# Add a snapshot

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](https://help.qlik.com/en-US/sense/2.2/Content/Tutorials.htm)

## Add snapshots to a story

The Data Exchange reports allow you to add snapshots of the image items such as graphs, pie charts and line charts found in the reports to build a story.

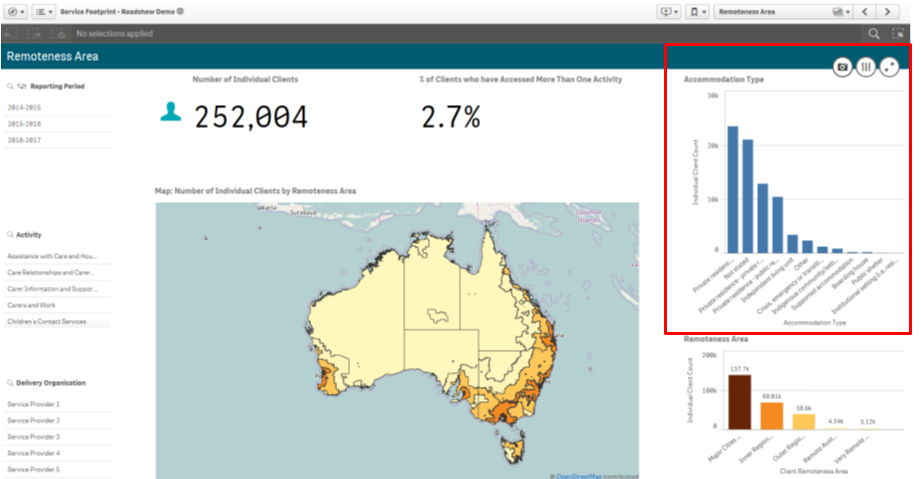
**Table 1 – Snapshot navigation items**

| **Item** | **Description** |
| --- | --- |
| This is a screen shot of the take snapshot button. | Select to **add** an image to the Snapshot library. |
| This is a screen shot of the story icon which you would select to start a story. | Select to **add** or **find** a story in the report. |
| This is a screen shot of the handles that can be used to resize and move the image anywhere on the page. | Select the **handles** on the corner of the image to resize the snapshot item. |
| Replace button | Select to **replace** the image with another snapshot item in your Stories library. |
| Edit button | Select to **edit** the image. |
| Lock button | Select **lock** to prevent any changes being made to the snapshot. |
| Go to source button | Select to **go to** the originating sheet source of the snapshot. |
| Return button | Select to **return** to the Story that you are creating. |
| Send to back button | Select to send the item to the back of the image layers. |
| Bring to front button | Select to send the item to the front of the image layers |
| Send backward button | Select to send the item back one layer of the image layers. |
| Bring forward button | Select to send the item front one layer of the image layers. |
| Go to source button | Select to return to the sheet the image was taken from. |
| Delete button | Select to remove the image from the story. |

## Take a snapshot

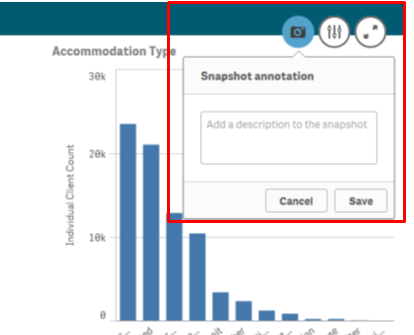
Access the required report and select the item that you would like to add to the **Snapshot library**.

Figure 1 - Item selection for Snapshot library



Select This is a screen shot of the take snapshot button.and the **Snapshot annotation** pop up box will display.

Figure 2 - Snapshot annotation pop up box



Enter a description of the snapshot and selectThis is a screen shot of the save button..

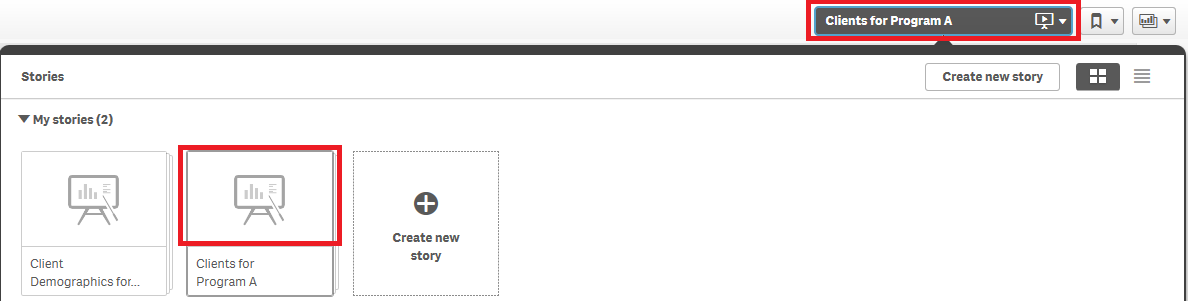
The item will display in the **Snapshot library**.

## Add a snapshot to your story

Select This is a screen shot of the story icon which you would select to start a story. to add the snapshot to a sheet. The **Stories** pop up box will display.

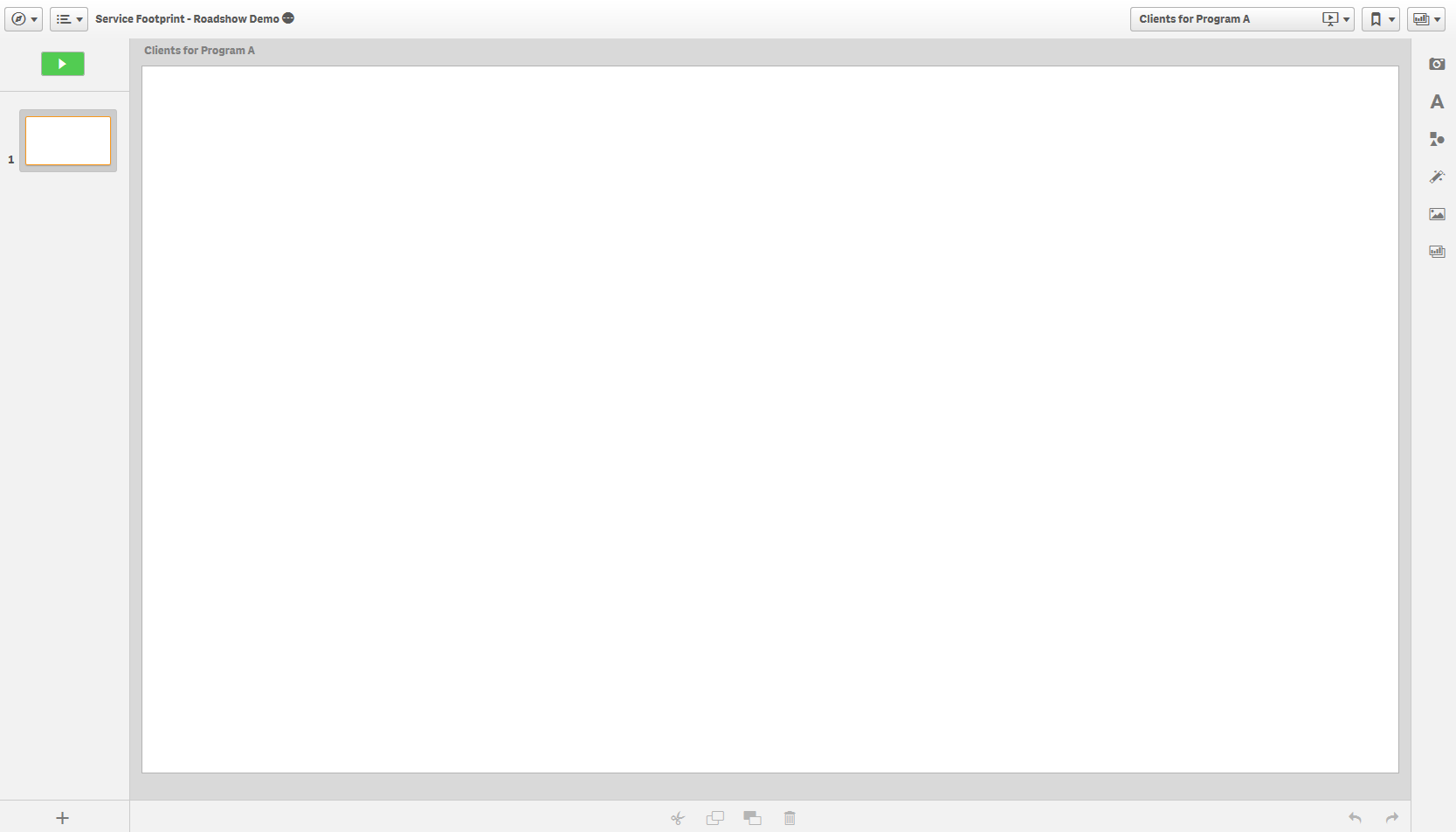
Access the required **Stories** tile.

Figure 3 – Stories drop down arrow and My stories tile



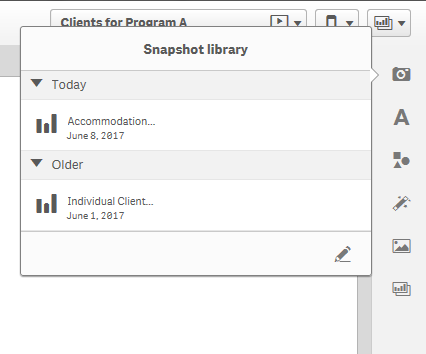
The **Story** page will display.

Figure 4 – Story sheet with snapshot



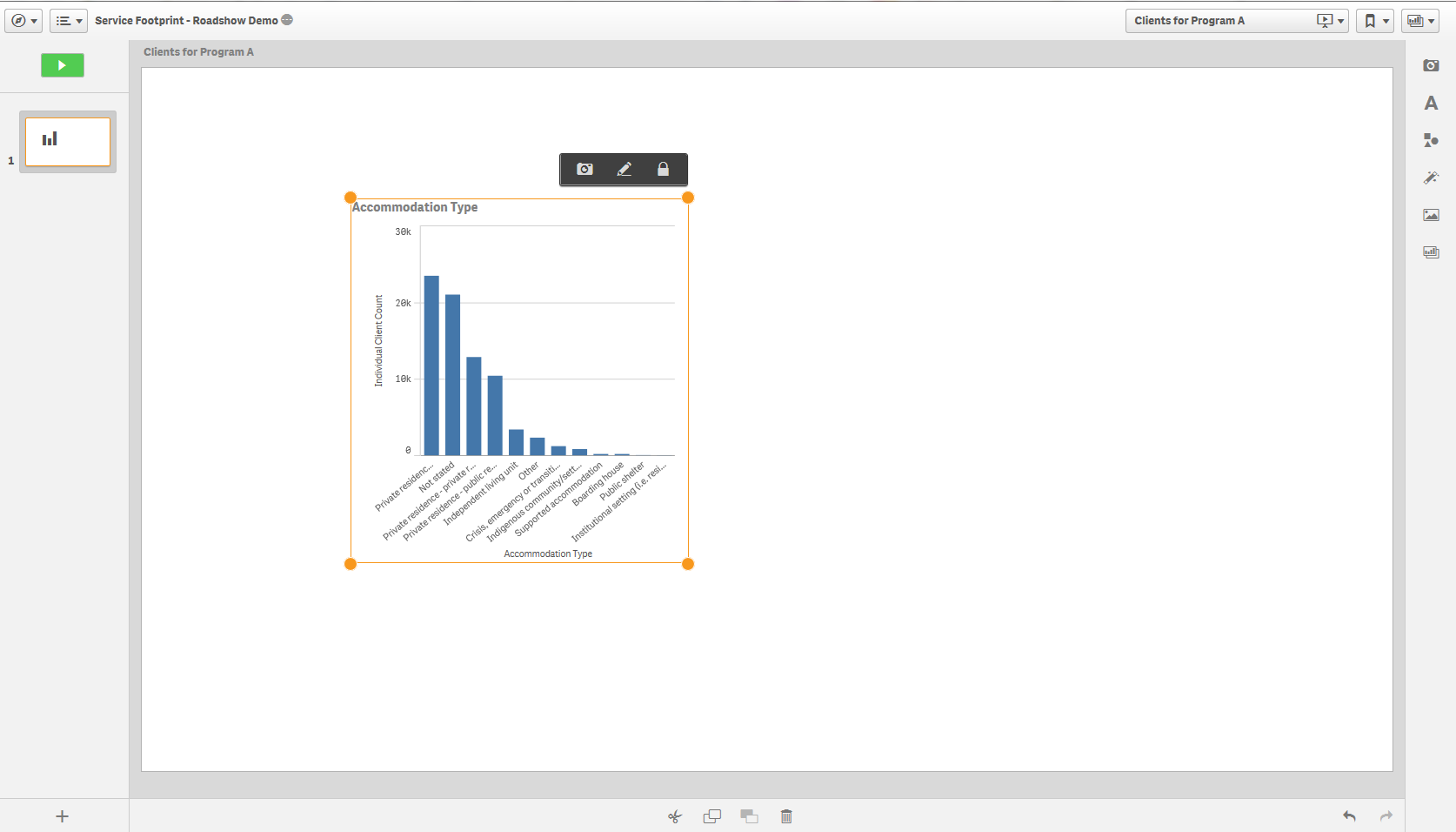
Select This is a screen shot of the camera icon. and the **Snapshot library** pop up box will display with a listing of the snapshot items that have been saved for that report.

Figure 5 - Snapshot library items



**Click** and **drag** the selected item onto the story sheet.

Figure 6 - Snapshot selection on the story sheet



Use This is a screen shot of the handles that can be used to resize and move the image anywhere on the page. to resize or move the image anywhere on the page.

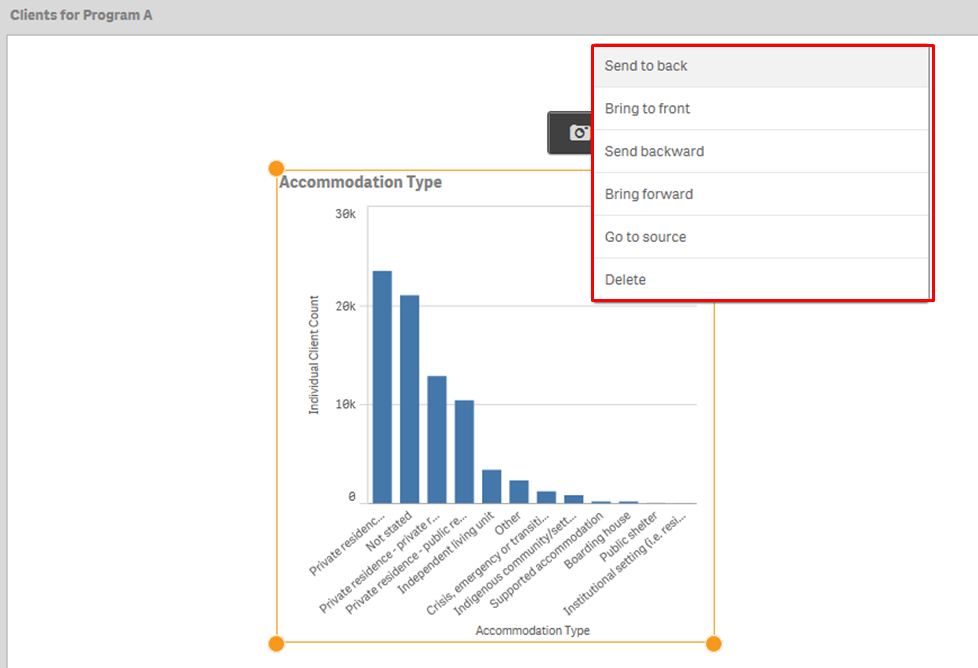
**Click** and **drag** the snapshot wherever you want on the page.

## Arrange a snapshot

You can change the position of the image, remove the effect on the image, delete the image or go back to the sheet where the image originated from.

**Right click** on the snapshot image and an options pop up box will display.

Figure 7 – Options pop up box

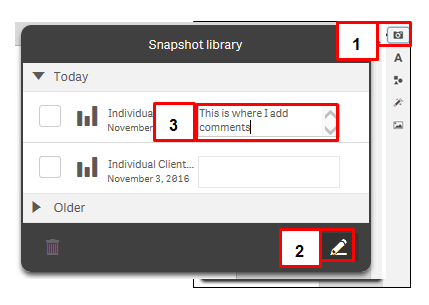


## Add comments to a snapshot

Whilst the title of a snapshot item cannot be changed, comments can be added to describe the snapshot item.

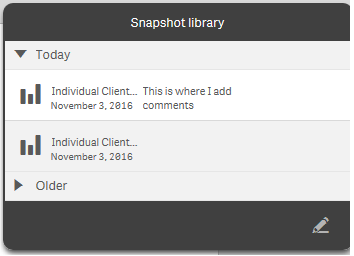
1. Select the **camera icon** to open the Snapshot library.
2. Select the **pencil icon** to open the comment fields.
3. Select the **snapshot item** and type the details in the comments field.

**Figure 8 – Snapshot library with comments field open**



The comments will automatically save.

**Figure 9 – Comments field for snapshot item updated**

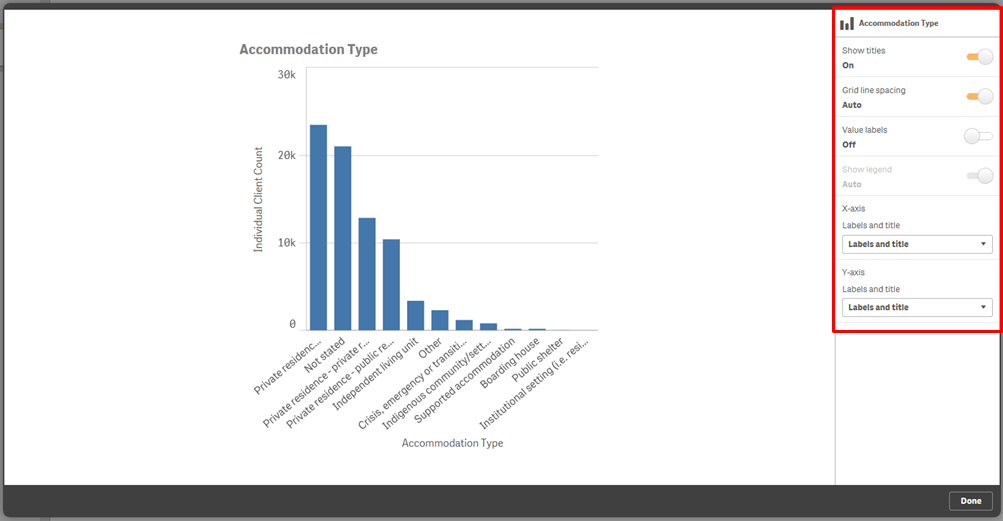


## Edit a snapshot

Select Edit button to edit the snapshot.

An **edit** pop up box will display and you can amend titles, grid lines and labels.

Figure 10 – Edit options for snapshot



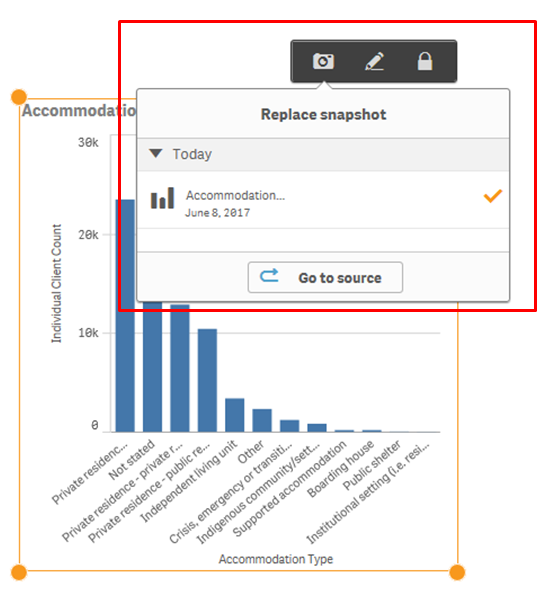
Select Done button to save the amendments.

## Replace a snapshot

Select Replace snapshot button to replace the snapshot.

The **Replace snapshot** pop up box will display with the image that has been selected to be replaced.

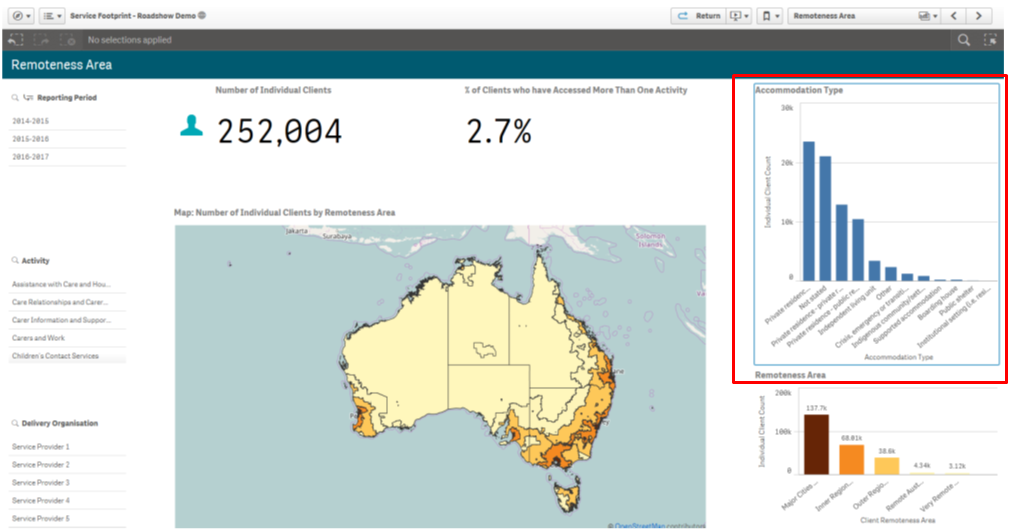
Figure 11 – Replace snapshot pop up box



Select Go to source button to choose another snapshot from the originating sheet source.

The **originating sheet** will display with a line around the original snapshot.

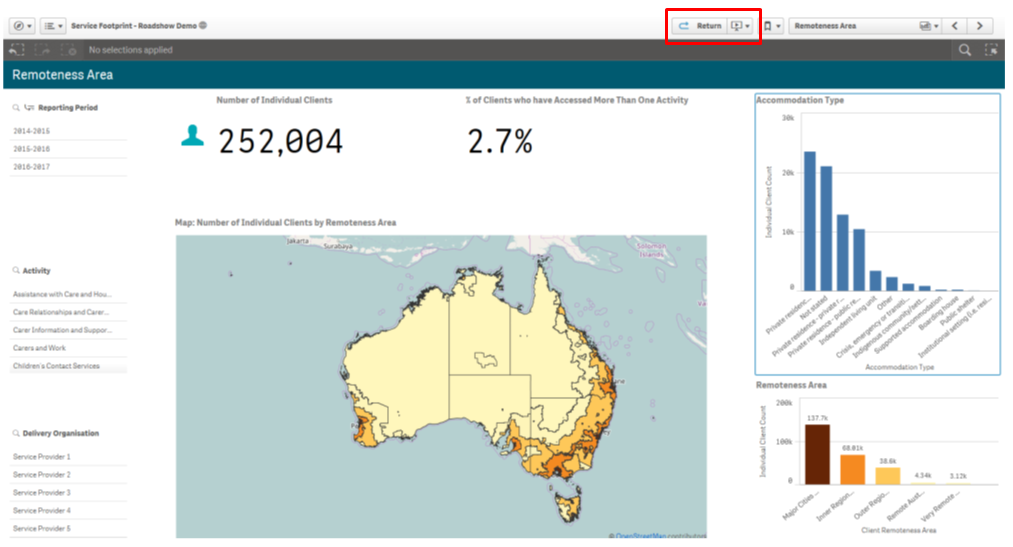
Figure 12 – Originating sheet for snapshot



Select a different item to add to the **Snapshot library**.

Select Return button to return to the story you are creating.

Figure 13 – Return to Story button



Select This is a screen shot of the camera icon. to open the **Snapshot library** and select your new snapshot item to your story.

More information on reporting requirements can be found in the [Data Exchange Protocols](https://dex.dss.gov.au/document/81). Further information on reports functionality can be found in the [Data Exchange Reports](https://dex.dss.gov.au/document/746) learning module.

For technical support; contact the Data Exchange Helpdesk by email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.