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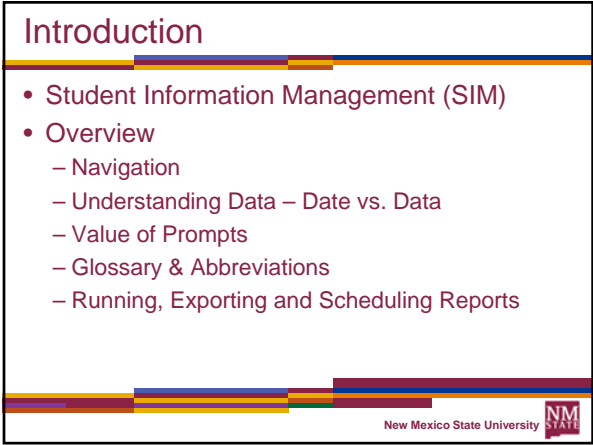
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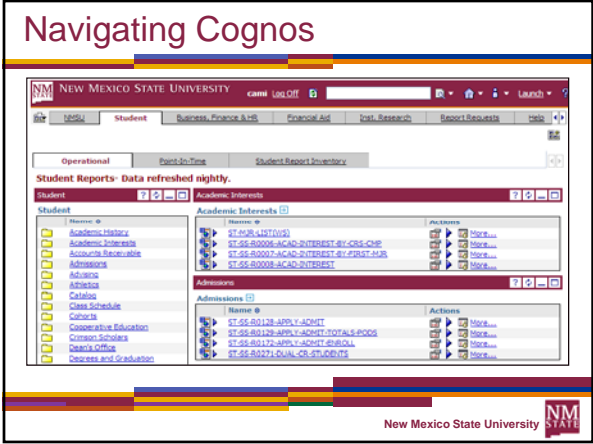
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# Prompts

- Manipulating the prompts is the primary factor in your output

ST-SS-R0172-APPLY-ADMIT-ENROLL



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# Multi-Page Prompt



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**NEW MEXICO STATE UNIVERSITY**  
Academic Interest

ST 55-RW56-ACAD-INTEREST

**MAJOR:** (optional)  
 A-001 - Accounting  
 B-1 - Business Administration  
 B-2 - Business Computer Systems  
 C-1 - Economics  
 B-3 - Business  
 P-1 - Finance  
 B-10 - Service Business

**MINOR:** (optional)  
 A-001 - Accounting  
 A-002 - Accounting  
 A-003 - Accounting  
 B-10 - Business  
 C-1 - Community Health  
 C-2 - Health and Human Services  
 D-1 - Dentistry

**CONCENTRATION:** (optional)  
 A-001 - Accounting  
 B-1 - Business Administration  
 B-2 - Business Computer Systems  
 B-3 - Business  
 C-1 - Economics  
 C-2 - Health and Human Services  
 C-3 - Management Leadership  
 C-4 - Operations Management  
 C-5 - Professional Sales Management

**GRADUATE CERTIFICATE:** (optional)  
 A-001 - Accounting

**OPTION:** (optional)  
 A-001 - Accounting  
 B-1 - Business Administration  
 B-2 - Business Computer Systems  
 B-3 - Business  
 C-1 - Economics  
 C-2 - Health and Human Services  
 C-3 - Management Leadership  
 C-4 - Operations Management  
 C-5 - Professional Sales Management

**TEACHING FIELD:** (optional)  
 A-001 - Accounting

**SUPPLEMENTARY MAJOR:** (optional)  
 A-001 - Accounting  
 A-002 - Accounting  
 A-003 - Accounting

**CLASSIFICATION:** (optional)  
 Double Concentration  
 Double Degree  
 Preceptor  
 Graduate Non Degree  
 Letter  
 Honors Program  
 Honors Regular  
 Not Designated

**FIELD OF STUDY:** (optional)  
 A-001 - Accounting  
 A-002 - Accounting  
 A-003 - Accounting

Cancel Back Finish

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## Multi-Search Prompt Pages

### Multiple Search

- CRN
- Subject or
- Subject & Number or
- Subject & Number & Section

**NEW MEXICO STATE UNIVERSITY**  
CLASS ROSTER

ST 55-RW56-CLS-ROSTER

**TERM:** (optional)  
 2014-2015 Fall  
 2015-2016 Summer  
 2015-2016 Spring  
 2016-2017 Fall  
 2016-2017 Summer  
 2016-2017 Spring  
 2017-2018 Spring

**CAMPUS:** (optional)  
 A - Agricultural  
 B - Business  
 C - Health and Human Services  
 D - Dentistry

**COLLEGE:** (optional)  
 A - Agriculture and Forest Sciences  
 B - Business Administration  
 C - Community College  
 D - Education  
 E - Engineering  
 F - Health Sciences  
 G - Humanities

**SEARCH BY:** (optional)  
 Subject, Section, Number, Section  
 Course Reference Number (CRN)

**SHOW ON REPORT:** (optional)  
 CRN  
 CRN:Section 1  
 CRN:Section 2  
 CRN:Section 3  
 CRN:Section 4  
 CRN:Section 5

Cancel Back Finish

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### Subject, Number, Section

### CRN

**NEW MEXICO STATE UNIVERSITY**  
CLASS ROSTER

ST 55-RW56-CLS-ROSTER

**SUBJECT:** (optional)  
 A-001 - Accounting  
 A-002 - Accounting  
 A-003 - Accounting  
 B-1 - Business Administration  
 B-2 - Business Computer Systems  
 B-3 - Business  
 C-1 - Economics  
 C-2 - Health and Human Services  
 C-3 - Management Leadership  
 C-4 - Operations Management  
 C-5 - Professional Sales Management

**SUBJECT - NUMBER:** (optional)  
 A-001  
 A-002  
 A-003  
 B-1  
 B-2  
 B-3  
 C-1  
 C-2  
 C-3  
 C-4  
 C-5

**SUBJECT - NUMBER - SECTION:** (optional)  
 A-001-001  
 A-001-002  
 A-001-003  
 B-1-001  
 B-1-002  
 B-1-003  
 B-1-004  
 B-1-005  
 B-1-006  
 B-1-007  
 B-1-008  
 B-1-009  
 B-1-010

Cancel Back Finish

**NEW MEXICO STATE UNIVERSITY**  
CLASS ROSTER

ST 55-RW56-CLS-ROSTER

**CRN NUMBER:** (optional)

Cancel Back Finish

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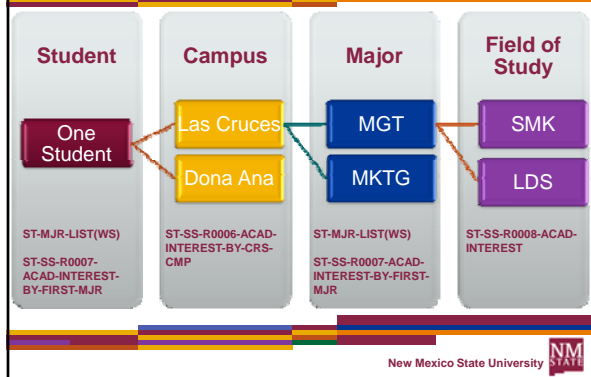
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## Comparing Academic Interests




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## Identifying the Right Report for You

- Analyze Your Need
- Determine Your Data Items
- Review Report Inventory
  - Use [Glossary](#) and [Abbreviation](#) lists
- If in Doubt?
  - contact SIM, [ss\\_requests@nmsu.edu](mailto:ss_requests@nmsu.edu) or call 646-7383 (PETE)

New Mexico State University

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## Using the Student Report Inventory

- Grouped by folder/portlet name
  - Search by field needed
- <http://sim.nmsu.edu/Reports/StudentReportInventory.pdf>

Folder Name	Description	Report Columns	Date	Whole Report
ST-SS-R0007-ACAD-INTEREST-BY-FIRST-MJR	Provides academic information for a specific student. Users have access to multiple screens in System Job.	<p> <a href="#">ST-SS-R0007-ACAD-INTEREST-BY-FIRST-MJR</a>  <a href="#">ST-SS-R0007-ACAD-INTEREST-BY-FIRST-MJR</a>  <a href="#">ST-SS-R0007-ACAD-INTEREST-BY-FIRST-MJR</a> </p> <p>                     Required Parameters: TERM, STUDENT (id number)                 </p>	08/11/2010	08/11/2010

New Mexico State University

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## Running Reports

- Running With Options
- Cognos Formats
  - Excel 2007
  - Excel 2002
  - CSV
  - PDF
  - HTML - default

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## Scheduling Reports

- Time
  - Recommended time between 6:00am and 8:00am
- Format
- Email
  - Individual or Group
- Example - CRS Sched

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## Cognos Help

- Report Run Times
- Security
- Requesting
- Cognos Help

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