



# Bookmarking

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](#) and at [Qlik Sense tutorials on YouTube](#).

## Bookmarking

The Data Exchange reports allow you to bookmark filters you have applied to your reports. Bookmarking will allow you to revisit your reports without having to refilter them. We recommend you use the bookmark feature for reports and data you access regularly.

Bookmarks are only relevant and available to the specific report it was created in and to the person who created it.

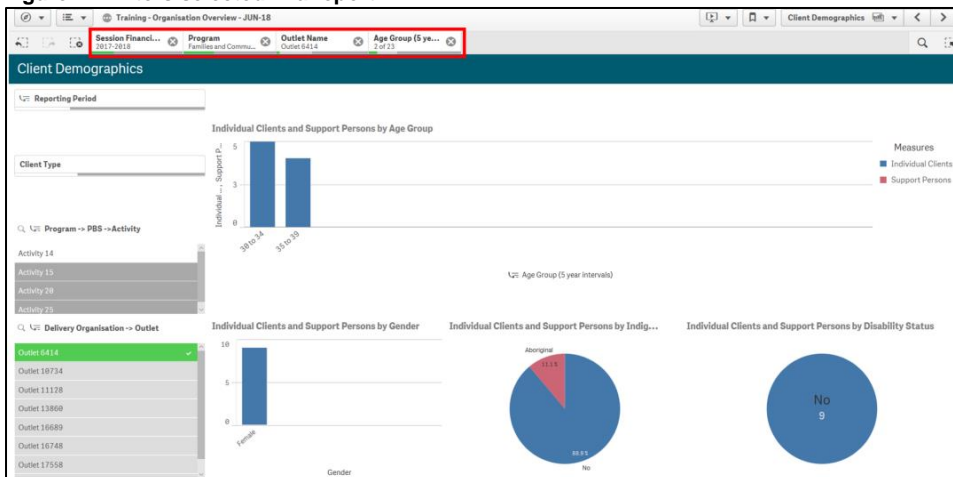
Table 1 – Relevant icons for bookmarking

ITEM	DESCRIPTION
	Select the <b>Bookmark</b> icon to add a bookmark to the report.
	Select the <b>Create new bookmark</b> button to set up a new bookmark.
	Select the <b>Delete</b> icon to delete a bookmark.
	Select the <b>Edit</b> icon to amend a bookmark name and description.
	Select the <b>Confirm</b> icon to accept the changes to a bookmark's name and description.
	Select the <b>Information</b> icon to see the information the bookmark contains.

## To create a bookmark

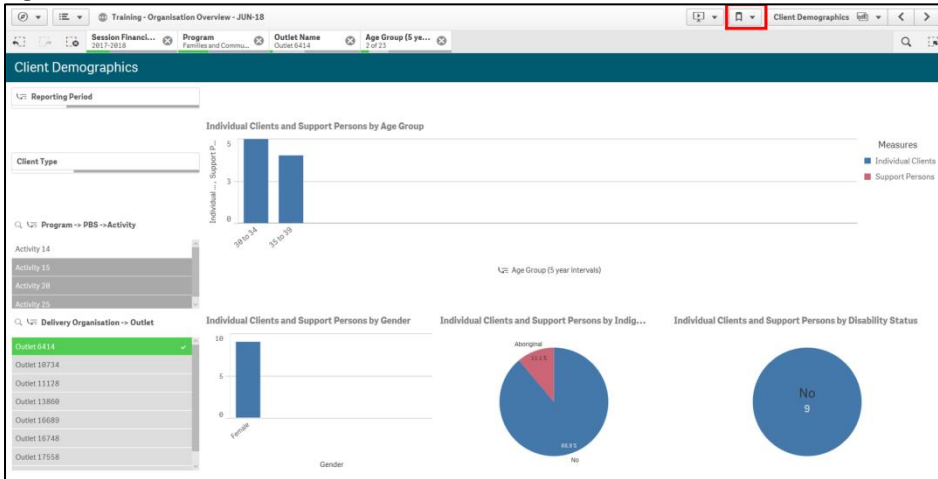
Access the relevant report and select the required filters.

Figure 1 – Filters selected in a report



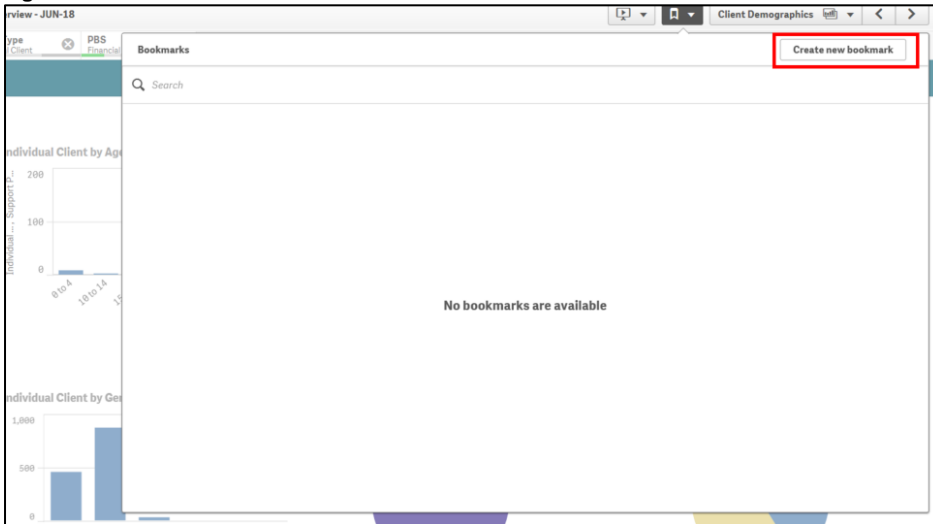
Select the **bookmark** icon once all the filters have been selected.

**Figure 2 – Bookmark icon**



The **Bookmarks** pop up box will display. Select the **Create new bookmark** button.

**Figure 3 – Create new bookmark button**



The **My bookmarks** pop up box will display. Enter the relevant information into the following fields:

1. Title – what the bookmark is called
2. Description – what the bookmark is about

**Figure 4 – Title and description fields**



To save the bookmark, click outside of the **My bookmarks** pop up box.

## To access a bookmark

Select the **bookmark** icon in the relevant report to access the required bookmark.

The **My bookmarks** pop up box will display with a list of the bookmarks that you have created in the report.

Figure 5 – Accessing created bookmark



Click on the required bookmark and the saved filters will display throughout the report.

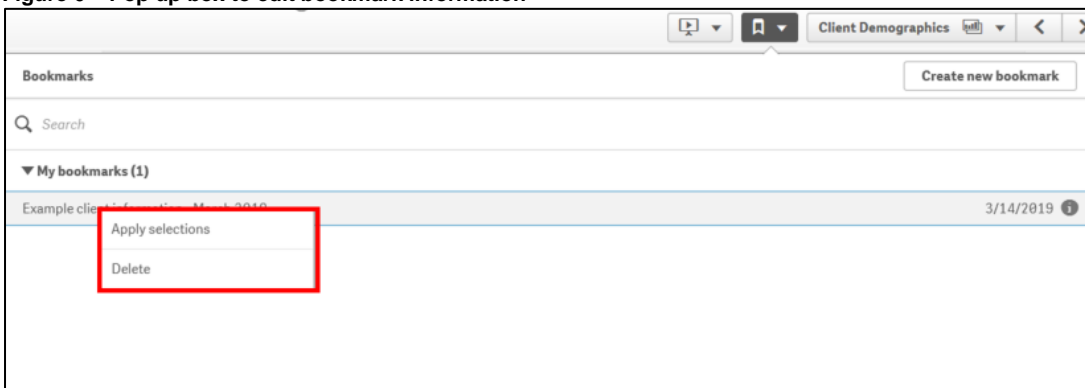
## To delete a bookmark

**Right click** on the relevant bookmark.

A pop up box will display with the following:

- Apply selections – will filter the report with the display the bookmark with
- Delete – will remove the bookmark from the report.

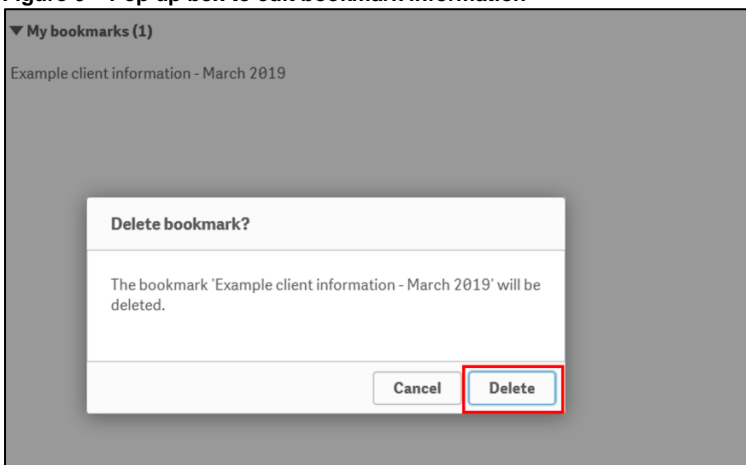
Figure 6 – Pop up box to edit bookmark information



Select **Delete**.

The **Delete bookmark?** pop up box will display.

Figure 6 – Pop up box to edit bookmark information



Select **Delete**.

If you need to update the filters in a current bookmark you will need to delete the bookmark and recreate it with the required filters.

More information on reporting requirements can be found in the [Data Exchange Protocols](#). Task Cards on reports functionality can be found on the [Self-Service Reports](#) tab.

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.