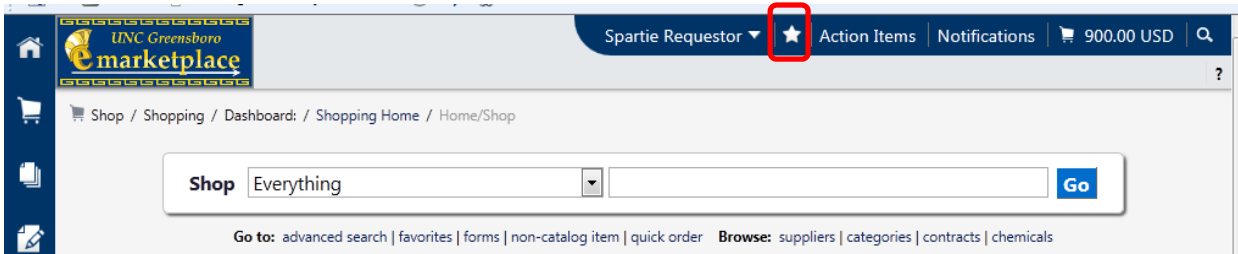


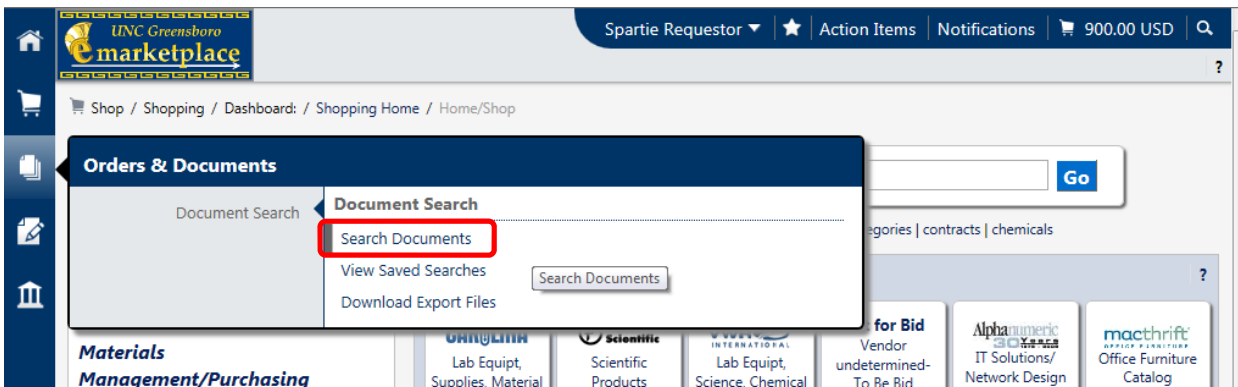
Bookmarks

Bookmarks can be configured for quick access to commonly used pages within eMarketplace.

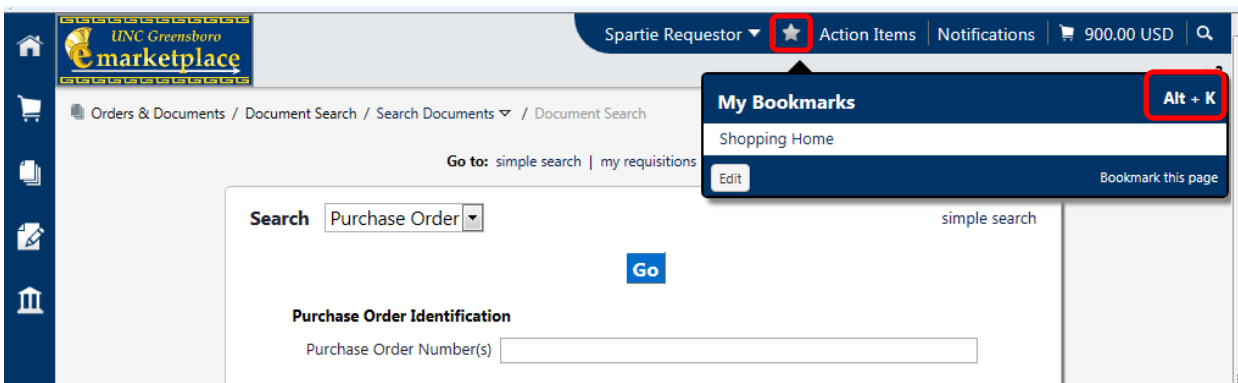
1. The bookmark menu is located in the top banner and can be accessed by clicking on the star icon or pressing Alt-K.



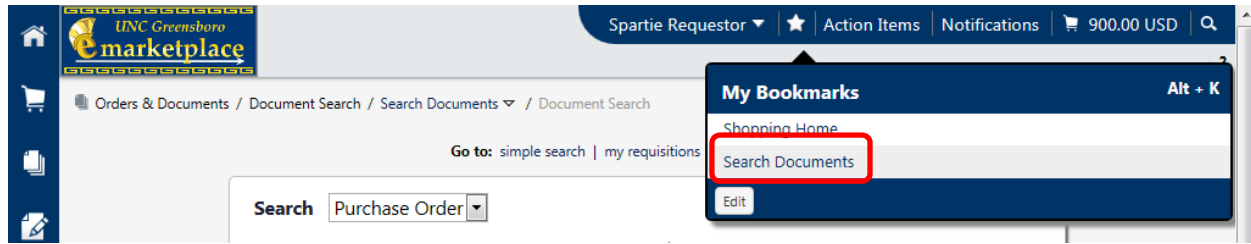
2. To bookmark a page, navigate to that page. Open the Bookmarks menu and click 'Bookmark this page' in the bottom right corner. (Example: If you want to Bookmark the document search page, hover over the Orders & Documents icon and select Search Documents from the Document Search menu.



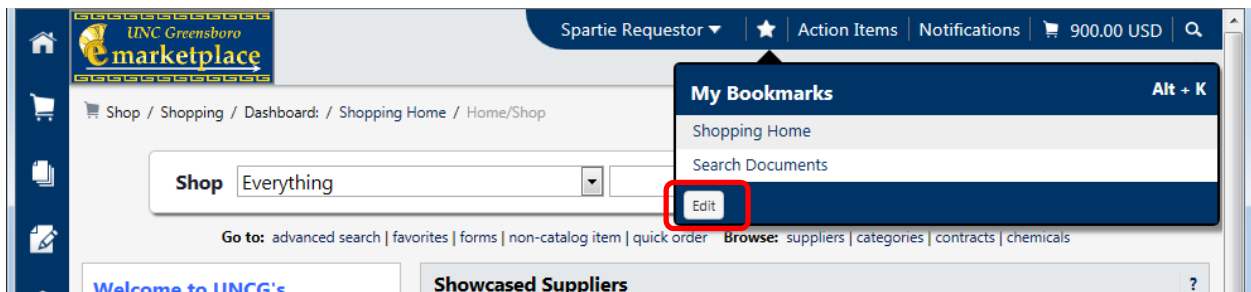
3. While on the page that you want to Bookmark, click the star icon or press Alt+K. The 'My Bookmarks' menu opens. Select 'Bookmark this page' in the bottom right corner.



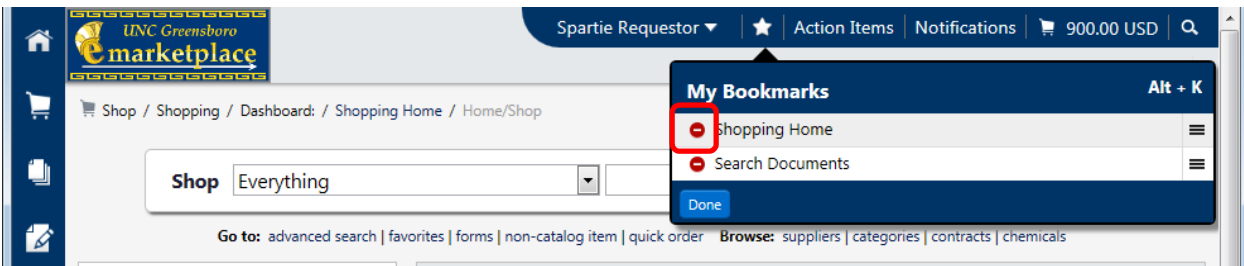
4. The page is saved in your Bookmarks.



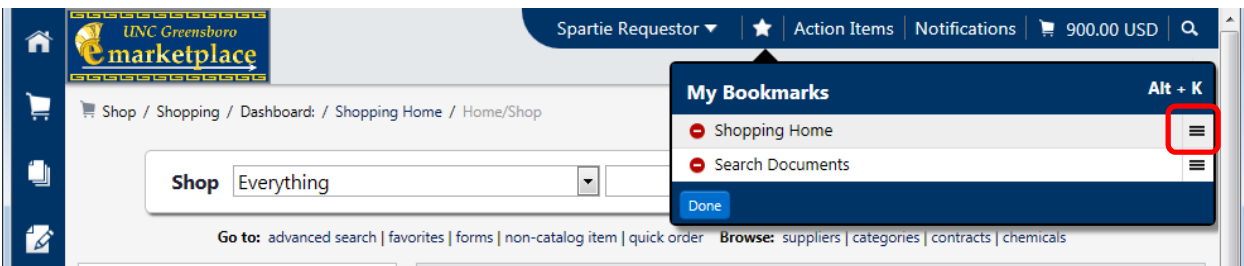
5. To remove a bookmark, click the Edit button.



6. Click the 'Remove' button to delete the bookmark....



...or click the 'Move' button to drag the bookmark to a different location.



7. Once you've finished editing, click the 'Done' button.

