Create an AB by Fund Tab

Procedure
In this example, you will create an Available Balance by Fund tab.

We begin with a PowerPlay view of Available Balance by Fund that I've saved to My Folders > AB by Fund.

1. Click the New Page button.
2. Click in the Name field.
3. Enter "Available Balance by Fund".
4. Click the Next link.
5. Click the Add link.
6. Click the Cognos Content link.
7. Click the Cognos Viewer option.
8. Click the Add button.
9. Click the OK link.
10. Click the Next link, click the Next link.
11. Click the Add this page to the portal tabs option.
12. Click the Finish link.
13. Click the Available Balance by Fund link.
14. Click the Edit button.
15. Click the Select an entry link.
16. Click the My Folders link.
17. Click the My AB by Fund link.
18. Click the AB by Fund option.
19. Click the OK link, click the OK button.
20. The Available Balance by Fund tab has the designated view displayed in it.

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   Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu