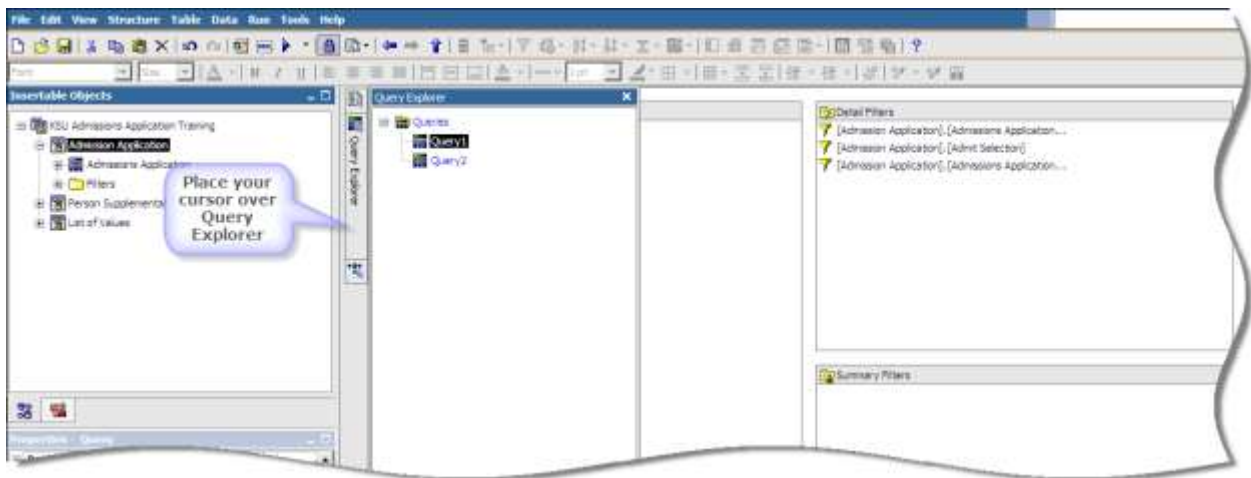




Limiting the Number of Records Returned

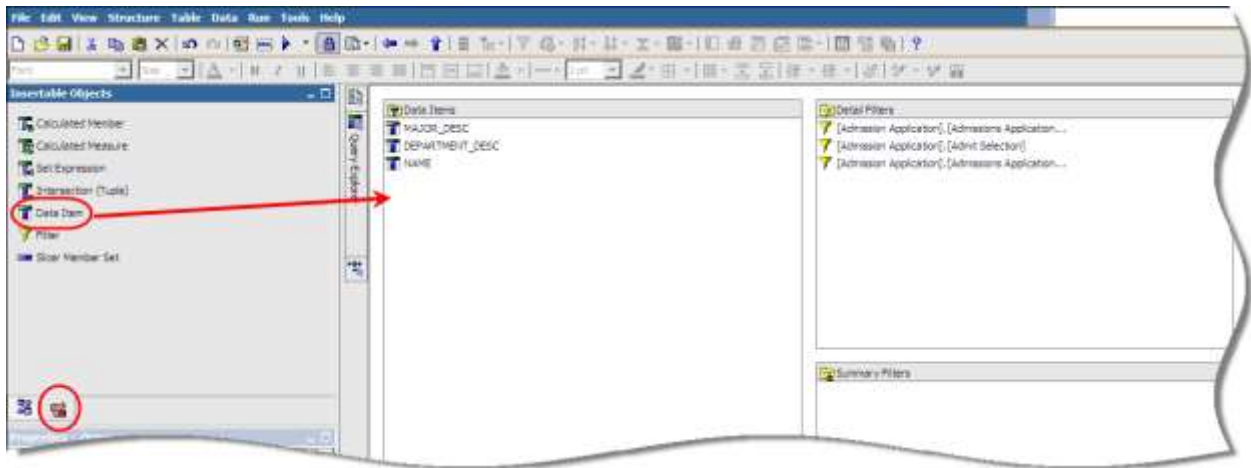
There may be times when you do not want an entire report to run. For example, you may only want to see a limited number of records to make sure that the formatting is set correctly. This document will demonstrate two ways to set up limits - creating a filter and creating a prompt.

Creating a Filter



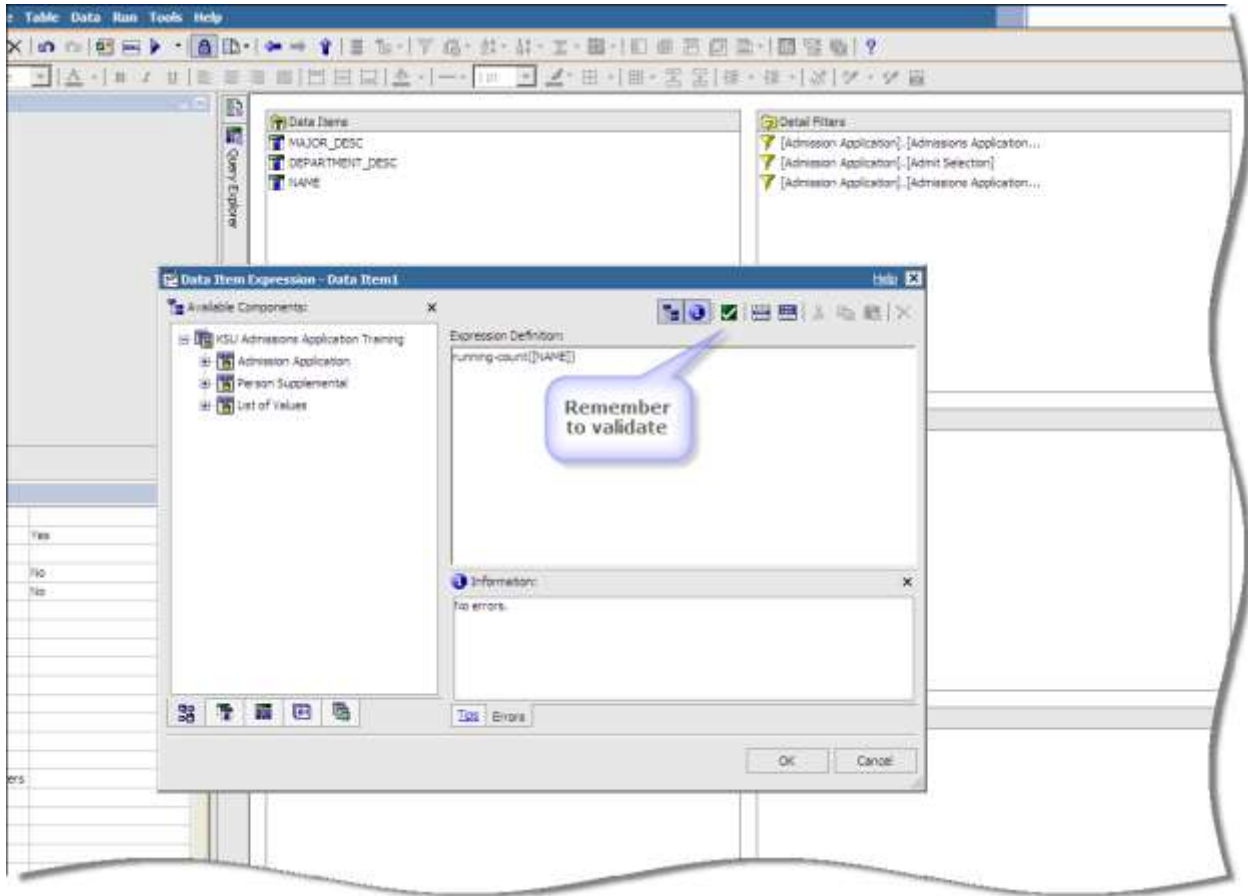
Steps:

1. Place your cursor over the Query Explorer
2. Select Query1



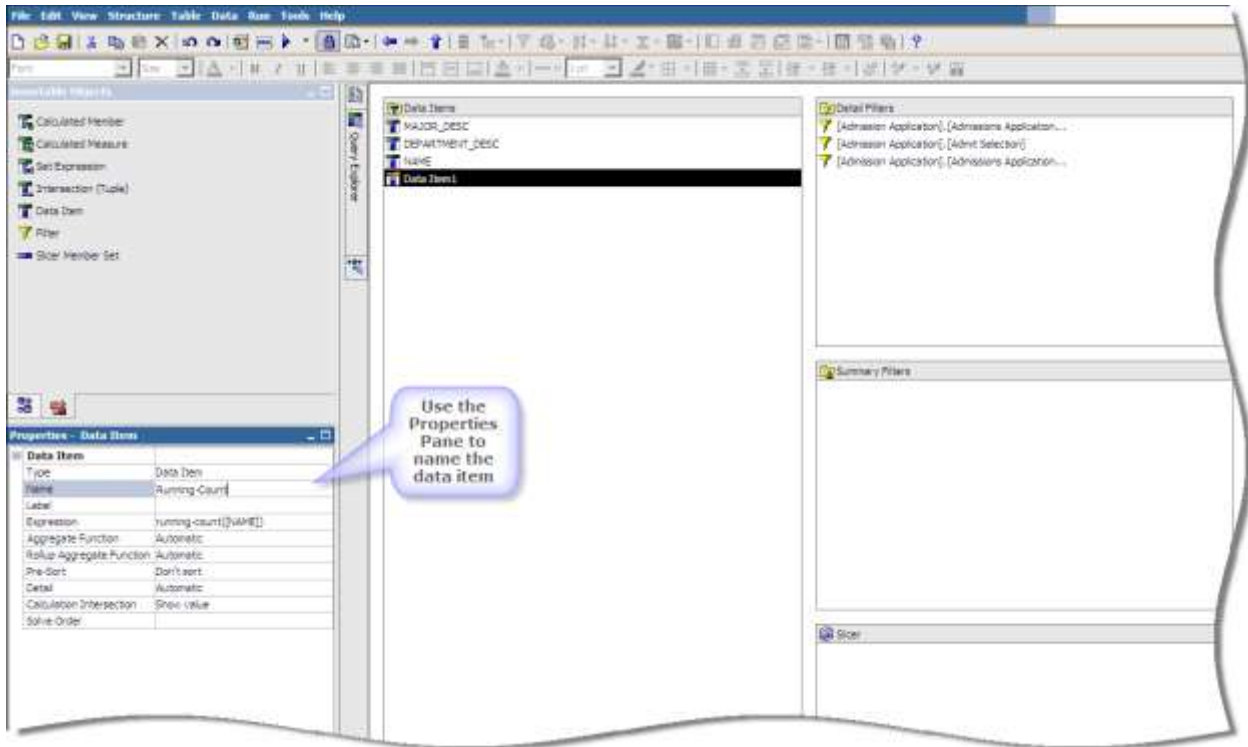
3. Select the **Toolbox** tab

4. Drag and Drop a **Data Item** into the Data Items pane



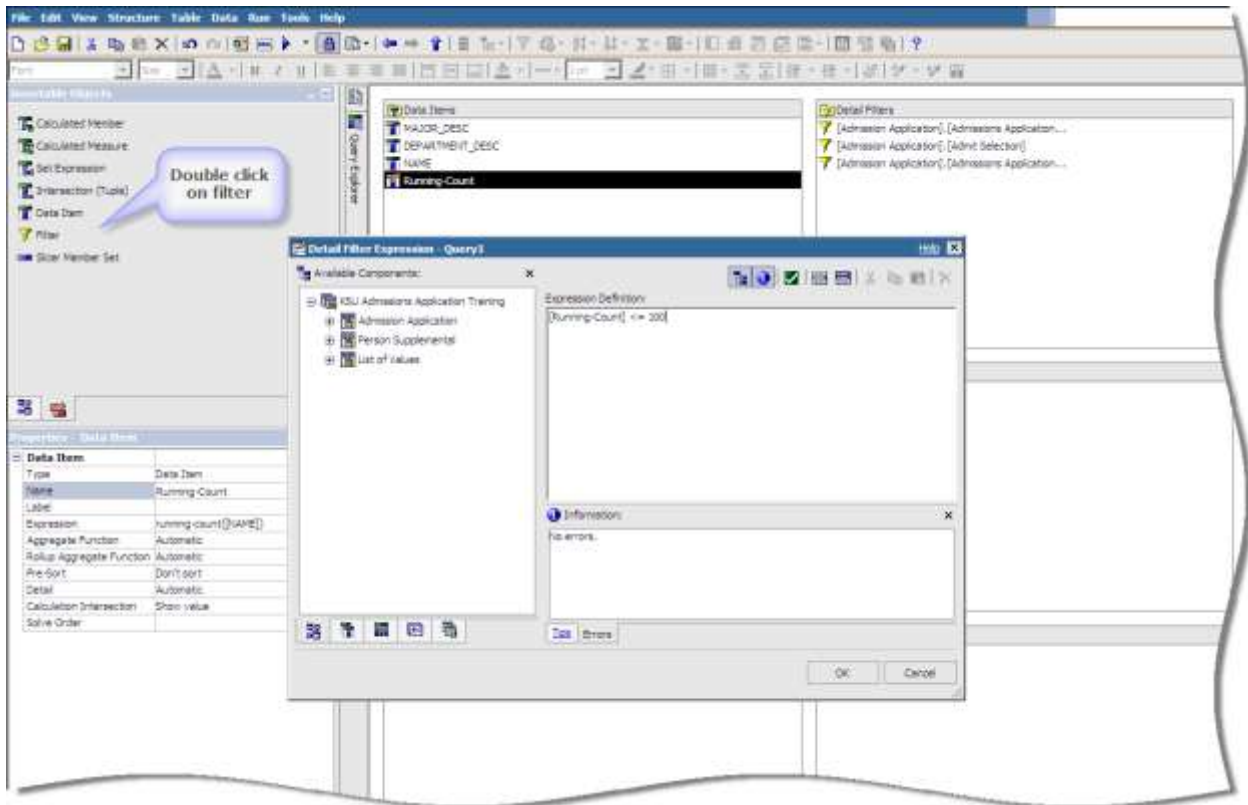
5. The Data Item Expression window will open
6. Click inside the Expression Definition area
7. Type "running-count([NAME])"
8. Click the **Validate** icon (if your report contains a prompt, the prompt page will open)
9. Click **OK**

COGNOS - Limiting the Number of Records Returned



10. Click on the data item you created (Data Item1)
11. Click inside the **Name** field in the Properties Pane
12. Name the data item "Running-Count"

COGNOS - Limiting the Number of Records Returned

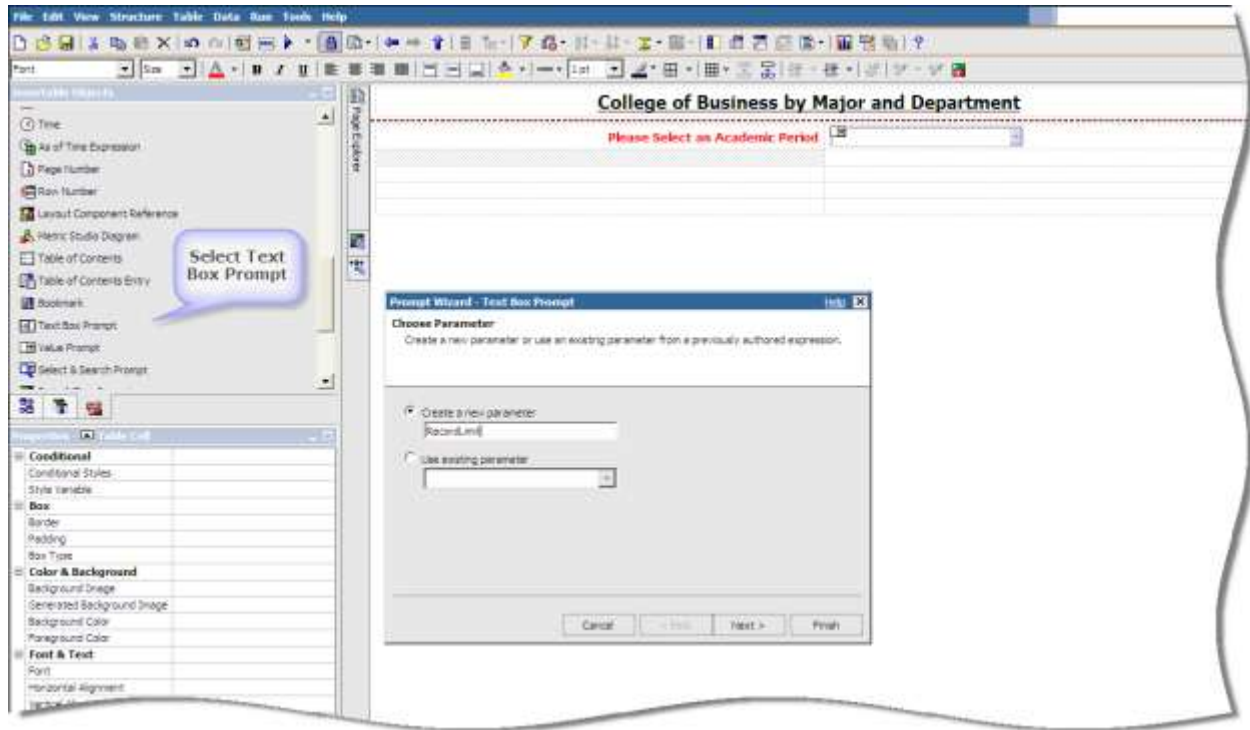


13. Double click on **Filter** in the Insertable Objects Pane (toolbox tab)
14. The Detail Filter Expression window will open
15. Type "[Running-Count] <= 100"

Run your report and only 100 records (or less) are returned.



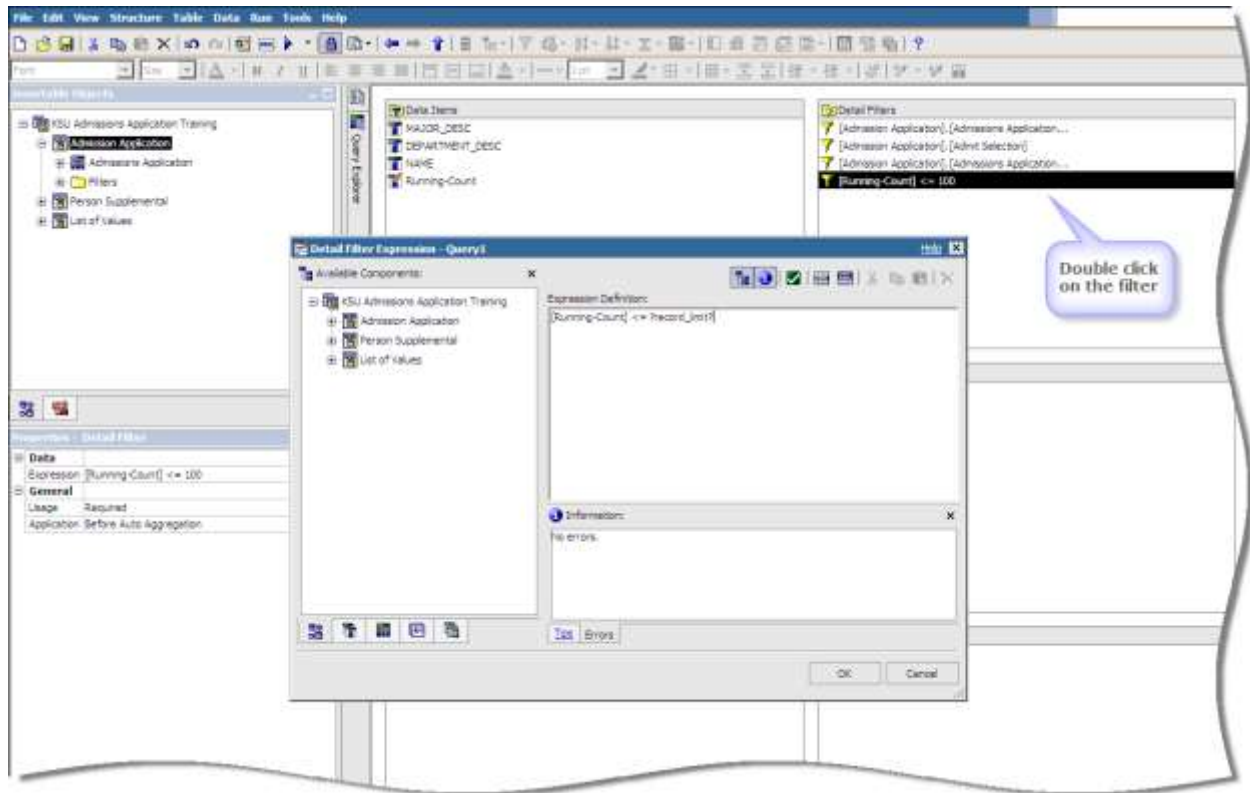
Creating a Prompt



Steps:

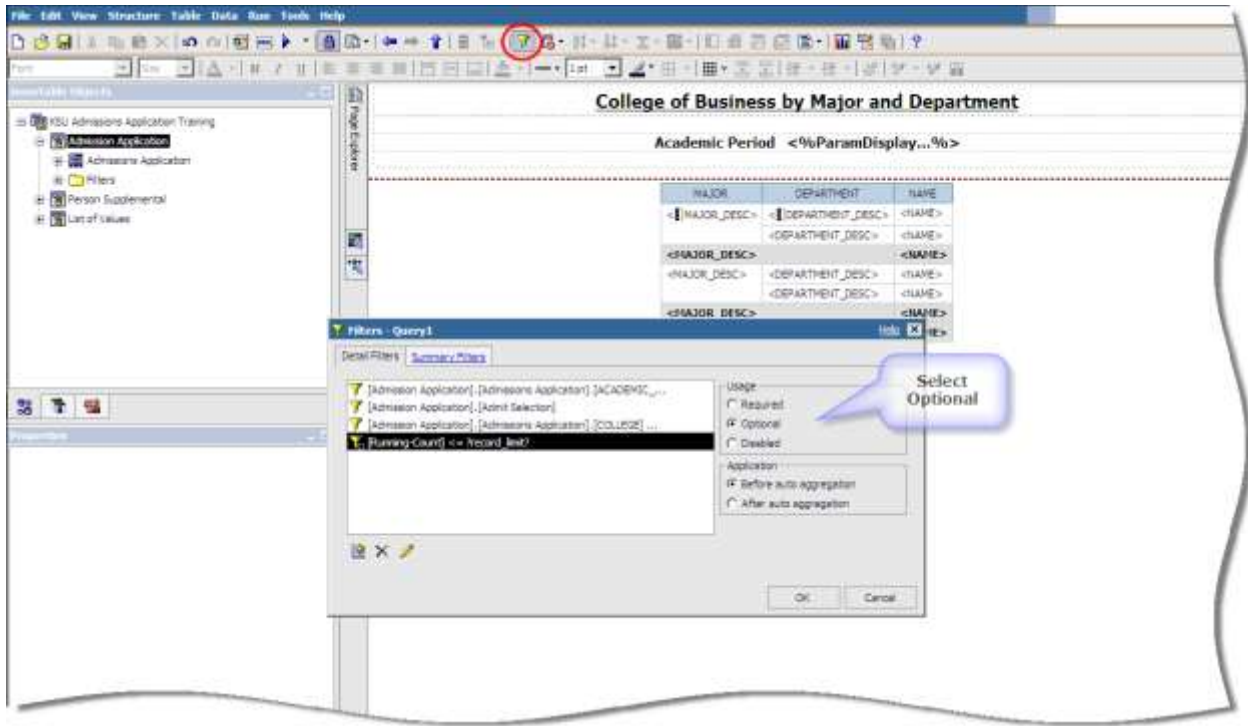
1. Open your Prompt Page or create a new one
2. Drag the **Text Box Prompt** from the toolbox into the desired cell of the table
3. Rename the Parameter "record_limit"
4. Click **Finish**
5. Format your Prompt Page by adding text, etc.


COGNOS - Limiting the Number of Records Returned



6. Place your cursor over the Query Explorer
7. Open Query1
8. Double click on the filter you created to reduce the number of records returned (Running-Count)
9. Change the Running-Count filter to "[Running-Count]<=?record_limit?"

COGNOS - Limiting the Number of Records Returned



10. Place your cursor over the Page Explorer
11. Select Page 1
12. Click the **Filters**  icon on the toolbar
13. Select the prompt filter [Running-Count]<=?record_limit?
14. Select the **Optional** radio button un the Usage section on the right hand of the window
15. Click **OK**

COGNOS - Limiting the Number of Records Returned

The Prompt Page now has the new optional field to limit the number of records.

College of Business by Major and Department

Please Select an Academic Period* Spring 2009

Enter number of records to return (blank will return all records)

The New Prompt Page

Cancel < Back Next > Finish

COGNOS - Limiting the Number of Records Returned

For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at cognos@kent.edu. For technical assistance, contact the IS Help Desk at 672-HELP (4357).



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