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Bookmarks

Nexsure bookmarks are used to hold a location to make it easy to return to a screen. Perform the following steps to use Nexsure bookmarks:

1. To add a bookmark for the current location, save any unsaved content and then click the **Add** link.



2. When ready to return to an item that has been added as a bookmark, click the **Expand** link. The **Bookmarks** menu expands showing items that have been bookmarked.

Select All	Go To	Task	Operation	Client Name	Policy No.	Memo	Created
<input type="checkbox"/>	▼	Application Form	View	Mason Crenshaw	5555555	View Application - Vehicles	7/21/2010 9:31:47 AM
<input type="checkbox"/>	▼	Marketing	View	Flesher Hinton Music Company, Inc.	Pr-90000	View Marketing	7/12/2010 7:54:06 AM

3. Click the **Flag** icon or **Memo** link to return to the bookmarked screen. The **Memo** link identifies the bookmark.

4. Click the **Hide** link to close the bookmark screen.

Select All	Go To	Task	Operation	Client Name	Policy No.	Memo	Created
<input type="checkbox"/>	▼	Application Form	View	Mason Crenshaw	5555555	View Application - Vehicles	7/21/2010 9:31:47 AM
<input type="checkbox"/>	▼	Marketing	View	Flesher Hinton Music Company, Inc.	Pr-90000	View Marketing	7/12/2010 7:54:06 AM

5. When a bookmark is no longer needed it can be removed from the list of bookmarks by clicking the **Expand** link, selecting the check box in the **Select All** column and clicking the **Remove Selected** link. All bookmarks selected will be removed from the **Bookmarks** list.

Select All	Go To	Task	Operation	Client Name	Policy No.	Memo	Created
<input checked="" type="checkbox"/>	▼	Application Form	View	Mason Crenshaw	5555555	View Application - Vehicles	7/21/2010 9:31:47 AM
<input type="checkbox"/>	▼	Marketing	View	Flesher Hinton Music Company, Inc.	Pr-90000	View Marketing	7/12/2010 7:54:06 AM