Report prompts allow you to specify selection criteria that determine what information is included in the report. These prompts may be optional or required.

- The orange asterisk indicates a prompt is required.
- The orange arrow indicates a value has not yet been entered for a required prompt.
- Scroll down to see all prompts.

The report in the image above includes four prompts for the report; the Fiscal Year and the Accounting Period are required prompts. You must complete the required prompts, but you also may want to use the optional prompts to narrow your report results. If you leave a prompt blank, this indicates that you want to include all values for the prompt in your report. For example, if you leave the Fund prompt blank, all Funds are included in the report.

Use the prompts wisely. Using too many prompts may exclude data you need, but not using enough may produce a large report which requires a longer processing time.
**Single-Select Prompt**

In a single-select prompt you choose one value from the list. The list may be presented in one of the following formats:

- **Drop-down list:** Edit boxes that display a small arrow to the right of the field indicate a drop-down list is available. Click the arrow to display the list and then select one value.
- **Radio buttons:** Round options that appear in groups of two or more. You can select only one radio button in the group.
- **List box:** A list of values in a grouped arrangement. You can select only one item in the list.

![Drop-down list example]

**Multi-Select Prompt**

In a multi-select prompt you choose one or more values from the list. The list may be presented in one of the following formats:

- **Check boxes:** Square options that appear in groups of two or more. You can select any or all check boxes in the group.
- **List box:** A list of values in a grouped arrangement. Click to select any single value in the list. Or press the Ctrl button and select multiple values in the list.

![Check boxes example]

Hyperlinks are available in both of these list types to allow you to select all of the options or clear all of the options at once. The **Select all** and **Deselect all** links appear below the list.
Search and Select Prompts (Single-Select)

For single-select search prompts, two fields appear: Keywords and Choice. You search for a keyword to create a list of values, which will be displayed in the Choice group box.

- **NOTE:** Click the Options link below the Keywords section to define the operator for the search, such as starting with or containing the keyword. You can also click the Case insensitive check box to search all values regardless of whether the data was entered in upper case or lower case.

- When you search, you can enter % (percent sign), which acts as a wildcard. When you click the Search button, the first 1000 values are populated in the Choice group box. Click a value in the Choice list to select it.

Search and Select Prompts (Multi-Select)

For multi-select search prompts, three sections appear: Keywords, Results, and Choice. You search for a keyword to create a list of values, and then select one or more values from the list. You can perform multiple consecutive searches to add many values to the list.

- **NOTE:** Click the Options link below the Keywords section to define the operator for the search, such as starting with or containing the keyword. You can also click the Case insensitive check box to search all values regardless of whether the data was entered in upper case or lower case.

- When you search, you can enter % (percent sign), which acts as a wildcard. When you click the Search button, the first 1000 values are populated in the Choice group box.

Select multiple values in the Results list by holding down CTRL on your keyboard, and then click the Insert button to move them to the Choice group box.

The Select all and Deselect all links are also available.
Date Prompts

In a date prompt you specify a date or range of dates for the report criteria.

- Click the calendar button to display a calendar from which you can select the date. The calendar allows you to scroll through the months and years to find the date.
- You also can type the date in most accepted date formats, such as using slashes or dashes to separate the month, day, and year.

**NOTE:** If you leave the date prompt blank, Cognos uses today’s date as the selection criteria (only if the prompt is not required).

Tree Prompts

In a tree prompt, you drill down through a hierarchy of data, similar to a folder structure, and click the check box to select values.

When you select a value, Cognos automatically includes all values that fall below the selected value in the hierarchy.

For example, in the example on the right:

- If you select **Princeton Univ Provost**, all options below **Princeton Univ Provost** are also selected.
- Or, if you select **Academic Departments**, all options below that level are selected, even those that are not currently visible.
- Alternatively, if you select one or more Departments from lower levels, for example, **Electrical Eng**, you have only selected those Departments and the levels directly underneath them. *The levels above will NOT be included in the report, even if they are greyed out with check marks.*
Prompt Combinations

In some cases, more than one prompt type is available for the report criteria. In this example, if you know your department number and/or name, it is more efficient to use the Search and Select Prompt option. However, if you are unsure of what department to look for or you want to see how departments are related to each other, then the Tree Prompt option provides a hierarchical structure that is more useful for your search.

- First select the radio button for the type of prompt you want to use. Cognos refreshes the page to display the appropriate prompt type fields.
- Then select your report criteria using the appropriate instructions for the selected prompt type.

Cascading Prompts

In cascading prompts, the value(s) selected in one prompt determine the values available in the next prompt.

- In the example on the right, you must first search and select an award.
- After you select an award in the Choice group box, you click the Load Projects button to see the available projects for that award.

Prompt Selections in Report Header

The header of a report displays your selection criteria for all prompts. If you prefer to display the criteria on a summary page at the end of the report, deselect the Display Prompt Selections in Header check box before you run the report.
Tips for Searching and Selecting Prompt Values

- When you click the **Search** button, only the first 1000 values are populated in the **Choice** group box.
- When you perform a search on the **Prompt** page, you can enter a wildcard (%) at the beginning, middle, and/or the end of your search criteria. Wildcards are used in place of unknown characters if you do not know the exact value for a prompt. You can also use a blank space between words or double quotes to help with your search.

Examples:
- If you entered `%engineering`, all the values that have “engineering” in the name will display.
- If you entered `%electrical engineering%`, all values that have “electrical” OR “engineering” in the name will display.
- If you entered **“electrical engineering”**, all values that have “electrical engineering” in the name will display.

- Click the **Options** link below the **Keywords** section to define the operator for the search, such as starting with or containing the keyword.

- You can click the **Case insensitive** check box to search all values regardless of whether the data was entered in upper case or lower case.
- You can select multiple individual values by doing the following:
  - In the **Keywords** field, enter the individual values separated by a blank space.
Click **Search**.

The specified values display in the **Results** group box.

- To select the values, click the **Select all** link to select all of the values, or click each one individually while pressing the **CTRL** key on your keyboard.
After you have selected all of the values you want to include in the report, click the **Insert** button.

The selected values are now displayed in the **Choice** group box.