

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	Creating a bookmark Open a report and select the desired sheet. Make your selections by adding the filters you require												
	Image: Comparison of the second sec										□ ▼ Organisation Summary □ ▼ <		
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Step	Action						
4	Enter a Title and Description of the bookmark.						
	To save the bookmark click the green tick icon.						
	Outlet 10734 3/27/2019 FRSA Session 11/22/2019						
	Title Activity 14 and 20 - 2017-2018						
	Description						
	Location: Organisation Summary						
5	Accessing a bookmark						
	Navigate to the report where the bookmark was saved. Click on the Bookmarks icon underneath						
	the report information.						
	Training - Organization Overview - JUN-13 Outputs absolute Jun 26, 3012, 131 PM Packanet Jun 27, 3012, 134 PM Packanet DD 2007 - Concept p8						
	The Organisation Overview provides a one-stop overview of an organisation's service delivery. The report is available to all users of the Data Exchange.						
	G Sheets ☐ Bookmarks ♀ Stories ▼ Public sheets (1.5)						
	🔭 💤 📋 🎭 🕒 💵 🧃 🤽 🐴 🖊						
	User Guide & Attendance and Organisation Activity O Service Type O Client Demographics CALD Accestry and Migration O Referrals O Cutlet State O						
	NDAP Activity						
6	Your bookmarks will display under the My Bookmarks heading. Click on the bookmark you						
	require.						
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	□ Sheets □ Bootmarks □ Stories						
	Q, Search Why bookmarks (16)						
	Organisation Summary-2817-18 6//39/7818 User Guide & Filters Page - Client Type, PBS, Program (* 2 more selections) 7/11/7818 Attendance and Sessions - Program (1), Session Financial Year (1) 8/72/7818						
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You can find more information on reporting requirements in the <u>Data Exchange Protocols</u>. For further information on reports functionality, please visit the <u>Training</u> tab of the Data Exchange website.

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