How to Bookmark a Page

In ShopBlue, users will be able to bookmark frequently used pages for easy access.

1. Navigate to the page you wish to bookmark.
2. Once on the desired page, in the top toolbar, select bookmark icon.
3. From the fly out menu, select “Bookmark this page”.
4. Once you have bookmarked the desired page, you can access by selecting the bookmark icon. Notice in the example below, the “My Approvals” page has been bookmarked.

To Edit bookmarks

1. Select “Edit” from the bookmarks fly out menu.
1a. To Delete a bookmark, select the garbage can icon next to the appropriate bookmark.

1b. To Rename a bookmark, select the pen icon next to the appropriate bookmark.

1c. If a user has more than one bookmark, users can rearrange the order by clicking the three lines icon and dragging the bookmark to the desired location in the location.