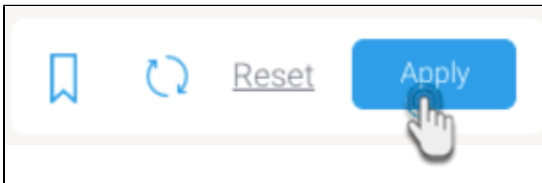# Present Filter Bookmarks

Overview

This functionality allows you to bookmark a filtered presentation. This means that you can bookmark your presentation after applying a combination of filter values to it. Doing so saves you the trouble of having to reapply the same filter combination each time you visit your presentations. You can simply reload your presentation with the preferred filters upon selecting a Present Filter Bookmark.

When creating a Present Filter Bookmark, you can choose to make it publicly available for every presentation user, or only specific user(s). Private bookmarks will only be seen by the user who created them, and the assigned presentation users. They are identified with a lock icon next to them.

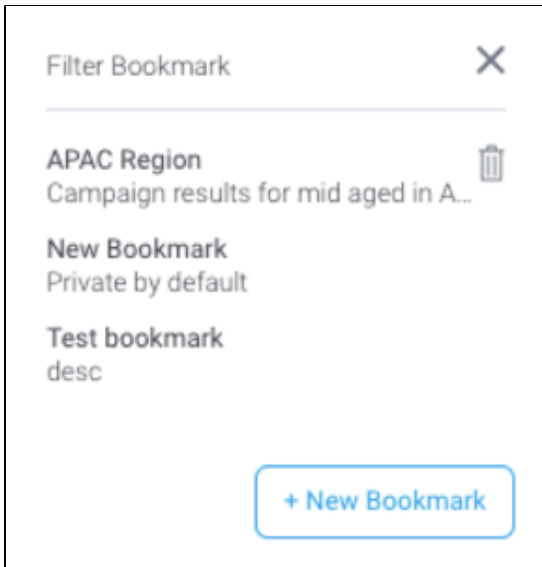## How to create a Present Filter Bookmark

1. Open a published presentation that contains filters.
2. Select filter values that you prefer. This may include one or more filter or filter groups, and across any of the sub tabs in the presentation.
3. Click on the **Apply** button on the filter panel. This will refresh your presentation reports with your selected filter values.

4. Click on the bookmark icon on the filter panel.
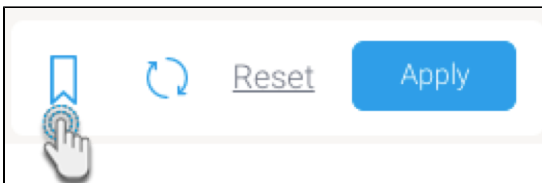
5. A bookmark panel will appear displaying existing presentation filter bookmarks that are available to you.
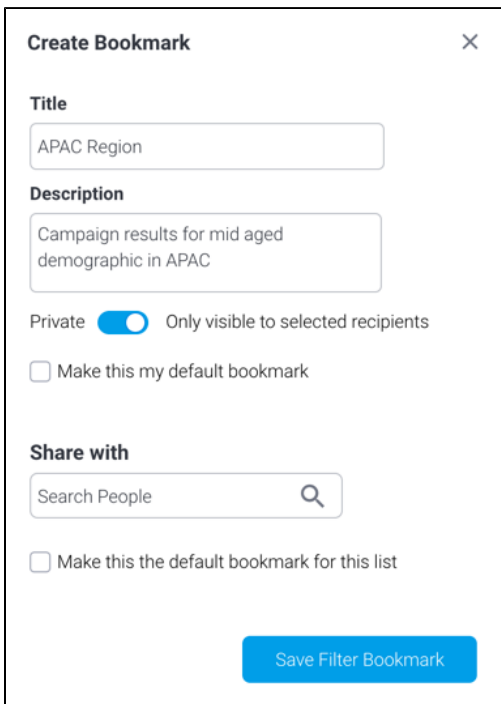
6. Click on the **+ New Bookmark** button on this popup.

7. When the **Create Bookmark** popup appears, enter a title for the bookmark and give it a brief description to allow users to understand its purpose.

8. Enable the **Private** toggle to make the bookmark available to specific presentation users. Or disable it to make it publicly accessible to all users of the presentation.
9. Select the **Make this my default bookmark** checkbox to select this as your default bookmark. Personalized for the current user, the bookmarked filter values will be automatically applied when the user first loads the presentation or if they reset the filters. Learn more about default bookmarks.
10. You can add users to share the bookmark with, especially if a bookmark is private. If no user is specified, then only the creator of a private bookmark will be able to use it.
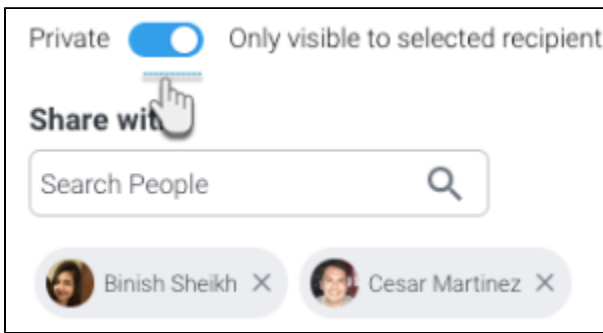
11. You may also select this as the default filter bookmark for other users selected above, provided you have the correct role function. Select the **Make this the default bookmark for this list** checkbox to do so.
12. Click on the **Save Filter Bookmark** button. The new bookmark will appear in the bookmark popup.
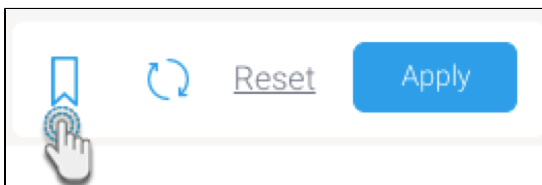
Delete a presentation Filter Bookmark

Note that only the user who created a bookmark can **delete** it. To do so, simply click on the delete icon of a bookmark in the panel.
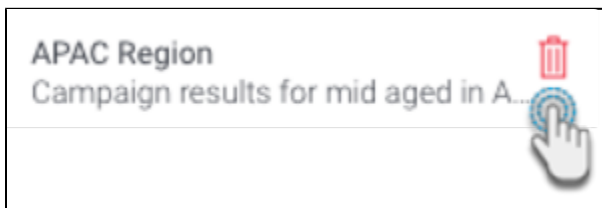
How to apply a saved bookmark

Here's what to do to quickly refresh your presentation by applying your bookmarked filter values.

1. In your presentation, click on the bookmark icon on a filter panel.

2. When the bookmark panel appears, click on the name of the bookmark that you wish to apply.
3. Your presentation will be reloaded based on the filter value combinations you had saved with that bookmark.

Note:

- If a saved filter in a group of bookmarked filters was deleted, the other filters would still work when the bookmark was activated. Similarly, adding a new filter would not affect other saved filter values in a bookmark.

Default filter bookmarks

Users can set up personal default bookmarks that appear on the presentation whenever they load it, or reset the filters. These will only be available for the user who creates them, or users they choose to share it with. Default bookmarks can be identified with a **Default** label in the bookmark list.

To create default filter bookmarks, apply your preferred values to a published presentation, create a new bookmark (as shown above), and ensure to select the **Make this my default bookmark** checkbox.

To use this as the default for other users, add the users, and select the **Make this the default bookmark for this list** checkbox. Note that this will only become their default bookmark, if they don't already have any personal bookmarks saved as defaults.

Note that if a presentation has default filter values specified by the presentation builder, they will be overridden by their personal default bookmarks values.

Manage default bookmarks
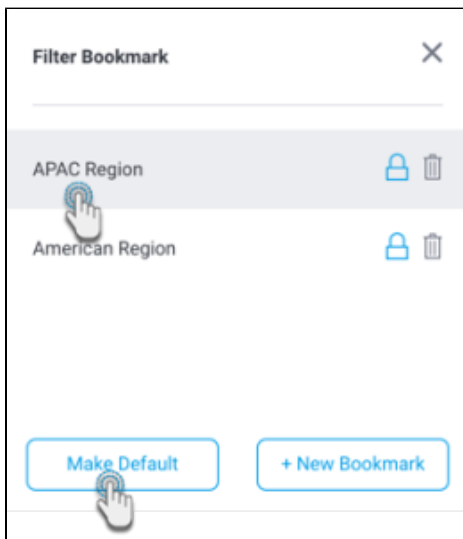
You can further manage default bookmarks.

Remove Default

To remove a bookmark from being the default, apply the bookmark by selecting it, and click on the **Remove Default** button.
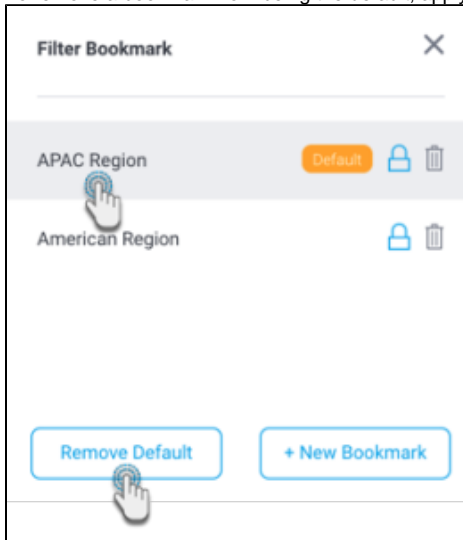
Make Default

If you do not have any bookmarks selected as default, then apply a bookmark by selecting it, and click on the **Make Default** button.

Change Default

To change your default bookmark to another, apply the bookmark that you wish to make the default by clicking on it. Then bring up the bookmark panel again and click on the Change Bookmark button.

Filter Bookmark ✕

APAC Region   Default 🔒 🗑

American Region   🔒 🗑

[Change Default]   [+ New Bookmark]