Prompts act as questions that help users to customize the information in a report to suit their own needs.

They are composed of three interrelated components. Parameters form the questions you want to ask users. Prompt controls provide the user interface in which the questions are asked. Finally, parameter values provide the answers to the questions.

For an example create a report that displays courses by subject and academic period.

(If you do not have access to this package or the views within contact the BI team for an alternate example)

Use Package: X_UST_ODS22_SCT  
Use Namespace: Schedule Offering  
From the view: Meeting Time  
Select:  
SUBJECT_DESC
TITLE_SHORT_DESC
SECTION_DESC
ACADEMIC_PERIOD_DESC
BUILDING_DESC
ROOM
START_DATE
END_DATE

For this report you will prompt the user first for the class subject, then for a class title and finally for a term.

Click the title of SUBJECT_DESC and while holding down the CTRL key click the titles of TITLE_SHORT_DESC and ACADEMIC_PERIOD_DESC.

On the tool bar, click the Build Prompt Page button . Based on the report items you selected, Report Studio will build a prompt page that looks like this:
Next create the cascading prompt.

Starting at the bottom of the prompt page, click inside the ACADEMIC_PERIOD_DESC prompt box.

In the properties page, under General, click Cascade Source.

Click the Ellipsis button and, in the Cascade Source box, use the pull-down arrow to select TITLE_SHORT_DESC. Click OK.

Next, click inside the TITLE_SHORT_DESC prompt box.

In the properties page, under General, click Cascade Source.

Click the Ellipsis button and, in the Cascade Source box, use the pull-down arrow to select SUBJECT_DESC. Click OK.

To make the parameter values within the prompt box easier to navigate you can sort them.

In the Query tool bar, click on one of the prompts. Click on the Fact item, then in the properties pane click on SORT. Use the pull-down arrow to select SORT ASCENDING. Repeat for the remaining prompts.

There are two ways to create cascading prompt reports:

* A Single-Value Cascading Prompt where the user can get information for one class or item at a time.

* A Multiple-Value Cascading Prompt where the user will be re-prompted to select the next set of
values for multiple selections.

**CREATING A SINGLE-VALUE CASCADING PROMPT**

Click inside the **SUBJECT_DESC** prompt box.

In the properties pane, under general, click **Multi-Select** then, using the pull-down arrow, select **No**.

Again, under General, click **Auto-Submit** then, using the pull-down arrow, select **Yes**. This tells the control to re-prompt automatically once a selection has been made.

Do the same for the **TITLE_SHORT_DESC** prompt box.

For the final prompt you have the option of leaving it as a multi-select or changing to a single value prompt.

Run the report. In the Report View window, you will only see values in the **SUBJECT_DESC** prompt box. When you click on a subject, names of specific classes appear in the **TITLE_SHORT_DESC** prompt box.

For Example select:

ACCT
Introduction to Accounting
Spring 2007

Perhaps the user wants to be able to select several subjects at a time. You can do that by changing the property for each prompt back to Yes for Multi-select. However, Cognos can not perform the Auto-submit function if a prompt allows for multiple values. To solve this you simply need to add a re-prompt button.

**CREATING A MULTI-VALUE CASCADING PROMPT**

In the current report go to the prompt page.

In the **Insertable Objects pane**, click the **Toolbox tab**. Scroll down and click **Prompt Button**.

Drag the **Prompt Button** to the right of the **SUBJECT_DESC** prompt box.

Drag another **Prompt Button** to the right of the **TITLE_SHORT_DESC** prompt box.

Click on the first **Prompt Button**. In the **Properties pane**, under General, click **Type** then, using the pull-down arrow, select **Reprompt**.

Repeat for the other **Prompt Button**.

Click inside the **SUBJECT_DESC** prompt box.

In the properties pane, under **General**, click **Multi-Select** then, using the pull-down arrow, select **Yes**. **Notice how the Auto Submit property automatically updates to No**.

Do the same for the **TITLE_SHORT_DESC** prompt box.

Run the report.

In the **SUBJECT_DESC** prompt box ACCT, hold down the **CRTL** key and click ENGL. Click the **Reprompt** button.

In the **TITLE_SHORT_DESC** prompt box **Select All**.

In the **ACADEMIC_PERIOD_DESC** prompt box select **Spring 2007**.

The report should return a list of the classes offered in Spring of 2007 for Accounting and English.

For more information on Prompts check out "Understanding Parameters and Prompts".
