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 (Figure 1).
3. From the fly out menu, select “Bookmark this page” (Figure 2).
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 (Figure 3).

How to Edit Bookmarked Pages

1. Select “Edit” from the bookmarks fly out menu (Figure 4)
Delete a Bookmark

To delete a bookmark, select the garbage can icon next to the appropriate bookmark (Figure 5).

Rename a Bookmark

To rename a bookmark, select the pen icon next to the appropriate bookmark (Figure 5).

Move a Bookmark

If you have more than one bookmark, you can rearrange the order by clicking the three lines icon and dragging the bookmark to the desired location in the location (Figure 5).