



Create Bookmarks

Bookmarks are a handy tool that can be used to provide quick access to the content inside your intranet or any external resources.

In this article, we will cover how you can create, edit, and remove bookmarks within your menu bar. Bookmarks are set individually and are private for each user.

Please note: If you don't see the Bookmark tab on the menu bar, admins can add it via Admin > Design. To find out more, visit the Interface & Navigation section of this article [here](#).

Adding bookmarks

All users will have access to the Bookmarks icon located in the upper left corner of the page.

1. Select the Bookmarks icon

2. Select Edit bookmarks

You can select **Bookmark this page** instead if you want to bookmark the page you are already on. To bookmark any other page, click on **Edit bookmarks**.

The screenshot shows the Claromentis dashboard. At the top, there is a navigation bar with the Claromentis logo and a search bar. Below the navigation bar, there is a main content area. On the left, there is a welcome message: "Good Evening Claromentis Administrator" and "Welcome to Claromentis". In the center, there is a calendar for October 2021. On the right, there is a sidebar with various icons for "Getting started", "Announcements", "Polls & Surveys", "Thank You", "Badges", "E-forms", "E-Learning", and "Slack". A dropdown menu is open from the "Bookmarks" icon in the top right, showing options: "Admin", "Infocapture Admin", "People Admin", "Bookmark this page", and "Edit bookmarks". A red arrow points to the "Edit bookmarks" option.

3. Add the Title and URL

Enter the Title and URL you would like to bookmark. For any external links, the URL must be absolute (full path of the location). For internal content, the URL will automatically save as a relative URL. You can also choose to have the page open in a new tab.

Bookmarks

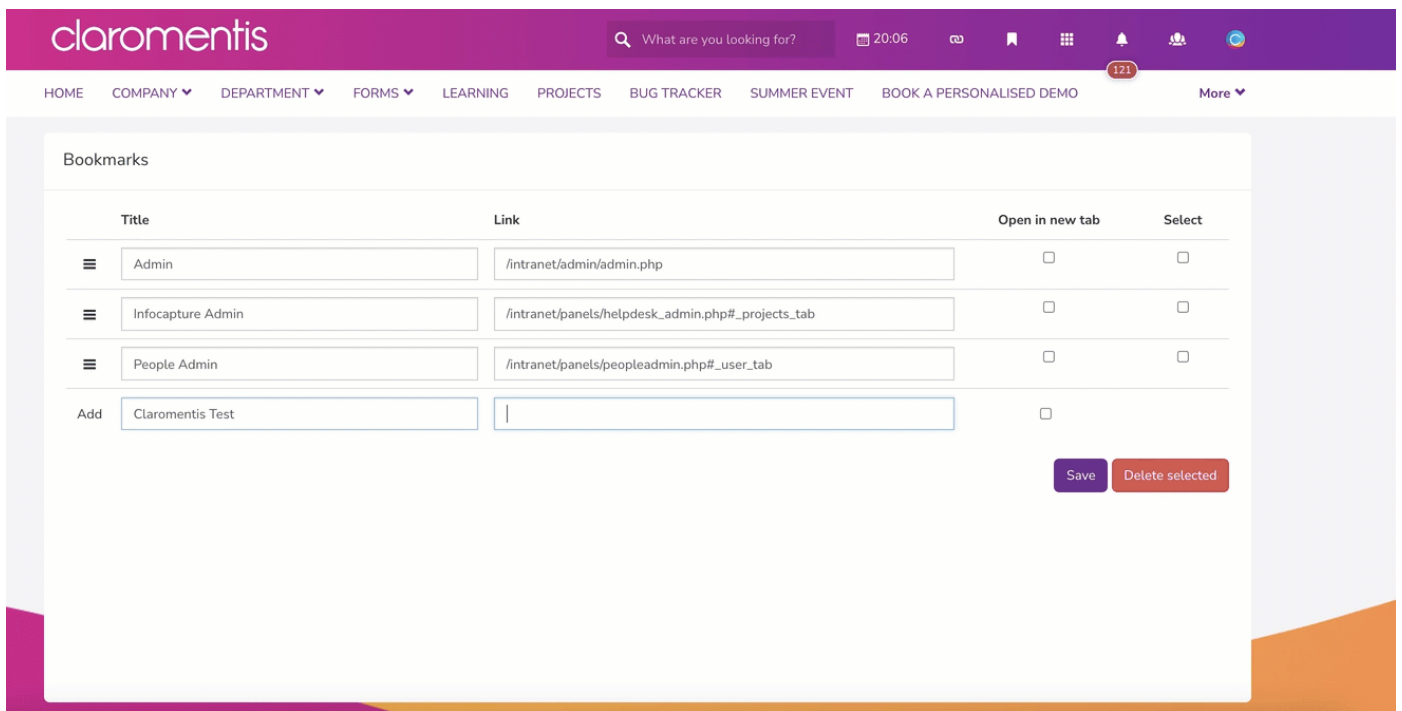
	Title	Link	Open in new tab	Select
≡	Admin	/intranet/admin/admin.php	<input type="checkbox"/>	<input type="checkbox"/>
≡	Infocapture Admin	/intranet/panels/helpdesk_admin.php#_projects_tab	<input type="checkbox"/>	<input type="checkbox"/>
≡	People Admin	/intranet/panels/peopleadmin.php#_user_tab	<input type="checkbox"/>	<input type="checkbox"/>
Add	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Save

Delete selected

4. Save the bookmark

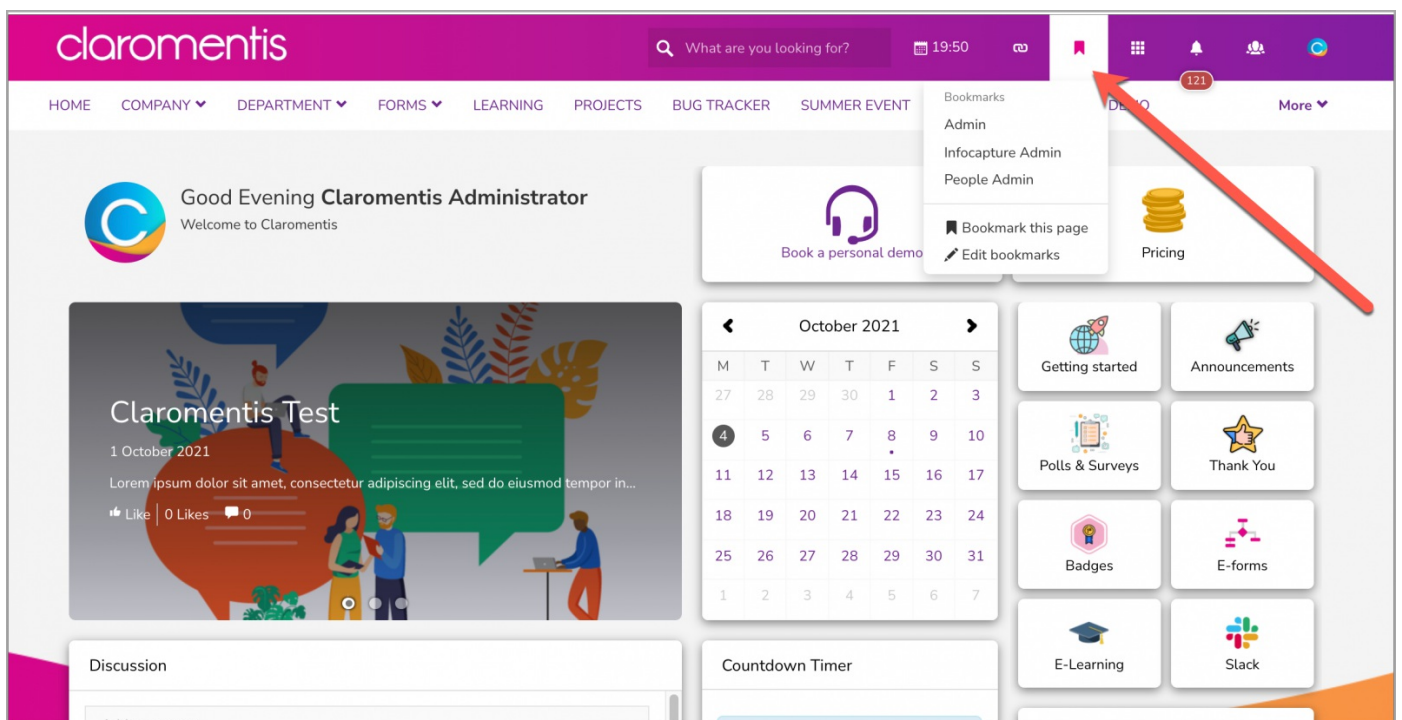
Select the Save button to add the bookmark.



Editing bookmarks

All users will have access to the Bookmarks icon located in the upper left corner of the page.

1. Select the Bookmarks icon



2. Select Edit bookmarks

To edit any bookmark, select **Edit bookmarks**.

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What are you looking for?

21:06

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HOMECOMPANY▼DEPARTMENT▼FORMS▼LEARNINGPROJECTSBUG TRACKERSUMMER EVENTBOOK A PERSONALISED DEMOMore▼

Bookmarks

	Title	Link	Open in new tab	Select
≡	<input type="text" value="Admin"/>	<input type="text" value="/intranet/admin/admin.php"/>	<input type="checkbox"/>	<input type="checkbox"/>
≡	<input type="text" value="Infocapture Admin"/>	<input type="text" value="/intranet/panels/helpdesk_admin.php#_projects_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
≡	<input type="text" value="People Admin"/>	<input type="text" value="/intranet/panels/peopleadmin.php#_user_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
≡	<input type="text" value="Claromentis Test"/>	<input type="text" value="/main/"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Save

Delete selected

To delete a bookmark, select the box next to the bookmark and click on the Delete Selected button.

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What are you looking for?

21:22

121

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Bookmarks

	Title	Link	Open in new tab	Select
≡	<input type="text" value="Admin"/>	<input type="text" value="/intranet/admin/admin.php"/>	<input type="checkbox"/>	<input type="checkbox"/>
≡	<input type="text" value="Infocapture Admin"/>	<input type="text" value="/intranet/panels/helpdesk_admin.php#_projects_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
≡	<input type="text" value="People Admin"/>	<input type="text" value="/intranet/panels/peopleadmin.php#_user_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
≡	<input type="text" value="Claromentis Test"/>	<input type="text" value="/main/"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Save

Delete selected

4. Save the bookmark

Select the Save button to add the bookmark

Bookmarks

	Title	Link	Open in new tab	Select
☰	Admin	/intranet/admin/admin.php	<input type="checkbox"/>	<input type="checkbox"/>
☰	Infocapture Admin	/intranet/panels/helpdesk_admin.php#_projects_tab	<input type="checkbox"/>	<input type="checkbox"/>
☰	People Admin	/intranet/panels/peopleadmin.php#_user_tab	<input type="checkbox"/>	<input type="checkbox"/>
☰	Claromentis Test	/main/	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add			<input type="checkbox"/>	

Save

Delete selected

Last modified on 1 December 2023 by [Hannah Door](#)

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Tags: [menu builder](#), [user guide](#), [bookmarks](#)