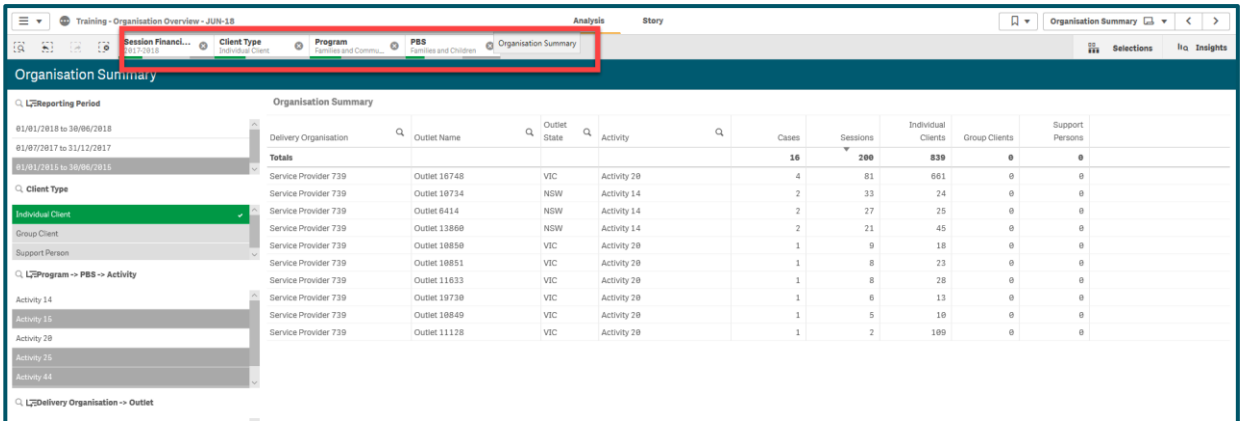
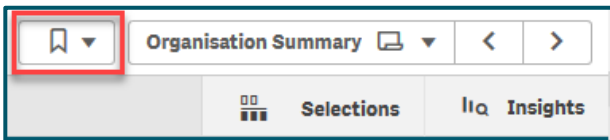
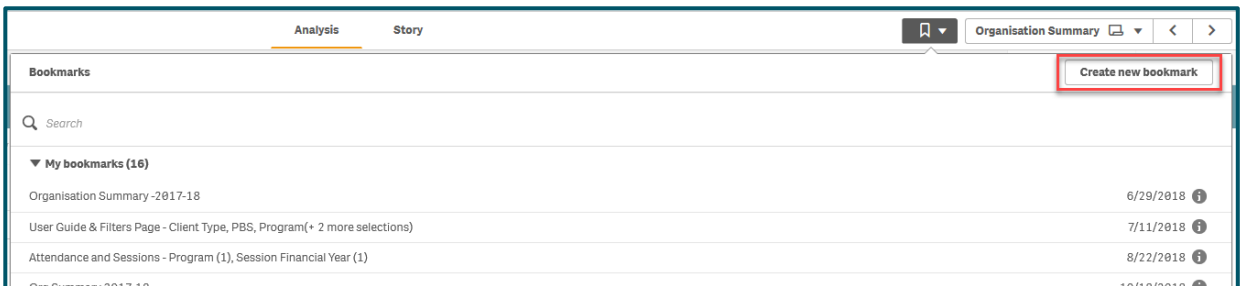


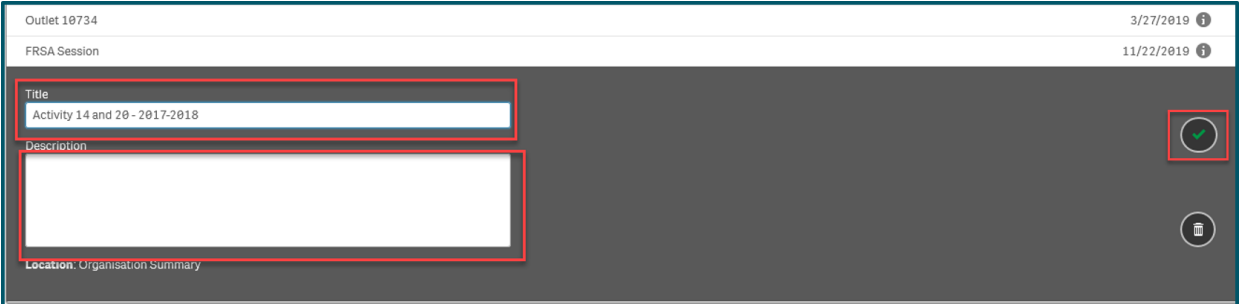
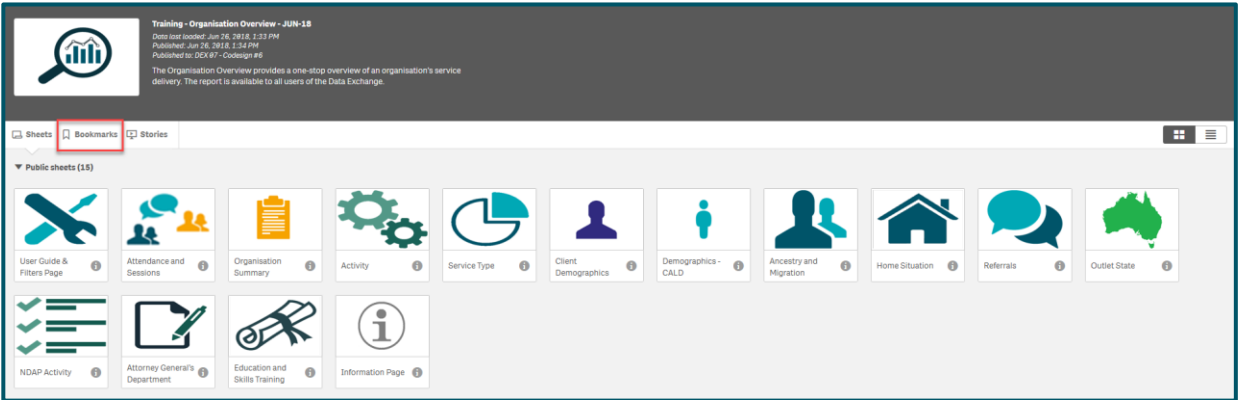
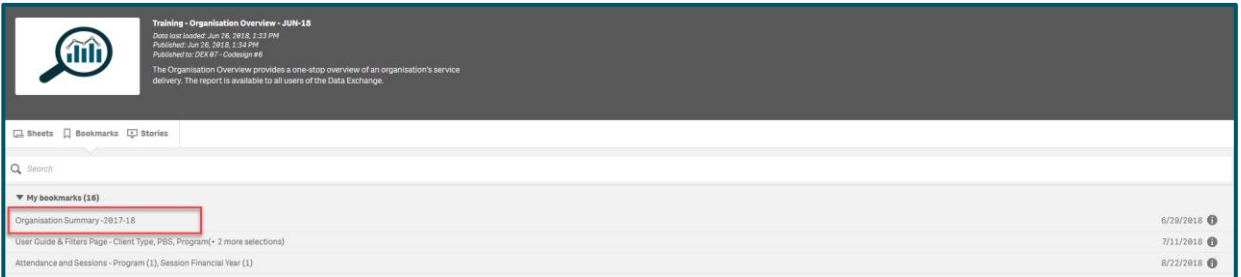


## Add a Bookmark

The Data Exchange reports allow you to add Bookmarks to save your filters and selections for later use. Bookmarks can be created for reports you access on a regular basis. This task card describes the process of adding a Bookmark.

Bookmarks are saved against individual reports. For example, if a bookmark is created in the Organisation Overview report it can only be accessed in that report.

Step	Action
1	<p><b>Creating a bookmark</b></p> <p>Open a report and select the desired sheet. Make your selections by adding the filters you require. Refer to the <i>Applying Filters</i> task card for further information on how to apply a filter.</p> 
2	<p>Select the bookmark icon located in the top right hand corner.</p> 
3	<p>Click 'Create new bookmark'.</p> 

Step	Action
4	<p>Enter a Title and Description of the bookmark.</p> <p>To save the bookmark click the green tick icon.</p> 
5	<p><b>Accessing a bookmark</b></p> <p>Navigate to the report where the bookmark was saved. Click on the <b>Bookmarks</b> icon underneath the report information.</p> 
6	<p>Your bookmarks will display under the <b>My Bookmarks</b> heading. Click on the bookmark you require.</p> 

More information on reporting requirements are available in the [Data Exchange Protocols](#).

Task Cards on reports functionality are available in the [Training tab](#) of the Data Exchange website.  
For technical support, email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or call 1800 020 283 (option 3).

The Helpdesk is available between 8.30am - 5.30pm (AEST/AEDT) Monday to Friday.