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.