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Knowledgebase＞Business Systems＞Cognos Analytics＞Author Tip｜Format Dates（and Times）

## Author Tip｜Format Dates（and Times）

Wendi Lewis－2023－11－22－Comments（0）－Cognos Analytics
There are many ways a report author can format dates and times on a Cognos Analytics report．Sometimes you need to format a date in order to save space on a report．

Here are few examples of how you can apply different formats to the same date．
－January 1， 2019
－Jan 1， 2019
－01／01／2019
－1／1／19

Use the Data Format＊property to format a date the way you want．
＊NOTE：This page focuses on formatting dates，but you can use the same Data Format property to also format times，currency，and other data．

Format Dates with the Data Format Property
1．On your report page，select the date object that you want to format．
2．In the Properties pane，under Data，click the Data format ellipses．

| \％ | Page design $\checkmark$ | －0 |
| :---: | :---: | :---: |
| $\square$－List column body |  |  |
| CONDITIONAL |  |  |
| Conditional styles |  |  |
| Style variable |  |  |
| Text source variable |  |  |
| TEXT SOURCE |  |  |
| Source type | Data item value |  |
| Data item value | START＿DA |  |
| DATA |  |  |
| Data format |  |  |
| Drill－through definiti |  |  |

3．Use the table below and from the Format type drop－down list，select Date，Time， or Date／Time（depending on what you want to display）．

| ®- Data format $\times$ |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Format type: | Properties: |  | $๑$ |  |
| (Default) ^ |  |  |  |  |
| (Default) |  |  |  |  |
| Text |  |  |  |  |
| Number |  |  |  |  |
| Currency |  |  |  |  |
| Percent |  |  |  |  |
| Date |  |  |  |  |
| Time |  |  |  |  |
| Date/time Som |  |  |  |  |
| Time interval |  |  |  |  |
| Custom |  |  |  |  |
|  |  | OK | Cancel |  |

## Format type Default format example

none selected 11/29/11 12:10 AM
Date Nov 29, 2011
Date/Time 11/29/11 12:10 AM
Time 12:10:59 AM
4. In many cases, the default settings will serve your needs and no further action is needed. If you need to apply additional formatting to your data, proceed to the next section below.

## Use the Date Style Property

The Date style property is available in the Date and Date/Time data formats.

| -0 Data format |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Format type: |  | Properties: |  |  |
| Date |  | Date style |  |  |
|  |  | Date separator | (Default) |  |
|  |  | Date ordering |  |  |
|  |  | Display eras | Short |  |
|  |  | Display years | Medium |  |
|  |  | Display months | Long |  |
|  |  | Display weekdays |  |  |
|  |  | Display days | Full |  |
|  |  | Calendar type |  |  |
|  |  | Missing value characters |  |  |
|  |  | Date style |  |  |
|  |  | Specifies the date style. T the language. Generally, S some abbreviated words, includes all available deta | ults render ses only $n$ uses comp | d by uses ull |

Usually, selecting an option from the Date style drop-down list will achieve the formatting you want.

## Date Style

Short 11/29/11

Medium (default) Nov 29, 2011

Long November 29, 2011

Full Tuesday, November 29, 2011

If the Date style property doesn't achieve the date format you want, proceed to the next section below.

## Use the Pattern Property to Set Advanced Date Formatting

You can use the Pattern property to specify additional date formats.
When you define a pattern, the number of symbols you use affects how the data will appear. There are different rules for text and numbers.

## Symbols

In the Pattern field, enter the symbols for the date format pattern you want. Separate the symbols by spaces and punctuation as you want it to appear. Refer to the following table for the most commonly used symbols.


## Numbers

The number of symbols you use in a pattern sets the minimum number of digits that will appear on a report. Numbers that have fewer digits than you specify are zero-padded.

For example, if you specify dd for day of month, then the 6th of the month would appear as 06 on your report.

## Text and Numbers

For values that can display as either text or numbers, such as months, you can specify which you want to appear. If you specify text, you can also specify if words are abbreviated.

| Number of symbols | Displays | Example |
| :---: | :--- | :--- |
| 3 or more | text | MMMM produces January <br> MMM produces Jan |
| less than 3 | numbers | MM produces 01 <br> M produces 1 |

## Pattern Examples

The following table shows some examples of symbol combinations you can enter in the Pattern field to produce certain results.

## Pattern Example

MMM d

MM/d

EEEE, MMMM dd, yyyy

EEE, MMM d, yyyy hh:mm a

Produces
Nov 29

11/29

Tuesday, November 29, 2011

Tue, Nov 29, 2011 12:10 AM

Related:

- Date Formats and Functions (IBM)

