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 Setup**

The initial setup 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
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 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

Theportlet has been added to your 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).