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** |
| --- | --- |
|  | **Creating a bookmark**  Open a report and select the desired sheet. Make your selections by adding the filters you require.  Refer to the *Applying Filters* task card for further information on how to apply a filter. |
|  | Select the bookmark icon located in the top right hand corner. |
|  | Click ‘**Create new bookmark**’. |
|  | Enter a Title and Description of the bookmark.  To save the bookmark click the green tick icon. |
|  | **Accessing a bookmark**  Navigate to the report where the bookmark was saved. Click on the **Bookmarks** icon underneath the report information. |
|  | Your bookmarks will display under the **My Bookmarks** heading. Click on the bookmark you require. |

More information on reporting requirements are available in the [Data Exchange Protocols](https://dex.dss.gov.au/document/81).

Task Cards on reports functionality are available in the [Training tab](https://dex.dss.gov.au/training/task-cards) 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.