



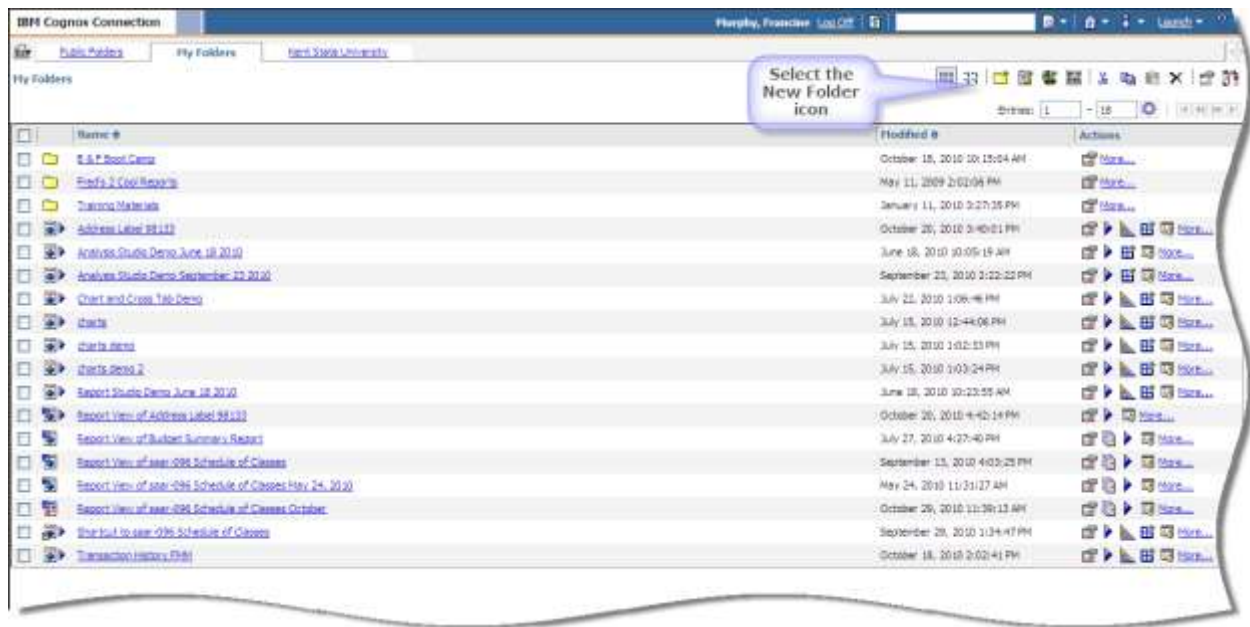
COGNOS

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

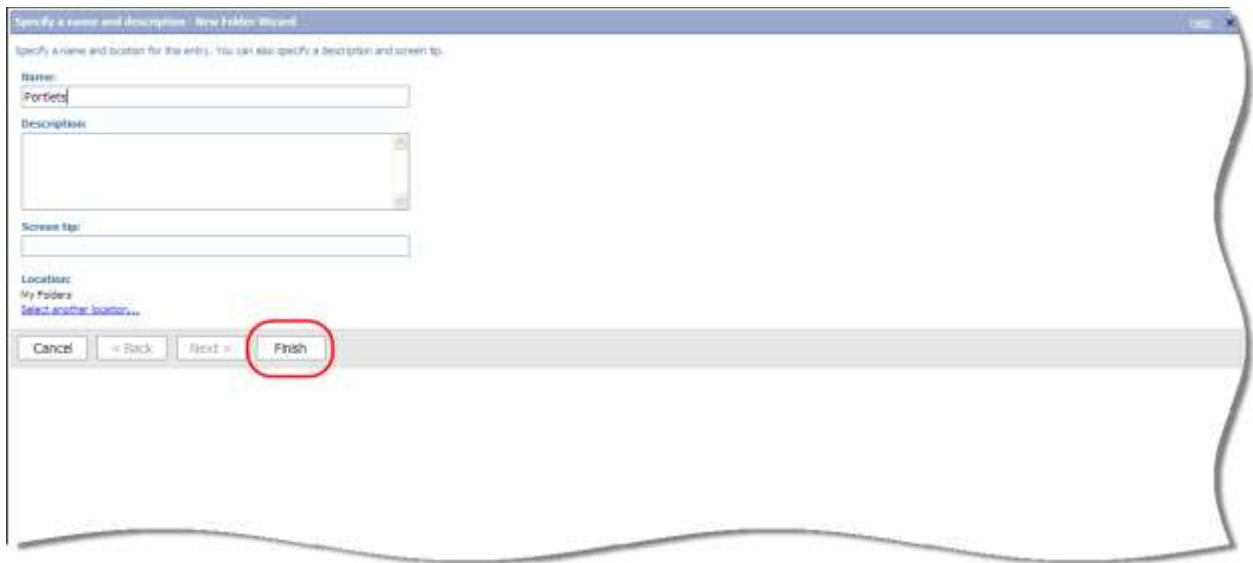
The initial set up for creating a portlet is a one-time task. The first step is creating a new folder.



Steps:


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

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



5. Open the folder you created
6. Select the **New Page**  icon from the toolbar

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The screenshot shows a dialog box titled "Specify a name and description: New page wizard". The instructions at the top state: "Specify a name and location for this entry. You can also specify a description and screen tip." The form contains the following fields:

- Name:** A text box containing "Student Count by College and Major".
- Description:** A large text area.
- Screen tip:** A text box.
- Location:** A section with "My Folders > Portlets" and two links: "Select another location..." and "Select by folders".

At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish". The "Next >" button is highlighted with a red rectangle.

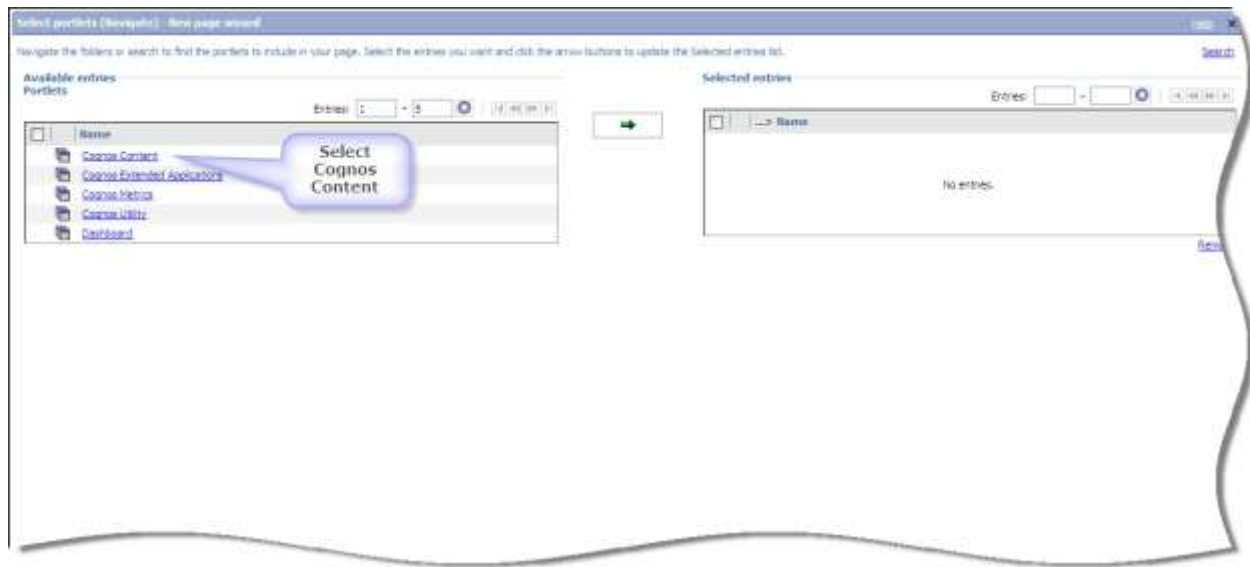
7. Name your page
8. Click **Next**

The screenshot shows a dialog box titled "Set columns and layout: New page wizard". The instructions at the top state: "Specify number of columns and insert the portlets that you have chosen. To customize the portlet, view the page once you close this wizard." The form contains the following elements:

- Number of columns:** A section with icons for 1, 2, 3, and 4 columns. The first icon (1 column) is selected.
- Content:** A section with the text: "For each column you can set the column width and re-order the portlets. When there is more than one column, you can move portlets from one column to the other and insert between columns." Below this is a "Column width:" label and a dropdown menu set to "100%".
- Portlet area:** A large empty rectangular area for portlets. On the right side of this area, there are three green arrows pointing up and down, indicating a re-order handle.
- Buttons:** At the bottom are "Cancel", "< Back", "Next >", and "Finish".
- Links:** In the bottom right corner of the portlet area, there are two links: "Add..." and "Remove". The "Add..." link is circled in red.

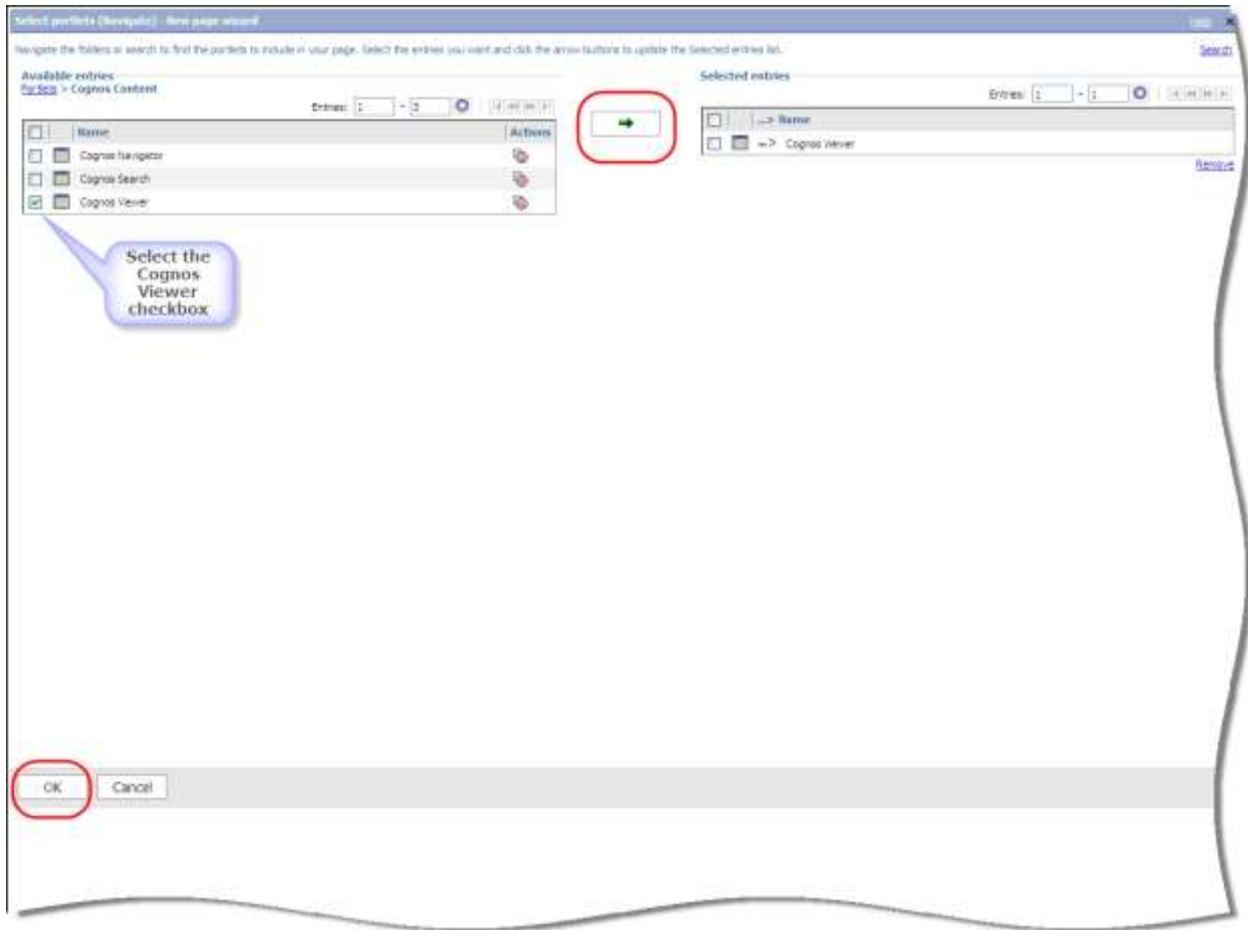
9. The set layout page will open; the default is one (1) column; do not change the number of columns
10. Click the **Add** link in the lower right-hand corner of the page

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11. Select the **Cognos Content** link

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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

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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

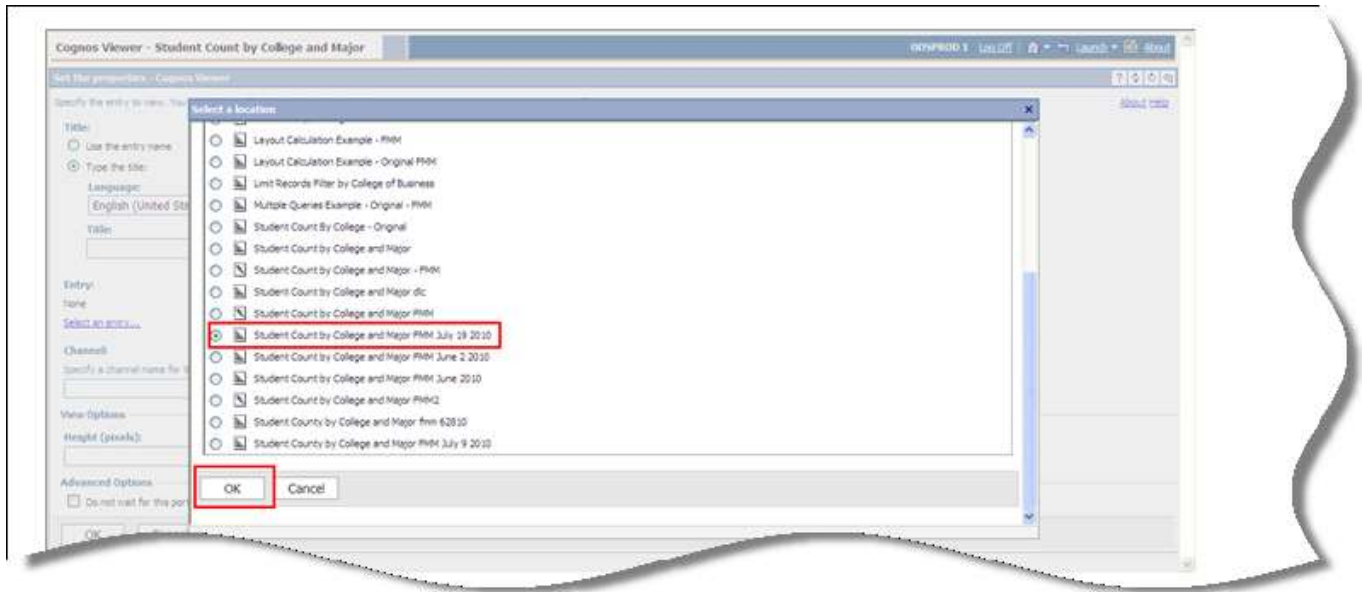
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2. A new window will open
3. Select the **Edit**  icon from the toolbar



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

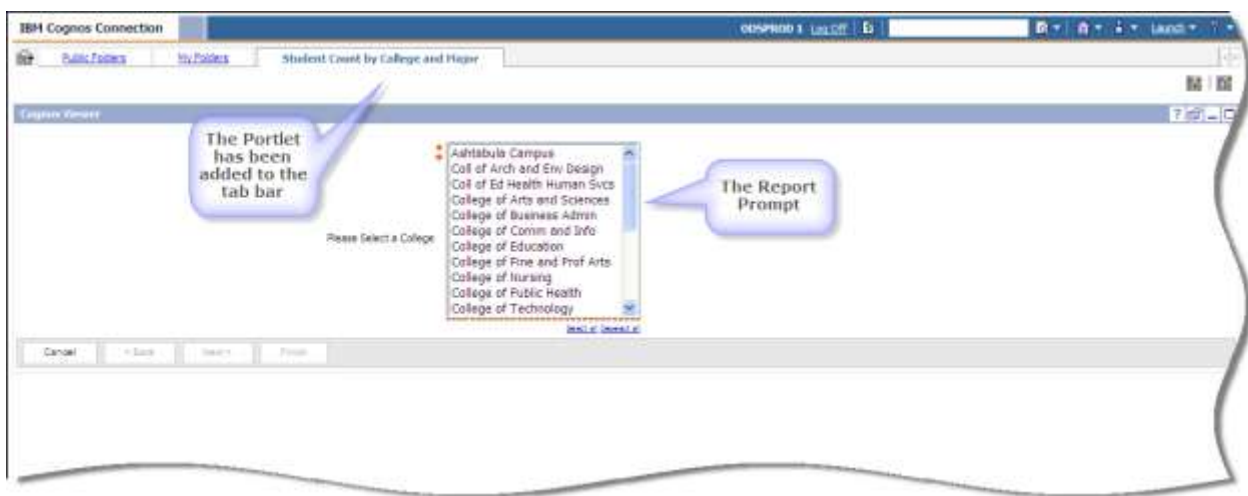


9. Click **OK**

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



The portlet has been added to you tab bar.

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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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