

How-To Bookmark a Report

The screenshot shows a Power BI report titled 'Transaction Details' for the 'UNT SYSTEM'. The report displays a table with columns for Business Unit, Department, Department Descr, Fund Category, Fund Category Descr, Fund, Fund Descr, Function, and Fundtor. The table contains multiple rows of transaction data. In the top right corner, a red box highlights the 'Personal bookmarks' menu, which includes the following options:

- Personal bookmarks
- Capture this report's current state
- Add a personal bookmark
- Show more bookmarks

- If you want to bookmark a report or a specific filtered view of a report, you can bookmark it as pictured above.
- Access your bookmarks by clicking “Show More Bookmarks.”
- Note: the bookmark will take you to the page you're viewing when you create the bookmark, applying the prompt selections made at the time the bookmark is created. We suggest setting up your bookmarks on the report results page vs. the prompt page to avoid the step of running the report yourself after navigating to your bookmarks.