

Working with Portlets in IDP

Portlets allow you to organize content within a Portal Page in IDP. Consider a Portlet a 'container'. Portlets can contain links to favorite AHR reports, websites and bookmarks.

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

Navigation: Options > Edit Content

Adding a New Portlet

1. From the **Edit Page Content** screen, click **Add Portlets**.
2. From the **Add Portlets to Page** screen, click the **Portlet type** drop-down, make the appropriate selection:
 - Collection Portlet
 - URL Display Portlet

Note: Information Map Viewer, WebDAV Content Portlet, WebDAV Graph Portlet, & WebDAV Repository Navigator will be discussed in advance level IDP courses.

3. Update the appropriate fields.

Note: All fields with an asterisk (*) are required to save.

4. Click **Add**.

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

5. Click **Done**.

The system returns you to the **Edit Page Content** screen. By default, and depending on your choice of layout, all Portlets will appear in either **Column 1** or a section called **Portlets**.

6. Determine the Layout of the Portlets **By Column** or **By Grid**:
 - In Column view, highlight the Portlet name and click the **Up/Down** and **Left/Right Arrows**.
 - In Grid view, click the **Row** drop-down and select the appropriate Portlet.
7. Click **OK**.

Note: All Portlets must be added to the Portal Page prior to clicking OK.

The system returns you to the **Portal Page**.

Adding an Existing Portlet

1. From the **Edit Page Content** screen, click **Add Portlets**.
2. Click the **Search** Tab.
3. Update the **Keywords** field.

Note: Use an asterisk (*) to see all available Portal Pages.

4. Click **Search**.
5. Check the box to the left of the appropriate Portlet.

Note: To view the details of the Portlet:

- a. Click the **Name**.
 - b. In the top left corner of the page, click **Add this Portlet** or click **Search** to return to the previous list.
6. Click **Add**.
 7. Click **Done**.

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

8. Click **OK**.

The system returns you to the main Portal Page.

Customizing the View of Portlets

Use the following steps to customize the view of your Portal Page.

1. From the **Layout** section, click the appropriate radio button:

- By Column

The **Column** option organizes content into columns of information.

- By Grid

The **Grid** option organizes content in rows. Click the **Add Row** button to designate the order of your Portlets. Click the **X** beside the given row to delete.

2. Determine the **Number of Columns**.

Note: These radio buttons may be used with both Layout options.

3. Update the **Column width** fields.
4. Click **OK**.

The system returns you to the main Portal Page.

Deleting Portlets

1. From the Portlet, click the **X** in the top right corner of the Portlet.
The **Remove Portlet** screen appears.
2. Click the appropriate radio button.
3. Click **OK**.
The system returns you to the Portal Page.

Deleting Portlets by Column

1. From the **Edit Page Content** screen, highlight the applicable Portlet, click the **X**.
The message **'This will remove the item from you portal, but not delete it permanently. Do you want to continue?'**
2. Click **OK**.
3. Click **OK**.
The system returns you to the **Portal Page**.

Deleting Portlets by Grid

Use the following process if you do not want to delete the row:

1. From the appropriate row, click the drop-down, click **Empty**.
2. Highlight the name in the **Portlets** section, click the **X**.
The message **'This will remove the item from you portal, but not delete it permanently. Do you want to continue?'**
3. Click **OK**.
4. Click **OK**.
The system returns you to the **Portal Page**.

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