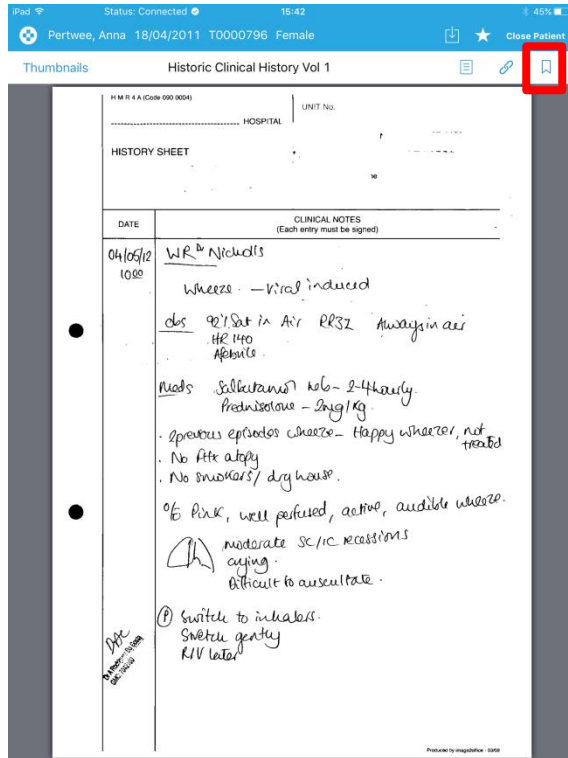
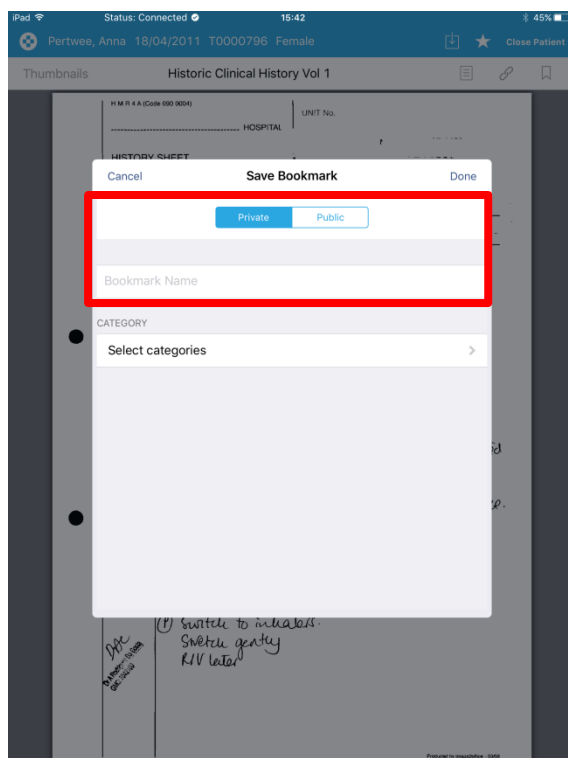


## Bookmark View

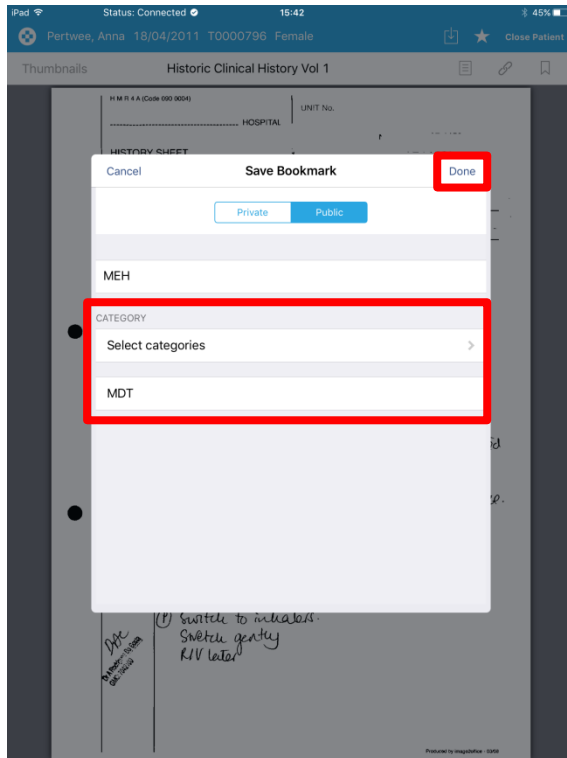
1. You may want to **bookmark a page**, for easy reference & retrieval, select the icon to bookmark the selected page



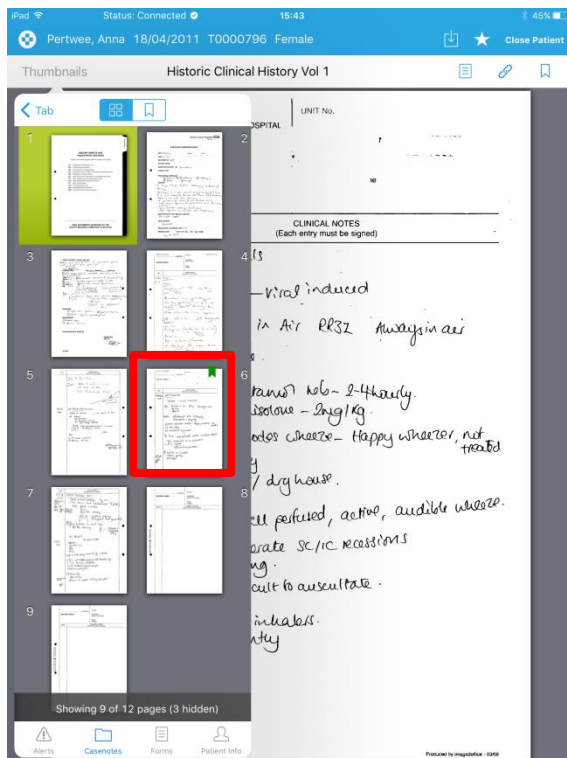
2. Specify the **bookmark name** and whether the bookmark is to be
  - **Private** (visible only to you) or
  - **Public** (visible to all who can view this document)




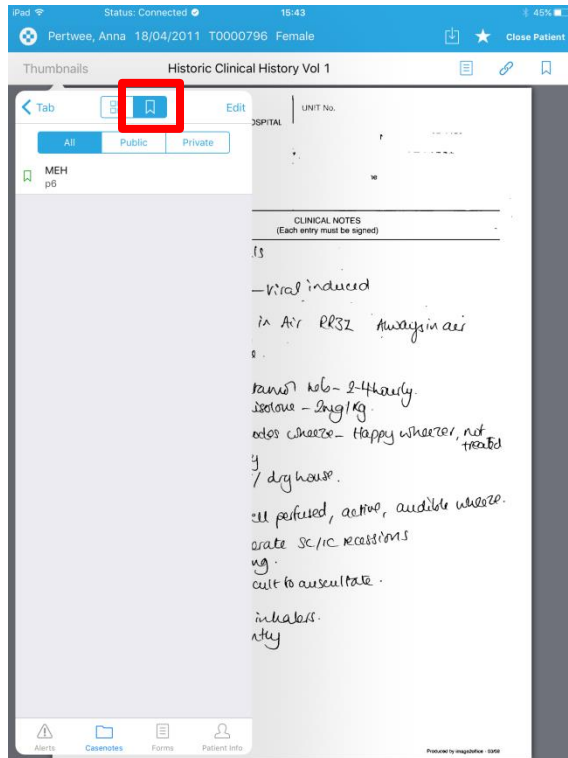
- You can also optionally categorise the bookmark, select **Select categories** and choose one e.g. MDT (this will place a tick next to it) and then select **Save Bookmark** to go back
- Select **Done** to save the bookmark




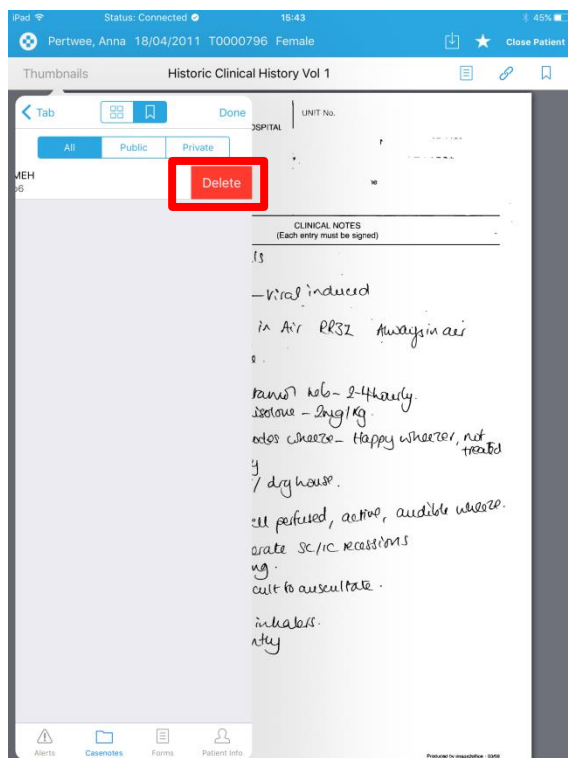
- Select **Thumbnails**, a bookmarked page will display with the an icon



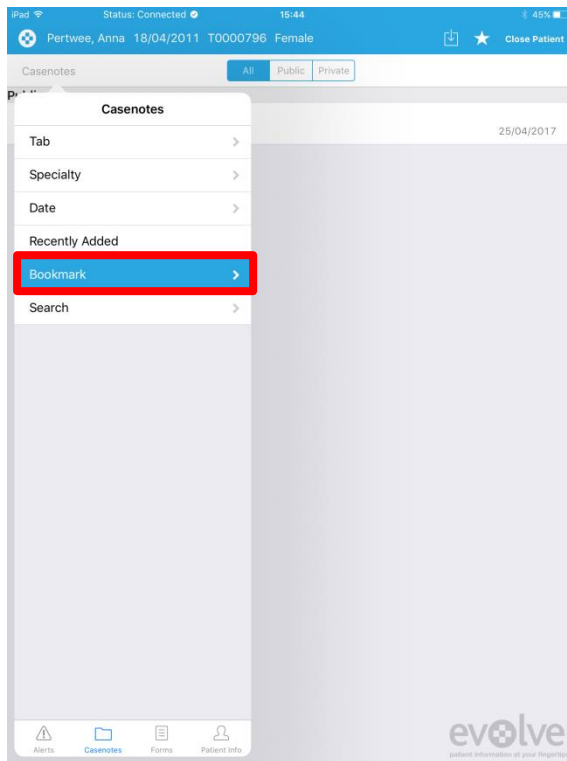
- Bookmarks can be displayed whilst viewing a document by selecting the **View Bookmarks** icon  and any bookmarks will be displayed in the list. Select the bookmark and the document will display behind



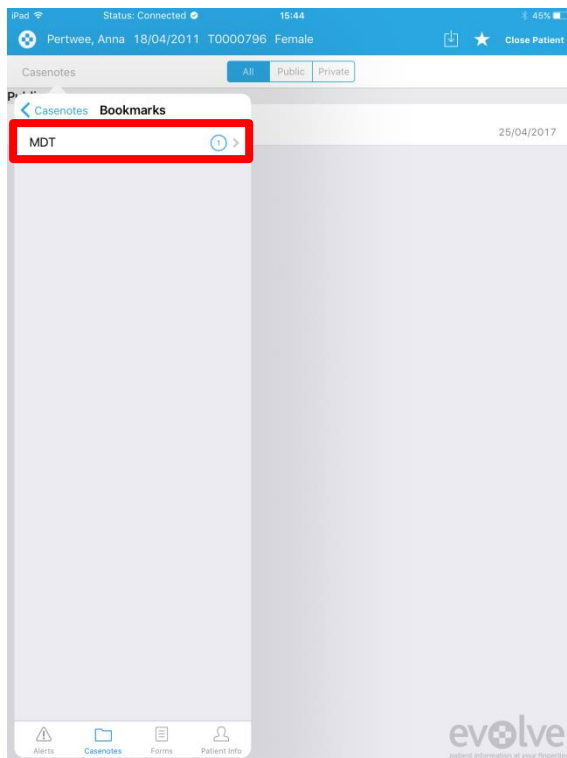
7. To delete a bookmark, select **Edit**, select the  icon and select **Delete**



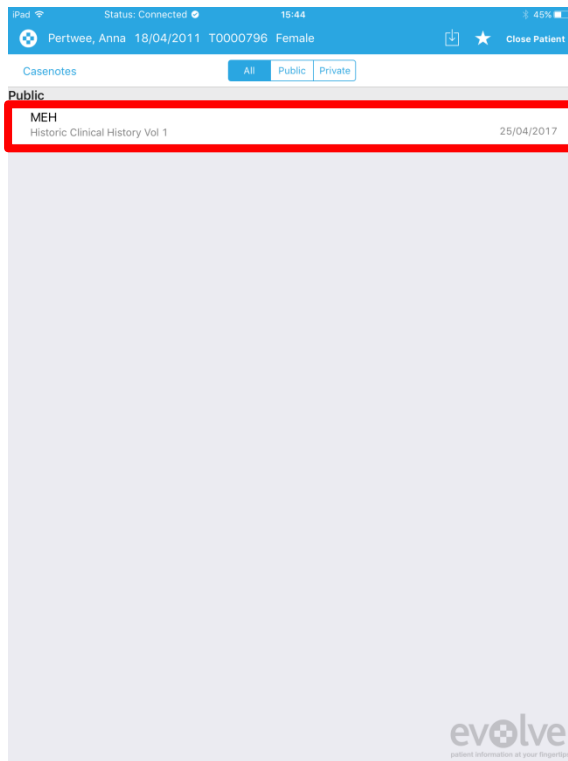
8. To view a bookmark from the **bookmarks casenote filter**, open the patient record, select **Casenotes**, select **Bookmark**



9. Select the **category** (if one was used)



10. The bookmark will show, select the bookmark to go straight to that page of the document.



11. Select **Casenotes** to go back to the different views

