# Building Basic Cognos Reports II

## Class Handbook

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PAGE BREAK ON A GROUP VALUE

Here’s a sample report where building and room square footage is grouped by HR Department name.

Step 1: Page break on HR Department Name.

Step 2: Move the HR Department Name up out of the body of the report into heading of the report.

PAGE BREAK

1. Click on the column heading of the grouped field
2. Click the Structure menu option and then select Set Page Break. A message displays confirming the page break will be set on the selected field.
3. Run the report. It should look like this. Click Page Down to see the next page.
MOVE THE GROUP FIELD INTO THE REPORT HEADING

These steps

1. Click on the column heading of the grouped field
2. Click the **Structure** menu option, then **Section/Unsection**.

3. The HR Department Name is no longer a column but an entry in the Header.
4. Run the report:

Page Down brings you to the next page.

**You can changed the display of the fieldname** in Report Studio by selecting the header field and then, in the Properties panel, scrolling down to the Data Item group and then updating the Label field.
CONCATENATION

WHAT IS CONCATENATION

Concatenation is a feature in Report Studio that allows you to connect values from separate report columns so that they display as one column. For example, in this report sample, Building Number and Building Name are separate columns.

<table>
<thead>
<tr>
<th>BUILDING_NUMBER</th>
<th>BUILDING_NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Richard Cockburn MacLaurin Buildings (10)</td>
</tr>
<tr>
<td>14</td>
<td>Charles Hayden Memorial Library</td>
</tr>
</tbody>
</table>

Concatenation creates a new column containing the connected values:

<table>
<thead>
<tr>
<th>BUILDING_NUMBER-BUILDING_NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Richard Cockburn MacLaurin Buildings (10)</td>
</tr>
<tr>
<td>14-Charles Hayden Memorial Library</td>
</tr>
</tbody>
</table>

This example shows two columns concatenated. You can concatenate as many fields as necessary.

HOW TO CONCATENATE COLUMNS

The following steps show how to concatenate two columns:

1. Open the report in Report Studio.

2. Click the column name of the first column. Then, holding the SHIFT key down, click the second column heading (if the columns are not adjacent, hold the CTRL key instead). When you finish selecting the columns, they will be shaded:

3. Click the down arrow on the Calculate button.

Note that because you selected multiple columns, Cognos assumes you want to concatenate the fields. Selecting the Custom option lets you chose concatenation options.
4. Select **Custom**.... The Insert Custom Calculation dialog displays.

**Formatting the Concatenation**

By default, Cognos concatenates field values with no space in between. For example, a concatenated building number and building name value would look like:

E52Alfred E Sloan Building

A **Separator** improves readability:

E52-Alfred E Sloan Building

Use **Preceding text** and **Following text** to enhance readability. For example, using ‘Bldg’ as preceding text would result in:

Bldg E52-Alfred E Sloan Building

For these options, you can use spaces, letters, numbers, punctuation, or special characters.

Unless you want to **Use the default name** for the column, select **Use the custom name** and specify a display name for the column.

5. **Apply** **Preceding text**, **Following text**, and/or a **Separator** text as appropriate.

6. **Click OK**. The concatenated column now displays to the right of the original two columns.

If you wish, you can delete the original two columns (by clicking on the column headings and pressing Delete).

7. **Run the report to validate your work.**
CREATE A BASIC CALCULATION

Let’s create a new field via a calculation. The Buildings & Rooms package has two data fields BLDG_GRSS_SQUARE_FOOTAGE and BLDG_ASSIGNABLE_SQUARE_FOOTAGE. We want to find out how much space is unassignable. We’ll create a new field, “Difference” with a calculation that subtracts the assignable square footage from the gross square footage.

To begin, create the following report in Report Studio. Be sure to group of HR_DEPARTMENT_NAME.

1. Select the BLDG_GRSS_SQUARE_FOOTAGE and BLDG_ASSIGNABLE_SQUARE_FOOTAGE fields.

2. Click the Calculation button’s drop down arrow: .

Note that Cognos anticipates multiple possible calculations. You could just choose the subtraction option, but let’s choose Custom, as noted in step 3, to see how the process works:

3. Select Custom to display the Insert Custom Calculation field.
4. Change **Operation** to subtraction.  
   Be sure to confirm the correct sequence in the Calculation box.

5. Create a custom name of “**Difference**”

6. Click **OK**

7. Run the report
CREATE A VALUE PROMPT

WHAT IS A VALUE PROMPT? (It’s Dynamic Filtering)

Whereas a standard Cognos filter allows you to identify a specific value that will filter a report the same way every time you run the report. A value prompt (dynamic filtering) allows you to choose the filtering value each time you run the report. For example, a building & room space management report with a value prompt would let you choose which DLC you wanted to run the report against each time you ran the report.

When you run a report that contains a value prompt, Cognos prompts you choose the filtering value for a selection list of values, as illustrated. Once you select the value, Cognos generates the report for the selected value.

HOW TO CREATE A VALUE PROMPT

The following steps show you how to create a simple value prompt.

1. In the top left pane, click the Toolbox button to display the Toolbox pane.
2. In the Toolbox pane, locate the Block icon and drag it into the report header so that the block opens beneath the report title, like this:

A Prompt Wizard will now run. In a sequence of three dialog boxes, you will identify the field whose values will serve as a the filtering prompt.
4. In the Choose Parameter dialog, leave the **Create a new parameter** option selected.

5. Enter a **name** for the parameter.

6. Click **Next** to display the Create Filter dialog:

7. Leave the **Create a parameterized filter** field selected.

8. Click the **Package Item** field’s button to display the Choose Package Item dialog.

9. Select the field you wish to filter on and then click **Ok**. This returns you to the Create Filter dialog.

10. Click **Next** to display the Populate Control dialog:
11. Enter a **Name** (choose the name you previously used for the parameter in step 5).

12. Note that the **Values to use** field contains the field you chose to filter on. Leave this be.

13. Click the **Values to display** field’s button to locate and select the same field that you are filtering on. The selected field should now display as values to use and to display.

14. Click **Finish**. The value prompt now displays in the header block.

15. Run the report. You will see a page displaying the prompt.
16. Select the value you want and click **OK**. The report will run and display. The prompt field will show the value you selected.

![Departmental Space Report](image)

To run the report for a different value, select a new value from the drop-down and click **Run**.
SHARING A REPORT QUERY

Sharing reports is a two stage process. First, you open the report’s properties window and identify the people you want to share the report with. Then, you copy the report’s URL and email it to the person being shared with.

CREATE PERMISSIONS TO SHARE THE REPORT

1. Go to your My Folders of report.

2. Click Set Properties button to the right of the report that you want to share. This opens the Set Properties window for the report.
3. Click the Permissions link to see the options illustrated below.

4. Check the box Override the access permissions acquired from the parent entry.
5. Click the Add… link.

6. Click the link for ldap-too.mit.edu. Do not check the box.
7. Click the **Search** link in the top right of the dialog box. A search box opens in the middle of the dialog box.

8. Type the last name of the person you want to share the report with click the **Search** button. Persons matching the last name display in the results box.

9. Check the box next to the person that you want to select.

10. Click the **Yellow ‘Add’ Arrow** button to move the selected person to the Selected Entries box on the right side of the window.

11. Repeat steps 8-10 to add more people.

12. When you have finished selecting people to share with, click **OK**. This displays the people you selected and a check-panel where you can assign the kind of sharing rights.

13. Check the box next to the person to whom you will assign sharing rights. If you are assigning the same rights to several persons, you can select those persons.

14. Select the **Grant** permissions you wish to grant.

15. Click **OK** to save the sharing permission and return to your my folders.
SEND A LINK TO THE REPORT TO THE PEOPLE YOU SHARED WITH

1. Open your email and create an email that you will send to the person(s) you are sharing the report with. You will copy a link to the report into this email.
2. Back in Cognos, go to your My Folders and locate the report listing.
3. Click Set Properties button to the right of the report that you want to share. This opens the Set Properties window for the report.
4. Click the View the search path, ID, and URL link.

![View the search path, ID and URL](image)

5. Copy the Default action URL You can’t click into the field. Drag your mouse pointer over the entire URL. It is a very long URL, so be sure to select all of it. Then use your keyboard copy command.
6. Click Close to close the dialog.
7. Close the Set Properties window to return to your My Folder.
8. Go to your email and copy the link into the email. In the email, you may want to include this text:

   Please run the report to validate your ability to run it.

   If you want to add this report to your My Folders, run the report and then click the Add this report button in the top right of the window, and from the drop down select Add to My Folder. A dialog box will appear allowing you to rename the report. Click Ok and the report will be added to your My Folder.”
## Permission Definitions

| **Read** | • View all the properties of an entry, including the report specification, report output, and so on, which are properties of a report.  
|          | • Create a shortcut to an entry. |
| **Write** | • Modify properties of an entry.  
|          | • Delete an entry.  
|          | • Create entries in a container, such as a package or a folder.  
|          | • Modify the report specification for reports created in Report Studio and Query Studio.  
|          | • Create new outputs for a report. |
| **Execute** | • Process an entry.  
|          | • For entries such as reports, agents, and metrics, the user can run the entry.  
|          | • For data sources, connections, and signons, the entries can be used to retrieve data from a data provider. The user cannot read the database information directly. The report server can access the database information on behalf of the user to process a request. IBM Cognos 8 verifies whether users have execute permissions for an entry before they can use the entry.  
|          | • For credentials, users can permit someone else to use their credentials.  
|          | • Note: Users must have execute permissions for the account they use with the run as the owner report option. |
| **Set Policy** | • Read and modify the security settings for an entry |
| **Traverse** | • View the contents of a container entry, such as a package or a folder, and view general properties of the container itself without full access to the content.  
|          | Note: Users can view the general properties of the entries for which they have any type of access. The general properties include name, description, creation date, and so on, which are common to all entries. |