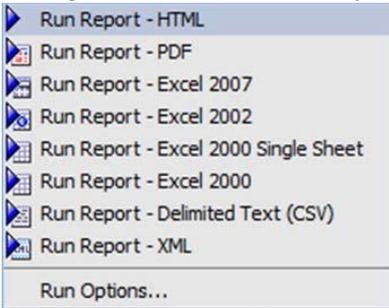
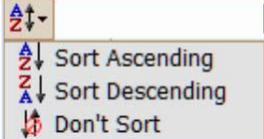


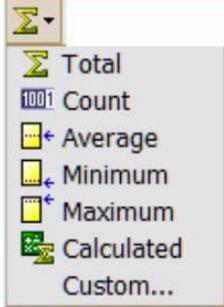
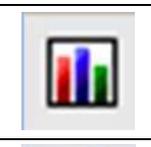


# Cognos Report Studio Icons

LAST UPDATED: MARCH 1, 2014

	<p>New report - Eliminate all information for the current report. This will prompt if the existing report has not been saved.</p>
	<p>Open - Open an existing report currently saved in Public Folders or My Folders.</p>
	<p>Save report - Save your report to preserve any changes.</p>
	<p>Cut – Eliminates the column currently selected from the query printout, but does NOT delete data from the report</p>
	<p>Copy – Copies the column currently selected from the query printout</p>
	<p>Paste - Places the object or column currently on the clipboard in front of the currently selected column. In order to make a column the very last column shown, paste with nothing selected.</p>
	<p>Delete - Delete data PERMANENTLY from your report.</p>
	<p>Undo - Reverse the most recent operation.</p>
	<p>Redo - Do the most recent operation again.</p>
	<p>Validate Report - Without running the report, check the entire report specification for errors in any filters or calculations.</p>

	<p>Show Specifications - An XML representation of the queries, prompts, layouts, and styles in a report. You create report specifications by using Cognos Report Studio or Query Studio, or by writing your own report specifications in XML. Unless you are a savvy XML coder, this option will rarely be used, if ever.</p>
	<p>Run - By just clicking the “play” arrow, the report will be run in HTML format. By clicking the down arrow on the right side, the other run options become available:</p> 
	<p>Lock/Unlock - Allows the user to manipulate the contents of some objects, by first unlocking the object. Used primarily to add text blocks or images to existing cells or blocks in a report.</p>
	<p>Visual Aids Display formatting and layout markers/identifiers</p>
	<p>Back / Forward - Move “back” to previously visited report studio location or moves “forward” to report studio location prior to hitting “back”</p>
	<p>Up - Move to highest level in report studio location.</p>
	<p>Create Sets for Members - For OLAP data, insert a data set</p>
	<p>Insert Single Member - For OLAP data, insert a singleton</p>
	<p>Filters – Brings up a dialog box to create filters. There are two kinds of filters - Tabular filters, to filter on the row level data; and Group filters, to filter on group level data. Filters can be required, optional or disabled. They can also be effective before or after aggregation. There is no limit to the number of filters.</p>
	<p>Suppress – Allows you to suppress rows or values.</p>
	<p>Sort – Alphabetize the column selected in ascending or descending order, or eliminate the existing sort levels. The choices appear in the drop down box which can be accessed by clicking on the down arrow.</p> 

	<p>Sort Opposite Axis Sets by Value - Within a Crosstab, sort the values within a specific column.</p>
	<p>Aggregate – Allows aggregate calculations to be added to measures at various levels. These calculations can simply add the total amount of the measure, or it can find other quantifying information regarding that measure, such as average, count, etc. The various summarization options are presented below:</p> 
	<p>Insert Calculation - Add a calculated field.</p>
	<p>Group - Sorts values of the currently selected column alphabetically and eliminates duplicate values.</p>
	<p>Pivot List to Crosstab - Creates a pivot report, using the column that is currently selected as the column headings. Other report items become row headings, and any measures are now located at the intersections of the pivot table.</p>
	<p>Create Sections – Creating sections is similar to grouping on a query item. The difference is that section headers appear outside the list, crosstab, chart, or repeater.</p>
	<p>Swap Rows and Columns - In a crosstab report, switch the locations of the rows and columns.</p>
	<p>Headers &amp; Footers – Add a page, list, or “group” header or footer to make a report easier to read. The header and footer will repeat on each page of the report. Typically, page numbers and report date can be found in the page footer.</p>
	<p>Insert Chart - Add a chart item to a report.</p>
	<p>Build Prompt Page – Allows the users to quickly add prompts to a report. Cognos Report Studio creates the prompts for the user in a default prompt page. Additional formatting can be added after the prompt page is built.</p>
	<p>Drill-Through - Allows the report to be set up to provide access to a second report or cube which gives additional detail for the existing report which may not be readily available.</p>
	<p>Help (F1) - Brings up some limited help content for Report Studio. Additional help documentation can be provided by the UDEW Team or our online training / web tutorials.</p>