

Information Services Portal

Bookmarking a Report

# Report Page



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**To Bookmark a report**

From the report, click *Bookmark* at the top right of the page.

When the report has been bookmarked, the symbol will change to ‘Bookmarked’. Click here again to remove the bookmark.

# Search Page

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**To Bookmark from Search Page**

From a search result, click *Bookmark.*

When the report has been bookmarked, the symbol will change to ‘Bookmarked’. Click here again to remove the bookmark.

# Home Page



When a report has been bookmarked it will appear on the homepage in alphabetical order.

If more than 12 reports have been bookmarked, click on the arrows to scroll through each page of bookmarks.

# Report Page



# Search Page



You can only store 50 bookmarks. Once you reach this limit a message will appear and your report will not be bookmarked.

The same message will appear when bookmarking from a search.

# Home Page

To add another bookmark after the limit has been exceeded you must remove an existing bookmark. Click on the X to remove a bookmark from the home page.