

Search Prompt Tips ^[1]

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

The basics

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



The screenshot shows the 'SPEEDTYPE' search prompt. The 'Keywords:' section has a text input field containing '11020234 12094922' and a 'Search' button. A yellow highlight is over the text 'separated by spaces.' in the instructions. Below the input field is an 'Options' dropdown. The 'Results:' section shows a list of two items: '11020234 -- ENGL SALARIES' and '12094922 -- C4C COMMISSAI'. To the right of the results list are 'Insert' and 'Remove' buttons. At the bottom of the results list are 'Select all' and 'Deselect all' links. A 'Choice:' section is visible on the right.

Find adjacently numbered items by leaving off ending digits.



The screenshot shows the 'SPEEDTYPE' search prompt. The 'Keywords:' section has a text input field containing '110202' and a 'Search' button. A yellow highlight is over the text '110202'. Below the input field is an 'Options' dropdown. The 'Results:' section shows a list of four items: '11020234 -- ENGL SALARIES', '11020235 -- RECRUITING/EN', '11020243 -- SPACE RENTAL', and '11020260 -- FACULTY AFFAI'. To the right of the results list are 'Insert' and 'Remove' buttons. At the bottom of the results list are 'Select all' and 'Deselect all' links. A 'Choice:' section is visible on the right.

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

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.
110202 Search

[Options](#)

Results:

- 11020234 -- ENGL SALARIES(ACTIVE)
- 11020235 -- RECRUITING/ENGLISH(ACTIVE)
- 11020243 -- SPACE RENTAL UCMISC(ACTIVE)
- 11020260 -- FACULTY AFFAIRS(ACTIVE)

Insert Remove

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

☒ A -- ACTIVE

Resize

Single pick

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

PROJECT PRINCIPAL NAME

Keywords:
Type one or more keywords separated by spaces.
mas Search

[Options](#)

Choice:

- MAS, RUTH
- MASCAUX, CELINE JOSELYNE
- MASINO, SUSAN ANNE
- MASKUS, KEITH E
- MASLANIK, JAMES
- MASON, LYNN
- MASOUDI, FREDERICK A
- MASTERS, KEVIN SCOTT

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.

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.

[Options](#)

Results:

- 11020234 -- ENGL SALARIES(ACTIVE)
- 11020235 -- RECRUITING/ENGLISH(ACTIVE)
- 11020243 -- SPACE RENTAL UCMISC(ACTIVE)
- 11020260 -- FACULTY AFFAIRS(ACTIVE)

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

Choice:

- 11020234 -- ENGL SALARIES
- 11020235 -- RECRUITING/EN

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

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

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.

[Options](#)

Results:

- 11020332 -- PAC 12 FELLOW

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

Choice:

- 11020234 -- ENGL SALARIES
- 11020235 -- RECRUITING/EN
- 11020332 -- PAC 12 FELLOW

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

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.

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.

2 110202 Search 3

[Options](#) ▾

Results:

11020234	-- ENGL SALARIES(ACTIVE)
11020235	-- RECRUITING/ENGLISH(ACTIVE)
11020243	-- SPACE RENTAL UCMISC(ACTIVE)
11020260	-- FACULTY AFFAIRS(ACTIVE)

[Insert](#) [Remove](#)

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

1

☒ A -- ACTIVE ☐ I -- INACTIVE [Resize](#)

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

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).

AWARD CODE

PROJECT AR TYPE

PAGE SORT **PROJ END DATE**

ORG

PROJECT ID

PROJECT PRINCIPAL NAME **Keywords:**
Type one or more keywords separated by spaces.

1 mas Search 2

[Options](#) ▾

Choice:

MAS, RUTH
MASCAUX, CELINE JOSELYNE
MASINO, SUSAN ANNE
MASKUS, KEITH E
MASLANIK, JAMES
MASON, LYNN
MASOUDI, FREDERICK A
MASTERS, KEVIN SCOTT

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[3]

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.

IC GENE
MS(INA
RAMS(1

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-CHEM	ISTRY(ACTIVE)
11001356	-- CHEMB	CHEM	POOLED STARTUP(ACTIVE)
11001357	--	CHEMISTRY	MATCHING COMMITMENTS(ACTIVE)
11001358	--	CHEMISTRY	CHAIR LAB SUPPORT(ACTIVE)
11001359	-- BIO	CHEMISTRY	FACILITIES(ACTIVE)
11001360	-- BIO	CHEMISTRY	DAICR(ACTIVE)
11001361	-- B	CHEM	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-M	LOF-2-801

Insert
Remove

Choice:

The percent character wildcards any number of characters.

AWARD CODE

Keywords:
Type one or more keywords separated by spaces.

FHA%35

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	<input type="button" value="Insert"/> <input type="button" value="Remove"/>
07-FHA-00035	
PO FHA EPI1350190	

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"

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:

AGREEMENT 2013/14	<input type="button" value="Insert"/> <input type="button" value="Remove"/>
GRANT ID# 2013-0063	
GRANT NO. 20133046	
GRANT NO. 20133086	
PO 093127/PR 20131	
PO 903127/PR 20131	
PO KAA 20130200	

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.

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☒ A -- ACTIVE
☐ I -- INACTIVE

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Keywords:

Type one or more keywords separated by spaces.

Options

Results:

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

Insert

Remove

Choices:

Select all

Deselect all

4

RESIZE

OPPS

FUND (

ORG |

PROGR

PROJEC

SUBCLA

10007

Clear OPPS

AWARD CODE

PAGE BY

NONE

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Links

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[3] https://www.cu.edu/sites/default/files/controller/initiatives/reporting/wp-content/uploads/2014/04/search_prompt_interaction_awards.png