BUILD BASIC COGNOS REPORTS QUICK REFERENCE CARD

Create a list report

1. Determine the fields you need to build your report.
2. From the Cognos Home page choose Manage Advanced Reports.
3. Choose the package for your reports.
4. Select Create New.
5. Click **List** and then **OK**.
6. Expand the package and its elements.
7. **Double click** the field names to add the fields to the report in the order you want them to appear on the report.
8. Click the **Run** button to run the report.

Edit an existing report

1. Go to IBM Cognos Connection.
2. Find the report to be edited.
3. Choose the **Design** button to open **Report Studio**.
   The design button is the 3rd button from the right under the **Actions** column.

Add a field

1. Open the report in **Report Studio**.
2. Double click the field to add it to the report.
3. Move the field if necessary.

Move an existing column

1. Open the report in **Report Studio**.
2. Select the **column** to move.
3. **Click and drag** the column until the dark bar appears for the new column location and then release your mouse button.

Delete an existing column

1. Open the report in **Report Studio**.
2. Select the **column** to be deleted
3. Click the **Delete** button.

Edit report title

1. Open the report in **Report Studio**.
2. Select the **Title Area**.
3. Edit the text or change formatting using formatting options below.

Edit report items with Properties

1. Open the report in **Report Studio**.
2. Select the report item i.e. footer object or report column.
3. Edit using the **Properties** pane.
   The Properties pane is on the left below the package list.

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Sort a report

1. Open the report in **Report Studio**.
2. Select the **column** to sort.
3. Click the **Sort** button drop down list and choose Ascending or Descending.

Group

1. Open the report in **Report Studio**.
2. Select the **column** to group.
3. Click the **Group**/ Ungroup button.

Summarize

1. Open the report in **Report Studio**.
2. Select the **column** to summarize..
3. Click the **Summarize** button drop down list and choose how to summarize.

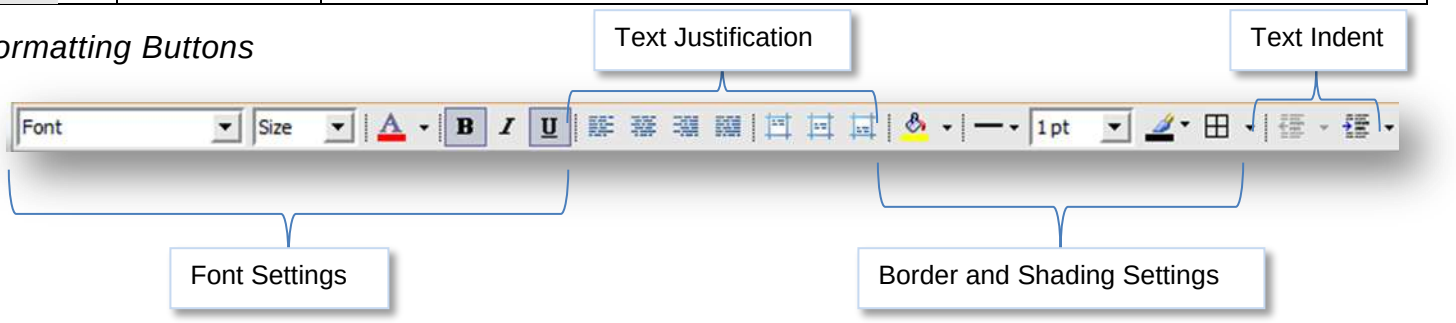
Filter

1. Open the report in **Report Studio**.
2. Select the **column** to filter by.
3. Click the drop down list from the **Filter** button and choose **Create Custom Filter**.
4. Set the following criteria:
   i) Conditions to either Show all the following values: or Do NOT show the following values:.
   ii) Select the item to include or exclude in the report and click the **Add** button.
   Note: to remove items from the list use the remove button.
   iii) Continue steps 1-4 until all the items are included and click **OK**.

Toolbar Buttons

Button	Name	Description
	Design	Opens report studio in new window to edit existing reports.
	Run	Runs report. Defaults to HTML version, but choosing drop down list will allow different formats.
	Delete	Delete's fields from a report in Report Studio.
	Sort	Sorts columns in Ascending or Descending order.
	Group	Groups rows by a selected column.
	Filter	Creates filter for a report.
	Summarize	Summarizes a report by columns using calculations.

Formatting Buttons



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