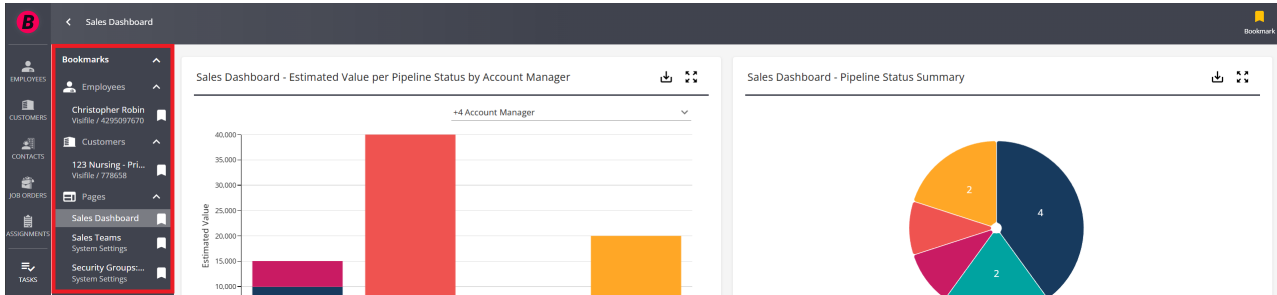


Beyond - Bookmarks

Last Modified on 10/31/2024 3:28 pm CDT

Overview

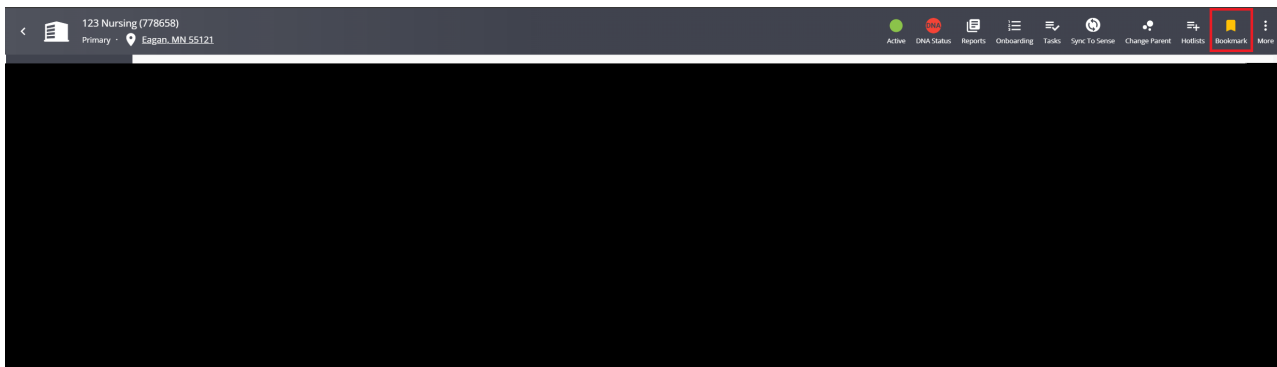
Bookmarking within Beyond allows you to jump between important records and pages you wish to hold onto.



Adding Bookmarks


You can add a bookmark by simply navigating to any page within Beyond and select the "Bookmark" icon at the top right:

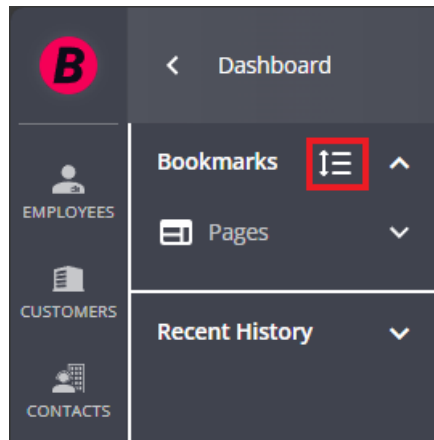
Once saved, your newly added bookmark will appear within the "Bookmarks" section to the left:




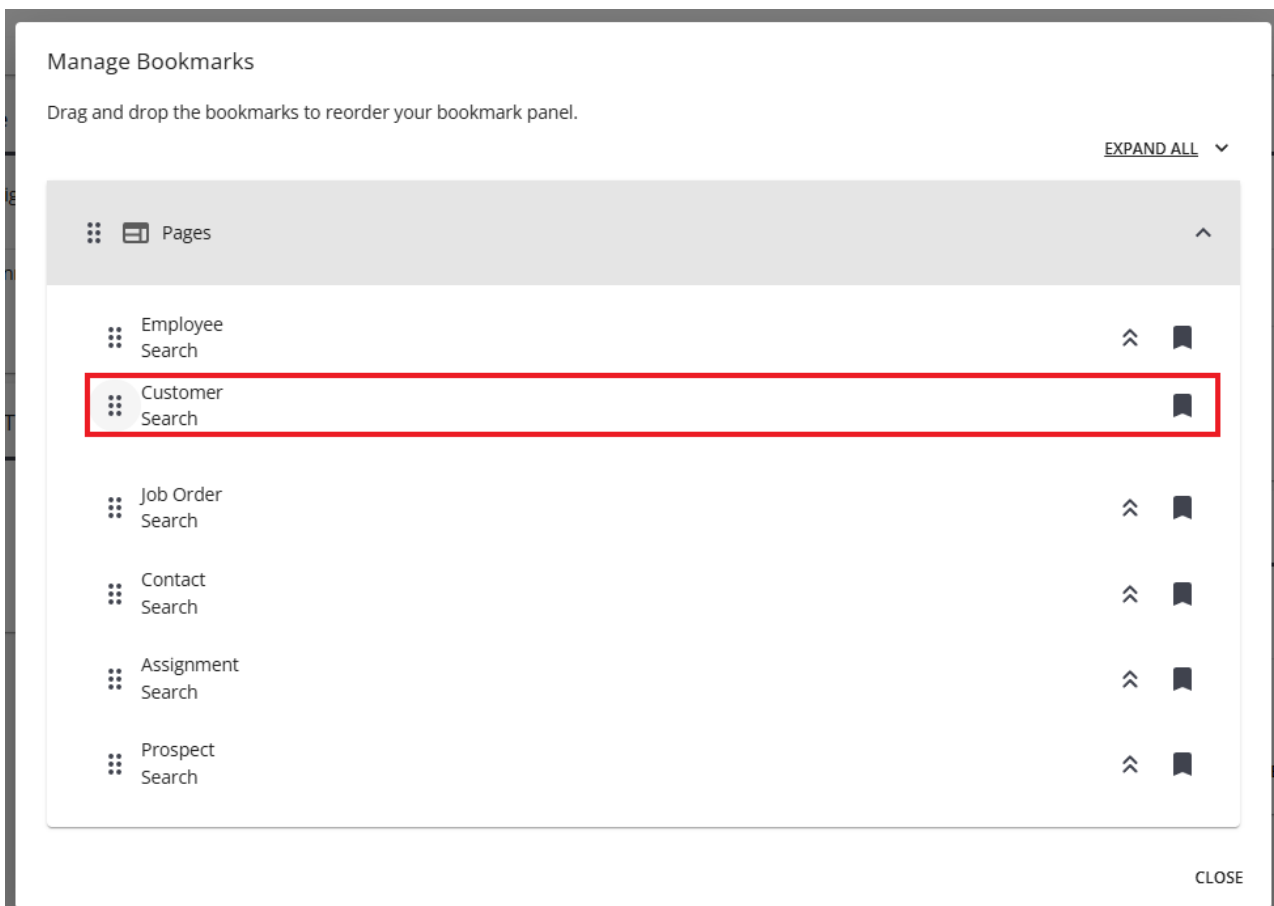
Note Bookmarking pages with applied filters (i.e searches) will **not** have the filters apply between sessions of viewing the bookmarked page.

Sorting Bookmarks

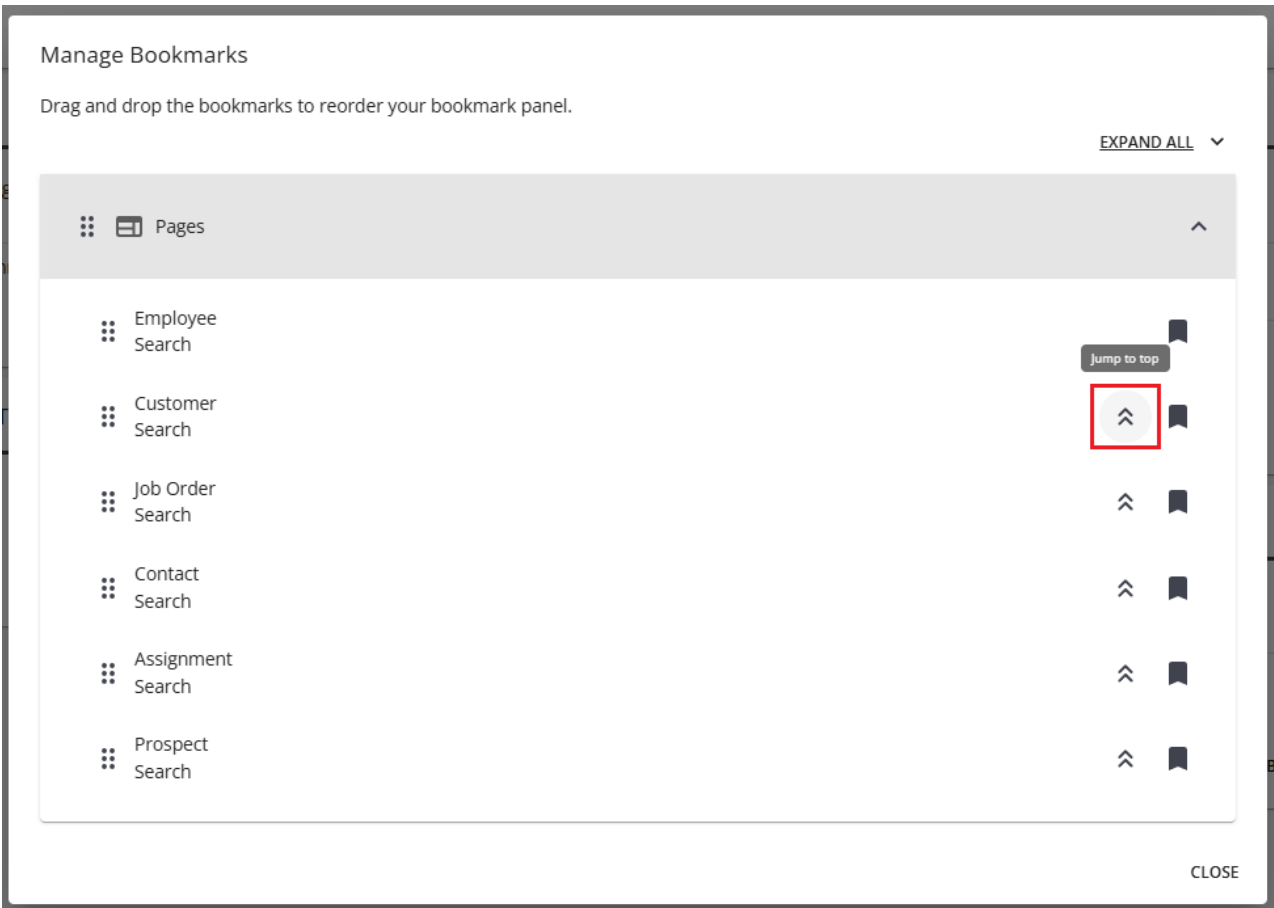
Bookmarks are able to be sorted by selecting the  icon within the Bookmarks menu to open the "Manage Bookmarks" window:



Within the "Manage Bookmarks" window, click and drag the  icon to the left of the bookmark and move it to the desired location within the list:



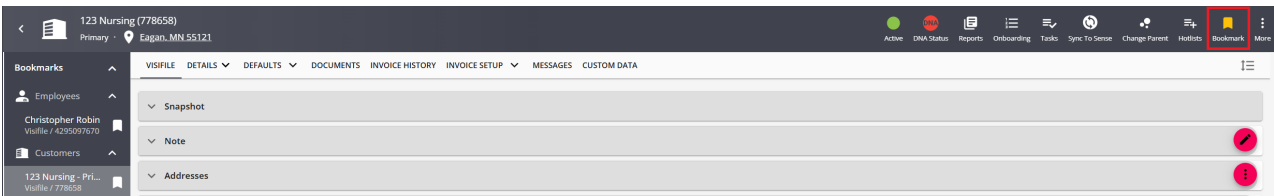
Selecting the  icon to the right of the bookmark will send that bookmark to the top of the list:



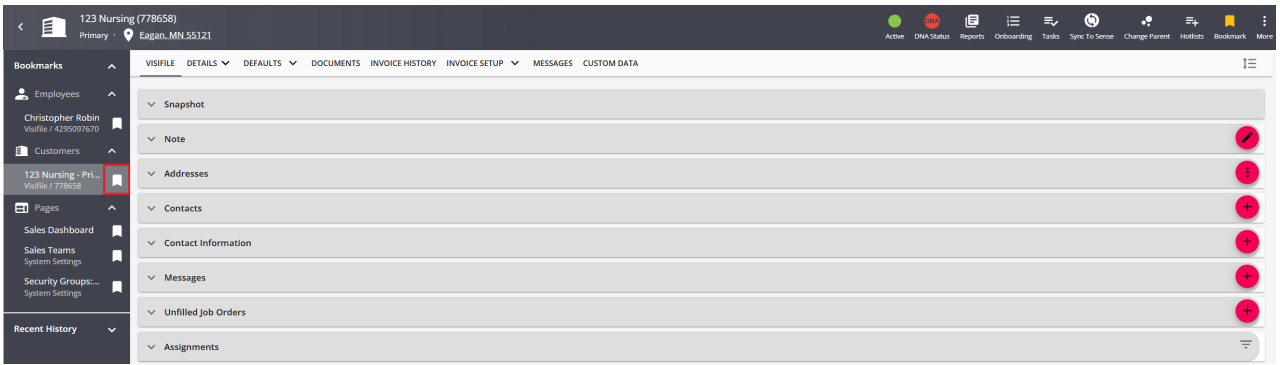
Note Bookmark positions are saved immediately upon re-ordering.

Removing Bookmarks

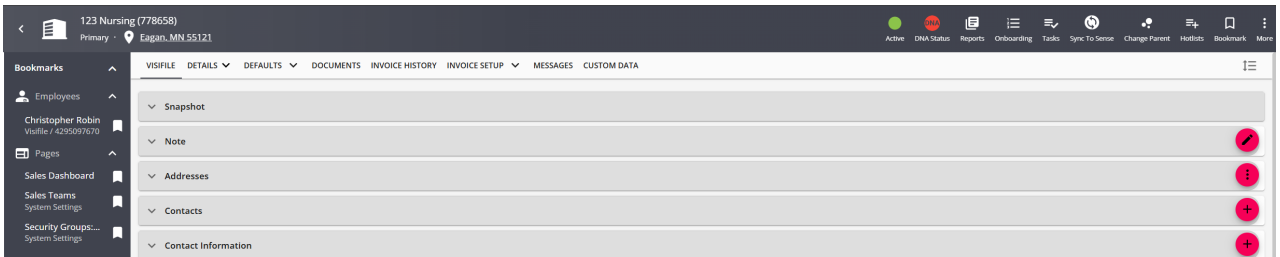
Bookmarks are able to be removed just as simply as they are able to be added, by selecting the "Bookmark" icon at the top right of any previously bookmarked page in Beyond:



Bookmarks are also able to be removed by selecting the icon within the "Bookmarks" section on the left:



Removing the bookmark will remove the page from the "Bookmarks" section on the left:



Related Articles