


## Bookmark a Report

You can create a web address for a report and save it in your favorites. This is referred to as bookmarking the report. Unlike personalization, the bookmark can be used by anyone. You can create the bookmark and give the link (URL address) to anyone you choose. The downside of a bookmark is that all the variables are saved. In the example we have been using, you will need to create a new bookmark each time the fiscal year changes, because the fiscal year at the time the bookmark is created is saved along within the bookmark.

After the report is executed you can **create a bookmark by clicking the bookmark icon right above the report area.**




**Designated Funds Report for: SSHE4060; Admin & Finance**  
**Fiscal Year: 2009**

Choose a Display:

All \* Balances \* Group View \* Reserves \* Unfunded Deficits \* User ID \* 

Commitment item

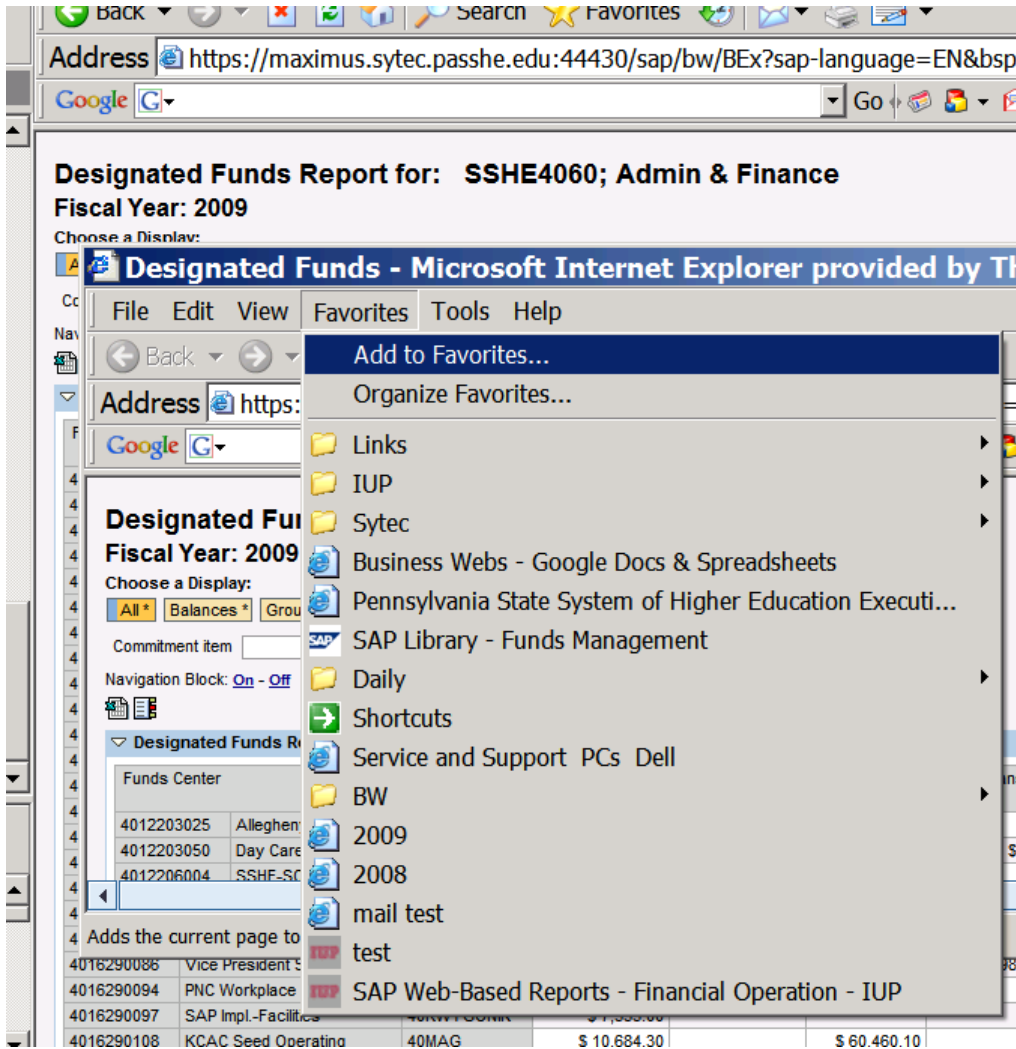
Navigation Block: [On](#) - [Off](#)

Designated Funds Report

Funds Center	User Name	Beginning Balance	Revenues	Expenses
4012203025 Allegheny Arboretum	40SCSINK	\$ 3,115.06		\$ 1'

The report will generate in a separate web window. Use the **Add to Favorites** option to add the bookmark to your browser, as shown below:



You could also copy the URL in the address field and put it in other applications.

End of Document.