Extracting Pop Selection Data from Cognos

- 1. The Cognos report must have PIDM in the first column and must have 2 columns (PIDM and name, PIDM and ID, etc).
 - a. It ignores column headers.
 - b. Also if first column must be PIDM.
- 2. Run the desired report in .csv output from Cognos.
- 3. Select Open when the File Download box appears

Internet Explorer	x
What do you want to do with PIDM Identify - (PROD).csv?	
Size: 84 bytes From: cogpprd.ipfw.edu	
 Open The file won't be saved automatically. 	
→ Save	
→ Save as	
Ca	incel

- 4. You can remove any records that you wish at this point, by deleting the row (**Remember PIDM must be the first column and then you must have at least one other column of data**).
 - a. If duplicate PIDM's are present, click the **Data tab** in Excel and click on **Remove Duplicates**. Only one unique PIDM can be used in this process.

- 5. Saving the File
 - a. Save the file in your department M: drive
 - b. In Save As window, change Save As type to CSV(Comma delimited)(*.csv)
 - c. Name the file in the File name box: pop_sel_data



6. Click Save

7. A warning window appears about CSV compatibility, click Yes

Microsoft Excel	
popsel • To ke • To pr • To se	3.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? eep this format, which leaves out any incompatible features, click Yes. reserve the features, click No. Then save a copy in the latest Excel format. ee what might be lost, click Help. Yes <u>No</u> <u>H</u> elp

8. Close excel

- 9. Go into your M drive, and find the report you just saved. (pop_sel_data.csv)
- 10. Right click the file name and click on "Rename"



- 11. Change pop_sel_data.csv to pop_sel_data.dat
- 12. You will get a message asking if you are sure you want to change it, click Yes

Rename	2
<u>^</u>	If you change a file name extension, the file might become unusable. Are you sure you want to change it?
	Yes No

13. You are now ready to process the population selection in Banner by running GZPCPSL.