



USA Staffing

Reporting & Analytics

Cognos Report Authors Training

Created by the OPM Federal Staffing Center

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Instructor Introductions





Participant Introductions

- Name
- Role
- Experience with USA Staffing or Cognos
- Desired outcome for the course





Agenda

Day 1

- **USA Staffing Data Structure**
 - Staffing Process
 - Data Packages
- **Introduction to Cognos**
- **Introduction to the Reports Module**
 - Creating a New Report
 - Performing Basic Tasks

Day 2

- **Applicant Flow Data Overview**
- **Standard Report Review**
- **Report Author Challenge**
- **Open Q&A and Demo**



Links & Shortcuts

URL Stage Access: <https://stage.usastaffing.gov>

URL Production Access: <https://usastaffing.gov>

Clear Browser History

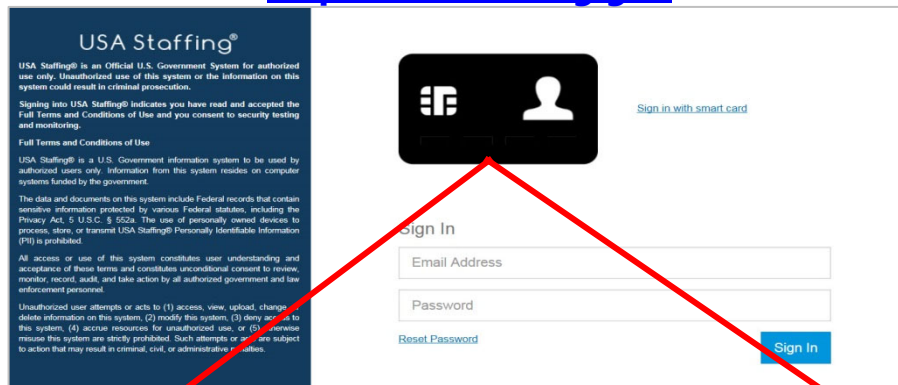
Ctrl + Shift + Delete

(From within browser)



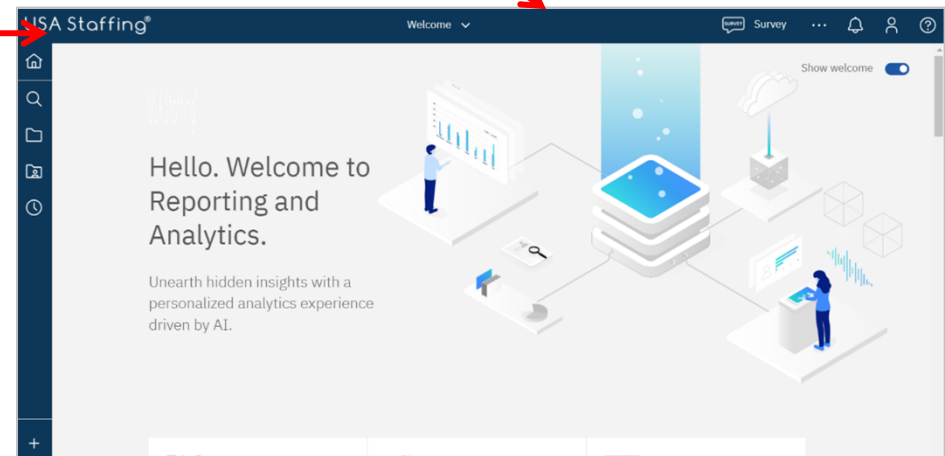
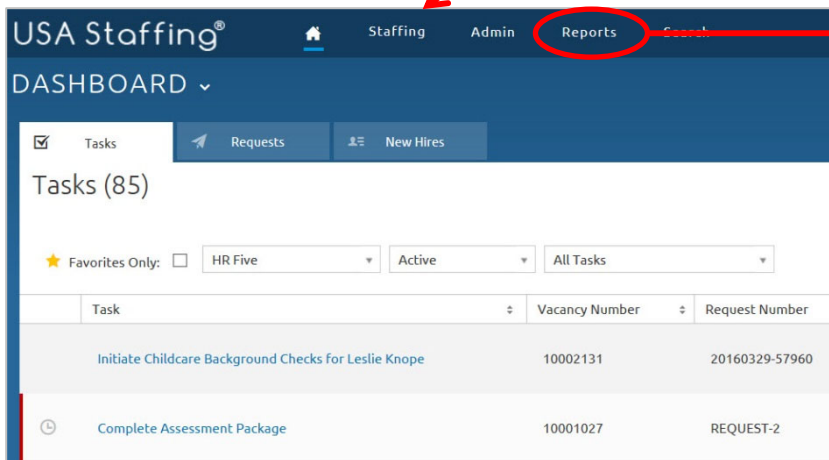
Accessing Cognos

USA Staffing Login
<https://usastaffing.gov>



Staffing User Access

Report Author Only Access



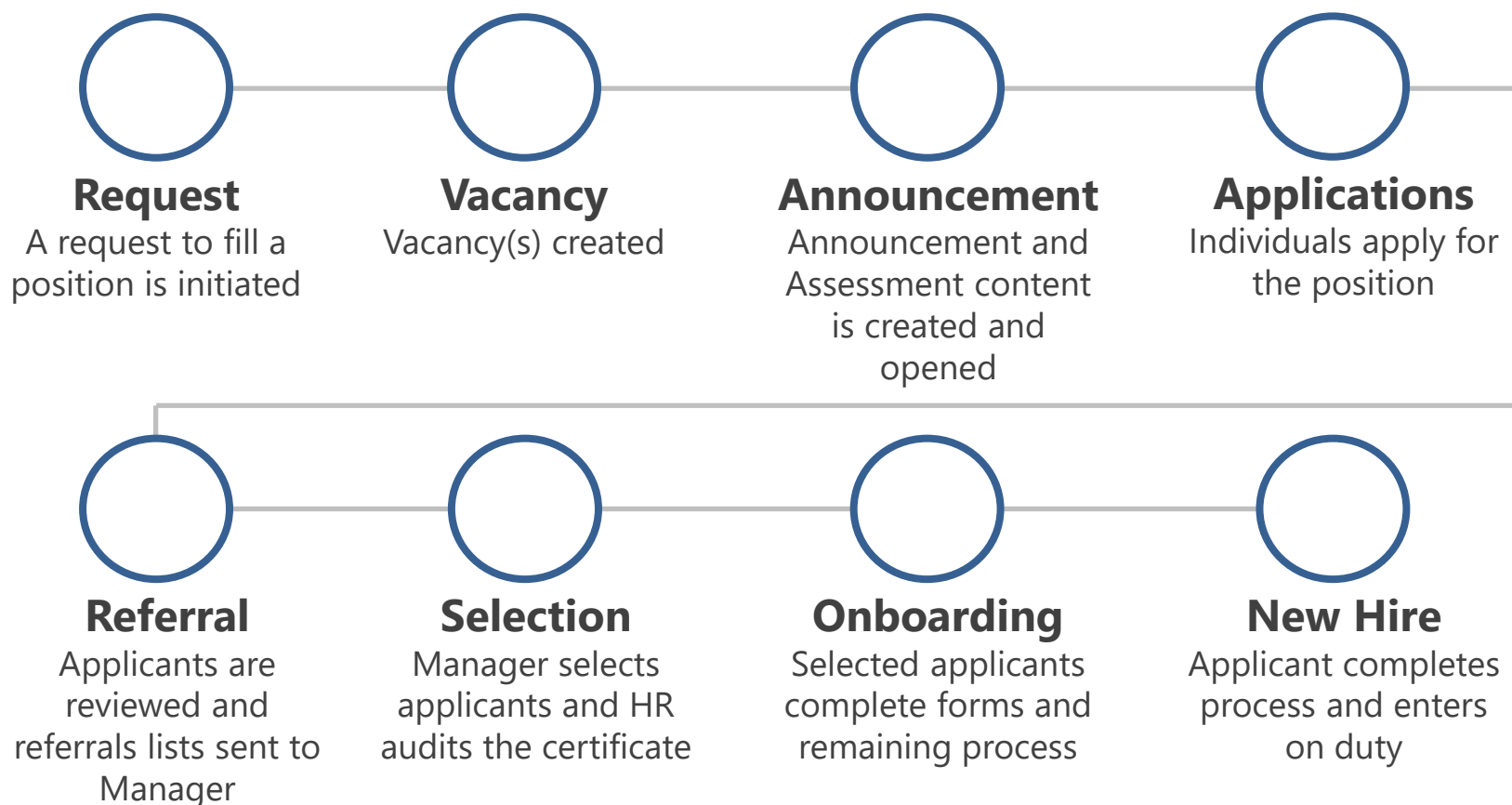


USA Staffing Data Structure



Overview of the Staffing Process

USA Staffing is the U.S. Office of Personnel Management's talent acquisition system; it is organized around the staffing process





USA Staffing Data Packages

Package Name	Description	Update Frequency	Other Notes
Applicant Flow Data Analytics	Demographic data voluntarily disclosed by applicants. Includes gender, race, ethnicity and disability status.	Daily	PII not included; only data for vacancies where announcement is closed and all certs audited
Hiring Data Warehouse	New data model to report on all USA Staffing transactions. Optimized for fast performance	Every 8 to 10 hours (3x per day)	Covers nearly all subject areas. Try this package first when building a report
Staffing Administration	Administrative content on Cognos Users, Organization info, and Position Descriptions	Real-time	
User License	Data model to track User Licenses and Accounts	Every 8 to 10 hours (3x per day)	
Staffing Reports	Data model covering all USA Staffing subject areas	Real-time	Comprehensive USA Staffing data package. A good alternative if a data item isn't available in the Hiring Data Warehouse
Time to Hire	Standardized, pre-calculated metrics for time to hire reporting, including milestones in the hiring process	Every 8 to 10 hours (3x per day)	All time to hire reporting should be done through this package



Data Package Structure

Data packages are separated into distinct namespaces; each namespace is designed to capture all data needed for analysis on a specific topic

The screenshot shows the 'Insertable objects' pane in the USA Staffing application. The tree structure is as follows:

- Namespace: Hiring Data Warehouse
 - Folder: Presentation View
 - Folder: Announcements
 - Folder: Applicants
 - Folder: Applications
 - Folder: Assessment Packages
 - Folder: Certificates
 - Folder: Certificate Filter Information
 - Folder: Certificate Information
 - Folder: Certificate
 - Folder: Certificate Applicants
 - Query Subject: Certificate Applicant Address City
 - Query Subject: Certificate Applicant Address Country
 - Query Item: Certificate Applicant Address Line 1
 - Query Item: Certificate Applicant Address Line 2
 - Query Item: Certificate Applicant Address Line 3

Red arrows and boxes on the left side of the image point to these levels: 'Namespace' points to 'Hiring Data Warehouse', 'Folder' points to 'Presentation View', 'Query Subject' points to 'Certificate Applicants', and 'Query Item' points to 'Certificate Applicant Address Line 1'.

- **Namespaces divide data into analytical areas** to ensure links between data elements are optimized for reporting
- **Folders** are used to organize query subjects
- **New query subjects and items are regularly added** to namespaces to ensure users can build reports in one namespace at a time
- **Query items from more than one namespace cannot be added to the same report object**



Introduction to Cognos



Navigating the Welcome Page

The Welcome Page allows users to **navigate and search for reporting content**

The screenshot shows the USA Staffing Welcome Page interface. On the left, there are four callout boxes with arrows pointing to specific UI elements:

- Search**: Search for reports and models (points to the search icon in the sidebar).
- My Content**: Find your personal reports (points to the folder icon in the sidebar).
- Team Content**: Find shared reports (points to the document icon in the sidebar).
- New**: Report Authors can create new Reports, Dashboards, and Stories (points to the plus icon in the sidebar).

At the top right of the page, there is a toggle switch labeled "Show/welcome" and a button labeled "Show/hide Cognos welcome".

The main content area displays a "Recent" section with three report cards:

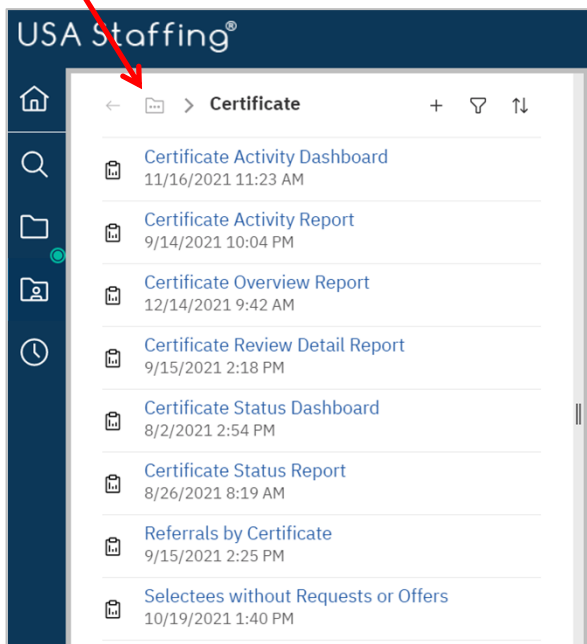
Report Name	Type	Last Modified
Task Data Self Service	Report	12/16/2021, 12:42 PM
Vacancy Dat...elf Service	Report	12/16/2021, 12:41 PM
Country comparison	Dashboard	8/20/2021, 2:17 PM

A callout box at the bottom center points to the "Recent" section with the text: **Recent** View recently accessed reports.



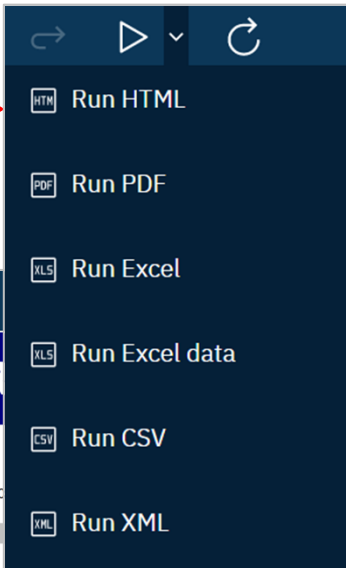
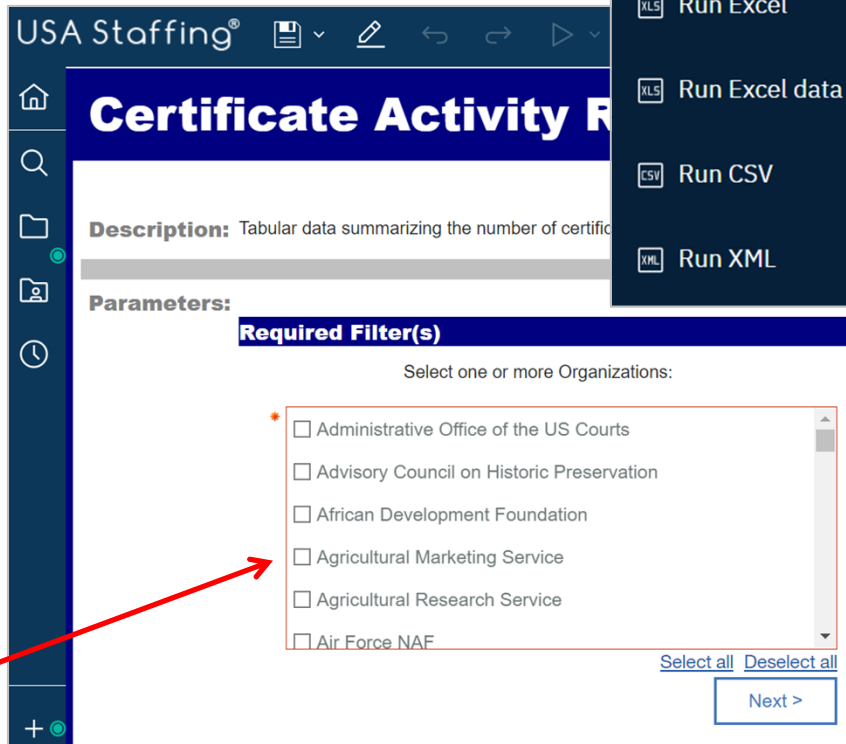
Running an Existing Report

1. Locate Report
Navigate to the desired report through Team Content



2. Run Report
Enter prompt values and run the report

3. Export Report
Reports can be run and exported as HTML, PDF, Excel, CSV, or XML





Running Reports Live vs. In the Background

Users can run reports live or set a report to run in the background and receive a notification when the report has completed.

Live Reports

- Run immediately
- Allow a single output format to be selected for each run
- Allow a single report to be run at a time

Background Reports

- Can be run immediately or scheduled to run at a certain time
- Allow multiple output formats to be selected for each run
- Creates a queue of reports to be run; reports may run simultaneously

Click the toggle to run a report in the background

The screenshot shows a configuration panel for running reports. At the top, under the heading "Run as", there are two toggle switches: "Run in background" (currently off) and "Prompt me" (currently on). A red arrow points from the text above to the "Run in background" toggle. Below the toggles, a message states "You will be prompted for input before the report runs." There is a search bar labeled "Find". Below that, under the heading "Format", there are six radio button options: HTML (selected), PDF, Excel, Excel Data, CSV, and XML. At the bottom, there is a section for "Accessibility".



Cognos Package Outline Report

The **Cognos Package Outline report** provides the location, description, and data type for each data item in most data packages available in Cognos

Cognos Package Outline Report

Model Name	Namespace	Folder	Query Subject	Query Item	Description	Data Type
Staffing Reports	Applications	Announcement Detail	Announcement	Announcement Close Date	The calendar date that an announcement is closed.	date
				Announcement Control Number	The USAJOBS provided control number.	int64
				Announcement External Contact Name	The first and last name, email address and phone number of the point of contact responsible for answering questions about the announcement outside the organization. angular 3njp	characterLength16
				Announcement Internal Contact Name	The first and last name, email address and phone number of the point of contact responsible for answering questions about the announcement inside the organization.	characterLength16
				Announcement Is Released	Flag indicating if the Announcement is currently released.	characterLength16
				Announcement Last Update Date/Time	The timestamp of the last time the announcement was modified.	dateTime
				Announcement Maximum Salary	Maximum salary associated with the position being posted to USAJOBS.	decimal
				Announcement Minimum Salary	Minimum salary associated with the position being posted to USAJOBS.	decimal
				Announcement Not To Exceed	Description of the appointment type, superficially the special duration.	characterLength16
				Announcement Number	Identification number assigned to the job announcement by the TAS (also known as Requisition Number for some vendors).	characterLength16

Team Content > USA Staffing Packages and Folders > **Cognos Package Outline Report**



Cognos Reports List

The **Cognos Reports List** provides the location, title, and description for each report a user has access to, including standard reports and custom reports for offices and organizations to which they have permissions.

Cognos Reports List			
Package	Name	Description	Path
Applicant Flow Data Analytics	Vacancy Application Detail Report	The Vacancy Application Detail Report displays application demographic responses and hiring milestone data at the application level.	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Application Detail Report
	Vacancy Number Summary Report	The Vacancy Application Detail Report displays application demographic responses and hiring milestone data at the application level.	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Number Summary Report
	Vacancy Office Summary Report	The Vacancy Office Summary Report displays application demographic responses and hiring milestone data summarized by Office	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Office Summary Report
	Vacancy Organization Summary Report	The Vacancy Organization Summary Report displays application demographic responses and hiring milestone data summarized by Organization	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Organization Summary Report
Data Dictionary	Cognos Package Outline Report	The Cognos Package Outline Report provides a list of all data fields with descriptions and datatype for each Cognos package	USA Staffing Packages and Folders > Cognos Package Outline Report
Interim Upgrade AFD	Interim MD-715 A7 Report		USA Staffing Packages and Folders > Applicant Flow Data > Interim Upgrade AFD > Interim MD-715 A7 Report
Staffing Administration	Cognos Report Author List	Lists basic user information for all Report Authors for a given Organization/Office.	USA Staffing Packages and Folders > Staffing Administration > Cognos Report Author List
	Customer List by Office Report	The Customer List by Office Report displays the list of customers associated with each office.	USA Staffing Packages and Folders > Staffing Administration > Customer List by Office Report
Staffing Analytics	All Stage User Accounts		USA Staffing Packages and Folders > VA > Office Shared > VA HQ Program Office > Users > All Stage User Accounts

Team Content > USA Staffing Packages and Folders > **Cognos Reports List**

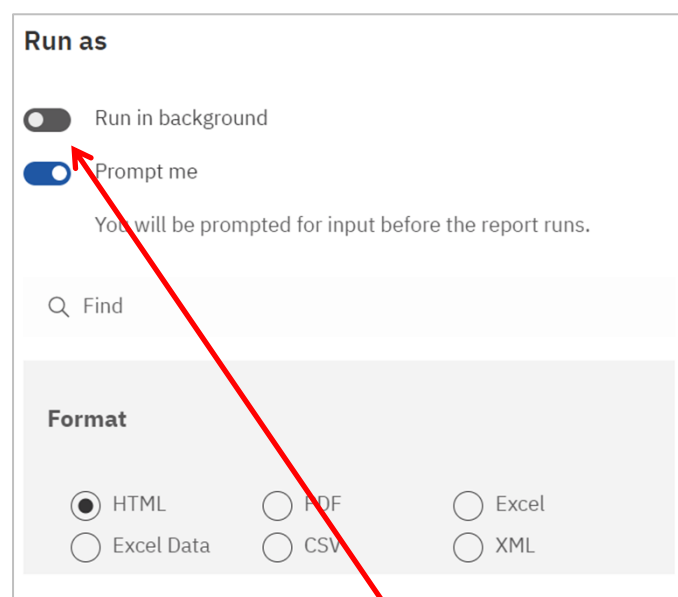
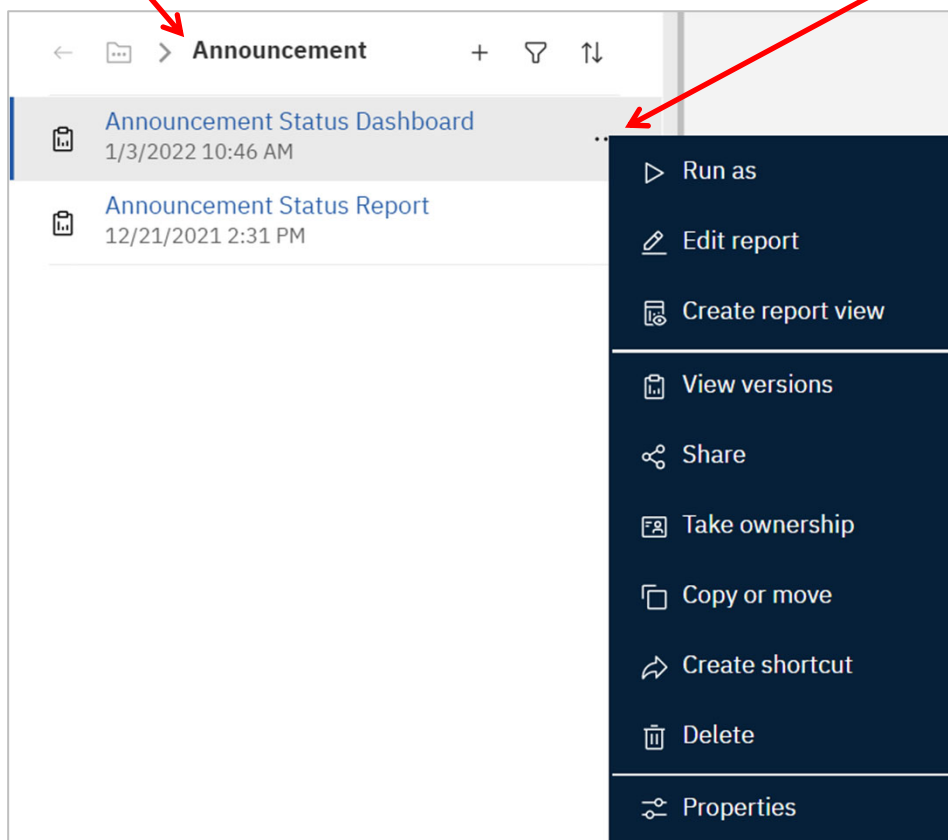


Running a Report in the Background

1. Locate Report

Navigate to the desired report through Team Content

2. Click the ... and select Run as



3. Click Run in background toggle



Running a Report in the Background

Run as

- Run in background
- Now
- Later
- Show Run history details window after you click Run
- Prompt me
You will be prompted for input before the report runs.

Find

Format

- HTML [Edit options](#)
- Excel Data
- PDF
- CSV
- Excel
- XML

Accessibility

- Enable accessibility support

Delivery

- Save
 - Save as a report view
 - Name: Report view of Hiring DW Unit Testing Report
 - Location: [Select another location](#)
 - My Folders**
- Send report by email [Edit details](#)
- No recipients

4. Set Run Options
Run the report immediately or at a specific time

5. Select report format(s)

6. Set Delivery method(s)
Click "Edit details" to edit email options

Send report by email

To:

Cc | Bcc [Directory](#)

Subject: A new version of Report Name is available

Message:

Include the following with my message

- Include link
- Attach report output

7. Click "Run" to finish

Cancel

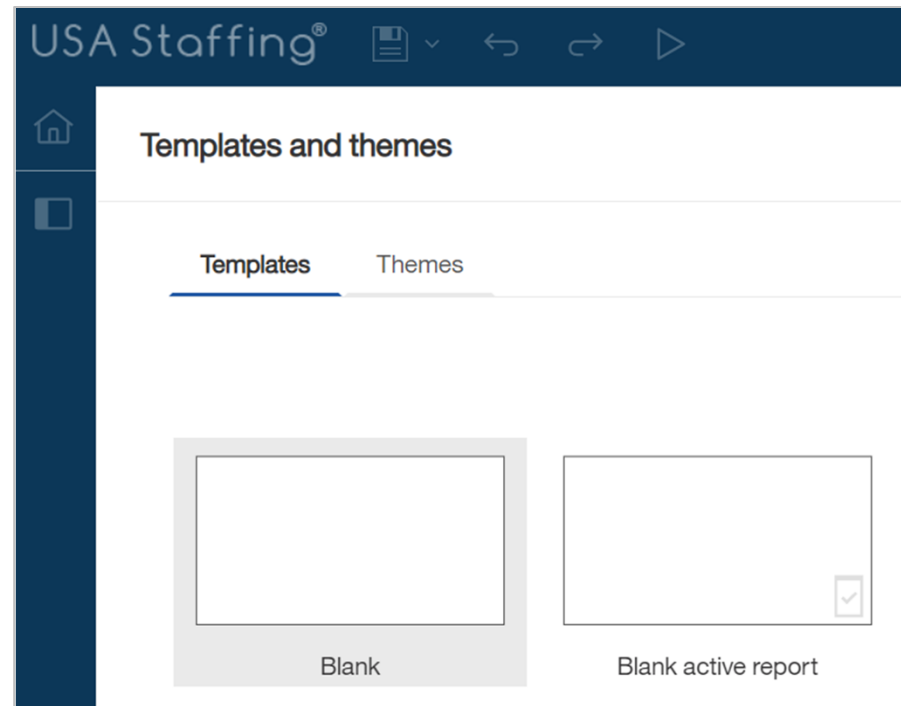
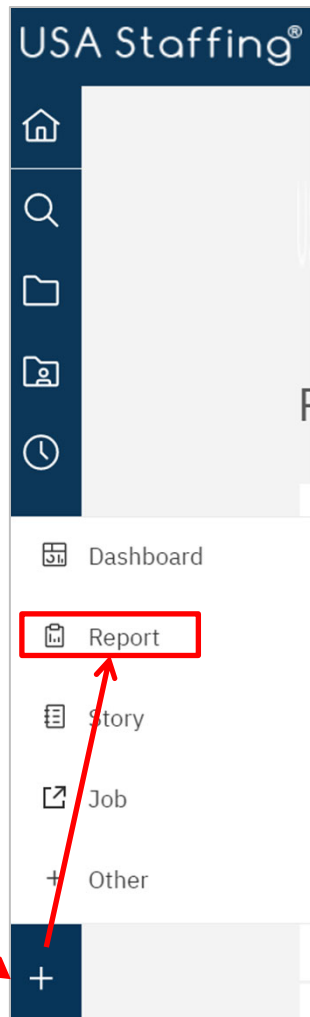


Introduction to the Reports Module



Creating a New Report

1. Create a new report
Create a new Report directly from the Welcome Page

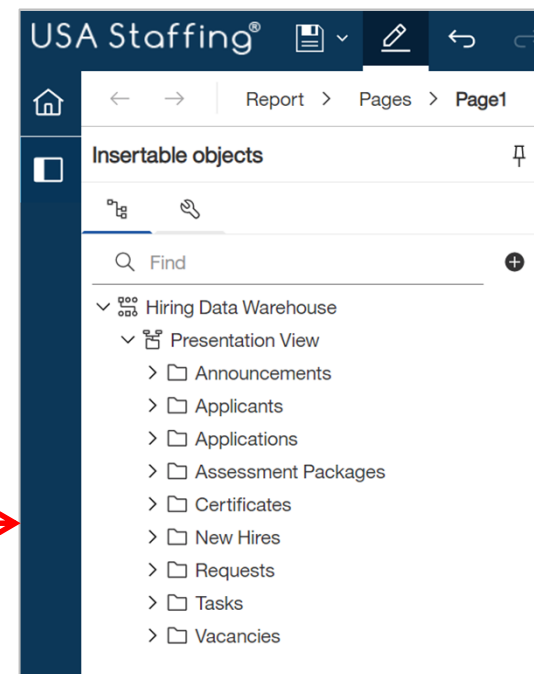
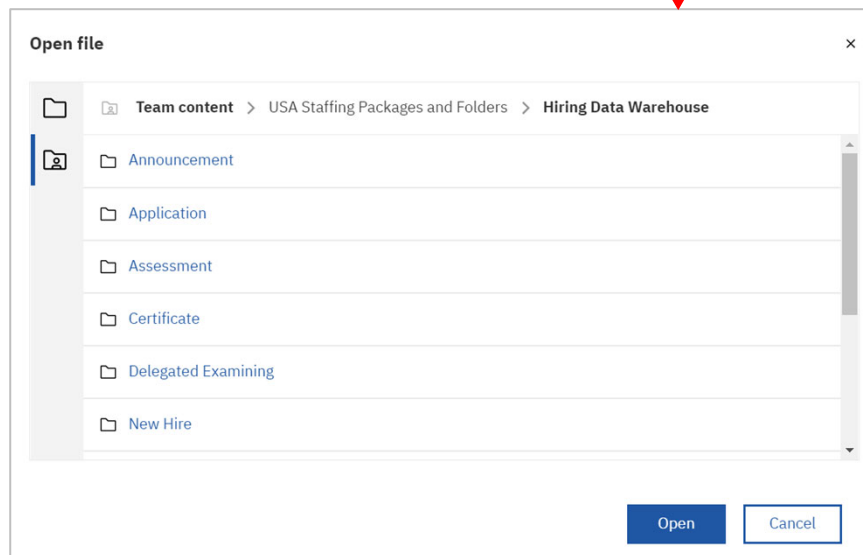
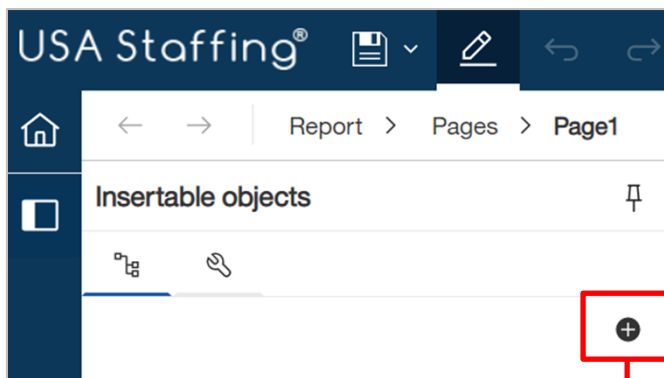


2. Select a Template
Select a Blank template



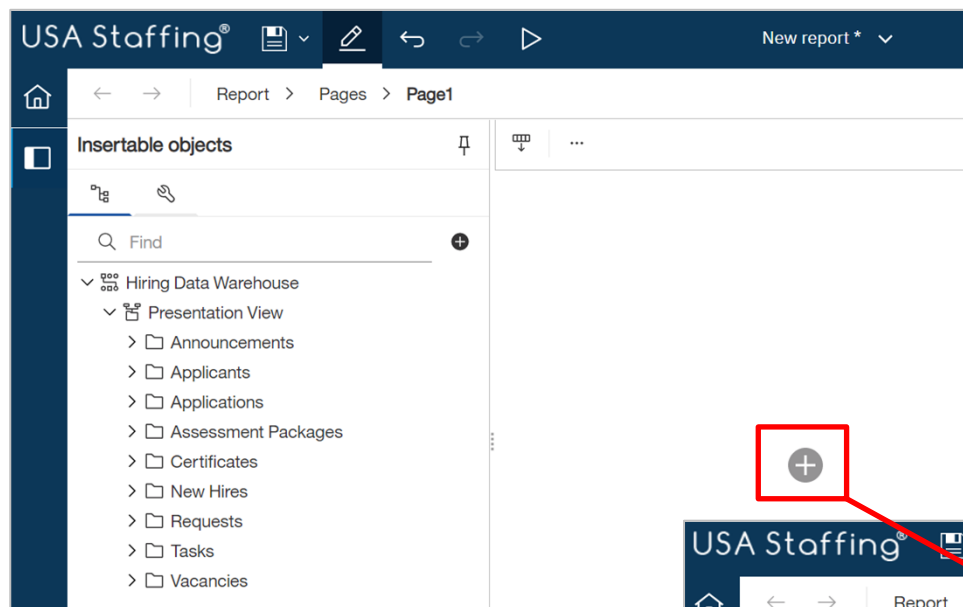
Creating a New Report

3. Add a Data Source
Add a data source by navigating to the desired package

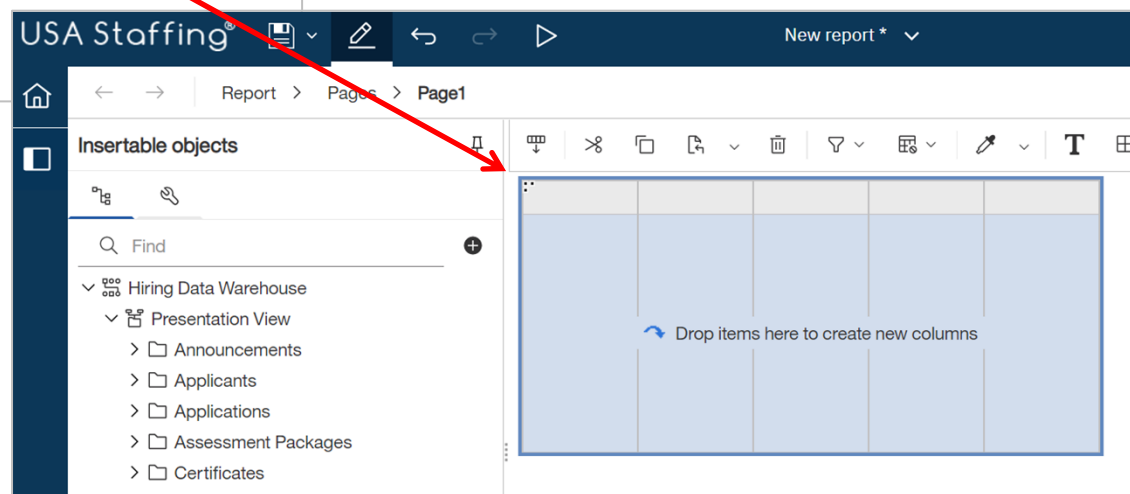




Creating a New Report



4. Select a Report Object
Select the plus sign to open the object menu, then add a list, crosstab, visualization, text item, table, or block object to display query results





Navigating the Report Module

Users can hover over any report element to view a brief description of the element

Report Navigation

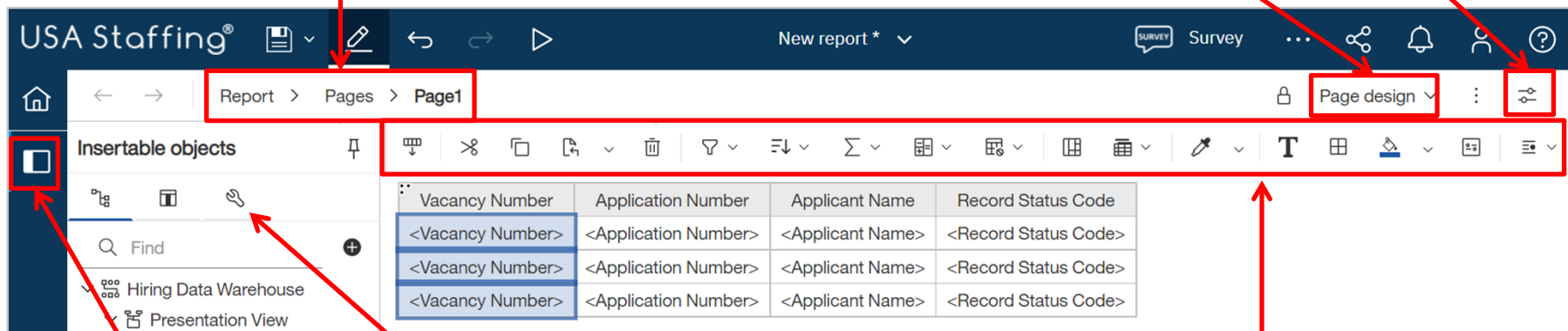
Select report to view prompt pages, report pages, and queries

Page Views

View the Page Design, Page Preview, or Page Structure

Show Properties

Display properties for the selected object




Insertable Objects

Expand or collapse the panel

Toolbox

Select report elements that can be used in the report (text, charts, calculations, etc.)

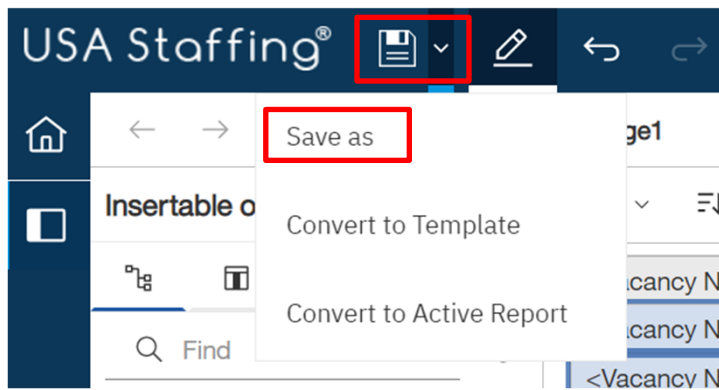
Toolbar

The toolbar appears when an object is selected. Use the  icon to dock it.

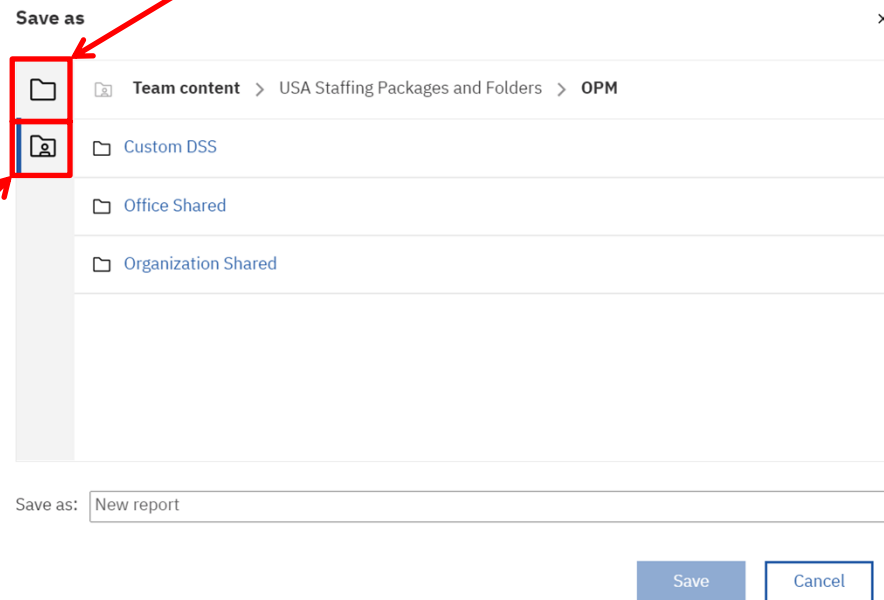


Saving a Report

Report Authors can save custom reports for future use in My Content or Team Content.



My Content
Reports saved in My Content are only viewable by the user



Team Content
Reports can also be saved in the Tenant (OPM, DOD, HHS, etc) folders in Team Content. Users can only save reports in folders in which they have access. Only users in that specific organization or office will be able to access the reports.



Performing Basic Tasks in the Reports Module



List Reports

A report that displays data as a series of columns. This is the most used report type.

Announcement Number	Announcement Open Date	Announcement Status
<Announcement Number>	<Announcement Open Date>	<Announcement Status>
<Announcement Number>	<Announcement Open Date>	<Announcement Status>
<Announcement Number>	<Announcement Open Date>	<Announcement Status>
<Announcement Number>	<Announcement Open Date>	<Announcement Status>

Drag-and-drop data items from the Sources section of the Insertable Objects pane into the list object to populate the report or double-click

Columns can be reordered, sorted, formatted, and grouped



Exercise 1: Create a List Report

Create a basic list report

1. Click on the *New Icon* (Plus Button) in the bottom left corner of the Welcome screen. Select *Report*
2. Select a Blank Template
3. In the Insertable Objects pane, click on the *Add a Source Icon* (Plus Button). Select *USA Staffing Packages and Folders, Hiring Data Warehouse*. Click *Open*.
4. In the Report area, click the Plus Button. Select *List*. Click OK in the Object and Query Name box.
5. In the Source section of the Insertable Objects pane, expand *Presentation View, Announcements Folder, Announcement Information Folder, Announcement Query Subject*
6. Drag (or double-click) the following Query Items into the List object:
 - *Announcement Number*
 - *Announcement Close Date*
 - *Announcement Open Date*
 - *Announcement Status*
7. Click the *Run Options Icon*. Select *Run HTML* to view the report
8. Close the Cognos Viewer browser window to return to your report. Save the report as *Announcement List Report* in My Content



Exercise 1: Create a List Report

Steps 1 - 2

The screenshot shows the USA Staffing application interface. On the left, a vertical navigation menu is visible with the following items: Dashboard, Report, Stor, Job, and Other. A red box highlights the 'Report' menu item, and another red box highlights a '+' icon at the bottom of the menu. A red arrow points from the '+' icon to the 'Report' menu item. The main content area displays a 'Templates and themes' dialog box. The 'Templates' tab is selected, showing several template options: 'Blank', 'Blank active report', and '1 beside 2'. A red box highlights the 'Blank' template, and a red arrow points from it to the 'OK' button at the bottom right of the dialog. The 'OK' button is also highlighted with a red box. The 'Cancel' button is visible next to it. The dialog box also contains a text area on the right that reads: 'This page uses flow layout. Objects will be arranged top-to-bottom as in a word processing document. Drop objects here to add them to this page.'



Exercise 1: Create a List Report

Steps 3 - 4

The screenshot illustrates the steps to create a List Report in the USA Staffing application. The main interface shows the 'Insertable objects' panel with a plus sign (+) highlighted. An 'Open file' dialog is open, showing the path 'Team content > USA Staffing Packages and Folders > Hiring Data Warehouse' highlighted. The 'Open' button is also highlighted. A selection menu is shown with the 'List' icon highlighted. The 'Object and query name' dialog is open, showing 'List1' as the Name and 'Query1' as the Query Name. The 'OK' button is highlighted.



Exercise 1: Create a List Report

Steps 5 - 7

The screenshot shows the USA Staffing report editor interface. On the left, the 'Insertable objects' pane is expanded to show the 'Announcement' object. A red box highlights this pane. In the center, a report grid is visible with a blue dashed border and the text 'Drop items here to create new columns'. A red arrow points from the 'Announcement' object in the pane to the grid. The top navigation bar includes 'New report *' and 'Survey'.

This screenshot shows the USA Staffing report editor with the 'Run HTML' button highlighted in a red box. The button is located in the top navigation bar. Below the navigation bar, the 'Insertable objects' pane is visible, and a table of report data is shown on the right.

announcement Number	Announcement Op
announcement number	<Announcement Op
announcement number	<Announcement Op
announcement number	<Announcement Op
announcement number	<Announcement Op



Exercise 1: Create a List Report

USA Staffing® New report ▾

Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Status
(DE-19-20-TA-5555	12/12/2019	12/31/2019	Removed
-Customer A-10020560	08/28/2019	08/28/2019	Closed
1	08/08/2019	08/31/2019	Closed - Never Released
10018380-DESTIMP-Test	08/27/2018	08/30/2018	Closed
10019014MLM	05/21/2020	05/30/2020	Closed
10019014MLM	09/01/2020	09/25/2020	Closed
10019015MLM	04/19/2019	12/31/2019	Closed
10020679	09/18/2019	09/30/2019	Closed
10020683	09/19/2019	09/30/2019	Closed
10021253-DE	02/03/2020	02/10/2020	Closed - Never Released
10035501-21-WAG-118525	07/07/2021	07/07/2021	Removed



Sorting and Grouping

Sorting

Columns can be easily sorted in ascending or descending order

Sort by a single column only

Sort by multiple columns

Drag and drop or double click on the columns in the order you want the report to sort by

The screenshot shows a report toolbar with a dropdown menu for sorting. The menu is titled 'Sort in Layout' and contains three options: 'Ascending' (indicated by an upward arrow), 'Descending' (indicated by a downward arrow), and 'Don't sort' (indicated by a double-headed arrow). Below this, there is a section titled 'Other Sort Options' with a button labeled 'Edit layout sorting...'. Red boxes highlight the dropdown menu and the 'Edit layout sorting...' button. Red arrows point from the text boxes on the left to these elements.

The screenshot shows a dialog box titled 'Grouping & sorting - Query1'. It has two main sections: 'Data items:' and 'Groups:'. Under 'Data items:', there are four items listed with checkboxes: 'Announcement Status', 'Announcement Number', 'Announcement Open Date', and 'Announcement Close Date'. Under 'Groups:', there is a tree view with 'Groups' expanded to show 'Overall' and 'Detail Sort List'. 'Detail Sort List' is further expanded to show 'Announcement Open Date' and 'Announcement Number'. At the bottom of the dialog, there are navigation arrows and 'OK' and 'Cancel' buttons.



Sorting and Grouping

Grouping **eliminates duplicates within a column** and instead displays the data item value one time for each possible value.

Grouping

List reports can be grouped by one or more columns

Indicates Grouped Columns

Announcement Status	Announcement Number
< Announcement Status >	<Announcement Number>
<Announcement Status>	<Announcement Number>

Announcement Status	Announcement Number	Announcement Open Date	Announcement Close Date
Closed	-Customer A-10020560	08/28/2019	08/28/2019
	10018380-DESTIMP-Test	08/27/2018	08/30/2018
	10019014MLM	05/21/2020	05/30/2020
	10019014MLM	09/01/2020	09/25/2020
	10019015MLM	04/19/2019	12/31/2019
	10020679	09/18/2019	09/30/2019
	10020683	09/19/2019	09/30/2019
	120086-DE-21-PG-10036929-FS	08/25/2021	08/31/2021

Grouping formatting will appear in all report output formats except Excel Data.



Exercise 2: Sort and Group a List Report

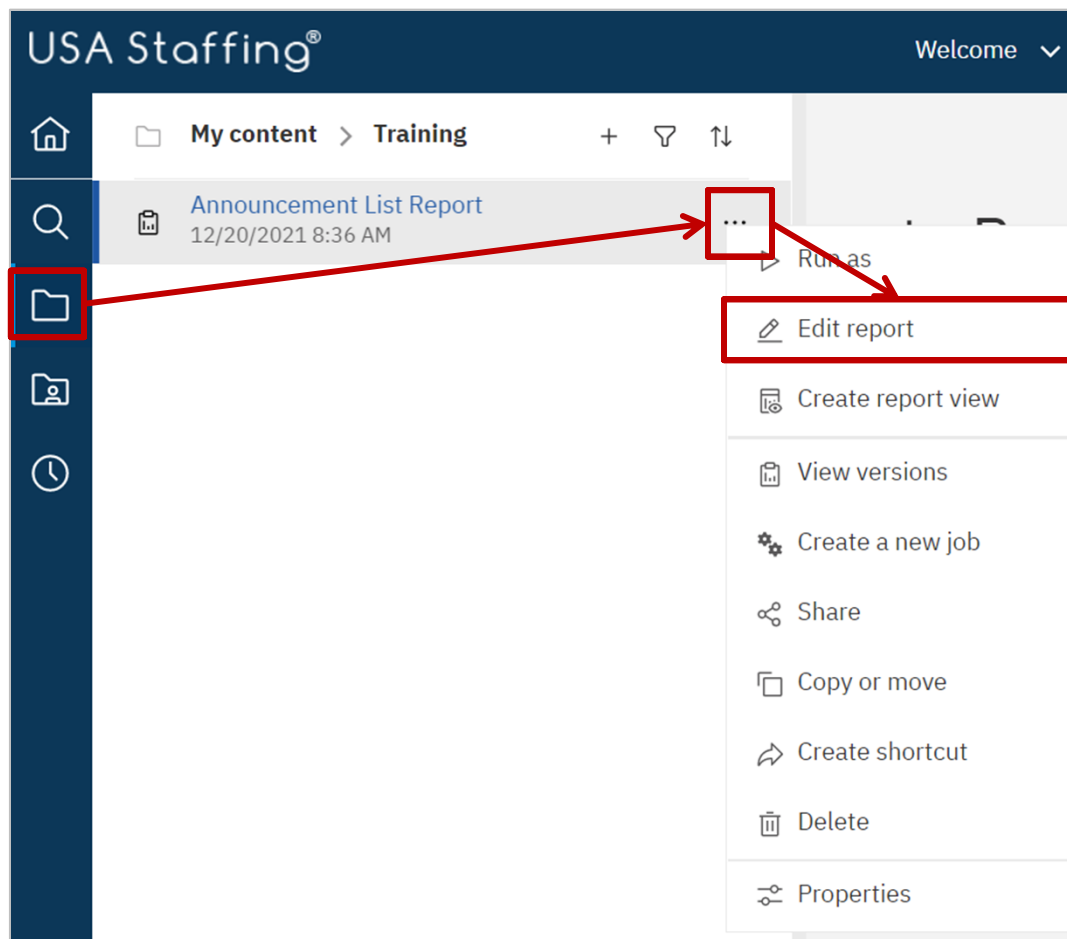
Add some Vacancy attributes and sort and group the list to make it easier to read

1. Open *Announcement List Report* from My Content
2. In the Source pane, expand *Presentation View*, *Vacancies* folder, *Vacancy Information* Folder, *Vacancy Query* Subject
3. Drag (or double-click) the following Query Items into the List object:
 - *Vacancy Number*
 - *Vacancy Pay Plan-Series-Grade*
 - *Vacancy Job Title*
 - *Vacancy Status*
4. Expand the *Organization and Office* Query Subject and add *Staffing Office Name*.
5. Click on the *Vacancy Job Title* column header in the List Object. Click the *Sort* button and select *Ascending*
6. Click on the *Vacancy Staffing Office Name* column header. Click the *Group* button
7. Click the *Run Options* Icon. Select *Run HTML* to view the report
8. Close the Cognos Viewer browser window to return to your report. Save the report in My Content as *Announcement List Report_Sort and Group*



Exercise 2: Sort and Group a List Report

Step 1





Exercise 2: Sort and Group a List Report

Steps 2 - 4

The screenshot shows the USA Staffing interface. On the left, the 'Insertable objects' pane is open, and 'Vacancy' is selected and highlighted with a red box. A red arrow points from this box to a table in the main report area. The table has columns: Staffing Office Name, Vacancy Number, Vacancy Job Title, Vacancy Pay Plan-Series-Grade, and Vacancy Status. A second red arrow points from the 'Vacancy Job Title' column to a sorting dropdown menu. The dropdown menu is open, showing 'Sort in Layout' options: Ascending, Descending, and Don't sort. Below these are 'Other Sort Options' and 'Edit layout sorting...'. The 'Vacancy Job Title' column in the table is also highlighted with a blue selection box.

Staffing Office Name	Vacancy Number	Vacancy Job Title	Vacancy Pay Plan-Series-Grade	Vacancy Status
<Staffing Office Name>	<Vacancy Number>	<Vacancy Job Title>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Status>
<Staffing Office Name>	<Vacancy Number>	<Vacancy Job Title>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Status>
<Staffing Office Name>	<Vacancy Number>	<Vacancy Job Title>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Status>

Sort in Layout

- ↑ Ascending
- ↓ Descending
- ↕ Don't sort

Other Sort Options

Edit layout sorting...



Exercise 2: Sort and Group a List Report

Steps 5 - 6

Staffing Office Name	Vacancy Number	Vacancy Job Title	Vacancy Pay Plan-Series-Grade	Vacancy Status	Announcement Status	Announcement Number	Announcement Open Date
<Staffing Office Name>	<Vacancy Number>	<Vacancy Job Title>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Status>	<Announcement Status>	<Announcement Number>	<Announcement Open Date>
<Staffing Office Name>	<Vacancy Number>	<Vacancy Job Title>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Status>	<Announcement Status>	<Announcement Number>	<Announcement Open Date>

USA Staffing®

Report > Pages >

- Run HTML
- Run PDF
- Run Excel
- Run Excel data



Exercise 2: Sort and Group a List Report

USA Staffing® 📄 ↶ ↷ ▶ ↻ New report 🔍 🗨️ Survey 🔗 🔔 👤 ?

Staffing Office Name	Vacancy Number	Vacancy Job Title	Vacancy Pay Plan-Series-Grade	Vacancy Status	Announcement Status	Announcement Number	Announcement Open Date	Announcement Close Date
API Test Office D	10028481	Beginning Tester	GS-0086-5	Cancelled	Closed	DEST-10028481-21-TeA	09/01/2020	09/04/2021
Braavos	10001230	Eng1	GS-0006-14	New	Closed - Never Released	DE-10001230-18-TH	01/11/2018	08/20/2020
	10000206	JJJ2	GS-0017/0020-7/8	New	Closed - Never Released	DE-10000206-16-TH	12/16/2015	12/30/2015
	10000121	JTestRating3	GS-0006-5	Active	Closed	DE-10000121-15-TH	08/04/2020	08/20/2020
Default Settings Test Office	10033279	test	GS-0017-3	Active	Closed	DE-10033279-21-MM	05/25/2021	05/31/2021
	10035439	test	GS-0017-3	New	Closed - Never Released	DE-10035439-21-MM	06/24/2021	06/30/2021
Dorne	10000009	Bean Counter	GE-0072/0201-5/7/10/11	New	Closed - Never Released	DESTIMP-10000009-15-TH	03/02/2015	07/29/2015
	10018850	HR Assistant	GS-0203-7	New	Closed - Never Released	DE-10018850-19-CG	03/26/2019	03/29/2019
	10018578	Main One	GS-0011-5	New	Closed - Never Released	DE-19-10018578	05/22/2019	05/31/2019
	10017166	Manager	DO-0019-1	Active	Closed	DESTIMP-10017166-18-TH	06/01/2018	07/31/2019



Filtering

Filters **reduce data returned in the report based on specific criteria;**
includes a data item, operator, and criteria

Vacancy Number

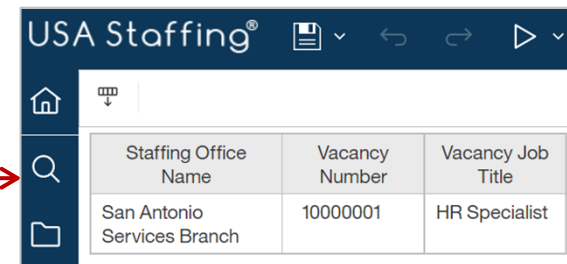
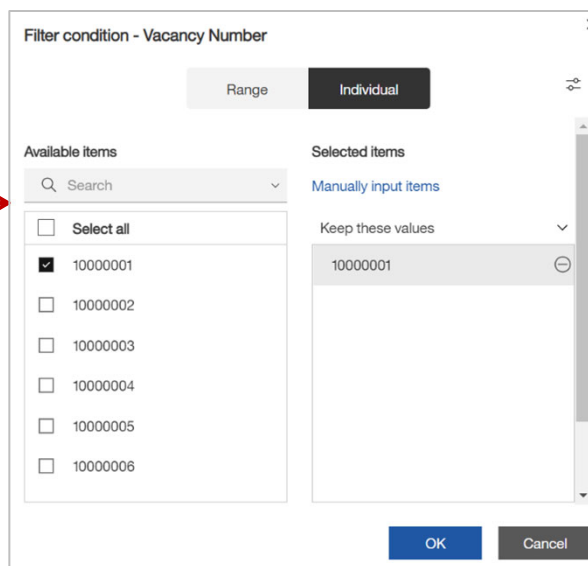
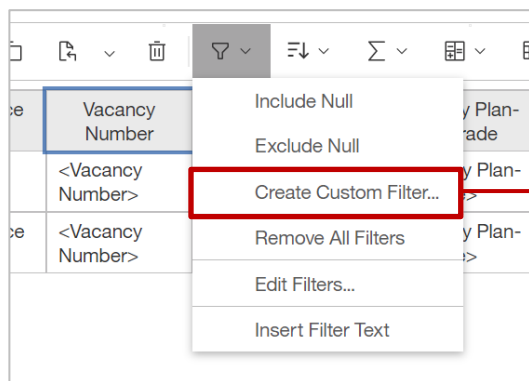
Data Item

=

Operator

10000001

Criteria



**Always check active filters
prior to running a report to
ensure the correct filters are
applied**



Advanced Filtering

Report Authors can use **custom expressions** to develop more advanced filters

The screenshot illustrates the process of creating an advanced filter. It shows a context menu for a data item, a dialog for selecting the filter type (Advanced), and a detailed view of the filter expression being created.

Source	Data Items	Filter Expression	Validate
Filter on any data item in the Namespace	Filter on any data items in the query	Use a variety of expressions to build custom filters	Validates expression on the report server to identify errors



Exercise 3: Apply Filters

Apply a filter using the interface and develop a custom filter expression

1. Open the *Announcement List Report_Sort and Group* from My Content
2. Click on the *Staffing Office Name* column header in the List Object
3. Click on the *Filters* Icon and select *Create Custom Filter*. Select a *Staffing Office Name* value and click the Plus Icon to add to the filter. Click OK
4. Click on the *Announcement Is Released* column header in the List Object.
5. Click on the *Filters* Icon and select *Edit Filters*. Click the *Add* Icon (plus sign) in the bottom left corner of the window. In the Create Filter window, select *Advanced* and click OK
6. In the Detail Filter Expression window, click on the *Data Items* tab. Double-click (or drag and drop) the *Vacancy Status* data item into the Expression Definition. Complete the Expression Definition to read: *Vacancy Status = 'Active'*
7. Click the Validate button (white checkmark in a black circle) to check the expression for errors. If errors exist, details will appear in the Information box. Make corrections as needed. If no errors, click OK.
8. Click the *Run Options* Icon. Select *Run HTML* to view the report
9. Close the Cognos Viewer browser window to return to your report. Save the report in My Content as *Announcement List Report_Filters*



Exercise 3: Apply Filters

Steps 1 - 3

The screenshot shows the USA Staffing interface. The breadcrumb path is "My content > Training". Two reports are listed: "Announcement List Report" (12/20/2021 8:36 AM) and "Announcement List Report Sort and Group" (12/20/2021 8:38 AM). A red box highlights the folder icon in the left sidebar, and another red box highlights the folder icon next to the second report. A context menu is open over the second report, with "Edit report" highlighted. A red arrow points from the "Edit report" option to the right-hand screenshot.

The screenshot shows the report editor interface. The breadcrumb path is "Report > Pages > Page1". A filter dropdown menu is open, showing a table with columns "Staffing Office Name" and "Vacancy Number". The menu options are: "Include Null", "Exclude Null", "Create Custom Filter...", "Remove All Filters", "Edit Filters...", and "Insert Filter Text". Red boxes highlight the filter icon in the toolbar, the "Create Custom Filter..." option, and the "Staffing Office Name" and "Vacancy Number" columns in the table. Red arrows point from the "Create Custom Filter..." option back to the "Announcement List Report Sort and Group" report in the left-hand screenshot.



Exercise 3: Apply Filters

Steps 3 - 5

Filter condition - Staffing Office Name

Individual Condition

Available items

Search

- Select all
- Myr
- Office Alpha
- Office Beta
- Office Charlie
- Office For Testing
- OPM HR Boyers

Selected items

Manually input items

Keep these values

- Office For Testing

OK Cancel

New report

Pages > Page1

Filter menu:

- Include Null
- Exclude Null
- Create Custom Filter...
- Remove All Filters
- Edit Filters...
- Insert Filter Text

Vacancy Status



Exercise 3: Apply Filters

Step 5

The screenshot shows a 'Filters - Query1' dialog box with two tabs: 'Detail Filters' and 'Summary Filters'. Under 'Detail Filters', there are two filter rules: '[Announcement Number] excludes Null' and '[Staffing Office Name] includes ('Office For Testing')'. To the right, there is a 'Usage' section with radio buttons for 'Required' and 'Optional'. A 'Create filter' sub-dialog is open, showing three options: 'Custom based on data item', 'Combined', and 'Advanced'. The 'Advanced' option is selected. A red box highlights the '+' icon in the bottom left of the main dialog, with an arrow pointing to the 'Advanced' radio button. Another red box highlights the 'Advanced' radio button, with an arrow pointing to the 'OK' button. The 'OK' button is also highlighted with a red box.



Exercise 3: Apply Filters

Steps 6 - 7

The screenshot shows a dialog box titled "Detail filter expression - Query1". On the left, under "Available Components:", a list of filterable fields is shown. "Vacancy Status" is highlighted with a red box. A red arrow points from this box to the "Expression Definition:" field on the right, which contains the text "[Vacancy Status] = 'Active'". Another red arrow points from a checkmark icon in the top right of the dialog to the "OK" button at the bottom right. The "OK" button is also highlighted with a red box. At the bottom left, a toolbar contains several icons, with the first icon (representing a filter) highlighted with a red box. Below the toolbar are tabs for "Tips" and "Errors".



Exercise 3: Apply Filters

Step 8

The screenshot shows the USA Staffing application interface. At the top, there is a dark blue header with the text 'USA Staffing' and several navigation icons. A red box highlights a play button icon in the top right corner of the header. Below the header, there is a navigation bar with a home icon, a square icon, and a breadcrumb trail: 'Report > Pages >'. A dropdown menu is open, showing several options: 'Run HTML' (with an HTML icon), 'Run PDF' (with a PDF icon), 'Run Excel' (with an XLS icon), 'Run Excel data' (with an XLS icon), 'Run CSV' (with a CSV icon), and 'Run XML' (with an XML icon). The 'Run HTML' option is highlighted with a red box. Below the dropdown menu, there is a table with three columns: 'Staffing Office Name', 'Vacancy Number', and 'Vacancy Title'. The table contains three rows of data, each with placeholder text: '<Staffing Office Name>', '<Vacancy Number>', and '<Vacancy Title>'. At the bottom of the dropdown menu, there is a link that says 'Show run options'.



Exercise 3: Apply Filters

USA Staffing® New report Survey

Staffing Office Name	Vacancy Number	Vacancy Job Title	Vacancy Pay Plan-Series-Grade	Vacancy Status	Announcement Status	Announcement Number	Announcement Open Date	Announcement Close Date
Office For Testing	10035407	Beginning Tester	GS-0086-5	Active	Closed	DE-21-10035407	06/17/2021	06/30/2021
	10018380	Gardener	GS-0021-3/5/7/9	Active	Closed	10018380-DESTIMP-Test	08/27/2018	08/30/2018
	10020687	Lead HR Consultant	GS-0201-11	Active	Closed	Testing-20-10020687-DE	11/04/2019	11/29/2019



Functions and Calculations

Functions and calculations **transform and/or create** new data items using logic or mathematical functions

Add a Query Calculation

Source
Develop expressions based on data items in the data model

Data Items
Data items in the query

Functions
Listing of available functions to utilize for data expressions

Data Item Expression
Use a variety of expressions to transform and develop new data items

Information Pane
Help text that provides information on how to build expressions

Shortcut: Highlight two column headers, click Insert Calculation and choose "Days Between..."

For the Vendor Specific Functions available for the USA Staffing Upgrade, view SQL Server functions



Exercise 4: Create a Calculation

Calculate the number of days an announcement was open

1. Open the *Announcement List Report_Filters* from My Content
2. Click on the *Toolbox* and drag (or double click) the *Query Calculation* tool into the List Object
3. Click on the *Functions* tab in the Data Item Expression window. Expand Business Date/Time Functions. Double-click (or drag and drop) the “_days_between” function into the Expression Definition
4. Click on the Data Items tab. Double-click on the Announcement Close Date query item. Type a comma after the Announcement Close Date query item. Double-click on the Announcement Open Date query item. Close the parenthesis. The final Data Item Expression should read:

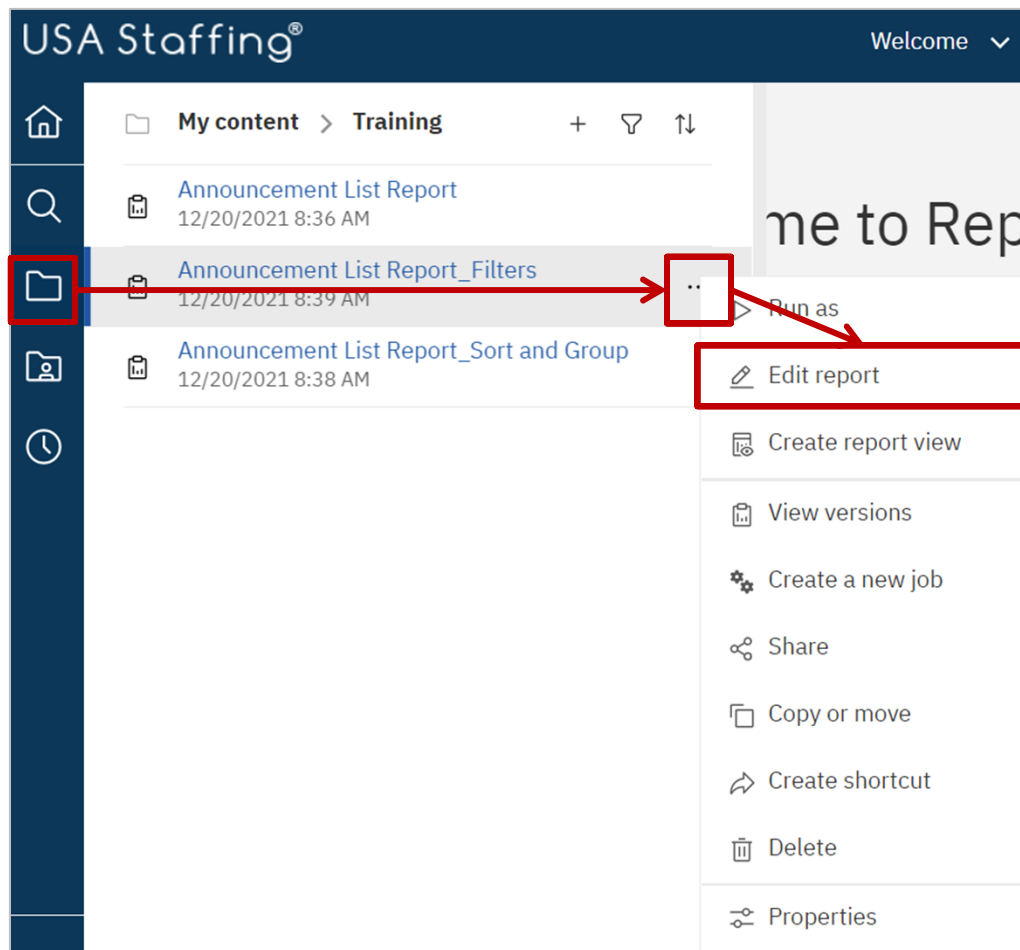
_days_between ([Announcement Close Date],[Announcement Open Date])

5. In the Name field, rename the Data Item Expression to “Announcement Open Days.” Click OK
6. Click the *Run Options* Icon. Select *Run HTML* to view the report
7. Close the Cognos Viewer browser window to return to your report. Save the report in My Content as *Announcement List Report_Calculation*



Exercise 4: Create a Calculation

Step 1





Exercise 4: Create a Calculation

Steps 2 - 5

The screenshot shows the USA Staffing application interface. On the left, the 'Insertable objects' panel is open, with 'Query calculation' selected. A red box highlights this option, and an arrow points to the table. The table has columns: 'Vacancy number', 'Vacancy Job Title', 'Vacancy Pay Plan-Series-Grade', 'Vacancy Status', 'Announcement Status', 'Announcement Number', 'Announcement Open Date', and 'Announcement Close Date'. A red box highlights the 'Announcement Close Date' column header, and an arrow points to the 'Query calculation' option in the panel. Another arrow points from the 'Query calculation' option to the table. Below the table, a dialog box titled 'Data item expression - Data Item1' is open. The 'Name' field is 'Announcement Open Days'. Under 'Available Components', the 'Business Date/Time Functions' list has '_days_between' selected and boxed in red. An arrow points from this selection to the 'Expression Definition' field, which contains the text: 'days_between ([Announcement Close Date], [Announcement Open Date])'. Another arrow points from the 'days_between' function in the list to the expression definition. At the bottom right of the dialog, the 'OK' button is highlighted with a red box.



Exercise 4: Create a Calculation

USA Staffing® New report Survey

Staffing Office Name	Vacancy Number	Vacancy Job Title	Vacancy Pay Plan-Series-Grade	Vacancy Status	Announcement Status	Announcement Number	Announcement Open Date	Announcement Open Days	Announcement Close Date
Office For Testing	10035407	Beginning Tester	GS-0086-5	Active	Closed	DE-21-10035407	06/17/2021	13	06/30/2021
	10018380	Gardener	GS-0021-3/5/7/9	Active	Closed	10018380-DESTIMP-Test	08/27/2018	3	08/30/2018
	10020687	Lead HR Consultant	GS-0201-11	Active	Closed	Testing-20-10020687-DE	11/04/2019	25	11/29/2019
OPM HR Boyers	10037073	Bug 133025	GS-0095-4	Active	Closed	IMP-10037073-21-WAG	09/13/2021	0	09/13/2021
	10035748	Narrative Testing	GS-2210-13	Active	Closed	DE-10035748-21-MM	08/04/2021	27	08/31/2021
	10018444	Pro Gamer	GS-2299-13	Active	Closed	DE-10018444-19-TSA	11/01/2018	29	11/30/2018
	10018329	USA Hire 343-11/12	GS-0343-11/12	Active	Closed	STIMP-10018329-18-TSA	04/06/2019	5	04/11/2019
	10020296	Warehouse Manager Coordinator	GG-1103-9	Active	Removed	DESTIMP-10020296-20-MLM	08/12/2020	364	08/11/2021



Aggregation

Aggregation **summarizes data** within a data item **at the lowest level of detail in the report**

Available Aggregate Functions

A screenshot of a software interface showing a dropdown menu for aggregate functions. The menu is open, and the 'Total' option is highlighted with a red box. Other options include 'Default summary', 'Count', 'Count distinct', 'Average', 'Minimum', 'Maximum', 'Median', 'Standard deviation', 'Variance', 'Calculated', and 'Custom...'.

Aggregated at the Office Level

Vacancy Staffing Office Name	Announcement Open Days
OPM HR Boyers	10.50
OPM HR TRB	5.50

Aggregated at the Announcement Level

Vacancy Staffing Office Name	Vacancy Number	Vacancy Description	Vacancy USAJOBS Job Title	Vacancy USAJOBS Display Type	Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Open Days
OPM HR Boyers	10000842	GS-4742-11	Hello Kitty	DE	DE-10000842-16-TA	12/02/2015	12/16/2015	14
	10003550	GS-0301-9	Night's Watchman	DE	DE-10003550-16-STG	08/08/2016	08/15/2016	7
OPM HR TRB	10018524	GM-0007-6	Howdy Doody	IMP	Test Customer-17-10018524	08/09/2017	08/09/2017	0
	10019637	GS-0201-11	HR Specialist	DE, ST, IMP	17-10019637-DESTIMP	09/18/2017	09/18/2017	0
	10002093	GS-0201-9	Human Resource Specialist	DE	DE-10002093-16-TA	03/17/2016	03/31/2016	14
	10011162	GS-0343-9/11	Program Analyst	DE, ST	TC-17-10011162-DEST	03/23/2017	03/31/2017	8



Aggregation

The default aggregation is set when the data is modeled; **Report Authors can change the aggregation method in the Properties pane**

Click on the Column Body

Staffing Office Name	Vacancy Number	Vacancy Job Title	Vacancy Pay Plan-Series-Grade	Vacancy Status	Announcement Status	Announcement Number	Announcement Open Date	Announcement Open Days	Announcement Close Date
<Staffing Office Name>	<Vacancy Number>	<Vacancy Job Title>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Status>	<Announcement Status>	<Announcement Number>	<Announcement Open Date>	<Announcement Open Days>	<Announcement Close Date>
<Staffing Office Name>	<Vacancy Number>	<Vacancy Job Title>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Status>	<Announcement Status>	<Announcement Number>	<Announcement Open Date>	<Announcement Open Days>	<Announcement Close Date>

Click on the Properties Icon

Modify the Aggregation Properties

Aggregate functions can also be applied as new Query Expressions



Exercise 5: Set Aggregation Properties

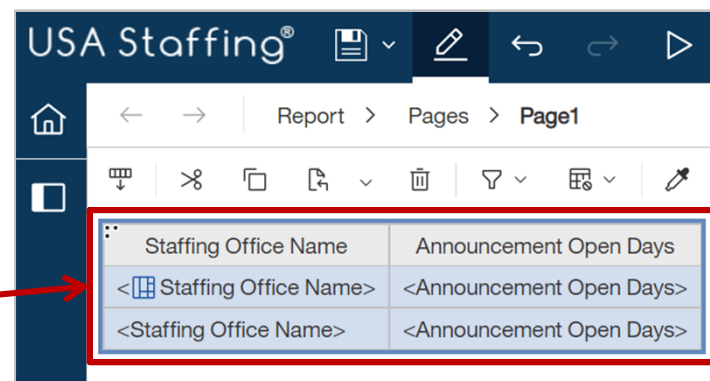
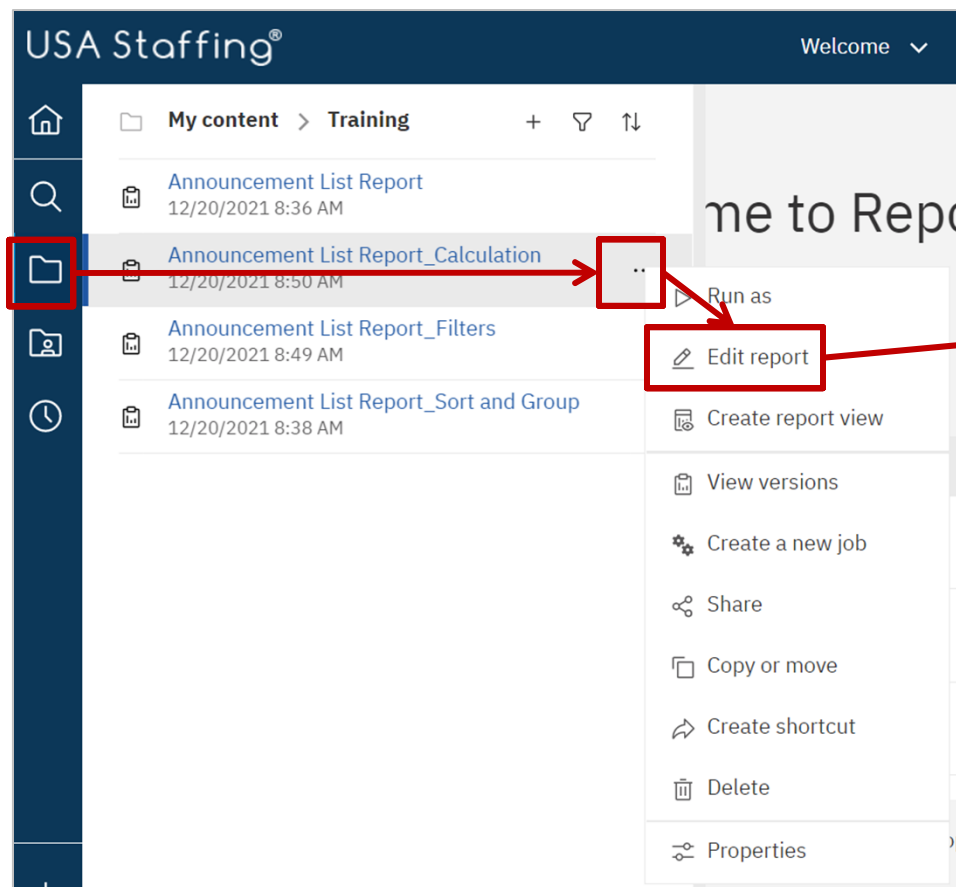
Modify the report to average Announcement Open Days by Office

1. Open the *Announcement List Report_Calculation* from My Content
2. Delete every column except for *Staffing Office Name* and *Announcement Open Days*
3. Click on the column body for the *Announcement Open Days* data item. Click on the *Show Properties* Icon
4. In the Data Item section, change the Detail Aggregation and Summary Aggregation settings to *Average*
5. Click the *Run Options* Icon. Select *Run HTML* to view the report
6. Close the Cognos Viewer browser window to return to your report. Save the report in My Content as *Announcement List Report_Aggregation*



Exercise 5: Set Aggregation Properties

Steps 1 - 2





Exercise 5: Set Aggregation Properties

Steps 3 - 5

The screenshot shows the 'Page design' view of a report designer. A red box highlights the aggregation icon in the top right corner. A red arrow points from this icon to the 'Detail aggregation' and 'Summary aggregation' rows in the 'DATA ITEM' section of the properties pane. The 'Expression' for the data item is shown as `days_between ([Anno...`.

DATA ITEM	
Type	Data item
Name	Announcement Open Da
Label	
Expression	days_between ([Anno...
Detail aggregation	Average
Summary aggregation	Average
Solve order	

The screenshot shows the USA Staffing application interface. A red box highlights the 'Run HTML' option in the report execution menu. A red arrow points from the aggregation icon in the previous screenshot to this menu item. The application header shows 'USA Staffing' and navigation icons. The report preview area shows columns for 'Staffing Office Name' and 'Announcer'.

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Run XML
- Show run options



Exercise 5: Set Aggregation Properties

Result

The screenshot shows the USA Staffing application interface. At the top, there is a dark blue header with the text "USA Staffing®" and several navigation icons (a list icon, a back arrow, a forward arrow, a play button, and a refresh icon). On the left side, there is a vertical sidebar with icons for home, search, folders, a person, and a clock. The main content area displays a table with two columns: "Staffing Office Name" and "Announcement Open Days".

Staffing Office Name	Announcement Open Days
Office For Testing	13.66666667
OPM HR Boyers	85
OPM HR TRB	42.42857143
Philadelphia Services Branch	44.62642045



Parameterized Filters

Parameterized Filters allow report users to **easily filter reports** using standard filters and criteria **specific for a single run** of the report **without modifying the report**

The user is prompted to provide information to use in the parameterized filter

Please select one or more Organization Names:

Organization A

Organization B

Organization C

Parameterized Filter

[Task Vacancy Staffing Organization Name]

Data Item

in

Operator

?Organization Name?

Parameter

Report Output

Organization Name	Task Name	Days Late
Organization B	Review Applicants	6
Organization C	Issue Certificates	0
Organization C	Issue Certificates	15



Exercise 6: Create a Parameterized Filter

Add a parameterized filter for Office Name

1. Open the *Announcement List Report_Aggregation* from My Content
2. Click on the *Staffing Office Name* column header in the List Object.
3. Click on the *Filters* Icon and select *Edit Filters*. Click on the existing Office Name filter, then click the Delete Icon (minus sign). Click the *Add* Icon (plus sign) in the bottom left corner of the window. In the Create Filter window, select *Advanced* and click OK
4. In the Detail Filter Expression window, click on the *Data Items* tab. Double-click (or drag and drop) the *Staffing Office Name* data item into the Expression Definition. Complete the Expression Definition to read:

[Staffing Office Name] = ?parmOffice?
5. Click the *Run Options* Icon. Select *Run HTML* to view the report. Select one of the options for Staffing Office Name. Click OK.
6. Close the Cognos Viewer browser window to return to your report. Save the report in My Content as *Announcement List Report_Prompt* and close the report.



Exercise 6: Create a Parameterized Filter

Steps 1 - 3

The screenshot shows the USA Staffing interface. On the left, a navigation pane shows a folder icon highlighted with a red box. The main area displays a list of reports under the 'Training' folder. The report 'Announcement List Report Aggregation' is selected, and its context menu is open. The 'Edit report' option is highlighted with a red box. A red arrow points from the folder icon to the report, and another red arrow points from the 'Edit report' option to the right-hand screenshot.

The screenshot shows the report filter configuration dialog. The 'Staffing Office Name' field is highlighted with a red box. A red arrow points from this field to the filter configuration menu. The filter configuration menu is open, and the 'Edit Filters...' option is highlighted with a red box. A red arrow points from the 'Edit Filters...' option back to the 'Staffing Office Name' field.



Exercise 6: Create a Parameterized Filter

Step 4

The screenshot shows the 'Filters - Query1' window with two tabs: 'Detail Filters' and 'Summary Filters'. Under 'Detail Filters', there are two filters: '[Announcement Number] excludes Null' and '[Vacancy Status] = 'Active''. To the right, there is a 'Usage' section with 'Required' selected. A 'Create filter' dialog box is open, showing 'Advanced' selected under 'Custom based on data item'. A red box highlights the '+' icon in the bottom left of the main window, with an arrow pointing to the 'Advanced' radio button. Another red box highlights the 'OK' button in the 'Create filter' dialog, with an arrow pointing to the 'OK' button in the 'Detail filter expression' window.

The screenshot shows the 'Detail filter expression - Query1' window. The 'Available Components' list includes 'Announcement Number', 'Announcement Open Date', 'Announcement Close Date', 'Vacancy Status', 'Staffing Office Name', and 'Announcement Open Days'. 'Staffing Office Name' is highlighted with a red box. An arrow points from this box to the 'Expression Definition' field, which contains '[Staffing Office Name] = ?Office?'. Another red box highlights the 'OK' button at the bottom right of the window. A red arrow also points from the 'OK' button in the 'Create filter' dialog to this 'OK' button.



Exercise 6: Create a Parameterized Filter

Step 5

The screenshot illustrates the process of running a report in the USA Staffing application. The top toolbar contains a 'Run HTML' button, which is highlighted with a red box. Below the toolbar, a 'Prompt' dialog box is open, asking for values for the report. The 'Staffing Office Name' dropdown menu is highlighted with a red box and set to 'OPM HR Boyers'. At the bottom of the dialog, the 'OK' button is highlighted with a red box. A red arrow points from the 'Run HTML' button to the 'Prompt' dialog, and another red arrow points from the 'OK' button to a smaller window showing the resulting report data.

Staffing Office Name	Announcement Open Days
OPM HR Boyers	85



Prompt Page Options

Users can create **prompt pages** to **provide more structure and customization to parameterized filters**, including the order in which prompts are presented, dependencies between parameterized filters, and alphabetization of listed options.

Users can select from a **variety of prompt types**.

Please select one or more Office Names (Required):

- API Test Office A
- API Test Office D
- Braavos
- Default Settings Test Office
- Dorne
- Fixing Office

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

Value Prompt

Allows user to pick from a list of values

Please select an Announcement Open Date Range (Required):

From:

To:

Date Prompt

Users select a date range

Please enter one or more Vacancy Numbers:

Keywords:

Select all

No Results

*Choices:

Select and Search Prompt

Allows user to search from a list of values in the database and select criteria

Please enter one or more Vacancy Numbers:

Value:

*Selections:

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

Text Box Prompt

Users directly enter the filter criteria

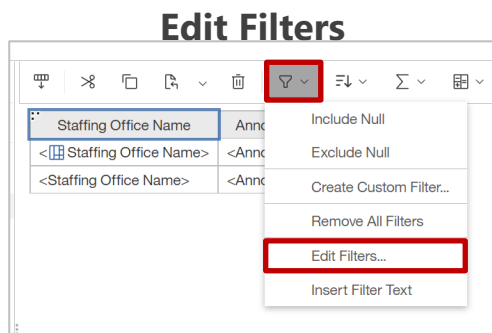


Prompt Page Design

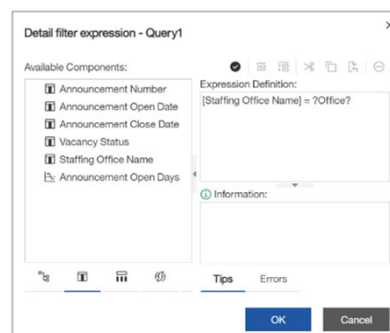
Users can design a prompt page or develop custom parameterized filters

Custom Parameterized Filter

The user writes Filter Expressions and Prompts are available on a basic page



Advanced Filter

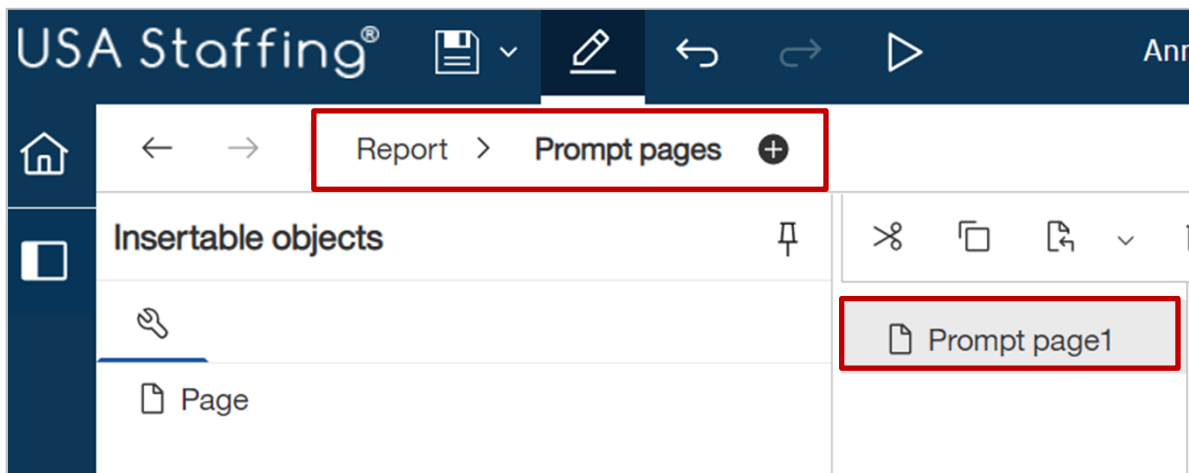


Write the Filter Expression

[Staffing Office Name] in ?Office?

Prompt Page Design

The Cognos wizard drives the process of creating prompts



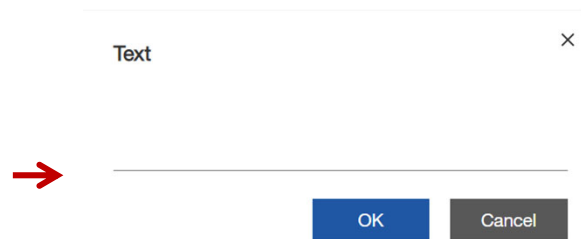
- Click on the Report in the navigation bar
- Click on the Prompt Pages Folder and Click the Plus Button to add a Prompt Page
- Double-click on Prompt Page 1 to start creating prompts



Prompt Page Design

On a prompt page, select a Table to serve as the container for Instructions and Tools

- ▼ PINNED
 - Text item
 - Block
 - Table
 - List
 - Crosstab
 - Visualization



Drag over a Text Item into the table create parameter instructions

- ▼ PROMPTING
 - Text box prompt
 - Value prompt**
 - Select & search prompt
 - Date & time prompt
 - Date prompt
 - Time prompt
 - Interval prompt
 - Tree prompt
 - Generated prompt
 - Prompt button



Drag a Value Prompt into a table cell

Prompt Wizard - Value prompt

Choose Parameter
Create a new parameter or use an existing parameter from a previously authored expression.

Create a new parameter
Office

Use existing parameter

Use global parameter

Cancel < Back Next > Finish

Create a Parameter

Create a new parameter or use an existing one. This is what the user will use to filter the report

Prompt Wizard - Value prompt

Create Filter
Choose the package item that will be used to filter the report.

Create a parameterized filter

Package item: [Presentation View],[Organization and Office]

Operator: in

Parameter: Office

Make the filter optional

Cancel < Back Next > Finish

Create the Filter

Select the data item to be used for the filter. The "In" operator allows for multi-select; the "=" operator is single-select

Prompt Wizard - Value prompt

Populate control
What values do you want to pick from? Use values are the retrieved data, and Display values are the selectable values that the user sees.

Create new query

Name: qryOffice

Values to use: [Presentation View],[Organization and Office]

Values to display: [Presentation View],[Organization and Office]

Cascading source:

Cancel < Back Next > Finish

Decide what data to display

Name the new query the same as the parameter; "Values to use" is the data used to filter; "Values to display" is what the user will select from



Exercise 7: Create a Prompt Page

Add a prompt page with prompts for Office Name and Announcement Open Date Range

1. Open the *Announcement List Report_Aggregation* from My Content (note this exercise does not use the version of the report created in Exercise 6).
2. Click on the *Staffing Office Name* column header in the List Object.
3. Click on the *Filters* Icon and select *Edit Filters*. Click on the existing Staffing Office Name filter, then click the Delete Icon (minus sign).
4. Click on *Report* in the navigation bar.
5. Click on the *Prompt pages* folder and click the *Plus* button to add a Prompt Page to the report. Double-click on *Prompt page 1* to begin adding prompts to the prompt page.
6. Click on the *Plus* button on the prompt page and select *Table* to provide structure to the prompt page. Ensure the table has 2 column and 2 rows, then click *OK*.
7. In the first column, add *Text items* to the table to serve as labels/instructions for each prompt.
 - The text item in the 1st row should read: **Select one or more Office Names (Required):**
 - The text item in the 2nd row should read: **Select an Announcement Open Date Range (Required):**



Exercise 7: Create a Prompt Page

Add a prompt page with prompts for Office Name and Announcement Open Date Range

8. Click on the *Toolbox* icon and navigate to the *Prompting* tools. Drag the *Value prompt* over to the first row of the table on the prompt page. In the *Prompt Wizard – Value prompt* window, edit the *Create a new parameter* field to read: Office. Then click *Next >*.
9. In the next step of the Prompt Wizard – Value prompt window, click the ... button next to the Package item: field, then navigate to the Staffing Office Name query item:

Vacancies → Vacancy Information → Organization and Office → Staffing Office Name

10. Click the drop-down arrow next to the *Operator* field to show the operator options. Select *in* then click *Next >* on the *Prompt Wizard – Value prompt* window.
11. In the next step of the *Prompt Wizard – Value prompt* window, type qryOffice in the *Name:* field and click *Finish*. The value prompt for Office Name is now complete.
12. Drag the *Date prompt* into the 2nd row of the table on the prompt page. In the *Prompt Wizard – Date prompt* window, edit the *Create a new parameter* field to read: Announcement Open Date. Then click *Next >*.



Exercise 7: Create a Prompt Page

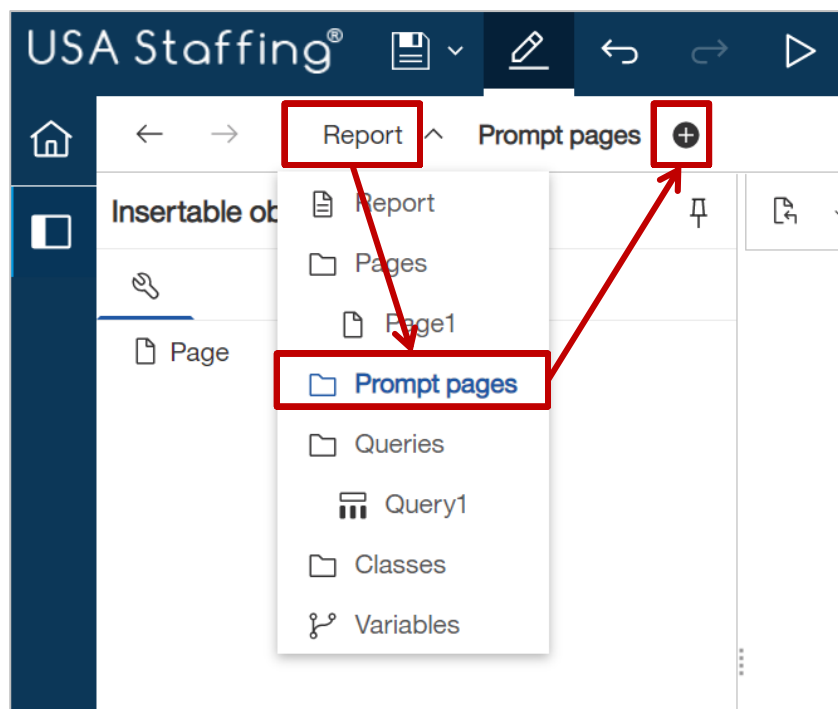
Add a prompt page with prompts for Office Name and Announcement Open Date Range

13. In the next step of the *Prompt Wizard – Date prompt* window, click the ... button next to the *Package item:* field, then navigate to the *Announcement Open Date* query item and click OK.
 - **Announcements → Announcement Information → Announcement → Announcement Open Date**
14. Click the drop-down arrow next to the *Operator* field to show the operator options. Select *in_range* then click *Next >* on the *Prompt Wizard – Date prompt* window.
15. Review the queries listed on the next window to confirm which queries you want the prompt to filter. Then click *Finish*. The date range prompt for *Announcement Open Date* is now complete.
16. Click the *Run Options* icon. Select *Run HTML* to view the report. Select one or more of the options for *Office Name* and a range of dates for *Announcement Open Date Range*. Click OK.
17. Close the Cognos Viewer browser window to return to your report. Save the report in My Content as *Announcement List Report_Advanced Prompts* and close the report.



Exercise 7: Create a Prompt Page

Steps 1 - 5





Exercise 7: Create a Prompt Page

Steps 6 - 7

A widget palette containing icons for Crosstab, Visualization, List, Text item, Table, and Block. The Table icon, which is a 3x3 grid, is highlighted with a red rectangular box.

An "Insert table" dialog box with a close button (X) in the top right corner. It contains the following fields and options:
Table size _____
Number of columns:
Number of rows:
Table style _____
 Maximize width
 Show borders
At the bottom are "OK" and "Cancel" buttons.

A second instance of the widget palette. Red arrows point from the "Table" icon in this palette to the "Table" icon in the top-left palette, and from the "+" icon in this palette to the "+" icon in the final prompt page.

A prompt page layout titled "Double-click to edit text" in a dashed box. It contains two rows of text prompts, each with a "+" icon to its right. The second row is highlighted with a blue selection box.
Please select one or more Office Names (Required):
Please select an Announcement Open Date Range (Required):



Exercise 7: Create a Prompt Page

Step 8

The screenshot shows the 'Prompt Wizard - Value prompt' dialog box. On the left, the 'Insertable objects' pane is open, with 'Value prompt' selected under the 'PROMPTING' category. A red box highlights this selection. An arrow points from this box to the 'Choose Parameter' section of the wizard. In this section, the 'Create a new parameter' radio button is selected, and the parameter name 'Office' is entered in the text field below it. Another red box highlights this section. An arrow points from this box to the 'Next >' button at the bottom of the wizard. A third red box highlights the '+' button in the top right corner of the wizard, with an arrow pointing to it from the 'Next >' button. The wizard also includes 'Cancel', '< Back', and 'Finish' buttons.



Exercise 7: Create a Prompt Page

Steps 9 - 11

The image shows two side-by-side screenshots of the 'Prompt Wizard - Value prompt' interface. The left screenshot is titled 'Create Filter' and shows the 'Create a parameterized filter' step. The 'Package item' is '[Presentation View].[Organization and Office]', the 'Operator' is 'in', and the 'Parameter' is 'Office'. The 'Next >' button is highlighted with a red box, and a red arrow points from it to the 'Finish' button in the right screenshot. The right screenshot is titled 'Populate control' and shows the 'Create new query' step. The 'Name' is 'qryOffice' and the 'Values to use' is '[Presentation View].[Organization and Office]'. The 'Finish' button is highlighted with a red box, and a red arrow points from it to the 'Next >' button in the left screenshot. Both screenshots have a 'Cancel' button, a '< Back' button, and a 'Finish' button at the bottom.



Exercise 7: Create a Prompt Page

Step 12

The screenshot shows the USA Staffing application interface. On the left, the 'Insertable objects' pane is open, showing a list of object types under the 'PROMPTING' category. The 'Date prompt' option is highlighted with a red box. A red arrow points from this box to the 'Prompt Wizard - Date prompt' dialog box. In the dialog box, the 'Choose Parameter' section has three radio button options: 'Create a new parameter' (selected), 'Use existing parameter', and 'Use global parameter'. The 'Create a new parameter' option is highlighted with a red box, and the text 'Announcement Open Date' is entered below it. Another red arrow points from this box to the 'Next >' button at the bottom of the dialog box, which is also highlighted with a red box. The 'Next >' button is a dark grey button with white text, flanked by 'Cancel' and 'Finish' buttons.



Exercise 7: Create a Prompt Page

Steps 13 - 14

The image shows two overlapping dialog boxes from a software application. The left dialog, titled "Choose package item", displays a tree view of data sources. The right dialog, titled "Prompt Wizard - Date prompt", is used for configuring a filter. Red boxes and arrows highlight the workflow: selecting "Announcement Open Date" in the left dialog, clicking "OK", then selecting the "in_range" operator and "Announcement Open Date" parameter in the right dialog, and finally clicking "Next >" to proceed.

Choose package item

- Hiring Data Warehouse
 - Presentation View
 - Announcements
 - Announcement Information
 - Announcement
 - Announcement Close Date
 - Announcement Last Modified Date/Time
 - Announcement Locations
 - Announcement Number
 - Announcement Open Date**
 - Announcement Released Date/Time
 - Announcement Released?

OK **Cancel**

Prompt Wizard - Date prompt

Create Filter
Choose the package item that will be used to filter the report.

Create a parameterized filter

Package item: [Presentation View].[Announcement].[Annour] **...**

Operator: **in_range**

Parameter: Announcement Open Date

Make the filter optional

Cancel **< Back** **Next >** **Finish**



Exercise 7: Create a Prompt Page

Step 15

Prompt Wizard - Date prompt

Apply filter
Which queries do you want to filter?

Queries:

- Query1
- qry.Office

Cancel < Back Next > Finish

Please select an Announcement Open Date Range (Required):

[Calendar]						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 2019

Sun Mon Tue Wed Thu Fri Sat



Exercise 7: Create a Prompt Page

Step 16

The screenshot shows a web application interface. On the left, a dark blue navigation bar contains a play button icon. Below it, a white dropdown menu is open, listing several options: 'Run HTML' (with an HTML icon), 'Run PDF' (with a PDF icon), 'Run Excel' (with an XLS icon), 'Run Excel data' (with an XLS icon), 'Run CSV' (with a CSV icon), and 'Run XML' (with an XML icon). At the bottom of the menu is the text 'Show run options'. A red box highlights the 'Run HTML' option, and a red arrow points from it to the right.

The main content area is a white form. At the top, it says 'Please select one or more Office Names (Required):'. Below this is a scrollable list of office names: 'API Test Office A', 'API Test Office D', 'Braavos', 'Default Settings Test Office', 'Dorne', and 'Fixing Office'. A red box highlights this list, and a red arrow points from the 'Run HTML' option to it.

Below the office names, the form asks 'Please select an Announcement Open Date Range (Required):'. This section contains two date pickers. The first is labeled 'From:' and the second is labeled 'To:'. Both date pickers show a calendar for December 2021. The date '21' is selected in both calendars. A red box highlights the entire date range selection area, and a red arrow points from the right side of the box back to the 'Run HTML' option.



Exercise 7: Create a Prompt Page

Result

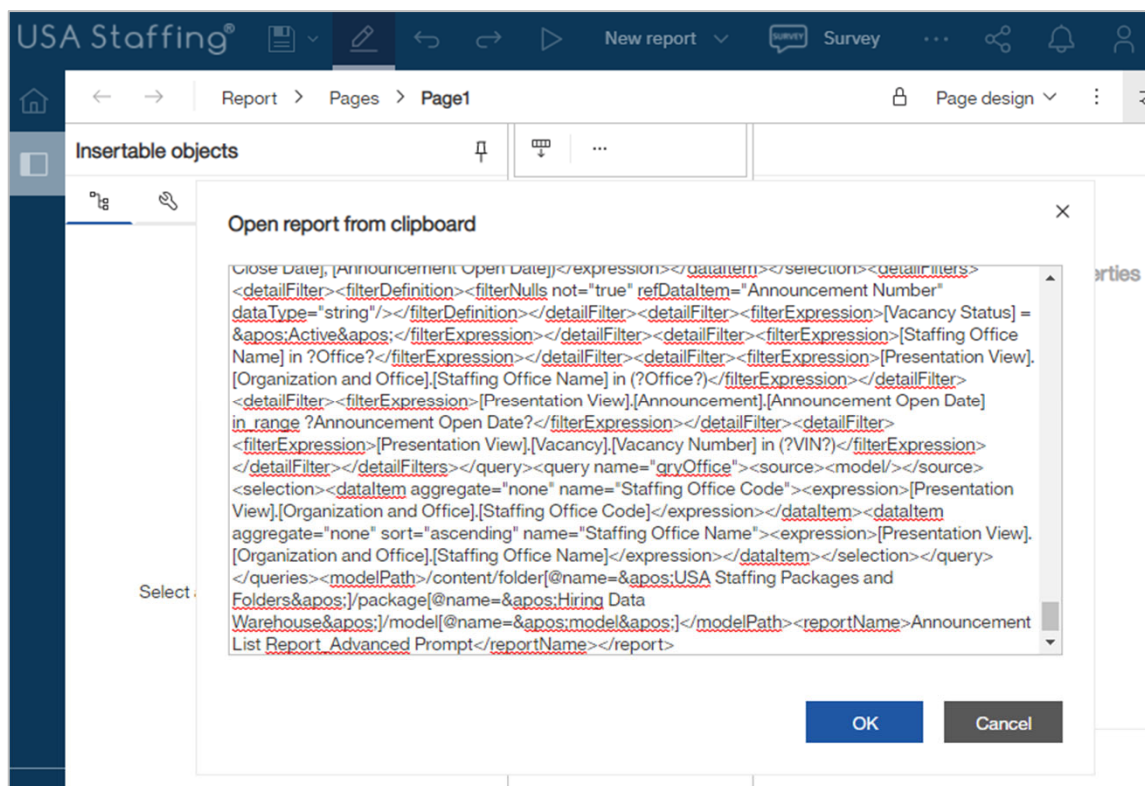
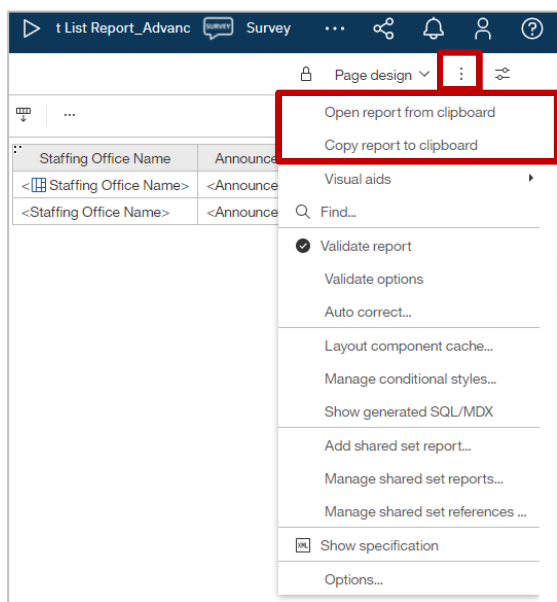
The screenshot shows the USA Staffing application interface. At the top, there is a dark blue header with the text "USA Staffing®" and several navigation icons: a document with a dropdown arrow, a left arrow, a right arrow, a play button with a dropdown arrow, and a refresh button. Below the header is a sidebar with three icons: a home icon, a magnifying glass (search), and a folder icon. The main content area contains a table with two columns: "Staffing Office Name" and "Announcement Open Days". The table has one data row with the values "Office For Testing" and "13.66666667".

Staffing Office Name	Announcement Open Days
Office For Testing	13.66666667



Copy Report To/From XML

Cognos allows users to **save report specifications in XML** format and **reconstitute the report in another location** (e.g., Stage, Production, another office) using the XML specifications.





Exercise 8: Copy to and Open from XML

Copy report specifications to XML and open a report from XML

1. Open the *Announcement List Report_Advanced Prompts* from My Content.
2. Click on the *More* ellipses in the upper right corner.
3. Select the *Copy report to clipboard* option. If not using right away, paste the report XML into a Notepad file.
4. Close the report and create a new report by clicking the + *New* icon in the bottom left corner of the *Cognos Welcome* page and selecting *Report*.
5. Select the *Blank* report template and click *OK*.
6. Click on the *More* ellipses in the upper right corner.
7. Select the *Open report from clipboard* option.
8. Paste the report XML (directly or from the Notepad file) into the *Open report from clipboard* window and click *OK*. The report will be reconstituted and can be saved, edited, or run in the new location.



Exercise 8: Copy to and Open from XML

Steps 2 - 3

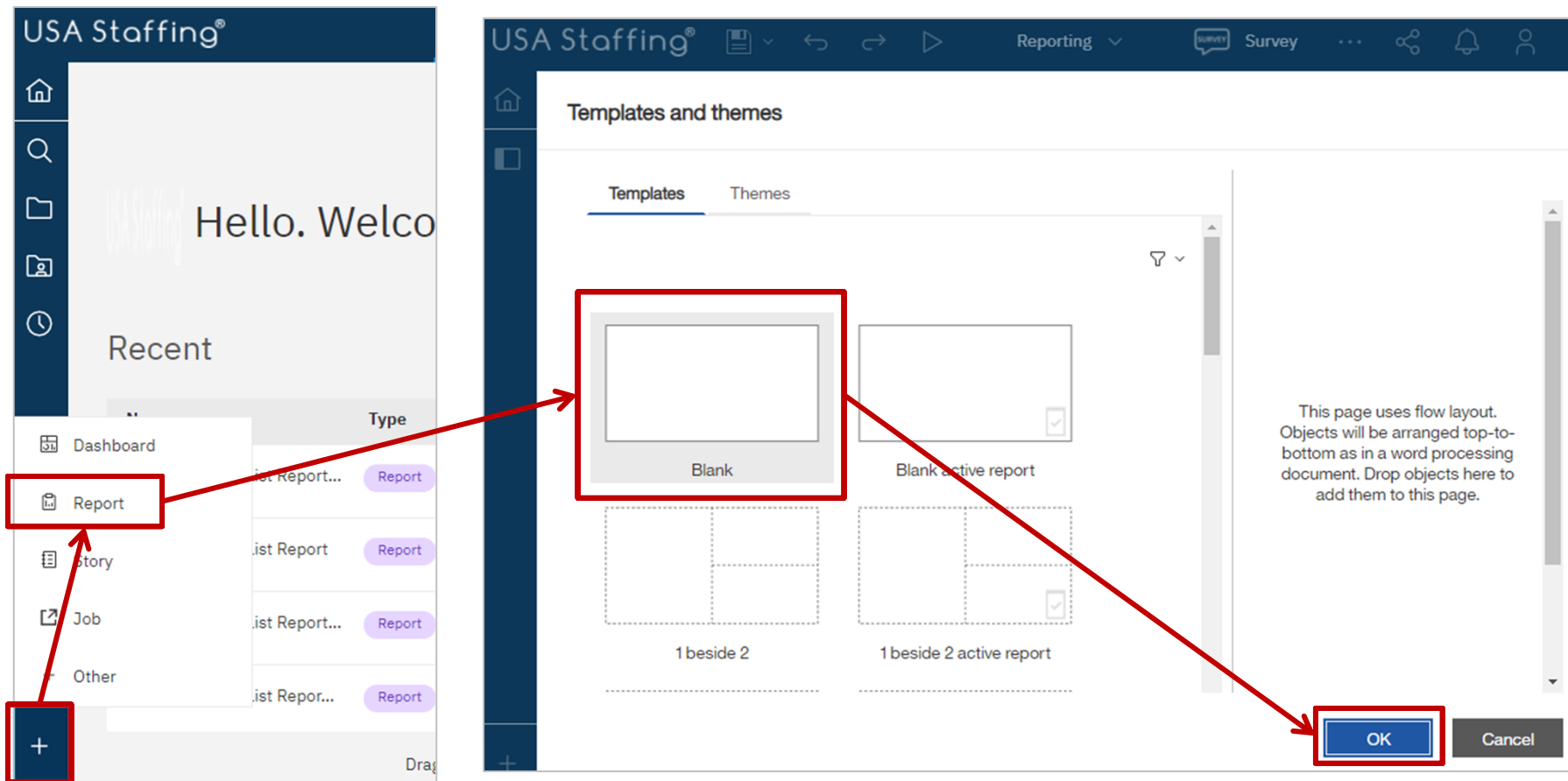
The screenshot shows a report viewer interface. At the top, there is a navigation bar with a play button, the text 't List Report_Advanc', a 'Survey' button, and several icons. Below this is a toolbar with a lock icon, 'Page design', a three-dot menu icon (highlighted with a red box), and a refresh icon. A context menu is open over the report content, with 'Copy report to clipboard' highlighted by a red box. A red arrow points from the three-dot menu icon to this option. The report content is a table with two columns: 'Staffing Office Name' and 'Announce'. The table contains three rows of placeholder text: '<Staffing Office Name>', '<Announce', and '<Staffing Office Name>' followed by '<Announce'.

Staffing Office Name	Announce
<Staffing Office Name>	<Announce
<Staffing Office Name>	<Announce



Exercise 8: Copy to and Open from XML

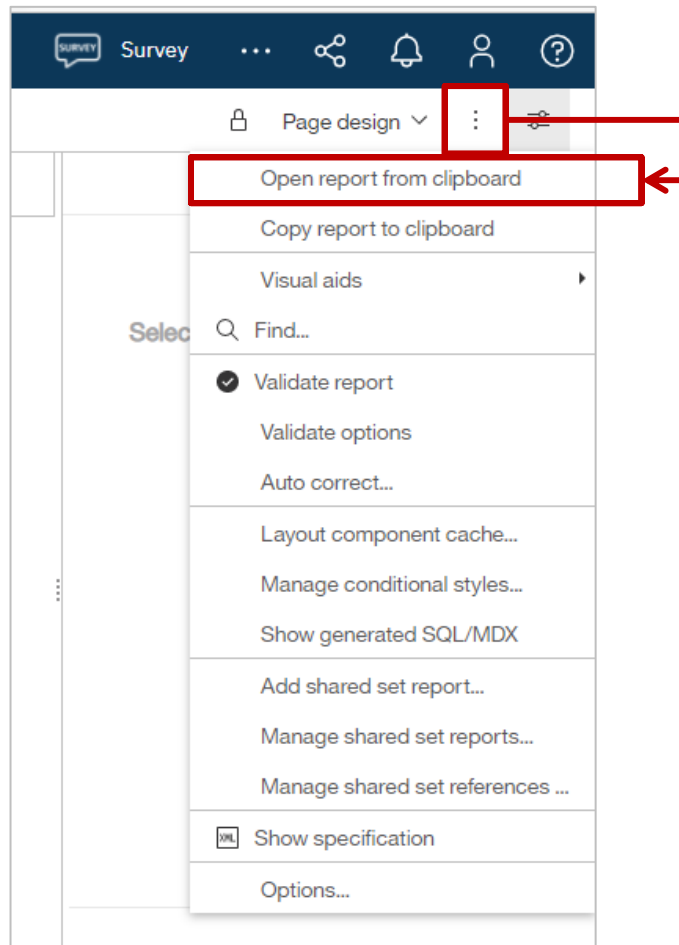
Step 4 - 5





Exercise 8: Copy to and Open from XML

Steps 6 - 7





Exercise 8: Copy to and Open from XML

Step 8

USA Staffing®

Report > Pages > Page1

Page design

Insertable objects

Open report from clipboard

```

<close Date>,[Announcement Open Date]</expression></dataItem></selection><detail filters>
<detailFilter><filterDefinition><filterNulls not="true" refDataItem="Announcement Number"
dataType="string"/></filterDefinition></detailFilter><detailFilter><filterExpression>[Vacancy Status] =
&apos;Active&apos;</filterExpression></detailFilter><detailFilter><filterExpression>[Staffing Office
Name] in ?Office?</filterExpression></detailFilter><detailFilter><filterExpression>[Presentation View].
[Organization and Office],[Staffing Office Name] in (?Office?)</filterExpression></detailFilter>
<detailFilter><filterExpression>[Presentation View],[Announcement],[Announcement Open Date]
in_range ?Announcement Open Date?</filterExpression></detailFilter><detailFilter>
<filterExpression>[Presentation View],[Vacancy],[Vacancy Number] in (?VIN?)</filterExpression>
</detailFilter></detailFilters></query><query name="qryOffice"><source><model/></source>
<selection><dataItem aggregate="none" name="Staffing Office Code"><expression>[Presentation
View],[Organization and Office],[Staffing Office Code]</expression></dataItem><dataItem
aggregate="none" sort="ascending" name="Staffing Office Name"><expression>[Presentation View].
[Organization and Office],[Staffing Office Name]</expression></dataItem></selection></query>
</queries><modelPath>/content/folder[@name=&apos;USA Staffing Packages and
Folders&apos;]/package[@name=&apos;Hiring Data
Warehouse&apos;]/model[@name=&apos;model&apos;]</modelPath><reportName>Announcement
List Report - Advanced Prompt</reportName></report>

```

Select

OK Cancel

USA Staffing®

Report > Pages > Page1

Page design

Insertable objects

Find

- Hiring Data Warehouse
 - Presentation View

Staffing Office Name	Announcement Open Days
<Staffing Office Name>	<Announcement Open Days>
<Staffing Office Name>	<Announcement Open Days>