

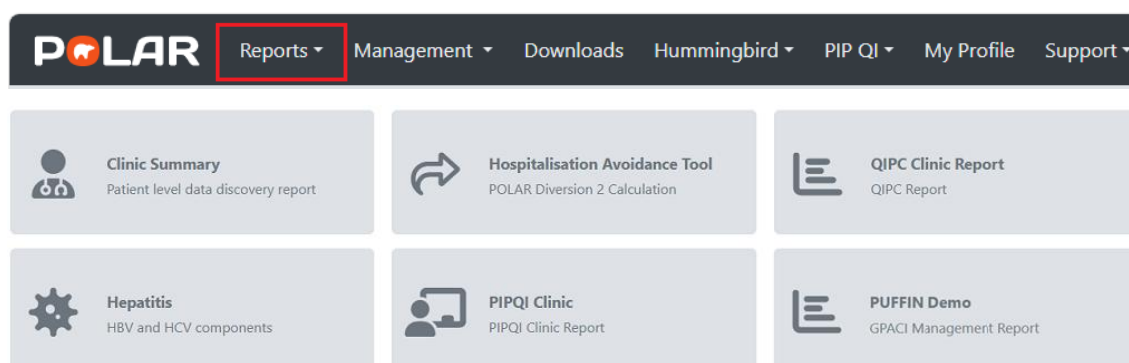
POLAR Walkthrough

Private Bookmark

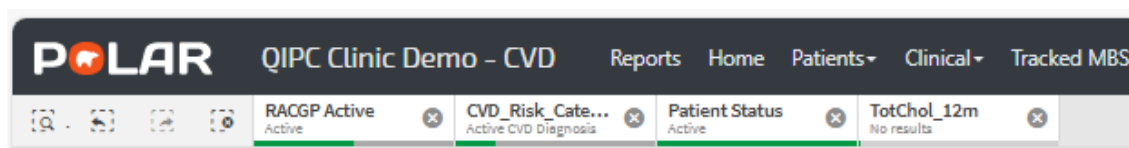
The POLAR private bookmark function allows individual users to save searches created with specific filters for future reference and comparison

How to create a private bookmark

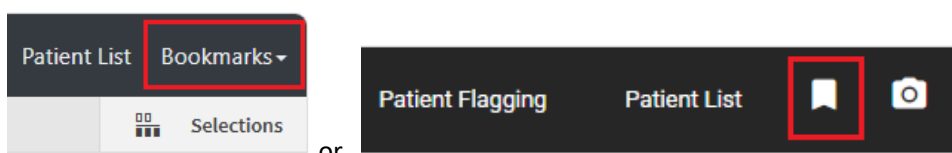
1. Log into **POLAR** > click **Reports** > select the report you would like to access



2. Apply the required filters



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



Select **Create Bookmark from Current Selection** / **Create new bookmark**.

4. Enter your **Bookmark Name** and Description (optional) > click **Save**

Add new bookmark

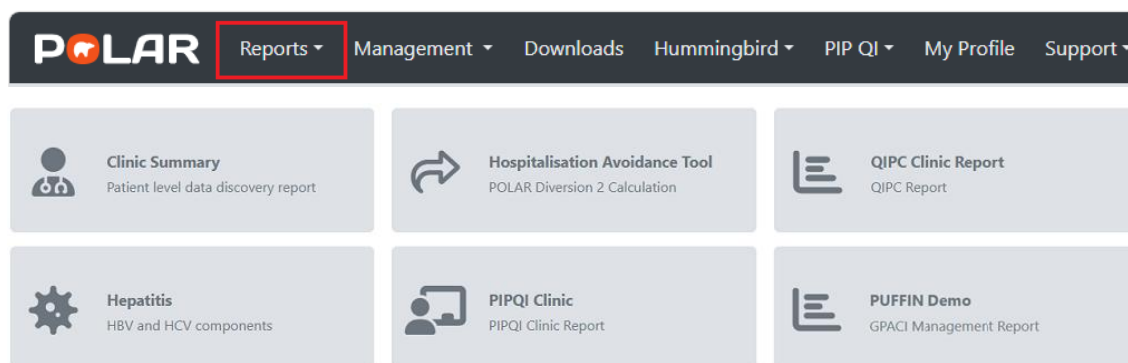
Bookmark Name

Description

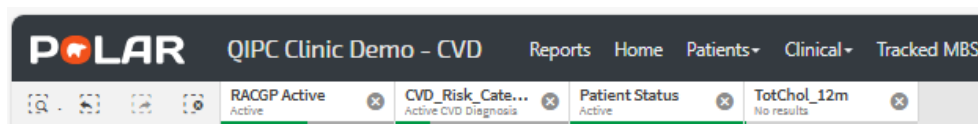
Save Cancel

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