Format Cognos Reports Quick Reference Card

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Setting Report Layout

Pagination

1. Page and set PDF Page Setup to Landscape
   a. Go to Page Properties and select PDF Page Setup.
   b. Click the ellipse and check the box Override the page setup for this page.
   c. Switch the Orientation to Landscape and click OK.
2. List and Page and under Pagination, uncheck "Allow horizontal pagination"
   a. Go to Page Properties, select Pagination and click the ellipse.
   b. Uncheck the box Enable horizontal page numbering and click OK.
   c. Switch to List Properties.
   d. Select Pagination and click the ellipse.
   e. Uncheck the box Enable horizontal page numbering and click OK.
3. Set rows per page to 10000
   a. Go to List Properties and select Rows per page.
   b. Type 10000.
   c. Divide footer table in thirds,
   d. Click the report footer area and select the first cell.
   e. Go to Properties and click Size and Over flow then click the ellipse
   f. Set the width to 34.33%
   g. Repeat steps for each cell in footer.

Footers

1. Divide footer table in thirds,
   a. Click the report footer area and select the first cell.
   b. Go to Properties and click Size and Over flow then click the ellipse
   c. Set the width to 34.33%
   d. Repeat steps for each cell in footer.
2. Set the table Properties
   a. Select the footer table. Table: Select: Table
   b. Click on the Font Property, choose the ellipse.
   c. Set size to 8 pt. and click OK.
   d. Go to Box: Padding, click the ellipse and enter 10 in the Top area and click OK.
3. Set the date
   a. Select the first cell.
   b. Drag and drop a Text Item object enter the text “Run On:”
   c. Set the date object to the right of the Text Item object.
1. Set the Page Number
   a. Select the second cell page number object.
   b. Go to Properties and choose Number style and click the ellipse.
   c. Click 1 of 3 and Click OK.

1. Set the Run By
   a. Select the third cell and delete time.
   b. Drag and drop a Text item object in to the third cell with the text “Run By:"
   c. Click and drag a Query Calculation next to the text box object.
   d. Name it Users.
   e. Set the expression to be #sq(Saccount.defaultName)# and click OK.

Screen tips

Adding screen tip to a report listing

1. From IBM Cognos Connection go to My folders.
2. From the list of reports click the Properties button next to the report you need to set Tool Tips.
3. In the Properties window type the tip for the report in the Tool Tips text box and click OK.

Adding screen tips to column headers.

1. From Design View, click the Unlock button to unlock the report.
2. Go to the Toolbox, drag the HTML item * "to the left of the column heading.
3. Double click the yellow HTML item to open the dialog box and type <span title=" ">, placing the tooltip between the quotes, then click OK.
4. Click and drag another HTML item to the right of the column heading.
5. Double click the yellow HTML item and type <span> in the dialogue box and click OK.
6. Run the report to test the tool tip.
7. Go back to design view. Click the Lock button to lock the report.
8. Save the report.

Conditional Formatting

1. Select the records area of the field you want to set the conditional formatting.
2. Choose Conditional Styles under Properties and choose the ellipses button.
3. Click the New Conditional Style button and choose New conditional style.
4. Make sure field is selected and click OK.
5. Click New String button and choose option.
6. Multiple selection allows you to choose specific items from the records.
7. Enter values allows you to type values for conditional setting.
8. Enter string criteria allows you to choose contains, Begins with, Ends with, Matches, Does not contain, does not begins with, does not ends with, or does not match and then you type the string.
   a. Click the Edit Style button and set your formatting for the criteria.
   b. Repeat steps 1-6 until all conditions set and click OK.

Formatting Prompt Pages

Formatting prompts

1. Drag and drop a Table object on to the page.
2. Insert all Prompt objects in to cells of the table.
3. Select the prompt object block.
4. Go to Properties, choose Font and click the ellipse.
5. Choose 9 pt and click OK.
6. Go to Background color and click the ellipse.
7. Click Custom Color and set the following:
   a. Red EO
   b. Green EE
   c. Blue FF
8. Click and drag buttons to go next to object tables.

Editing a Prompt to be multi-select
1. Select the prompt object and go to Properties
2. Set Multi Select to Yes.
3. Go to the Query page and select the prompt expression.
4. Delete the = and type IN.

**Add reference to prompt in report**

You can add a reference to the prompt that is set for the report as part of the heading or listed in the report, so it is clear it is a filtered report using a Query calculation from the Toolbox.

1. Click and drag Add Query Calculation from the Toolbox area in the place it should be displayed.
   To create a space for the Query calculation you may want to click and drag a block to the report layout.
2. Enter a name for the new object and click OK.
3. Choose Parameters button and double click the name of the prompt that should be displayed.
4. Run the report.

**Add reference to a multi-select prompt in report**

1. Drag over Layout Calculation and select the Department parameter from the parameter list.
2. The trick is to be sure that the expression reads ParamDisplayValue (Department).
3. Click and drag Layout Calculation from the Toolbox area in the place it should be displayed.
   To create a space for the Query calculation you may want to click and drag a block to the report layout.
4. 4. Choose Parameters button and double click the name of the prompt that should be displayed.
   Note: Expression reads ParamDisplayValue ("Name of parameter").
5. Run the report.

**Insert Blocks**

1. From Design View of the report, click the Toolbox button.
2. Click and drag the Block object to where you want it located.
3. Insert a block to place the text.
4. Click and drag the tool Text Item into the block.
5. Enter the text and format.

**Insert Text Box objects**

1. Insert a block to place the text.
2. Click and drag the tool Text Item into the block.
3. Enter the text and format.