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Overview

Introduction

A bookmark saves your filter selections in an app/module, so the next time you want to retrieve those same filters, you can simply select your bookmark. It is highly recommended you create bookmarks for your most commonly selected filters. Bookmarks are easy to create and save you time.

A bookmark can be created to:


- save your selections only (and apply them to any sheet)
- save your selections and take you directly to a specific sheet in an app/module.

A bookmark also provides you the ability to save any layout changes such as, moved columns.

Resources


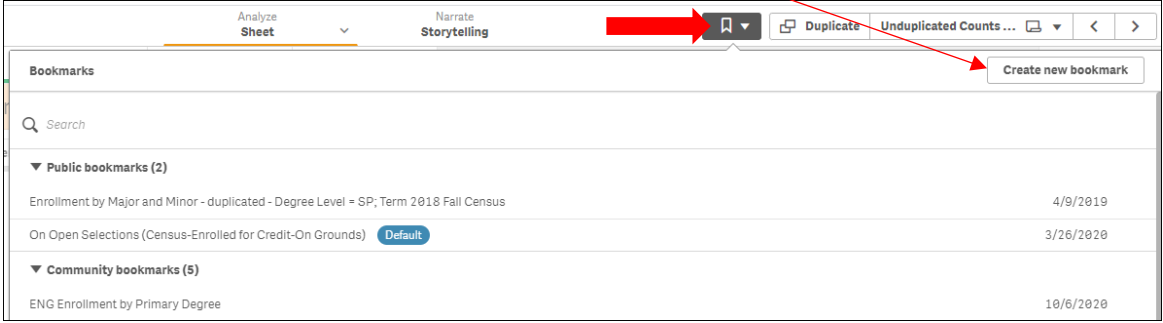
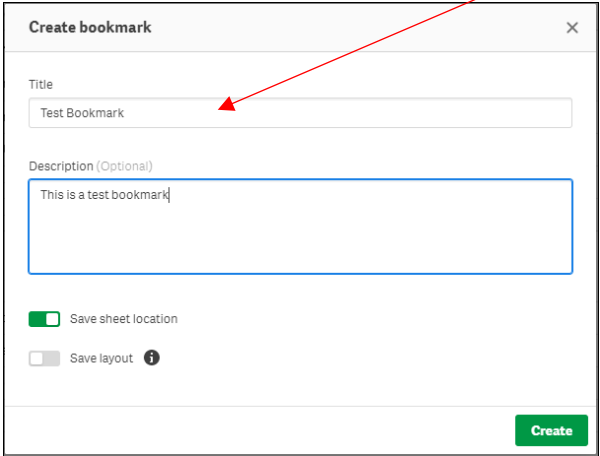
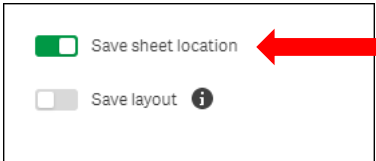
Check the links below for more information about using bookmarks in UBI Analytics (Qlik Sense®).

- [Create a “favorites” list in the UBI Portal](#)
- [Creating Bookmarks - Qlik Help](#)


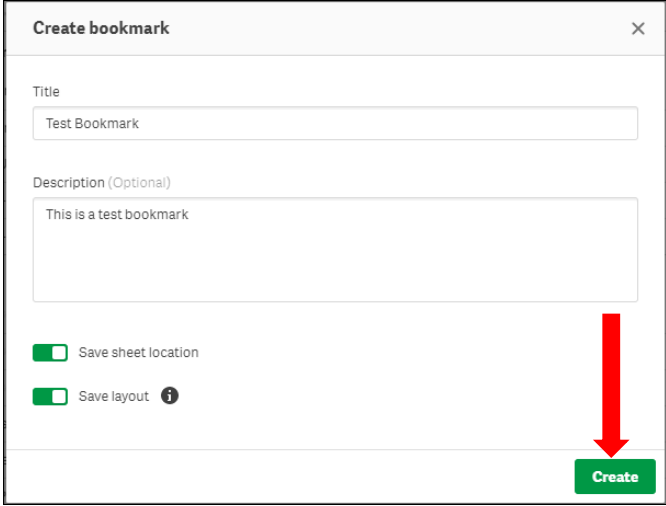

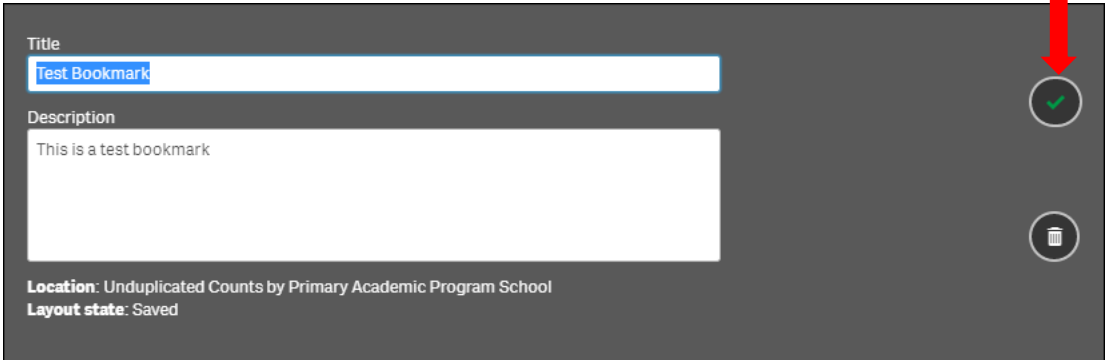

 NOTE	<p>For best results, it is recommended that you use Chrome™ to access UBI Analytics apps.</p>
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Bookmarks

Create a Bookmark

Step	Action
1.	Select the filters you want to save in your bookmark. If you want your bookmark to also take you to a specific sheet, then go to that sheet as well.
2.	<p>Click the Bookmarks  button, then click Create new bookmark.</p> 
3.	<p>Type a name for your bookmark in the Title field. Optionally, add a description.</p> 
4.	<p>The sheet location is saved by default. If you only want to save your selections and not have your bookmark be associated with the specific sheet, then clear this option.</p> 

Quick Reference Guide – Bookmarking in UBI Analytics

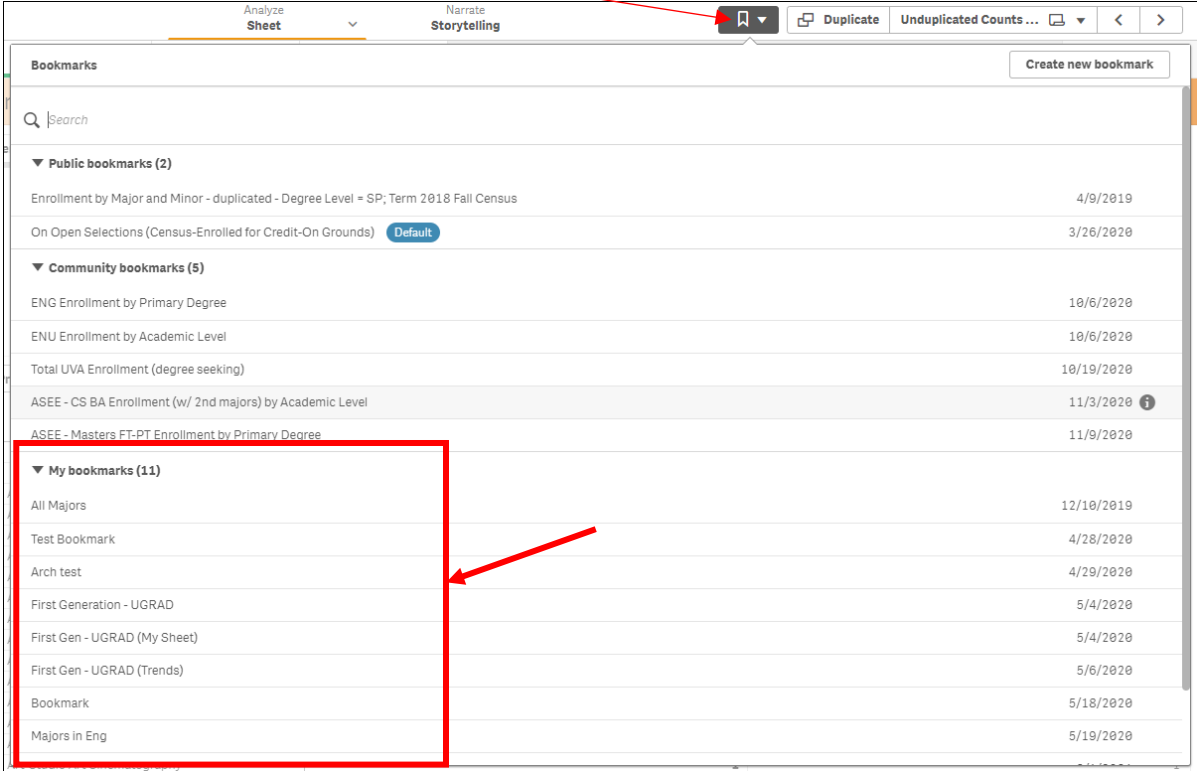

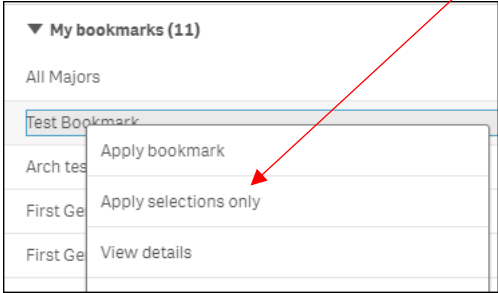
Step	Action
5.	<p>If you've made any changes to the layout of the sheet, such as moving column locations and you want to preserve these changes in your bookmark, then select the Save layout option. Otherwise, leave this option as is (unselected).</p> <div data-bbox="305 344 626 470"></div>
6.	<p>Click Create.</p> <div data-bbox="305 550 967 1052"></div>
7.	<p>Click the green checkmark  or simply click outside the Bookmarks window. Your bookmark is added to your bookmarks list.</p> <div data-bbox="305 1194 1403 1551"></div> <div data-bbox="305 1598 375 1696"> HINT</div> <p>To delete a bookmark, right-click on the bookmark and select Delete.</p>

Quick Reference Guide – Bookmarking in UBI Analytics

Select a Bookmark

You can select a bookmark to:

- apply the selections in the bookmark and jump to the sheet where the bookmark was created
- only apply the selections from a bookmark to your currently selected sheet


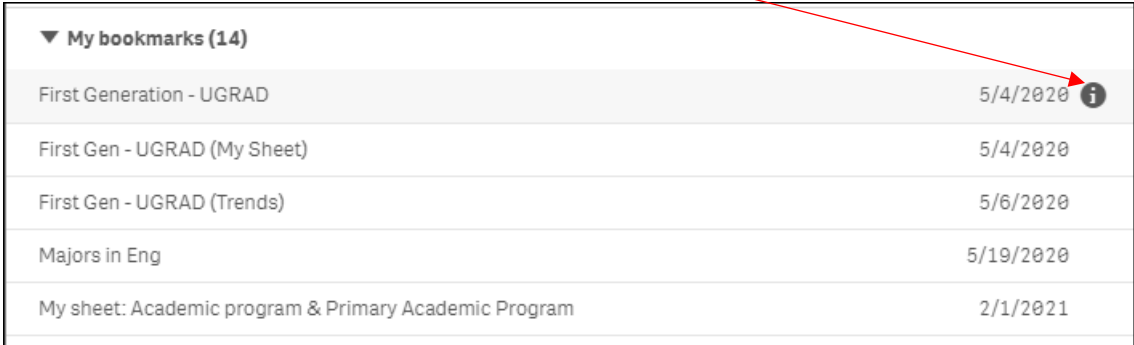



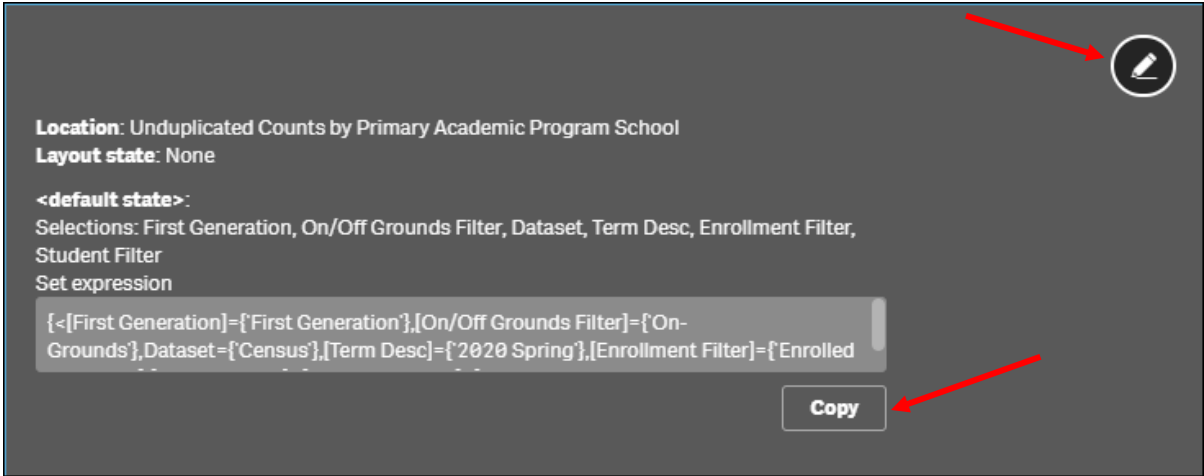
Step	Action																																
1.	<p>To select your bookmark, click the Bookmarks button and then select the bookmark.</p>  <table border="1"><caption>Bookmarks List</caption><thead><tr><th>Bookmark Name</th><th>Date</th></tr></thead><tbody><tr><td>Enrollment by Major and Minor - duplicated - Degree Level = SP; Term 2018 Fall Census</td><td>4/9/2019</td></tr><tr><td>On Open Selections (Census-Enrolled for Credit-On Grounds) Default</td><td>3/26/2020</td></tr><tr><td>ENG Enrollment by Primary Degree</td><td>10/6/2020</td></tr><tr><td>ENU Enrollment by Academic Level</td><td>10/6/2020</td></tr><tr><td>Total UVA Enrollment (degree seeking)</td><td>10/19/2020</td></tr><tr><td>ASEE - CS BA Enrollment (w/ 2nd majors) by Academic Level</td><td>11/3/2020</td></tr><tr><td>ASEE - Masters FT-PT Enrollment by Primary Degree</td><td>11/9/2020</td></tr><tr><td>All Majors</td><td>12/10/2019</td></tr><tr><td>Test Bookmark</td><td>4/28/2020</td></tr><tr><td>Arch test</td><td>4/29/2020</td></tr><tr><td>First Generation - UGRAD</td><td>5/4/2020</td></tr><tr><td>First Gen - UGRAD (My Sheet)</td><td>5/4/2020</td></tr><tr><td>First Gen - UGRAD (Trends)</td><td>5/6/2020</td></tr><tr><td>Bookmark</td><td>5/18/2020</td></tr><tr><td>Majors in Eng</td><td>5/19/2020</td></tr></tbody></table> <p> Not all modules will include Public and/or Community bookmarks like seen in the graphic above.</p>	Bookmark Name	Date	Enrollment by Major and Minor - duplicated - Degree Level = SP; Term 2018 Fall Census	4/9/2019	On Open Selections (Census-Enrolled for Credit-On Grounds) Default	3/26/2020	ENG Enrollment by Primary Degree	10/6/2020	ENU Enrollment by Academic Level	10/6/2020	Total UVA Enrollment (degree seeking)	10/19/2020	ASEE - CS BA Enrollment (w/ 2nd majors) by Academic Level	11/3/2020	ASEE - Masters FT-PT Enrollment by Primary Degree	11/9/2020	All Majors	12/10/2019	Test Bookmark	4/28/2020	Arch test	4/29/2020	First Generation - UGRAD	5/4/2020	First Gen - UGRAD (My Sheet)	5/4/2020	First Gen - UGRAD (Trends)	5/6/2020	Bookmark	5/18/2020	Majors in Eng	5/19/2020
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Majors in Eng	5/19/2020																																
2.	<p>To only apply your bookmark <i>selections</i> to a sheet, click the Bookmarks button, then right-click the bookmark and select Apply selections only.</p>  <table border="1"><caption>Right-click Context Menu</caption><thead><tr><th>Option</th></tr></thead><tbody><tr><td>Apply bookmark</td></tr><tr><td>Apply selections only</td></tr><tr><td>View details</td></tr></tbody></table> <p>This will apply the selections from the bookmark to the <i>currently selected</i> sheet. That is, if the bookmark was set up to jump directly to another sheet, it will not take you to that sheet.</p>	Option	Apply bookmark	Apply selections only	View details																												
Option																																	
Apply bookmark																																	
Apply selections only																																	
View details																																	

Edit a Bookmark and Copy the Selections

You can edit the title and description of a bookmark.

You can also copy the selections in your bookmark and paste them into an email or document (e.g., export to Excel file). This is especially helpful when sharing a report via an exported Excel spreadsheet or a link with someone to let them know what selections were used to produce the data in the report.


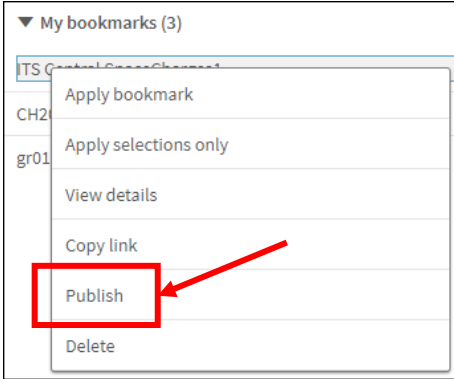
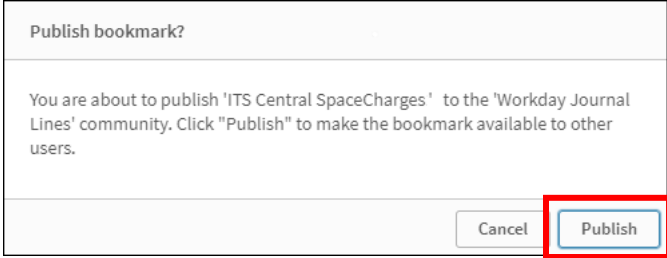
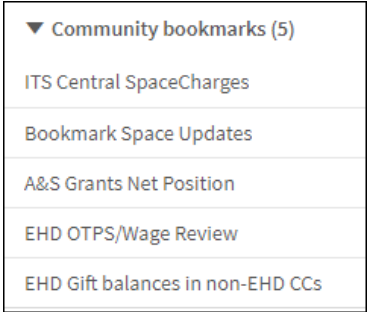
If you want to add a new selection (filter) to an existing bookmark, you must create a brand-new bookmark. You cannot add a new selection to an existing bookmark.

Step	Action												
1.	Click the Bookmarks  button to open the list of bookmarks.												
2.	<p>Hover your mouse over the Bookmark and click the Details icon.</p>  <table border="1"> <thead> <tr> <th colspan="2">▼ My bookmarks (14)</th> </tr> </thead> <tbody> <tr> <td>First Generation - UGRAD</td> <td>5/4/2020 </td> </tr> <tr> <td>First Gen - UGRAD (My Sheet)</td> <td>5/4/2020</td> </tr> <tr> <td>First Gen - UGRAD (Trends)</td> <td>5/6/2020</td> </tr> <tr> <td>Majors in Eng</td> <td>5/19/2020</td> </tr> <tr> <td>My sheet: Academic program & Primary Academic Program</td> <td>2/1/2021</td> </tr> </tbody> </table>	▼ My bookmarks (14)		First Generation - UGRAD	5/4/2020 	First Gen - UGRAD (My Sheet)	5/4/2020	First Gen - UGRAD (Trends)	5/6/2020	Majors in Eng	5/19/2020	My sheet: Academic program & Primary Academic Program	2/1/2021
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Majors in Eng	5/19/2020												
My sheet: Academic program & Primary Academic Program	2/1/2021												
3.	<p>Do any of the following:</p> <ul style="list-style-type: none"> Click the Edit button and then edit the bookmark title and description. Click Copy to copy the saved bookmark selections and then paste them in an email or file (e.g., the export of a report to Excel).  <p>Location: Unduplicated Counts by Primary Academic Program School Layout state: None</p> <p><default state>: Selections: First Generation, On/Off Grounds Filter, Dataset, Term Desc, Enrollment Filter, Student Filter Set expression</p> <pre>{<[First Generation]={'First Generation'},[On/Off Grounds Filter]={'On-Grounds'},Dataset={'Census'},[Term Desc]='2020 Spring',[Enrollment Filter]='Enrolled</pre> <p>Copy</p>												

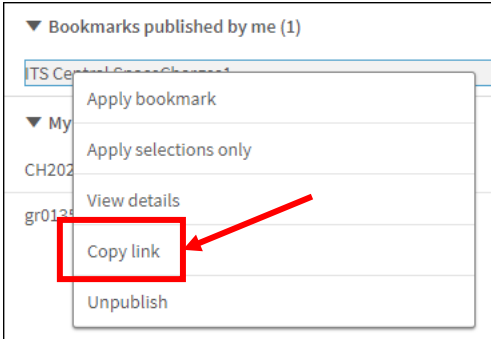

Quick Reference Guide – Bookmarking in UBI Analytics

Share Bookmarks

You can share your bookmarks by publishing them. When you publish a bookmark, it will display under “Community bookmarks” and can be used by others with access to the app/module. You can also copy the bookmark link and share it with other users once it has been published.

Step	Action
1.	Click the Bookmarks  button to open the list of bookmarks.
2.	Under My bookmarks , right-click the bookmark you want to publish and select Publish . 
3.	Click Publish on the prompt box that displays. 
4.	The bookmark now displays under the Community bookmarks and can be used by other users. 

Quick Reference Guide – Bookmarking in UBI Analytics

Step	Action
5.	<p>Now that the bookmark has been published, you can also copy the link. Right-click the published bookmark and select Copy link.</p>  <p>The screenshot shows a dropdown menu for a bookmark titled 'Bookmarks published by me (1)'. The menu items are: 'Apply bookmark', 'Apply selections only', 'View details', 'Copy link', and 'Unpublish'. The 'Copy link' option is highlighted with a red box, and a red arrow points to it from the right.</p>
6.	<p>Click Copy on the prompt box that displays.</p>  <p>The screenshot shows a dialog box titled 'Copy link'. It contains a text field with a long URL: 'https://qsenseprod.admin.virginia.edu/sense/app/f4d194ef-1756-4dc6-80df-984428a1172...'. To the right of the text field is a green 'Copy' button, which is highlighted with a red box and a red arrow pointing to it from the right. Below the text field, it says 'Link will expire if bookmark is unpublished.' and 'Copied to clipboard'. At the bottom left, there is a button that says 'Open in new tab'.</p>
7.	<p>Paste (Ctrl+v) the link into an e-mail (or other location) to share it with other users.</p>