To Create Page Breaks in Cognos 8 using Page Sets

1. In a list report, from the Page Explorer click on Report Pages.
2. From the Toolbox drag a Page Set under the page.
3. In the Properties pane set the Page Set Query property to the list query.
4. Open the Page Set Grouping & Sorting property.
5. Add the Query item you want to group by to the Grouping folder in the left pane and click OK.
Note: Grouping an item for a page set is not the same as grouping a column in the layout. Grouping a column in the layout visually shows groups in a report. Grouping an item for a page set groups the item in the query. If you want to use an item that is already grouped in the layout, you must still perform Step 5.

6. Back in Report Pages; drag the original page to the Page Set Detail Pages folder.

Run the report. It should now break on the query item selected for grouping. In this example the report will break on PROGRAM_DESC.

Setting Page Breaks on Sections and Repeating Section Headers on each page

1. Set up the report with Grouping as needed.
2. Create Report Sections – see Creating Sections.
3. Following the directions above create Page Breaks based on Report Sections instead of Query items.
4. On the report page, select the Section Header that you want repeated every page.
5. Select the ancestor – List Header.

6. Double click the Pagination Property.

7. Select ‘Repeat every page’.

Run the report. It should now break on the report section selected for grouping and repeat the section header on every page. In this example the report will break on PROGRAM_DESC section.