



## Adding Content to your Personalised Page

Having prepared the layout of your personalised page, you now need to populate it with the relevant content. Content cannot be added unless the layout is already set up. Refer to *Creating a Personalised Page*. The layout can be edited at any time to add or delete selected viewers.

### Adding links to online reference material via Cognos Utility/Bookmarks Viewer section

This is useful if you wish to create links to guidance material or other reference material such as sections from the *Financial Procedures Manual*.

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



**Set the properties - Bookmarks Viewer**

Specify the URL addresses to display. You can also specify a title and select how to open links.

**Language:**  
English (United Kingdom) Remove values for this language

**Title:**  
[Text Field]

**Bookmarks:**  
Type the URL addresses of the Web pages you want. For example, <http://www.ibm.com/cognos/>. You can also type an alias so that it shows in the portlet instead of the URL.

URLs	Aliases
[Text Field]	[Text Field]
[Text Field]	[Text Field]
[Text Field]	[Text Field]
[Text Field]	[Text Field]
[Text Field]	[Text Field]

Add a bookmark line Delete

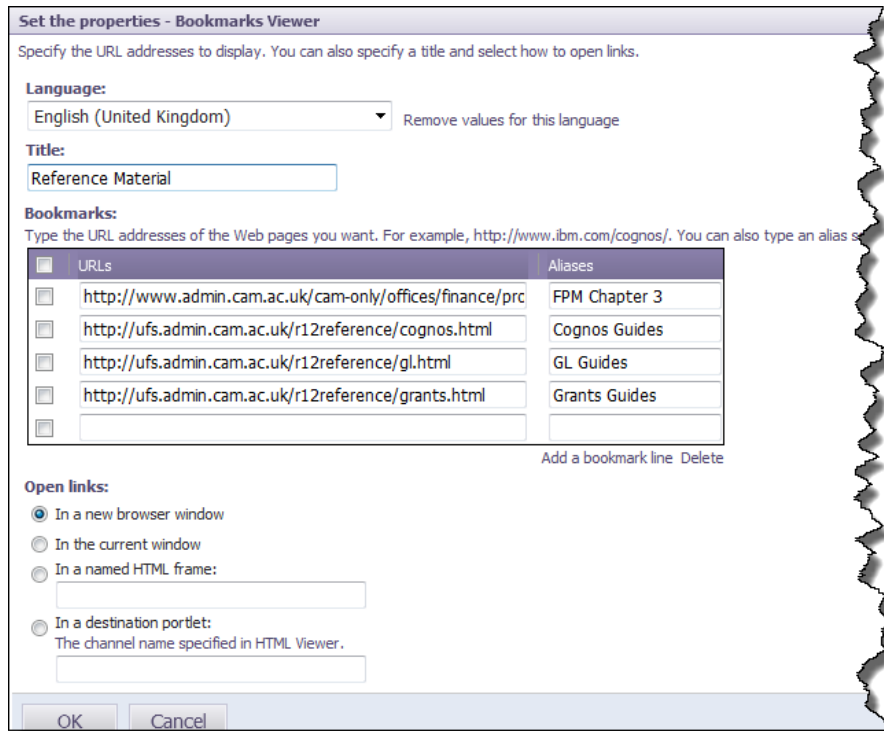
**Open links:**

In a new browser window  
 In the current window  
 In a named HTML frame:  
[Text Field]  
 In a destination portlet:  
The channel name specified in HTML Viewer.  
[Text Field]

OK Cancel

2. Complete the following:
  - **Title.**
  - Copy and paste the relevant URL link/s into separate rows.
  - The **Aliases** field. The name given here will 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 sections as you wish by clicking on the edit button of your personalised page and adding in another *IBM Cognos Utility, bookmarks viewer* section.

## Adding a link to Cognos Utility/HTML Viewer section

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1. Click on the **Edit** button for the **Bookmarks HTML Viewer** section. The following screen displays:

**Set the properties - HTML Viewer**

Specify a URL address to display. You can also specify a title, a channel and other view options.

**Title:**

Use the URL

Type the title:

**Language:**

English (United Kingdom) [Remove values for this language](#)

**Title:**

Training

**HTML content:**

Type a URL address, such as [http://www.my\\_page.com](http://www.my_page.com).

https://www.training.cam.ac.uk/fin/

**Channel name:**

Specify a channel name for this portlet if you want to enable it to be a receiver of actions from other portlets.

**View options**

**Height (pixels):**

350

OK Cancel

2. Either use the URL header or type in a title (recommended).
3. Copy and paste the URL address in the HTML content field.
4. If required, change the height of the section in the View options field.

As with the Cognos Utility Bookmarks Viewer, you can add more HTML Viewer sections but bear in mind that this opens the selected webpage within your home page.

## Adding a report parameter to a personalised page

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



2. The **Set the properties – IBM Cognos Viewer** page displays where you complete the following
  - **Title** eg the name of the report you are adding to your personalised page.
  - In the Entry section click on **Select an entry ...**

**Set the properties - IBM Cognos Viewer**

Specify the entry to view. You can also specify a title, a channel and other view options. For report entries, you can specify report properties.

**Title:**

Use the entry name

Type the title:

**Language:**  
English (United Kingdom) [Remove values for this language](#)

**Title:**  
3-2-1 Grants Listing

**Entry:**  
None  
[Select an entry...](#)

**Channel:**  
Specify a channel name for this portlet if you want to enable it to be a receiver of actions from other portlets.

**View Options**

**Height (pixels):**

**Advanced Options**

Do not wait for this portlet content to show the page

OK Cancel

3. Navigate to the relevant report eg. *Public Folders > LIVE > the relevant school > Departmental (Shared) Reports > GL or Grants Reporting.*

**Select a location**

Navigate the folders or search to find the entry to use. Search

**Cognos**

Entries: 1 - 2

**Name**

Public Folders

My Folders

OK Cancel

Click the radio button of the report you wish to add

**Select a location**

Navigate the folders or search to find the entry to use. Search

Cognos > Public Folders > LIVE > School of the Biological Sciences > Departmental (Shared) Reports > Grants Reporting

Entries: 1 - 22

**Name**

Other

3-2-1 Grants Listing

Activated grants with budget

Award Expenditure by Project Organisation All expenditure types year summary level

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, along with the toolbar that displays when you run a report to PDF e.g. convert to excel, run but amend a parameter.
  - **Fragment Action:** run the report
  - **Prompt the User:** every time
  - **Show Toolbar:** Normal mode
5. Click **OK** to accept report navigation entry.
6. Click **OK** to set the properties.

The personalised page displays with the parameters screen for the report you have linked to.

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 Tip:** 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.