Welcome to the Great Outdoors Sporting Goods Company!

Today you can create a list report and chart to review quantities and revenue for the products sold by the Great Outdoors Sporting Goods Company.

These step-by-step instructions will show you how to:
1) Log in to Cognos
2) Open Query Studio and select files to work with
3) Set up a list report
4) Add a chart to the report screen
5) Filter the results

1) Log in to Cognos

Open Internet Explorer. (To create reports in Query Studio, Internet Explorer works best.)
Go to: https://cognos8.carleton.edu/cognos8

Click the OK button to log on. (The default namespace is ldap.its.carleton.edu.)
Enter your Carleton Net ID and password.

This takes you to the Cognos Connection page.

2) Open Query Studio and select files to work with

Click on the Query Studio link in the top right area to create a simple report.

Now, on the Select a Package page, click on the GO Sales and Retailers link.
3) Set up a list report

On the left side of the screen, you'll see a tree structure that looks similar to folders in GroupWise or Windows Explorer.

(Instead of folders and files, these are called Query Subjects and Query Items. The Query Subjects are organized groups of items that can be used in your report.)

At the top of the list is Orders. Open the Orders Query Subject by clicking on the plus sign or double-clicking on the name or symbol. (Orders is already expanded in the screen shot on this page.)

Double-click on Product Name to add it to the report. Next, double-click on Quantity to create the second column in the report. Then double-click on Revenue for the third column.

The report automatically displays subtotals for each product name.

At the bottom of the screen are options to move to other pages of the report: Page Down, Page Up, Top and Bottom.

Click Bottom to view the grand total. Click Top to return to the first page.

Now your report looks like this:
4) Add a chart to the report screen

To add a chart to the report, click on the **Chart** button. It's in the top row of buttons, and looks like a bar graph.

![Chart button](image)

After clicking on the **Chart** button, a **Chart Options** screen appears in the lower half of the page.

Click the **OK** button at the bottom of the page to accept the default chart options.

Now the report displays a chart and a list. The chart shows both quantity and revenue for each product line. Move the cursor over the bars to see the quantity and revenue amounts.

![Chart and list](image)
If you’d like to remove the chart, or choose a different chart type, click on the **Chart** button again at the top of the page, and try some other options.

### 5) Filter the results

You can filter the results to see only the products with at least one million dollars in revenue.

Click on the **Revenue** column heading in the list. The heading box turns from blue to beige.

```
<table>
<thead>
<tr>
<th>Product name</th>
<th>Quantity</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aloe Relief</td>
<td>14,736</td>
<td>$69,346.28</td>
</tr>
<tr>
<td>Bear Edge</td>
<td>28,140</td>
<td>$1,085,148.54</td>
</tr>
<tr>
<td>Bear Survival Edge</td>
<td>25,392</td>
<td>$2,150,025.36</td>
</tr>
<tr>
<td>Blue Steel Max Putter</td>
<td>3,188</td>
<td>$555,866.30</td>
</tr>
<tr>
<td>Blue Steel Putter</td>
<td>8,816</td>
<td>$1,036,511.04</td>
</tr>
</tbody>
</table>
```

Then click on the **Filter** button near the middle of the top row of buttons. It looks like a funnel.

After clicking on the **Filter** button, a **Filter Options** screen appears in the lower half of the page.

Type 1,000,000 in the **From** box.

Accept the other defaults.

The chart and list now show only the products with a million dollars or more in revenue.
The filter criteria are displayed on the page.

To remove the filter, or change the filter options, click on the Filter button again.

If you don't wish to save the report, you can Log Off from Query Studio.
If you want to save the report, click on the **Save** button in the top row of buttons.

In the **Name** box, give the report a name that starts with your initials (for example, JF Sample Revenue Report). It's best to add a description, too.

Under the **Location** option, click on “Select My Folders”.

The location changes to **My Folders**.

Then click on the **OK** button.

**Log Off** from Cognos.

To return to your saved report, log on to Cognos again. Instead of selecting Query Studio immediately, click on the **My Folders** tab on the **Cognos Connection** page.

To run the report, click on the name of the report.

To make changes to the report, open **Query Studio** by clicking on the **pen** icon in the Actions section.