Creating a Personalised Page (Tab)

A personalised page can be created giving the advantage of choosing information that is most important to the user. Links to reports as well as web pages can be created. The content and look of the page can also be customised.

1. Click the New Page icon [image] to display the screen below.

2. Complete the Name field for the tab.

3. Click Select My Folders as the location for saving this page, and this should then appear under Location.

4. Click Next to define the layout for your page. This is where you can specify the number of columns and widths. In this example two columns have been selected.

5. To customise each column, click Add at the bottom of the relevant column and the following screen will display.
Creating an IBM Cognos Utility section

6. Click on IBM Cognos Utility and the following page will display.

7. Tick the boxes accordingly:
   a. Bookmarks Viewer: this will enable you to add links to reference guides
   b. HTML Viewer: this enables you to add links direct to other web pages.

8. Click the yellow arrow to move the description/s to the right hand box.
9. Click **OK** at the bottom of the page and the column screen will display with the link/s you have just added. If you don’t wish to add any more section then proceed to step 15 to add your new page to your portal tabs.

10. If you wish to add links for any remaining columns simply click on the **Add** button for the other column and either click on **IBM Cognos Utility** again and repeat the above steps 6-9 or **IBM Cognos Content** and then follow steps 11-13 below.

**Creating an IBM Cognos Content Section**

11. Following step 10, select **IBM Cognos Viewer**. This enables you to link directly to a report parameter screen.

12. Click the **yellow arrow** to move the description to the right hand box.

13. Repeat steps 11 and 12 for each report that you wish to shortcut to (example screen shot below)

14. Click **OK** and the column screen will display with the link/s you have just added. The next step is to add to the portal tab.

**Adding the new page as a portal tab**

Once columns have been created complete the remaining steps:

15. Click **Next** to display the **Set Page Style** screen where you can enter in a title for your page and set the font (this will be the title that appears on the page, not the title of the tab).
16. Click **Next**, and the following screen will display.

![New page wizard screen](image)

17. Click **Add this page to the portal tabs** and **Finish**. Navigate to the newly created tab.

![Portal tabs screen](image)

It would be beneficial if your customised tab was the home page so that all information that is important to you is there as soon as you log in.

**Setting your new tab to be your home page**

1. Click on the Tab Menu icon
2. Select **Modify the sequence of tabs** .... to display the following screen.
3. Click on the page you created e.g. **My Home Page**.
4. Click **To Top**.
5. Click **OK**.

Your personalised screen is now your home page.

The next step is to add content to the new tab. Refer to Guidance ‘**Adding content to your personalised page**’. 
How to delete a personalised tab

1. Ensure you are on the tab you wish to delete and click on the Tab Menu icon.

2. The following options will display, click on Remove this tab. It will no longer display as a tab but will remain in My Folders, which is where you can select and delete it.