

BI Version	Reporting Type	Visualization Type	Difficulty Level
Cognos 10.2.2	Active Report	List	Intermediate
Sample data: Go Sales (query) package			
Visualization: List			

TIP 2: CREATE ADDITIONAL HEADER TITLES (GROUPINGS) ON A LIST

Explore [Headers & Footers](#) and [List Rows](#) within your List reports.

We would like to add additional meaningful titles to our List report, and reduce some of the redundancy in the title labels. The resulting List is easier to scan.

When completed, the report looks like this:

PRODUCT				UNIT MEASURES			PERFORMANCE		
Line	Line Code	Type	Type Code	Cost	Price	Sale Price	Revenue	Planned Revenue	Gross Profit
Camping Equipment	991	Cooking Gear	951	\$28.93	\$50.82	\$45.29	\$272,835,984.18	\$302,058,230.59	\$105,707,837.66
Camping Equipment	991	Tents	952	\$332.02	\$531.37	\$504.85	\$528,221,728.02	\$557,274,647.00	\$167,313,407.49
Camping Equipment	991	Sleeping Bags	953	\$65.01	\$115.88	\$107.20	\$309,172,888.35	\$333,438,429.70	\$121,013,044.18
Camping Equipment	991	Packs	954	\$123.38	\$220.01	\$207.00	\$351,880,402.84	\$375,110,672.20	\$138,647,509.69
Camping Equipment	991	Lanterns	955	\$19.52	\$34.89	\$33.52	\$126,925,660.64	\$135,242,686.10	\$54,117,294.63
Mountaineering Equipment	992	Rope	956	\$206.36	\$317.91	\$300.87	\$114,426,644.73	\$120,761,636.12	\$36,045,956.47
Mountaineering Equipment	992	Safety	957	\$41.43	\$70.50	\$66.74	\$83,236,883.98	\$88,099,404.00	\$30,985,935.30
Mountaineering Equipment	992	Climbing Accessories	958	\$15.72	\$32.97	\$31.62	\$81,096,582.48	\$84,589,657.16	\$41,501,728.31
Mountaineering Equipment	992	Tools	959	\$34.81	\$60.00	\$57.31	\$130,900,021.71	\$137,117,390.11	\$54,742,288.71
Personal Accessories	993	Watches	960	\$93.40	\$170.55	\$170.27	\$526,802,374.59	\$529,002,994.12	\$235,338,891.48
Personal Accessories	993	Footwear	961	\$29.98	\$53.92	\$53.57	\$867,125,198.48	\$871,473,096.86	\$352,244,629.99

In Report Studio, the same completed report looks like this:

PRODUCT				UNIT MEASURES			PERFORMANCE		
Line	Line Code	Type	Type Code	Cost	Price	Sale Price	Revenue	Planned Revenue	Gross Profit
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>

Warning: This technique works best with short Lists. These are not real headers, so if you have a long List report, the titles will not be repeated at the top of each page. They will only appear on the first page.



STEP-BY-STEP

1. Create a new *Blank Active Report* using the sample *Go Sales (query)* package
2. From the Toolbox, drag in a List
3. From the Source tab, drag in the following data, in this order:
 - a. [Sales (query)].[Products].[Product line]
 - b. [Sales (query)].[Products].[Product line code]
 - c. [Sales (query)].[Products].[Product type]
 - d. [Sales (query)].[Products].[Product type code]
 - e. [Sales (query)].[Sales].[Unit cost]
 - f. [Sales (query)].[Sales].[Unit price]
 - g. [Sales (query)].[Sales].[Unit sale price]
 - h. [Sales (query)].[Sales].[Revenue]
 - i. [Sales (query)].[Sales].[Planned revenue]
 - j. [Sales (query)].[Sales].[Gross profit]
4. Select the List
5. Go to the Structure menu, select Headers & Footers, and select Create Header
6. Select the newly created List Page Header
7. Go to the Structure menu, select Headers & Footers, and select Insert List Row Cells Below...

8. Enter 2 and click OK:
9. Now we need to merge a few cells to create three groupings. Select the first 4 cells in the first inserted row and click Structure | Headers & Footers | Merge List Row Cells:

Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>

10. Select the next 3 cells and click Structure | Headers & Footers | Merge List Row Cells:


Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>



11. Select the final 3 cells and click Structure | Headers & Footers | Merge List Row Cells:

Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>

12. Now we need to add some labels. Select the List Cell that you made in Step 9, go to the Toolbox, and double-click a Text Item. Enter "PRODUCT". You could have also unlocked the report using the Toolbar

 and then dragged a Text Item into the List Cell directly.

13. Select the List Cell that you made in Step 10, go to the Toolbox, and double-click a Text Item. Enter "UNIT MEASURES".

14. Select the List Cell that you made in Step 11, go to the Toolbox, and double-click a Text Item. Enter "PERFORMANCE".

15. Select all three List Cells:

Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
PRODUCT				UNIT MEASURES			PERFORMANCE		
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>

and set the following Properties:

- Horizontal Alignment: Center
- Vertical Alignment: Middle
- Size & Overflow: Height=30px
- Border: Solid line, 1pt, Black for only the left and right sides

16. Now we need to get our column titles back, and reduce some of the redundancy in the label text. Select the List Cell above Product Line, go to the Toolbox, and double-click a Text Item. Enter "Line":

Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
PRODUCT				UNIT MEASURES			PERFORMANCE		
Line	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>

17. Repeat Step 16 for the rest of the columns, like this:

Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
PRODUCT				UNIT MEASURES			PERFORMANCE		
Line	Line Code	Type	Type Code	Cost	Price	Sale Price	Revenue	Planned Revenue	Gross Profit
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>



18. Select all of the new column titles:

Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
PRODUCT				UNIT MEASURES			PERFORMANCE		
Line	Line Code	Type	Type Code	Cost	Price	Sale Price	Revenue	Planned Revenue	Gross Profit
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>

and set the following Properties:

- Horizontal Alignment: Left
- Vertical Alignment: Middle
- Padding: 10px, 10px, 10px, 10px
- Border: Solid line, 1pt, Black for all sides

19. We no longer need the default List Column Titles at the top of the List. We can remove them by holding SHIFT and selecting the whole row:

Product line	Product line code	Product type	Product type code	Unit cost	Unit price	Unit sale price	Revenue	Planned revenue	Gross profit
List Page Header									
PRODUCT				UNIT MEASURES			PERFORMANCE		
Line	Line Code	Type	Type Code	Cost	Price	Sale Price	Revenue	Planned Revenue	Gross Profit
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>
<Product line>	<Product line code>	<Product type>	<Product type code>	<Unit cost>	<Unit price>	<Unit sale price>	<Revenue>	<Planned revenue>	<Gross profit>

and then going to Properties | Box Type | None

20. We can also remove the List Page Header by selecting it and pressing DELETE. The only reason that we had to add the List Page Header was so that we could enable the *Insert List Row Cells Below* feature in Step 7.

21. If we run the report, we can see our new simplified and grouped headers.

