In Cognos Report Studio, it is possible to include multiple queries on a report. In the Applicants report below, we will add a query for Admissions information.
Follow these steps to create a report with multiple queries:

1. Open the report
1. Highlight the report body area
2. Select the **Table** menu item
3. Select **Insert**
4. Select **Table**
5. Change the table size to three (3) columns and four (4) rows
6. Click **OK**
7. Highlight the College column
8. Select the List Column Body link at the top of the Properties Pane
9. Select List
10. Drag the columns to the bottom left cell
11. Click inside the cell
12. Select the Center icon
13. Click the Toolbox tab from the Insertable Objects Pane
14. Select List item
15. Drag the List item to the bottom right space of the table
16. Select the **Source** tab from the **Insertable Objects Pane**

17. Drag the data items **COLLEGE_DESC** and **PERSON_UID** into the **NEW** list report frame
18. Double click inside the PERSON_UID column
19. The Data Item Expression dialogue box will open
20. Click before the Query Item Definition
21. Enter the word count <space> open parenthesis ( 
22. Click at the end of the Query Item Definition
23. Enter close parenthesis )
24. Click OK
25. Click inside the **COLLEGE_DESC** column

26. Click the **Group** icon
27. **Highlight the PERSON_UID column**

28. **Click the Aggregate icon**

29. **Select Total**
30. Click inside the **subtotal** line
31. Click the `<Delete>` key on your keyboard
32. Mouse over the Explorer Bar
33. Mouse over Query Explorer
34. Select Query 1
35. Select the second filter in the **Detail Filters** window
36. The **Detail Filter Expression** dialogue box will open
37. Highlight and copy the contents in the **Expression Definition** window
38. Click the **Cancel** button
39. Mouse over the **Query Explorer**
40. Select **Query2**
41. Click the Toolbox tab from the Insertable Objects pane
42. Drag and drop the Filter item to the Detail Filters window
43. Paste the copied statement into the Expression Definition window
44. Click the **Source** tab from the **Insertable Objects** pane
45. Scroll through the **tree hierarchy** until you find the **Filters** folder
46. Open the **Filters** folder
47. Drag and drop the **Admit Select** filter to the **Detail Filters** window
48. Open Page 1 by opening the Page Explorer from the Explorer Bar
49. Click inside the right side of the report to highlight it
50. Select the Center icon
51. Highlight the column heading for **COLLEGE_DESC**
52. Select **Source Type** from the Properties Pane
53. Select **Text**
54. Double click inside the column heading
55. The Text box will open
56. Type the word College
57. Click OK
58. Repeat steps 56 - 62 for the PERSON_UID column, except change the word to Admissions
59. Select the PERSON_UID column

60. Select the right justify icon

61. Run the report to view the results
For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at cognos@kent.edu. For technical assistance, contact the IS Help Desk at 672-HELP (4357).