

Adding a Dashboard Bookmark Link to My Favorites
Created on 7/13/2012 2:04:00 PM



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Overview

Understanding OBI Dashboard Bookmarks.

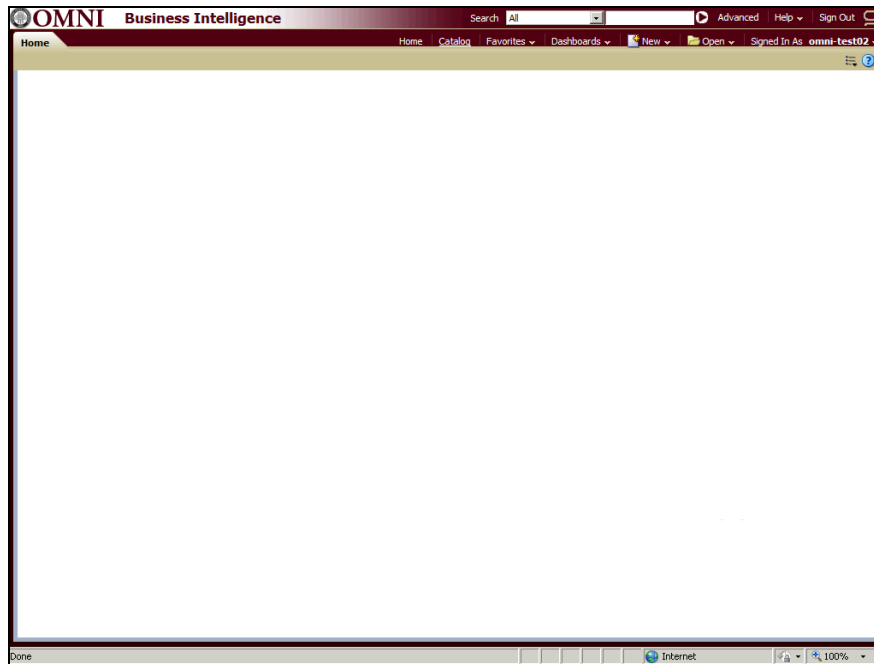
Bookmark links can be added to **My Favorites**. Bookmarks are recorded addresses for quick access to your favorite dashboards.

In this tutorial, you will learn how to add a Dashboard Bookmark link to your favorites.

Procedure

Scenario & Key Information

You will need security to access the dashboard before saving it as a bookmark link. Both Internet Explorer and Firefox are supported OBI browsers.

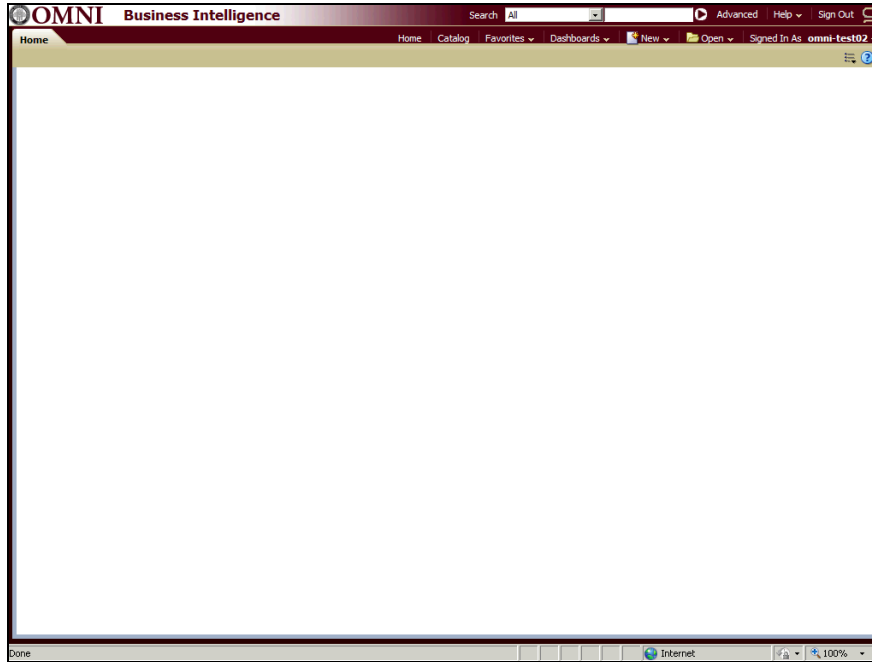



Step	Action
1.	Point to the Dashboards object.

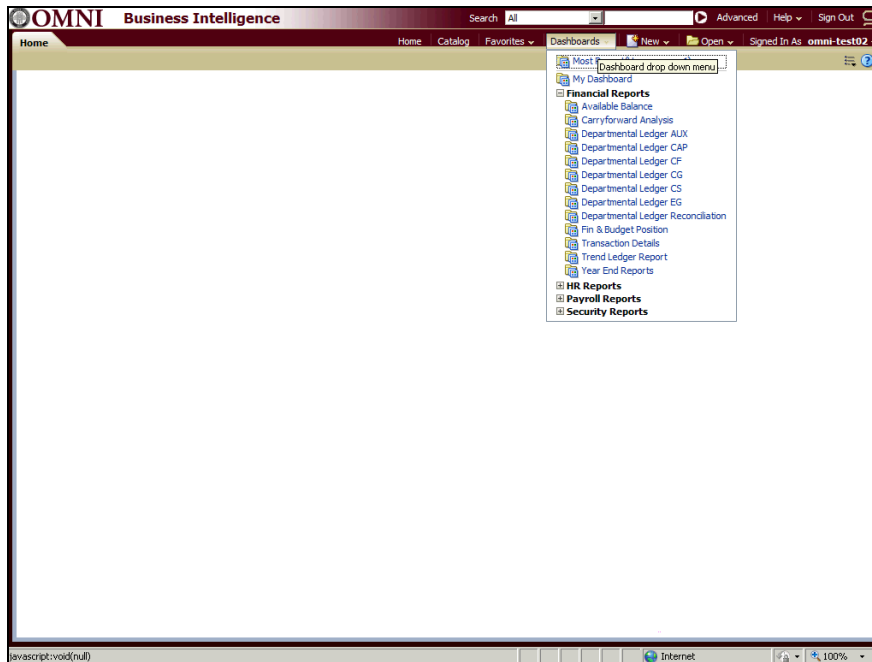


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Step	Action
2.	Click the Dashboard drop-down menu button. 

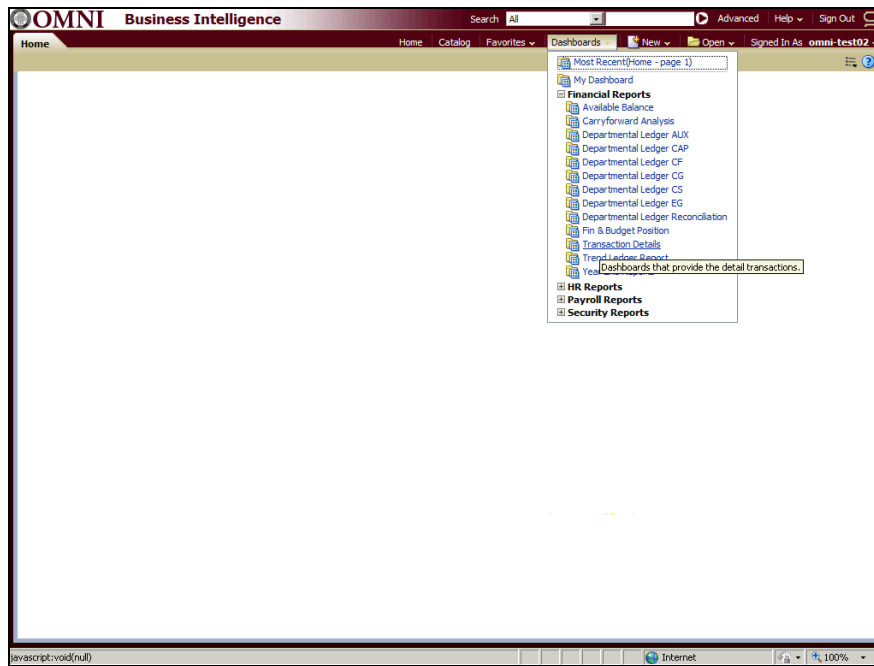





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Step	Action
3.	For the purpose of this example, we will be creating a Bookmark Link for the Transaction Details dashboard. Point to the Transaction Details link.

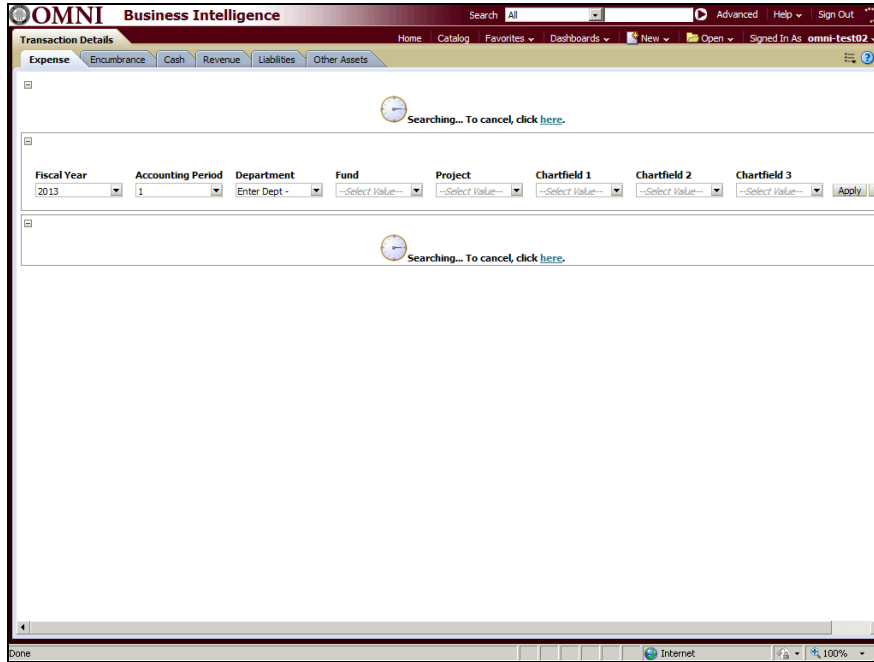


Step	Action
4.	Click the Transaction Details link.  Transaction Details

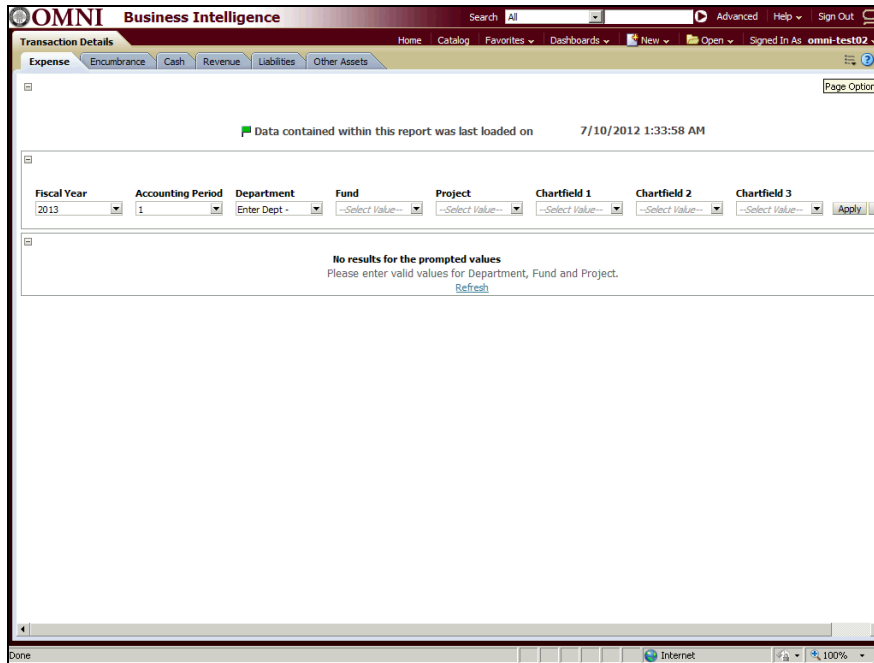


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Step	Action
5.	Point to the Page Options button.

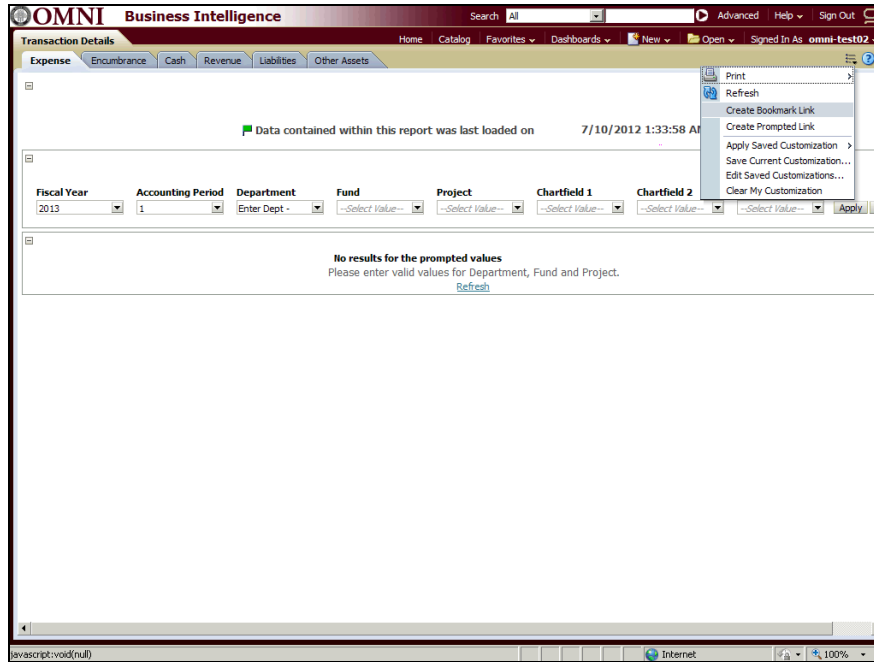


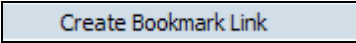


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Step	Action
6.	Click the Page Options drop-down icon. 

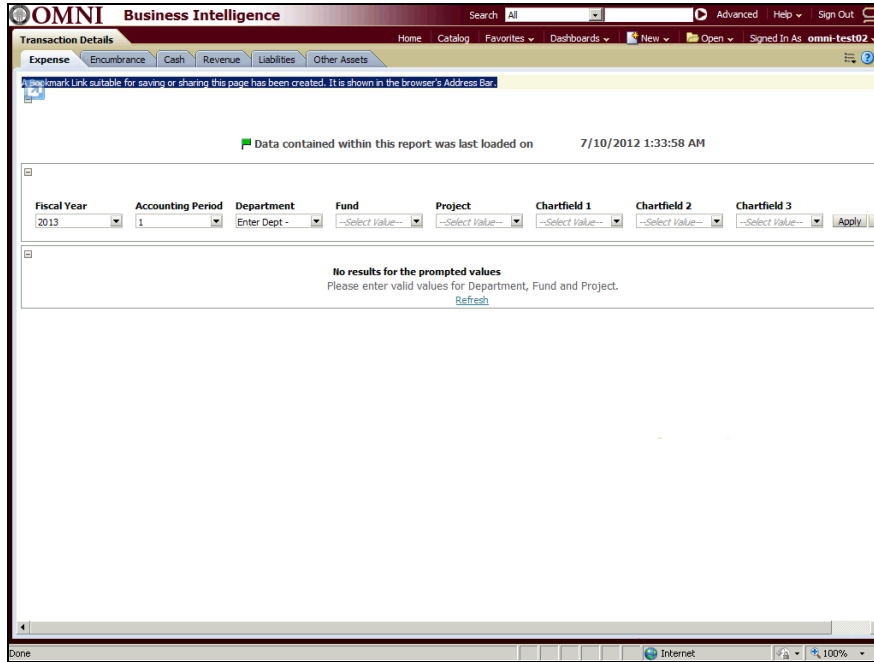


Step	Action
7.	Click the Create Bookmark Link . 

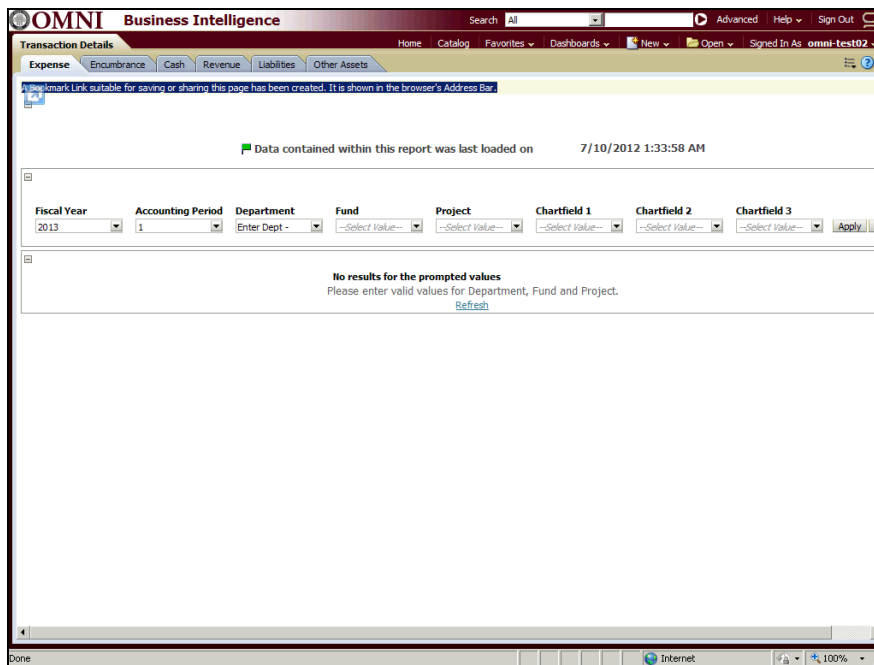


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Step	Action
8.	Notice that your bookmark link has been created and is ready for saving or sharing.

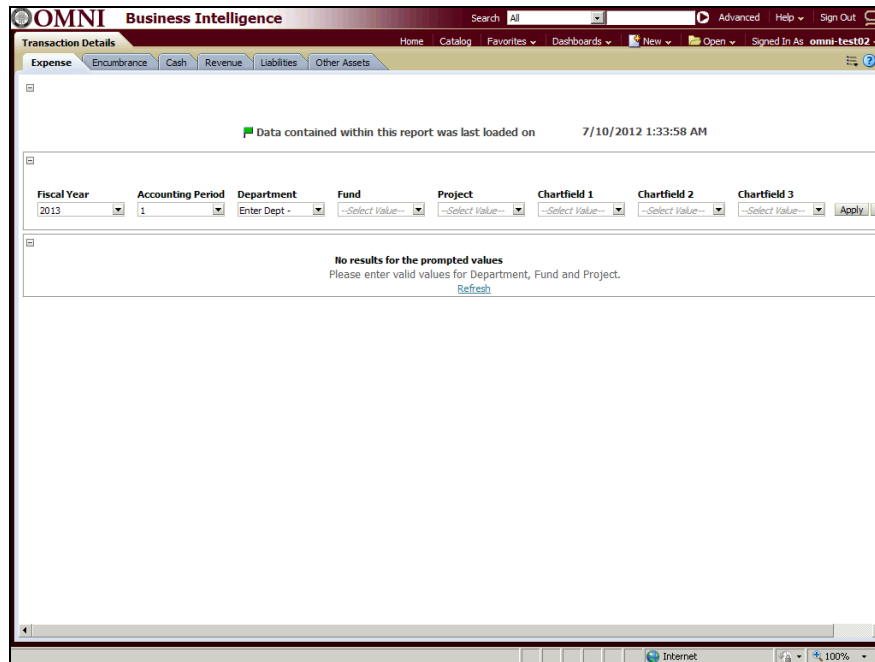





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Step	Action
9.	Click Add to Favorites link. 

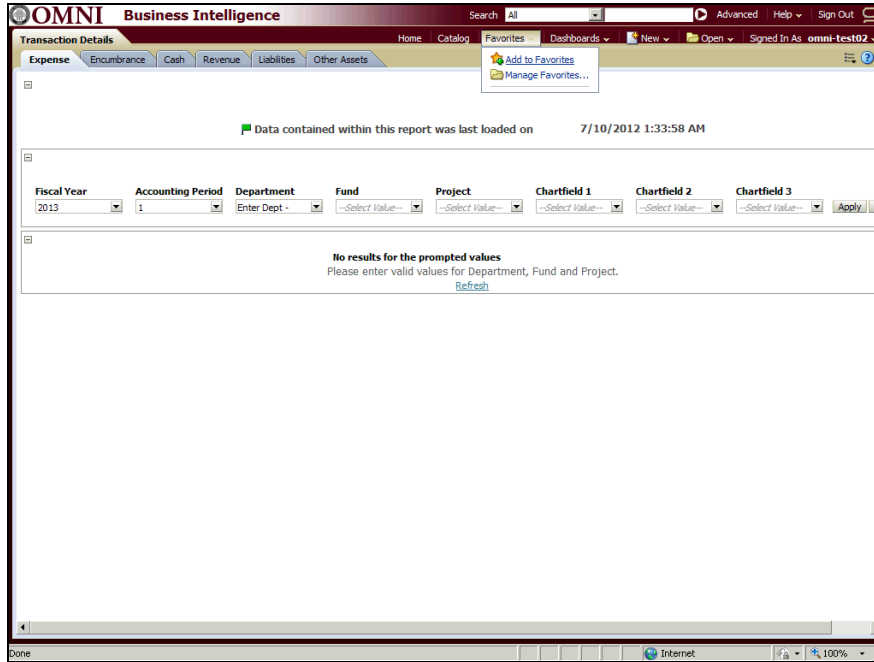


Step	Action
10.	Click Favorites drop-down icon. 

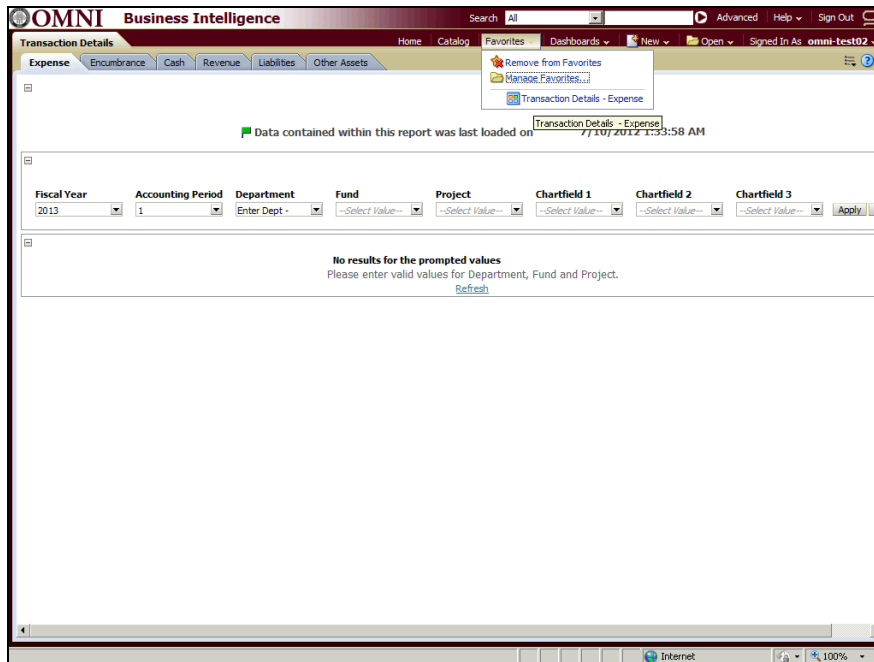


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Step	Action
11.	Click Add to Favorites link. Add to Favorites

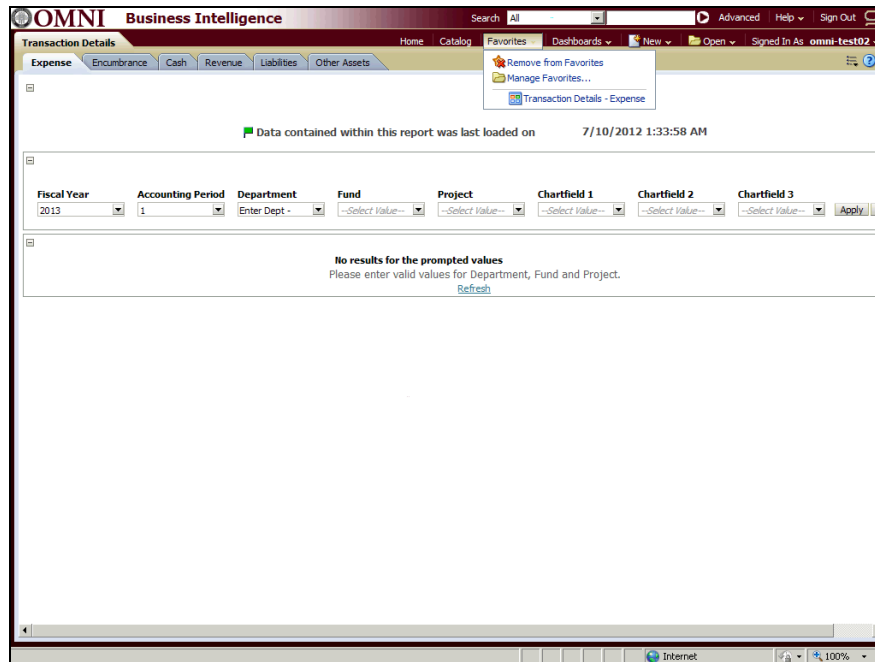




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Step	Action
12.	Notice that your Transaction Details - Expense appears as one of your favorites. Transaction Details - Expense

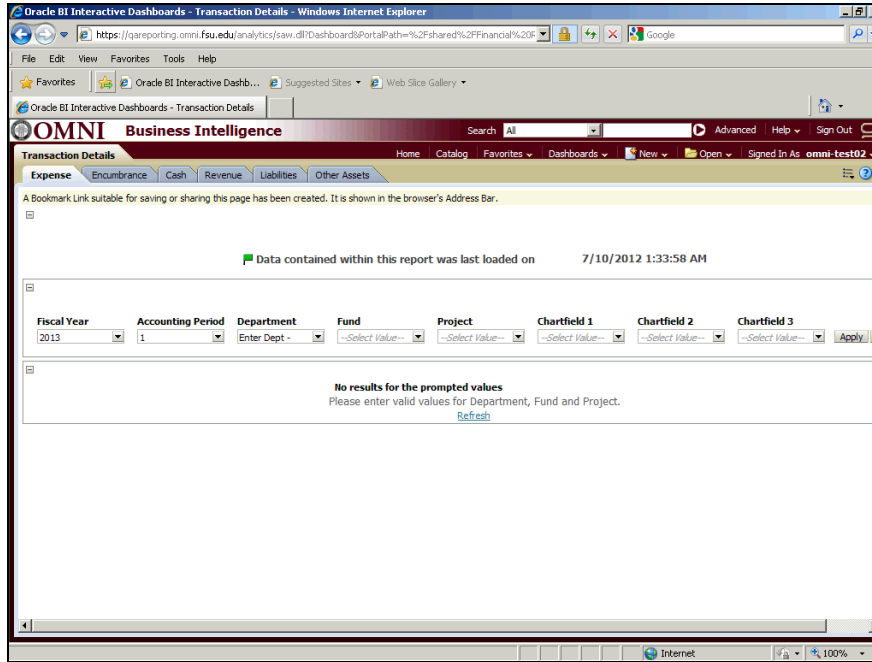


Step	Action
13.	Click the Sign Out link.



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Step	Action
14.	Congratulations! You have completed this topic End of Procedure.