



Button		Description	Button		Description
	New	Create a new report.		Sort	Sort a selected column or row in ascending or descending order.
	Open	Open an existing report.		Aggregate	Add a summary calculation to the end of a selected column or row.
	Save	Save a report.		Group/Ungroup	Group data items to remove duplicate values.
	Cut	Cut an object from the report.		Pivot List to Crosstab	Change a List report into a Crosstab report.
	Copy	Copy an object from the report to the clipboard.		Section	Create a section heading with grouped data items displaying below the main heading.
	Paste	Paste an object from the clipboard to the report.		Swap Rows and Columns	Swap the rows and columns in a Crosstab report.
	Delete	Delete an object from the report.		List Headers & Footers	Add or delete a header or footer at the top or bottom of each page of a List report.
	Undo	Undo the previous action.		Create Header/ Create Footer	Create a header or footer for the selected column.
	Redo	Redo the previous action.		Insert Table	Add a table in which you can insert objects.
	Validate Report	Verify the XML specs against the package.		Merge Cell/ Split Cell	Merge multiple cells into a single cell, or split individual cells into multiple cells.
	Show Specs	Display the XML specs for the report.		Font	Specify the font family, size, weight, style, and effects for an object.
	Run	Run the report in the selected format.		Background Color	Specify the background color for an object.
	View Tabular Data	View the output without page formatting.		Container Alignment	Align an object within its cell.
	Lock/Unlock	Lock or unlock layout objects in a report.		Build Prompt Page	Generate a prompt page based on the selected data item.
	Visual Aids	Assist with designing the report layout.		Data Format	Specify the data format of a selected data item.
	Arrows	Navigate up, back, or forward through the Explorer Bar and report pages.		Drill Through	Specify the drill-through target for a selected data item in the report.
	Filter	Focus a report by excluding unwanted data.		Help	Open the Cognos Help menu.

Menu Bar

Toolbar

File Edit View Structure Table Data Run Tools Help



Insertable Objects

OCFS DW TRN - Out of Home Settings
Out of Home Settings

Insertable Objects Pane

Query Explorer

Report Title

Worker Name - Work1	Worker ID - Work	Facility Name - OHS	Vendor/Facility ID - OHS	Status - OHS	Level of Care - OHS	Authorized to Date - OHS	Facility Capacity Number - OHS
<Worker Name - Work1>	<Worker ID - Work>	<Facility Name - OHS>	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
	<Worker ID - Work>	<Facility Name - OHS>	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
<Worker Name - Work1>	<Worker ID - Work>	<Facility Name - OHS>	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
		ility Name >	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
<Worker Name - Work1>	<Worker ID - Work>	<Facility Name - OHS>	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
	<Worker ID - Work>	<Facility Name - OHS>	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
<Worker Name - Work1>	<Worker ID - Work>	<Facility Name - OHS>	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
	<Worker ID - Work>	<Facility Name - OHS>	<Vendor/Facility ID - OHS>	<Status - OHS>	<Level of Care - OHS>	<Authorized to Date - OHS>	<Facility Capacity Number - OHS>
<Worker Name - Work1>	<Worker ID - Work>						
<Worker Name - Work1>	<Worker ID - Work>	Summary					

Explorer Bar

- Page Explorer
- Query Explorer
- Condition Explorer

Work Area

Properties - Text Item

Data Format	
Drill Throughs	
General	
Maximum Characters	
Box	
Border	
Padding	
Margin	
Box Type	
Color & Background	
Background Image	
Background Color	
Foreground Color	

Properties Pane