



**CalWIN ISS**  
**Implementation Support Services**

Go-Live Packet (GLP) – Appendix H –  
Qlik Report Subscription

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## **1 PURPOSE**

The purpose of the document is to provide a reference for Counties to access the Qlik Reporting tool.

## **2 INTRODUCTION**

Qlik Sense is the CalSAWS Enterprise solution for Reports and Dashboards and can be launched from within the reports section of CalSAWS. This section explains how the Reports and Dashboards can be accessed, bookmarked and shared using the Qlik Sense solution.



### 3 QLIK REPORT SUBSCRIPTION

Within Qlik Sense, there is a *Bookmark* feature that CalSAWS users can enable to help them easily navigate and access their favorite or most used reports and dashboards.

To create a bookmark in Qlik Sense, CalSAWS users can follow these steps:

1. Make your selections in the report filter. These selections will be called every time the bookmark is used.
2. Then navigate to the sheet which the bookmark should navigate directly to when selected.
3. Select the *bookmark* icon and then *Create new bookmark*.
4. Name the bookmark appropriately and add a description.
5. Save the sheet location and/or layout if desired.

**Qlik Platform Advanced Features Web-Based Training (WBT):** Detailed instructions on how to use bookmarks in Qlik Sense can be found in the Learning Management System (LMS).

**Video:** More information about Qlik Sense can be found in the Qlik CFP video, which can be found here:   


#### **4 APPENDIX**

Not applicable.