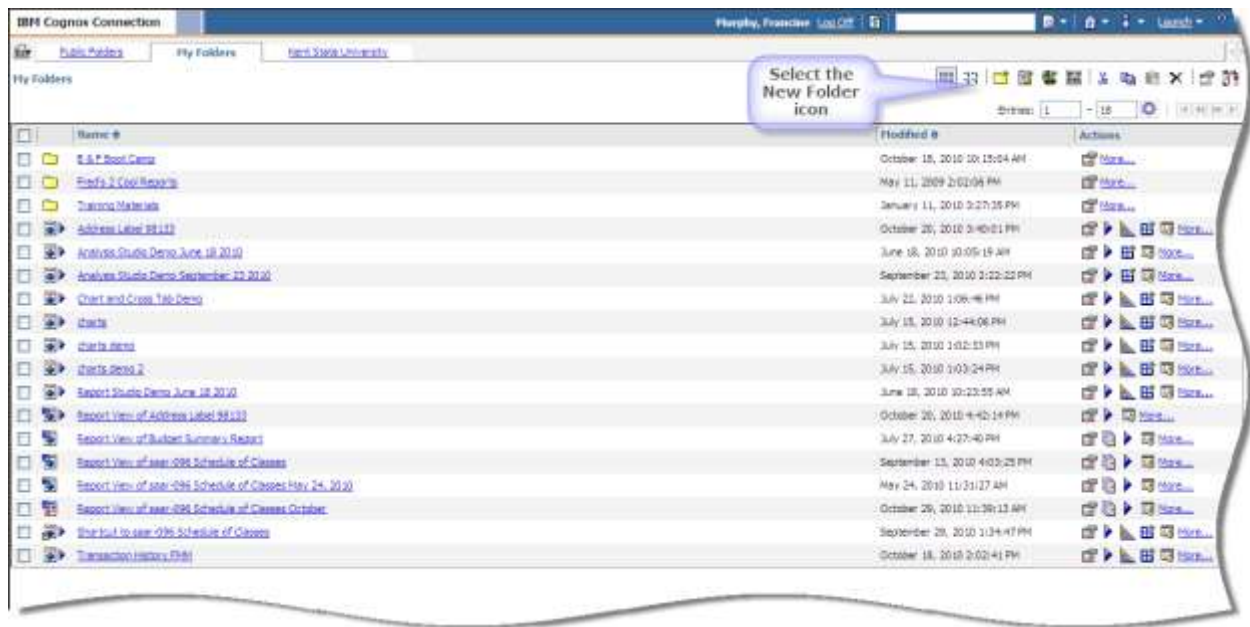**KENT STATE**
U N I V E R S I T Y

COGNOS
Creating a Portlet

A portlet in Cognos is a tab that is linked to a report. When you create a portlet, you will have instant access to the report.
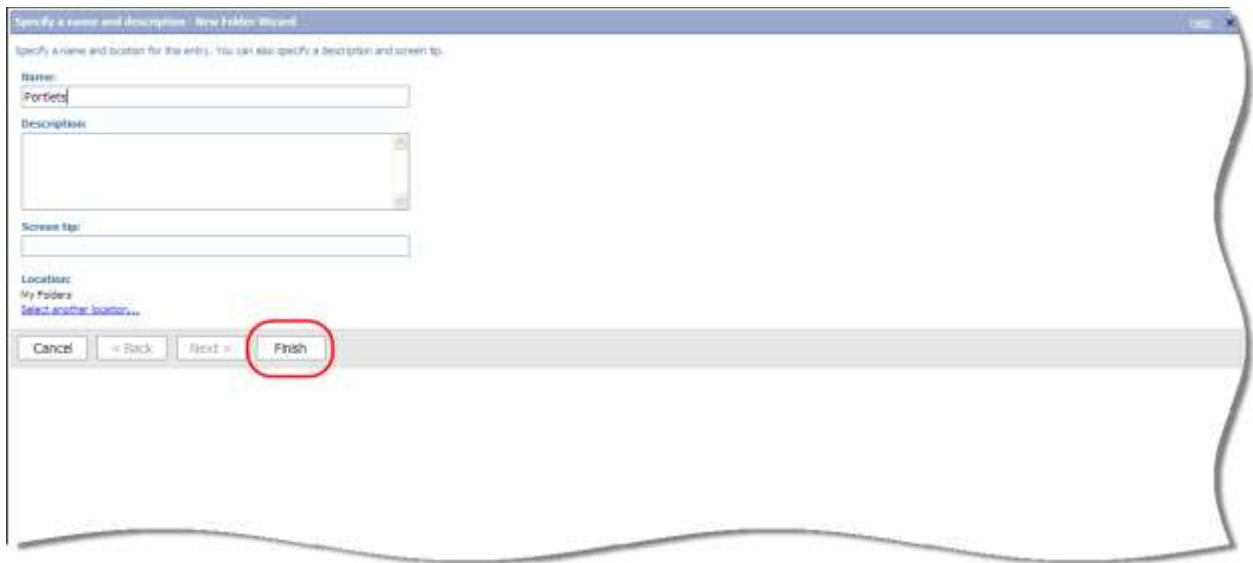
Initial Set up

The initial set up for creating a portlet is a one-time task. The first step is creating a new folder.

Steps:

1. Go the **My Folders**
2. Click the **New Folder** icon

3. Name your folder
4. Click **Finish**

5. Open the folder you created

6. Select the **New Page** icon from the toolbar

7.   Name your page
8.   Click **Next**

9.   The set layout page will open; the default is one (1) column; do not change the number of columns
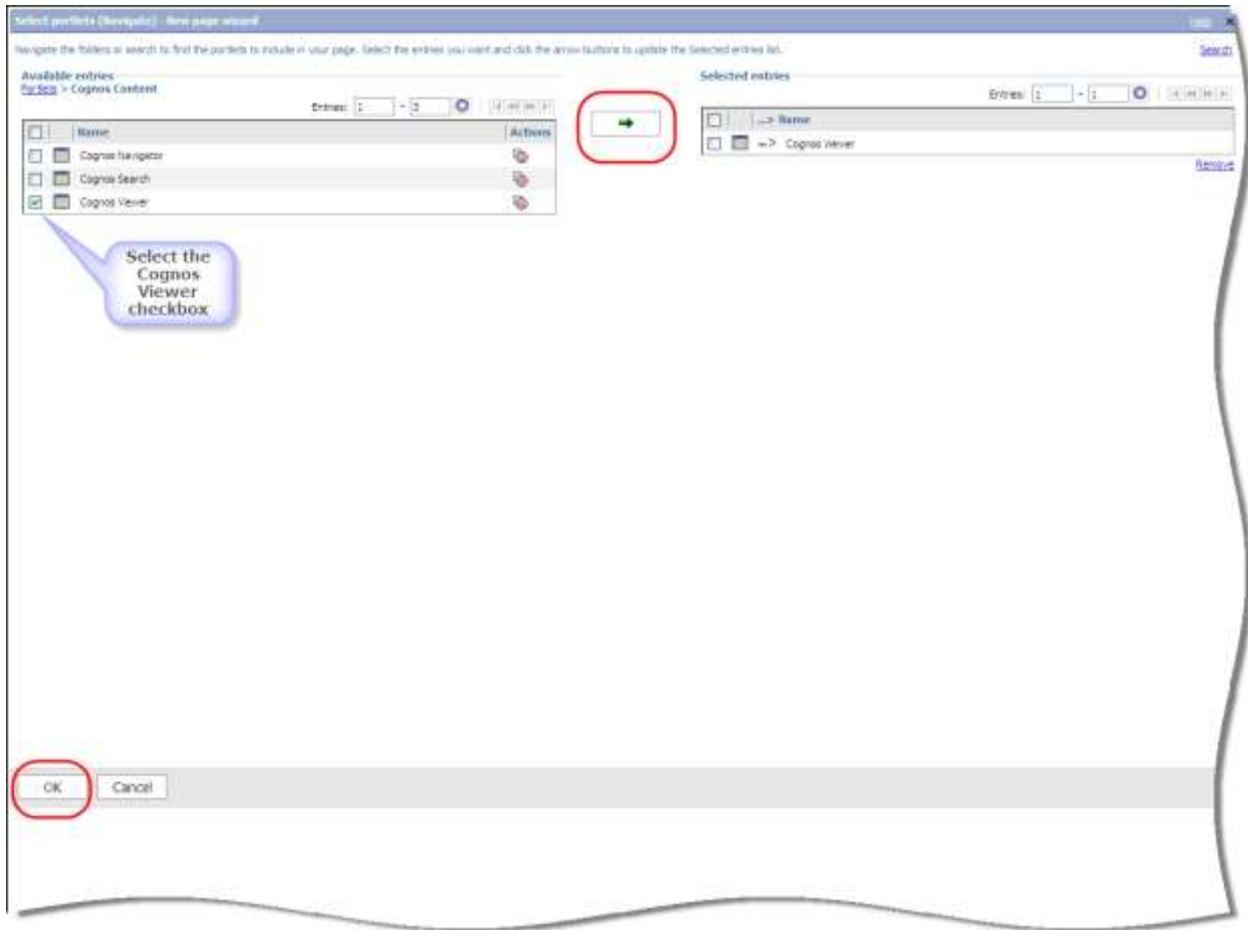10. Click the **Add** link in the lower right-hand corner of the page

11. Select the **Cognos Content** link

12. Select the **Cognos Viewer** checkbox
13. Click the green arrow to move the item to the **Selected Entries** area on the right-hand side of the screen
14. Click the **OK** button

15. The **Set Columns and Layout** page will open
16. Click **Finish**

Adding the Report to the Portlet

Now that you have finished the initial set-up of the Portlet, you are ready to add the report to the portlet.

Steps:

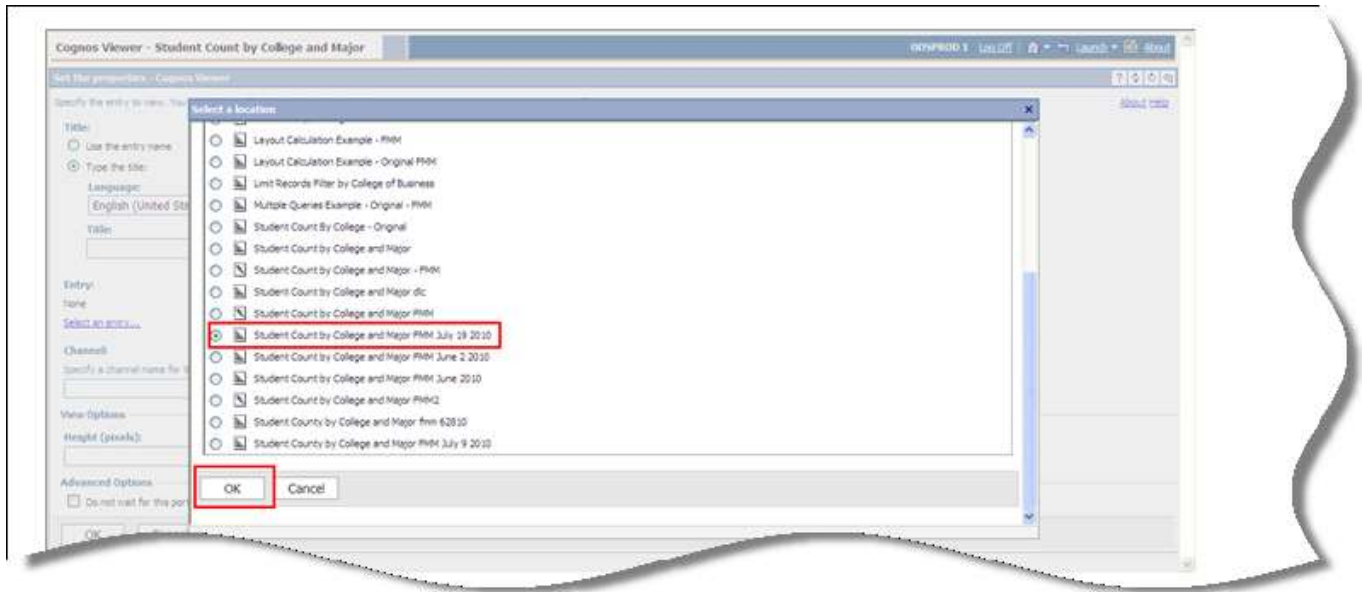1. Double-click on the link to the page that was created

2. A new window will open

3. Select the **Edit** ![icon] icon from the toolbar

4. Click the **Select an Entry** link

5. Locate the report you want to add to your portlet by clicking through the file structure
6. Click the radio button
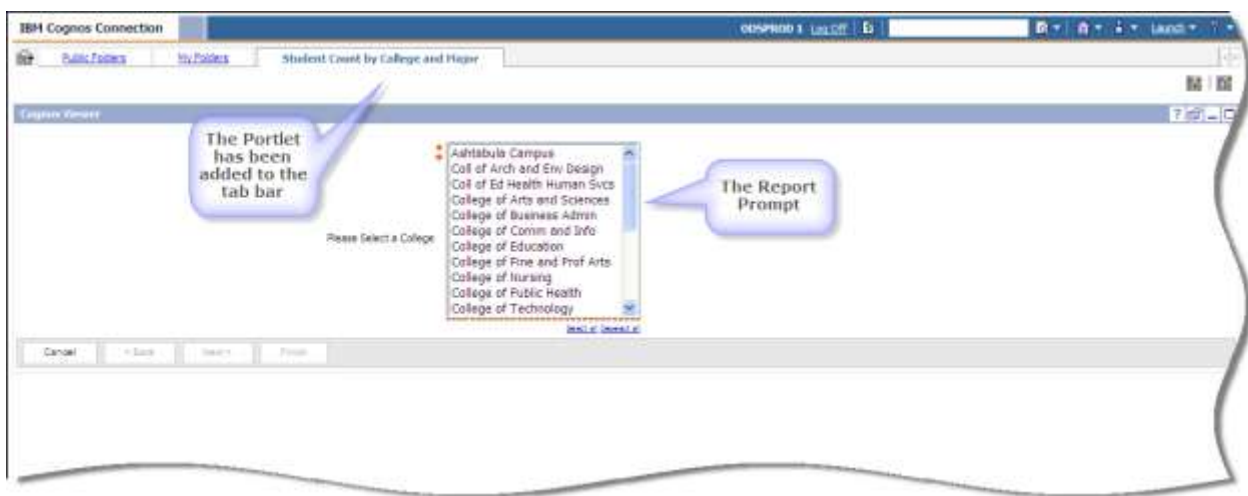7. Click **OK**
8. The page will close

9. Click **OK**

10. Select the **Add to My Portal Tabs** link

The portlet has been added to you tab bar.

For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at **cognos@kent.edu**. For technical assistance, contact the IS Help Desk at 672-HELP (4357).

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