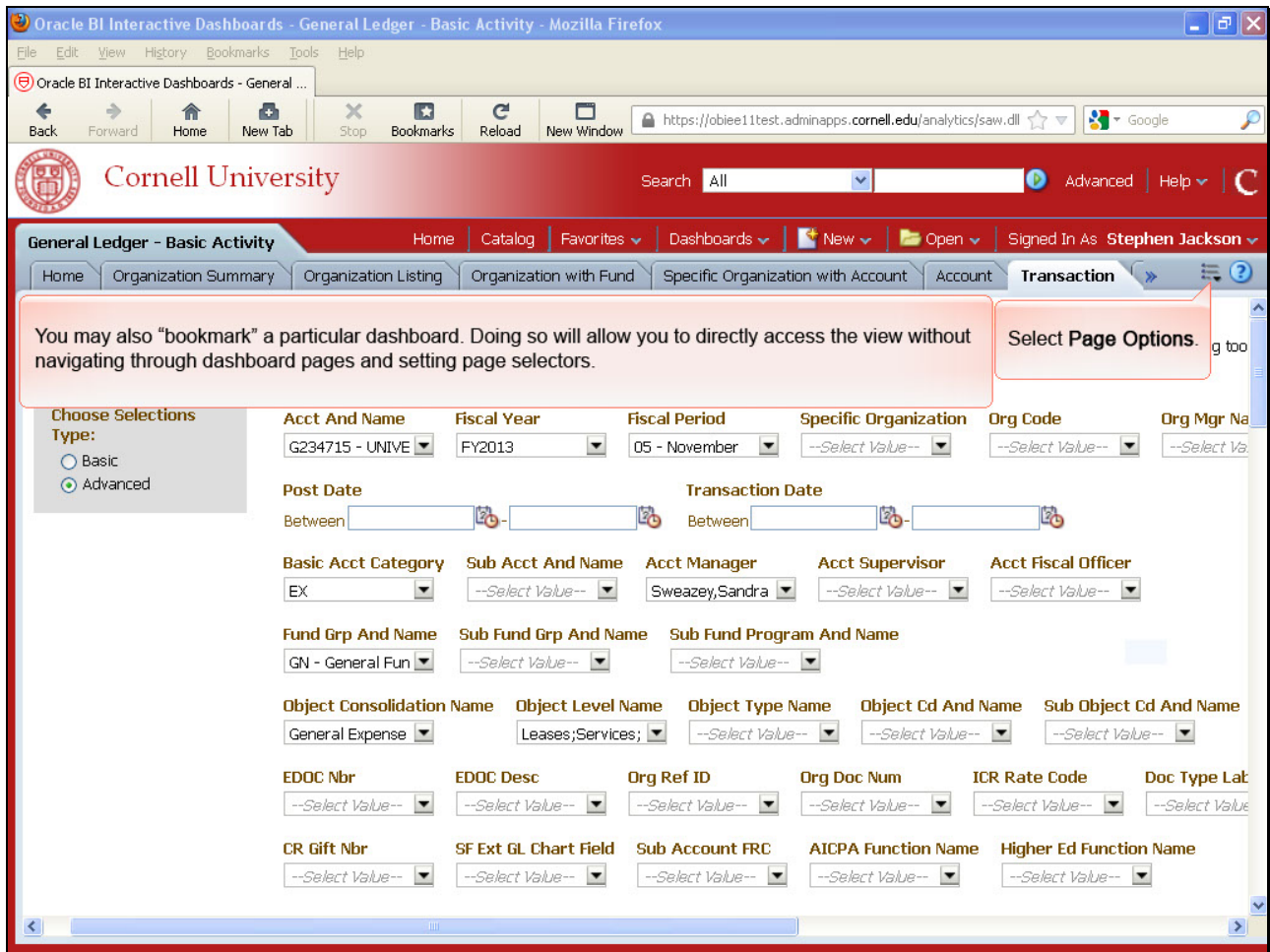
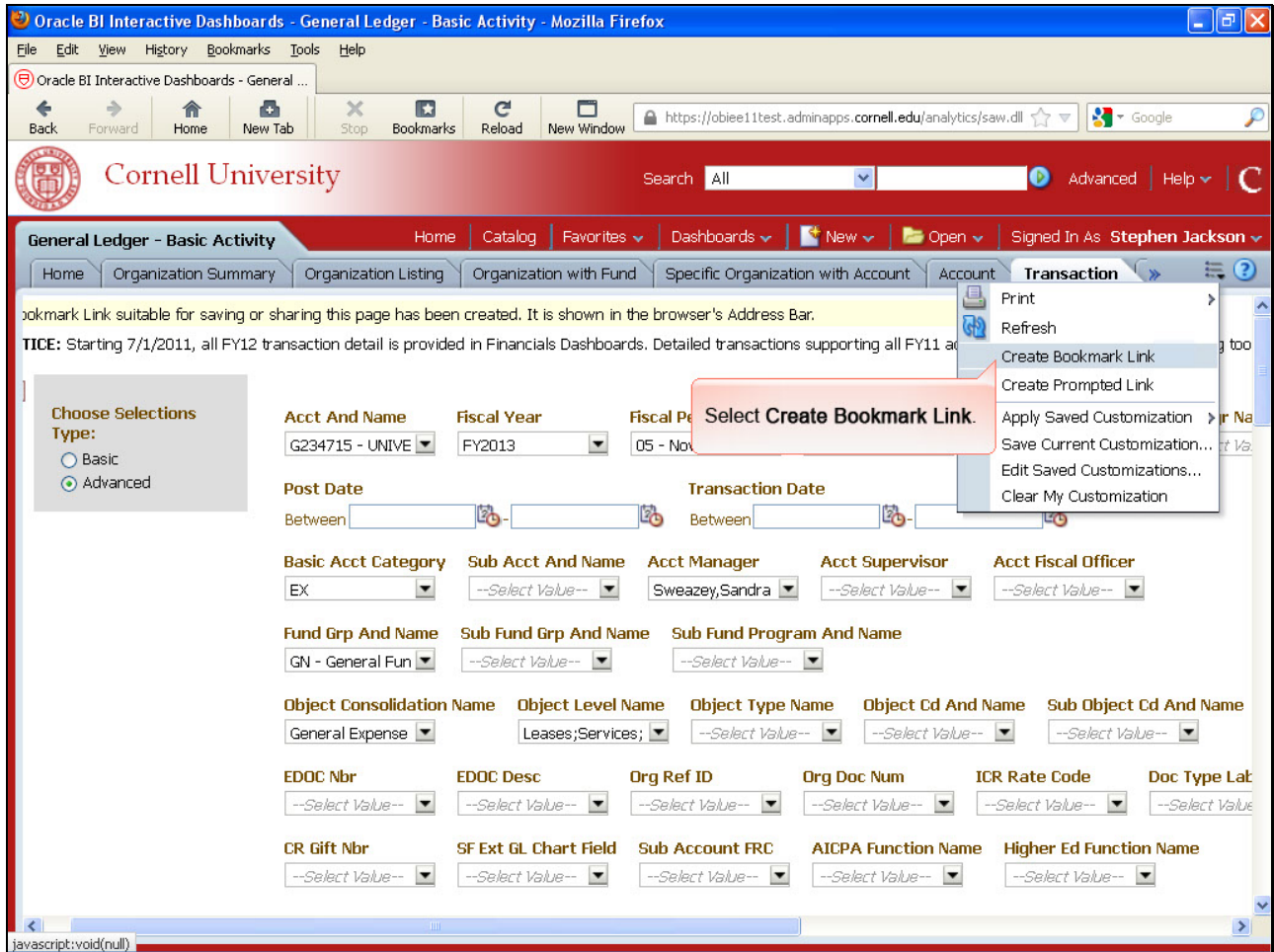


Chapter 12: Bookmarking Dashboards to Share or for Future Use

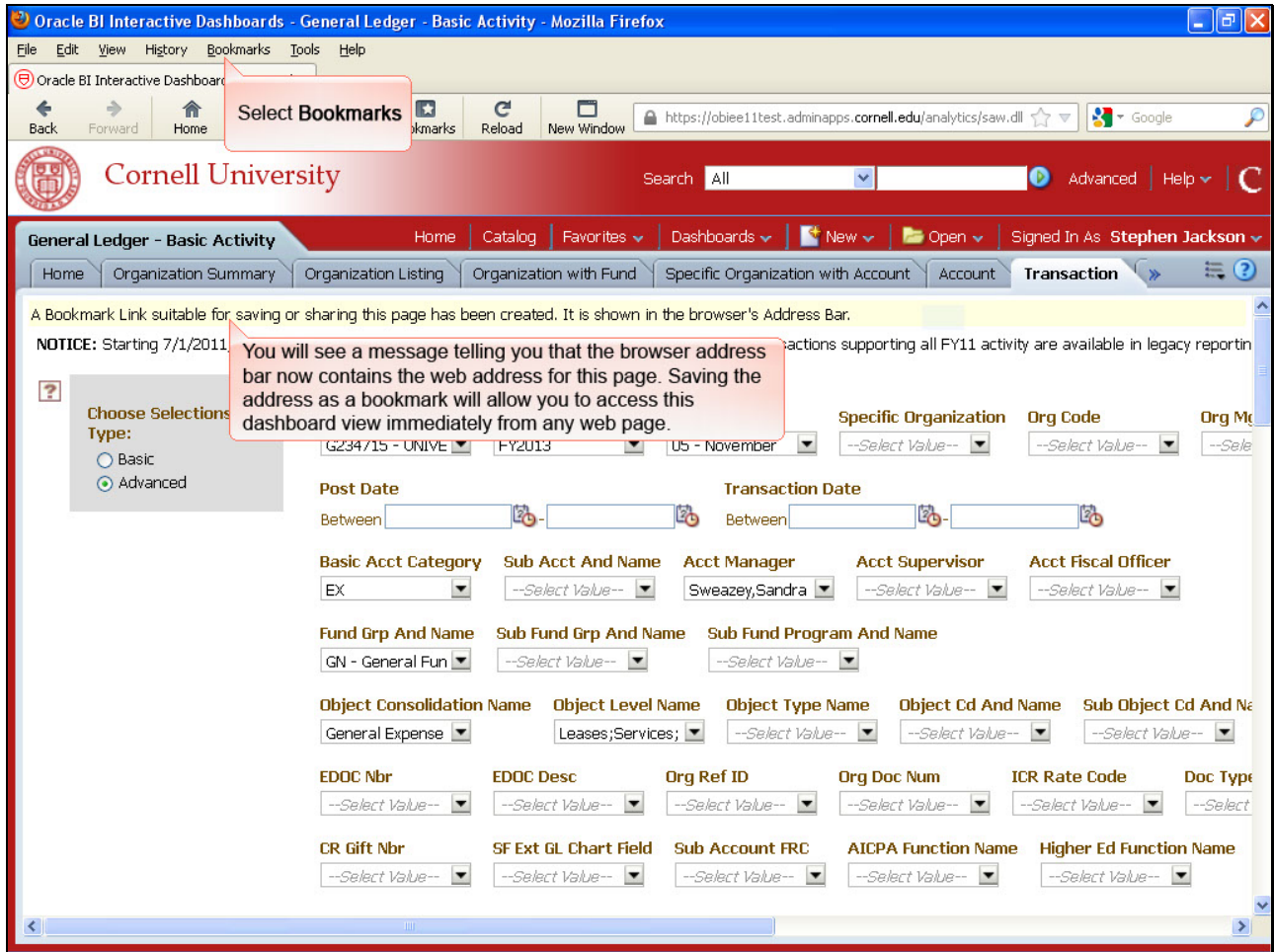


You may also "bookmark" a particular dashboard. Doing so will allow you to directly access the view without navigating through dashboard pages and setting page selectors.

Select **Page Options**.

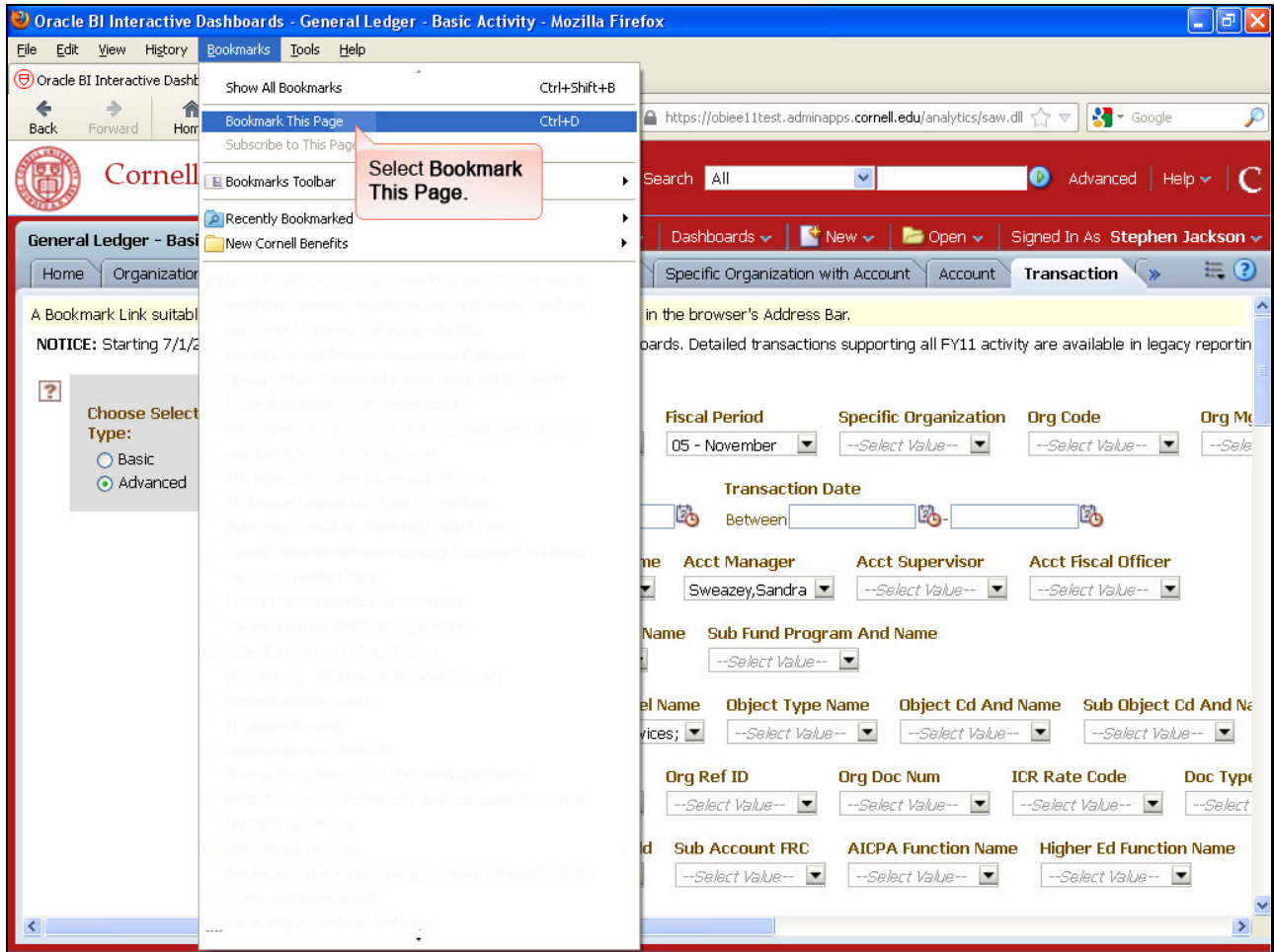


Select Create Bookmark Link.

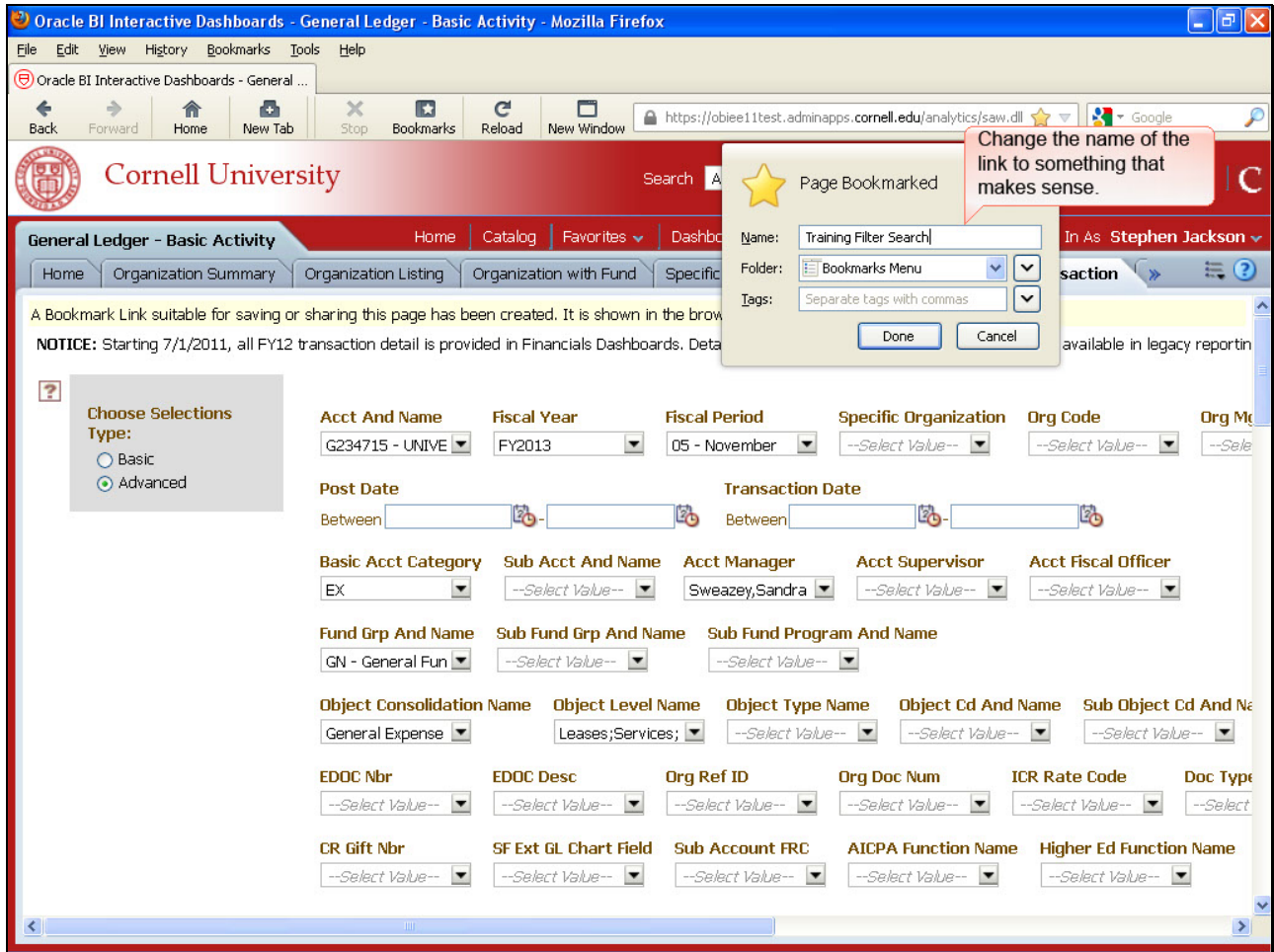


Select **Bookmarks**.

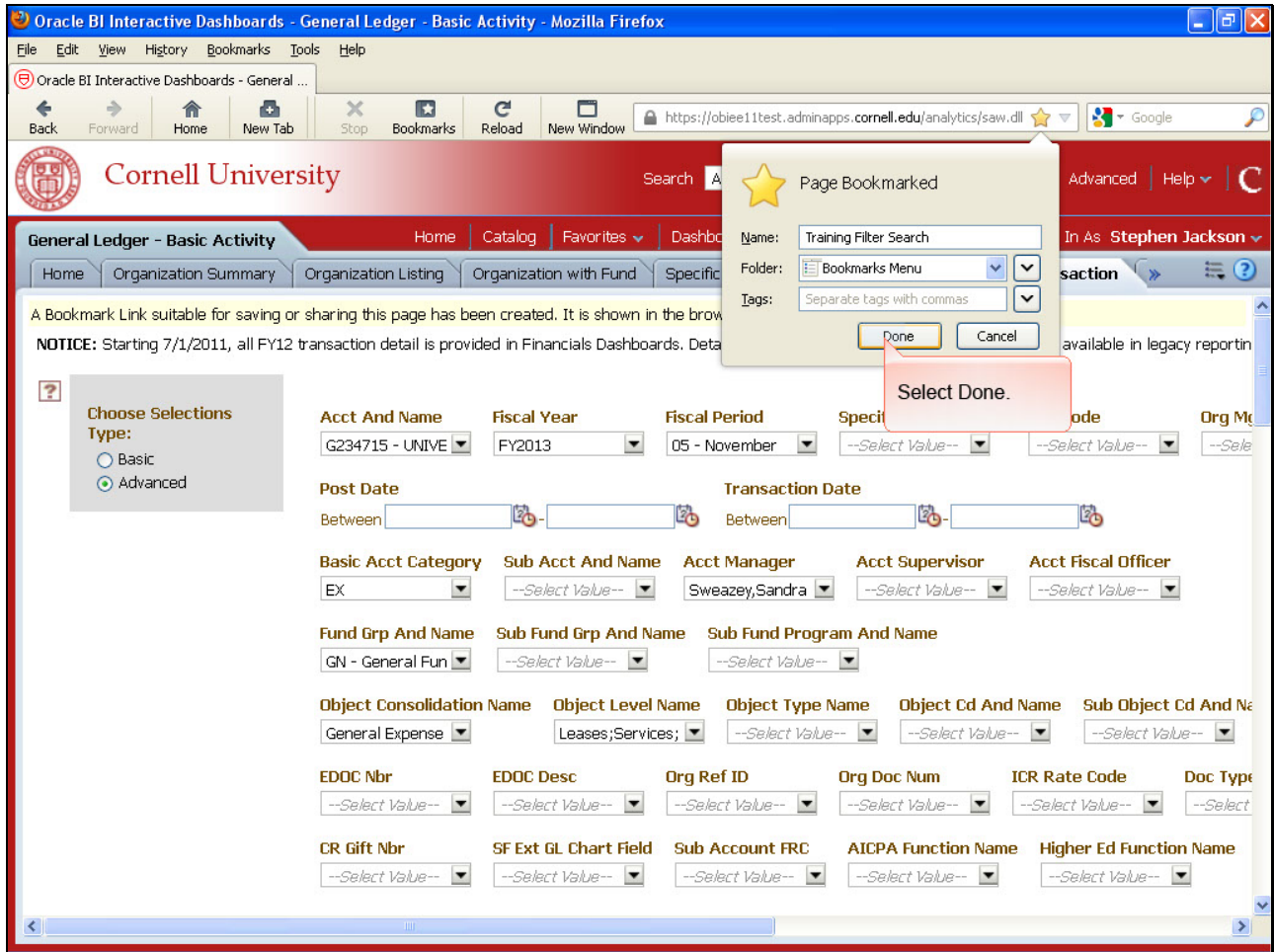
You will see a message telling you that the browser address bar now contains the web address for this page. Saving the address as a bookmark will allow you to access this dashboard view immediately from any web page.



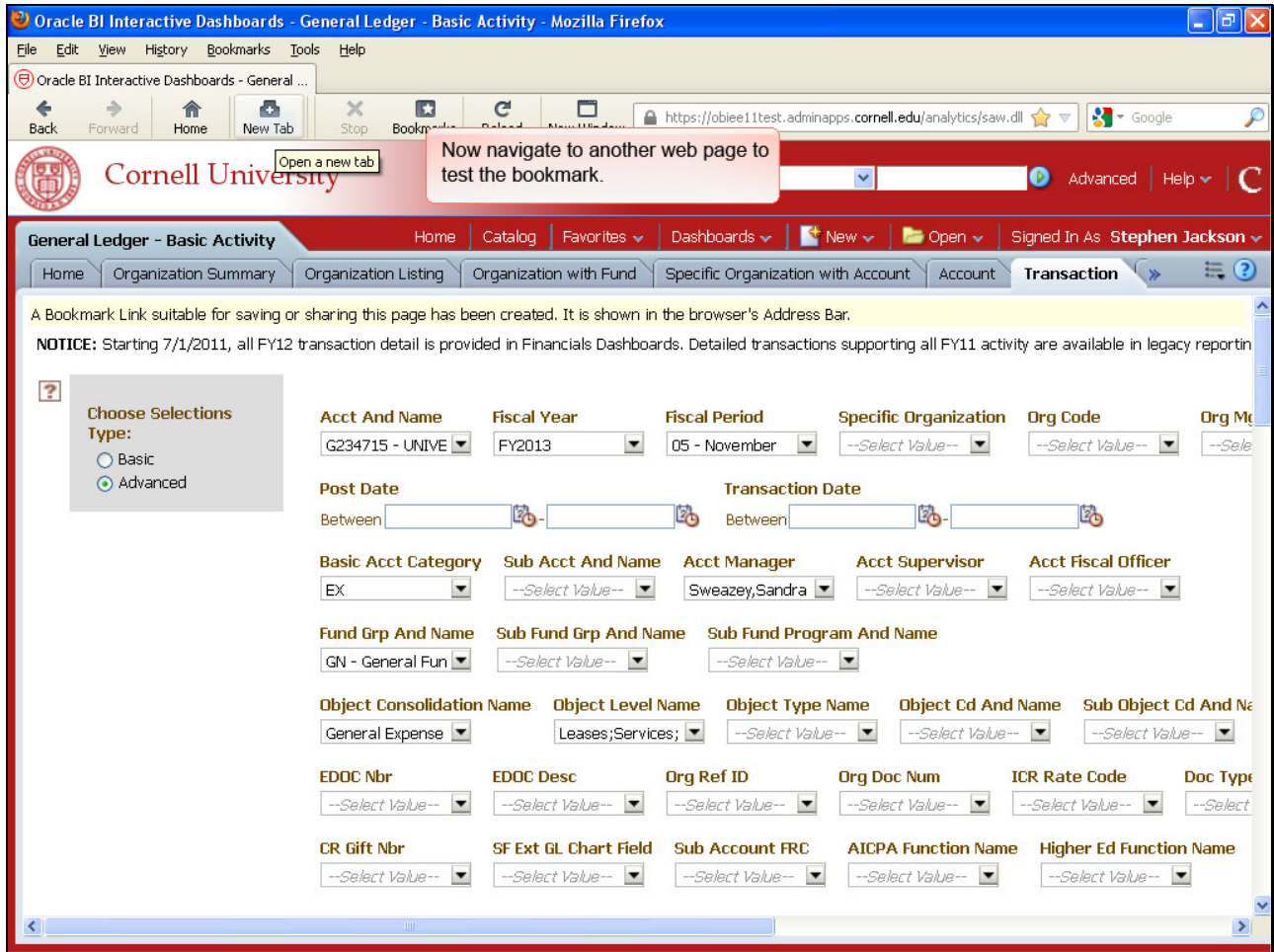
Select **Bookmark This Page**.



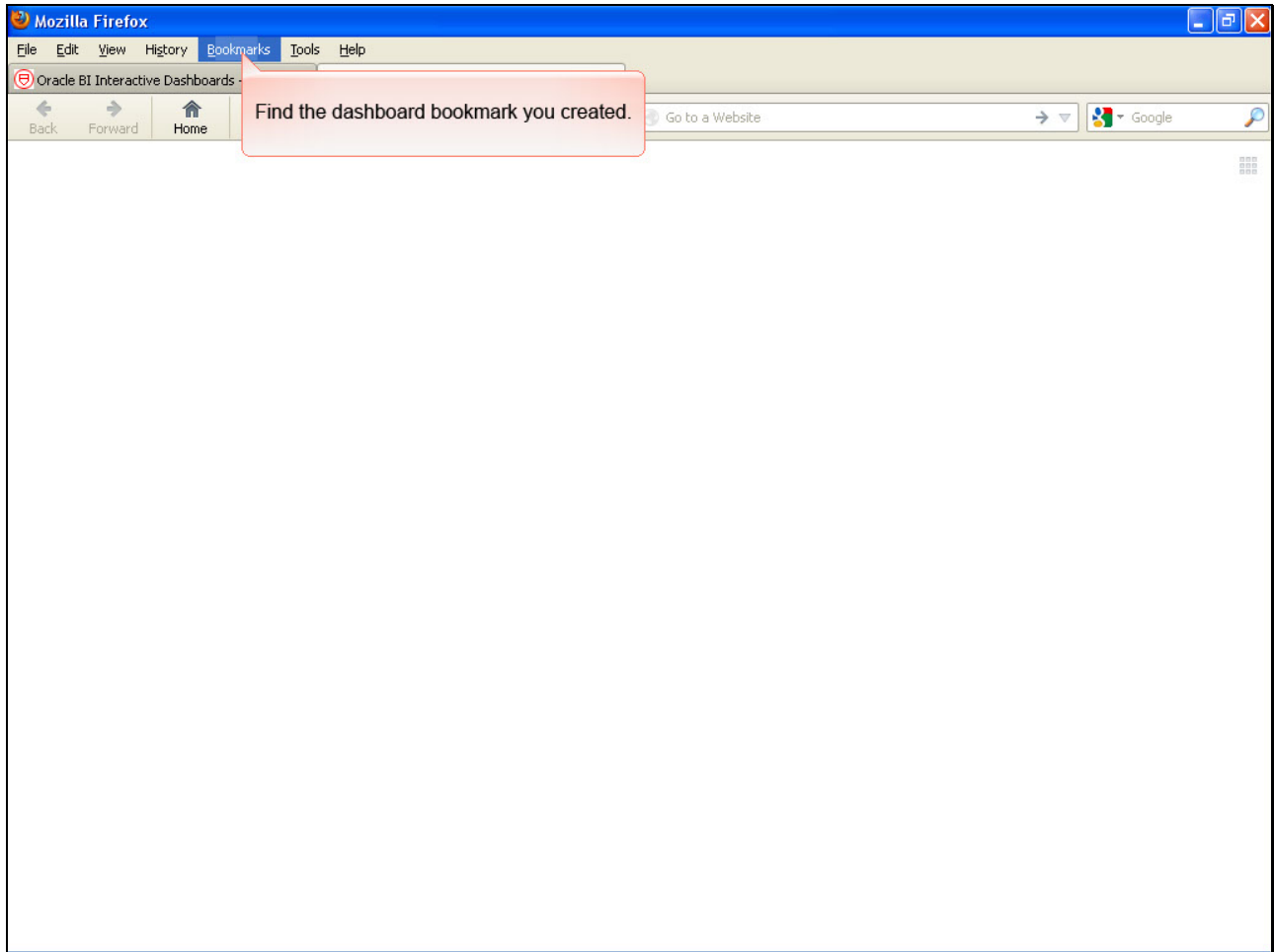
Change the name of the link to something that makes sense.



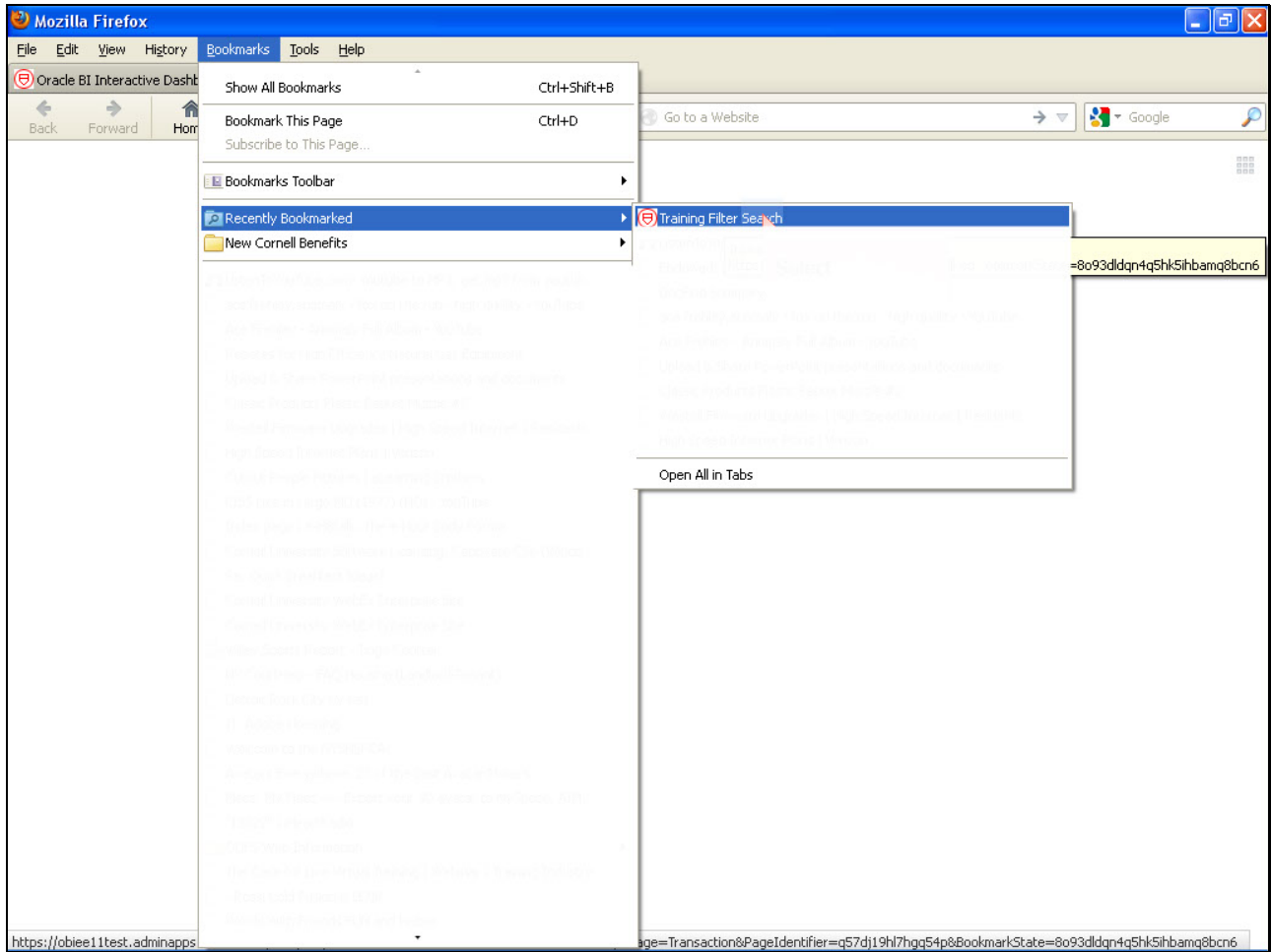
Select Done.



Now navigate to another web page to test the bookmark.



Find the dashboard bookmark you created.



Select the bookmark.

The screenshot shows a web browser window titled "Oracle BI Interactive Dashboards - General Ledger - Basic Activity - Mozilla Firefox". The address bar shows the URL "https://obiee11test.adminapps.cornell.edu/analytics/saw.dll". The page header includes the Cornell University logo and a search bar. The main navigation bar shows "General Ledger - Basic Activity" and "Transaction". A "NOTICE" banner states: "Starting 7/1/2011, all FY12 transaction details supporting all FY11 activity are available in legacy reporting".

Two callout boxes are present:

- A red-bordered box with a white background and a red border contains the text: "Selecting the bookmark returns the browser directly to the saved dashboard view." It points to a bookmark icon in the top right of the dashboard area.
- A red-bordered box with a white background and a red border contains the text: "A user can create multiple bookmarks, and links can be shared between users." It points to a bookmark icon in the "Post Date" field.

The dashboard contains several filter sections:

- Choose Selections Type:** Radio buttons for "Basic" and "Advanced".
- Acct And Name:** G234715 - UNIVE
- Fiscal Year:** FY2013
- Fiscal Period:** 05 - November
- Specific Organization:** --Select Value--
- Org Code:** --Select Value--
- Org M:** --Select Value--
- Post Date:** Between [] - []
- Basic Acct Category:** EX
- Sub Acct And Name:** --Select Value--
- Acct Manager:** Sweazey,Sandra
- Acct Supervisor:** --Select Value--
- Acct Fiscal Officer:** --Select Value--
- Fund Grp And Name:** GN - General Fun
- Sub Fund Grp And Name:** --Select Value--
- Sub Fund Program And Name:** --Select Value--
- Object Consolidation Name:** General Expense
- Object Level Name:** Leases;Services;
- Object Type Name:** --Select Value--
- Object Cd And Name:** --Select Value--
- Sub Object Cd And Name:** --Select Value--
- EDOC Nbr:** --Select Value--
- EDOC Desc:** --Select Value--
- Org Ref ID:** --Select Value--
- Org Doc Num:** --Select Value--
- ICR Rate Code:** --Select Value--
- Doc Type:** --Select Value--
- CR Gift Nbr:** --Select Value--
- SF Ext GL Chart Field:** --Select Value--
- Sub Account FRC:** --Select Value--
- AICPA Function Name:** --Select Value--
- Higher Ed Function Name:** --Select Value--

Selecting the bookmark returns the browser directly to the saved dashboard view.

A user can create multiple bookmarks, and links can be shared between users.