

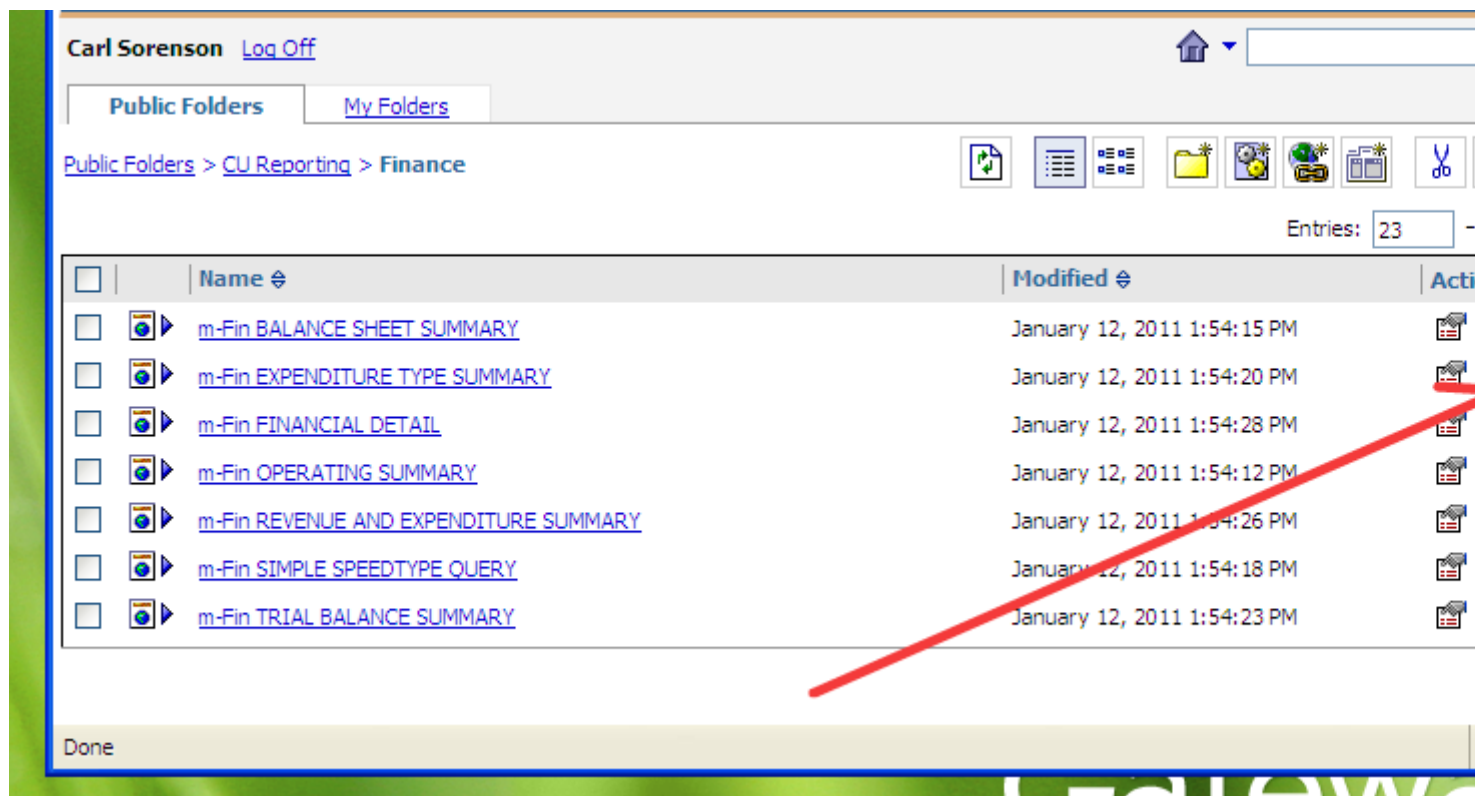
Save Your Own Preset Prompt Values ^[1]

January 19, 2011 by [Carl Sorenson](#) ^[2]

If you often run the same report for the same set of prompt values, such as a certain list of speedtypes, you can save the values as a preset that Cognos calls a **report view**.

Here is an example, setting up a report view for **m-Fin EXPENDITURE TYPE SUMMARY**.

1. Instead of running the report, go over to the Actions column and click the Create a report view of this report... icon. It looks like a sparkling window



2. In the "Location" section, click on the **Select My Folders** link. The Location will instantly change to "My Folders".

Specify a name and description - New Report View wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:
 Public Folders > CU Reporting > Finance
[Select another location...](#) [Select My Folders](#)

3. Click the **Finish** button. Your report view is saved but still needs to be configured with your desired prompt values.

4. Click the **My Folders** tab.

Public Folders My Folders

Public Folders > CU Reporting > Finance

Entries: 23 - 29

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	m-Fin BALANCE SHEET SUMMARY	January 12, 2011 1:54:15 PM	
<input type="checkbox"/>	m-Fin EXPENDITURE TYPE SUMMARY	January 19, 2011 9:39:48 AM	
<input type="checkbox"/>	m-Fin FINANCIAL DETAIL	January 12, 2011 1:54:28 PM	
<input type="checkbox"/>	m-Fin OPERATING SUMMARY	January 12, 2011 1:54:12 PM	
<input type="checkbox"/>	m-Fin REVENUE AND EXPENDITURE SUMMARY	January 12, 2011 1:54:26 PM	
<input type="checkbox"/>	m-Fin SIMPLE SPEEDTYPE QUERY	January 12, 2011 1:54:18 PM	
<input type="checkbox"/>	m-Fin TRIAL BALANCE SUMMARY	January 12, 2011 1:54:23 PM	



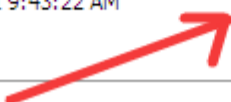
5. You should see your report view listed. Click the **Set properties** icon in the Actions column for your report view.

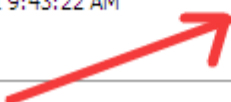
Carl Sorenson [Log Off](#)

[Public Folders](#) [My Folders](#)

My Folders

Entries: 4 - 4

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	 Report View of m-Fin EXPENDITURE TYPE SUMMARY	January 19, 2011 9:43:22 AM	 



6. Click the **Report view** tab.

Set properties - Report View of m-Fin EXPENDITURE TYPE SUMMARY

[General](#) [Report view](#) [Permissions](#)

Specify the properties for this entry.

Type: Report view Location: My Folders [View the s...](#)

Owner: [Carl Sorenson](#) Created: January 19, 2011 9:43:22 AM

Contact: None [Set the contact](#) Modified: January 19, 2011 9:43:22 AM

☐ Disable this entry

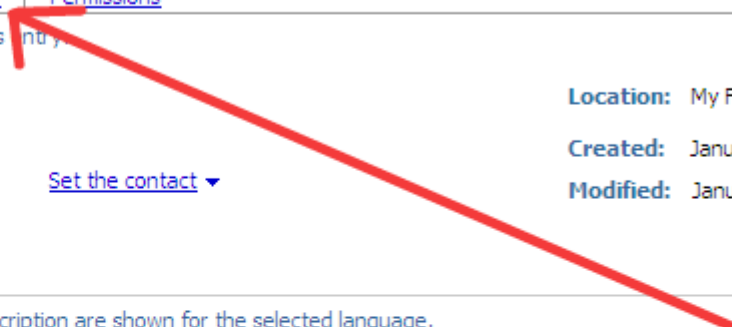
The name, screen tip and description are shown for the selected language.

Language: English (United States) [Remove values for this language](#)

Name: Report View of m-Fin EXPENDITURE TYPE SUMMARY

Screen tip:

Description:



7. In the Prompt Values section, click on the **Set...** link.

Set properties - Report View of m-Fin EXPENDITURE TYPE SUMMARY

[General](#)

Report view

[Permissions](#)

Select the default options to use for this entry.

Default action:

View most recent report ▼

Report options:

☐ Override the default values

Formats:

Default

Languages:

Default

Prompt values:

No values saved

[Set...](#)

☒ Prompt for values

Run as the owner

8. Now the report's prompting runs. Enter your desired values.

Search and Insert S

9. Click **Finish**. Instead of running the report, Cognos saves the prompt values.
10. Click **OK**.

Consider any report views you set up in the Cognos QA system to be practice. You will need to create them again in production when the m-Fin reports arrive there.

No

[1] <https://www.cu.edu/blog/m-fin/save-your-own-preset-prompt-values> [2] <https://www.cu.edu/blog/m-fin/author/1555>