



# USA Staffing

## Reporting & Analytics

Cognos Report Authors Training

Virtual Training for Beginners

*Created by the OPM Federal Staffing Center*

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# Instructor Introductions





# Agenda

## Day 1

- **Overview of USA Staffing Reporting and Analytics**
- **USA Staffing Data Structure**
  - Data Packages
  - Staffing Reports Data Package
- **Introduction to Cognos**
- **Introduction to the Reports Module**
  - Performing Basic Tasks
    - List reports
    - Sorting and grouping
    - Filtering
- **Brainstorm ideas for the Custom Report-Building Workshop**

## Day 2

- Performing Basic Tasks (continued)
  - Functions and Calculations
  - Aggregation
  - Parameterized Filters
  - Prompts
  - Copy Report To/From XML
- **Custom Report-Building Workshop**
- **Open Q&A and Demo**



# Data to Drive Decisions

USA Staffing is strengthening its reporting and analytics capabilities to **ensure decision makers have easy access to high quality hiring data**



- High quality data that you can trust
- Iterative development to respond quickly to agency needs
- Analytical support and training
- Direct access to data covering the full hiring process for custom reporting
- Interactive dashboarding and visual reports displaying the most important hiring metrics



# Navigating to Standard Reports

USA Staffing®

Staffing Admin **Reports** Search

DASHBOARD ▾

Tasks Requests New Hires

Tasks (85)

Favorites Only:  HR Five Active All Tasks

Task	Vacancy Number	Request Number
Initiate Childcare Background Checks for Leslie Knope	10002131	20160329-57960
Complete Assessment Package	10001027	REQUEST-2

Direct access to Cognos standard reports in the interface via single sign-on

USA Staffing®

Home Search My content Team content Recent

Welcome to  
Get started by opening a dashboard, report or story!

Recent

**REPORT**

Applicant List by Vacancy

11/1/2017 3:15 PM

**DASHBOARD**

User License Dashbo

11/1/2017 3:12 PM

**REPORT**

Navv ICTAP testing

**DASHBOARD**

Task Dashboard

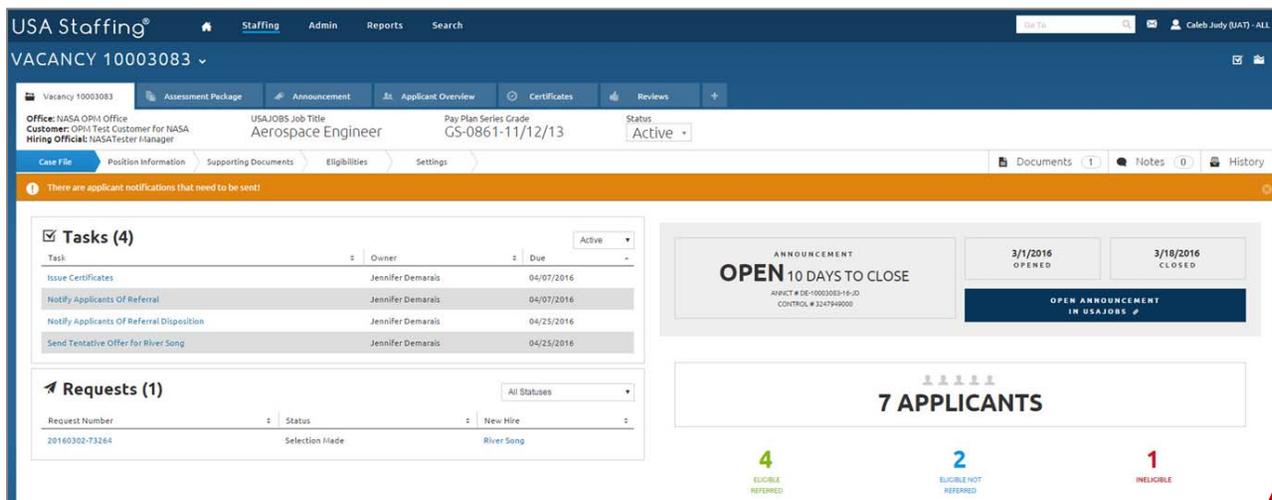
**Recruitment Sources By Vacancy Report**

Staffing Organization	Staffing Office	Customer Name	Vacancy Number	Announcement Number	Open Date
ASMG Internal Release Testing	Matt's House	Clash of Clans - Fan Club	10015977	ST-10015977-17-TA	02/17/2017
			10051843	ST-10051843-18-TA	10/12/2017
Infinity Regression	Cleveland Staffing Office	Bourbon Distillery	10015514	DE-10015514-17-IO	02/14/2017
OPM Program	Program Office	Account Management Branch \	10021066	DE-10021066-17-TH	03/05/2017
			10021662	IMP-10021662-17-TH	03/06/2017



# Navigating to Standard Reports

**Future:** Access to **certain standard reports** directly from the USA Staffing interface via **report buttons** on select pages.



**Report Button**

Reports are filtered based on page content

Examples:

- Applicant List by Vacancy
- Vacancy Overview
- Certificate Overview
- Applicant Overview

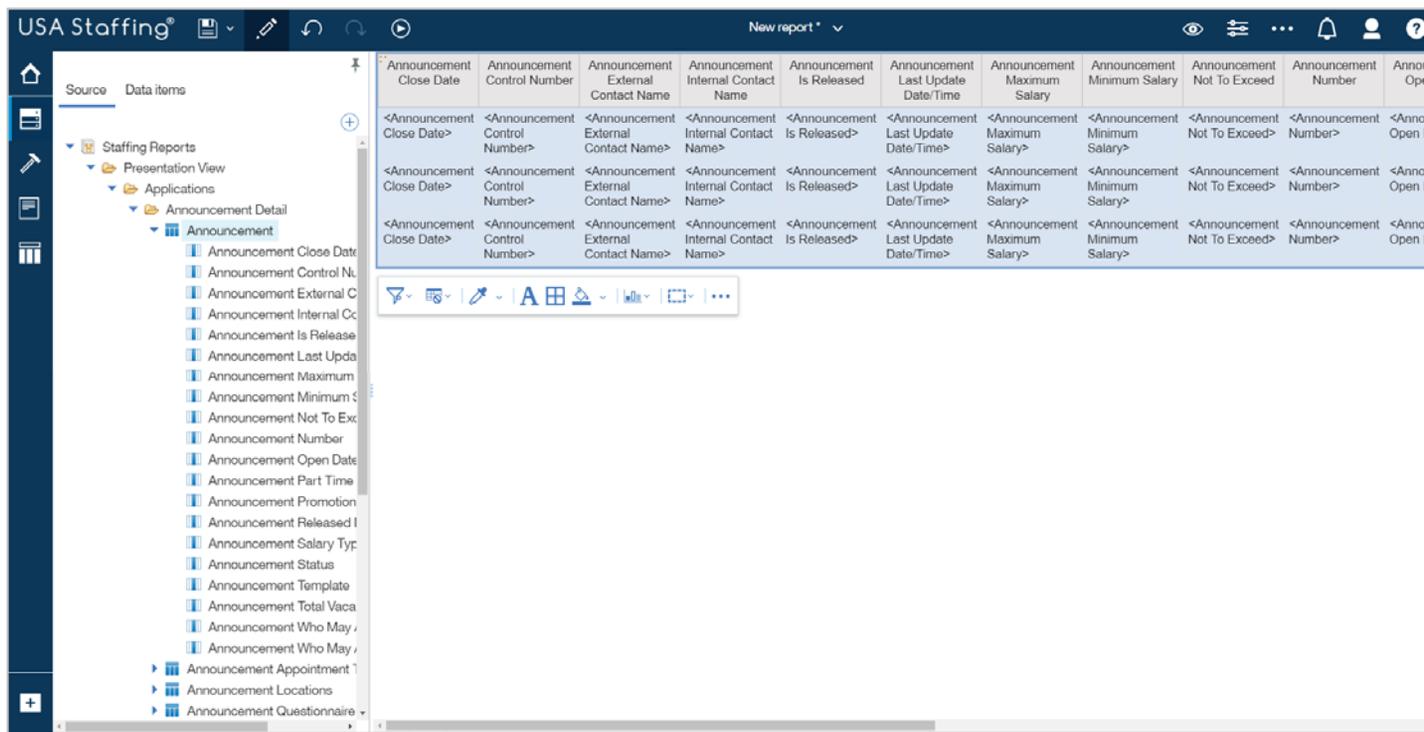
**Applicant List by Vacancy**

Organization	Office	Vacancy Number	Applicant Last Name	Applicant First Name	Applicant Middle Name	Applicant Email	Record Status Code
			Applicant	Fantastic		jsciarillo@icloud.com	AC
			Bluth	George		georgebluthtest@gmail.com	AA
			Bluth	Lucille		lucillebluthtest@gmail.com	AA
			Dan	Doctor		ddan@gmail.com	AA
			Eriksen	Marshall		marshall.eriksen.staffing@gmail.com	AC
			Hanks	Tom		jsciar1+2@gmail.com	AA



# Custom Reporting

Ability to **modify existing reports** and **develop custom reports** based on USA Staffing data models



## Cognos Report Elements:

- List
- Crosstab
- Charts
- Visualizations

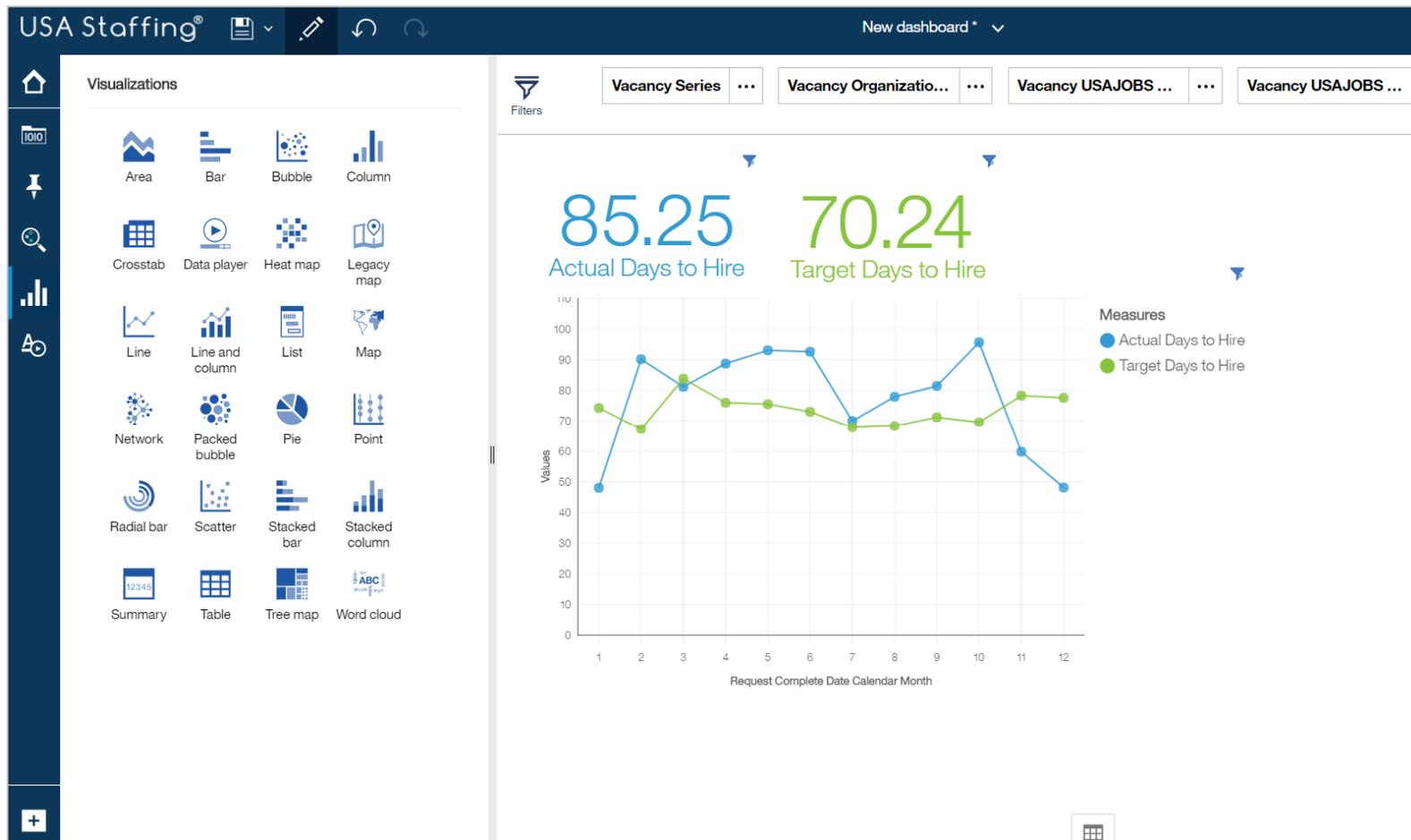
## Output to:

- PDF
- Excel
- Excel Data
- HTML
- CSV
- XML



# Custom Dashboards

All users have the ability to **build and interact with dashboards based on USA Staffing data**





# 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**



# USA Staffing Data Structure



# Overview of Available Packages

Users have access to different data packages for specific analytical needs

## Applicant Flow Data Analytics (DW)

- **Demographic information collected from job seekers** and combined with milestones in the hiring process
- Data is near real-time (nightly load) for vacancies that meet certain criteria
- Data is optimized for metrics and aggregate data and trend reporting

## Hiring Data Warehouse

- **Data sourced from the Recruitment Data Warehouse**, currently in the process of being developed
- Data is near real-time (nightly load)
- Data will eventually cover all subject areas

## New Hire (End of Day)

- **Data sourced from a data warehouse**, covering data specific to new hires
- Data is near real-time (nightly load)
- Data intended to supplement or replace the New Hire namespace in the Staffing Reports (Transactional) package



# Overview of Available Packages

Users have access to different data packages for specific analytical needs

## Staffing Administration

- **Real-time data sourced directly from the USA Staffing database** covering administrative content

## Staffing Analytics (DW)

- **Data sourced from the Recruitment Data Warehouse**, currently covering User License data
- Data is near real-time (nightly load)
- Data is optimized for metrics and aggregate data and trend reporting

## Staffing Reports (Transactional)

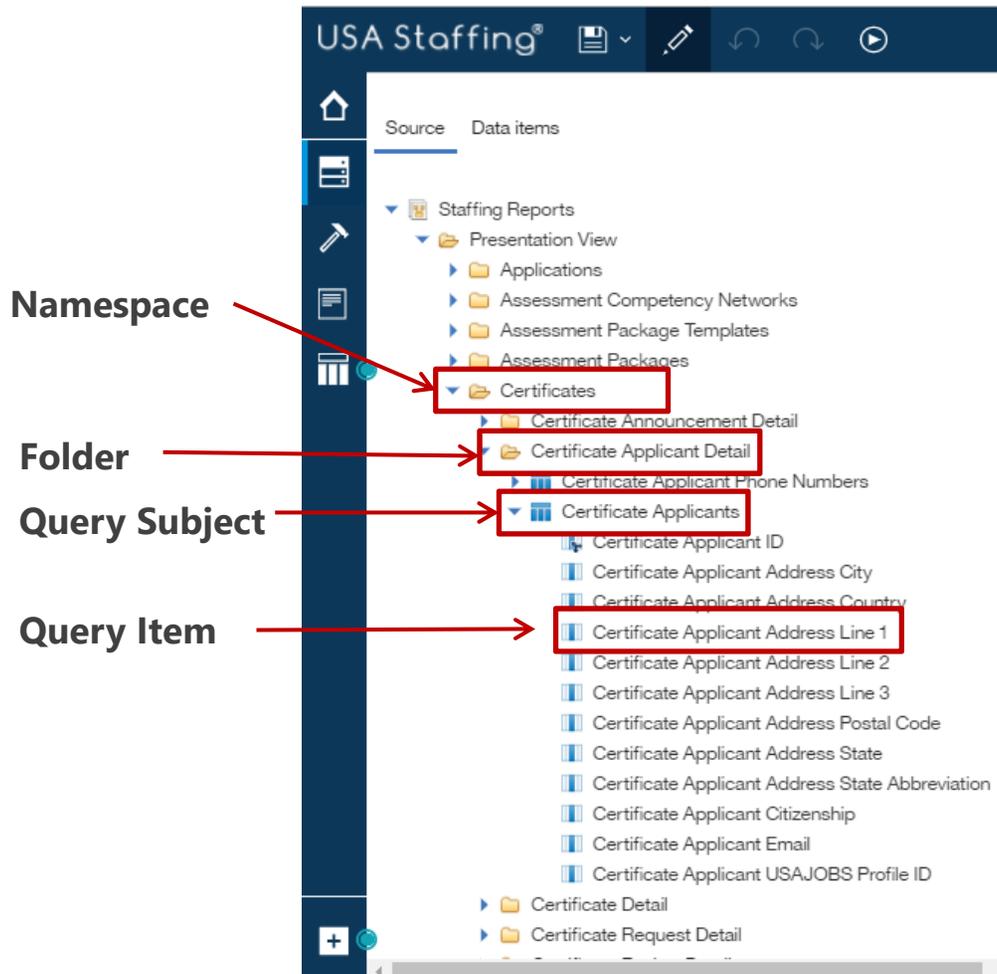
- **Real-time data sourced directly from the USA Staffing database** covering all subject areas

★ Most reports currently based on 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



- **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**
- If data from more than one namespace is needed in a report, **the individual queries must be joined**



# Cognos Package Outline Report

The **Cognos Package Outline report** provides the location, description, and data type for each data item in the each data package 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. <a href="#">angular Snip</a>	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**

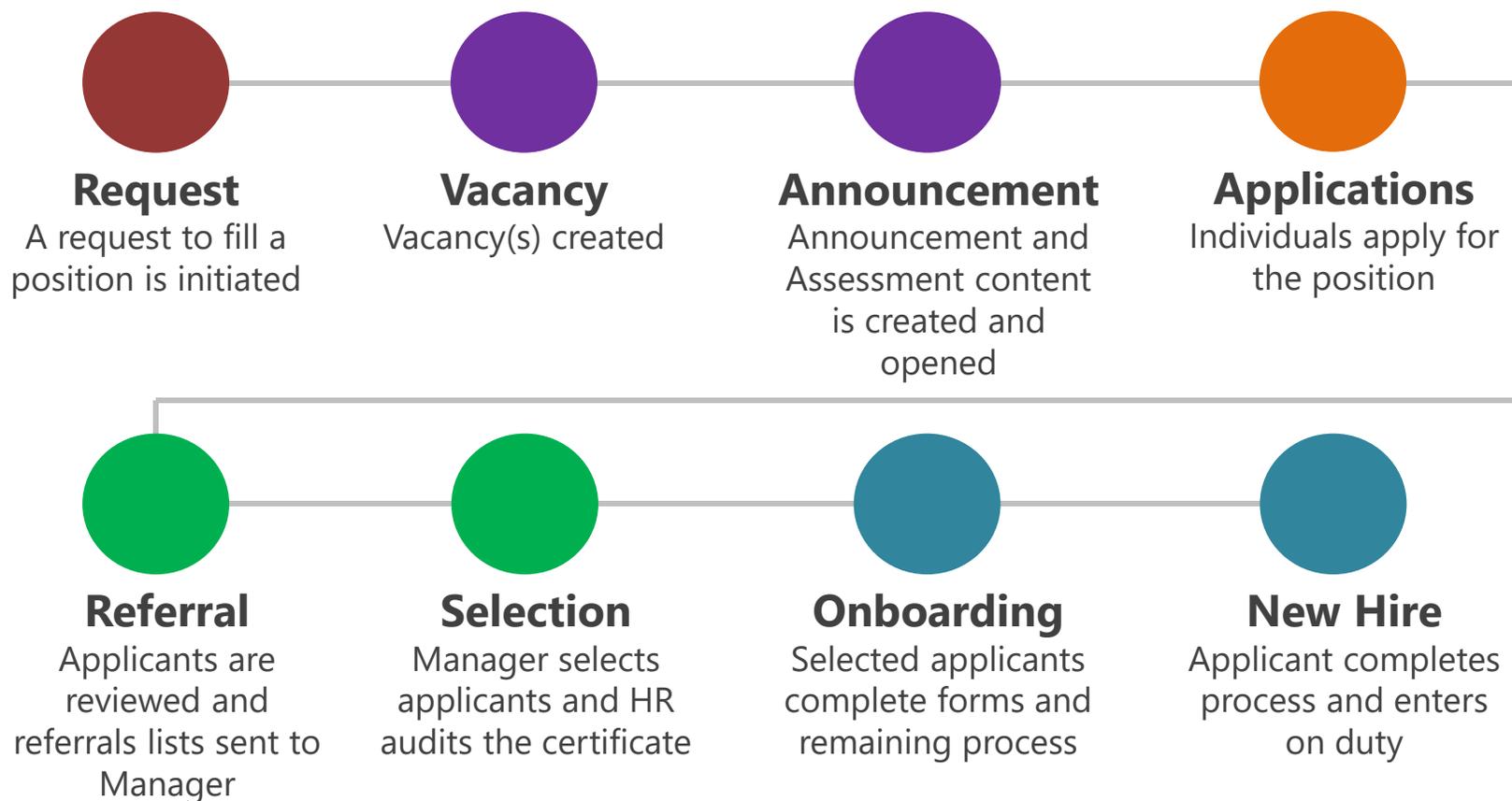


# Staffing Reports Data Package



# 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





# Applications

Data related to **applications** as well as the **development of requests, vacancies, and announcements**



## Key Query Items:

- Request Number
- Vacancy Number
- Announcement Number
- Applicant ID
- Application Number
- Assessment ID



## When to use this Namespace

- Creating Lists of Applicants, Applications, Requests, Vacancies, Announcements
- Analyzing data related to all applications, including responses to assessment items

### Data Relationships

One **Request** may be related to more than one **Vacancy**

One **Vacancy** may be related to more than one **Request**

One **Vacancy** = One **Announcement**

One **Applicant** may be related to more than one **Vacancy, Announcement, and/or Application**

One **Application** = One **Vacancy**



# Assessment Competency Networks

Data on **the content of competency networks** (the structure of competencies and associated assessment items used in assessments for particular positions)



## Key Query Items:

- Competency ID
- Item ID



## When to use this Namespace

- Reporting on the content of Competency Networks (not usage)

Namespace is designed to support administrative content management

## Data Relationships

One **Competency Network** may be related to more than one **Competency** and/or **Item**

One **Competency** may be related to more than one **Competency Network**

One **Competency** may be related to more than one **Item**

One **Item** = One **Competency**



# Assessment Package Templates

Data on **the content of assessment package templates** (assessment packages that are shared and re-used across an organization)



## Key Query Items:

- Assessment ID
- Competency ID
- Item ID



## When to use this Namespace

- Reporting on the content of Assessment Package Templates (not usage)

Namespace is designed to support administrative content management

## Data Relationships

One **Assessment Package Template** may be related to more than one **Assessment**

One **Assessment** may be related to more than one **Competency** and/or **Item**

One **Competency** may be related to more than one **Assessment** and/or **Item**

One **Item** = One **Competency**



# Assessment Packages

Data related to the **content and use of assessment packages** (a package of one or more assessments)



## Key Query Items:

- Request Number
- Vacancy Number
- Assessment ID
- Competency ID
- Item ID



## When to use this Namespace

- Reporting on assessment content (not applicant responses)
- Tracking the frequency of use of assessment packages or content

### Data Relationships

**For a Vacancy,** an Assessment Template is assigned or a new Assessment Package is developed

**Assessment Template**  
Assessment package that is shared across offices and frequently re-used

**Assessment Package**  
Identifies the assessment(s) to be used in the selection process

**Assessment Name**  
Assessment Questionnaire or External Assessment

**Competency**  
Skills/abilities needed to perform work roles

**Items**  
Questions/tasks related to work



# Certificates

Data related to **referred applications** and the **use and development of certificates/ranking lists**



## Key Query Items:

- Request Number
- Vacancy Number
- Announcement Number
- Certificate Number
- Applicant ID
- Application Number
- Assessment ID
- Selectee Request Number



## When to use this Namespace

- Tracking the creation, issuance, review, and audit of certificates/ranking lists
- Analyzing data related to referred or selected applicants (does not include individuals who do not make it to the referral stage)

### Data Relationships

One **Request** may be related to more than one **Certificate**

One **Vacancy** = One **Announcement**

One **Vacancy** may be related to more than one **Assessment** and/or **Certificate**

One **Certificate** may be related to more than one **Request**

One **Applicant** may be related to more than one **Vacancy, Announcement, Certificate, and/or Application**

One **Application** = One **Vacancy**



# New Hires

Data related to the **onboarding process**, including New Hires and the transmission of forms and documents



## Key Query Items:

- Request Number
- Vacancy Number
- Applicant ID
- Application Number
- New Hire Number



## When to use this Namespace

- Reporting on selected applications during the onboarding process and actual new hires
- Tracking the completion and transmission of onboarding forms and documents

### Data Relationships

One **Request** = One **New Hire**

One **New Hire** = One **Vacancy, Applicant,** and/or **Application Number**

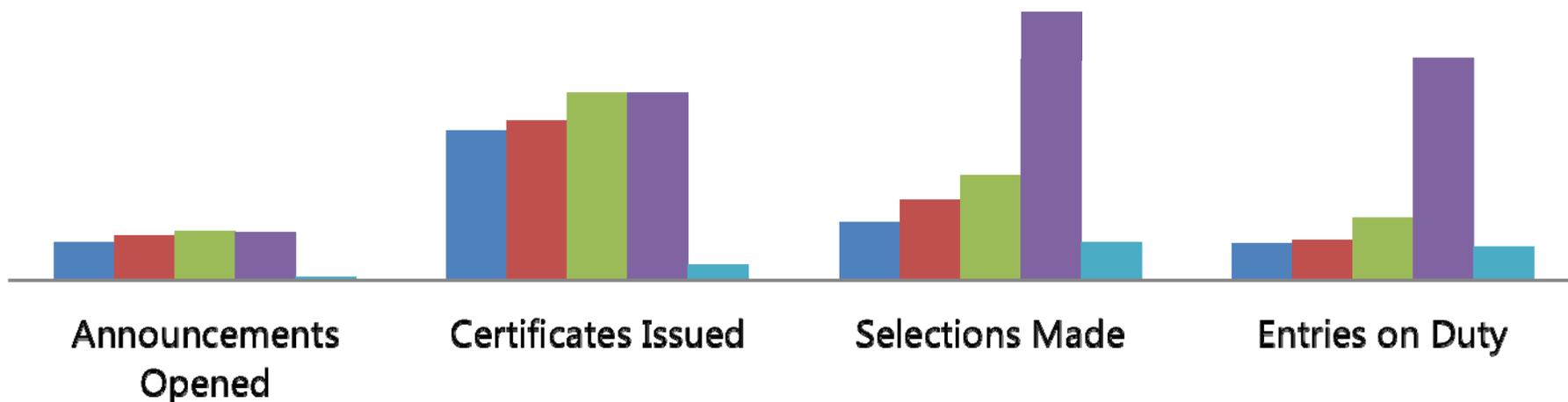


# Production Statistics

Data to facilitate reporting on **common production statistics** by week, month, quarter, and/or year.

## \* When to use this Namespace

- Reporting on high level production statistics over time, including counts of:
  - Announcements Opened
  - Applications Submitted
  - Certificates Issued
  - Selections Made
  - Entries on Duty





# Reviews



Data related to the **communication between HR and hiring managers** on assessment and announcement content and the certificate review/selection process



## Key Query Items:

- Request Number
- Vacancy Number



## When to use this Namespace

- Tracking the overall Review process

## Data Relationships

One **Request** and/or **Vacancy** can have multiple **Reviews**

One **Review** may have multiple **Reviewers** and/or **Review Assignments**



# Tags

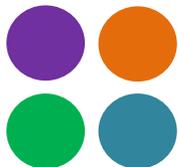
Data related to tags used in USA Staffing to **grant permissions to content** and to **describe vacancies**, including mission critical occupation and appointing authority tags

## \* When to use this Namespace

- Reporting on system and custom tags used/developed by agencies

**Namespace is designed to support administrative content management**





# Tasks

Data related to the **completion of tasks** throughout the staffing and onboarding process



## Key Query Items:

- Request Number
- Vacancy Number
- Task ID



## When to use this Namespace

- Reporting on the completion of tasks
- Reporting on Time to Hire metrics

### Data Relationships

One **Task ID** = One **Request** and/or **Vacancy**

One **Request** and/or **Vacancy** may have more than one **Task**



- Use **Task Type** when comparing results across Organizations and/or Offices
- **Task Actual Days to Complete** is the number of days between **Task Activation Date** and **Task Completion Date**
- **Task Days to Complete** is the number of days the task was/is expected to take, as set up when creating the task and/or workflow



# USAJOBS

Data related to **incomplete applications**



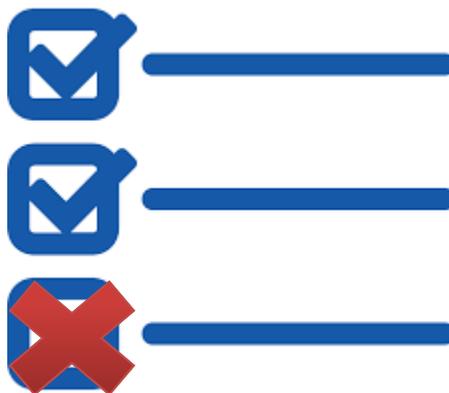
## Key Query Items:

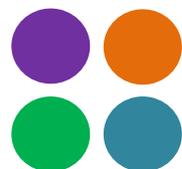
- Vacancy Number
- Announcement Number



## When to use this Namespace

- Reporting on incomplete applications





# Workflows

Data related to **the development of workflows and tasks**

## \* When to use this Namespace

- Reporting on the development of Workflows (not usage)

Namespace is designed to support administrative content management



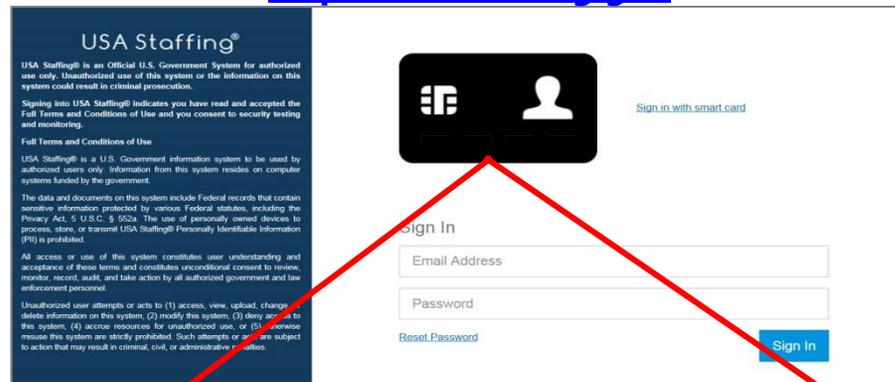


# Introduction to Cognos



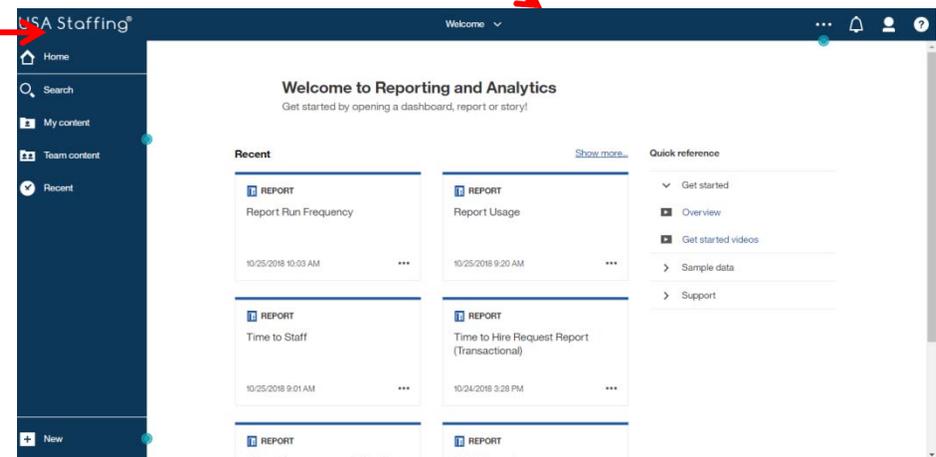
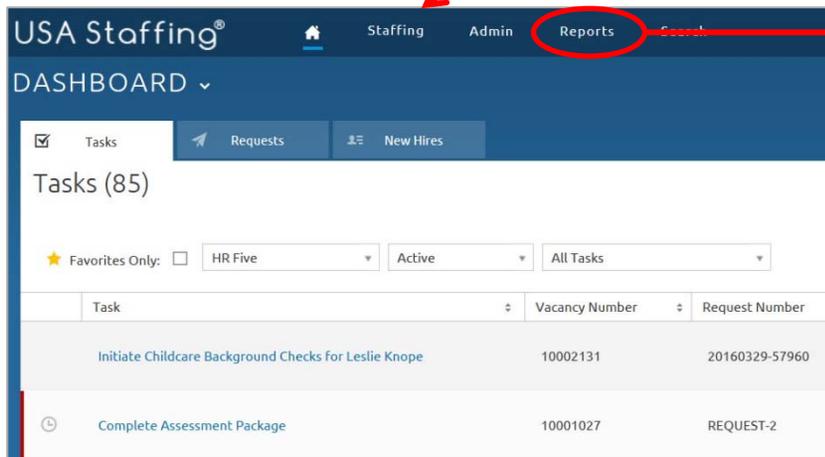
# Accessing Cognos

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



Staffing User Access

Report Author Only Access





# Navigating the Welcome Page

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

The screenshot shows the USA Staffing interface. On the left is a dark blue navigation sidebar with the following items: Home, Search, My content, Team content, Recent, Report, Dashboard, Story, Data module, Other, Upload files, and New. On the right is the main content area titled 'Welcome to Reporting and Analytics' with a 'Recent' section containing four report cards. Red arrows point from callout boxes to specific elements: 'Search' points to the Search icon in the sidebar; 'My Content Formerly "My Folders"' points to the My content icon; 'Team Content Formerly "Public Folders"' points to the Team content icon; 'New Report Authors can create new Reports, Dashboards, and Stories' points to the New icon; and 'Recent View recently accessed reports' points to the report cards in the main content area.

**Search**  
Search for reports and models

**My Content**  
Formerly "My Folders"

**Team Content**  
Formerly "Public Folders"

**New**  
Report Authors can create new Reports, Dashboards, and Stories

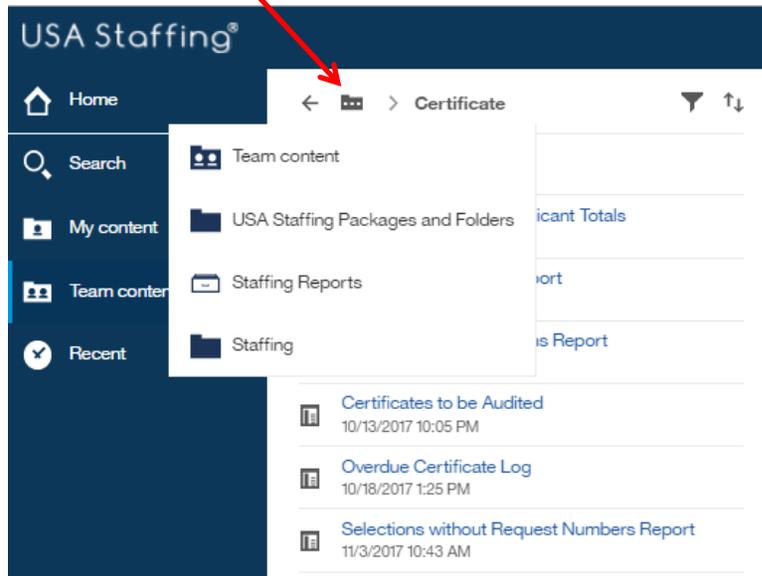
**Recent**  
View recently accessed reports



# Running an Existing Report

## 1. Locate Report

Navigate to the desired report through Team Content



## 3. Export Report

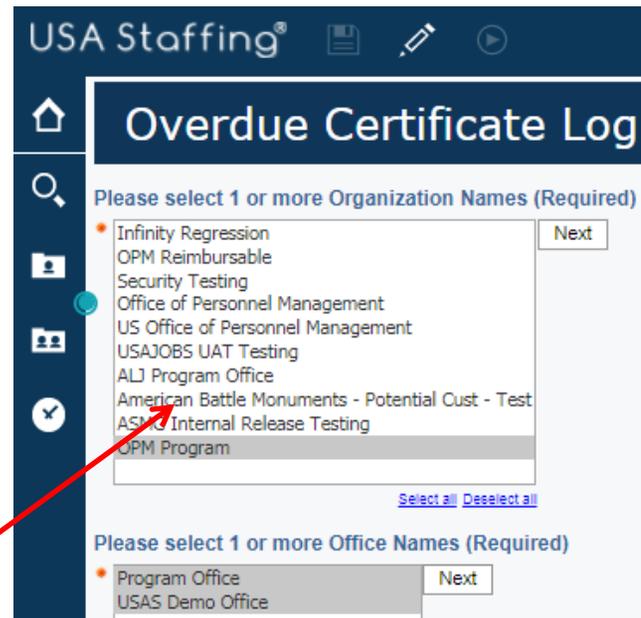
Reports can be run and exported as HTML, PDF, Excel, CSV, or XML



- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Run XML

## 2. Run Report

Enter prompt values and run the report



Show run options



# 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

Run as

---

Run in background

---

Excel

Excel Data

PDF

HTML

CSV

XML

---

Prompt me

---



Click the toggle to run a report in the background

Run



# 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

The screenshot shows a web interface for OPM reports. At the top, there are navigation icons and the breadcrumb 'Announcement'. Below this is a list of reports:

- Closed Announcements Pending Certificates (1/3/2019 8:59 AM)
- Incomplete Applications Report (1/2/2019 10:31 AM)
- Open Announcements (12/21/2018 11:59 AM)
- Open Announcements Not Released (1/2/2019 10:52 AM)

A red arrow points from the first report to a context menu. The menu includes options like 'Run as', 'Edit report', 'Create report view', 'View versions', 'Properties', 'Copy or move', 'Create shortcut', 'Embed', 'Share', and 'Delete'. Another red arrow points from the 'Run as' option to a 'Run as' configuration panel on the right. This panel has a 'Run in background' toggle switch (which is currently off) and radio button options for 'Excel', 'Excel Data', 'PDF', 'HTML' (selected), 'CSV', and 'XML'. There is also a checked checkbox for 'Prompt me'. A red arrow points from the 'Run in background' toggle to a 'Run' button at the bottom right of the panel.



# Running a Report in the Background

## 4. Select report output(s)

Run as

Run in background

Excel

Excel Data

PDF

HTML

CSV

XML

Prompt me

Advanced

Run

## 5. Set Advanced Options

Run the report immediately or at a specific time and choose Delivery options

Advanced

Now  Later

Languages >

Delivery >

Run

## 6. Set Delivery method(s) and click "Done"

If the report includes prompts, they will be presented

< Back Delivery

Send report by email

Print report

Save report

Done

< Back Delivery

Send report by email

Attach the report

To: >

Subject:

A new version of Closed Announcements Penc

cc: bcc:

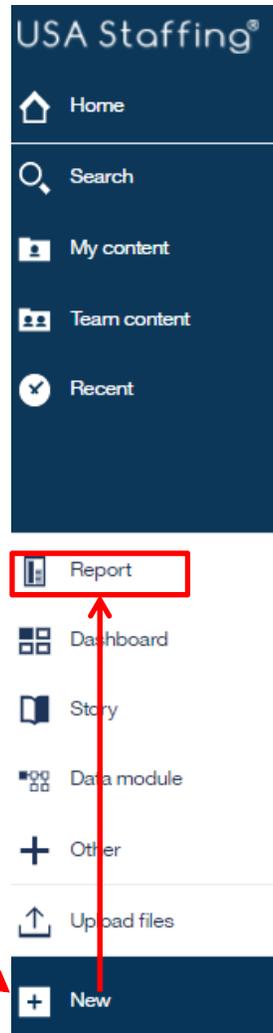


# Introduction to the Reports Module

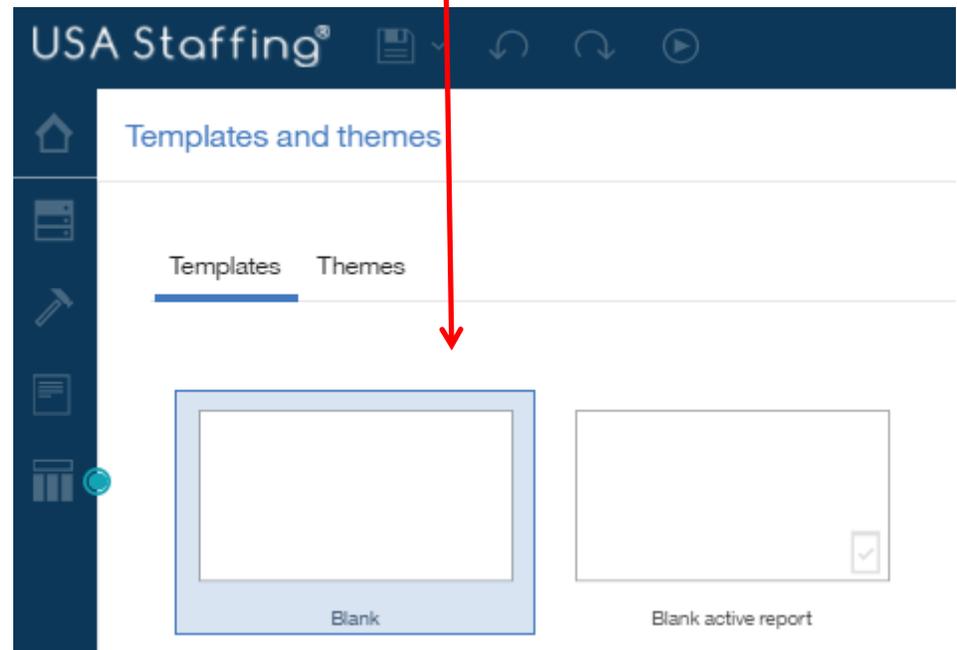


# Creating a New Report

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



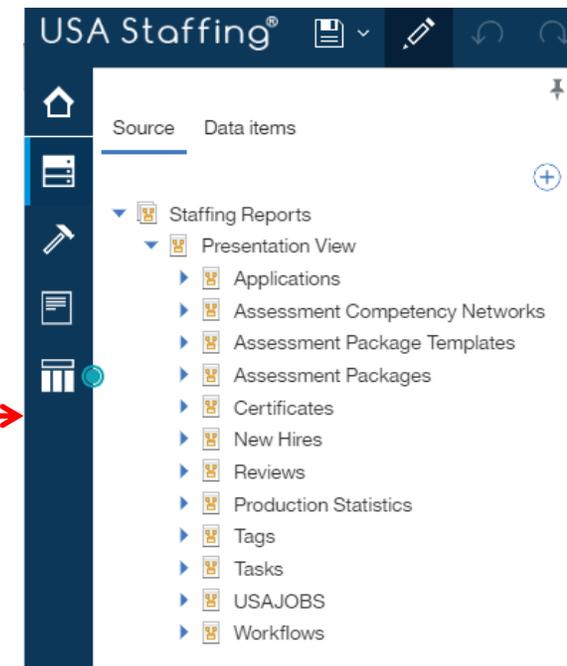
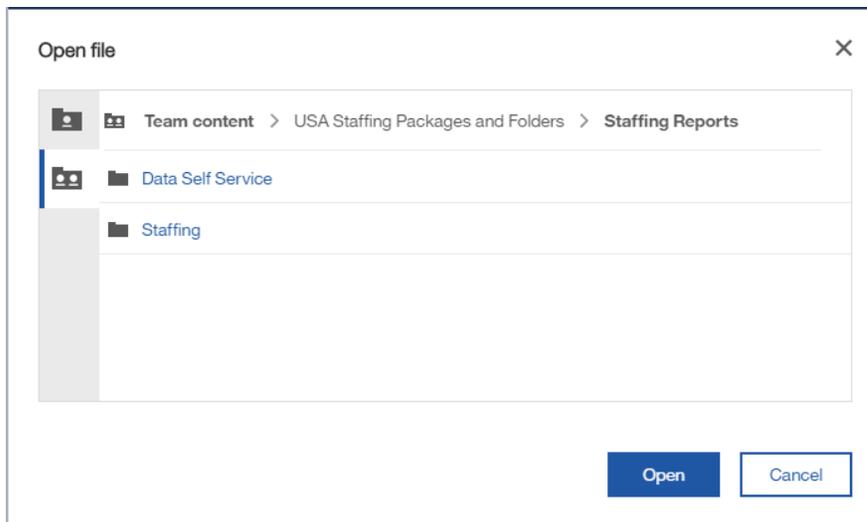
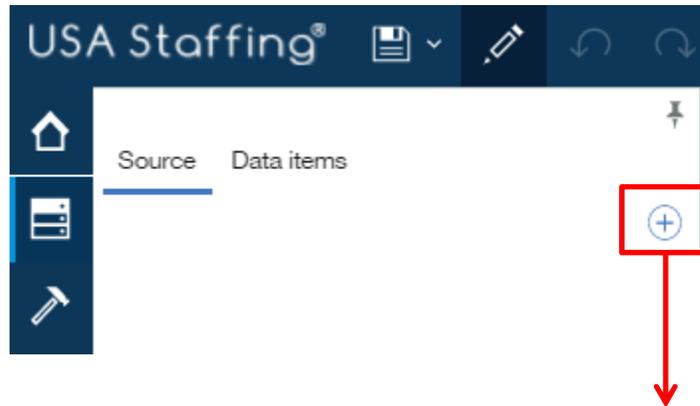
**2. Select a Template**  
Select a Blank template





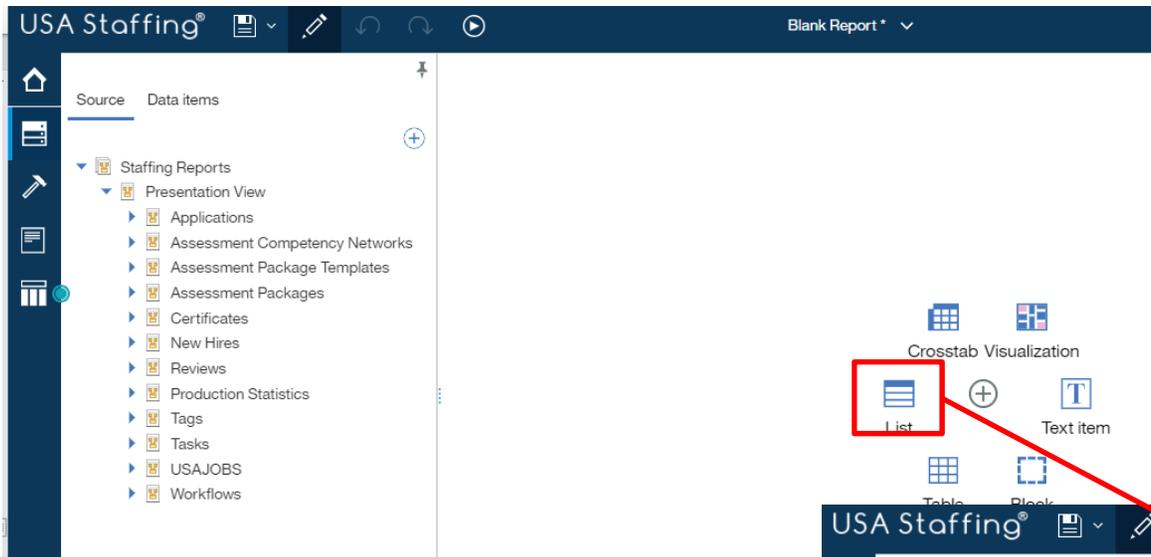
# Creating a New Report

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

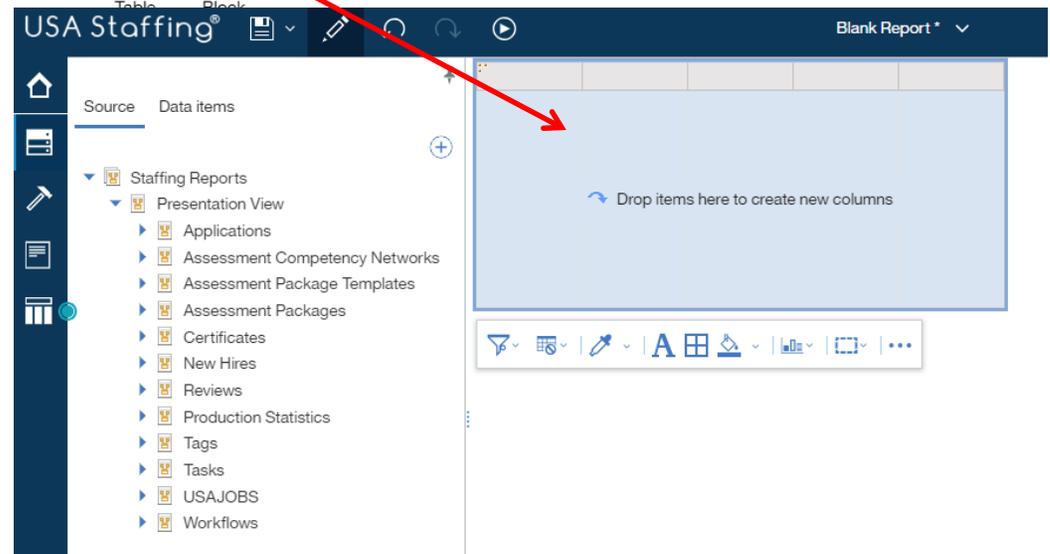




# Creating a New Report



**4. Select a Report Object**  
Select a list, crosstab, visualization, text item, table, or block object to display query results





# Navigating the Report Module

### Data

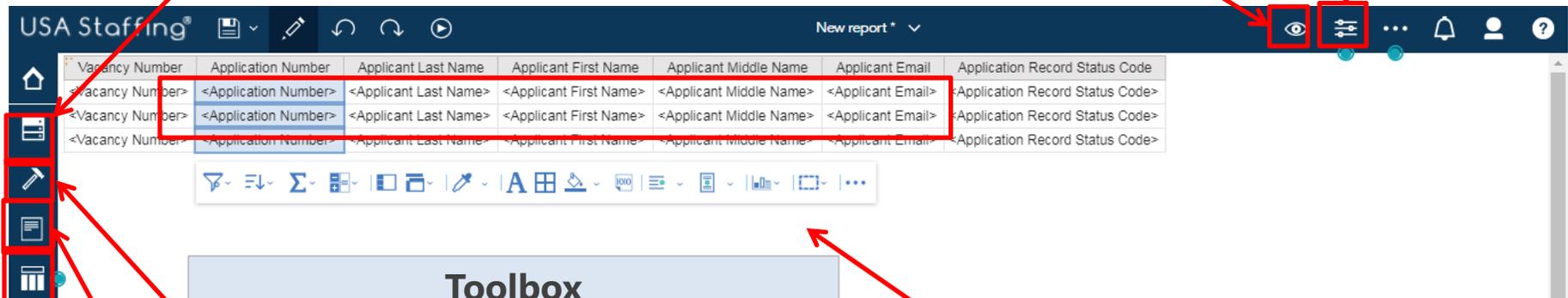
Select query items from the data package

### Page Views

View the Page Design, Page Preview, or Page Structure

### Show Properties

Display properties for the selected object



### Toolbox

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

### Page

Navigate to Report and Prompt Pages

### Queries

Navigate to Queries and associated report objects

### Toolbar

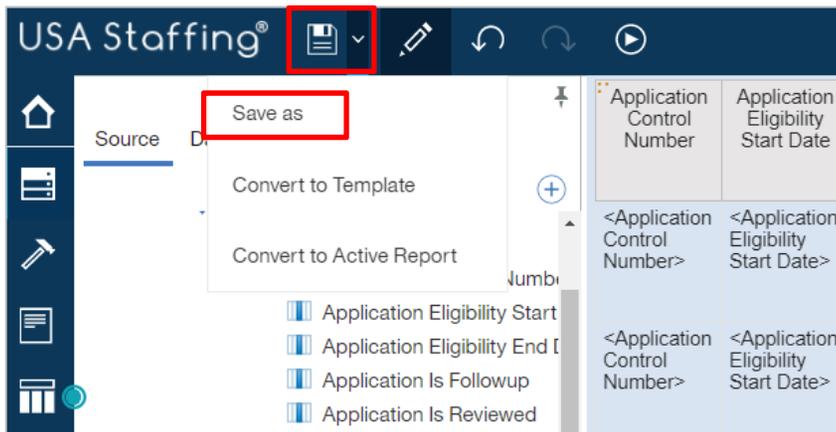
On-demand and customized toolbar that appears when an object is selected

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

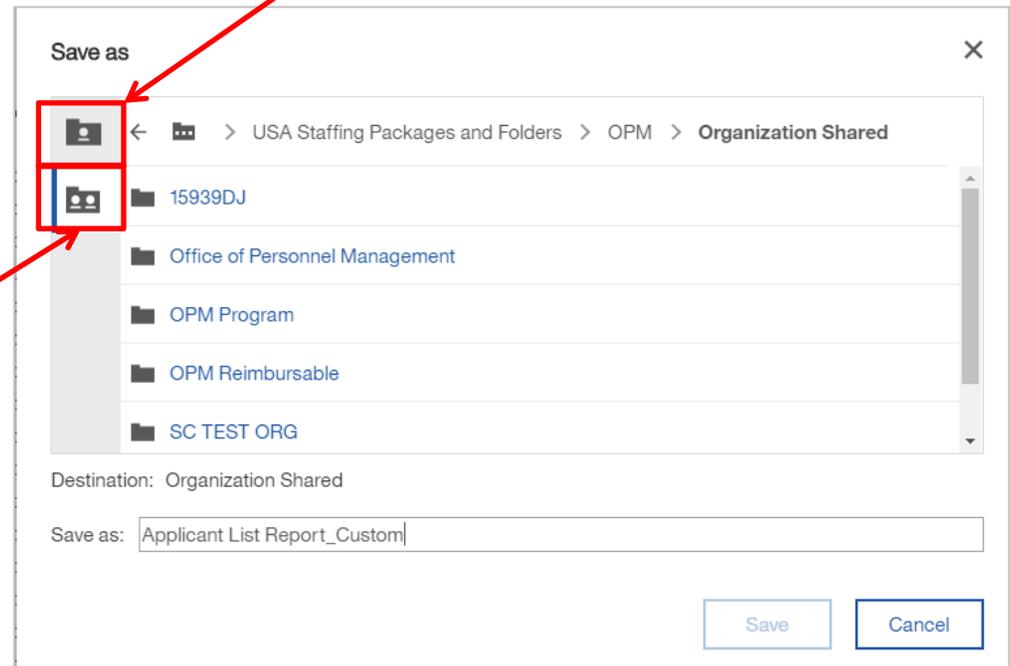


# Saving a Report

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



# List Reports

A report that displays data as a series of columns; the most commonly used report type

Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Internal Contact Name
<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Internal Contact Name>
<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Internal Contact Name>
<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Internal Contact Name>

Drag data items from the Source pane and drop them 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 Source pane, click on the *Add Report Data Icon* (Plus Button). Select *USA Staffing Packages and Folders, Staffing Reports*. Click *Open*
4. In the Report presentation area, click on the Plus Button Icon. Select *List*. Click OK in the Object and Query Name box.
5. In the Source pane, expand *Presentation View, Applications Namespace, Announcement Detail Folder, Announcement Query Subject*
6. Drag (or double-click) the following Query Items into the List object:
  - *Announcement Number*
  - *Announcement Status*
  - *Announcement Open Date*
  - *Announcement Is Released*
  - *Announcement Close Date*
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 is a dark blue navigation sidebar with the following items: Home, Search, My content, Team content, Recent, Report (highlighted with a red box), Dashboard, Story, Other, and Job. At the bottom of the sidebar is a 'New' button with a plus icon, also highlighted with a red box. A red arrow points from the 'New' button to the 'Report' menu item. Another red arrow points from the 'Report' menu item to a 'Blank' report template in the main content area. The main content area is titled 'Templates and themes' and has two tabs: 'Templates' (selected) and 'Themes'. Under the 'Templates' tab, there are several report layout options: 'Blank' (highlighted with a red box), 'Blank active report', '1 beside 2', '1 beside 2 active report', '1 column', and '1 column active report'. A red arrow points from the 'Blank' template to an 'OK' button in a dialog box on the right side of the screen. The dialog box also contains a 'Cancel' button. The dialog box text 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 shows the USA Staffing application interface. On the left, there is a navigation pane with a home icon and a vertical toolbar containing icons for home, report, edit, undo, redo, and play. The main area is divided into 'Source' and 'Data items' tabs. A red box highlights a plus sign icon in the 'Data items' area, with an arrow pointing to a tooltip that says 'Add report data'. To the right, an 'Open file' dialog box is open, showing a file tree with the path 'Team content > USA Staffing Packages and Folders > Staffing Reports' highlighted in a red box. Below the file tree, there are 'Open' and 'Cancel' buttons, with the 'Open' button highlighted in a red box. In the foreground, an 'Object and query name' dialog box is open. It has a 'Name' field containing 'List1', a 'Query Name' dropdown set to 'Query1', and a checked checkbox for 'Show this dialog in the future'. The 'OK' and 'Cancel' buttons are at the bottom, with the 'OK' button highlighted in a red box. In the background, a visualization selection dialog is visible, showing options for 'Crosstab Visualization', 'List', 'Text item', 'Table', and 'Block'. The 'List' option is highlighted in a red box, and a plus sign icon next to it is also highlighted in a red box. Red arrows connect the 'Add report data' button to the 'Open' button, and the 'Open' button to the 'List' visualization option.



# Exercise 1: Create a List Report

Steps 5 - 7

The screenshot shows the USA Staffing application interface. On the left, a tree view shows the hierarchy: Staffing Reports > Presentation View > Applications > Announcement Detail > Announcement. A red box highlights the list of data items under 'Announcement', including 'Announcement Close Date', 'Announcement Control Number', 'Announcement External Contact Name', 'Announcement Internal Contact Name', 'Announcement Hiring Paths', 'Announcement Hiring Path Clarification Text', 'Announcement Is Released', 'Announcement Last Update Date/Time', 'Announcement Maximum Salary', 'Announcement Minimum Salary', 'Announcement Not To Exceed', 'Announcement Number', 'Announcement Open Date', 'Announcement Part Time Hours', 'Announcement Promotion Potential', 'Announcement Released Date/Time', 'Announcement Salary Type', and 'Announcement Status'. A red arrow points from this list to a report preview area on the right, which contains a dashed box with the text 'Drop items here to create new columns'. Another red arrow points from the 'Run HTML' button in the bottom toolbar to the same report preview area. The bottom toolbar also includes buttons for 'Run PDF', 'Run Excel', 'Run Excel data', 'Run CSV', and 'Run XML'. The report preview shows a table with columns: 'Announcement Number', 'Announcement Open Date', 'Announcement Close Date', 'Announcement Status', and 'Announcement Is Released'. The table contains three rows of data, each starting with '<Announcement Number>'. Below the table is a toolbar with various icons for report manipulation.



# Exercise 1: Create a List Report

USA Staffing® New report ▾

Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Status	Announcement Is Released
DEST-10002298-16-TH	04/26/2016	04/27/2016	Closed	Yes
DESTIMP-10002085-16-TH	03/30/2016	04/28/2016	Closed - Never Released	No
DE-10011169-17-TA	03/27/2017	03/28/2017	Closed	Yes
DE-10007889-17-MS	12/12/2016	12/30/2016	Closed	Yes
DE-10008051-17-TA	02/23/2017	02/24/2017	Closed	Yes
DE-10016440-17-TA	08/14/2017	08/31/2017	Closed	Yes
DEST-10000130-15-TH	10/16/2014	10/31/2014	Closed	Yes
DE-10000880-16-JD	01/05/2016	01/05/2016	Closed	Yes
DE-10002087-16-CG	03/17/2016	04/08/2016	Closed	Yes
DE-10003370-16-QDB	12/21/2016	01/11/2017	Removed	No
DEST-10011235-17-CG	04/24/2017	04/28/2017	Closed	Yes
DE-10008027-17-TA	02/16/2017	03/31/2017	Closed	Yes
ST-10011186-17-TA	04/03/2017	04/07/2017	Closed	Yes
DE-10011255-17-JC	05/01/2017	05/05/2017	Closed - Never Released	No
DE-10011259-17-JC	05/01/2017	05/01/2017	Closed	Yes
DE-10000862-16-CG	12/17/2015	04/22/2016	Closed	Yes
DE-10004665-17-TA	10/03/2016	10/03/2016	Closed	Yes
ST-10007985-17-QB	02/02/2017	02/28/2017	Closed	Yes
DESTIMP-10007981-17-TH	02/03/2017	02/08/2017	Closed - Never Released	No
DE-10014337-17-SC	06/09/2017	06/17/2017	Closed - Never Released	No



# 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 interface with columns: Announcement Number, Announcement Open Date, Announcement Close Date, and Announcement Status. A dropdown menu is open for the 'Announcement Number' column, showing options: Ascending, Descending, and Don't sort. A dialog box titled 'Grouping & sorting - Query1' is open, showing a list of data items: Announcement Number, Announcement Open Date, Announcement Close Date, Announcement Status, and Announcement Is Released. The dialog also shows a tree view of groups: Overall and Detail Sort List. The Detail Sort List group is expanded, showing Announcement Open Date and Announcement Number. The dialog has OK and Cancel buttons at the bottom.



# 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 Open Date	Announcement Close Date	Announcement Is Released
<Announcement Status>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Is Released>

Announcement Status	Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Is Released
Closed	DE-10000068-14-TA	09/03/2014	10/31/2014	Yes
	Announcement 10000148	09/10/2014	10/21/2014	Yes
	DE-10000006-14-TH	09/17/2014	10/31/2014	Yes
	DE-10000011-14-TH	09/17/2014	10/31/2014	Yes
	DEST-10000002-14-TH	09/17/2014	11/28/2014	Yes
	DEST-10000007-14-TH	09/17/2014	10/31/2014	Yes
	DE-10000004-14-TA	09/18/2014	01/31/2015	Yes
	DEST-10000014-14-TH	09/18/2014	10/31/2014	Yes
	DEST-10000017-14-TH	09/19/2014	10/31/2014	Yes
	DEST-10000018-14-TH	09/19/2014	10/31/2014	Yes

Grouping formatting will appear in all report output formats, with the exception of Excel Data.



## Exercise 2: Sort and Group a List Report

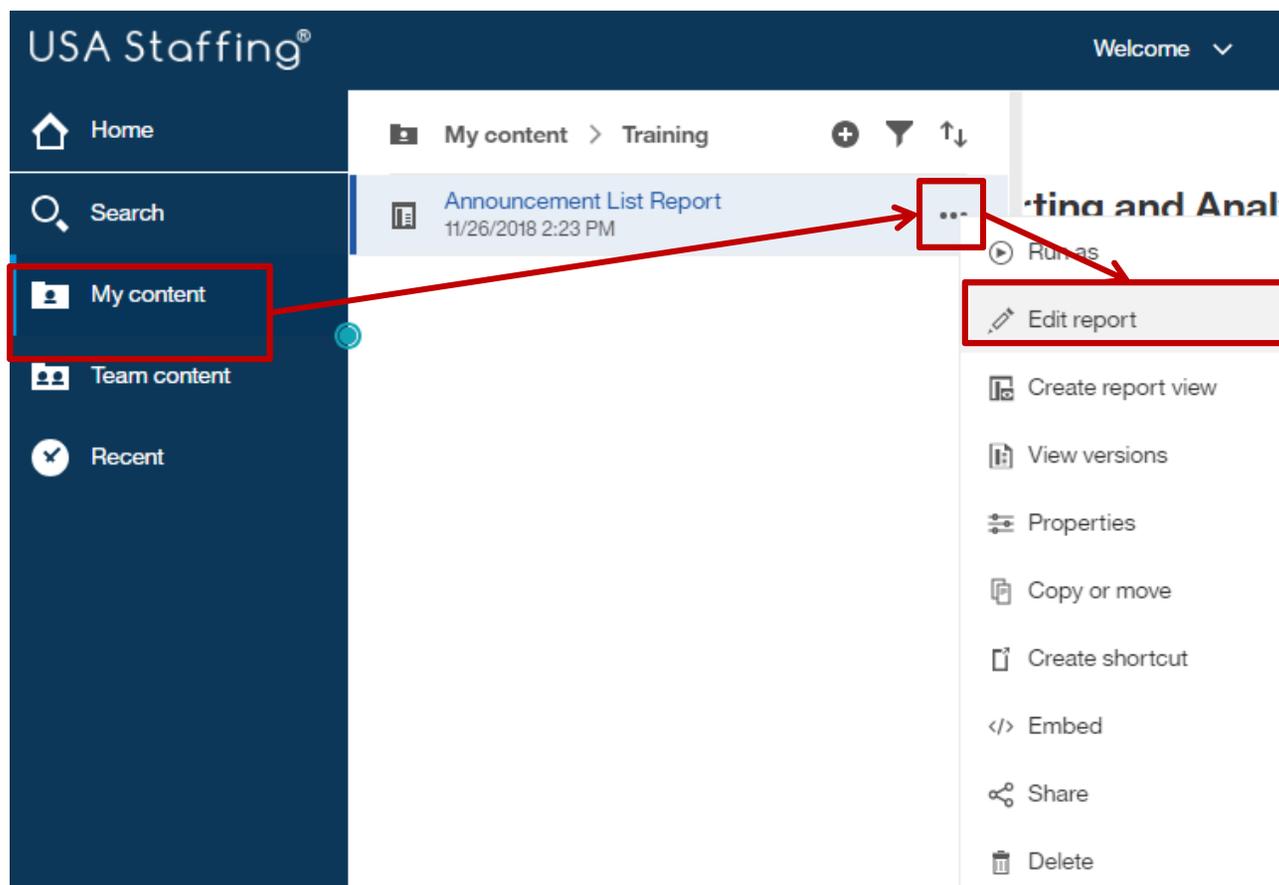
*Add some Vacancy attributes and sort and group the list to make it easier to read*

1. Open *Announcement List Report* from My Content
2. In the Source pane, expand *Presentation View, Applications Namespace, Vacancy Detail Folder, Vacancy Query Subject*
3. Drag (or double-click) the following Query Items into the List object:
  - *Vacancy Staffing Office Name*
  - *Vacancy USAJOBS Job Title*
  - *Vacancy Number*
  - *Vacancy USAJOBS Display Type*
  - *Vacancy Description*
4. Click on the *Vacancy USAJOBS Job Title* column header in the List Object. Click the *Sort* button and select *Ascending*
5. Click on the *Vacancy Staffing Office Name* column header. Click the *Group* button
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\_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 with an 'Announcement List Report' open. The left-hand navigation pane is expanded to show the 'Vacancy' category, with several sub-items listed. A red box highlights the 'Vacancy' category and its sub-items. A red arrow points from this box to the 'Announcement List Report' table. Another red arrow points from the 'Vacancy' category to the 'Vacancy USAJOBS Job Title' column in the table below. A third red arrow points from the 'Vacancy USAJOBS Job Title' column to a sorting dropdown menu that is open, showing options for 'Ascending', 'Descending', and 'Don't sort'. The 'Ascending' option is highlighted with a red box. The table below the 'Announcement List Report' has columns for 'Vacancy Staffing Office Name', 'Vacancy Number', 'Vacancy Description', 'Vacancy USAJOBS Job Title', 'Vacancy USAJOBS Display Type', and 'Announcement Number'. The 'Announcement List Report' table at the top has columns for 'Announcement Number', 'Announcement Open Date', 'Announcement Close Date', 'Announcement Status', and 'Announcement Is Released'.

Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Status	Announcement Is Released
<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>	<Announcement Is Released>
<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>	<Announcement Is Released>
<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>	<Announcement Is Released>

Vacancy Staffing Office Name	Vacancy Number	Vacancy Description	Vacancy USAJOBS Job Title	Vacancy USAJOBS Display Type	Announcement Number	Announcement Status
<Vacancy Staffing Office Name>	<Vacancy Number>	<Vacancy Description>	<Vacancy USAJOBS Job Title>	<Vacancy USAJOBS Display Type>	<Announcement Number>	<Announcement Status>
<Vacancy Staffing Office Name>	<Vacancy Number>	<Vacancy Description>	<Vacancy USAJOBS Job Title>	<Vacancy USAJOBS Display Type>	<Announcement Number>	<Announcement Status>
<Vacancy Staffing Office Name>	<Vacancy Number>	<Vacancy Description>	<Vacancy USAJOBS Job Title>	<Vacancy USAJOBS Display Type>	<Announcement Number>	<Announcement Status>



# Exercise 2: Sort and Group a List Report

Steps 5 - 6

The screenshot shows the USA Staffing interface. At the top left, a table header is visible with the following columns: Vacancy Staffing Office Name, Vacancy Number, Vacancy Description, Vacancy USAJOBS Job Title, Vacancy USAJOBS Display Type, Announcement Number, Announcement Open Date, Announcement Close Date, and Announcement Status. The 'Vacancy Staffing Office Name' column is highlighted with a red box. Below the table, a toolbar contains various icons, with a table icon also highlighted by a red box. A red arrow points from this icon to a play button in the top right of the interface, which is also highlighted with a red box. Below the play button, a dropdown menu is open, showing a tree view of report categories: Staffing Reports, Presentation View, and Applications. Under Applications, several sub-categories are listed, including Announcement Detail, Applicant Detail, Applicant List Detail, Applicant List Filter Detail, Application Detail, Request Detail, Vacancy Assessment Pa, and Vacancy Detail. The 'Run HTML' option is highlighted with a red box in this menu.



# Exercise 2: Sort and Group a List Report

USA Staffing® 📄 ↶ ↷ ▶ 🏠 New report 🔍 🔔 👤 ?

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 Status	Announcement Is Released
OPM HR Boyers	10000842	GS-4742-11	Hello Kitty	DE	DE-10000842-16-TA	12/02/2015	12/16/2015	Closed	Yes
	10019638	GS-0201-11	HR Specialist	DE					
	10019639	GS-0201-11	HR Specialist	DE, ST					
	10003495	GS-0201-9	Human Resource Specialist	DE					
	10003550	GS-0301-9	Night's Watchman	DE	DE-10003550-16-STG	08/08/2016	08/15/2016	Closed	Yes
	10014335	GS-0007-12	Okay	DE					
	10014345	GS-0201-11	Program Analyst	DE					
	10000840	GS-0050-4	Testing 12345	DE					
OPM HR TRB	10020967	GS-0006-1	a	DE, ST, IMP					
	10020968	GS-0006-2	a	DE, ST, IMP					
	10013267	GS-0007/0017/0023/0025-1/7	clerk	DE, ST, IMP					
	10013268	GS-0007/0017/0023/0025-1/7	clerk	DE, IMP					
	10013269	GS-0007/0017/0023/0025-1/7	clerk	ST					



# Filtering

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

**Vacancy Number**

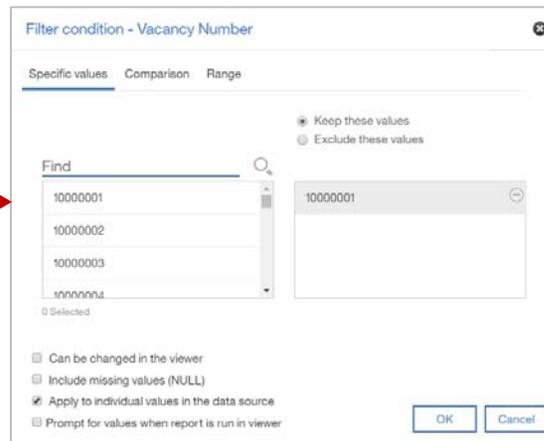
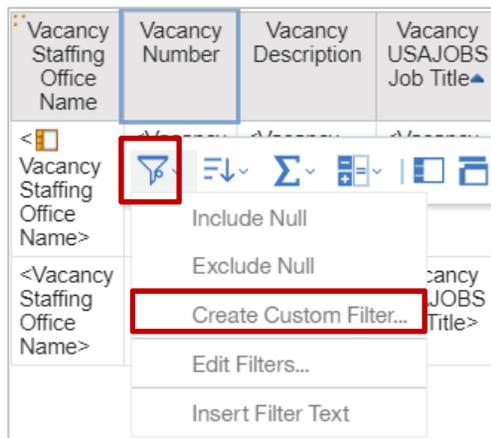
Data Item

=

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 image illustrates the process of creating an advanced filter in the OPM reporting tool. It shows four main stages:

- Source:** The user starts with a report table containing columns like Vacancy Staffing Office Name, Vacancy Number, Vacancy Description, and Vacancy USAJOBS Job Title. A red box highlights the 'Edit Filters...' option in the context menu.
- Data Items:** The 'Create filter' dialog is shown with the 'Advanced' option selected. A red box highlights the 'Advanced' radio button.
- Filter Expression:** The 'Detail filter expression - Query1' dialog shows a list of available components. 'Announcement Is Released' is selected and added to the 'Expression Definition' field, which now contains '[Announcement Is Released] = 'Yes''. A red box highlights the selected component.
- Validate:** The 'Filters - Query1' dialog shows the filter being applied. A red box highlights the 'OK' button.

Four callout boxes provide additional context:

- Source:** Filter on any data item in the Namespace
- Data Items:** Filter on any data items in the query
- Filter Expression:** Use a variety of expressions to build custom filters
- Validate:** 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 *Vacancy Staffing Office Name* column header in the List Object
3. Click on the *Filters* Icon and select *Create Custom Filter*. Select a *Vacancy 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 (green 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 *Announcement Is Released* data item into the Expression Definition. Complete the Expression Definition to read: *Announcement Is Released = 'Yes'*
7. Click the *Validate* button (white checkmark in a green box) 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 illustrates the process of applying filters in the USA Staffing application. It is divided into two parts:

- Left Panel:** Shows the navigation sidebar with 'My content' highlighted in a red box. A red arrow points from this box to a report titled 'Announcement List Report Sort and Group' in the main content area. Another red arrow points from the report's context menu to the 'Edit report' option.
- Right Panel:** Shows a detailed view of the 'Vacancy Staffing Office Name' filter. A red box highlights the filter name. Another red box highlights the filter icon (a funnel with a dropdown arrow). A third red box highlights the 'Create Custom Filter...' option in the filter configuration menu.



# Exercise 3: Apply Filters

Steps 3 - 5

Filter condition - Vacancy Staffing Office Name

Specific values

Keep these values  
 Exclude these values

Find

- ASMG ACWA Access Office
- HRS OPM Office**
- Office of Personnel Management HRO
- Office of Personnel Management HRO

0 Selected

Can be changed in the viewer  
 Include missing values (NULL)  
 Apply to individual values in the data source  
 Prompt for values when report is run in viewer

OK Cancel

st Report\_Sort and Group

Announcement Number	Announcement Open Date	Announcement Close Date	Announcement Status	Announcement Is Released
<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Announcement Status>	<Announcement Is Released>

Filter  
 Sort  
 Group  
 Hide  
 Refresh  
 Print  
 Export  
 Help

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



# Exercise 3: Apply Filters

Step 5

Filters - Query1

Detail Filters Summary Filters

[Vacancy Staffing Office Name] includes ('HRS OPM Office

Usage  
 Required  
 Optional  
 Disabled

Application  
 Before auto aggregation  
 After auto aggregation

Can be changed in the viewer



OK Cancel

Filters - Query1

Detail Filters Summary Filters

[Vacancy Staffing Office

Create filter

Custom based on data item  
 Combined  
 Advanced

OK Cancel

OK Cancel



# Exercise 3: Apply Filters

Steps 6 - 7

Detail filter expression - Query1

Available Components:

- Announcement Number
- Announcement Open Date
- Announcement Close Date
- Announcement Status
- Announcement Is Released**
- Vacancy Staffing Office Name
- Vacancy Number
- Vacancy Description
- Vacancy USAJOBS Job Title
- Vacancy USAJOBS Display Type

Expression Definition:  
[Announcement Is Released] = 'Yes'

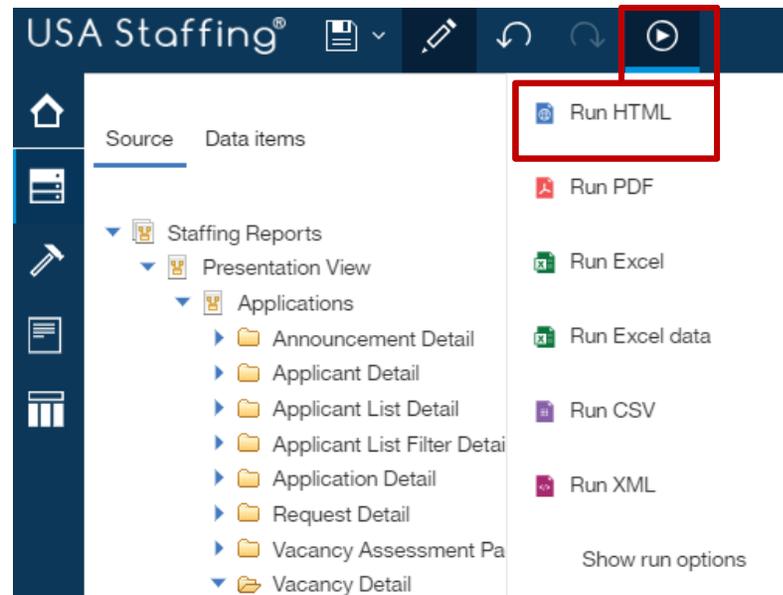
Information:  
No errors.

OK Cancel



# Exercise 3: Apply Filters

Step 8





# Exercise 3: Apply Filters

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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 Status	Announcement Is Released
OPM HR Boyers	10000842	GS-4742-11	Hello Kitty	DE	DE-10000842-16-TA	12/02/2015	12/16/2015	Closed	Yes
	10003550	GS-0301-9	Night's Watchman	DE	DE-10003550-16-STG	08/08/2016	08/15/2016	Closed	Yes
OPM HR TRB	10018524	GM-0007-6	Howdy Doody	IMP	Test Customer-17-10018524	08/09/2017	08/09/2017	Closed	Yes
	10019637	GS-0201-11	HR Specialist	DE, ST, IMP	17-10019637-DESTIMP	09/18/2017	09/18/2017	Closed	Yes
	10002093	GS-0201-9	Human Resource Specialist	DE	DE-10002093-16-TA	03/17/2016	03/31/2016	Closed	Yes
	10011162	GS-0343-9/11	Program Analyst	DE, ST	TC-17-10011162-DEST	03/23/2017	03/31/2017	Closed	Yes
Philadelphia Services Branch	10012267	GS-0201-5	1	DE	DE-10012267-17-TH	05/10/2017	05/31/2017	Closed	Yes
	10012268	GS-0006-1	1	DE	DE-10012268-17-TH	05/10/2017	06/02/2017	Closed	Yes
	10017492	GS-0201-7/9	1149 test	DE, ST	DEST-10017492-17-JC	07/19/2017	07/19/2017	Closed	Yes
	10000472	GS-0006-7	1234	DE	DE-10000472-15-TH	03/24/2015	04/30/2015	Closed	Yes
	10000715	GS-0201-9	14311 Testing	DE, ST	14311	09/10/2015	09/13/2015	Closed	Yes
	10000879	GS-0201-11/12	14331	DE	DE-10000879-16-JD	01/05/2016	01/31/2016	Closed	Yes
	10000880	GS-0201-11/12	14331	DE	DE-10000880-16-JD	01/05/2016	01/05/2016	Closed	Yes



# Functions and Calculations

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

## Add a Query Calculation

- PINNED
  - Text item
  - Block
  - Table
  - List
  - Crosstab
  - Visualization
- TEXTUAL
  - Text item
  - Query calculation**
  - Layout calculation
  - Rich text item
  - Hyperlink
  - Date
  - Time
  - Page number
  - Row number
  - As-of-time expression

Data item expression - Data Item1

Name:

Available Components:

- Announcement Minimum Salary
- Announcement Not To Exceed
- Announcement Number
- Announcement Open Date**
- Announcement Part Time Hours
- Announcement Promotion Potential
- Announcement Released Date/Time
- Announcement Salary Type
- Announcement Status

Expression Definition:

```
_days_between([Applications].[Announcement].[Announcement Close Date],[Applications].[Announcement].[Announcement Open Date])
```

Information:

`_days_between ( date_expression1 , date_expression2 )`  
Returns a positive or negative number representing the number of days between "date\_expression1" and "date\_expression2". If "date\_expression1" < "date\_expression2", then the result will be a negative number.

Example: `_days_between ( 2002-04-30 , 2002-06-21 )`  
Result: 52

Tips Errors

OK Cancel

**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

**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



**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

The screenshot shows the USA Staffing application interface. On the left is a dark blue navigation sidebar with the following items: Home (house icon), Search (magnifying glass icon), My content (folder icon), Team content (people icon), and Recent (checkmark icon). The 'My content' item is highlighted with a red box. A red arrow points from this box to a list of reports in the main content area. The main content area has a header 'My content > Training' with a plus icon, a funnel icon, and a sort icon. Below this header is a list of reports: 'Announcement List Report' (11/26/2018 2:23 PM), 'Announcement List Report\_Filters' (11/26/2018 3:11 PM), and 'Announcement List Report\_Sort and Group' (11/26/2018 2:44 PM). The third report is highlighted with a light blue background. A red box highlights the three-dot menu icon to the right of this report. A red arrow points from this menu icon to a context menu that is open. The context menu contains the following options: 'Edit report' (pencil icon), 'Create report view' (report icon), 'View versions' (document icon), 'Properties' (gear icon), 'Copy or move' (copy icon), 'Create shortcut' (shortcut icon), '</> Embed' (code icon), 'Share' (share icon), and 'Delete' (trash icon). The 'Edit report' option is highlighted with a red box.



# Exercise 4: Create a Calculation

Steps 2 - 5

USA Staffing® Announcement List Report\_Sort and Group

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 Status	Announcement Is Released
<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 Status>	<Announcement Is Released>
<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 Status>	<Announcement Is Released>

**Data item expression - Data Item1**

Name:

Available Components:

- Business Date/Time Function
  - f[0] \_add\_days
  - f[0] \_add\_hours
  - f[0] \_add\_minutes
  - f[0] \_add\_months
  - f[0] \_add\_seconds
  - f[0] \_add\_years
  - f[0] \_age
  - f[0] \_day
  - f[0] \_day\_of\_week
  - f[0] \_day\_of\_year
  - f[0] **\_days\_between**
  - f[0] \_days\_to\_end\_of\_month

Expression Definition:

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

Information:



# Exercise 4: Create a Calculation

USA Staffing® 📄 ↶ ↷ ▶ 🏠 New report 🔍 🔔 👤 ?

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	Announcement Status	Announcement Is Released
OPM HR Boyers	10000842	GS-4742-11	Hello Kitty	DE	DE-10000842-16-TA	12/02/2015	12/16/2015	14	Closed	Yes
	10003550	GS-0301-9	Night's Watchman	DE	DE-10003550-16-STG	08/08/2016	08/15/2016	7	Closed	Yes
OPM HR TRB	10018524	GM-0007-6	Howdy Doody	IMP	Test Customer-17-10018524	08/09/2017	08/09/2017	0	Closed	Yes
	10019637	GS-0201-11	HR Specialist	DE, ST, IMP	17-10019637-DESTIMP	09/18/2017	09/18/2017	0	Closed	Yes
	10002093	GS-0201-9	Human Resource Specialist	DE	DE-10002093-16-TA	03/17/2016	03/31/2016	14	Closed	Yes
	10011162	GS-0343-9/11	Program Analyst	DE, ST	TC-17-10011162-DEST	03/23/2017	03/31/2017	8	Closed	Yes
Philadelphia Services Branch	10012267	GS-0201-5	1	DE	DE-10012267-17-TH	05/10/2017	05/31/2017	21	Closed	Yes
	10012268	GS-0006-1	1	DE	DE-10012268-17-TH	05/10/2017	06/02/2017	23	Closed	Yes
	10017492	GS-0201-7/9	1149 test	DE, ST	DEST-10017492-17-JC	07/19/2017	07/19/2017	0	Closed	Yes
	10000472	GS-0006-7	1234	DE	DE-10000472-15-TH	03/24/2015	04/30/2015	37	Closed	Yes
	10000715	GS-0201-9	14311 Testing	DE, ST	14311	09/10/2015	09/13/2015	3	Closed	Yes
	10000879	GS-0201-11/12	14331	DE	DE-10000879-16-JD	01/05/2016	01/31/2016	26	Closed	Yes
	10000880	GS-0201-	14331	DE	DE-10000880-	01/05/2016	01/05/2016	0	Closed	Yes



# Aggregation

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

## Available Aggregate Functions

Default summary

- Total
- Count
- Count distinct
- Average
- Minimum
- Maximum

Median

Standard deviation

Variance

Calculated

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





## 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 *Vacancy 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

The screenshot illustrates the process of setting aggregation properties in the USA Staffing application. It is divided into three main sections:

- Left Panel:** A navigation sidebar with options: Home, Search, My content (highlighted with a red box), Team content, and Recent.
- Main Content Area:** A list of reports under the 'Training' category. The report 'Announcement List Report Calculation' (dated 11/26/2018 3:26 PM) is selected. A red box highlights the three-dot menu icon to its right, and a red arrow points from this menu to the 'Edit report' option in the context menu below.
- Right Panel:** A preview of the report's aggregation table. The table has two columns: 'Vacancy Staffing Office Name' and 'Announcement Open Days' (highlighted with a red box). The table contains two rows of data with placeholder text: '<Vacancy Staffing Office Name>' and '<Announcement Open Days>'.



# Exercise 5: Set Aggregation Properties

Steps 3 - 5

The screenshot shows the configuration interface for a data item. A red box highlights the 'Summary aggregation' dropdown menu, which is currently set to 'Average'. A red arrow points from this dropdown to the 'Run HTML' button in the adjacent screenshot.

Detail aggregation	Average
Summary aggregation	Average

**MISCELLANEOUS**

Classes	List column title cell
---------	------------------------

**Summary aggregation**  
Specifies the type of aggregation to apply to summarized values. These values appear at the higher levels of lists and crosstabs. For OLAP data

The screenshot shows the USA Staffing interface with a red box around the 'Run HTML' button. A red arrow points from the 'Summary aggregation' dropdown in the previous screenshot to this button.

USA Staffing®

Vacancy Staffing Office Name

<Vacancy Staffing Office Name>

<Vacancy Staffing Office Name>

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 icons: a document with a dropdown arrow, two circular arrows (refresh), a play button with a dropdown arrow, and a refresh icon. On the left side, there is a vertical navigation menu with icons for home, search, user profile, and a checkmark. The main content area displays a table with two columns: "Vacancy Staffing Office Name" and "Announcement Open Days". The table contains ten rows of data, with the last row highlighted in blue.

Vacancy Staffing Office Name	Announcement Open Days
OPM HR Boyers	10.5
OPM HR TRB	5.5
Philadelphia Services Branch	29.6024735
Program Office	20.04301075
San Antonio Services Branch	48.61538462
San Francisco Services Branch	7.27777778
Task Testing Office	26.3
USAS Demo Office	9
Washington Services Branch	11.18181818
<b>Overall - Average</b>	<b>18.66894054</b>



# 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 *Vacancy 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 (red x). Click the *Add* Icon (green 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 *Vacancy Staffing Office Name* data item into the Expression Definition. Complete the Expression Definition to read:  
**Vacancy Staffing Office Name = ?Office?**
5. Click the *Run Options* Icon. Select *Run HTML* to view the report. Select one of the options for Vacancy 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 is a navigation sidebar with 'My content' highlighted in a red box. The main content area shows a list of reports under 'My content > Training'. The report 'Announcement List Report\_Aggregation' is selected, and its context menu is open. The 'Edit report' option is highlighted in a red box. A sub-menu is open for 'Vacancy Staffing Office Name', with the 'Edit Filters...' option highlighted in a red box. A red arrow points from the 'My content' sidebar to the report, and another red arrow points from the report's context menu to the 'Edit Filters...' option. The background shows a report preview with columns for 'Vacancy Staffing Office Name' and 'Announcement Open Days', and a summary row for '<Summary(Announcement Open Days)>'. The top right of the interface shows 'Welcome' and a dropdown arrow.



# Exercise 6: Create a Parameterized Filter

Step 4

Filters - Query1

Detail Filters Summary Filters

Usage

- Required
- Optional
- Disabled

Application

- Before auto aggrega
- After auto aggregatic

Can be changed in tl

OK

Detail filter expression - Query1

Available Components:

- Announcement Open Date
- Announcement Close Date
- Vacancy Staffing Office Name**
- Announcement Open Days
- Summary(Announcement Open

Expression Definition:

[Vacancy Staffing Office Name] = ?Office?

Information:

OK Cancel

Create filter

- Custom based on data item
- Combined
- Advanced

OK Cancel



# Exercise 6: Create a Parameterized Filter

Step 5

The screenshot shows the USA Staffing application interface. A 'Run HTML' dialog box is open, displaying a dropdown menu for 'Vacancy Staffing Office Name'. The dropdown list includes 'OPM HR Boyers', 'OPM HR TRE', 'Philadelphia Services Branc', and 'Program Office'. The 'OK' button at the bottom of the dialog is highlighted with a red box. A red arrow points from the 'Run HTML' button in the main application to the dialog box. Another red arrow points from the 'OK' button in the dialog to a smaller inset window showing a table of results.

Vacancy Staffing Office Name	Announcement Open Days
OPM HR Boyers	10.5
Overall - Average	10.5



# 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 1 or more Organization Names (Required)

- ALJ Program Office
- American Battle Monuments - Potential Cust - Test
- ASMG Internal Release Testing
- Infinity Regression
- Office of Personnel Management
- OPM Program
- OPM Reimbursable
- Security Testing
- US Office of Personnel Management
- USAJOBS UAT Testing

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

Next

## Value Prompt

Allows user to pick from a list of values

Please select an Announcement Close Date Range (Required)

From:

Dec 20, 2016

12 : 00 AM

To:

Dec 20, 2016

11 : 59 PM

## Date Prompt

Users select a date range

Please enter 1 or more Announcement Control Numbers (Required)

Keywords:

Input keywords here

Select all

Choices:

## Select and Search Prompt

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

Please enter 1 or more Announcement Control Numbers (Required)

Choices:

Insert

Remove

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

## Text Box Prompt

Users directly enter the filter criteria

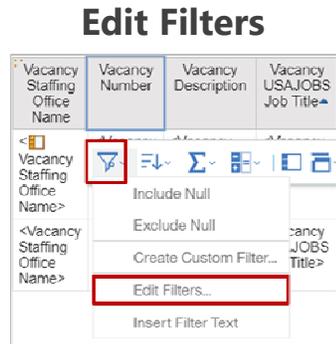


# Prompt Page Design

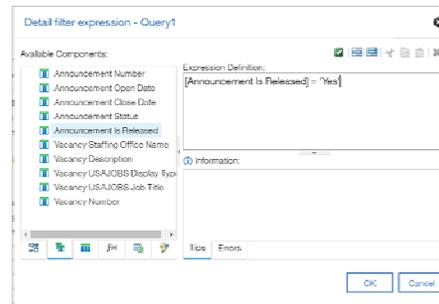
Users can design a prompt page or develop custom parameterized filters

## Custom Parameterized Filter

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



## Advanced Filter

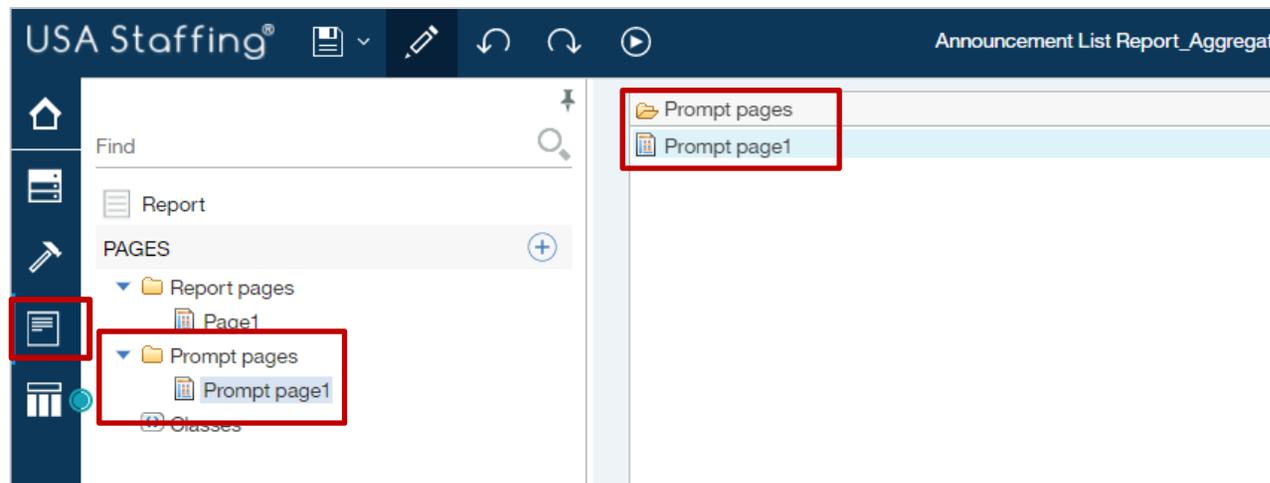


## Write the Filter Expression

[Task Vacancy Staffing Organization Name] in ?Organization?

## Prompt Page Design

The Cognos wizard drives the process of creating prompts

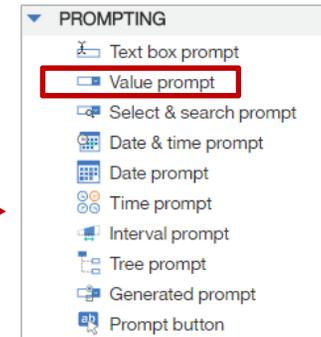
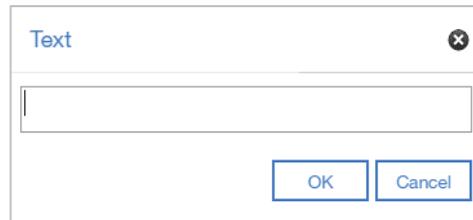
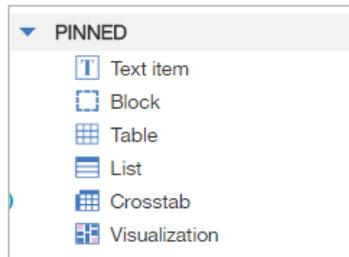


- Click on the Pages Icon
- Click on the Prompt Pages Folder and Click the Plus Button to add a Prompt Page
- Click on Prompt Page 1 to start creating prompts



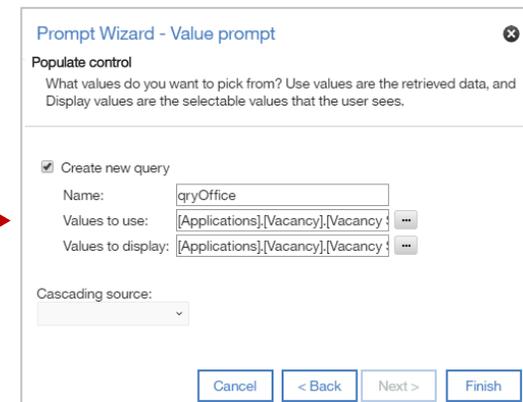
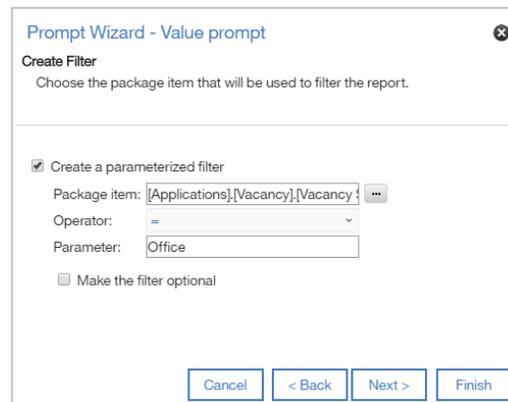
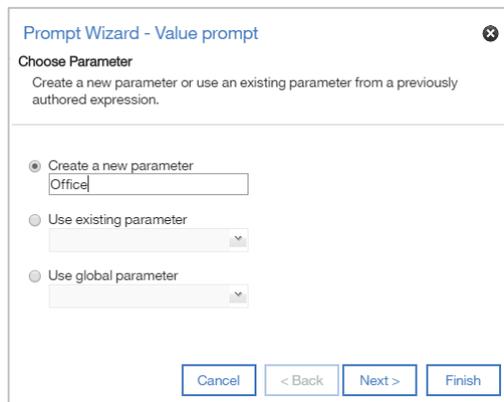
# Prompt Page Design

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



Drag over a Text Item into the table create parameter instructions

Drag a Value Prompt into a table cell



## Create a Parameter

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

## 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

## 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 *Vacancy 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 (red x).
4. Click on the *Pages* icon.
5. Click on the *Prompt pages* folder and click the *Plus* button to add a Prompt Page to the report. 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 1 column and 4 rows, then click *OK*.
7. In the 1<sup>st</sup> and 3<sup>rd</sup> rows, add a *Text item* to the table to serve as labels/instructions for each prompt.
  - The text item in the 1<sup>st</sup> row should read: **Select one or more Office Names (Required):**
  - The text item in the 3<sup>rd</sup> 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 2<sup>nd</sup> 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 *Vacancy Staffing Office Name* query item in the *Applications* namespace and click OK.
  - **Applications → Vacancy Detail → Vacancy → Vacancy 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 *Office Name Prompt* in the *Name:* field and click *Finish*. The value prompt for *Office Name* is now complete.
12. Drag the *Date prompt* into the 4<sup>th</sup> row of the table on the prompt page. In the *Prompt Wizard – Value prompt* window, edit the *Create a new parameter* field to read: *Announcement Open Date*. Then click *Next >*.



## Exercise 7: Create a Prompt Page

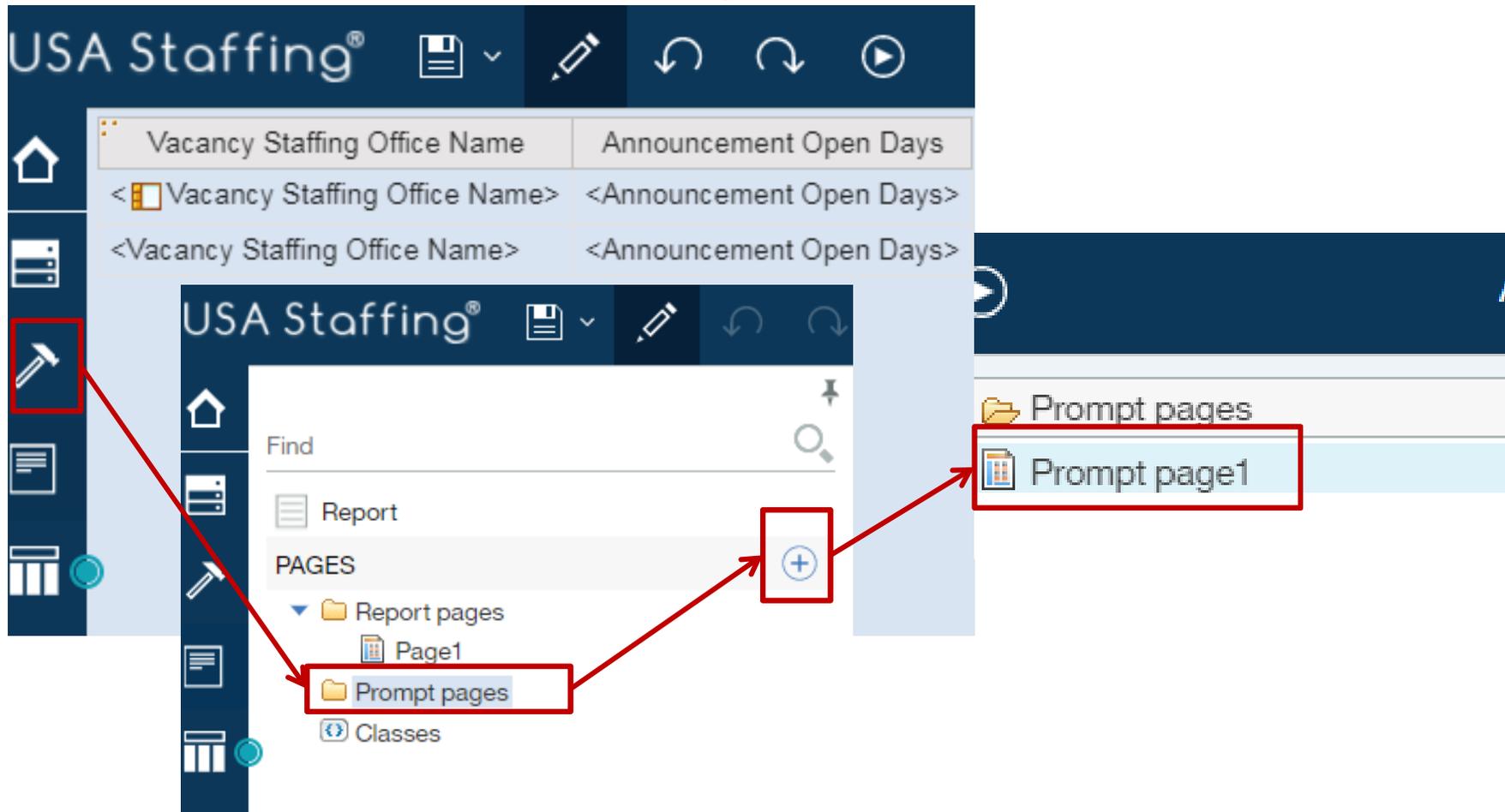
*Add a prompt page with prompts for Office Name and Announcement Open Date Range*

13. In the next step of the *Prompt Wizard – Value prompt* window, click the ... button next to the *Package item:* field, then navigate to the *Announcement Open Date* query item in the *Applications* namespace and click *OK*.
  - **Applications → Announcement Detail → 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 – Value prompt* window.
15. Review the queries listed on the next window to confirm which queries (Query 1) 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

Crosstab Visualization

List

Text item

Table

Block

Insert table

Table size

Number of columns: 2

Number of rows: 2

Table style

Maximize width

Show borders

OK Cancel

**Double-click**

Crosstab Visualization

List

Text item

Table

Block

Please select one or more Office Names (Required):

Please select an Announcement Open Date Range (Required):



# Exercise 7: Create a Prompt Page

Step 8

USA Staffing®

Find

PINNED

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

TEXTUAL

LAYOUT

DATA CONTAINER

PROMPTING

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

Select one or more Office Names (Required):

Select an Announcement Open Date Range (Required):

Double-click to edit text

+

+

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

Cancel < Back Next > Finish



# Exercise 7: Create a Prompt Page

Steps 9 - 11

## Prompt Wizard - Value prompt

### Create Filter

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

Create a parameterized filter

Package item: [Applications].[Vacancy].[Vacancy] ...

Operator: in

Parameter: =

Make the filter

in

not in

in\_range

Next >

Finish

## 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: Office Name Prompt

Values to use: [Applications].[Vacancy].[Vacancy] ...

Values to display:

Cascading source:

Cancel

< Back

Next >

Finish



# Exercise 7: Create a Prompt Page

Step 12

USA Staffing®

Find

PINNED

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

TEXTUAL

LAYOUT

DATA CONTAINER

PROMPTING

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

## Prompt Wizard - Date prompt

### Choose Parameter

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

Create a new parameter  
Announcement Open Date

Use existing parameter

Use global parameter

Cancel

< Back

**Next >**

Finish



# Exercise 7: Create a Prompt Page

Steps 13 - 14

The image shows two overlapping windows from the 'Prompt Wizard - Date prompt' application. The left window, titled 'Choose package item', contains a list of package items. 'Announcement Open Date' is selected and highlighted with a red box. Below the list, the 'OK' button is also highlighted with a red box. A red arrow points from the 'OK' button to the right window. The right window, titled 'Create Filter', shows the 'Package item' field populated with '[Applications].[Announcement].[An...]' and the 'Operator' dropdown menu open. The 'in\_range' option is selected and highlighted with a red box. Below the operator dropdown, the 'Next >' button is highlighted with a red box. A red arrow points from the 'in\_range' selection to the 'Next >' button. The 'Finish' button is visible at the bottom right of the right window.



# Exercise 7: Create a Prompt Page

## Step 15

Prompt Wizard - Date prompt

Apply filter  
Which queries do you want to filter?

Queries:

- Query1
- Office Name Prompt

Cancel < Back Next > Finish

Select one or more Office Names (Required):

Select an Announcement Open Date Range (Required):



# Exercise 7: Create a Prompt Page

Step 16

The screenshot shows the USA Staffing interface. On the left, a sidebar contains several options: Run HTML, Run PDF, Run Excel, Run Excel data, Run CSV, and Run XML. The 'Run HTML' option is highlighted with a red box. A red arrow points from this box to a dropdown menu in the main form. The dropdown menu lists office names: OPM HR Boyers, OPM HR Macon, OPM HR TRB, OPM Washington DC, and Other Security Office. Below the dropdown are 'Select all' and 'Deselect all' links. Another red arrow points from the dropdown to a calendar widget. The calendar shows the month of July 2018, with the 10th highlighted. Below the calendar is a 'To' field with another calendar widget for July 2018.

Run HTML

Run PDF

Run Excel

Run Excel data

Run CSV

Run XML

Show run options

USA Staffing®

New report ▾

Select one or more Office Names (Required):

- OPM HR Boyers
- OPM HR Macon
- OPM HR TRB
- OPM Washington DC
- Other Security Office

Select all Deselect all

From:

Jul 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

Select an Announcement Open Date Range (Required):

To:

Jul 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat



# Exercise 7: Create a Prompt Page

*Result*

USA Staffing®

⏏ ⏪ ⏩ ⏮ ⏭

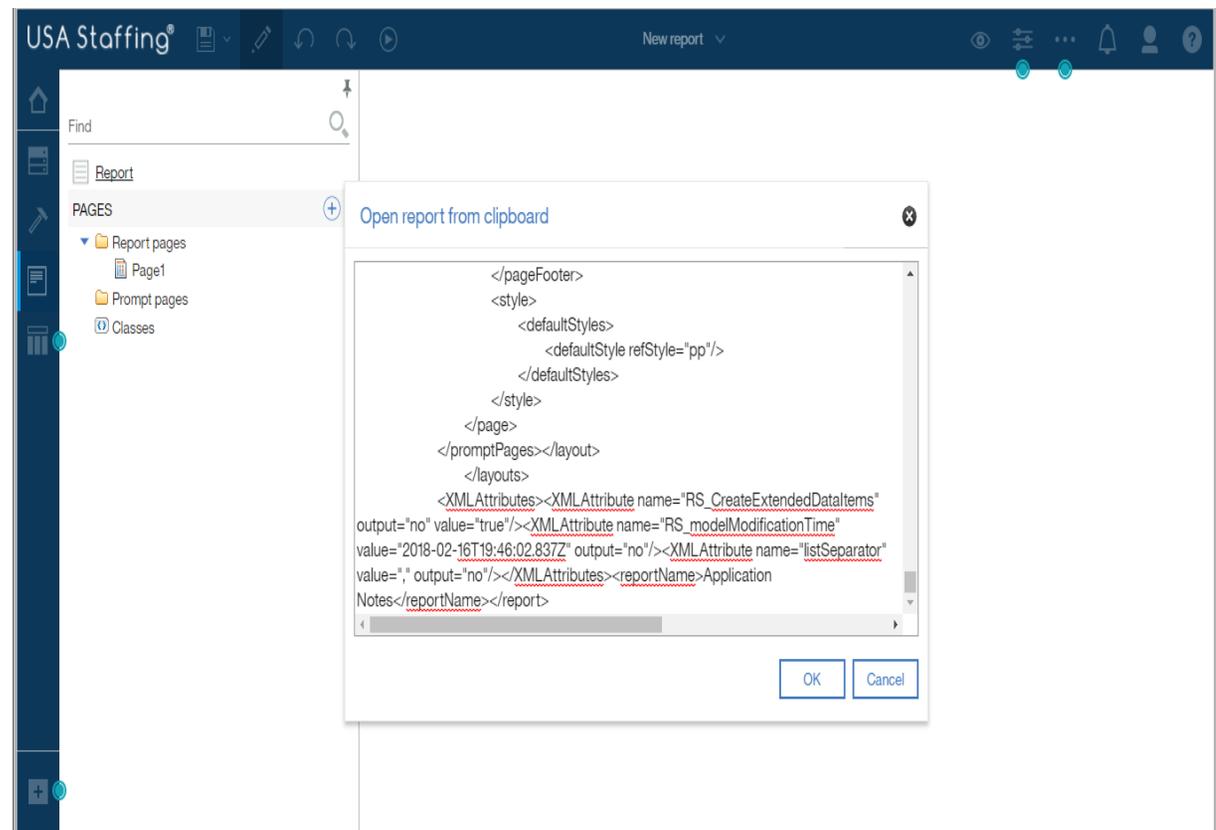
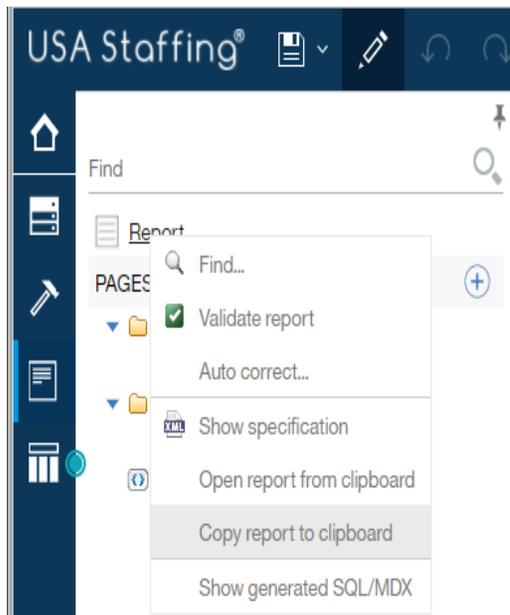
Vacancy Staffing Office Name	Announcement Open Days
OPM HR Boyers	7

🏠 🔍



# 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 *Report Explorer* icon.
3. Right click on the *Report* icon and select the *Copy report to clipboard* option. Paste the report XML into a Word or 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 the *Report* icon.
5. Select the *Blank* report template and click *OK*.
6. Click on the *Report Explorer* icon.
7. Right click on the *Report* icon and select the *Open report from clipboard* option.
8. Paste the report XML from the Word or 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 the USA Staffing application interface. The title bar reads "USA Staffing®" and "Announcement List Report\_Advanced Prompts". The main window displays a report with two columns: "Vacancy Staffing Office Name" and "Announcement Open Days". The report content is as follows:

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

The left sidebar contains a "Report" icon, which is highlighted with a red box. A red arrow points from this icon to a context menu that is open over the report. The menu includes options such as "Validate report", "Auto correct...", "Show specification", "Open report from clipboard", and "Copy report to clipboard". The "Copy report to clipboard" option is highlighted with a red box. Another red arrow points from the "Report" icon to this option.



# Exercise 8: Copy to and Open from XML

## Step 4

USA Staffing® Welcome ▾

Home  
Search  
My content  
Team content  
Recent

**Report**

Dashboard  
Story  
Data module  
Other  
Job

**+ New**

### Welcome to Reporting and Analytics

Get started by opening a dashboard, report or story!

#### Recent

<b>REPORT</b> Announcement List Report_Advanced Prompts 7/11/2018 10:17 AM	<b>REPORT</b> Announcement List Report_Aggregation 7/10/2018 3:49 PM
<b>REPORT</b> Testing 72444 7/10/2018 10:03 AM	<b>REPORT</b> Blank Report 7/9/2018 4:39 PM
<b>REPORT</b> Test CBP Cert Load Reports	<b>REPORT</b> Applicant File_PRAD

#### Quick reference

- Get started
- Overview
- Get started videos
- Sample data
- Support



# Exercise 8: Copy to and Open from XML

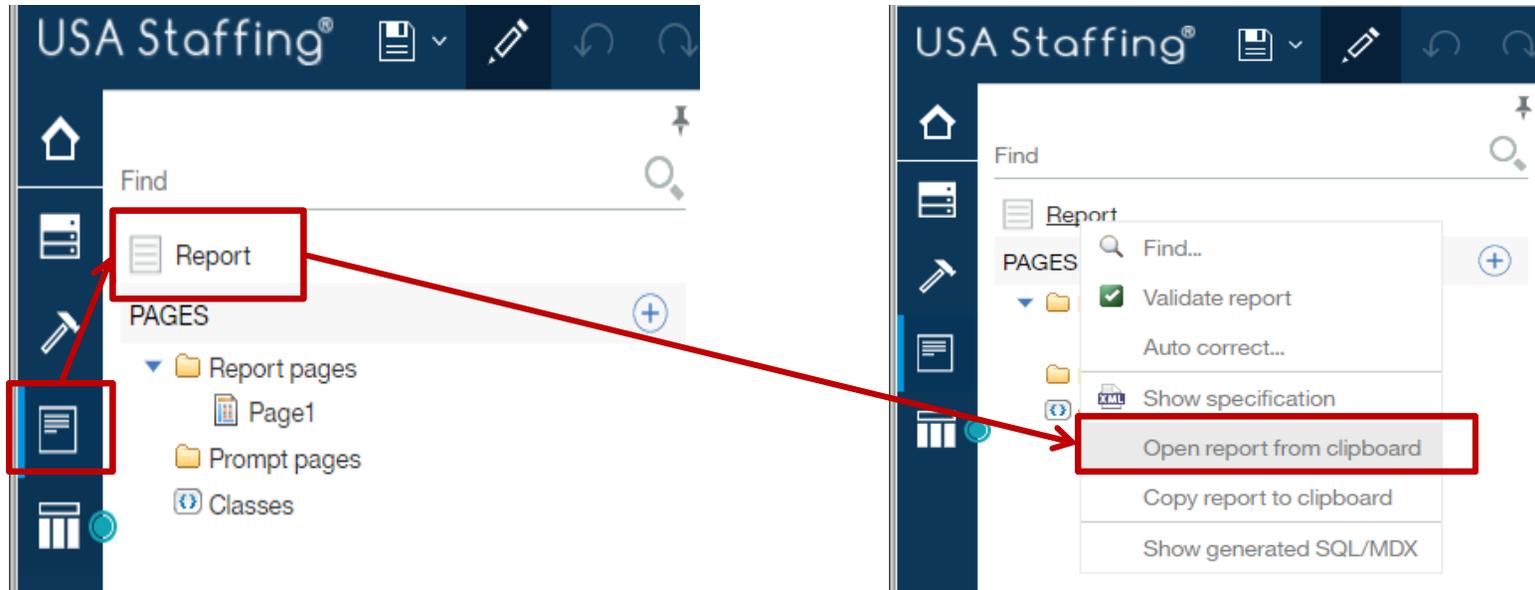
Step 5

The screenshot shows the 'USA Staffing' application interface. The top navigation bar includes the 'USA Staffing' logo, a 'Reporting' dropdown menu, and several utility icons. The main content area is titled 'Templates and themes' and has two tabs: 'Templates' (selected) and 'Themes'. Under the 'Templates' tab, there is a grid of template options. The 'Blank' template is highlighted with a red rectangular box. Other templates include 'Blank active report', '1 beside 2', '1 beside 2 active report', '1 column', and '1 column active report'. To the right of the template grid, there is a text box 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.' At the bottom right of the interface, a dialog box is open with 'OK' and 'Cancel' buttons. A red arrow points from the 'Blank' template box to the 'OK' button.



# Exercise 8: Copy to and Open from XML

Steps 6 - 7





# Exercise 8: Copy to and Open from XML

## Step 8

The screenshot shows the USA Staffing application interface. On the left, there is a sidebar with a 'Find' search bar and a 'Report' section containing 'PAGES' (Report pages, Prompt pages, Classes). The main area displays an 'Open report from clipboard' dialog box. The dialog box contains the following XML code:

```

output="no" name="RS_dataUsage" value="attribute"/></XMLAttributes></dataItem>
<dataItem name="Announcement Open Days" aggregate="average"
rollupAggregate="average"><expression>_days_between ([Announcement Close Date],
[Announcement Open Date])</expression></dataItem></selection><detailFilters>
<detailFilter><filterDefinition><filterInValues refDataItem="Announcement Is Released"
dataType="string"><filterValues><filterValue>Yes</filterValue></filterValues>
</filterInValues></filterDefinition></detailFilter><detailFilter><filterExpression>
[Applications].[Vacancy].[Vacancy Staffing Office Name] in (?Office?)</filterExpression>
</detailFilter><detailFilter><filterExpression>[Applications].[Announcement].
[Announcement Open Date] in_range ?Announcement Open Date?</filterExpression>
</detailFilter></detailFilters></query><query name="Office Name Prompt"><source>
<model/></source><selection><dataItem aggregate="none" name="Vacancy Staffing
Office Name"><expression>[Applications].[Vacancy].[Vacancy Staffing Office Name]
</expression></dataItem></selection></query></queries>
<reportName>Announcement List Report - Advanced Prompts</reportName></report>

```

Below the XML code, there are 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button to the next screenshot.

The screenshot shows the USA Staffing application interface after the report has been opened. The main area displays a data table with the following columns and rows:

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

The sidebar on the left is identical to the previous screenshot, showing the 'Find' search bar and the 'Report' section with 'PAGES' (Report pages, Prompt pages, Classes).



# Resources and Contacts

## Cognos Report Author Training Sessions

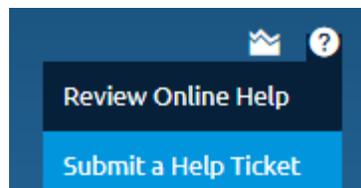
An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization

## Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing.

### HR Users

- Submit a ticket through the interface



### Report Author Only and AFD Users

- Contact your internal USA Staffing Lead or Account Manager to submit a ticket on your behalf.

## Still Need Help?

[USASTaffingData@opm.gov](mailto:USASTaffingData@opm.gov)