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.

If you need help with…

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