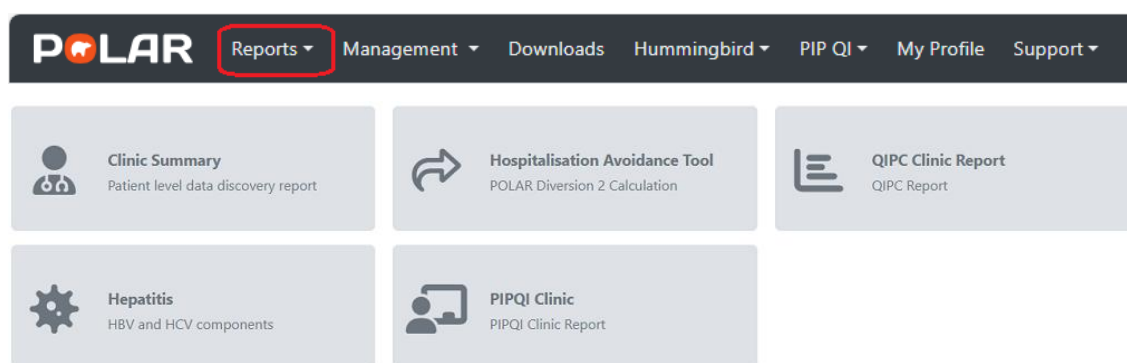


POLAR Walkthrough

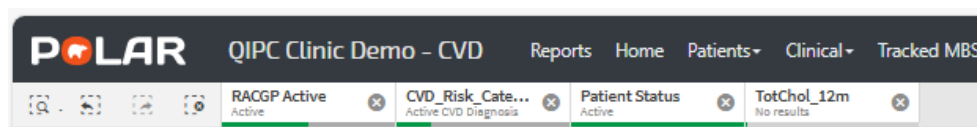
Private Bookmark

How to create a private bookmark

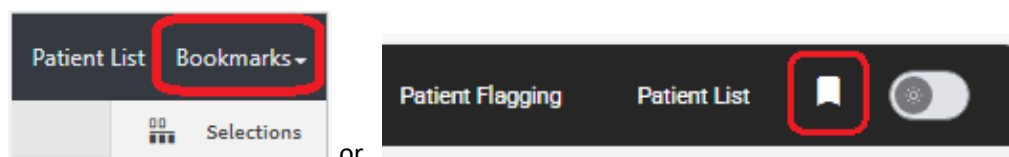
1. Log into POLAR > click **Reports** > select any report you would like to access



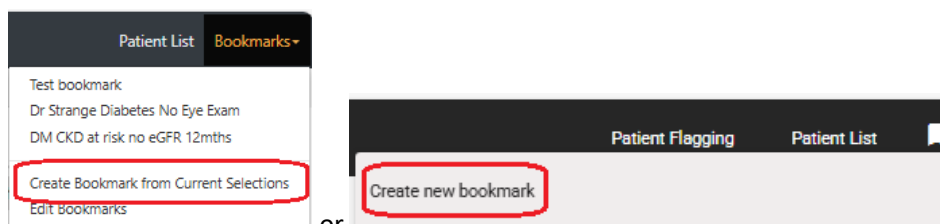
2. Apply the required filters



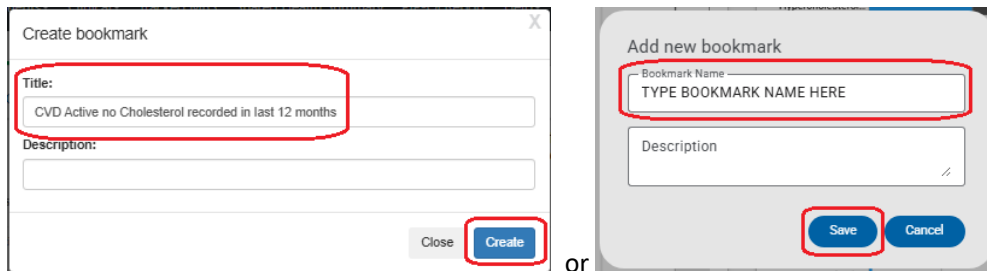
3. Depending on which report you are currently in, click on **Bookmarks** or the **Bookmark ribbon**



4. Select **Create Bookmark from Current Selections** or **Create new bookmark**.

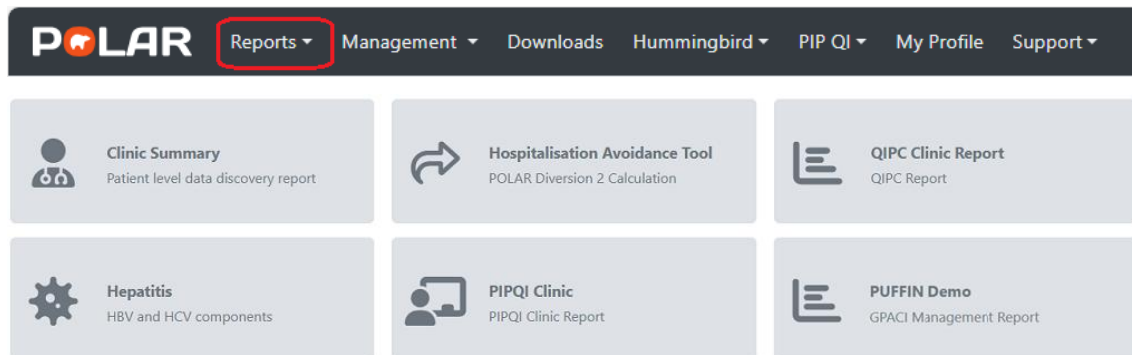


5. Enter your **bookmark Title / Name** > click on **Create / Save**

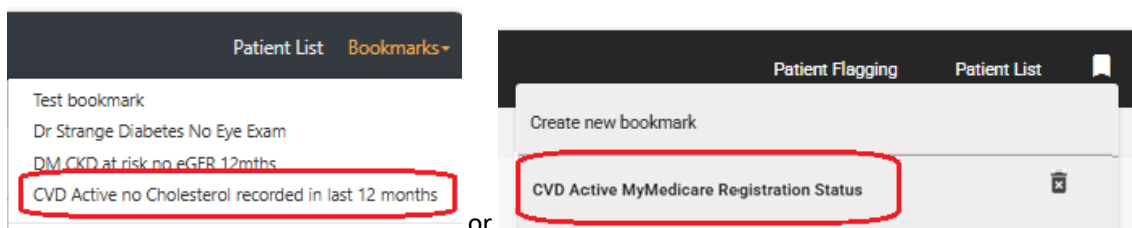


How to access your private bookmark

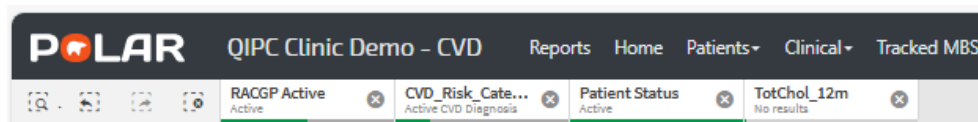
1. Log into **POLAR** > click **Reports** > select the report where the private bookmark was created



2. Depending on which report you are currently in, click on **Bookmarks** or the **Bookmark ribbon** > select the bookmark you created from the dropdown list



3. Filters of the created bookmark will be applied.



For any further assistance in using POLAR, please contact your CQI officer
or email cqisupport@swsphn.com.au