

Exercise

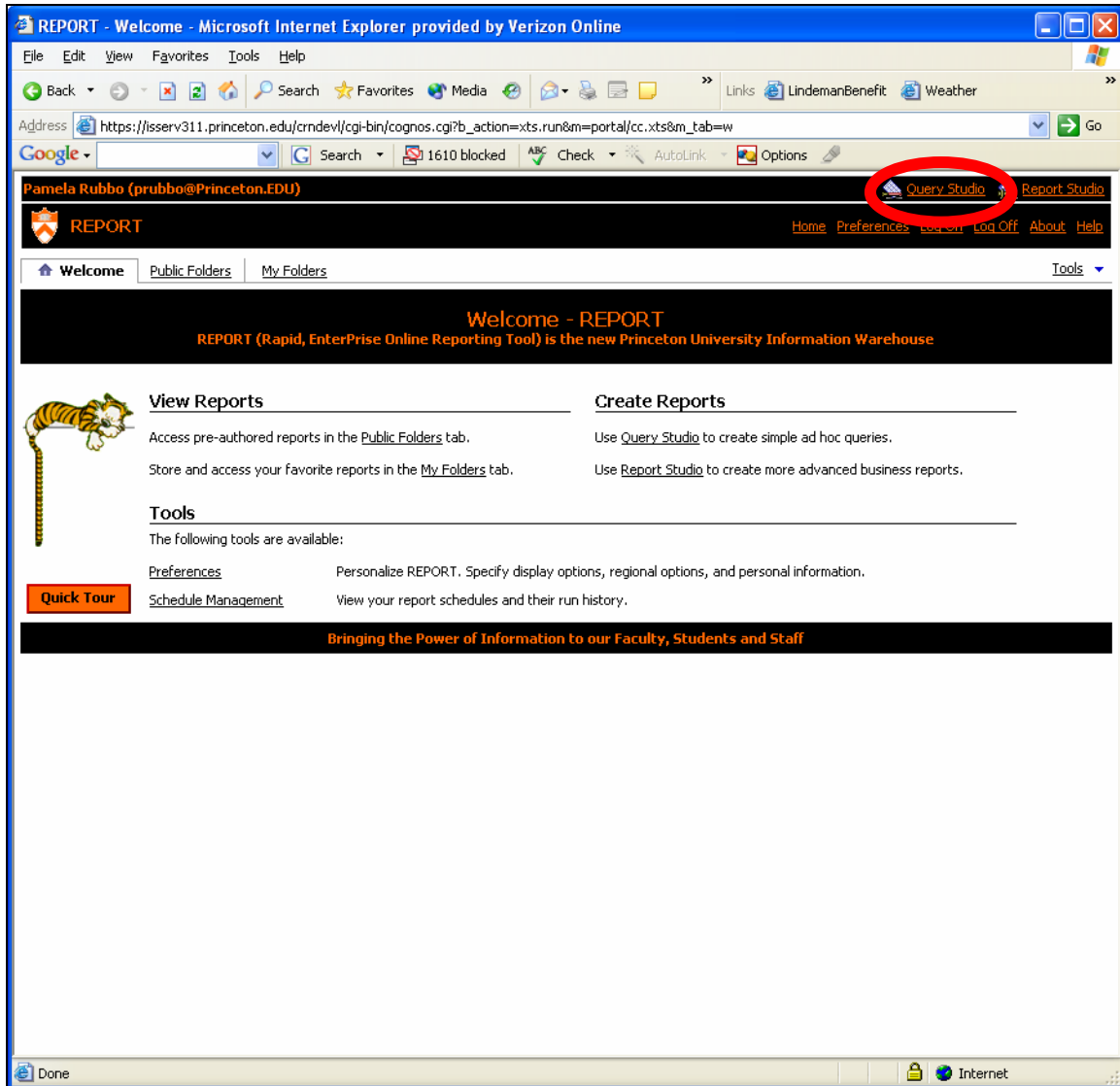


## Creating a Report in Query Studio

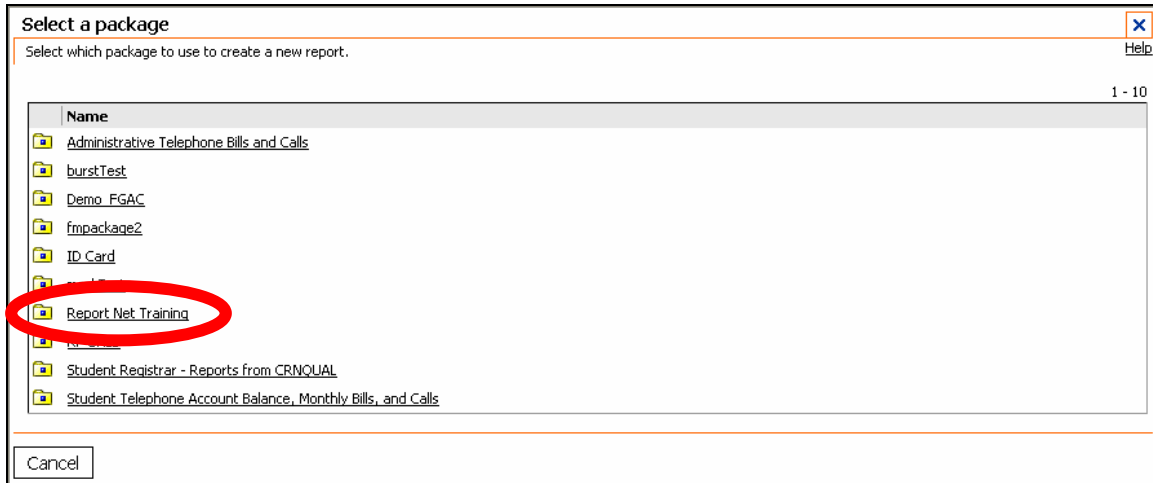
GOAL: To create a new report.

STEPS:

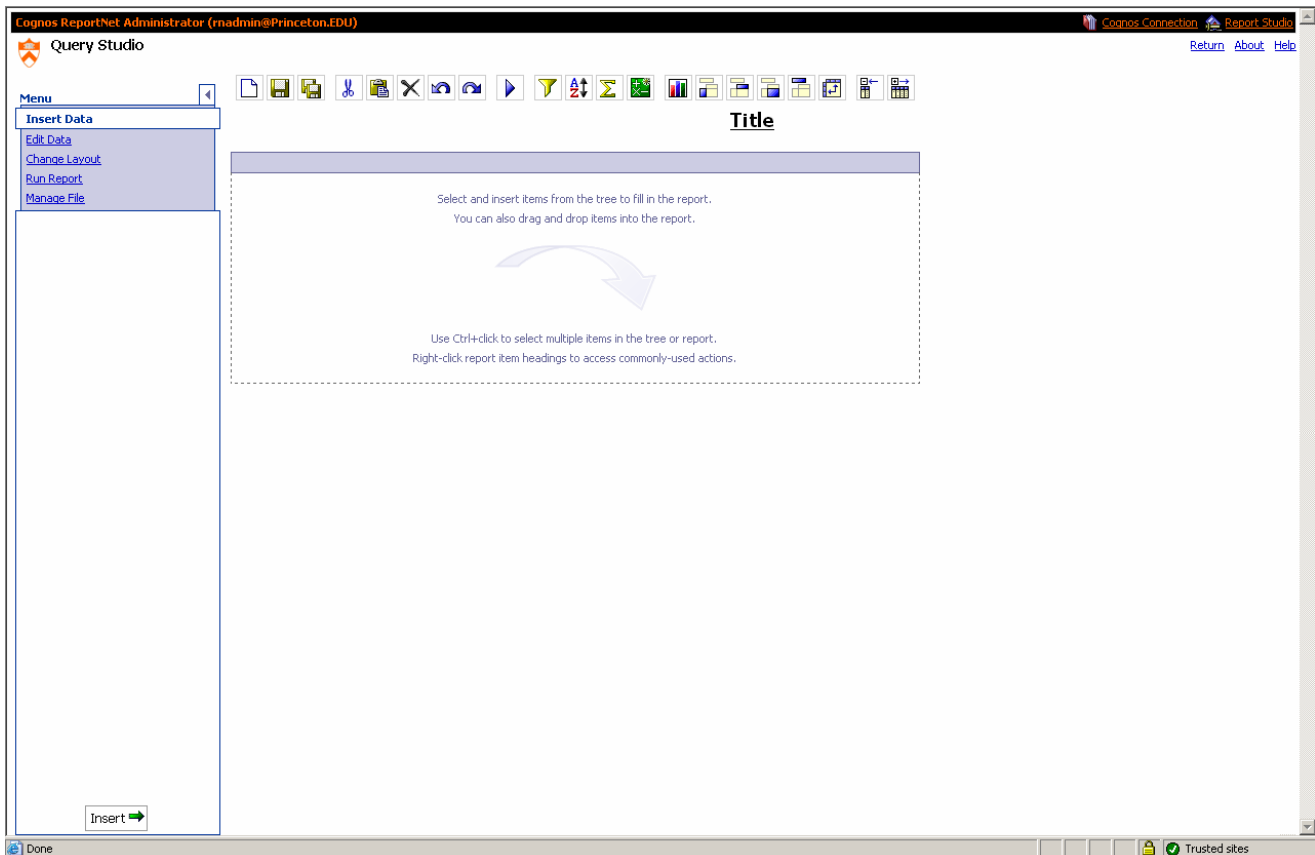
1. From the Cognos Connection Welcome window, click **Query Studio**.



2. Click the **Report Net Training** link.



3. The Query Studio tool will open to a blank page.





6. From the **Report Net Training Data** Section, open **Report Net Training Data** by clicking the plus sign or by double clicking on the name.

7. Open **Personal Data** by clicking the plus sign or by double clicking on the name of the item.

8. Double-click **ID** to add it to the report.

9. Double-click **Last Name** and **First Name**.

The screenshot shows the 'Query Studio' interface for 'Student Records Training (sr01@Princeton.EDU)'. The main window displays a report titled 'Report Net Training Data'. The report has three columns: 'ID', 'Last Name', and 'First Name'. The data is as follows:

ID	Last Name	First Name
000000001	Fu	Takeshi
000000002	Winfree	Kaoruko
000000003	Harmon	Harper
000000004	Smith	Buddy
000000005	Petersen	Paul
000000006	Chang	Brian
000000007	Zarzeczny	Pamela
000000008	Michelson	Steven
000000009	Sherman	Mike
000000010	Doorish	Juan
000000011	Van Hise	Robin
000000012	Huang	Yat-Tze
000000013	Bearse	Thomas
000000014	Witt	Thazhumpal
000000015	Wu	Paul
000000016	Graham-Willis	Douglas
000000017	Barnes	Steve
000000018	Ho	Brian
000000019	Kahneman	Dave
000000020	Lowry	Jason

The interface also shows a 'Menu' on the left with options like 'Insert Data', 'Edit Data', 'Change Layout', 'Run Report', and 'Manage File'. A field list on the left includes 'Report Net Training', 'Report Net Training Data', and 'Personal Data' with various sub-fields like 'ID', 'Full Name', 'Last Name', 'First Name', etc. The status bar at the bottom shows 'Feb 6, 2006' and navigation buttons for 'Top', 'Page up', 'Page down', and 'Bottom'.

10. **Double-click** the following items to add them to the report:

- **Country code**
- **Street Address 1**
- **City**
- **State**
- **Postal Code**
- **Primary University Affiliation Description**
- **Primary University Affiliation Group Description**
- **Primary University Affiliation Status Description**

Student Records Training (sr01@Princeton.EDU) Cognos Connection Report Studio

Query Studio - New Return About Help

**Menu**

**Insert Data**

[Edit Data](#)

[Change Layout](#)

[Run Report](#)

[Manage File](#)

- [-] Last Name
- [-] First Name
- [-] Middle Name
- [-] Country Code
- [-] Country Description
- [-] Street Address 1
- [-] Street Address 2
- [-] Street Address 3
- [-] City
- [-] County
- [-] State
- [-] State Description
- [-] Postal Code
- [-] Phone Number
- [-] Gender
- [-] Gender Description
- [-] Birthdate
- [-] Ethnicity Code
- [-] Ethnicity Description
- [-] Primary University Affiliation
- [-] Primary University Affiliation Description
- [-] Primary University Affiliation Group
- [-] Primary University Affiliation Group Description
- [-] Primary University Affiliation Status
- [-] Primary University Affiliation Status Description
- [-] Primary University Affiliation Status Description
- [-] Personal Data Filters
- [-] Citizenship Data

Insert →

**Title**

ID	Last Name	First Name	Country Code	Street Address 1	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	Primary University Affiliation Status Description
000000001	Fu	Takeshi	MYS	Post Office Box 29		Employee	Human Resources	Active
000000002	Winfree	Kaoruko	USA	88 College Road West	08540	Employee	Human Resources	Active
000000003	Harmon	Harper		14 Lawrence Drive		Employee	Human Resources	Active
000000004	Smith	Buddy	USA	11 Lawrence Drive	07823	Employee	Human Resources	Active
000000005	Petersen	Paul	USA	5201 Fox Run Drive	22315	Employee	Human Resources	Active
000000006	Chang	Brian	USA	F-2 1942 Hall Butler College	98328	Employee	Human Resources	Active
000000007	Zarzeczny	Pamela	TTO	Hibben Apartments		Employee	Human Resources	Active
000000008	Michelson	Steven	CAN	24 Leigh Avenue	H3V1J2	Employee	Human Resources	Active
000000009	Sherman	Mike	USA	1569 Boyle Road	10549	Employee	Human Resources	Active
000000010	Doorish	Juan	USA	Two Monroe Place	17777	Employee	Human Resources	Active
000000011	Van Hise	Robin	USA	417 Morris Avenue	19118	Employee	Human Resources	Active
000000012	Huang	Yat-Tze	USA	7 Arrowwood Drive	84049	Employee	Human Resources	Active
000000013	Bearse	Thomas	USA	Apartment 2	26101	Employee	Human Resources	Active
000000014	Witt	Thazhumpal	USA	215 Lakeview Terrace	08540	Employee	Human Resources	Active
000000015	Wu	Paul	USA	27 Tyson Lane	10023	Employee	Human Resources	Active
000000016	Graham-Willis	Douglas		205 Deerfield Court		Employee	Human Resources	Active
000000017	Bryant	Steph	USA	4 Oak Road	10446	Employee	Human Resources	Active

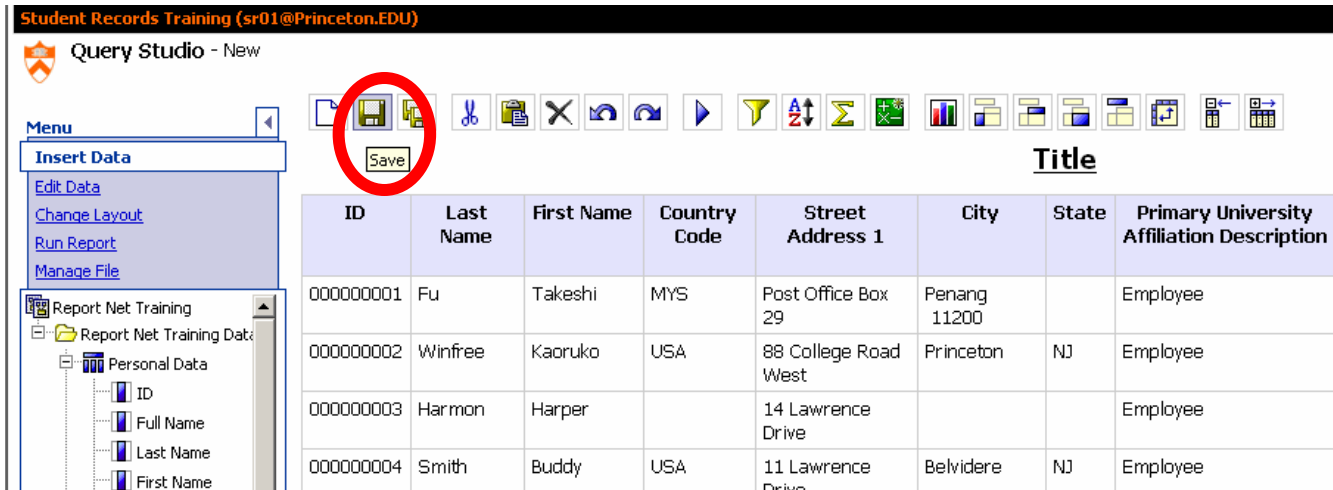
⌂ Top
⬆ Page up
⬇ Page down
⬆ Bottom

## Saving a report

GOAL: To save the current report.

STEPS:

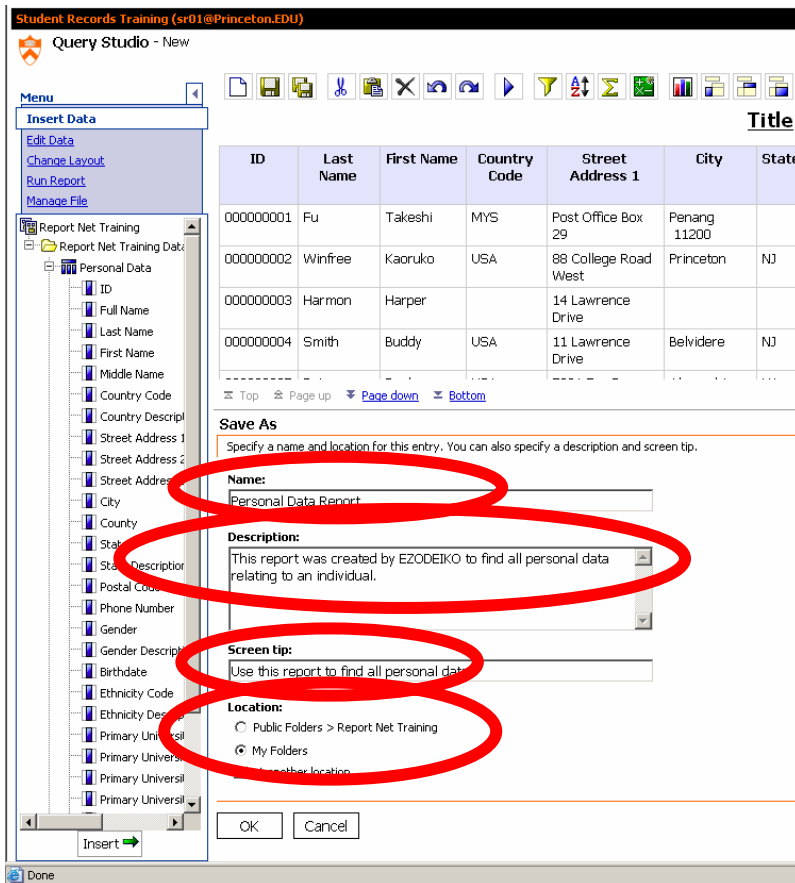
1. From the Query Studio Toolbar, click **Save**.



The screenshot shows the Query Studio interface. The title bar reads "Student Records Training (sr01@Princeton.EDU)". The main window title is "Query Studio - New". On the left, there is a "Menu" pane with options: "Insert Data", "Edit Data", "Change Layout", "Run Report", and "Manage File". Below the menu is a tree view showing a folder "Report Net Training" containing a sub-folder "Report Net Training Data" with fields: "ID", "Full Name", "Last Name", and "First Name". The main area displays a table with the following columns: "ID", "Last Name", "First Name", "Country Code", "Street Address 1", "City", "State", and "Primary University Affiliation Description". The table contains four rows of data. The "Save" button in the toolbar is circled in red.

ID	Last Name	First Name	Country Code	Street Address 1	City	State	Primary University Affiliation Description
000000001	Fu	Takeshi	MYS	Post Office Box 29	Penang 11200		Employee
000000002	Winfree	Kaoruko	USA	88 College Road West	Princeton	NJ	Employee
000000003	Harmon	Harper		14 Lawrence Drive			Employee
000000004	Smith	Buddy	USA	11 Lawrence Drive	Belvidere	NJ	Employee

2. A new screen section will appear at the bottom of the report. In the **Name** field, name the report **Personal Data report**, followed by your **initials**. You can also give the report a Description and Screen Tip.



3. Under the **Location** heading, be sure that the **My Folders** radio button is checked.
4. Click the **OK** button.
5. The report is saved with the new file name.

**Note:** Only the Package Custodian can save reports directly to the Public Folders Area.

## Removing a Column

Removing a column may be necessary if the information is no longer needed for reporting purposes, or if you want to produce a report but do not want the recipients to see certain details.

**GOAL:** To remove a column from the report using Delete.

**STEPS:**

1. Click the **Primary University Affiliation Status Description** column header (the last column). The column will turn yellow when you click on the column header.

The screenshot shows the Query Studio interface with a table titled "Title". The table has the following columns: ID, Last Name, First Name, Country Code, Street Address 1, Postal Code, Primary University Affiliation Description, Primary University Affiliation Group Description, and Primary University Affiliation Status Description. The last column header is circled in red. The table contains 17 rows of data, all with "Active" status. A left-hand menu shows a tree view of available fields, with "Primary University Affiliation Status Description" selected. The status bar at the bottom indicates "Page down" is active.

ID	Last Name	First Name	Country Code	Street Address 1	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	Primary University Affiliation Status Description
000000001	Fu	Takeshi	MYS	Post Office Box 29		Employee	Human Resources	Active
000000002	Winfree	Kaoruko	USA	88 College Road West	08540	Employee	Human Resources	Active
000000003	Harmon	Harper		14 Lawrence Drive		Employee	Human Resources	Active
000000004	Smith	Buddy	USA	11 Lawrence Drive	07823	Employee	Human Resources	Active
000000005	Petersen	Paul	USA	5201 Fox Run Drive	22315	Employee	Human Resources	Active
000000006	Chang	Brian	USA	F-2 1942 Hall Butler College	98328	Employee	Human Resources	Active
000000007	Zarzeczny	Pamela	TTO	Hibben Apartments		Employee	Human Resources	Active
000000008	Michelson	Steven	CAN	24 Leigh Avenue	H3Y1J2	Employee	Human Resources	Active
000000009	Sherman	Mike	USA	1569 Boyle Road	10549	Employee	Human Resources	Active
000000010	Doorish	Juan	USA	Two Monroe Place	17777	Employee	Human Resources	Active
000000011	Van Hise	Robin	USA	417 Morris Avenue	19118	Employee	Human Resources	Active
000000012	Huang	Yat-Tze	USA	7 Arrowwood Drive	84049	Employee	Human Resources	Active
000000013	Bearse	Thomas	USA	Apartment 2	26101	Employee	Human Resources	Active
000000014	Witt	Thazhumpal	USA	215 Lakeview Terrace	08540	Employee	Human Resources	Active
000000015	Wu	Paul	USA	27 Tyson Lane	10023	Employee	Human Resources	Active
000000016	Graham-Willis	Douglas		205 Deerfield Court		Employee	Human Resources	Active
000000017	Barnes	Steve	USA	4 Oak Road	10446	Employee	Human Resources	Active

2. Press the **Delete** key on the keyboard to remove column.

Student Records Training (sr01@Princeton.EDU) Cognos Connection Report Studio

Query Studio - New [Return](#) [About](#) [Hel](#)

**Menu**

**Insert Data**

[Edit Data](#)

[Change Layout](#)

[Run Report](#)

[Manage File](#)

- [-] Last Name
- [-] First Name
- [-] Middle Name
- [-] Country Code
- [-] Country Description
- [-] Street Address 1
- [-] Street Address 2
- [-] Street Address 3
- [-] City
- [-] Country
- [-] State
- [-] State Description
- [-] Postal Code
- [-] Phone Number
- [-] Gender
- [-] Gender Description
- [-] Birthdate
- [-] Ethnicity Code
- [-] Ethnicity Description
- [-] Primary University Affiliation
- [-] Primary University Affiliation Description
- [-] Primary University Affiliation Group
- [-] Primary University Affiliation Group Des
- [-] Primary University Affiliation Status
- [-] Primary University Affiliation Status Des
- [-] Primary University Affiliation Status Dat
- [-] Personal Data Filters
- [-] Citizenship Data

**Title**

ID	Last Name	First Name	Country Code	Street Address 1	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
00000001	Fu	Takeshi	MYS	Post Office Box 29		Employee	Human Resources
00000002	Winfree	Kaoruko	USA	88 College Road West	08540	Employee	Human Resources
00000003	Harmon	Harper		14 Lawrence Drive		Employee	Human Resources
00000004	Smith	Buddy	USA	11 Lawrence Drive	07823	Employee	Human Resources
00000005	Petersen	Paul	USA	5201 Fox Run Drive	22315	Employee	Human Resources
00000006	Chang	Brian	USA	F-2 1942 Hall Butler College	98328	Employee	Human Resources
00000007	Zarzeczny	Pamela	TTO	Hibben Apartments		Employee	Human Resources
00000008	Michelson	Steven	CAN	24 Leigh Avenue	H3Y1J2	Employee	Human Resources
00000009	Sherman	Mike	USA	1569 Boyle Road	10549	Employee	Human Resources
00000010	Doorish	Juan	USA	Two Monroe Place	17777	Employee	Human Resources
00000011	Van Hise	Robin	USA	417 Morris Avenue	19118	Employee	Human Resources
00000012	Huang	Yat-Tze	USA	7 Arrowwood Drive	84049	Employee	Human Resources
00000013	Bearse	Thomas	USA	Apartment 2	26101	Employee	Human Resources
00000014	Witt	Thazhumpal	USA	215 Lakeview Terrace	08540	Employee	Human Resources
00000015	Wu	Paul	USA	27 Tyson Lane	10023	Employee	Human Resources
00000016	Graham-Willis	Douglas		205 Deerfield Court		Employee	Human Resources
00000017	Barnes	Steve	USA	4 Gun Road	19446	Employee	Human Resources
00000018	Ho	Brian	USA	405 Oak Street	94111	Employee	Human Resources
00000019	Kahneman	Dave	USA	61 Runyon Drive	20017	Employee	Human Resources
00000020	Lowry	Jason	USA	2874 Princeton Pike	86503	Employee	Human Resources

- 1 -

Mar 2, 2006 11:35:35 AM

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)

## Report Definition

As you make changes to the report, the model never changes. The model contains all the data available in the package, whether you use it in your report or not. If the Query Subjects are joined (this is done with the Framework Manager tool by the Package Creator) it is possible to add different Query Items from different Query Subjects. Use the **Report Definition** to verify which Query Items came from which Query Subjects.

GOAL: To verify which Query Items came from which Query Subjects. .

### STEPS:

1. Under the **Manage File** section, click on **Report Definition** link.
2. A new screen section will appear at the bottom of the report. Each Query Item in the report is displayed in the list, under the **Report Item** heading. The specific path of the Query Item is to the right, under the **Expression** heading.

The screenshot shows the Query Studio interface. At the top, there's a menu bar with options like 'Insert Data', 'Edit Data', 'Change Layout', 'Run Report', and 'Manage File'. The 'Manage File' menu is open, showing 'New Report', 'Save', 'Save As...', and 'Report Definition...'. Below the menu is a data table with columns: ID, Last Name, First Name, Country Code, Street Address 1, Postal Code, and Primary Affiliation. The table contains 11 rows of data. Below the table is a 'Report Definition' dialog box. The dialog box has a title bar and a description: 'Provides the expression for each report item.' It contains a table with two columns: 'Report Item' and 'Expression'. The 'ID' item is circled in red, and its expression '[Report Net Training Data].[Personal Data].[ID]' is also circled in red. Other items in the table include 'Last Name', 'First Name', 'Country Code', and 'Street Address 1'. An 'OK' button is at the bottom of the dialog box.

ID	Last Name	First Name	Country Code	Street Address 1	Postal Code	Primary Affiliation
000000001	Fu	Takeshi	MYS	Post Office Box 29		Employee
000000002	Winfree	Kaoruko	USA	88 College Road West	08540	Employee
000000003	Harmon	Harper		14 Lawrence Drive		Employee
000000004	Smith	Buddy	USA	11 Lawrence Drive	07823	Employee
000000005	Petersen	Paul	USA	5201 Fox Run Drive	22315	Employee
000000006	Chang	Brian	USA	F-2 1942 Hall Butler College	98328	Employee
000000007	Zarzeczny	Pamela	TTO	Hibben Apartments		Employee
000000008	Michelson	Steven	CAN	24 Leigh Avenue	H3Y1J2	Employee
000000009	Sherman	Mike	USA	1569 Boyle Road	10549	Employee
000000010	Doorish	Juan	USA	Two Monroe Place	17777	Employee
000000011	Van Hise	Robin	USA	417 Morris Avenue	19118	Employee

Report Item	Expression
ID	[Report Net Training Data].[Personal Data].[ID]
Last Name	[Report Net Training Data].[Personal Data].[Last Name]
First Name	[Report Net Training Data].[Personal Data].[First Name]
Country Code	[Report Net Training Data].[Personal Data].[Country Code]
Street Address 1	[Report Net Training Data].[Personal Data].[Street Address 1]


3. Click **OK**.
4. Click on **Insert Data**.

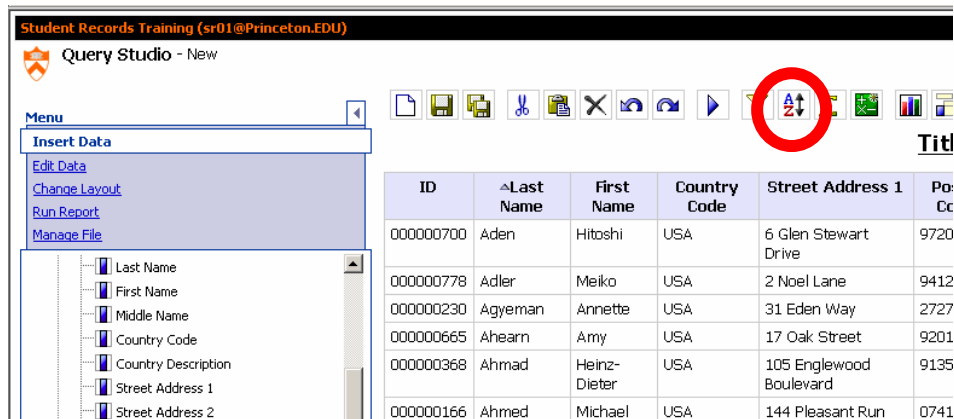
## Sorting

GOAL: To sort report data. To add a multiple sort and to remove a sort.

STEPS:

1. Click on the **Last Name** column heading in the report.

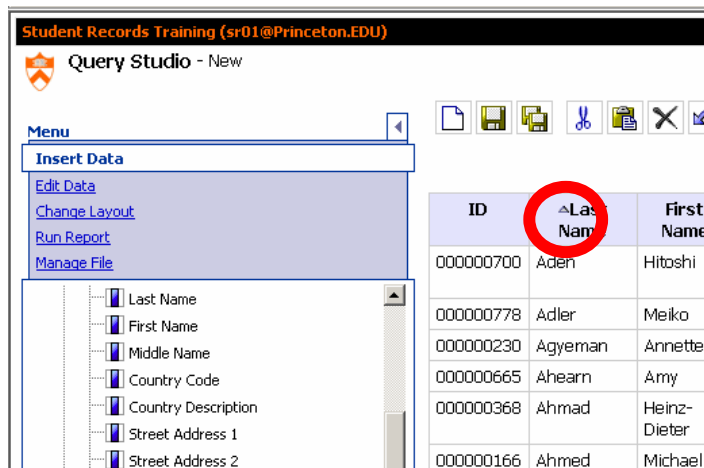
2. From the toolbar, click the **Sort** icon. 



The screenshot shows the Query Studio interface. The toolbar at the top right contains various icons, with the Sort icon (a blue and red 'AZ' with an up and down arrow) circled in red. The data table below shows the following columns and rows:

ID	^Last Name	First Name	Country Code	Street Address 1	Postal Code
000000700	Aden	Hitoshi	USA	6 Glen Stewart Drive	9720
000000778	Adler	Meiko	USA	2 Noel Lane	9412
000000230	Agyeman	Annette	USA	31 Eden Way	2727
000000665	Ahearn	Amy	USA	17 Oak Street	9201
000000368	Ahmad	Heinz-Dieter	USA	105 Englewood Boulevard	9135
000000166	Ahmed	Michael	USA	144 Pleasant Run	0741

4. Notice that the Sort Ascending icon appears as an up-arrow in the column header of the Last Name column.



The screenshot shows the Query Studio interface. The Sort Ascending icon (a blue and red 'AZ' with an up arrow) is circled in red in the column header of the Last Name column. The data table below shows the following columns and rows:

ID	^Last Name	First Name
000000700	Aden	Hitoshi
000000778	Adler	Meiko
000000230	Agyeman	Annette
000000665	Ahearn	Amy
000000368	Ahmad	Heinz-Dieter
000000166	Ahmed	Michael

**Note:** When the point of the triangle points up, the column will be sorted in ascending order, from A to Z, or from smallest to largest for numeric data. When the point is down, the column will be sorted in descending order, from Z to A or from largest to smallest.



6. Notice the sort order for the two rows with the Last Name “Amon.”


Student Records Training (sr01@Princeton.EDU)  
Query Studio - New

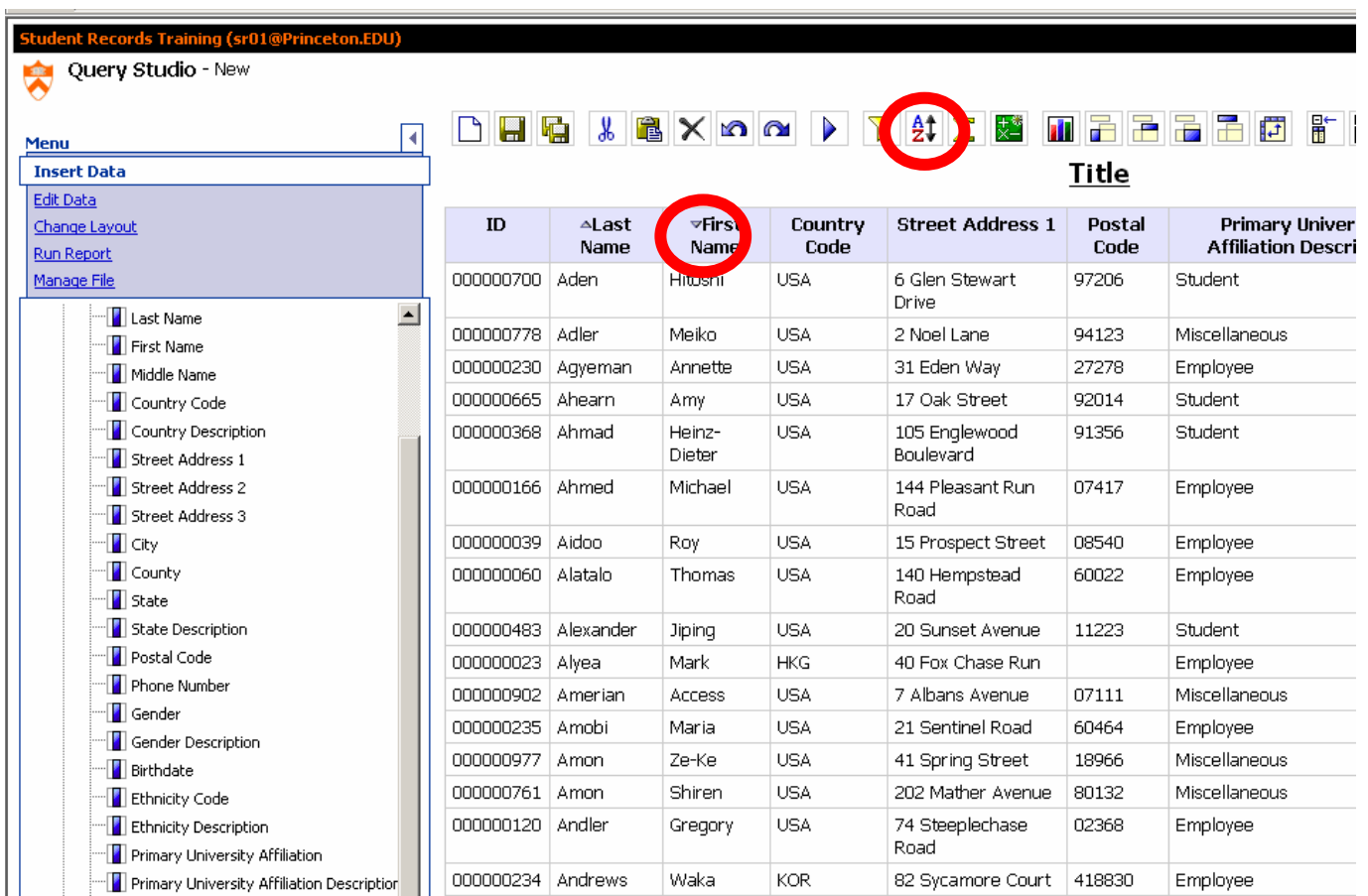
Menu  
 Insert Data  
 Edit Data  
 Change Layout  
 Run Report  
 Manage File

ID	^Last Name	First Name	Country Code	Street Address 1
000000700	Aden	Hitoshi	USA	6 Glen Stewart Drive
000000778	Adler	Meiko	USA	2 Noel Lane
000000230	Agyeman	Annette	USA	31 Eden Way
000000665	Ahearn	Amy	USA	17 Oak Street
000000368	Ahmad	Heinz-Dieter	USA	105 Englewood Boulevard
000000166	Ahmed	Michael	USA	144 Pleasant Run Road
000000039	Aidoo	Roy	USA	15 Prospect Street
000000060	Alatalo	Thomas	USA	140 Hempstead Road
000000483	Alexander	Jiping	USA	20 Sunset Avenue
000000023	Alyea	Mark	HKG	40 Fox Chase Run
000000902	Amerian	Access	USA	7 Albans Avenue
000000235	Amerian	Wanda	USA	21 Sentinel Road
000000001	Amon	Shiren	USA	202 Mather Avenue
000000077	Amon	Ze-Ke	USA	41 Spring Street
000000120	Andler	Gregory	USA	74 Steeplechase Road

## Multiple sorts within a report:

More than one column can be sorted within the same report. Additionally, one column can be sorted in reverse order of the other column(s) if desired. Currently, the primary sort is an ascending sort on Last Name. We will now change First Name to sort in descending order within Last Name.

1. Highlight the **First Name** column heading.
2. From the toolbar, click the **Sort** icon. 
3. Highlight the **First Name** column heading again.
4. Click the **Sort** icon again, to sort in a descending order.
5. Notice that the Sort Descending icon appears as an up-arrow in the column header of the Last Name column.



The screenshot shows the Query Studio interface with a report titled "Student Records Training (sr01@Princeton.EDU)". The report table has the following columns: ID, Last Name, First Name, Country Code, Street Address 1, Postal Code, and Primary Univer Affiliation Descri. The "First Name" column header is circled in red. In the toolbar, the "Sort" icon (a red 'Z' with an up arrow) is also circled in red. The "Last Name" column header has a small up arrow icon next to it, indicating it is currently sorted in ascending order. The report data is as follows:

ID	^Last Name	▼First Name	Country Code	Street Address 1	Postal Code	Primary Univer Affiliation Descri
000000700	Aden	Hwsnii	USA	6 Glen Stewart Drive	97206	Student
000000778	Adler	Meiko	USA	2 Noel Lane	94123	Miscellaneous
000000230	Agyeman	Annette	USA	31 Eden Way	27278	Employee
000000665	Ahearn	Amy	USA	17 Oak Street	92014	Student
000000368	Ahmad	Heinz-Dieter	USA	105 Englewood Boulevard	91356	Student
000000166	Ahmed	Michael	USA	144 Pleasant Run Road	07417	Employee
000000039	Aidoo	Roy	USA	15 Prospect Street	08540	Employee
000000060	Alatalo	Thomas	USA	140 Hempstead Road	60022	Employee
000000483	Alexander	Jiping	USA	20 Sunset Avenue	11223	Student
000000023	Alyea	Mark	HKG	40 Fox Chase Run		Employee
000000902	Amerian	Access	USA	7 Albans Avenue	07111	Miscellaneous
000000235	Amobi	Maria	USA	21 Sentinel Road	60464	Employee
000000977	Amon	Ze-Ke	USA	41 Spring Street	18966	Miscellaneous
000000761	Amon	Shiren	USA	202 Mather Avenue	80132	Miscellaneous
000000120	Andler	Gregory	USA	74 Steeplechase Road	02368	Employee
000000234	Andrews	Waka	KOR	82 Sycamore Court	418830	Employee


3. Notice the change for the two rows with the Last Name “Amon.”

The screenshot shows the Query Studio interface with a data table. The table has the following columns: ID, Last Name, First Name, Country Code, and Street Address. Two rows with the last name 'Amon' are circled in red.

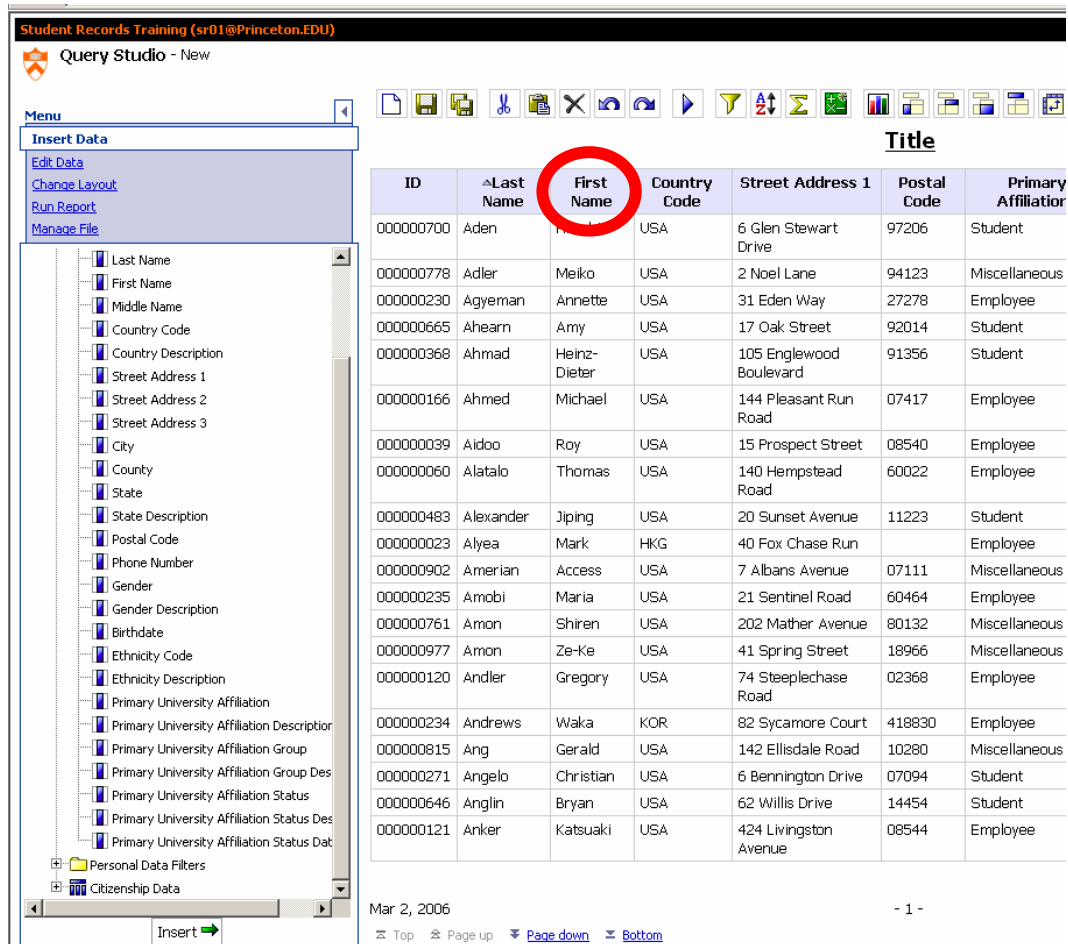
ID	Last Name	First Name	Country Code	Street Address
000000700	Aden	Hitoshi	USA	6 Glen Stew Drive
000000778	Adler	Meiko	USA	2 Noel Lane
000000230	Agyeman	Annette	USA	31 Eden Wa
000000665	Ahearn	Amy	USA	17 Oak Stre
000000368	Ahmad	Heinz-Dieter	USA	105 Englew Boulevard
000000166	Ahmed	Michael	USA	144 Pleasar Road
000000039	Aidoo	Roy	USA	15 Prospect
000000060	Alatalo	Thomas	USA	140 Hempst Road
000000483	Alexander	Jiping	USA	20 Sunset A
000000023	Alyea	Mark	HKG	40 Fox Chas
000000902	Amerian	Access	USA	7 Albans Av
000000235	Amon	Man	USA	21 Sentinel
00000097	Amon	Ze-Ke	USA	41 Spring S
00000076	Amon	Shiren	USA	202 Mather
000000120	Ameller	Gregory	USA	74 Steeplec Road
000000234	Andrews	Waka	KOR	82 Sycamor

## Removing a sort:

1. Click on the **First Name** column heading.

2. From the toolbar, click the **Sort** icon. 

4. Notice that the Sort Arrow disappears completely when there is no sort order specified on the column.




Student Records Training (sr01@Princeton.EDU)  
Query Studio - New

Menu  
Insert Data  
Edit Data  
Change Layout  
Run Report  
Manage File

ID	Last Name	First Name	Country Code	Street Address 1	Postal Code	Primary Affiliation
000000700	Aden	Michael	USA	6 Glen Stewart Drive	97206	Student
000000778	Adler	Meiko	USA	2 Noel Lane	94123	Miscellaneous
000000230	Agyeman	Annette	USA	31 Eden Way	27278	Employee
000000665	Ahearn	Amy	USA	17 Oak Street	92014	Student
000000368	Ahmad	Heinz-Dieter	USA	105 Englewood Boulevard	91356	Student
000000166	Ahmed	Michael	USA	144 Pleasant Run Road	07417	Employee
000000039	Aidoo	Roy	USA	15 Prospect Street	08540	Employee
000000060	Alatalo	Thomas	USA	140 Hempstead Road	60022	Employee
000000483	Alexander	Jiping	USA	20 Sunset Avenue	11223	Student
000000023	Alyea	Mark	HKG	40 Fox Chase Run		Employee
000000902	Amerian	Access	USA	7 Albans Avenue	07111	Miscellaneous
000000235	Amobi	Maria	USA	21 Sentinel Road	60464	Employee
000000761	Amon	Shiren	USA	202 Mather Avenue	80132	Miscellaneous
000000977	Amon	Ze-Ke	USA	41 Spring Street	18966	Miscellaneous
000000120	Andler	Gregory	USA	74 Steeplechase Road	02368	Employee
000000234	Andrews	Waka	KOR	82 Sycamore Court	418830	Employee
000000815	Ang	Gerald	USA	142 Ellisdale Road	10280	Miscellaneous
000000271	Angelo	Christian	USA	6 Bennington Drive	07094	Student
000000646	Anglin	Bryan	USA	62 Willis Drive	14454	Student
000000121	Anker	Katsuaki	USA	424 Livingston Avenue	08544	Employee

Mar 2, 2006 - 1 -  
Top Page up Page down Bottom

3. Click the **Save** button  to save your changes to the report.

**Note:** When Sorts are not specified on particular columns, the report will automatically sort the data in the order the columns were inserted into the report.

## Rearranging Columns

GOAL: To use Cut to move columns from one part of the report to another.

Now we will use Cut from the Toolbar to move columns from one part of the report to another.

STEPS:

1. **Ctrl-Click** on the **Last Name** and **First Name** column headings so that both columns are selected.

2. From the toolbar, click the **Cut** icon.



The screenshot shows the Query Studio interface. The table data is as follows:

ID	Last Name	First Name	Country Code	Street .
000000700	Abu	Hiteh	USA	6 Glen S Drive
000000778	Adler	Meiko	USA	2 Noel L
000000230	Agyeman	Annette	USA	31 Eden
000000665	Ahearn	Amy	USA	17 Oak S
000000368	Ahmad	Heinz-Dieter	USA	105 Engl Boulevard
000000166	Ahmed	Michael	USA	144 Plea Road

3. Click on the **ID** column heading.

4. From the toolbar, click the **Paste** icon.

5. Notice that the **Last Name** and **First Name** columns now appear in the beginning of the report, and that the Sort Ascending designation still appears on the **Last Name** column.

Student Records Training (sr01@Princeton.EDU) Cosmos Connection Report St

Query Studio - New Return About

Menu

Insert Data

Edit Data

Change Layout

Run Report

Manage File

Last Name  
 First Name  
 Middle Name  
 Country Code  
 Country Description  
 Street Address 1  
 Street Address 2  
 Street Address 3  
 City  
 County  
 State  
 State Description  
 Postal Code  
 Phone Number  
 Gender  
 Gender Description  
 Birthdate  
 Ethnicity Code  
 Ethnicity Description  
 Primary University Affiliation  
 Primary University Affiliation Description  
 Primary University Affiliation Group  
 Primary University Affiliation Group Des  
 Primary University Affiliation Status  
 Primary University Affiliation Status Des  
 Primary University Affiliation Status Dat  
 Personal Data Filters  
 Citizenship Data

**Title**

Last Name	First Name	ID	Country Code	Street Address 1	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
Adler	Hitoshi	000000778	USA	6 Glen Stewart Drive	97206	Student	Undergraduate
Adler	Meiko	000000778	USA	2 Noel Lane	94123	Miscellaneous	Miscellaneous
Agyeman	Annette	000000230	USA	31 Eden Way	27278	Employee	Human Resources
Ahearn	Amy	000000665	USA	17 Oak Street	92014	Student	Undergraduate
Ahmad	Heinz-Dieter	000000368	USA	105 Englewood Boulevard	91356	Student	Graduate
Ahmed	Michael	000000166	USA	144 Pleasant Run Road	07417	Employee	Human Resources
Aidoo	Roy	000000039	USA	15 Prospect Street	08540	Employee	Human Resources
Alatalo	Thomas	000000060	USA	140 Hempstead Road	60022	Employee	Human Resources
Alexander	Jiping	000000483	USA	20 Sunset Avenue	11223	Student	Graduate
Alyea	Mark	000000023	HKG	40 Fox Chase Run		Employee	Human Resources
Amerian	Access	000000902	USA	7 Albans Avenue	07111	Miscellaneous	Departmental Computer User
Amobi	Maria	000000235	USA	21 Sentinel Road	60464	Employee	Human Resources
Amon	Shiren	000000761	USA	202 Mather Avenue	80132	Miscellaneous	Miscellaneous
Amon	Ze-Ke	000000977	USA	41 Spring Street	18966	Miscellaneous	Plasma Physics Lab
Andler	Gregory	000000120	USA	74 Steeplechase Road	02368	Employee	Human Resources
Andrews	Waka	000000234	KOR	82 Sycamore Court	418830	Employee	Human Resources
Ang	Gerald	000000815	USA	142 Ellisdale Road	10280	Miscellaneous	Miscellaneous
Angelo	Christian	000000271	USA	6 Bennington Drive	07094	Student	Graduate
Anglin	Bryan	000000646	USA	62 Willis Drive	14454	Student	Undergraduate
Anker	Katsuaki	000000121	USA	424 Livingston Avenue	08544	Employee	Human Resources

Mar 2, 2006 - 1 - 12:22:23 PM

[Top](#) [Page up](#) [Page down](#) [Bottom](#)

**Note: Right-Clicking option.**

- **Instead of using the CUT option from the Toolbar, you can also right-click on the column you would like to cut, and click on "CUT".**

## Adding a Column

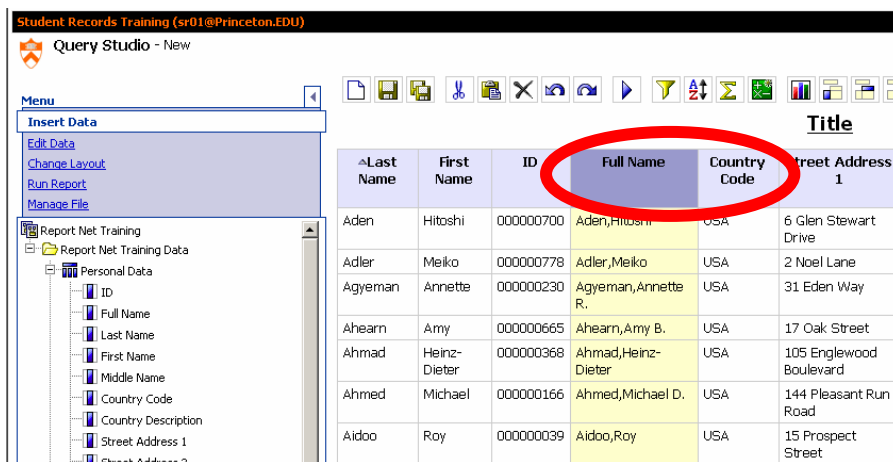
Increasing the information in a report is easily accomplished by adding new columns to the report. There are several ways to add columns to a report:

- Double-clicking on the item.
- Clicking and dragging the item to the report.

GOAL: To add “Full Name” to the report.


STEPS:

1. Make sure the **Country Code** column heading in the report is highlighted.
2. From the Person Data Query Subject, double click on **Full Name**.
3. Notice that **Full Name** has been inserted to the left of the **Country Code** column.



The screenshot shows the Query Studio interface. On the left, a tree view shows the 'Personal Data' folder expanded, with 'Full Name' selected. The main window displays a report table with the following data:

^Last Name	First Name	ID	Full Name	Country Code	Street Address 1
Aden	Hitoshi	000000700	Aden,Hitoshi	USA	6 Glen Stewart Drive
Adler	Meiko	000000778	Adler,Meiko	USA	2 Noel Lane
Agyeman	Annette	000000230	Agyeman,Annette R.	USA	31 Eden Way
Ahearn	Amy	000000665	Ahearn,Amy B.	USA	17 Oak Street
Ahmad	Heinz-Dieter	000000368	Ahmad,Heinz-Dieter	USA	105 Englewood Boulevard
Ahmed	Michael	000000166	Ahmed,Michael D.	USA	144 Pleasant Run Road
Aidoo	Roy	000000039	Aidoo,Roy	USA	15 Prospect Street

6. Click the **Save** button  to save your changes to the report.

*Note: The new column will be placed before the highlighted column. If no column is highlighted the new column will be placed at the end of the report.*

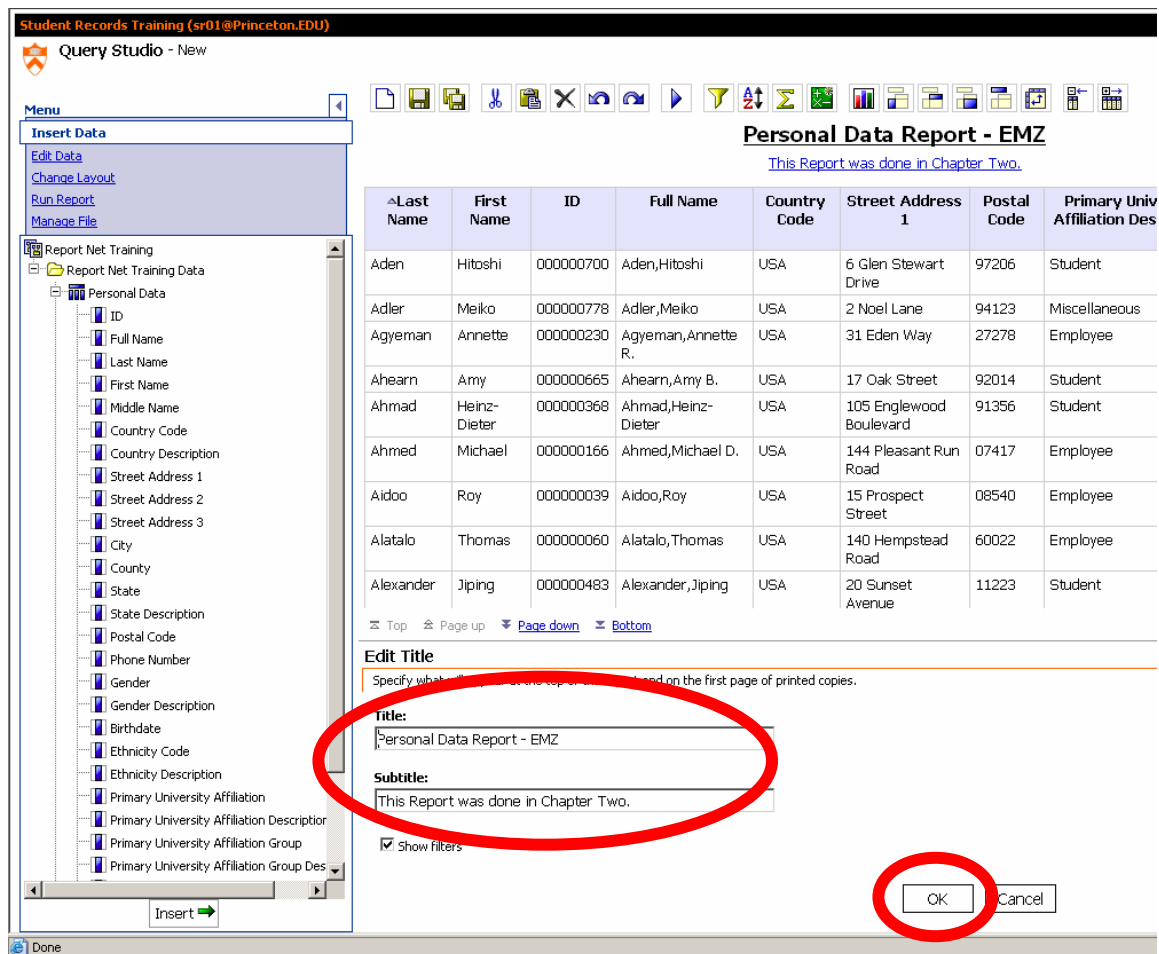
## Changing the Title

The title area of the report is easily altered as the reporting changes are made within the body of the report. The title shows in the Report Viewer and also when the report is printed.

GOAL: To change the title.

STEPS:

1. In the Title area, click the **Title** link.
2. A new screen section will appear at the bottom of the report. In the **Title** field, type in the title “**Personal Data Report**”, followed by your **initials**. You can also give the report a **Subtitle**.
3. Click **OK**.



The screenshot shows the Query Studio interface for a report titled "Personal Data Report - EMZ". The report is displayed as a table with the following data:

^Last Name	First Name	ID	Full Name	Country Code	Street Address 1	Postal Code	Primary Univ Affiliation Des
Aden	Hitoshi	000000700	Aden,Hitoshi	USA	6 Glen Stewart Drive	97206	Student
Adler	Meiko	000000778	Adler,Meiko	USA	2 Noel Lane	94123	Miscellaneous
Agyeman	Annette	000000230	Agyeman,Annette R.	USA	31 Eden Way	27278	Employee
Ahearn	Amy	000000665	Ahearn,Amy B.	USA	17 Oak Street	92014	Student
Ahmad	Heinz-Dieter	000000368	Ahmad,Heinz-Dieter	USA	105 Englewood Boulevard	91356	Student
Ahmed	Michael	000000166	Ahmed,Michael D.	USA	144 Pleasant Run Road	07417	Employee
Aidoo	Roy	000000039	Aidoo,Roy	USA	15 Prospect Street	08540	Employee
Alatalo	Thomas	000000060	Alatalo,Thomas	USA	140 Hempstead Road	60022	Employee
Alexander	Jiping	000000483	Alexander,Jiping	USA	20 Sunset Avenue	11223	Student

The "Edit Title" dialog box is open, showing the following fields:

- Title:** Personal Data Report - EMZ
- Subtitle:** This Report was done in Chapter Two.

The "OK" button is circled in red.

4. Notice that the title of your report has changed.



Student Records Training (sr01@Princeton.EDU) Cognos C

Query Studio - New

Menu


- Insert Data
- Edit Data
- Change Layout
- Run Report
- Manage File

Report Net Training

- Report Net Training Data
  - Personal Data
    - ID
    - Full Name

**Personal Data Report - EMZ**  
[This Report was done in Chapter Two.](#)

▲Last Name	First Name	ID	Full Name	Country Code	Street Address 1	Postal Code	Primary University Affiliation Description	Prim Aff
Aden	Hitoshi	000000700	Aden,Hitoshi	USA	6 Glen Stewart Drive	97206	Student	Undergra
Adler	Meiko	000000778	Adler,Meiko	USA	2 Noel Lane	94123	Miscellaneous	Miscellar
Aqyeman	Annette	000000230	Aqyeman,Annette	USA	31 Eden Way	27278	Employee	Human R

5. Click the **Save** button  to save your changes to the report.

## Exercise

- Create a new report and add the followings items:
  - **Last Name**
  - **First Name**
  - **Country code**
  - **Street Address 1**
  - **City**
  - **State**
  - **Postal Code**
  - **Primary University Affiliation Description**
  - **Primary University Affiliation Group Description**
  - **ID**
- Add **Birthdate** and make it appear as the second-to-last column in the report.
- Remove the Sort on **Last Name**.
- Sort the report by **Birthdate** in descending order.
- Change the title to **Personal Data report exercise**.
- Save the Report as **Personal Data report exercise**.

The screenshot shows the Query Studio interface with a report titled "Personal Data report exercise". The report displays a table of student data. The columns are: Last Name, First Name, Country Code, Street Address 1, City, State, Postal Code, Primary University Affiliation Description, Primary University Affiliation Group Description, Birthdate, and ID. The data is sorted by Birthdate in descending order.

Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	Birthdate	ID
Luse	Judith	USA	29 Tee-Ar Place	Pinehurst	NC	28374	Student	Undergraduate	Jun 26, 1984	000000557
Ishikawa	Hitoshi	USA	1141 Parkway Avenue	Naples	FL	34102	Miscellaneous	Plasma Physics Lab	Dec 6, 1982	000000973
D'Almeida	Andrew	USA	18 Alburthus Court	Baltimore	MD	21237	Student	Graduate	Nov 25, 1982	000000354
Walker	Michael	USA	8 Maitland Road	Bethesda	MD	20817	Student	Graduate	Oct 12, 1982	000000349
Reinauer	Joseph	USA	374 Sandalwood Avenue	Natrona Heights	PA	15065	Miscellaneous	Miscellaneous	Jul 21, 1982	000000842
Kahane	Patricia	USA	5270 South Broad Street	Mequon	WI	53092	Employee	Human Resources	Jun 22, 1982	000000169
Finkenbine	William	USA	1792 B Bayley Lane	Cranford	NJ	07016	Miscellaneous	Departmental Computer User	Jun 9, 1982	000000918
Stanley	John	USA	127 Indian Pipe Trail	Los Angeles	CA	90049	Student	Undergraduate	Mar 15, 1982	000000519
Ryu	Daphne	USA	7316 Tamarron Drive	New York	NY	10128	Student	Graduate	Feb 20, 1982	000000337
Crummey	Eduardo	USA	133 Shady Brook Lane	Atlanta	GA	303182306	Student	Graduate	Dec 18, 1981	000000346
McCarty	Kerry	JPN	2 Railroad Place	Wako-City	11	351-0111	Student	Graduate	Dec 17, 1981	000000495
Mei	Jordan	USA	7 Blue Grass Drive	Roseville	MN	55113	Miscellaneous	Friend	Nov 30, 1981	000001047
Kirby	Bill	USA	50 Kentucky Way	Hockessin	DE	19707	Miscellaneous	Friend	Oct 14, 1981	000001055

---

## **Grouping & Sections**

Grouping a List Report  
Creating Sections in a List Report  
Understanding Aggregation



## Grouping a List Report

Grouping a column of data makes it easier to find data, as all like items are placed within the same grouping. After grouping data, the columns can have a count, total, average or the like applied to them.

GOAL: To group the columns.

STEPS:

1. **Open the Personal Data Report.**
2. **Save the report as Personal Data Report grouped.**
3. Move the **Primary University Affiliation Description** and **Primary University Affiliation Group Description** (the last two columns) to the beginning of the report. Note the repeating data in the first two columns


Student Records Training (sr01@Princeton.EDU)  
Query Studio - Personal Data Report Grouped - EMZ

Menu  
[Insert Data](#)  
[Edit Data](#)  
[Change Layout](#)  
[Run Report](#)  
[Manage File](#)

**Personal Data Report - EMZ**  
[This Report was done in Chapter Two](#)

Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	ID	Full Name	
Employee	Human Resources	Agyeman	Annette	000000230	Agyeman, Annette R.	U
Employee	Human Resources	Ahmed	Michael	000000166	Ahmed, Michael D.	U
Employee	Human Resources	Aidoo	Roy	000000039	Aidoo, Roy	U
Employee	Human Resources	Alatalo	Thomas	000000060	Alatalo, Thomas	U
Employee	Human Resources	Alyea	Mark	000000023	Alyea, Mark	H
Employee	Human Resources	Amobi	Maria	000000235	Amobi, Maria I.	U
Employee	Human Resources	Andler	Gregory	000000120	Andler, Gregory G.	U
Employee	Human Resources	Andrews	Waka	000000234	Andrews, Waka	KI
Employee	Human Resources	Anker	Katsuaki	000000121	Anker, Katsuaki	U
Employee	Human Resources	Bakhtiar	Joan	000000223	Bakhtiar, Joan	U
Employee	Human Resources	Barnes	Steve	000000017	Barnes, Steve SFC	U
Employee	Human Resources	Bayri	John	000000124	Bayri, John	U
Employee	Human Resources	Bearse	Thomas	000000013	Bearse, Thomas	U

6. Click once on the **Primary University Affiliation Description** column.

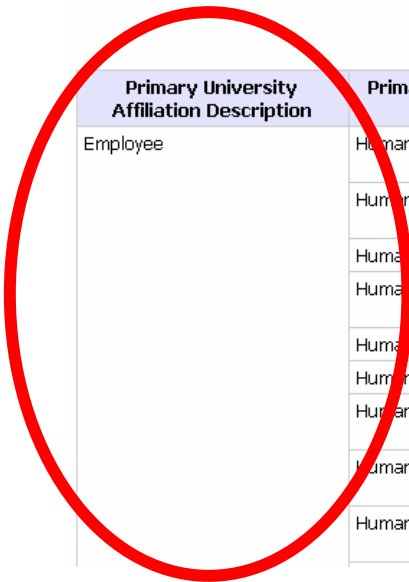
7. Click the **Group/Ungroup** icon . Notice that the first column is grouped.

10. Click **Save**.



### Personal Data Report - EMZ

[This Report was done in Chapter Two](#)



Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	ID	Full Name	Country Code
Employee	Human Resources	Agyeman	Annette	000000230	Agyeman,Annette R.	USA
	Human Resources	Ahmed	Michael	000000166	Ahmed,Michael D.	USA
	Human Resources	Aidoo	Roy	000000039	Aidoo,Roy	USA
	Human Resources	Alatalo	Thomas	000000060	Alatalo,Thomas	USA
	Human Resources	Alyea	Mark	000000023	Alyea,Mark	HKG
	Human Resources	Amobi	Maria	000000235	Amobi,Maria I.	USA
	Human Resources	Andler	Gregory	000000120	Andler,Gregory G.	USA
	Human Resources	Andrews	Waka	000000234	Andrews,Waka	KOR
	Human Resources	Anker	Katsuaki	000000121	Anker,Katsuaki	USA

11. Click in the column heading of **Primary University Affiliation Group Description**.

12. Click the **Group/Ungroup** icon  .

**Personal Data Report - EMZ**  
[This Report was done in Chapter Two](#)

Primary University Affiliation Description	Primary University Affiliation Group Description	Last Name	First Name	ID	Full Name	Country Code
Employee	Human Resources	Agyeman	Annette	000000230	Agyeman,Annette R.	USA
		Ahmed	Michael	000000166	Ahmed,Michael D.	USA
		Aidoo	Roy	000000039	Aidoo,Roy	USA
		Alatalo	Thomas	000000060	Alatalo,Thomas	USA
		Alyea	Mark	000000023	Alyea,Mark	HKG
		Amobi	Maria	000000235	Amobi,Maria I.	USA
		Andler	Gregory	000000120	Andler,Gregory G.	USA
		Andrews	Waka	000000234	Andrews,Waka	KOR
		Anker	Katsuaki	000000121	Anker,Katsuaki	USA
		Bakhtiar	Joan	000000223	Bakhtiar,Joan	USA
		Barnes	Steve	000000017	Barnes,Steve SFC	USA
		Bayri	John	000000124	Bayri,John	USA
		Bearse	Thomas	000000013	Bearse,Thomas	USA
		Bell	Yasuko	000000125	Bell,Yasuko	USA

14. **Page down** through the report or click **Bottom** to see the various types of data available.


16. **Save** the report.

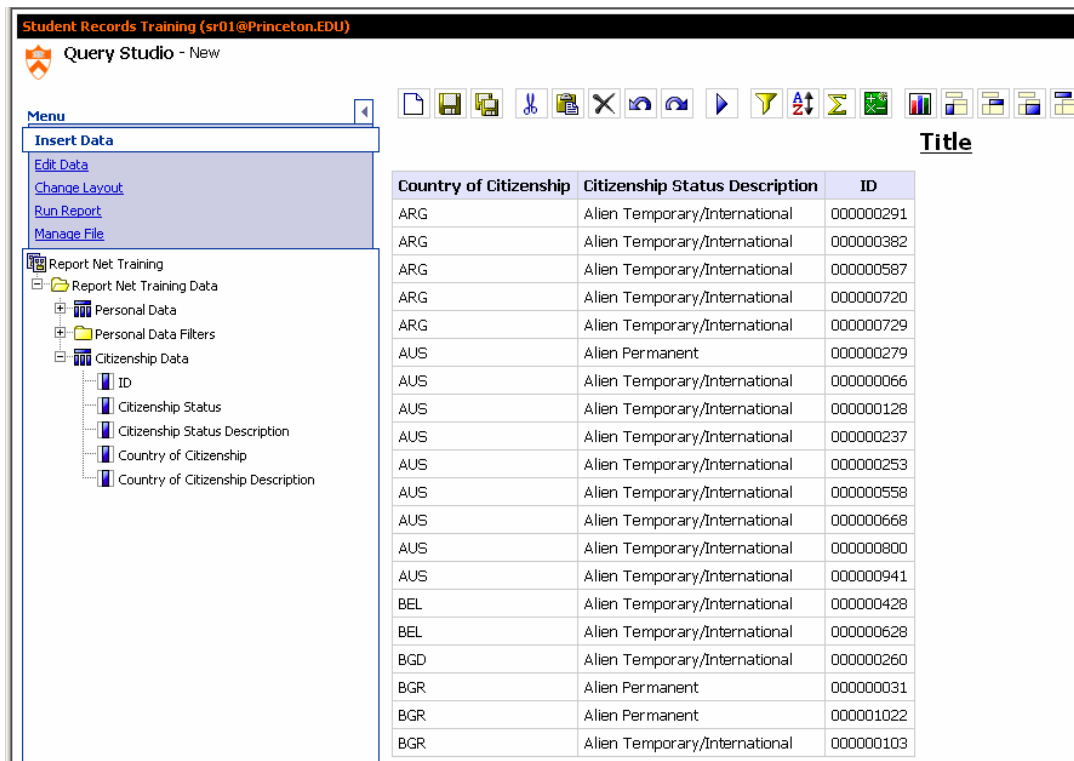
## Sections

Sections are similar to grouping; however, a section differs in the fact that it shows the query item as the heading of a section or area within the report.

GOAL: To create a section based on Country of Citizenship.

STEPS:

1. Create a new report for this exercise. From the **Toolbar**, click the **New** button .
2. Open the **Citizenship Data** folder.
3. Add the following columns: **Country of Citizenship**, **Citizenship Status Description**, and **ID**.
4. Save the report as **Sections**.



The screenshot shows the Query Studio interface. The title bar reads "Student Records Training (sr01@Princeton.EDU) Query Studio - New". On the left, a "Menu" pane is open, showing "Insert Data" with options: "Edit Data", "Change Layout", "Run Report", and "Manage File". Below the menu is a tree view of data sources: "Report Net Training" (expanded) contains "Report Net Training Data" (expanded) which includes "Personal Data", "Personal Data Filters", and "Citizenship Data" (expanded). "Citizenship Data" includes "ID", "Citizenship Status", "Citizenship Status Description", "Country of Citizenship", and "Country of Citizenship Description". The main area displays a report titled "Sections" with a table of data.

Country of Citizenship	Citizenship Status Description	ID
ARG	Alien Temporary/International	000000291
ARG	Alien Temporary/International	000000382
ARG	Alien Temporary/International	000000587
ARG	Alien Temporary/International	000000720
ARG	Alien Temporary/International	000000729
AUS	Alien Permanent	000000279
AUS	Alien Temporary/International	000000066
AUS	Alien Temporary/International	000000128
AUS	Alien Temporary/International	000000237
AUS	Alien Temporary/International	000000253
AUS	Alien Temporary/International	000000558
AUS	Alien Temporary/International	000000668
AUS	Alien Temporary/International	000000800
AUS	Alien Temporary/International	000000941
BEL	Alien Temporary/International	000000428
BEL	Alien Temporary/International	000000628
BGD	Alien Temporary/International	000000260
BGR	Alien Permanent	000000031
BGR	Alien Permanent	000001022
BGR	Alien Temporary/International	000000103

2. Highlight the **Country of Citizenship** column heading.





3. From the **Toolbar**, click on the **Section** button . Notice that each time the Country changes, a new Country section is created.

The screenshot shows the Query Studio interface with a report titled "Report Net Training". The report is grouped by "Country of Citizenship". The following table shows the data for each country section:

Country of Citizenship : ARG	
Citizenship Status Description	ID
Alien Temporary/International	000000291
Alien Temporary/International	000000382
Alien Temporary/International	000000587
Alien Temporary/International	000000720
Alien Temporary/International	000000729

Country of Citizenship : AUS	
Citizenship Status Description	ID
Alien Permanent	000000279
Alien Temporary/International	000000066
Alien Temporary/International	000000128
Alien Temporary/International	000000237
Alien Temporary/International	000000253
Alien Temporary/International	000000558
Alien Temporary/International	000000668
Alien Temporary/International	000000800
Alien Temporary/International	000000941

Country of Citizenship : BEL	
Citizenship Status Description	ID
Alien Temporary/International	000000420
Alien Temporary/International	000000628

Country of Citizenship : BGD	
Citizenship Status Description	ID
Alien Temporary/International	000000260

Country of Citizenship : BGR	
Citizenship Status Description	ID

7. Click **Save**.

*Note: If you wish to have a section for each grouping (ie. a section for Country and a “sub-section” for Citizenship Status Description within country), select both column headings in the report, and select Create Section.*

---

## Understanding Aggregation

### What is aggregation?

Aggregation is the summarization of grouped items. By default, Query Studio automatically groups non-numeric (text or date) data and summarizes numeric data. This means that the numbers you see in your reports are probably a summarization of the raw data in the database.

### Types of aggregation:

Some of the common types of aggregation are:

<b>Total</b>	Sums the items in the group
<b>Average</b>	Averages the items in the group
<b>Minimum</b>	Shows the smallest number in the group
<b>Maximum</b>	Shows the largest number in the group
<b>Count</b>	Counts the number of items in the group

The default type of aggregation for each numeric data item is set in the package.

3

---

## **Filters & Prompts**


Basic Filters  
Multiple Filters  
Basic Prompts



## Filtering on a Single Item

Query Studio allows a report to be filtered by only one field, or by many fields  
GOAL: To create a filter on State.

### STEPS:

1. Start a **New Report**. From the Personal data folder add:
  - Last Name
  - First Name
  - Country Code
  - Street Address 1
  - City
  - State
  - Postal Code
  - Birthdate
2. Save the report as **FILTER Single – State**.
3. Click on the **State** field.
4. On the **Toolbar**, click the **Filter** button  and at the bottom of the screen, a new window area will open.
5. In the new Filter window, check the following **States**: DE, NJ, PA.
6. Click **OK**.



### Title

Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Birthdate
Aden	Hitoshi	USA	6 Glen Stewart Drive	Portland	OR	97206	Mar 26, 1980
Adler	Meiko	USA	2 Noel Lane	San Francisco	CA	94123	Jun 21, 1978
Agyeman	Annette	USA	31 Eden Way	Hillsborough	NC	27278	Oct 16, 1979
Ahearn	Amy	USA	17 Oak Street	Del Mar	CA	92014	Jan 30, 1981
Ahmad	Heinz-Dieter	USA	105 Englewood Boulevard	Tarzana	CA	91356	May 4, 1970
Ahmed	Michael	USA	144 Pleasant Run Road	Franklin Lakes	NJ	07417	Nov 20, 1975
Aidoo	Roy	USA	15 Prospect Street	Princeton	NJ	08540	Jul 16, 1975
Alatalo	Thomas	USA	140 Hempstead Road	Glencoe	IL	60022	Jan 10, 1977

Top Page up Page down Bottom

#### Filter (Pick values from a list)

Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs.

Search for values Type in values

Filter on:  
State

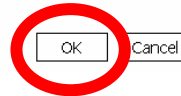
Prompt every time the report runs

Show only the following:

- NY
- OH
- OK
- OR
- PA
- PO
- PR

[Select all](#) [Deselect all](#)

Show missing values




**Note:** When a FILTER is placed on any field in a report, there is the option of selecting from any possible entry for that field, because the FILTER retrieves all entries for that field, and displays them in the checkbox. i.e.: All rows in the database for the STATE field are displayed in the checkbox for the exercise above.

7. Notice that only people associated with the **States** selected, Delaware, New Jersey, and Pennsylvania, are displayed in the report.

8. Also notice that the filter parameters are displayed at the top of the report.

-----



**Title**

[State: DE, NJ, PA](#)

Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Birthdate
Ahmed	Michael	USA	144 Pleasant Run Road	Franklin Lakes	NJ	07417	Nov 20, 1975
Aidoo	Roy	USA	15 Prospect Street	Princeton	NJ	08540	Jul 16, 1975
Amerian	Access	USA	7 Albans Avenue	Irvington	NJ	07111	Sep 3, 1973
Amon	Ze-Ke	USA	41 Spring Street	Southampton	PA	18966	Nov 29, 1980
Angelo	Christian	USA	6 Bennington Drive	Secaucus	NJ	07094	Jul 8, 1976
Anker	Katsuaki	USA	424 Livingston Avenue	Princeton	NJ	08544	May 29, 1974
Arnheim	Charles	USA	105 Liberty Street	Princeton	NJ	08544	Aug 6, 1978
Auerbach	Pam	USA	111 Lower Oak Grove Road	Warren	NJ	07059	Apr 11, 1975
Austin	Geoffry	USA	67 Lyons Place	Mount Holly	NJ	08060	Sep 29, 1978
Barmatz	Beth	USA	22 Gary Drive	Warren	NJ	07059	Jul 30, 1975
Barnes	Steve	USA	4 Gun Road	Lansdale	PA	19046	Sep 29, 1975
Bayri	John	USA	109 Coville Drive	Summit	NJ	07901	May 17, 1975
Beatrice	David	USA	4 Michele Court	Philadelphia	PA	19152	Jun 7, 1979
Behrens	Serge	USA	144 Henry Street	Peapack	NJ	07977	Oct 17, 1977
Belmont	Sizheng	USA	258 Jackson Street	York	PA	17403	Nov 26, 1978
Belogorozky-Suzin	Plamen	USA	6G Brookline Court	Plainsboro	NJ	08536	Sep 22, 1977
Ben-Artzi	Yonita	USA	100 Maplewood Avenue	Manistee	MI	49769	Sep 8, 1988

9. **Save** the report.

## Filtering on Multiple Fields

A report can contain filters set on more than one field in the report. Each separately made filter can be displayed at the top of the report.

GOAL: To filter on two different fields.

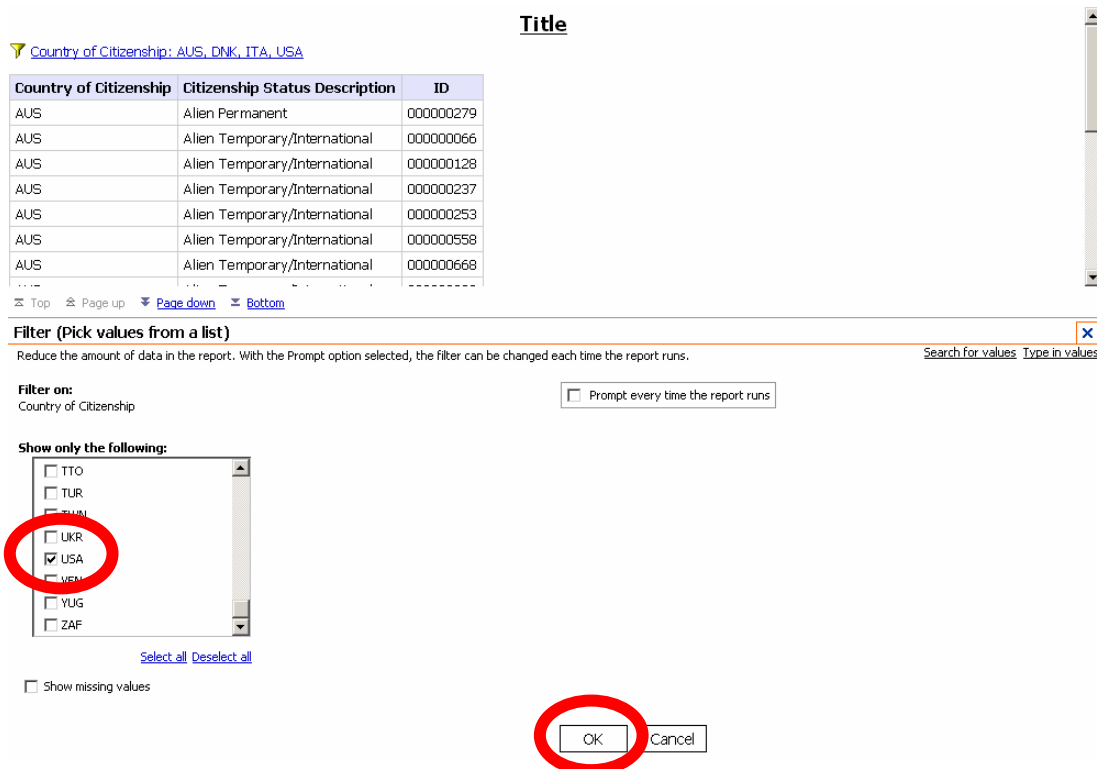
STEPS:

1. Create a new report for this exercise.
2. Open the **Citizenship Data** folder. Add the following columns: **Country of Citizenship**, **Citizenship Status Description**, and **ID**.
3. Save the report as **FILTER Multiple** in My Folders.
4. Save the report as **FILTER Multiple** in My Folders.
5. Click on the **Country of Citizenship** field, and then click on the **FILTER**

button .

6. In the new Filter window at the bottom, check the following **Country of Citizenship**: AUS, DNK, ITA, USA.

7. Click **OK**.



**Title**

[Country of Citizenship: AUS, DNK, ITA, USA](#)

Country of Citizenship	Citizenship Status Description	ID
AUS	Alien Permanent	000000279
AUS	Alien Temporary/International	000000066
AUS	Alien Temporary/International	000000128
AUS	Alien Temporary/International	000000237
AUS	Alien Temporary/International	000000253
AUS	Alien Temporary/International	000000558
AUS	Alien Temporary/International	000000668

Filter (Pick values from a list)

Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs. [Search for values](#) [Type in values](#)

Filter on:  
Country of Citizenship  Prompt every time the report runs

Show only the following:

- TTO
- TUR
- TUN
- USA
- VEN
- YUG
- ZAF

[Select all](#) [Deselect all](#)

Show missing values



6. Notice that only IDs associated with the **Country of Citizenships** selected, Austria, Denmark, Italy, and the USA, are displayed in the report.

The screenshot shows a software interface with a toolbar at the top containing various icons for file operations and data manipulation. Below the toolbar, the word "Title" is centered. A red circle highlights a filter option: "Country of Citizenship: AUS, DNK, ITA, USA". Below this, a table is displayed with the following columns: "Country of Citizenship", "Citizenship Status Description", and "ID". The table contains 20 rows of data, with the first 10 rows circled in red. The data is as follows:

Country of Citizenship	Citizenship Status Description	ID
AUS	Alien Permanent	000000279
AUS	Alien Temporary/International	000000066
AUS	Alien Temporary/International	000000128
AUS	Alien Temporary/International	000000237
AUS	Alien Temporary/International	000000253
AUS	Alien Temporary/International	000000558
AUS	Alien Temporary/International	000000668
AUS	Alien Temporary/International	000000800
AUS	Alien Temporary/International	000000941
DNK	Alien Temporary/International	000000496
DNK	Alien Temporary/International	000000799
ITA	Alien Permanent	000000995
ITA	Alien Temporary/International	000000151
ITA	Alien Temporary/International	000000271
ITA	Alien Temporary/International	000000424
ITA	Alien Temporary/International	000000431
ITA	Alien Temporary/International	000000658
ITA	Alien Temporary/International	000000660
ITA	Alien Temporary/International	000000678
ITA	Alien Temporary/International	000000704

7. Click **Save**.

8. Click on the **Citizenship Status Description** field, and then click on the **FILTER**

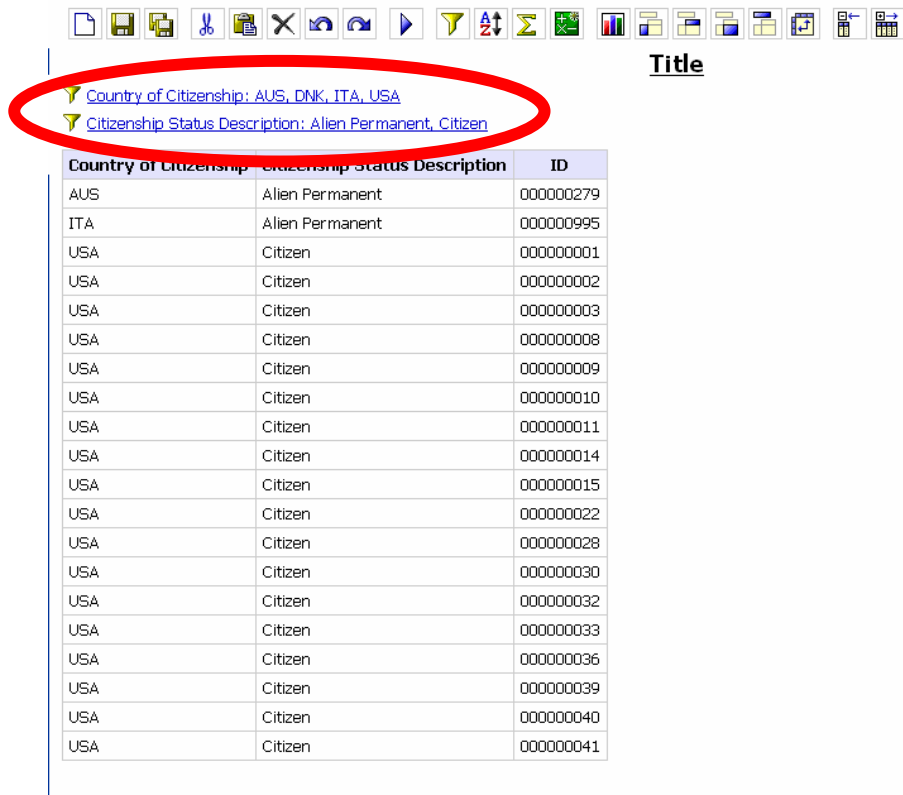
button .

9. In the new Filter window at the bottom, check the following **Citizenship Status Description**: Alien Permanent, Citizen.

10. Click **OK**.

11. Notice that only IDs associated with the **Citizenship Status Description** selected, Alien Permanent and Citizen, are displayed in the report. Also notice that both **Filters** are displayed at the top of the report.

12. Both **Filter** criteria must be met to rows to be displayed in the report.



**Title**

[Country of Citizenship: AUS, DNK, ITA, USA](#)  
[Citizenship Status Description: Alien Permanent, Citizen](#)

Country of Citizenship	Citizenship Status Description	ID
AUS	Alien Permanent	000000279
ITA	Alien Permanent	000000995
USA	Citizen	000000001
USA	Citizen	000000002
USA	Citizen	000000003
USA	Citizen	000000008
USA	Citizen	000000009
USA	Citizen	000000010
USA	Citizen	000000011
USA	Citizen	000000014
USA	Citizen	000000015
USA	Citizen	000000022
USA	Citizen	000000028
USA	Citizen	000000030
USA	Citizen	000000032
USA	Citizen	000000033
USA	Citizen	000000036
USA	Citizen	000000039
USA	Citizen	000000040
USA	Citizen	000000041

13. Click **Save**.

## Prompts

When you create a filter in the filter window, your filter criteria remains static. Prompts allow the user to change their criteria each time they run the report. The filter dynamically changes when the user responds to the prompt.

A **prompt** asks the user to provide the value for the parameter.

## Building a Prompt

GOAL: To build a prompt within the Pre-prompt report.

STEPS:

1. Open the “Filter Single - State” report.
2. Click on the **FILTER STATEMENT** at the top of the report.
3. In the new pop-up window at the bottom, check the box next to **PROMPT EVERY TIME THE REPORT RUNS**.
4. Click **OK**.

The screenshot shows the Cognos ReportNet Administrator interface. The main window displays a report titled "State: DE, NJ, PA" with a table of data. The table has columns: Last Name, First Name, Country Code, Street Address 1, City, State, Postal Code, and Birthdate. The data rows include Ahmed Michael, Aidoo Roy, Amerian Access, Arnon Ze-Ke, Angelo Christian, Anker Katsuaki, and Arnheim Charles. Below the table, there is a "Filter (Pick values from a list)" dialog box. The dialog box has a "Filter on:" dropdown set to "State". The "Prompt every time the report runs" checkbox is checked. Below this, there is a list of state abbreviations (11, AB, AE, AK, AL, AP, AZ) with checkboxes. At the bottom of the dialog box, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red circle.

Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Birthdate
Ahmed	Michael	USA	144 Pleasant Run Road	Franklin Lakes	NJ	07417	Nov 20, 1975
Aidoo	Roy	USA	15 Prospect Street	Princeton	NJ	08540	Jul 16, 1975
Amerian	Access	USA	7 Albans Avenue	Irvington	NJ	07111	Sep 3, 1973
Arnon	Ze-Ke	USA	41 Spring Street	Southampton	PA	18966	Nov 29, 1980
Angelo	Christian	USA	6 Bennington Drive	Secaucus	NJ	07094	Jul 8, 1976
Anker	Katsuaki	USA	424 Livingston Avenue	Princeton	NJ	08544	May 29, 1974
Arnheim	Charles	USA	105 Liberty Street	Princeton	NJ	08544	Aug 6, 1978

5. Save the report as “Prompt – State report”. When the report is run through by a Report Viewer, the User will be prompted to choose a **STATE**.

# 4

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## **Creating Crosstab Reports**

### Basic Crosstab Report



## Defining Crosstab Reports

Crosstab reports are useful for comparative analysis because they summarize data and display the results in a two-dimensional grid.

Similar to list reports, Crosstab reports show data in columns and rows. However, the values at the intersection of rows and columns show summarized information rather than detailed information.

Crosstabs must include at least three query items: one on rows, one on columns, and one to serve as a measure or performance indicator defining what the data represents.

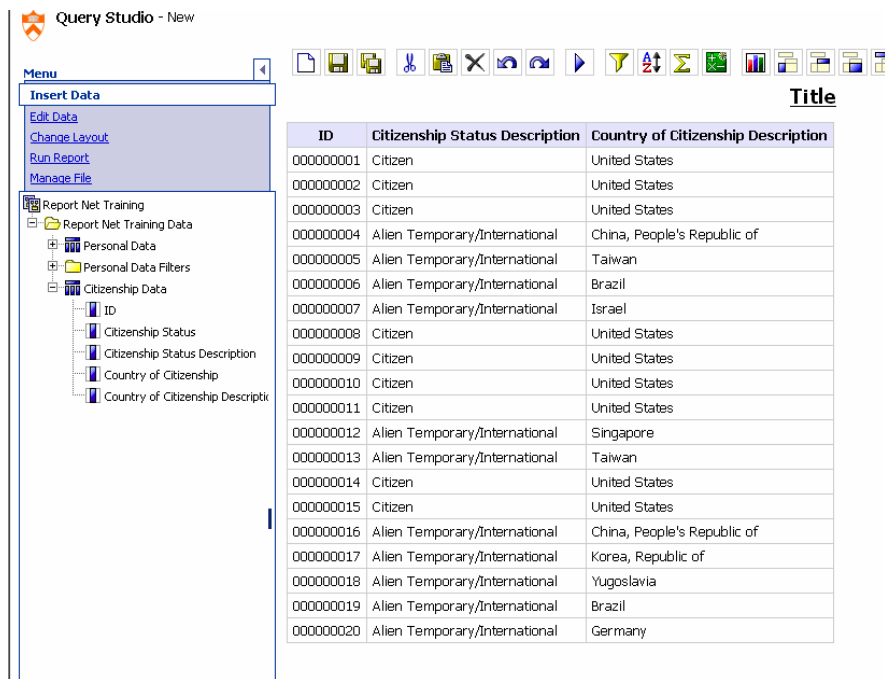
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## Create a Crosstab

GOAL: Create a crosstab report.

STEPS:

1. Start a **New Report**. From the Personal data folder add:
  - ID
  - Citizenship Status Description
  - Country of Citizenship Description



The screenshot shows the Query Studio interface. On the left, a tree view shows the report structure: Report Net Training > Report Net Training Data > Personal Data > Citizenship Data > ID, Citizenship Status, Citizenship Status Description, Country of Citizenship, and Country of Citizenship Description. The main area displays a table with the following data:

ID	Citizenship Status Description	Country of Citizenship Description
00000001	Citizen	United States
00000002	Citizen	United States
00000003	Citizen	United States
00000004	Alien Temporary/International	China, People's Republic of
00000005	Alien Temporary/International	Taiwan
00000006	Alien Temporary/International	Brazil
00000007	Alien Temporary/International	Israel
00000008	Citizen	United States
00000009	Citizen	United States
00000010	Citizen	United States
00000011	Citizen	United States
00000012	Alien Temporary/International	Singapore
00000013	Alien Temporary/International	Taiwan
00000014	Citizen	United States
00000015	Citizen	United States
00000016	Alien Temporary/International	China, People's Republic of
00000017	Alien Temporary/International	Korea, Republic of
00000018	Alien Temporary/International	Yugoslavia
00000019	Alien Temporary/International	Brazil
00000020	Alien Temporary/International	Germany

2. Select the **ID** column. Click on **EDIT DATA** from the **MENU BAR** on the right hand side. Click on **SUMMARIZE**.

3. Click on the **ADVANCED** button, inside the bottom pop-up window.





Title

ID	Citizenship Status Description	Country of Citizenship Description
000000001	Citizen	United States
000000002	Citizen	United States
000000003	Citizen	United States
000000004	Alien Temporary/International	China, People's Republic of
000000005	Alien Temporary/International	Taiwan
000000006	Alien Temporary/International	Brazil
000000007	Alien Temporary/International	Israel
000000008	Citizen	United States
000000009	Citizen	United States
000000010	Citizen	United States
000000011	Citizen	United States
000000012	Alien Temporary/International	Singapore
000000013	Alien Temporary/International	Taiwan
000000014	Citizen	United States
000000015	Citizen	United States
000000016	Alien Temporary/International	China, People's Republic of
000000017	Alien Temporary/International	Korea, Republic of
000000018	Alien Temporary/International	Yugoslavia
000000019	Alien Temporary/International	Brazil

⌕ Top ⌕ Page up ⌕ Page down ⌕ Bottom

Summarize

Set up totals or other summaries.



Summary for footers:

None

OK Cancel



4. From the **ADVANCED** menu, choose **COUNT** for the **SUMMARY FOR CELL** drop-down, and **TOTAL** for the **SUMMARY FOR FOOTERS** drop-down.

5. Click **OK**.

The screenshot shows the 'Summarize (advanced)' dialog box in ReportNet-Query Studio. The dialog is open over a data table. The 'Summary for cells' dropdown is set to 'Count' and the 'Summary for footers' dropdown is set to 'Total'. The 'OK' button is circled in red.

ID	Citizenship Status Description	Country of Citizenship Description
000000001	Citizen	United States
000000002	Citizen	United States
000000003	Citizen	United States
000000004	Alien Temporary/International	China, People's Republic of
000000005	Alien Temporary/International	Taiwan
000000006	Alien Temporary/International	Brazil
000000007	Alien Temporary/International	Israel
000000008	Citizen	United States
000000009	Citizen	United States
000000010	Citizen	United States
000000011	Citizen	United States
000000012	Alien Temporary/International	Singapore
000000013	Alien Temporary/International	Taiwan
000000014	Citizen	United States
000000015	Citizen	United States
000000016	Alien Temporary/International	China, People's Republic of

Summary (advanced)  
Set up totals or other summaries.

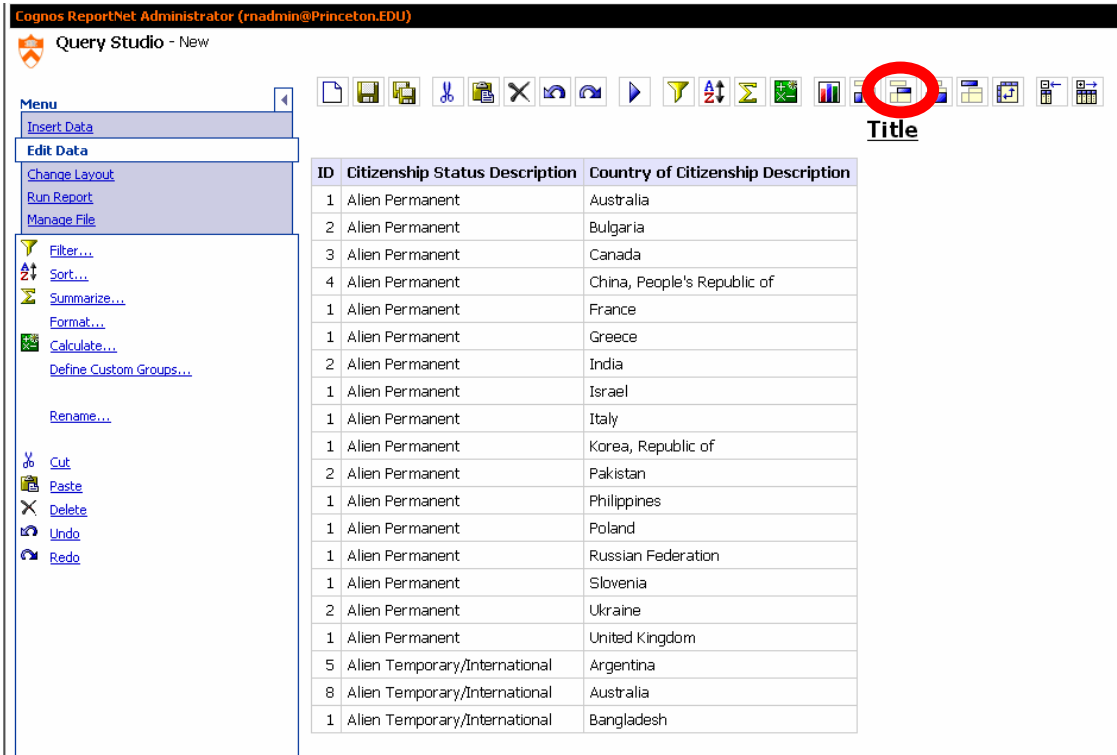
Summary for cells:  
Count

Summary for footers:  
Total

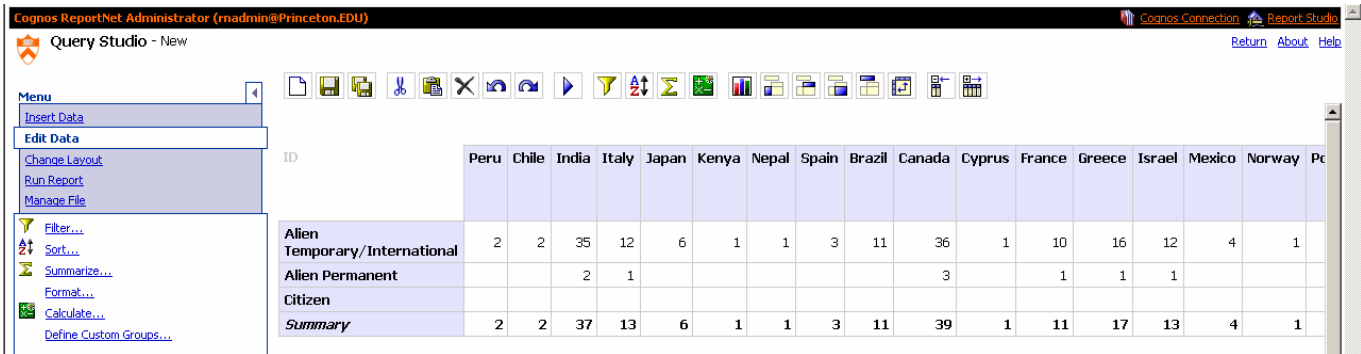
OK Cancel

6. Click on the **COUNTRY OF CITIZENSHIP DESCRIPTION** column.

7. Click the **PIVOT (CREATES A CROSTAB)** button from the top menu bar.



8. The Crosstab report has now been created.



8. Save the report as “Basic Crosstab report”.