Creating Analysis Prompts

This guide will cover:

- How to create an analysis prompt which can be used to prompt a user to make filter selections for the entire analysis.

**Step One**
Hover over the **Open** icon in the Global Header and locate the analysis you wish to add an analysis prompt to. Or use the Catalog to locate the analysis and click the **Edit** button.
Step Two

Navigate to the Prompts Tab of the Analysis Editor.

Step Three

Note: Analysis Prompts will override any filters that have been created using the same columns.

To create an analysis prompt, click on the green plus sign, then click or hover over Column Prompt. A list of columns used in the analysis will appear. If the column you wish to add a prompt for appears, click to select it. Otherwise click on More Columns and select an available column.
Step Four

The New Prompt dialog box will appear. Here you can change the text of the prompt, add a description for the prompt, or change the way the prompt functions.

Click on the Options plus box. This area can be used to adjust many options for the prompts.

Use the Choice List Values to select specific values that will be available in the prompt.

It is often best practice to require user input on at least one of the analysis prompts to prevent an error with exceeding results that are returned in the analysis. You can also choose the option to include a choice for "All Columns Values" in the list as well.

If you have multiple prompts, it is recommended that you limit the available options the user sees in the prompt based on the values selected by a previous prompt. To do this, click the Limit values by checkbox and select an option. In this example, when a user chooses one of the available Academic Programs (e.g. UCBA Associate) the Academic Plan prompt will only display majors and minors associated with that Academic Program.

It can be tempting to choose the All Prompts option here, but doing so regularly will cause performance problems and can cause irregular behavior within your prompts. It is recommended that you only limit prompt values by prompts that are directly related (for example, Academic Year and Term, or Academic Program and Academic Plan).
Step Five

Once you’ve selected all your options, click **OK**.

![Image of Catalyst interface with prompts table]

Step Six

Click the **Save** icon to save your changes.

Use the **Preview** icon to see how your results will display or navigate back to the Catalog and use the **Open** button to run the report. The analysis prompts will display at the onset of the analysis.

![Image of analysis prompt example]

- **Edit** - **Refresh** - **Copy**
Please keep in mind that analysis prompts are not static. Once selections are made within the prompts and the OK button is clicked to obtain the data, the prompts will not continue to display. In order to access the prompts again, a user may use the browser's refresh button to reset the page.

You have now completed the steps for adding analysis prompts.