


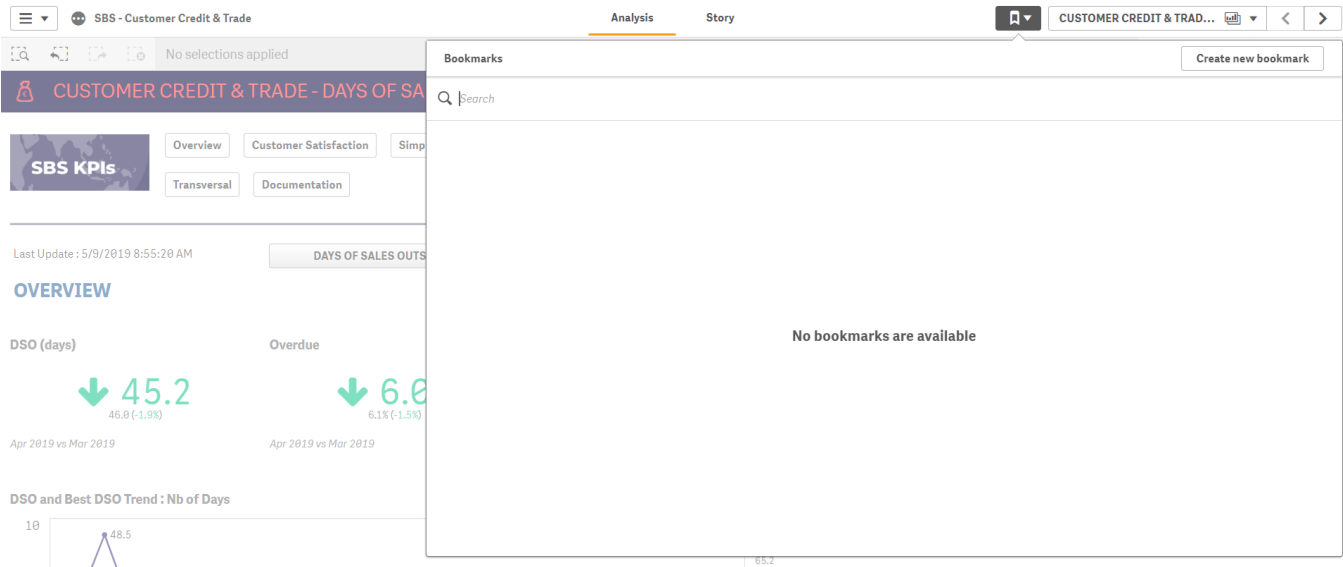


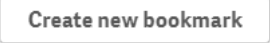
# User Guide - Creation of BookMark

## Create BookMark

Qlik Sense has the same function like QlikView (if you are already one of the user) which you can save your selections for future use. Look out for  icon to begin the creation of "BookMark".

Before clicking on , be sure you have all selections you need for your analysis so that the next time when you recall the "BookMark" it will give you the up-to-date result. You will see an empty box similar to below after clicking on  when it is the first time you create a "BookMark".



Now click on , it will then prompt to give the "BookMark" a name (for future recalling purpose) and a short description (if required) which is optional.

Give the "BookMark" a name

Short description if necessary

Bookmarks Create new bookmark

Search

**Create bookmark** [X]

Title  
Bookmark

Description (Optional)

Save sheet location

Save layout ⓘ **Set "Save layout" to Yes**

**Create**

Once you are done with the "BookMark" Title and "Description, click on "Create" button below to create. It will bring you to another dialog box as shown below. Click on the green tick to confirm saving the bookmark.

Bookmarks Create new bookmark

Search

▼ Public bookmarks (1)  
All GBUs except Pepol Scope 10/11/2019

▼ My bookmarks (1)

Title  
(DSC) Singapore

Description

Location: DAYS OF SALES OUTSTANDING  
Layout state: None

Click to confirm save

The screenshot shows a dashboard interface with a 'Bookmarks' panel on the right. The dashboard includes a header with 'SBS - Customer Credit & Trade', navigation tabs for 'Analysis' and 'Story', and a search bar. The main content area displays 'SBS KPIs' and 'OVERVIEW' for 'CUSTOMER CREDIT & TRADE - DAYS OF SALES OUTS'. Key metrics include 'DSO (days)' at 54.6 (down from 55.1) and 'Overdue' at 6.9% (up from 4.4%). A line chart shows 'DSO and Best DSO Trend : Nb of Days' with a peak of 68.7. The 'Bookmarks' panel on the right has a search bar and a list of 'My bookmarks (1)', with 'DSO (Singapore)' highlighted by a red box and dated '5/10/2019'.

## Share BookMark

You may start sharing your BookMark once it had been created. First right click on the BookMark you want to share and select from the list "Publish".

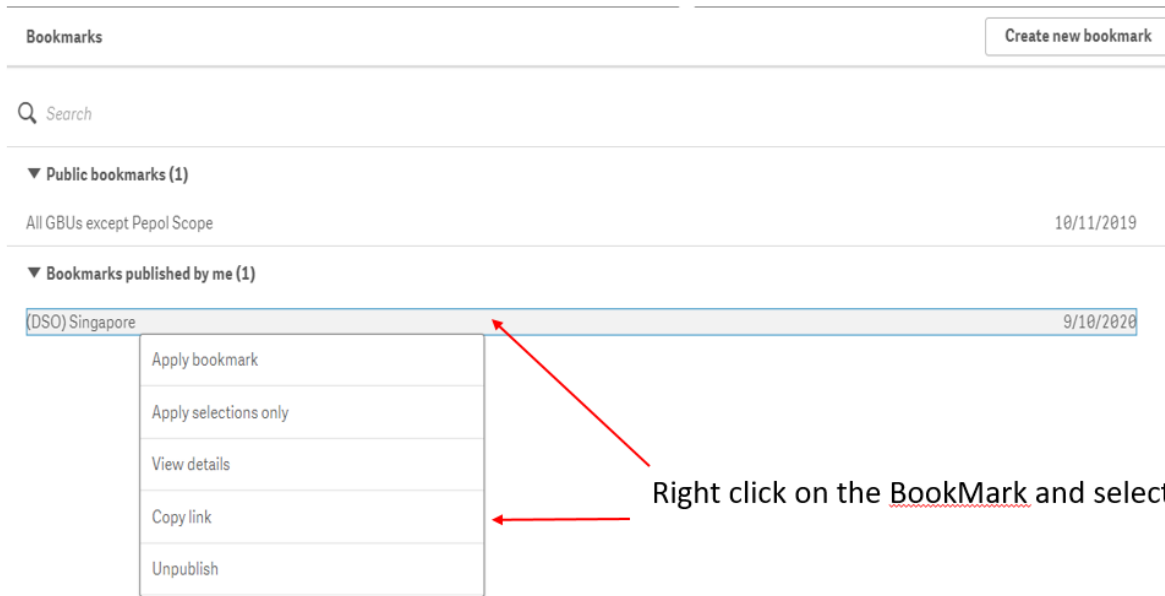
This screenshot shows the 'Bookmarks' panel with a context menu open over the 'DSO (Singapore)' bookmark. The menu options are: 'Apply bookmark', 'Apply selections only', 'View details', 'Copy link', 'Publish', and 'Delete'. The 'Publish' option is highlighted. Red arrows point from the text below to the bookmark and the 'Publish' option. The bookmark is dated '9/10/2020'.

### Right click on the BookMark and select "Publish"

After publishing your BookMark, you will find that the BookMark will fall under "Bookmarks Published By Me" instead of "My bookmarks"

This screenshot shows the 'Bookmarks' panel after the bookmark has been published. The 'DSO (Singapore)' bookmark is now listed under the 'Bookmarks published by me (1)' category, which is highlighted in yellow. The date remains '9/10/2020'. The 'My bookmarks' category is now empty.

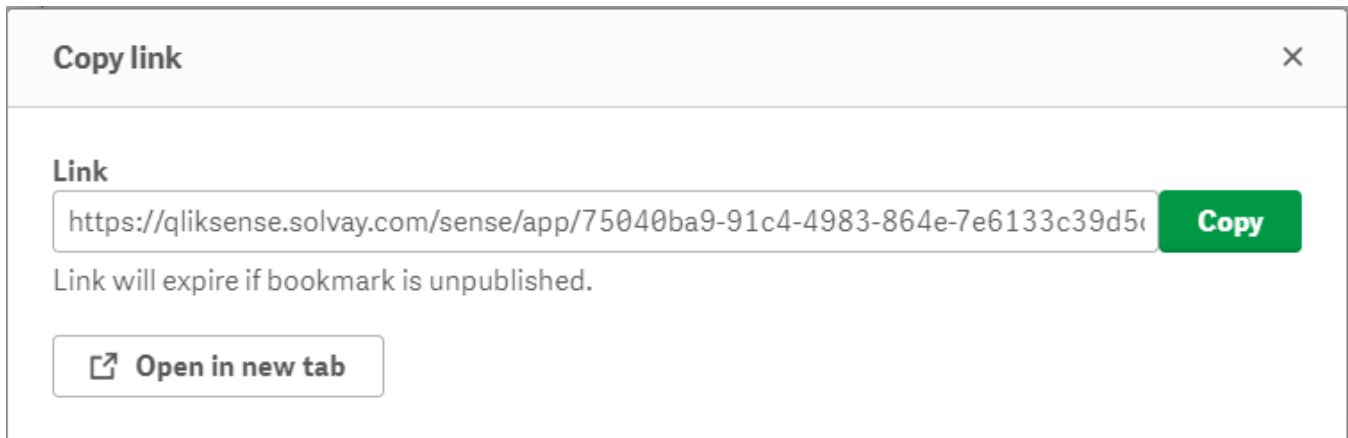
From the "Bookmarks published by me" right click on the BookMark that is to be shared and select "Copy link"



The screenshot shows the 'Bookmarks' section of the QlikSense interface. At the top right, there is a 'Create new bookmark' button. Below it is a search bar. The main area is divided into two sections: 'Public bookmarks (1)' and 'Bookmarks published by me (1)'. Under 'Public bookmarks (1)', there is one bookmark titled 'All GBUs except Pepol Scope' with a date of '10/11/2019'. Under 'Bookmarks published by me (1)', there is one bookmark titled '(DSO) Singapore' with a date of '9/10/2020'. A right-click context menu is open over the '(DSO) Singapore' bookmark, showing options: 'Apply bookmark', 'Apply selections only', 'View details', 'Copy link', and 'Unpublish'. Two red arrows point to the 'Copy link' option and the bookmark title.

Right click on the BookMark and select "Copy link"

The click on "Copy" button in order to get the full URL. Paste the URL to any of the platform (email/hangout, etc.,) you want to share with. Your recipients will then able to open the BookMark selections you had saved earlier. Do take note, when you had "Unpublish" your BookMark, all your recipients will no longer able to open this BookMark unless they have created a copy of the BookMark themselves. It is advisable to highlight this point to your recipients when you are sharing a BookMark.



The screenshot shows a 'Copy link' dialog box. At the top left is the title 'Copy link' and a close button 'X'. Below the title, the word 'Link' is displayed. A text input field contains the URL 'https://qliksense.solvay.com/sense/app/75040ba9-91c4-4983-864e-7e6133c39d5c'. To the right of the input field is a green 'Copy' button. Below the input field, the text 'Link will expire if bookmark is unpublished.' is displayed. At the bottom, there is a button with a tab icon and the text 'Open in new tab'.