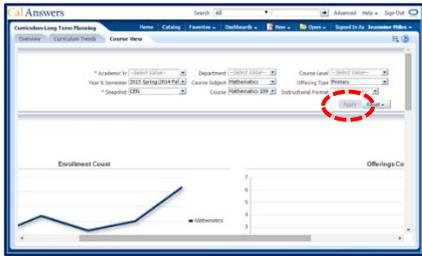
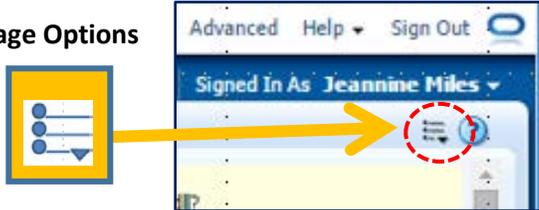
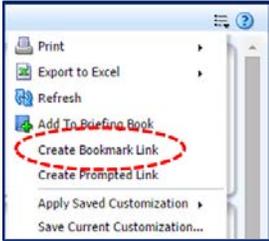


Cal Answers dashboard **bookmark link** functionality allows you to create and share a URL or direct path to a Cal Answers dashboard page. These links capture all aspects of the page state, including filter settings and any customizations (moving/excluding columns, sorting/drilling data, etc.) made to data display areas.

Bookmark links are recommended for sharing dashboard views with other Cal Answers users and are available when accessing Cal Answers from either a compatible browser or Citrix. **Note that Cal Answers Bookmark Links expire 365 days after they were created or 365 days after they were last accessed.**

Follow the steps below for creating a Cal Answers dashboard bookmark link as well as the steps for opening a bookmark link.

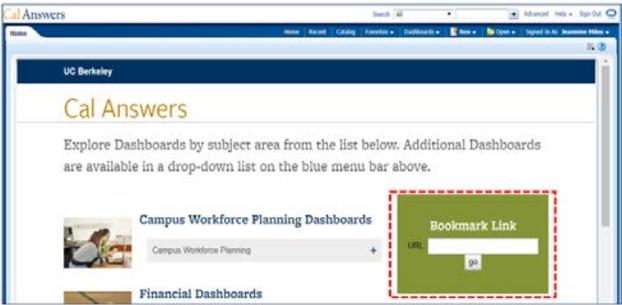
Creating a Cal Answers Bookmark Link

#	Instructions	Screenshot
1	Access a Cal Answers dashboard and select the filter options desired. Click Apply . Customize data table as needed to achieve the desired display.	<p>http://calanswers.berkeley.edu/</p> 
2	Click the Page Options icon in the top right frame of the dashboard to display the dropdown list of options.	<p>Page Options</p> 
3	Select the Create Bookmark Link option from the dropdown list.	

#	Instructions	Screenshot
4	A message displays at the top of the dashboard <i>“Bookmark Link suitable for saving or sharing this page has been created. It is shown in the browser's Address Bar OR copy the link from here: <a a="" about="" answers="" at="" being="" bookmark="" cal="" created."="" dashboard="" data-bbox="695 384 1377 569" href="https://calanswers...”</i></td> <td></i>	
5	Copy the link from the browser or the message and paste into an email to send to other users to view the current data display.	<i>Creating a Saved Customization allow you to save and name a preferred dashboard view for future use. Check out the Page Options Menu Customizations* 3 min. video on how to create and apply a saved customized view to a Cal Answers dashboard.</i>

Opening a Cal Answers Bookmark Link

The Cal Answers Home page provides a Bookmark Link entry box. Following are the step by step instructions for opening a bookmark link from the Home page.

#	Instructions	Screenshot
1	Copy the Cal Answers bookmark link URL.	
2	Navigate to the Cal Answers Home tab.	
3	Paste the bookmark link URL into the Bookmark Link box.	
4	Click the Go button.	
<p><i>Note that Cal Answers bookmark links expire 365 days after they were created or 365 days after they were last accessed.</i></p>		

*  Check out the latest Cal Answers videos on the **CFOCommunications** YouTube channel