

Search Prompt Tips [1]

April 18, 2014 by [Carl Sorenson](#) [2]

Here are some tips and tricks for the Cognos search prompt.

The basics

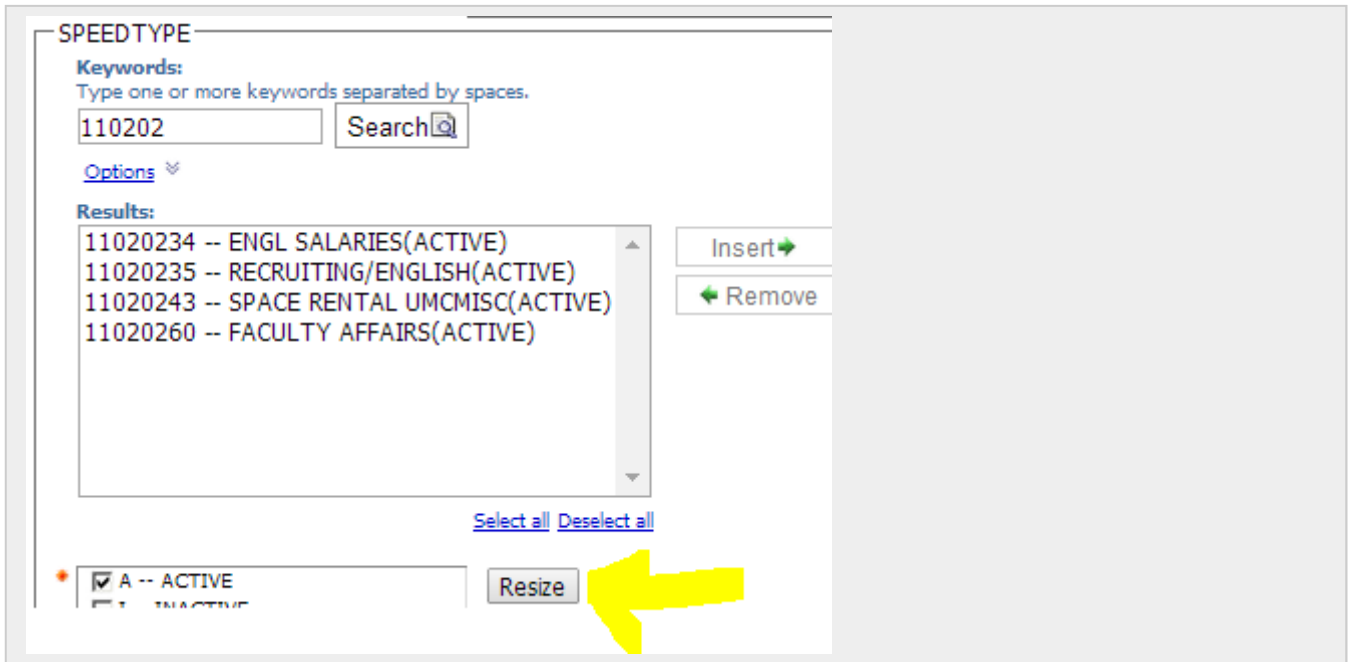
Find multiple items at once by entering them separated by spaces.



Find adjacently numbered items by leaving off ending digits.

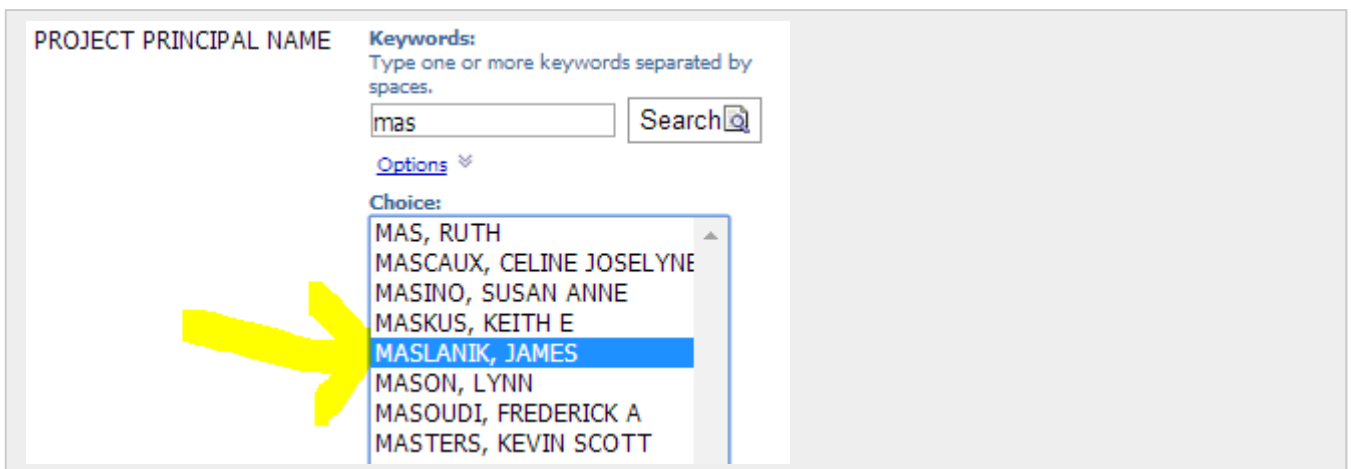


We usually provide a Resize button for when the list box needs to be wider.



Single pick

For single-pick searches, select the desired item. There is no insert. The important thing is what is selected.



Multi pick

For multi-pick searches, insert desired items into the choice list. The important thing is not what is selected but rather what is inserted. There are two ways to insert:

1. Select items in the results list and then click the Insert button
2. Double-click items in the results list

For multi-pick searches it is not necessary to select items in the *choice* list after you have inserted them. You need only select items in the *choice* list if you intend to remove them. So selecting is the critical thing for single-pick but ultimately does not matter for multi-pick. For multi-pick what matters is what is inserted.

The screenshot shows the 'SPEEDTYPE' search interface. At the top, there is a 'Keywords:' section with a text input field containing '110202' and a 'Search' button. Below this is an 'Options' dropdown menu. The 'Results:' section contains a list of four items: '11020234 -- ENGL SALARIES(ACTIVE)', '11020235 -- RECRUITING/ENGLISH(ACTIVE)', '11020243 -- SPACE RENTAL UCMISC(ACTIVE)', and '11020260 -- FACULTY AFFAIRS(ACTIVE)'. To the right of the results list are 'Insert' and 'Remove' buttons. The 'Choice:' section is currently empty. At the bottom of each list, there are 'Select all' and 'Deselect all' links.

Multi-pick searches allow iteratively searching and inserting. Search. Insert. Search again. Insert some more.

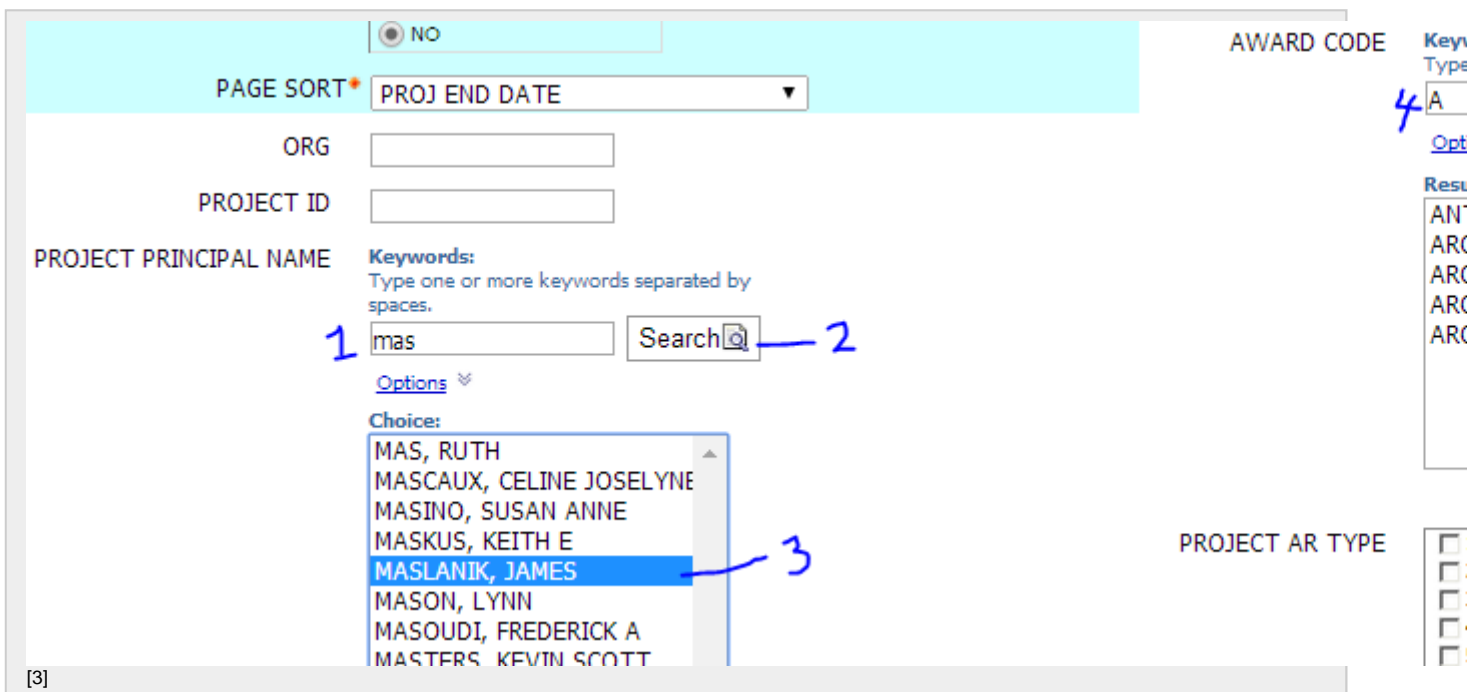
The screenshot shows the 'SPEEDTYPE' search interface after a second search. The 'Keywords:' section now contains '110203'. The 'Results:' section shows a list of three items: '11020332 -- PAC 12 FELLOW' (which is highlighted in blue), '11020234 -- ENGL SALARIES(ACTIVE)', and '11020235 -- RECRUITING/ENGLISH(ACTIVE)'. The 'Choice:' section now contains three items: '11020234 -- ENGL SALARIES(ACTIVE)', '11020235 -- RECRUITING/ENGLISH(ACTIVE)', and '11020332 -- PAC 12 FELLOW'. The 'Insert' and 'Remove' buttons are still present. At the bottom of each list, there are 'Select all' and 'Deselect all' links.

Prompt interaction

Other prompts filter the search results. We call this prompt *interaction*. Here is a speedtype prompt interaction example: To search only activated speedtypes, first clear the checkbox for INACTIVE in the Status prompt, leaving only ACTIVE selected, then search speedtypes.



Here is an award code prompt interaction example: To search only award codes for a certain Principal Investigator (PI) first select the PI, then search award codes. (If this image is too small try clicking on it to enlarge).



We label the other prompts ADDITIONAL SEARCH CRITERIA when they just affect searches.

EMPLOYEE ID -- EMPLOYEE NAME (HOME DEPT ORG)

Keywords:
Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

Choice:

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

ADDITIONAL SEARCH CRITERIA

HOME DEPT ORG:

PAYLINE ORG:

PAYLINE PROGRAM:

PAYLINE PROJECT:

Otherwise other prompts affect also the final report run (the Finish button). In this case if you have been entering different values into other prompts, iteratively building up a choice list, you may need to clear the other prompts prior to clicking the Finish button.

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OPPS

FUND (see next p

ORG | ORGNODE
PROGRAM
PROJECT
SUBCLASS

AWARD CODE

Search options

The default search option is *starts with any of these keywords*. To access the other three options, click the *options* link. The second option, *starts with the first keyword and contains all of the remaining keywords*, can be used to search speedtype descriptions while controlling for a campus or a campus and a fund. This works because the first digit of speedtype is campus and the next two digits are fund.

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.

110 chem Search

Options

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:

11000968	-- AS CHEM DAICR(ACTIVE)
11000969	-- AS CHEM FAC RESEARCH DAICR(INACTIVE)
11001096	-- AHN RESEARCH-CHEMISTRY(ACTIVE)
11001356	-- CHEMBCHEM POOLED STARTUP(ACTIVE)
11001357	-- CHEMISTRY MATCHING COMMITMENTS(ACTIVE)
11001358	-- CHEMISTRY CHAIR LAB SUPPORT(ACTIVE)
11001359	-- BIO CHEMISTRY FACILITIES(ACTIVE)
11001360	-- BIOCHEMISTRY DAICR(ACTIVE)
11001361	-- BCHEM MATCHING COMMITMENTS(ACTIVE)

Select all Deselect all

A -- ACTIVE
 I -- INACTIVE

Resize

Select all Deselect all

Wildcarding and quoting

The underscore character wildcards a single character.

AWARD CODE

Keywords:
Type one or more keywords separated by spaces.

201_-M Search

Options

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:


200-2011-M-42058
200-2012-M-53292
2013-MU-CX-0002
211-2013-M-56029
254-2011-M-40377
ATHN2014-MLOF-2-801

Choice:

Insert Remove

The percent character wildcards any number of characters.

AWARD CODE **Keywords:**
Type one or more keywords separated by spaces.

FHA%35 Search 


Options ▾


- Starts with any of these keywords
- Starts with the first keyword and contains all of the
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:

07-FHA 00035
07-FHA-00035
PO FHA EPI1350190

Insert 


Remove 

The special meaning for underscore, percent, and space (space delimits keywords) can be escaped with double-quoting. So to find an award code that contains 2013 with a space in front of it, type

" 2013"

into the keywords box, with the double-quotes.

AWARD CODE **Keywords:**
Type one or more keywords separated by spaces.

" 2013" Search 


Options ▾


- Starts with any of these keywords
- Starts with the first keyword and contains all of th
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:

AGREEMENT 2013/14
GRANT ID# 2013-0063
GRANT NO. 20133046
GRANT NO. 20133086
PO 093127/PR 20131
PO 903127/PR 20131
PO KAA 20130200

Insert 

Remove 

When you are relying on prompt interaction and you don't know any specific characters to look for, use just an underscore or percent by itself.

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.

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Options ▾

Results:

11035192 -- UCB ICCA ALLO
 41035193 -- UCCS ICCA ALL
 51014397 -- SA ICCA RECHA
 51018505 -- SA SYSTEM ADI
 61035195 -- UCD ICCA ALLO

[Select all](#) [Deselect all](#)

OPPS

FUND (

ORG |

PROGR

PROJEC

SUBCLA

10007 2

AWARD CODE

PAGE BY

NONE

1 A -- ACTIVE

I -- INACTIVE

Source URL: <https://www.cu.edu/blog/m-fin/search-prompt-tips>

Links

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