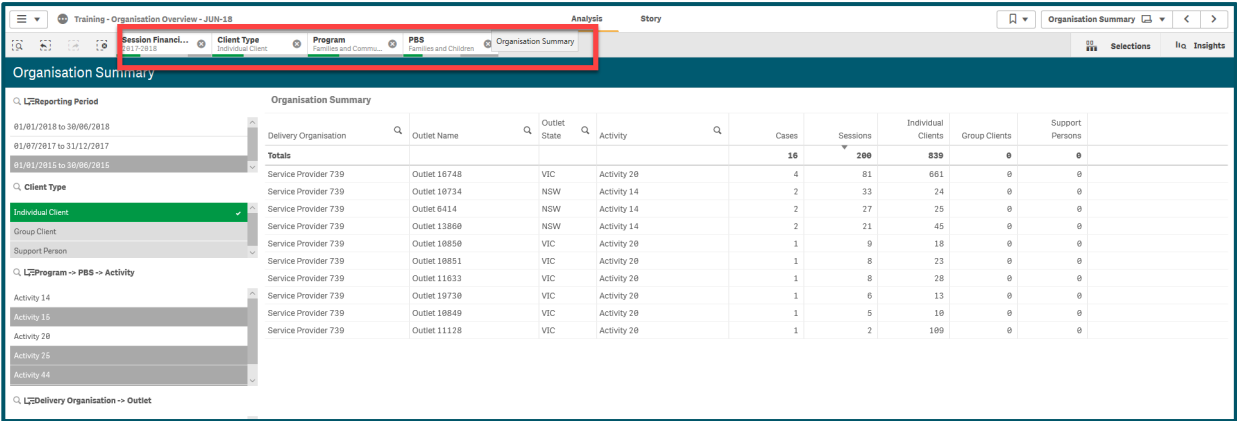
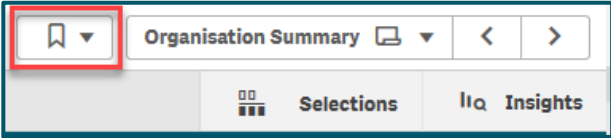



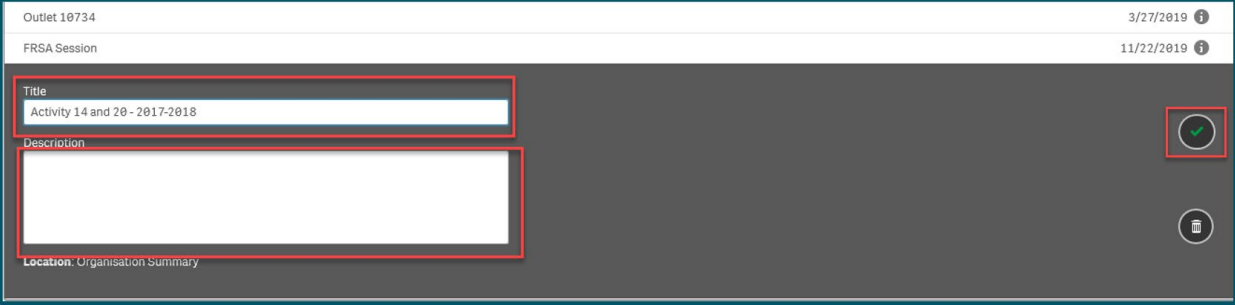
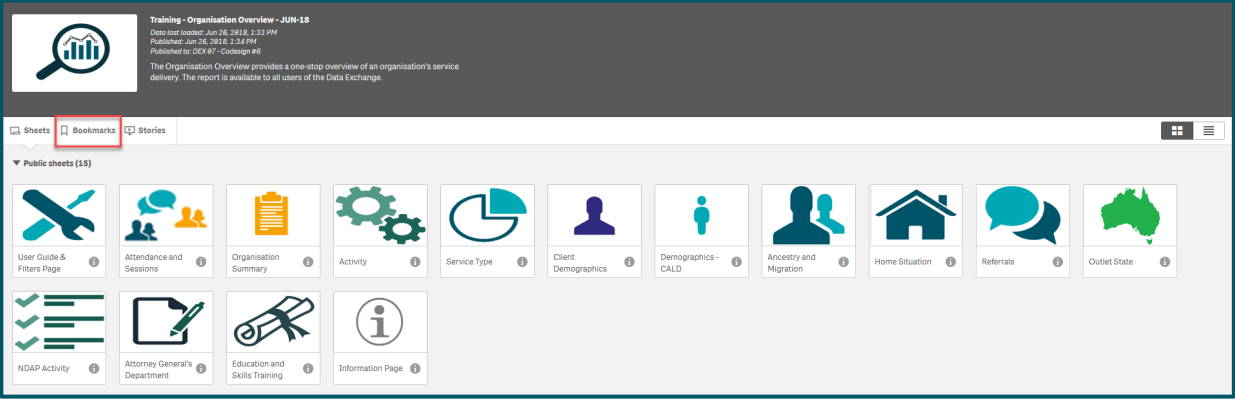
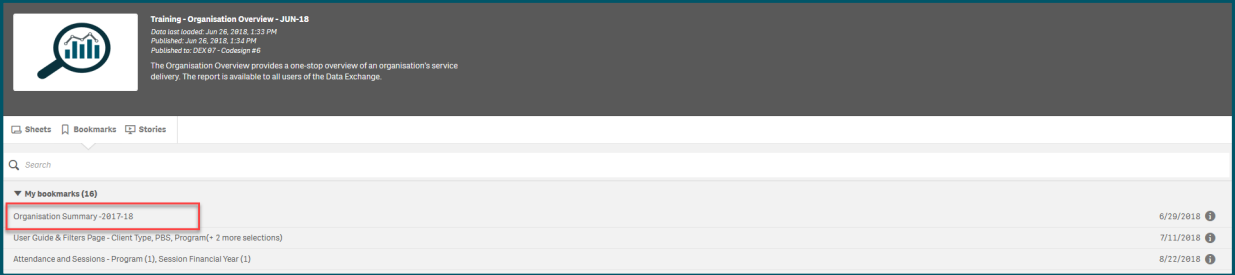


Add a Bookmark

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>Creating a bookmark</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>Accessing a bookmark</p> <p>Navigate to the report where the bookmark was saved. Click on the Bookmarks icon underneath the report information.</p> 
6	<p>Your bookmarks will display under the My Bookmarks heading. Click on the bookmark you require.</p> 

You can find more information on reporting requirements in the [Data Exchange Protocols](#). For further information on reports functionality, please visit the [Training](#) tab of the Data Exchange website.

For system support, contact the Data Exchange Helpdesk by email at dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283.