

How to add the HR Datamart Tab to Cognos

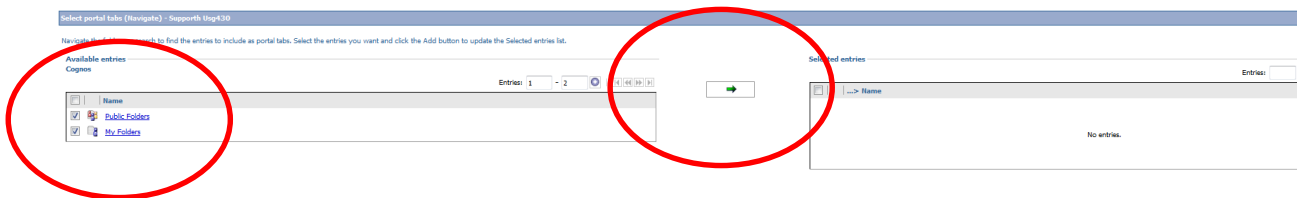
When you first log into Cognos, you may see a blank screen like this:



Click on the symbol in the top left corner and select “Add tabs...”



The next screen shows two levels, “Public Folders” and “My Folders”. Place a checkmark next to both of them and click on the green arrow in the center to move the folders to the right, then click the “ok” button at the very bottom left of your screen.



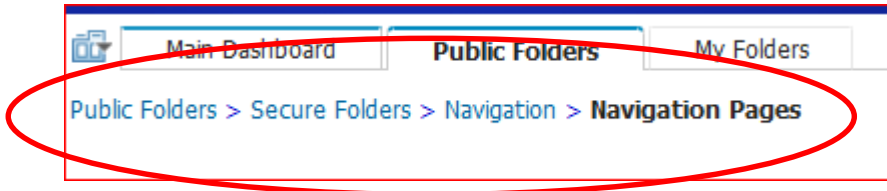
Now the screen will refresh and show you the tabs you just added, Public folders and My Folders. Click on the Public Folders tab.



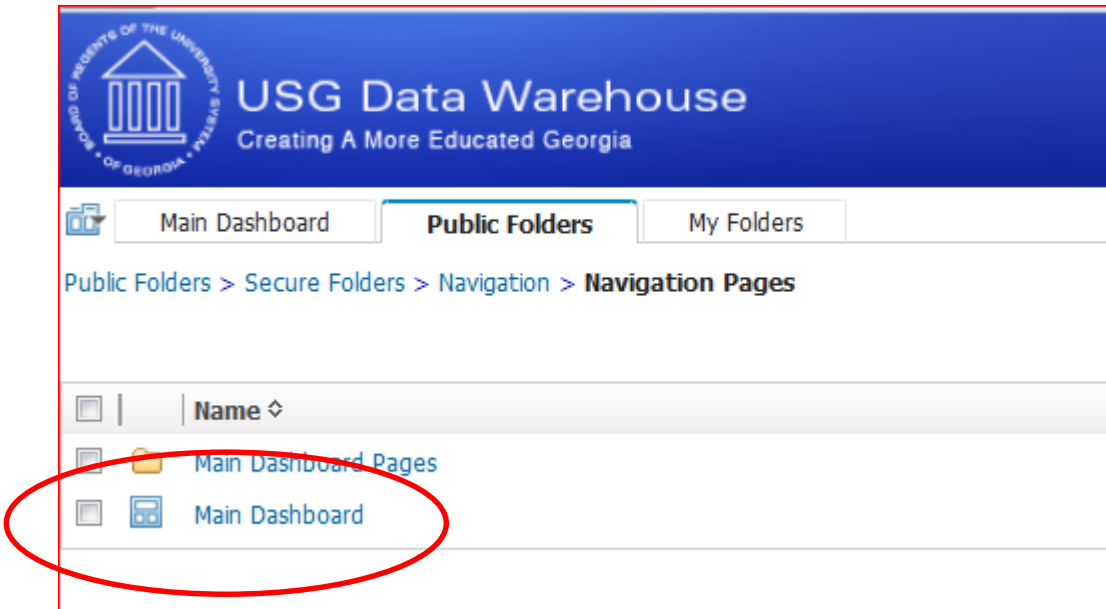
You will see a "Secure Folders" subfolder. Continue drilling down as follows, until you see the Main Dashboard symbol



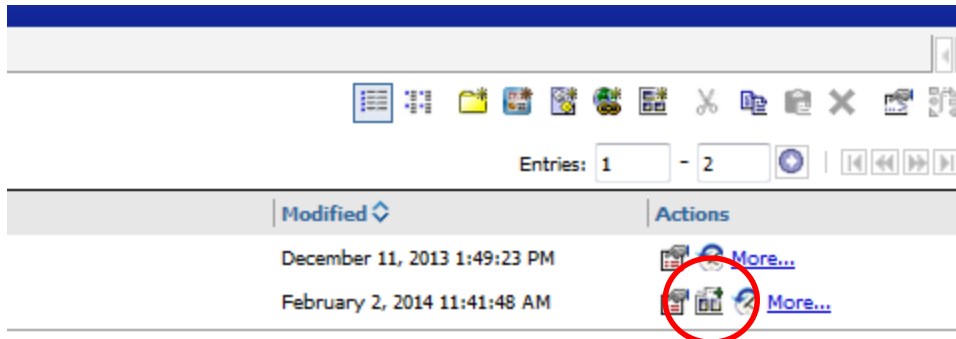
G2I > Secure Folders > Navigation > Navigation Pages



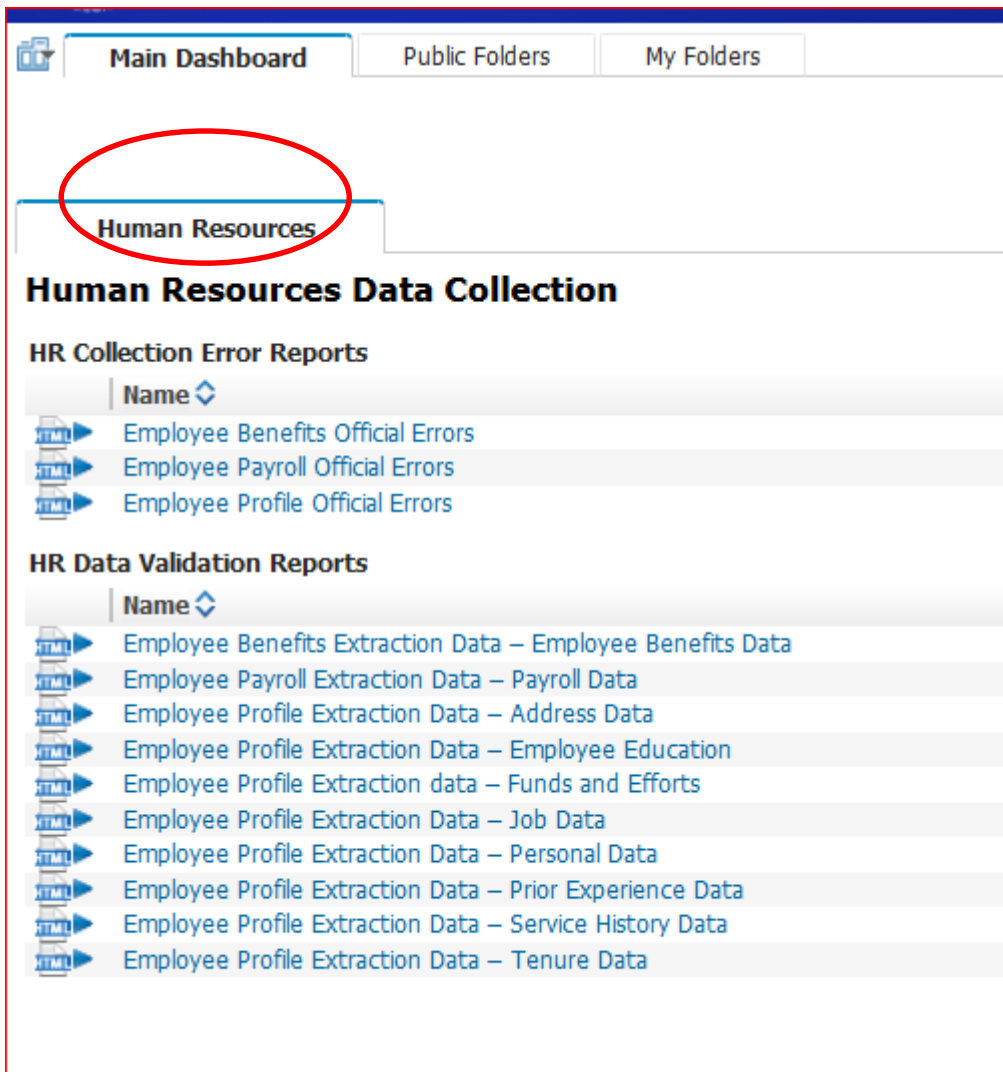
Place a check mark in the box next to "Main Dashboard"



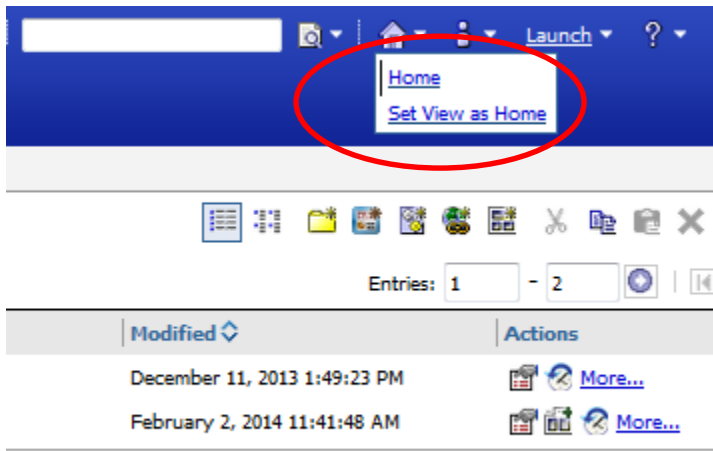
Look over to the right side of your screen, mouse over the middle symbol under “Actions” until the text “Add to my portal tabs – HR UDS Content” will appear and click on the symbol.



The screen will refresh and you can now see an additional tab called “Human Resources”



If you did not get automatically redirected to it, click on the “Human Resources” tab. Finally, set this page as your Home Page. Click on the arrow next to the house symbol and select “Set View as Home”.



Your future home page in Cognos is now set.