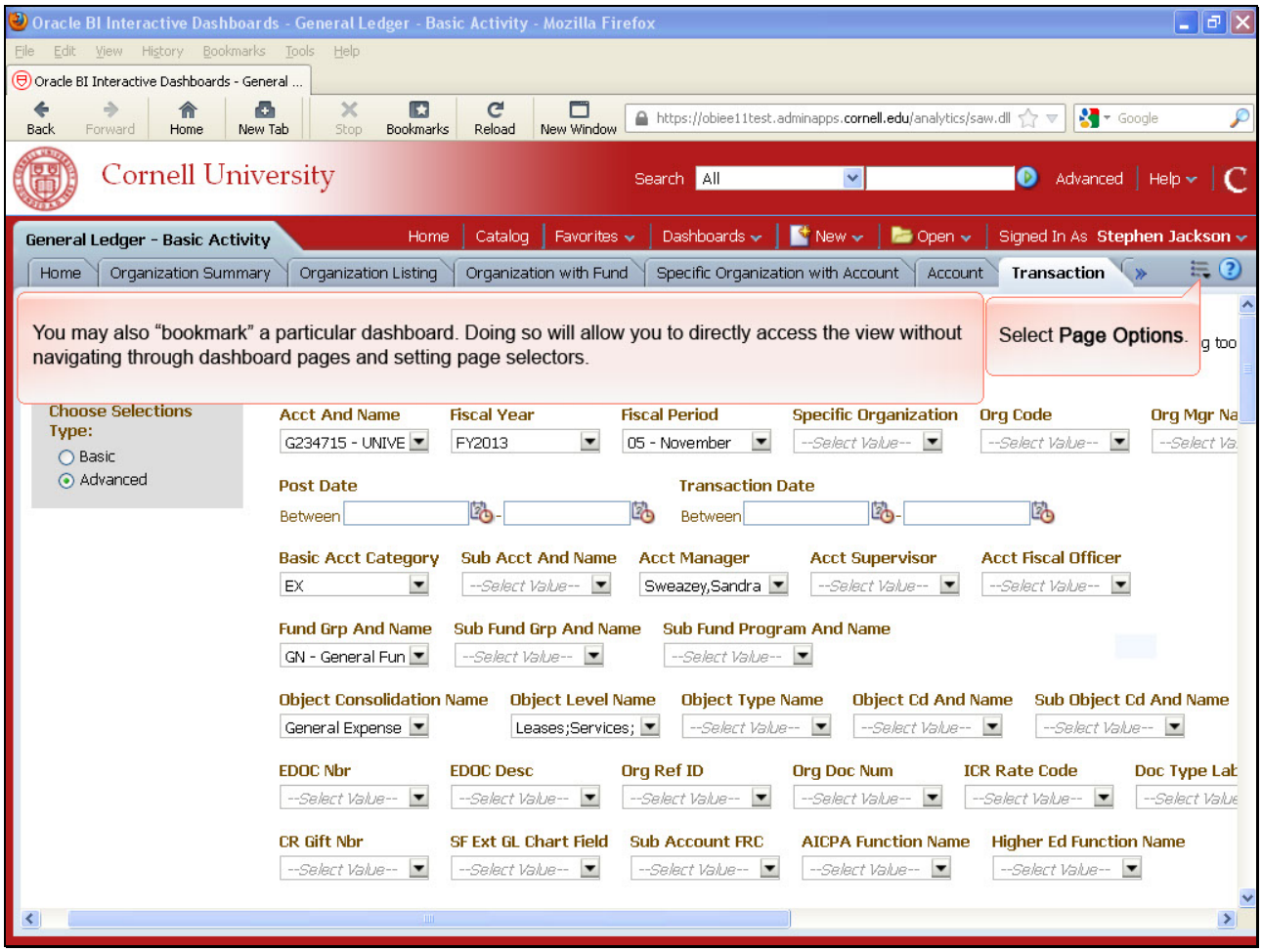
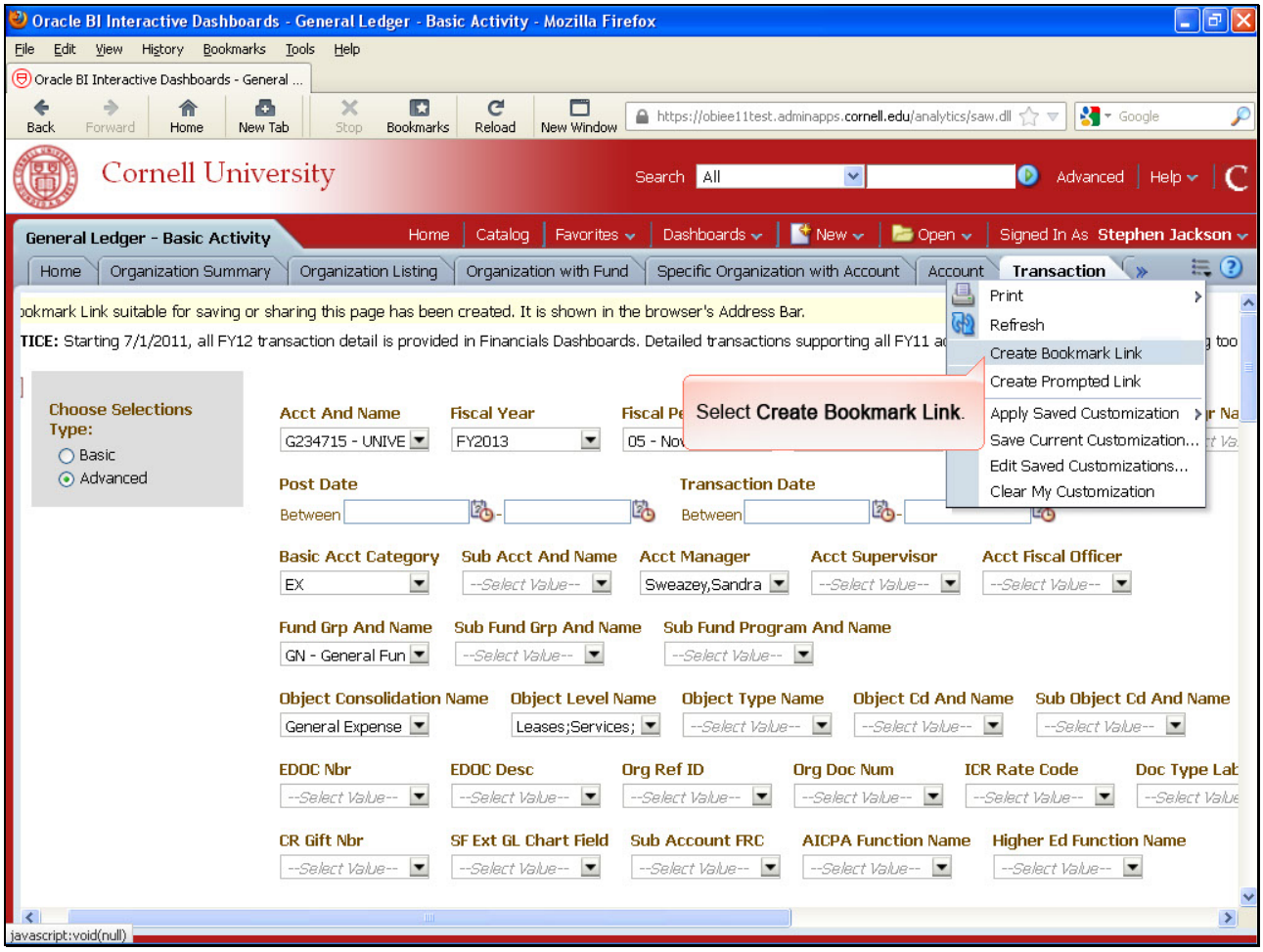
Chapter 12: Bookmarking Dashboards to Share or for Future Use

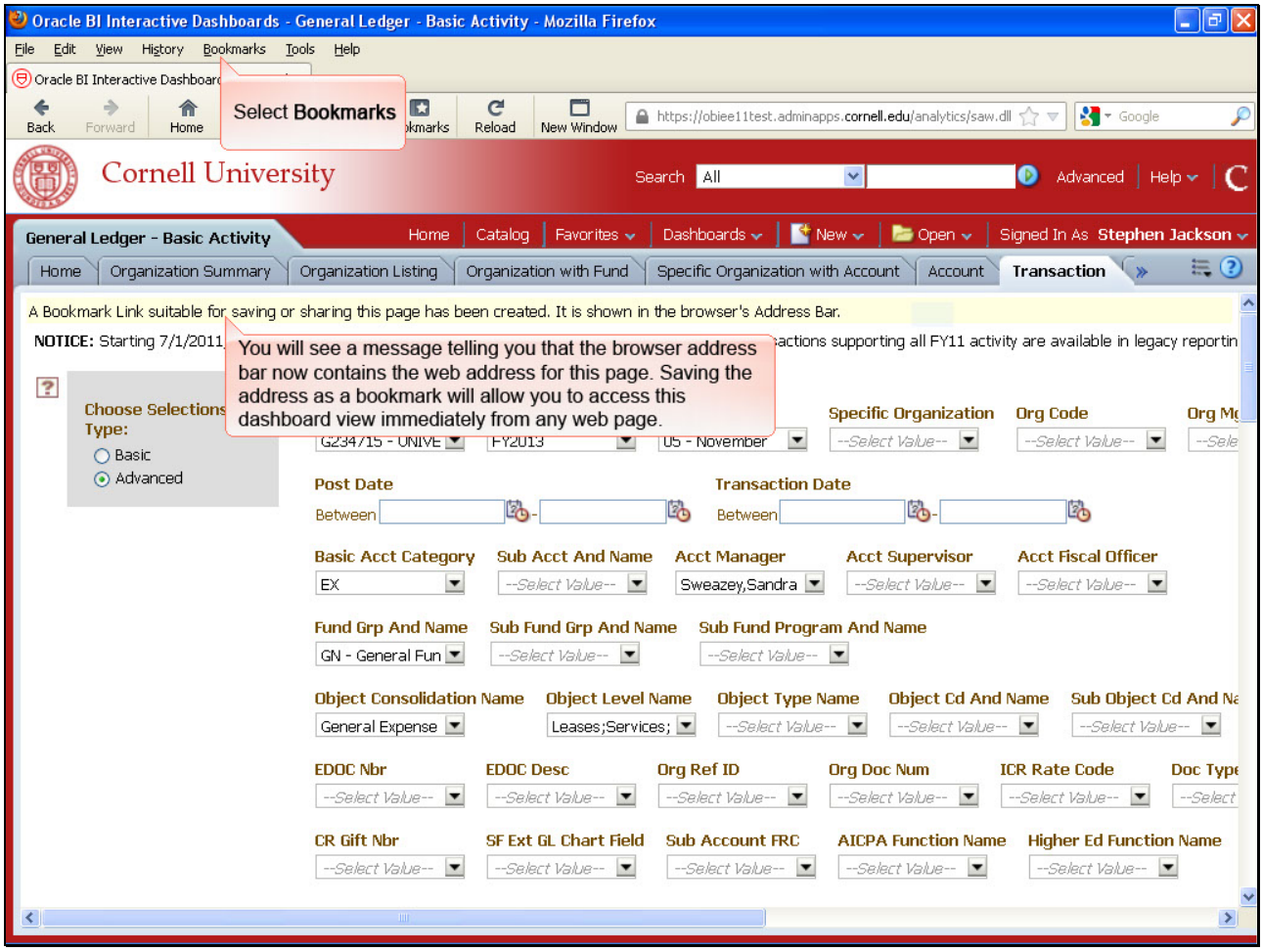


You may also "bookmark" a particular dashboard. Doing so will allow you to directly access the view without navigating through dashboard pages and setting page selectors.

Select **Page Options**.

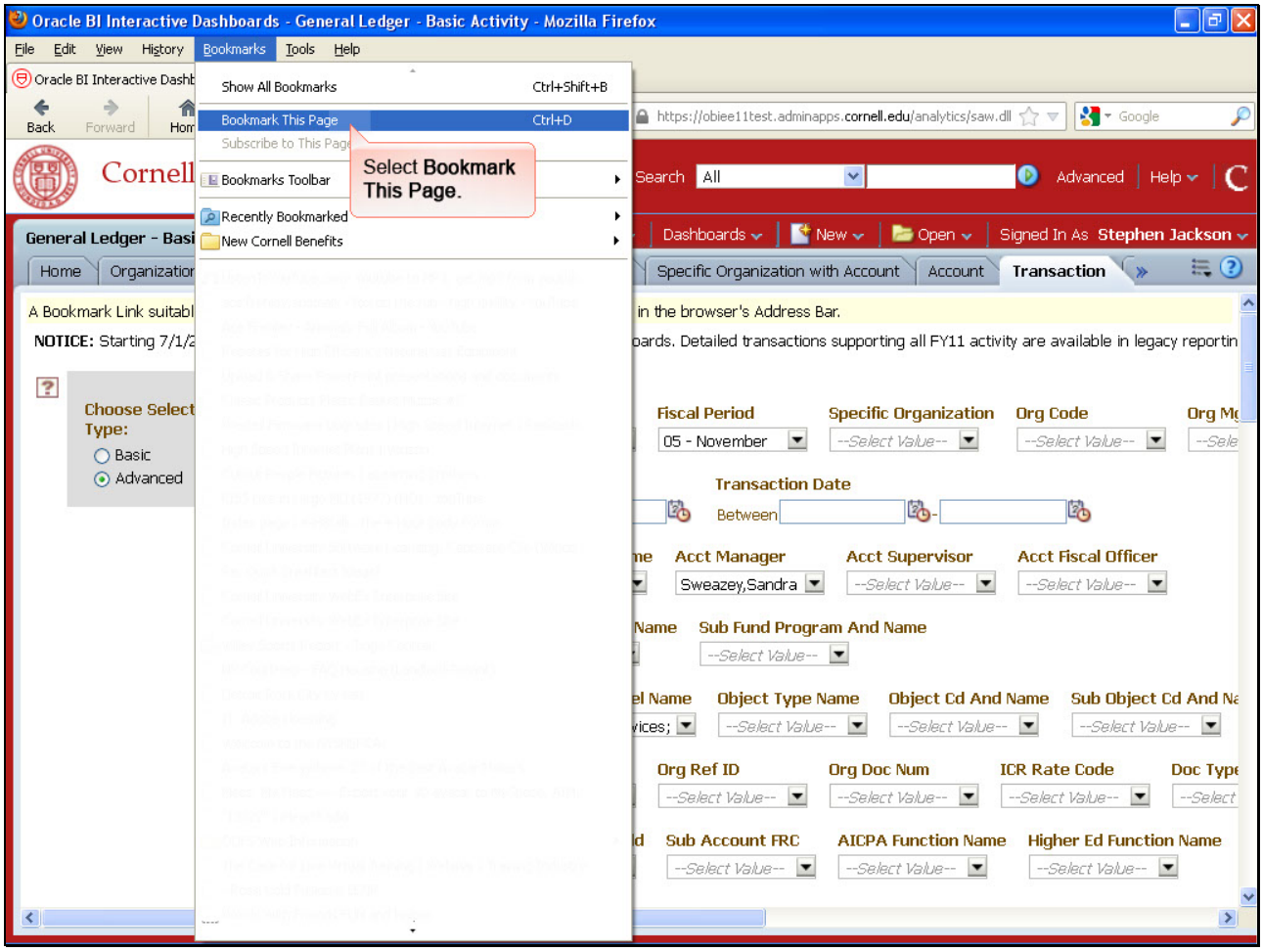


Select **Create Bookmark Link**.

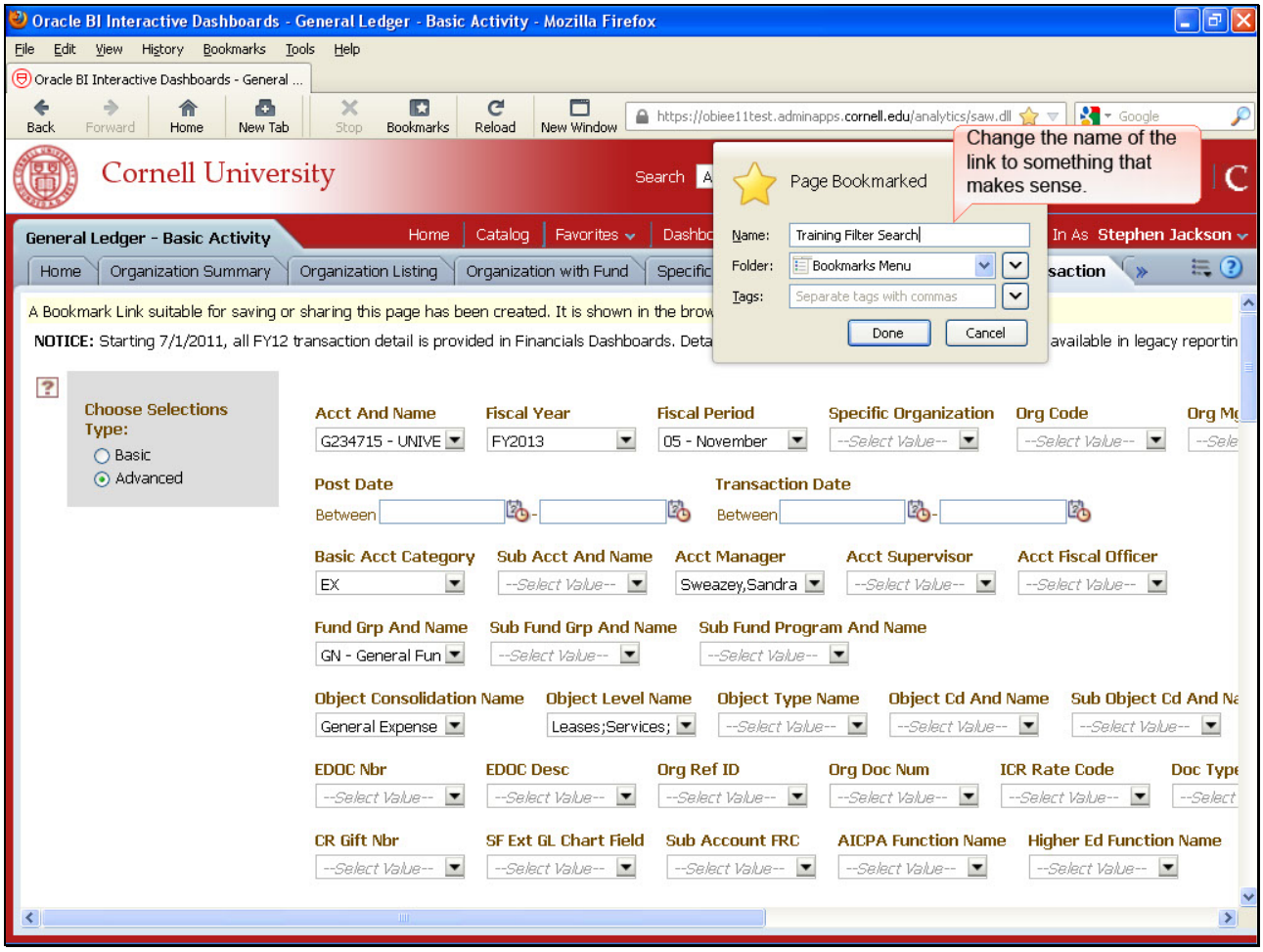


Select **Bookmarks.**

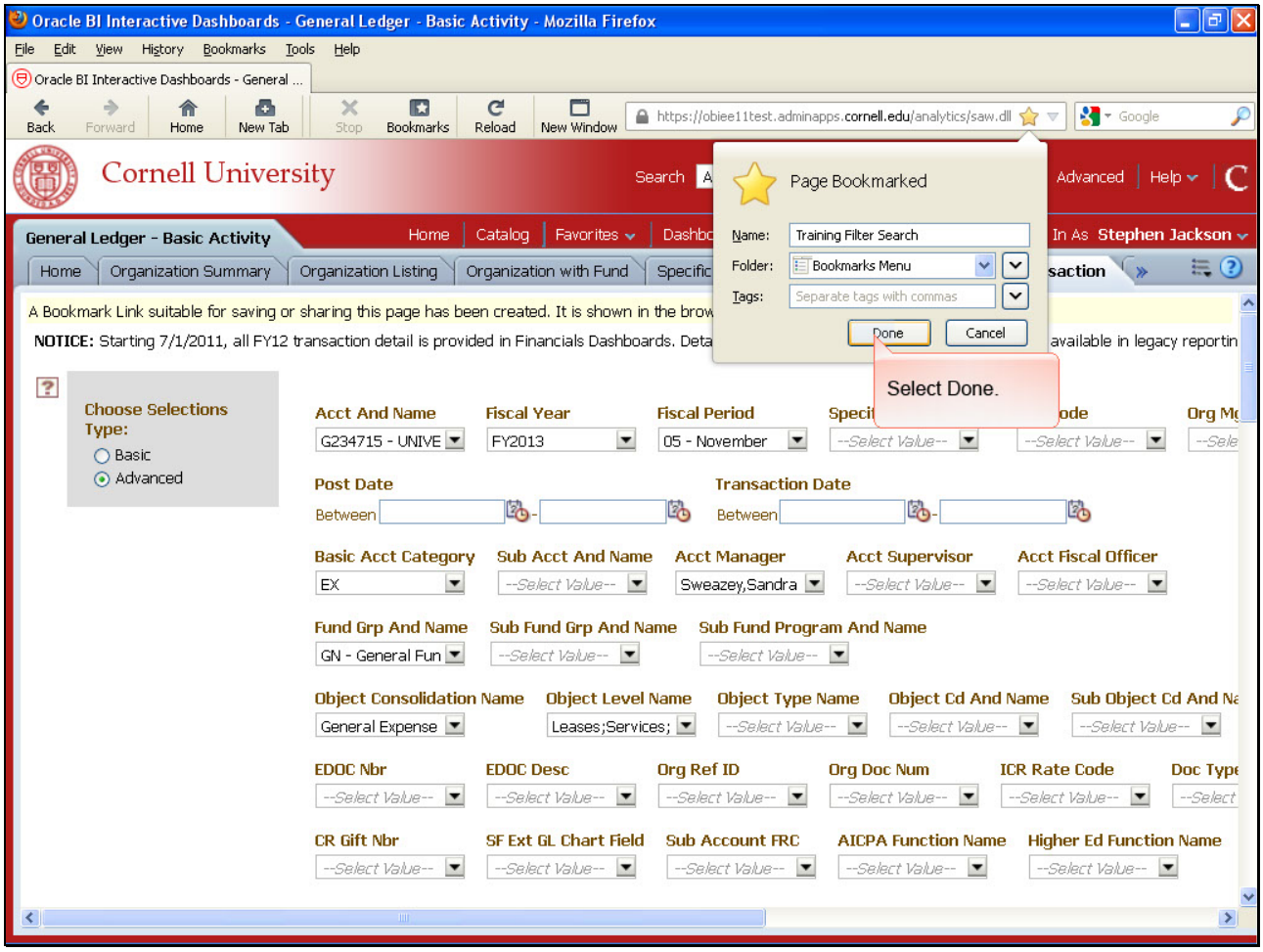
You will see a message telling you that the browser address bar now contains the web address for this page. Saving the address as a bookmark will allow you to access this dashboard view immediately from any web page.



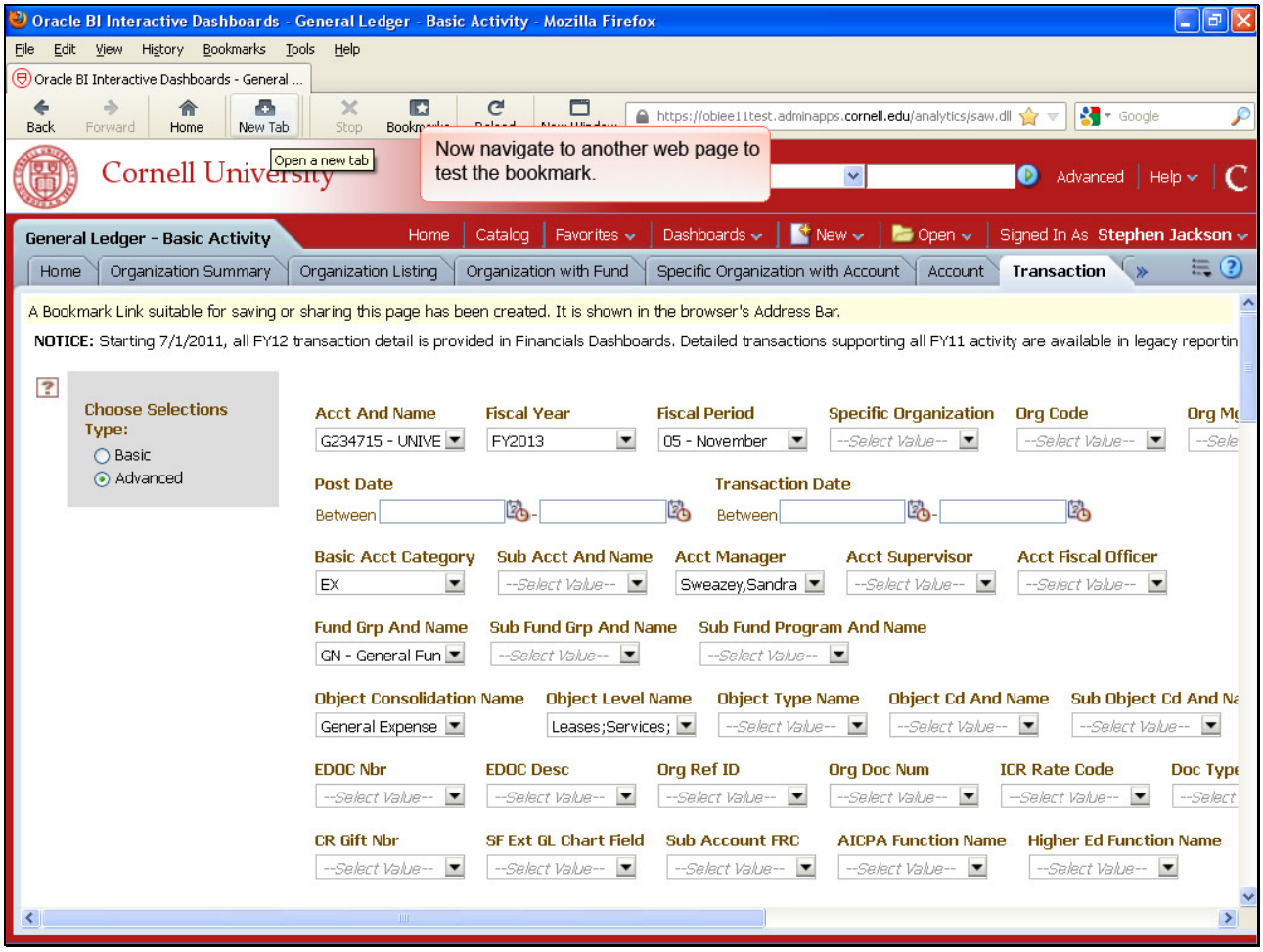
Select **Bookmark This Page.**



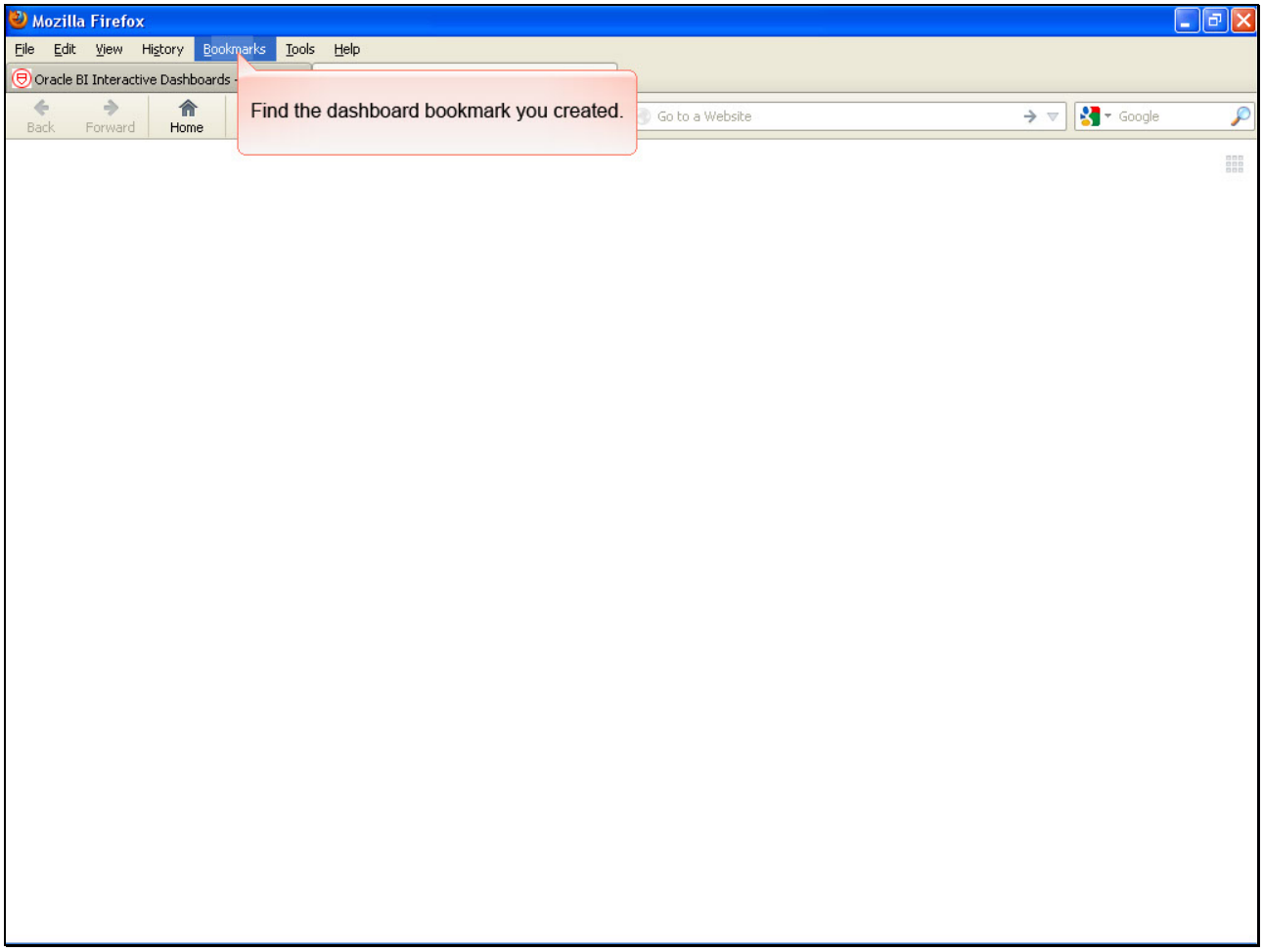
Change the name of the link to something that makes sense.


Oracle BI Interactive Dashboards - General Ledger - Basic Activity - Mozilla Firefox
Cornell University
Page Bookmarked
Name: Training Filter Search
Folder: Bookmarks Menu
Tags: Separate tags with commas
Done
Cancel
Select Done.
General Ledger - Basic Activity
Choose Selections Type:
Basic
Advanced
Acct And Name
Fiscal Year
Fiscal Period
Post Date
Transaction Date
Basic Acct Category
Sub Acct And Name
Acct Manager
Acct Supervisor
Acct Fiscal Officer
Fund Grp And Name
Sub Fund Grp And Name
Sub Fund Program And Name
Object Consolidation Name
Object Level Name
Object Type Name
Object Cd And Name
EDOC Nbr
EDOC Desc
Org Ref ID
Org Doc Num
ICR Rate Code
CR Gift Nbr
SF Ext GL Chart Field
Sub Account FRC
AICPA Function Name
Higher Ed Function Name

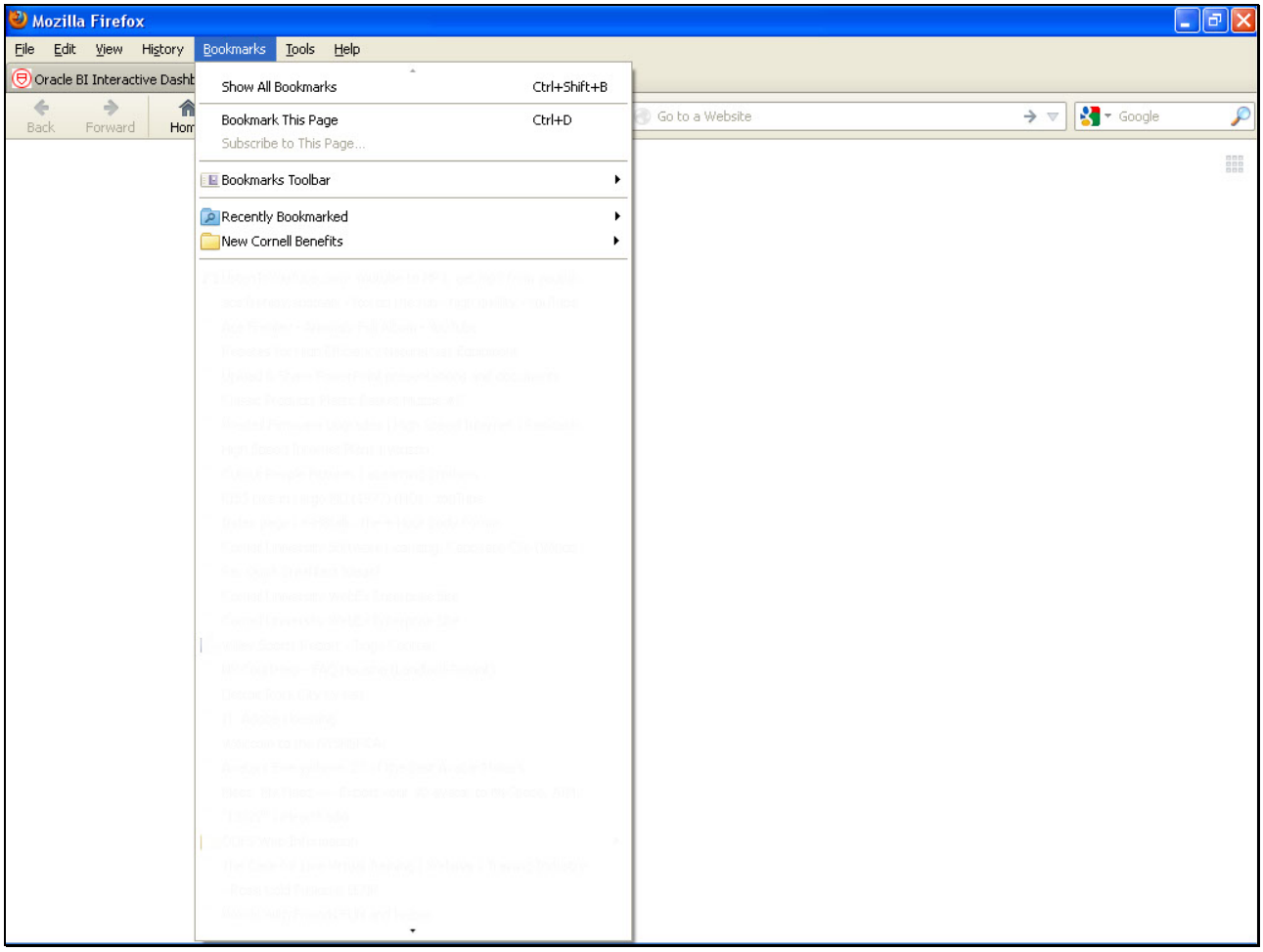
Select Done.

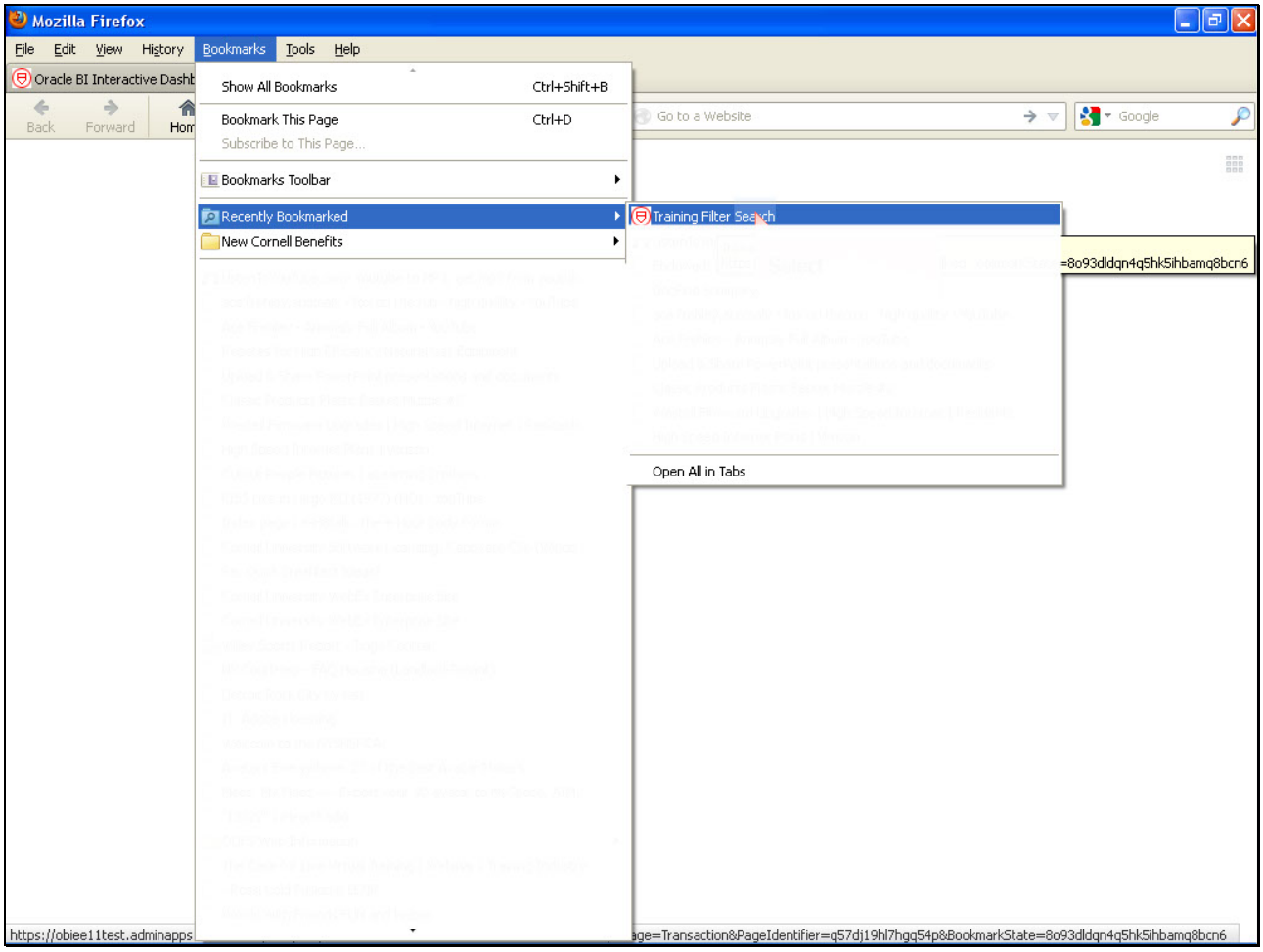


Now navigate to another web page to test the bookmark.

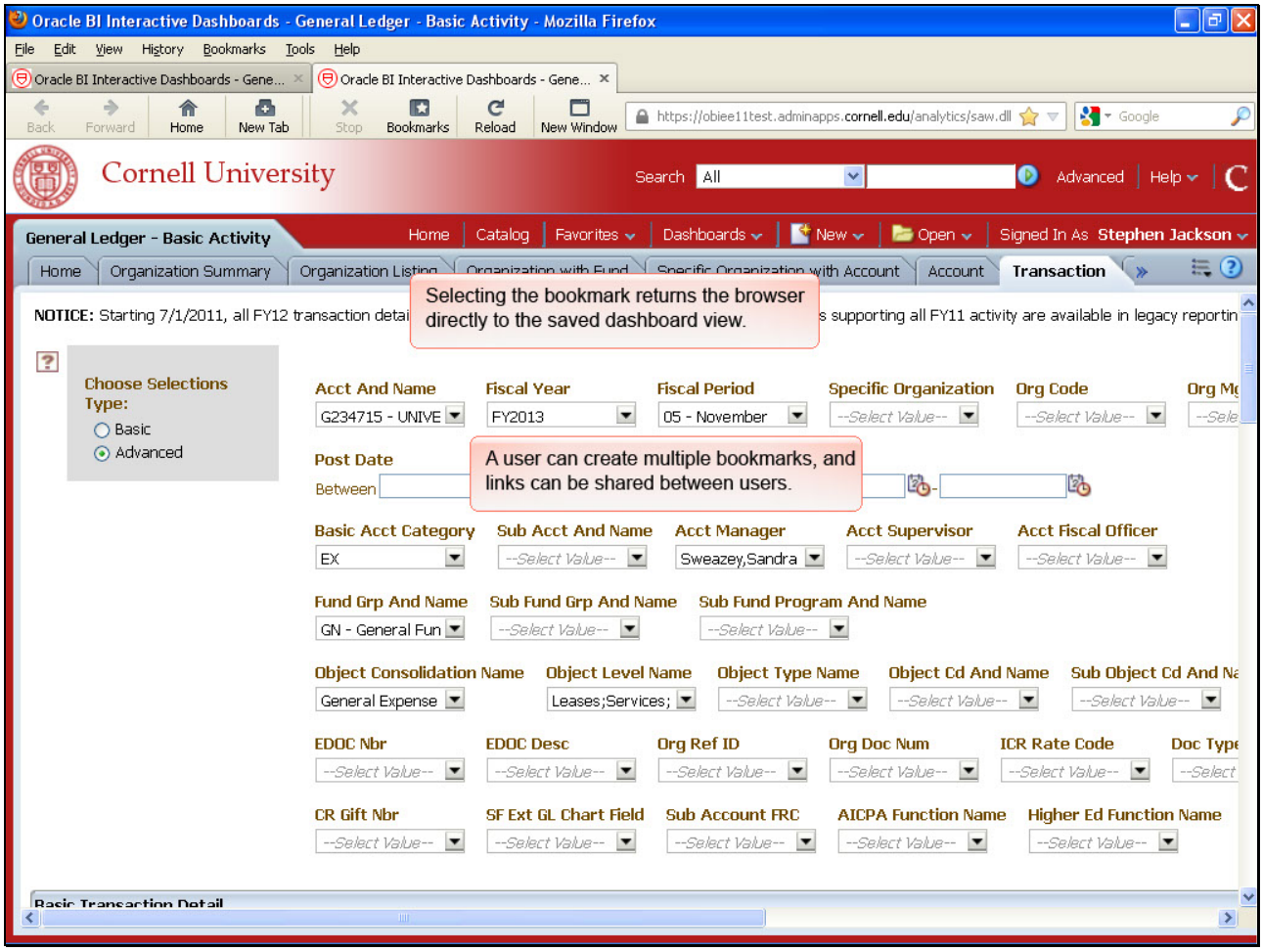


Find the dashboard bookmark you created.


Mozilla Firefox
File Edit View History Bookmarks Tools Help
Oracle BI Interactive Dashb
Back Forward
Show All Bookmarks Ctrl+Shift+B
Bookmark This Page Ctrl+D
Subscribe to This Page...
Bookmarks Toolbar
Recently Bookmarked
New Cornell Benefits
Go to a Website
Google



Select the bookmark.



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.