# How to Use Save Sessions

The Save Sessions tool creates an deluxe bookmark within the WRR that will save the current map extent, the data layers turned on, and any modifications you've made to the map (i.e., placemarkers, polygons, text, etc). At any point as you navigate through the WRR, you can click on the 'Save Sessions' button underneath the search bar (see right) and save your current map view.

EXTRA TIP!

If the WRR is glitching and struggling to save multiple bookmarks, try clearing your history/emptying your cache and reloading
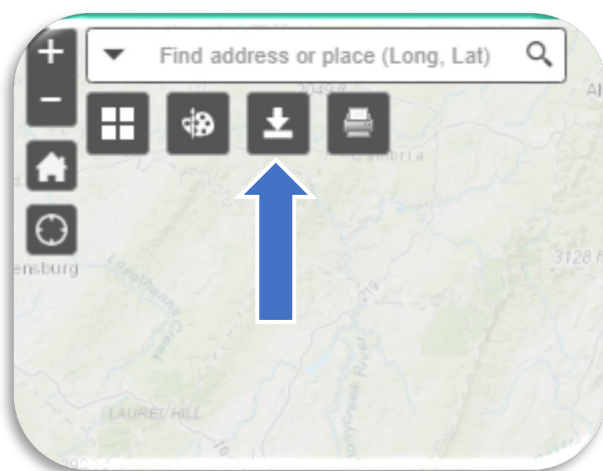
Once in the 'Save Sessions' panel, you should enter a name (e.g., ButlerCounty_PermitReview) in the text bar and click the 'Save Session" button. This will save the map exactly as it is occurring. If you have made modifications to the map via the Draw Tool or have an AOI turned on via screening report, all of these will also be embedded within the bookmark.

If you hover your cursor over a given saved session, different icons will appear that allow you to

- 'Load Map' – this will navigate the map to your bookmarked map extent
- 'Edit' – this allows you to edit the name of your bookmark
- 'Move up' and 'Move down' – this will allow you to rearrange the order of your bookmarks as they appear on the panel
- 'Delete' – this deletes your bookmark
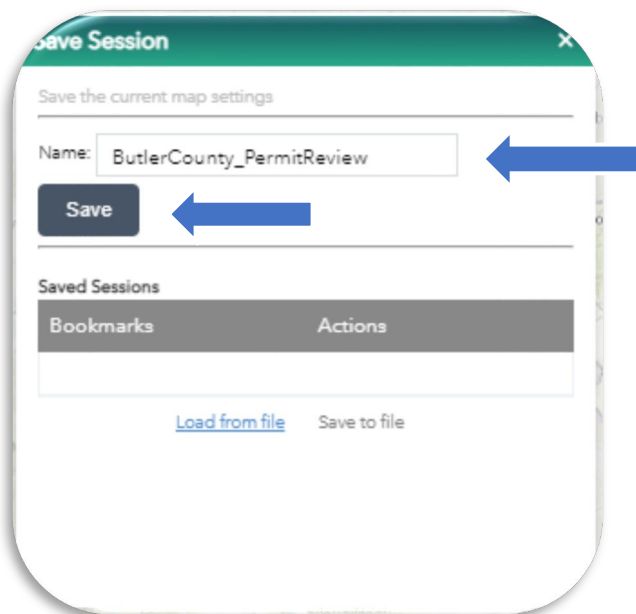
Create a Save Session File

At the bottom of the 'Save Sessions' panel you will see two blue links that allow you to 'Load from file' and 'Save to file'. Saving to file will allow you to save a file to your desktop. Loading a file will allow you to upload a previously saved file from your computer. Saving or loading a file will save/load *ALL the bookmarks you have created within a session.* If you have created four bookmarks, you will only need to 'Save to file' one time.

Load a Save Session File

When you 'Load a file' from a previous session, modifications added to the map in your previous session will now appear on the map and you can continue to work with them.

It is also possible to email the file you have saved to a colleague. To do so, save the file to your computer. Then launch your email application, create a new email, and attach the file you just saved to this email.

The WRR allows for up to eight different bookmarks to be saved at a time. Also, WRRs retain bookmarks from previous sessions until you delete them or clear your browsing history.