How to Create a Report Bookmark

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WHAT IS A BOOKMARK?

- A bookmark saves a custom report layout.
- A bookmark saves the report layout and filters, NOT the data.



WHY DO I NEED A BOOKMARK?

- To save frequently used report layouts.
- To save favorite reports .



CAN I CREATE A BOOKMARK FOR ALL REPORTS?

- Yes! A bookmark can be created for all reports.
- Multiple bookmarks for the same report can also be created.



WHAT DO I NEED IN ORDER TO CREATE A BOOKMARK?

- You need to download CITRIX (https://apps.lausd.net).
- You must be logged into CITRX and SAP in order to create and use a bookmark.

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