

## Author Tip | Link Report List Headings to Data Cookbook Definitions

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Duplicate

Cognos Analytics report authors can create links in report column headings to Data Cookbook definitions that will open in a new browser tab. This provides clarity and context to the user about the data displayed in a report column. It is especially helpful for users who are new to Brown and not familiar with university data.

1. Edit the report in report authoring, and then navigate to the report page where you want to link to a definition.
2. On the toolbar in the upper right corner, click ... (More), and then select Locked. The report is unlocked.
3. From the toolbox pane, drag a Hyperlink object to the left of the column title cell. A hyperlink object appears in your column title cell.
4. Drag the column title text item into the hyperlink object. The column title text becomes a hyperlink object.
5. Delete the hyperlink named Hyperlink. You're left with the column title text hyperlink object.
  
6. Select the hyperlink object (not the text item contained within it), and then in the Properties Pane in the URL field, paste the following URL:  
`https://reporting.brown.edu/dcb/dcb_term_lookup.php?term_id=#####`
  
7. At the end of the URL, replace ##### with the Data Cookbook ID of the definition, and then click OK.  
Find the Data Cookbook ID  
You can find the ID at the end of the [Data Cookbook](#) definition web address. In the example below, the ID is 161458.

8. In the Properties Pane, set the Open in new window property to Yes.  
When the user clicks the definition in your report, this property will open the definition in a new browser tab.
9. For each column title you want to link to a Data Cookbook definition, repeat steps 3-8.
10. Save your report.