Adding Content to your Personalised Page

Adding links to reference guides via Cognos Utility, Bookmarks Viewer section

This is particularly useful if you wish to create links to guidance material.

Pre-Requisites:
- Create a new page by following steps guidance ‘Creating a Personalised Page’.
- Add a Cognos Utility, Bookmarks Viewer column as per steps 6 - 10 in the ‘Creating a Personalised Page’ guidance.

1. On your new tab click the Edit button for the Bookmarks Viewer section to display the screen below.

![Bookmarks Viewer Screen](image)

2. Complete the following:
   - Title
   - Copy and paste the relevant URL link/s into separate rows
   - Complete the Aliases field to the name of the link. The name will therefore display instead of the URL.
   - Leave the default of In a new browser window
Example of the screen once completed.

3. Click **OK** and your page will display with the links you have just added, example screen shot below for **Reference Material**.

You can have as many links to web pages as you wish by clicking on the edit button of your personalised page and adding in another **Cognos Utility, HTML viewer** section.
Adding a report parameter to a personalised page

Pre-Requisites:
- Create a new page and add a Cogno Content column as per guidance ‘Creating a Personalised Page’ and ‘Adding content to your personalised page’

1. Click the Edit button for the Cognos Viewer section on your personalised page.

2. The Set the properties – IBM Cognos Viewer page displays where you complete the following:
   - Enter a title eg the name of the report you are short cutting to.
   - In the Entry section click on Select an entry …
   - Select the relevant link as to where the report is eg. Public Folders > LIVE > the relevant school > Departmental (Shared) Reports>GL or Grants Reporting. Click the radio button of the report you wish to add.
   - Click OK.

3. The trail you have created is now displayed in the Entry section. Click the Report Properties link which is at the end of the trail.

4. It is important to set the properties correctly so that the parameter screen displays each time for you along with the toolbar that displays when you run a report to PDF e.g. convert to excel, run but amend a parameter
   - a. Fragment Action: run the report
   - b. Prompt the User: every time
   - c. Show Toolbar: Normal mode

5. Click OK.

6. Click OK.

7. The page will display with the parameters screen for the report you have linked to to enable you to run the report.

If there are more report parameters screens you would like to add to your page, click the edit button for the page and add in another Cognos Viewer section.

Top Tips!
- You can move sections around to a look that suits you by clicking on the Page Edit button, using the arrows to move sections across, up and down.
- Once you have run a report on your personalised page, click on the refresh icon next to the Log Off link to clear the report from the screen.