



## Intranet Bookmarks

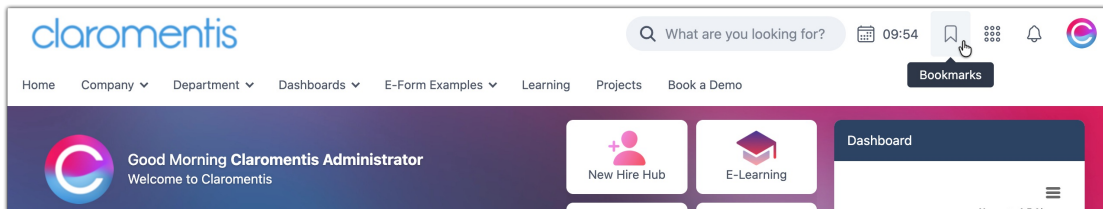
The Bookmark feature in Claromentis can be used to create a quick reference list of links personal to the user. These can be areas within the Intranet or external websites, or content.

If Bookmarks has been enabled, we recommend showing your users this guide and encouraging them to set up the links that will assist them day to day.

### How to access Bookmarks

The Bookmark area appears in the topmost bar of the Intranet by default for use.

(It can be toggled off by an [application administrator of Design](#) if preferred)



### How to create a bookmark

#### - For an Internal Intranet area

Navigate to the location you wish to bookmark within the Intranet. e.g. an application, page, document

Click the Bookmark icon and then the plus symbol to create the link:



This will automatically create a Bookmark link and title for this page under the icon.

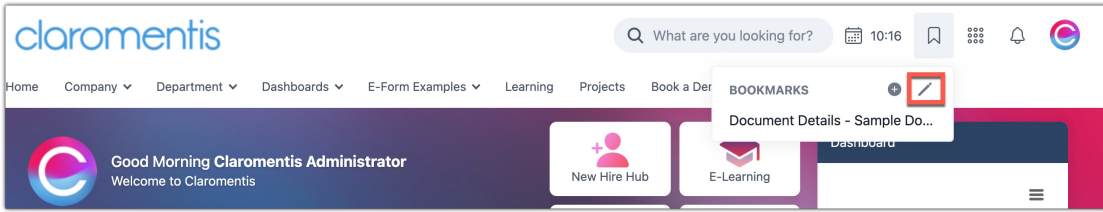
Change the title and link by editing the Bookmark.

#### - For an external website or content

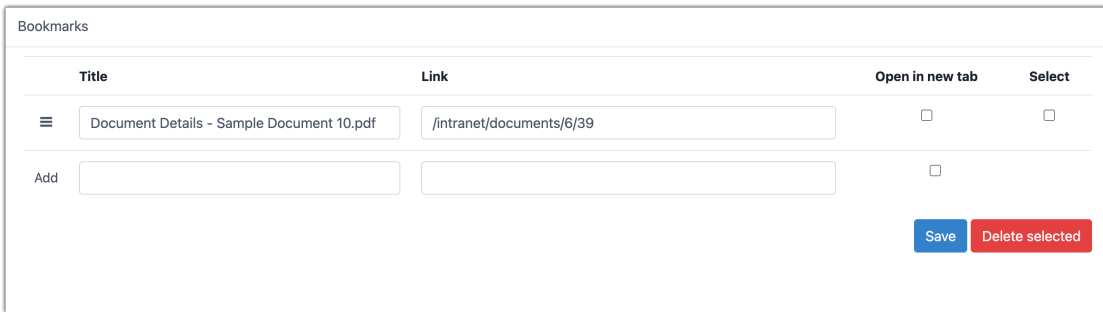
You will need to edit the Bookmark list to add custom links to other sites or content external to the Intranet.

## Edit Bookmarks

Click the Bookmark icon and then the pencil symbol.



From this area, the title and URL destination of Bookmarks can be edited and set to open in a new tab when clicked if preferred:



For browser-based content, please download the file. video/mp4

### Create links to external sites or content

This is how custom Bookmarks can be created for content outside the Intranet.

Edit Bookmarks, manually enter a title and [absolute URL](#) for the external content and save.

The Bookmark will be created in the list.

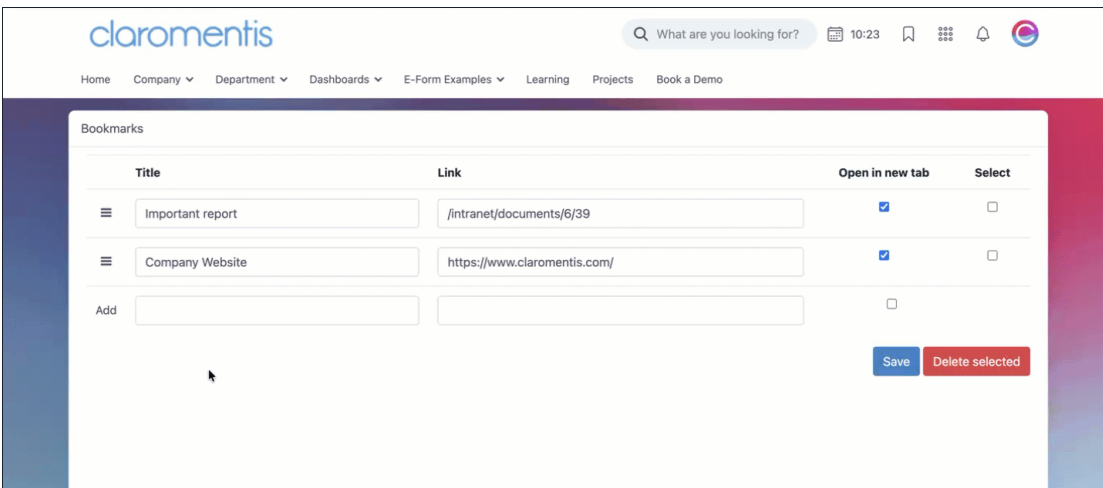
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Internal links for the Intranet can also be created manually in the same way (rather than navigating to the area first and using the plus button to add the item automatically) by adding a title and [relative URL](#) for the content location as a new Bookmark.

### Change the order

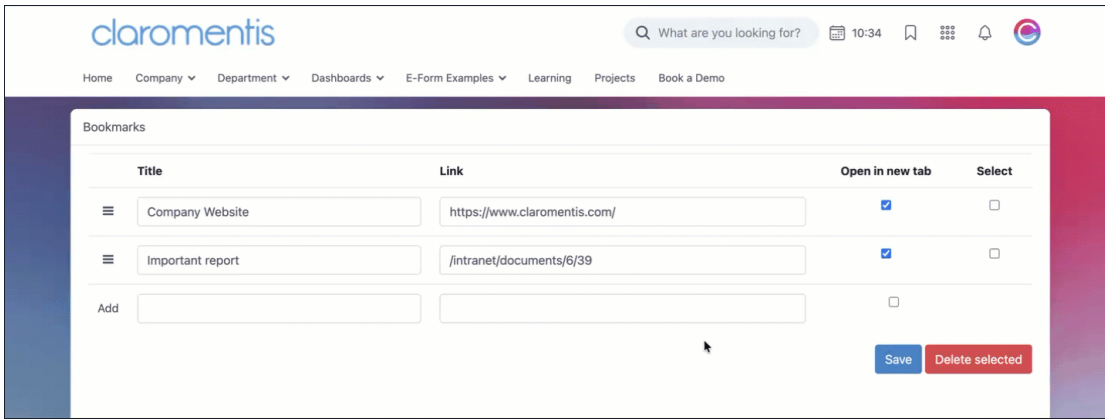
Bookmarks can be rearranged by using the cross icon to drag and drop them.

The order will update in the Bookmark list for use automatically and this shown on screen, 'save' does not need to be clicked.



## Deleting Bookmarks

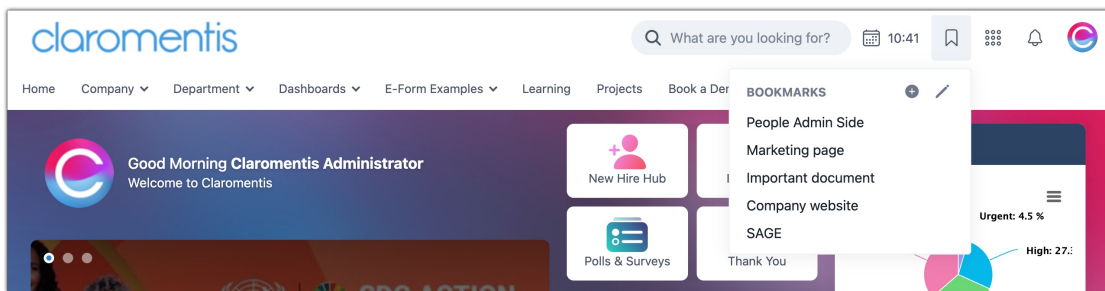
When editing Bookmarks, they can be deleted by highlighting them first with the 'select' option, then clicking 'delete selected':



## Using Bookmarks

Over time, a list of Bookmarks builds up.

They can be used to open relevant or important Intranet areas quickly, rather than having to open the application they are in first.



External sites can be added freely too, to speed up connections to other programs or information a user needs to perform tasks.

The links can be added, edited or removed by the user to tailor the Bookmark list to their needs and be managed effectively over time as these needs change.