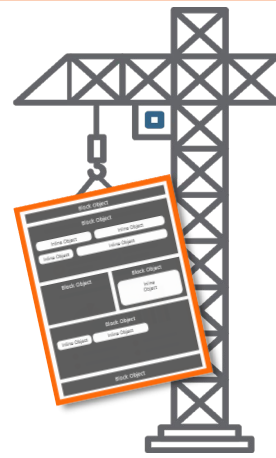




Understanding Report Objects

In Business Intelligence, the structural elements of a report are known as objects. You build reports by adding objects and manipulating them to create and present the requested business requirements.



Object Types

● **Block Objects:**

- The fundamental elements of all reports; lays out horizontal bands of information
- Block Objects cannot be on the same line as any other object
- Can be any **Report Type**:
 - » List - report that shows data in rows and columns
 - » Crosstab - report that shows data in a grid with dimensions along the rows and columns and measures in the cells or intersection points
 - » Chart - report that shows data in a chart format such as column, bar, area, and line charts
 - » Map - report that shows geographic analysis of data using locations such as states, regions, and postal codes
 - » Repeater - shows each instance of a certain column or data item in a separate frame
- Can be a **Table** which can align elements horizontally and vertically on a page
- Special types of Blocks:
 - » Conditional Blocks - Changes content that appears based on a parameter and a prompt
 - » Field Sets - Adds an empty block that has a caption

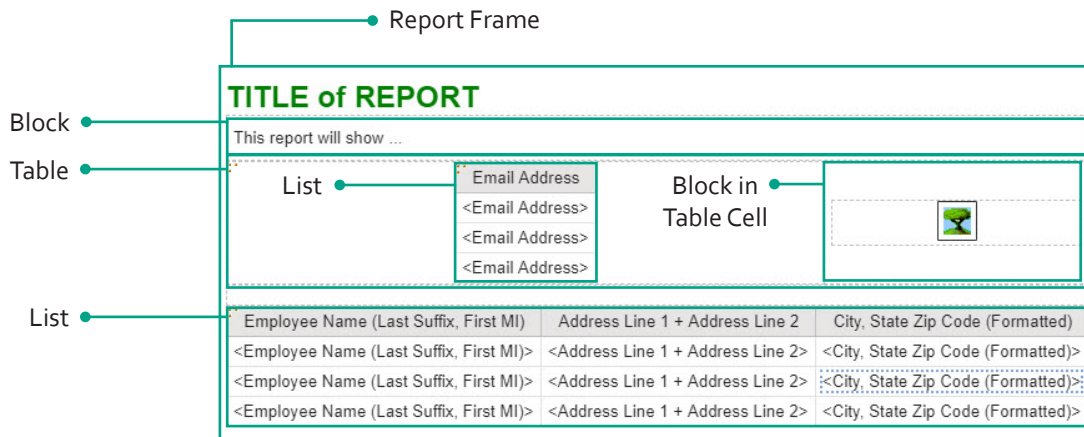
● **Inline Objects:**

- Used to put more than one object on a line; inline objects can be on the same line as other objects
- Can be:
 - » Images - .gif or .jpg images can be inserted in another object as long as that image has been uploaded to the Cognos Analytics server first
 - » Text items - any type of text can be inserted in other objects and formatted with specific font, color, size, and so on



Objects as Containers

- Some objects can contain other objects
- Examples of these containers:
 - » a **Block**, a **Table**, any **Report Frame**
- Nesting objects creates a sophisticated layout (i.e., insert a table in a cell of another table)
- Sample of containers:





Hierarchy of Objects

- Reporting objects are organized in a certain hierarchy
- When you apply formatting to an object, it is applied to that object's child objects
- To choose an object within the hierarchy:
 1. Click the object
 2. When on-demand toolbar opens, click the Ancestor drop-down
 3. From menu, click Object level

The screenshot shows a report editor interface for a report titled "Employee Birthdays". The report content is a table with columns: Day, Employee Name, Employee Number, EE Status, Department, Location, and Job. The table contains placeholder text like "<Last Suffix, First MI>". A toolbar is visible at the top, and a context menu is open over the report content. The context menu includes options like Report, Page, Page body, List, List columns, List columns title style, List columns body style, and List column. Red circles and boxes highlight the steps: 1. Clicking the report content, 2. Clicking the Ancestor drop-down in the toolbar, and 3. Clicking the List column option in the context menu.



Locking and Unlocking Objects

- To edit or manipulate the content of some objects, you must first unlock them
- For example: Within the Employee Name column of a report, you want to add an image of each employee
- How to do it:

1. Click the object
2. Click on the More ellipse at top
3. When menu opens, click Locked to Unlock (if unlocked, click to lock)

The screenshot shows a report interface for 'Employee Birthdays'. The main table has columns: Day, Employee Name, Employee Number, EE Status, Department, Location, and Job. The 'Employee Name' column is highlighted with a red box labeled '1.'. A context menu is open over the 'Employee Name' column, showing options: Locked, Options, Layout components, Conditional styles, and Clear all parameters. The 'Locked' option is highlighted with a red box labeled '2.'. A second context menu is open over the 'Options' option, showing options: Unlocked, Options, Layout components, Conditional styles, and Clear all parameters. The 'Unlocked' option is highlighted with a red box labeled '3.'.

Day	Employee Name	Employee Number	EE Status	Department	Location	Job
<Day>	<Last Suffix, First MI>	<Employee Number>	<Emp Status Code>	<Org Level 4>	<Location>	<Job>
<Day>	<Last Suffix, First MI>	<Employee Number>	<Employment Status Code>	<Org Level 4>	<Location>	<Job>
<Day>	<Last Suffix, First MI>	<Employee Number>	<Employment Status Code>	<Org Level 4>	<Location>	<Job>
<Day>	<Last Suffix, First MI>	<Employee Number>	<Employment Status Code>	<Org Level 4>	<Location>	<Job>