Cognos Query Studio: Option to Preview with No Data

As you develop new queries in Cognos Query Studio, use the “Preview with No Data” option. Doing so will allow you to preview report design, make formatting changes, and add filters prior to query execution. This will ensure that you get the data set you expect when you run the query and minimize long processing times.

To begin, launch Query Studio.

Choose the package you wish to use for your query. Finance and Accounting is the package used in this example.

Select the data source to use for your query. The Transaction History Query View is used here.

Before inserting any fields into the report area, choose “Preview with No Data.” This is under the menu for Run Report.

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What is it?
This is an option that aids in the efficiency of report execution. Using this option allows preview of report design. You can also quickly and easily make formatting changes and add filters.
Click “Insert Data” from the menu to return to the metadata for the report framework. Select the data fields you want for your report. In this example several fields from the *Transaction History Query View* were selected.

Finally, to filter the report for any of the selection criteria, right click on the appropriate column(s) and choose “Filter”.

After completing the filter selections, return to the menu and select “Run Report”. This time choose the option, “Run with All Data”, and the report should return the requested data.