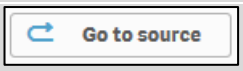
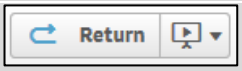
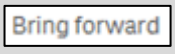
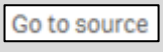
Add a snapshot

More information on how to use Qlik can be found at Tutorials - Qlik Sense

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.

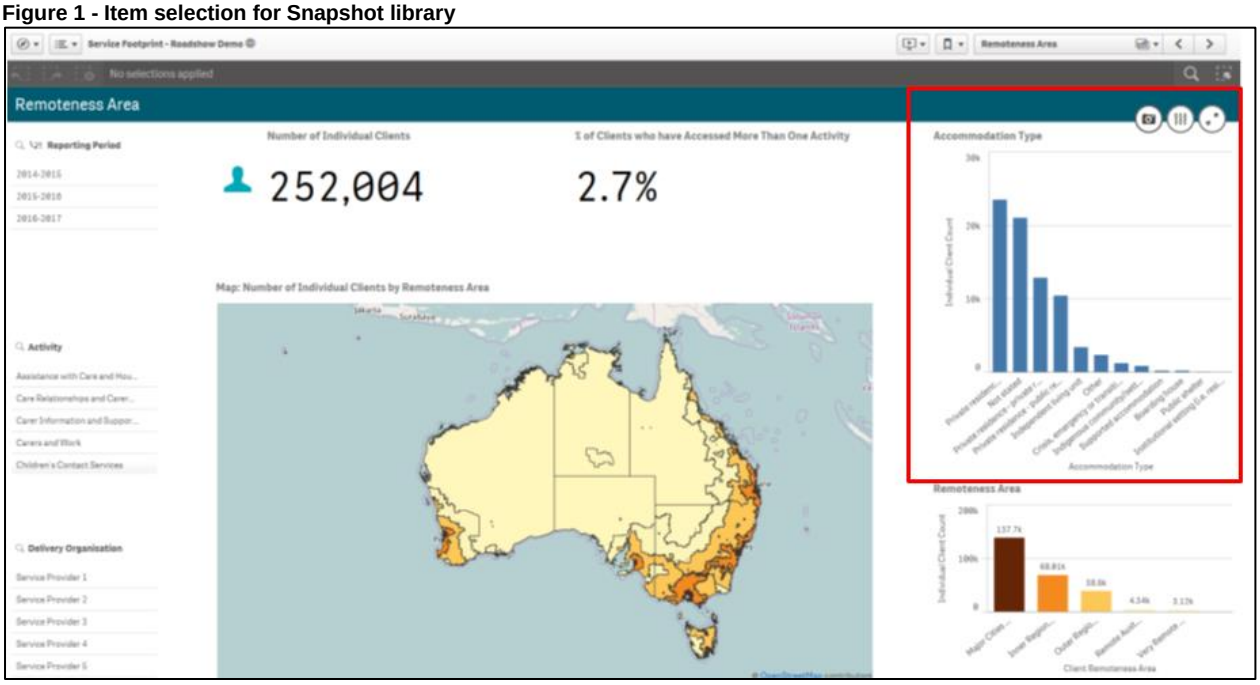
Table 1 – Snapshot navigation items

Item	Description
	Select to **add** an image to the Snapshot library.
	Select to **add** or **find** a story in the report.
	Select the **handles** on the corner of the image to resize the snapshot item.
	Select to **replace** the image with another snapshot item in your Stories library.
	Select to **edit** the image.
	Select **lock** to prevent any changes being made to the snapshot.
	Select to **go to** the originating sheet source of the snapshot.
	Select to **return** to the Story that you are creating.
	Select to send the item to the back of the image layers.
	Select to send the item to the front of the image layers
	Select to send the item back one layer of the image layers.
	Select to send the item front one layer of the image layers.
	Select to return to the sheet the image was taken from.
	Select to remove the image from the story.

Take a snapshot

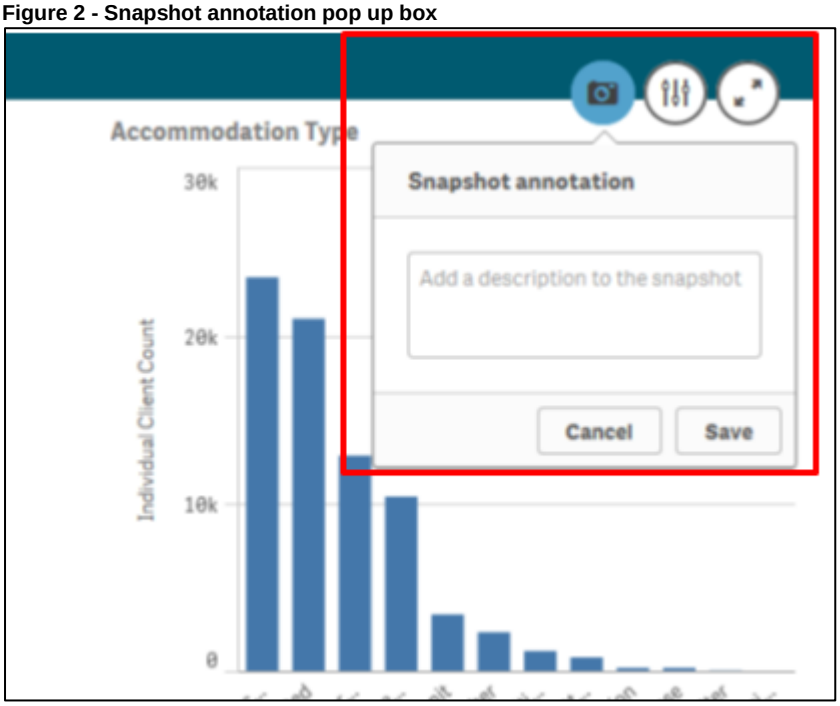
Access the required report and select the item that you would like to add to the **Snapshot library**.

Figure 1 - Item selection for Snapshot library



Select and the **Snapshot annotation** pop up box will display.

Figure 2 - Snapshot annotation pop up box



Enter a description of the snapshot and select .

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

Add a snapshot to your story

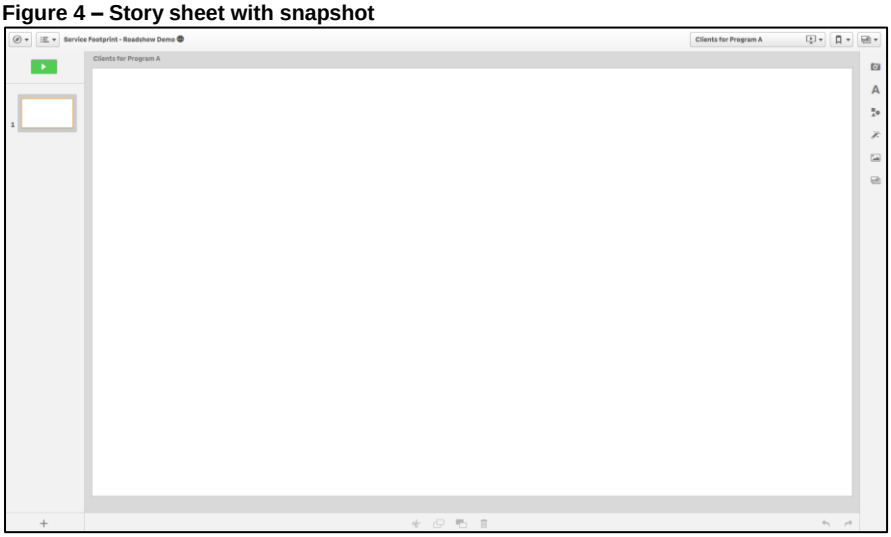
Select to add the snapshot to a sheet. The **Stories** pop up box will display.

Access the required **Stories** tile.

Figure 3 – Stories drop down arrow and My stories tile

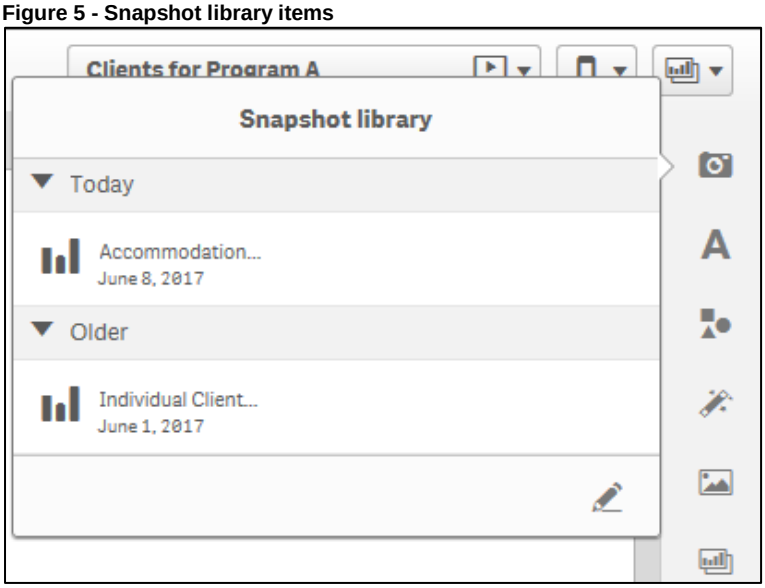
The **Story** page will display.

Figure 4 – Story sheet with snapshot



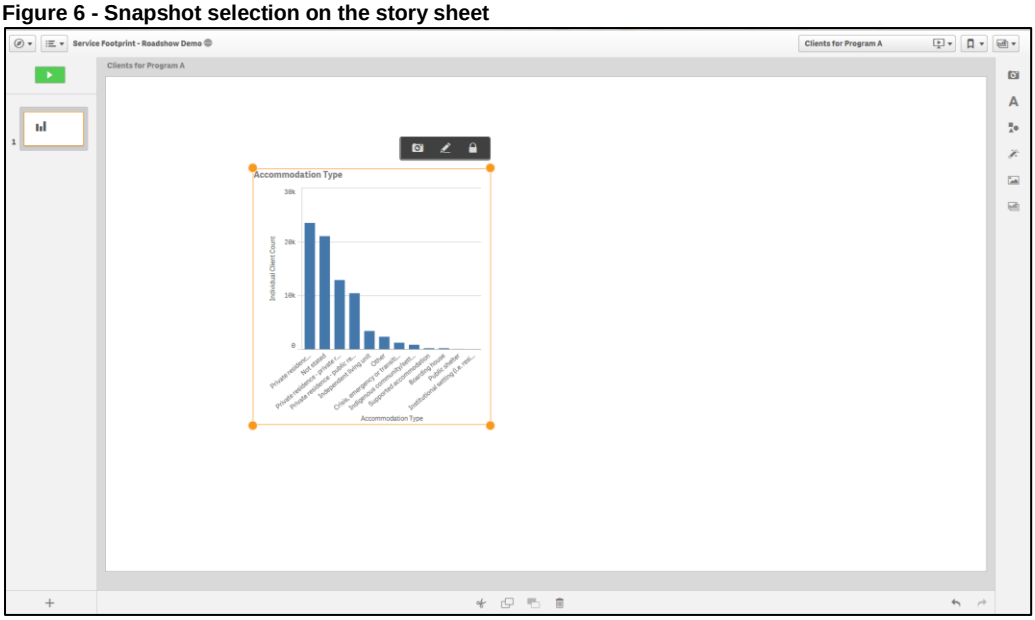
Select and the **Snapshot library** pop up box will display with a listing of the snapshot items that have been saved for that report.

Figure 5 - Snapshot library items



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

Figure 6 - Snapshot selection on the story sheet



Use to resize or move the image anywhere on the page.

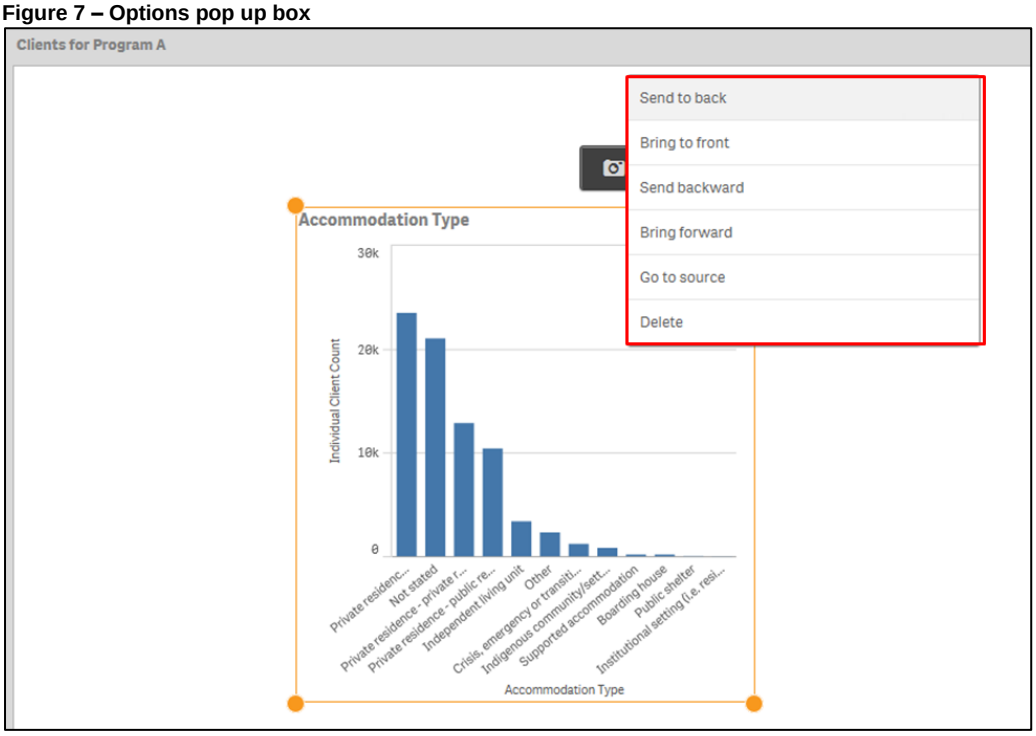
Click and **drag** the snapshot wherever you want on the page.

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

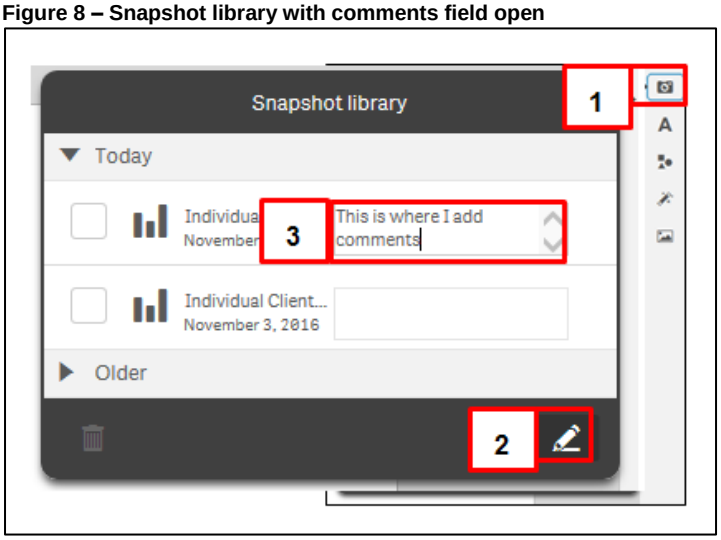


Add comments to a snapshot

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

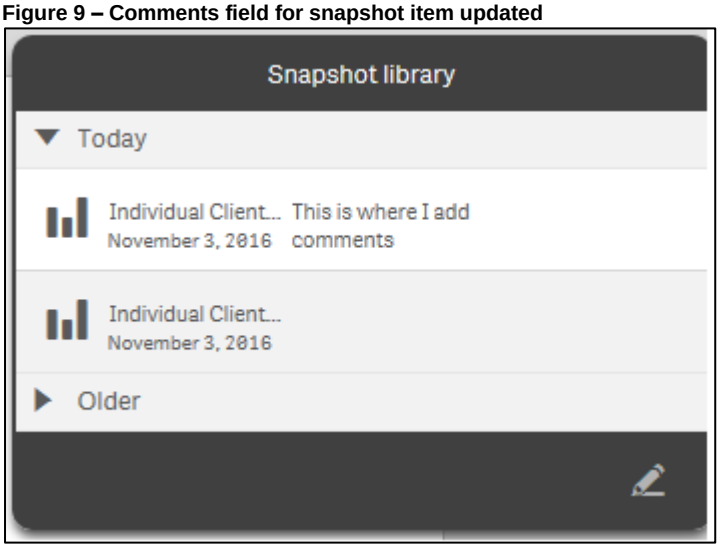
1. Select the **camera icon** to open the Snapshot library.
2. Select the **pencil icon** to open the comment fields.
3. Select the **snapshot item** and type the details in the comments field.

Figure 8 – Snapshot library with comments field open



The comments will automatically save.

Figure 9 – Comments field for snapshot item updated

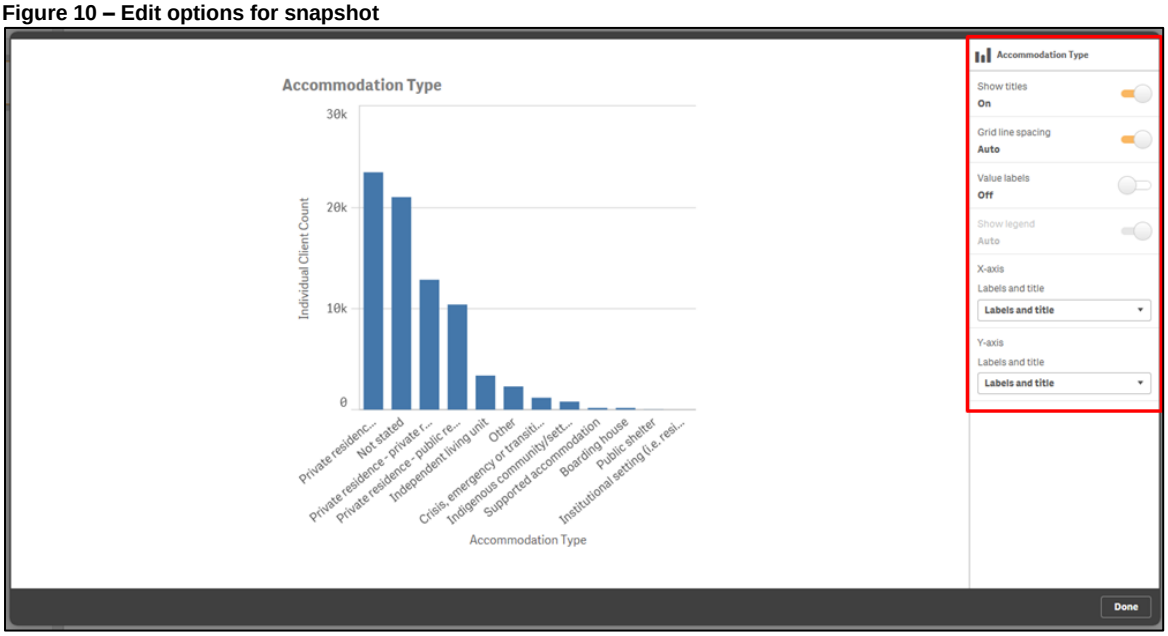


Edit a snapshot

Select 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



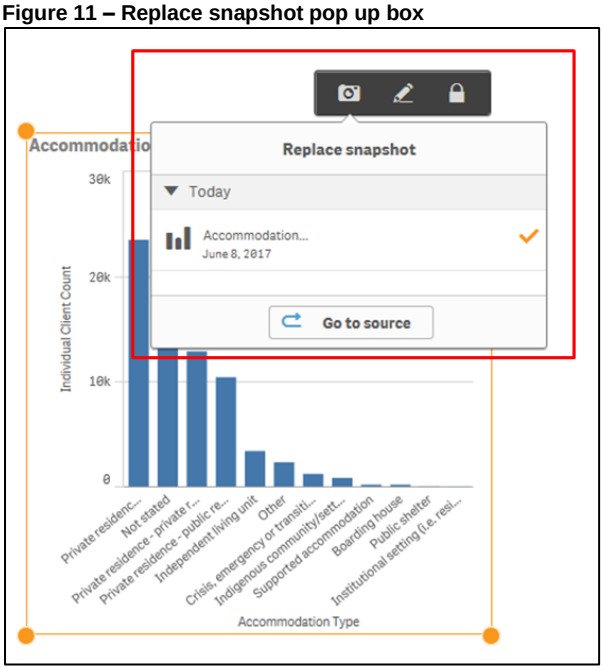
Select to save the amendments.

Replace a snapshot

Select to replace the snapshot.

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

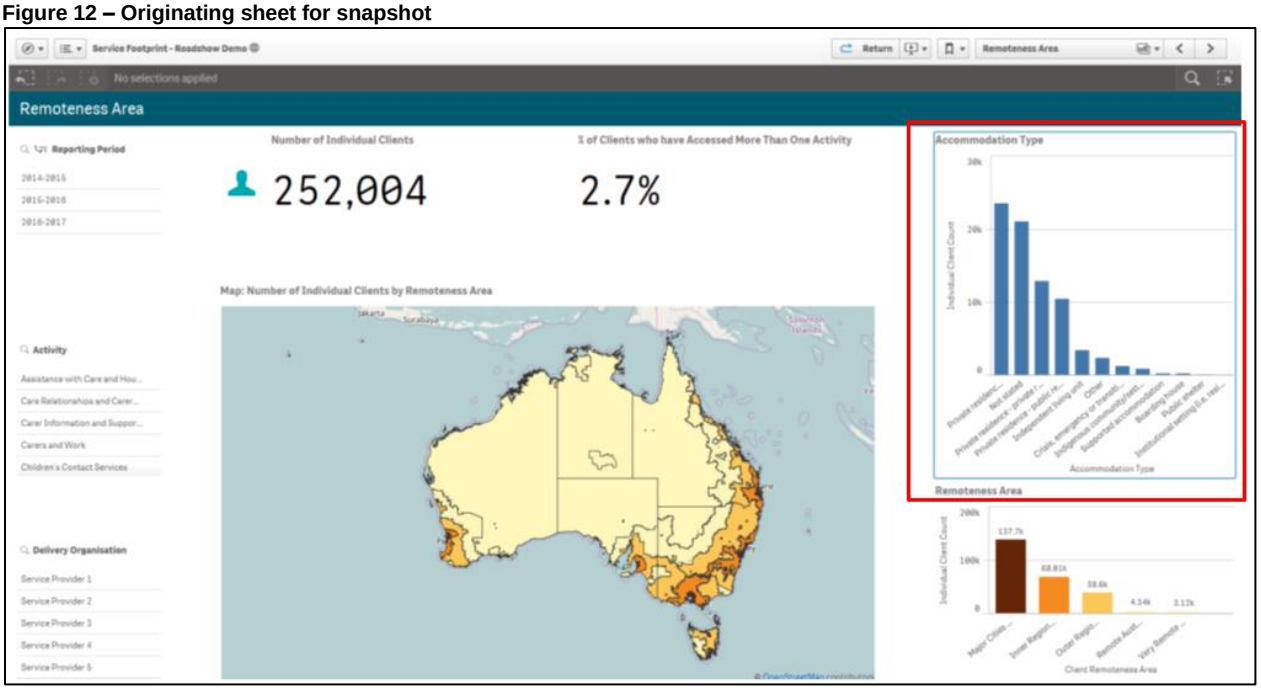
Figure 11 – Replace snapshot pop up box



Select 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**.

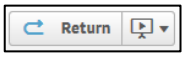
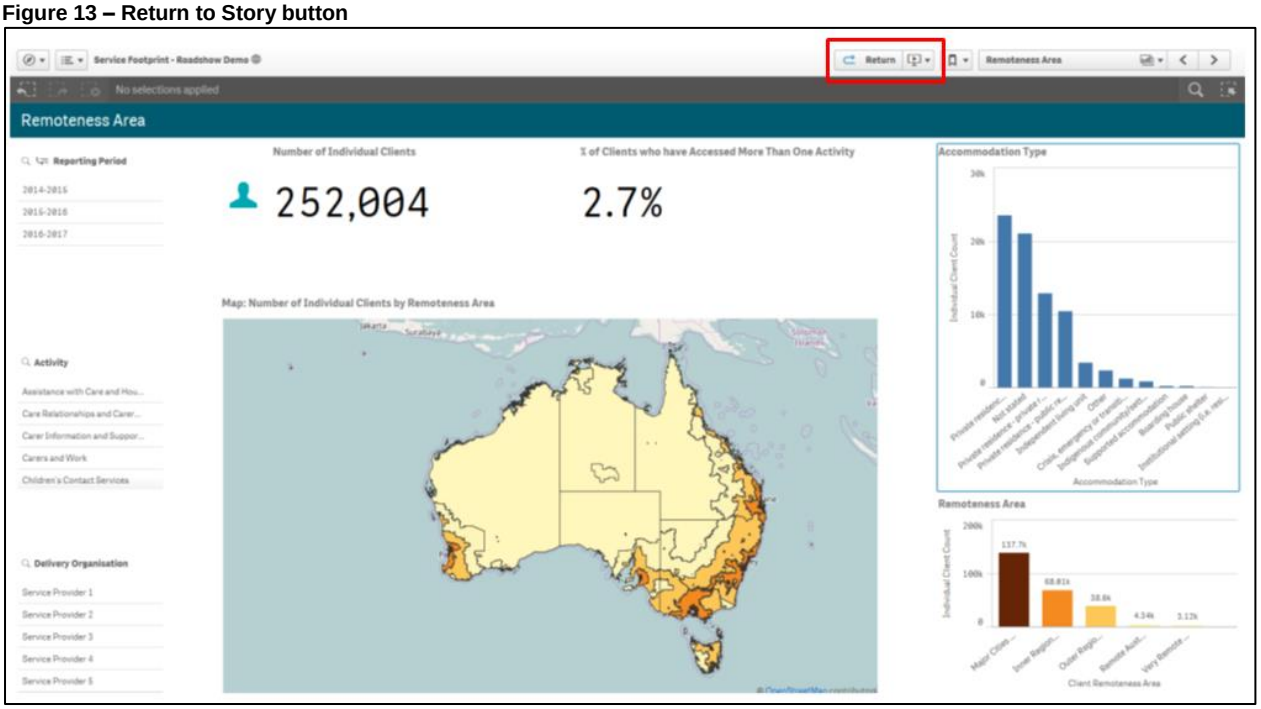
Select  to return to the story you are creating.

Figure 13 – Return to Story button



Select 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. Further information on reports functionality can be found in the Data Exchange Reports learning module.

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