

## Managing Portlet Content in IDP

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Once Portlets are created on a Portal Page, content needs to be added. Instructions for adding content will depend on the type of Portlet. Your Portal Pages may contain any combination of Portlets. How you view content and what methods you use are your choice.

**Important:** To work with content in a Portlet, navigate to the appropriate Portal Page.

### Collections Portlet

#### *Adding Content*

Collections Display Portlets may be used in a variety of ways. You can add web links, saved reports, and IMAPs.

1. From the appropriate Portal Page, determine the Portlet, click the **Edit Content** icon for that Portlet.

The **Edit Portlet Content** screen appears. By default, the **Show Description** and **Show Location** boxes are checked.

2. Click **Add Items**.

The **Add Items to Portlet** screen appears.

3. Click the radio button next to **Link**.

**Note:** **Application** is specific to SAS products and is currently not used.  
**Syndication Channel** is currently not used.

4. Update the appropriate fields.

**Note:** All fields with an asterisk (\*) are required to save.  
Type or copy the URL exactly as seen in a browser.

5. Click **Add**.

The message '**Link was successfully added**' appears.

**Note:** Multiple items can be added before proceeding to the next step.

6. Click **Done**.

The system returns you to the **Edit Portlet Content** screen.

7. Click **OK**.

The system returns you to the main Portal Page.

### ***Searching for Existing Content***

1. From the appropriate Portal Page, determine the Portlet, click the **Edit Content** icon for that Portlet.  
The **Edit Portlet Content** screen appears. By default, the **Show Description** and **Show Location** boxes are checked.
2. Click **Add Items**.
3. Click the **Search** tab.
4. Update the **Keywords** field.  
**Note:** Use an asterisk (\*) to see all available content or type a portion of the name of the content.
5. From the **Content Types** section, make the appropriate selections.  
**Note:** You must have at least one content type checked.
6. Click **Search**.
7. Check the appropriate item.  
**Note:** To view the details of the item:
  - a. Click the **Name**.
  - b. In the top left corner of the page, click **Add this Item**, or click **Search** to return to the previous list.
8. Click **Add**.
9. Click **Done**.  
The system returns you to the Edit Portlet Content screen.
10. Click **OK**.  
The system returns you to the main Portal Page.

### ***Deleting Content***

1. From the Portlet, click the **Edit Content** icon.
2. From the **Items** section, highlight the name of the item.
3. Click the **X**.  
The message: **'This will remove the item from your portal, but not delete it permanently. Do you want to continue?'**
4. Click **OK**.
5. Click **OK**.  
The system returns you to the main Portal Page.

### URL Display Portlet

#### *Adding Content*

URL Display Portlets allow you to customize IDP even further. By adding websites you use on a daily basis, you may never need to navigate out of IDP. When adding websites directly to IDP, consider the time the Portal Page may take to load.

1. From the Portlet, click the **Edi t Content** icon.  
The **Edi t Portlet** screen appears.
2. Type the URL in the **URL** field.  
**Note:** Type or copy the URL exactly as seen in a browser.
3. Check **Show URL content inside an I-Frame**.  
**Note:** Checking this option frames the webpage within the Portlet and allows you to see all images and links contained on the page.
4. Set the **I-Frame Height**.
5. Click **Save**.
6. Click **Yes**.  
The system returns you to the Portal page.

#### *Deleting Content*

1. From the Portlet, click the **Edi t Content** icon.  
The **Edi t Portlet** screen appears.
2. Remove the URL from the **URL** field.
3. Click **Save**.  
The system returns you to the Portal Page.

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