



COGNOS Adding Kent State Portlet

The Kent State University Portlet is a tab that contains helpful information such as:

1. Links to folders
2. Announcements
3. Links to Tips and Tricks
4. Links to other Helpful Links

Kent State University

Name @	Actions
Human Resources	More...
Business and Finance	More...
External Applications	More...
Institutional Advancement	More...
RDIE	More...
Students	More...
Training	More...
KSU Report Template	More...

ODS Refresh Status

Refresh Status	REFRESH_STATUS
ODS Refresh is Complete	Complete 18-APR-2012 03:29:02

Last update: Apr 18, 2012 3:01:05 PM GMT-05:00

Report Development Open Labs
Report Development Open Labs are held on the first and third Thursday of each month from 9:00 AM – 4:00 PM in 103 Stewart Hall. This is a great opportunity to focus on Cognos report writing, network with other report developers, and learn some new Cognos skills! IS report developers will be available to assist with any report writing questions or issues.

Announcements

- Query Studio Reports**
- If you are having a problem with your reports written in Query Studio after the upgrade, please send an email to cognos@kent.edu with names/locations of the reports.
- Online Report Inventory**
- The Online Report Inventory went live! There is a link in the Helpful Links section below.

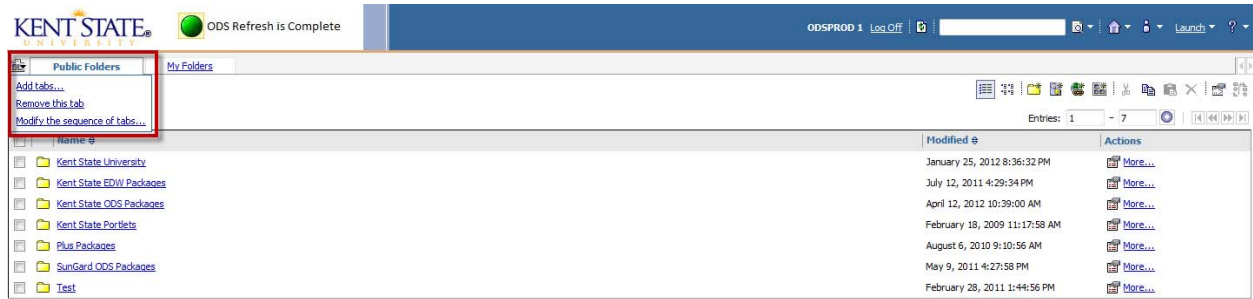
Tips and Tricks

- Unable to open Excel reports
- Useful Functions in Cognos
- Address and Email Slot Descriptions

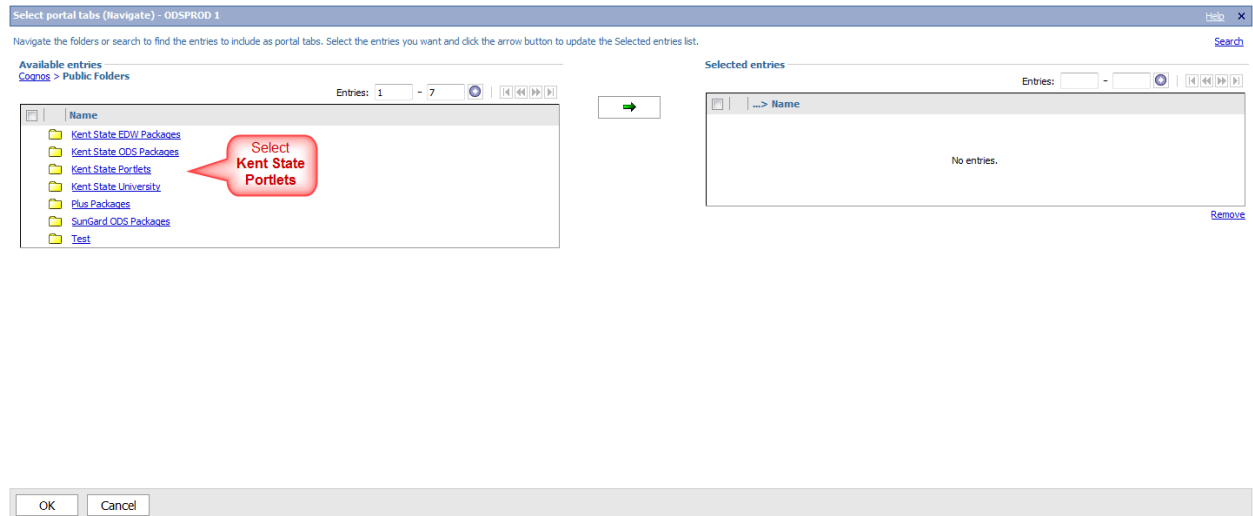
Helpful Links

- Training Website
- Online Report Inventory
- ODS Cognos Metadata
- ODS Change Request Form
- How to Research if a Banner Field is Contained in the ODS
- Access Request Form
- ODS 8.x Enhancements
- ODS 8.x Field Modifications
- List of Values Information
- Package Listing with Data Steward Information
- Address and Email Slot Descriptions
- Cognos 8.4 New Features
- ODS 8.2 New Features

Steps to Add Kent State Portlet

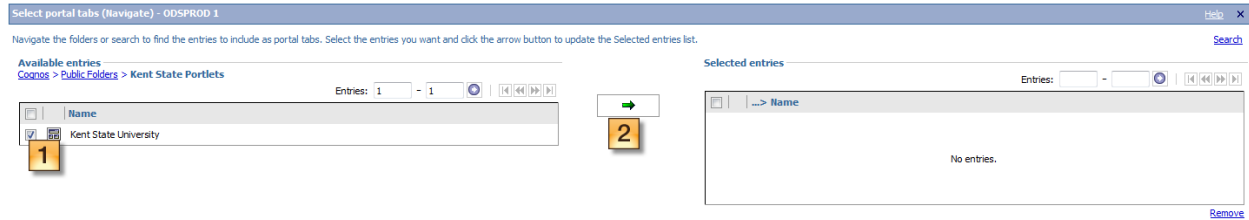


1. Select the **Tab Menu Tab**
2. Select **Add Tabs**



3. Open the **Kent State Portlets** Folder

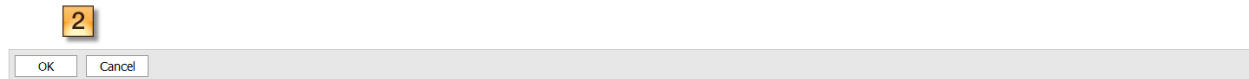
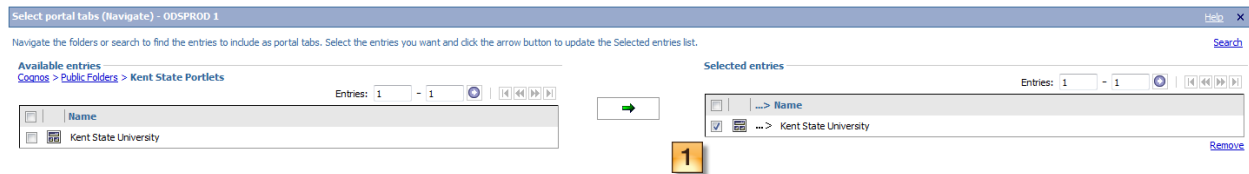
Cognos – Adding Kent State Portlets



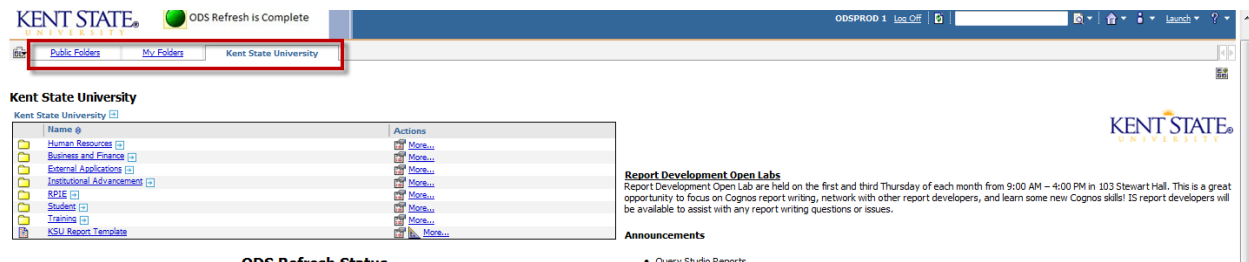
1. Check the **Kent State University** checkbox on the left



2. Select the **Insert Link**



1. Check the **Kent State University** checkbox on the right
2. Click **OK**



Cognos – Adding Kent State Portlets

The screenshot shows the Kent State University Cognos portal. At the top, a blue banner displays the Kent State University logo, a green circle icon with the text "ODS Refresh is Complete", and the text "ODSPROD 1 Log Off". Below the banner, a navigation bar includes "Public Folders", "My Folders", and "Kent State University". A pink "Tab Added" notification box is overlaid on the navigation bar. The main content area is titled "Kent State University" and features a table of folders and their actions.

Name @	Actions
Human Resources	More...
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External Applications	More...
Institutional Advancement	More...
RPIE	More...
Student	More...
Tuition	More...
KSU Report Template	More...

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Tips and Tricks

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- [Address and Email Slot Descriptions](#)

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