



COLORADO

Office of Children,
Youth & Families

Division of Child Welfare

Creating Bookmarks for Frequently Used Reports in ROM

Results Oriented Management (ROM) users have the ability to create bookmarks for frequently used reports. This guide will show users how to bookmark a report, find a bookmarked report, and remove a report from the bookmarks list.

1. Log into ROM.

2. Click on the link to open any report that you'd like to bookmark.
3. Within the report, click on the star icon located to the right of the report name. When the popup window appears, click Save.



4. After you click Save, the star icon will be filled in.

The screenshot shows the top navigation bar of the ROM system with the logo and a search bar. Below the navigation bar, the report title 'Number of Referrals/Assessments' is displayed with a yellow star icon. Underneath, it states 'Data are current through Oct 21, 2023.' There are four filter options: 'Time Period', 'Monthly | Nov 2022 - Oct 2023', 'Statewide', and 'None'.

5. Return to the main ROM reports page and refresh the page. A Bookmarks dropdown will appear in the top right corner. Click on the dropdown to see the list of bookmarked reports and select any of the reports in the list to view.

This screenshot shows the main ROM reports page. The top navigation bar includes 'Search', 'Reports', 'Make A Data Request', 'Report Child Abuse', 'Resources', 'Bookmarks', and the user name 'Allison Shideler'. A dropdown menu is open under 'Bookmarks', listing several reports: 'Number of Referrals/Assessments', 'State Involved Counts', 'Monthly Contacts with Parents', 'Disproportionality: Child Victim', and 'Req'd Visits Completed With Inv. Children (of those with inv. entire mo.)'. The main content area features the Colorado Department of Human Services logo and text: 'Office of Children, Youth & Families, Division of Child Welfare. Reports in ROM continue to be updated and improvements are made regularly. Please refer to our SYSTEM UPDATES document for any updates to ROM.'

6. To remove a report from the bookmark list, open the report and click on the star icon. When the pop up appears, click Remove.

This screenshot shows the same report page as in step 5, but with a pop-up window over the star icon. The pop-up contains the text 'Edit bookmark' and a blue button labeled 'Remove'.

Please contact Allison Shideler (allison.shideler@state.co.us) with any questions or comments

