

## In This Guide

This guide demonstrates how bookmarks can be used and accessed to quickly link you to certain pages within **CrimsonCorner**.

This guide discusses:

✓ Creating bookmarks

✓ Accessing bookmarks

## Procedure

1. Bookmarks can be used to quickly access certain pages within **CrimsonCorner** without navigating to the pages through the main navigation menu.
2. To create a bookmark, use the main navigation menu to access the page that you would like to bookmark.
3. For example, to bookmark the Forms page use the main navigation menu and select **Shop** and then **View Forms** under the **Go To** section.
4. Once on the forms page, select the bookmark icon from the top panel by clicking on the star ★ icon.
5. At the bottom right of the popup menu, select **Bookmark this page**.
6. The star icon will highlight in yellow indicating that a bookmark has been created.
7. When you want to view the bookmarked page in the future, simply select the star icon and the hyperlink that says **View Forms**.
8. You can also manage multiple bookmarks. At the bottom of the bookmarks popup, select the **Edit** button.
9. Bookmarks can be deleted or reordered from this section.