

JOB AID: ePortal
FOR: Employees
SUBJECT: ePortal Bookmarks

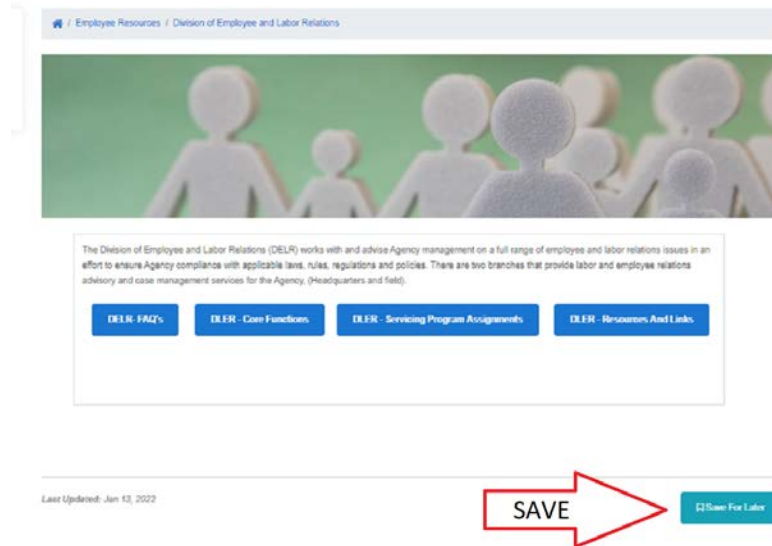
This job-aid is intended for all employees. It covers creating, viewing, editing, and deleting bookmarks.

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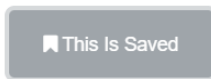
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How to Save This Page

In ePortal a feature has been added to be able to save a page’s address as a bookmark, simply by clicking a link at the bottom of the content, labeled “Save this page”.



Clicking the button saves the URL for the page to your bookmarks and changes the button to indicate success.

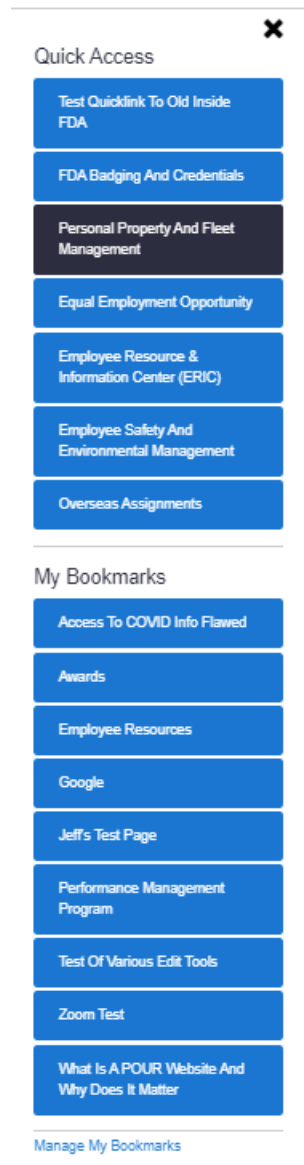


How to View My Bookmarks – Slide-out Menu

In the Main Menu Bar, when you are logged in, is the icon with a bookmark symbol on it.



Clicking it shows the slide-out menu like the following.



There are two sections to the slide-out menu, the Quick Access which are links maintained by support staff, and the “My Bookmarks” section that displays your bookmarks.

We’ve already shown creating a bookmark by using “Save this Page”. For another way to create a bookmark see the section titled “How to Manage Bookmarks”.

How to View My Bookmarks – User’s Menu

In the User’s Menu at the top of your window you will see a menu item, “Bookmarks”.

Clicking it takes you to a list view of your bookmarks.

Bookmarks

[Create New](#)

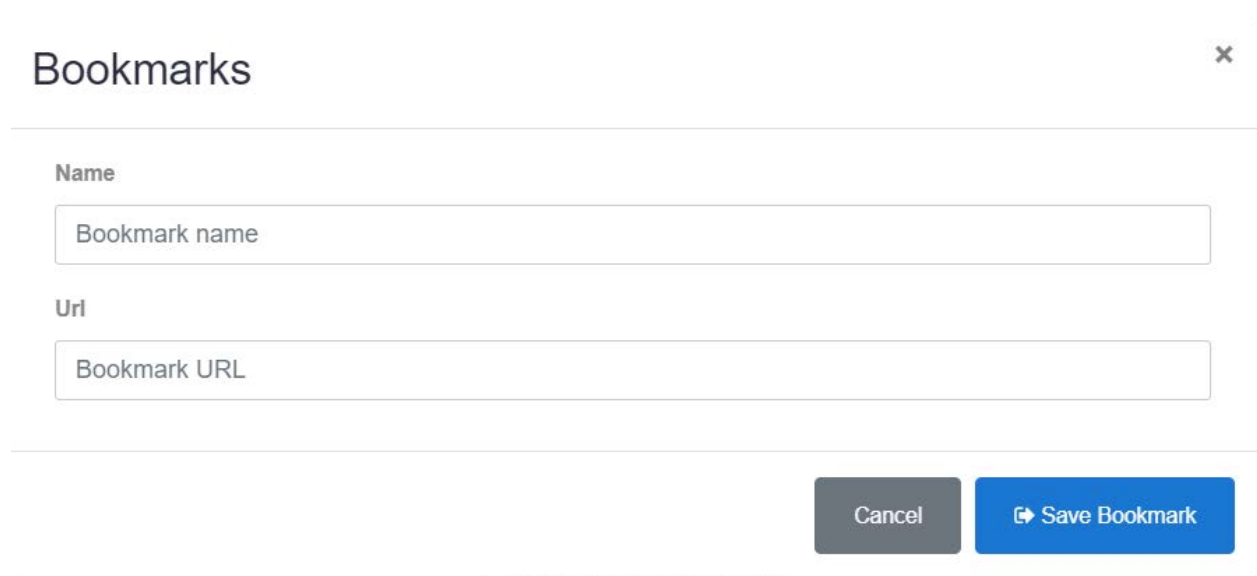
Name	URL	Created		
Awards	https://ssl.intranet.apps.fb.preprod.fda.gov/scripts/eport/index.cfm/awards-aaed	2021-11-24 13:20:02	Manage	
Division of Employee and Labor Relations	https://ssl.intranet.apps.fb.preprod.fda.gov/scripts/eport/index.cfm/division-of-employee-and-labor-relations	2022-02-02 15:13:49	Manage	
What is a POUR website and why does it matter	https://webaim.org/articles/pour/	2022-01-20 11:40:54	Manage	

Showing 1 to 3 of 3 entries Previous 1 Next

Here you can see the bookmarks you have saved. They are paginated, so that if you have more than will fit on your screen, you can advance page by page using previous and next at the bottom of the list.

How to Add a Bookmark

After navigating to the Bookmarks list view, clicking the “Create New” button gives this dialogue:



Bookmarks ×

Name

Bookmark name

Url

Bookmark URL

Cancel Save Bookmark

Give the bookmark a name and paste or type in a URL in the Bookmark URL field and click the “Save Bookmark” button.

The screen will return to a refreshed list view of your bookmarks and this new bookmark will be among them.

How to Follow a Bookmark

In the list view of bookmarks following you'll note that the URLs in the list are hyperlinks.

Bookmarks

[Create New](#)

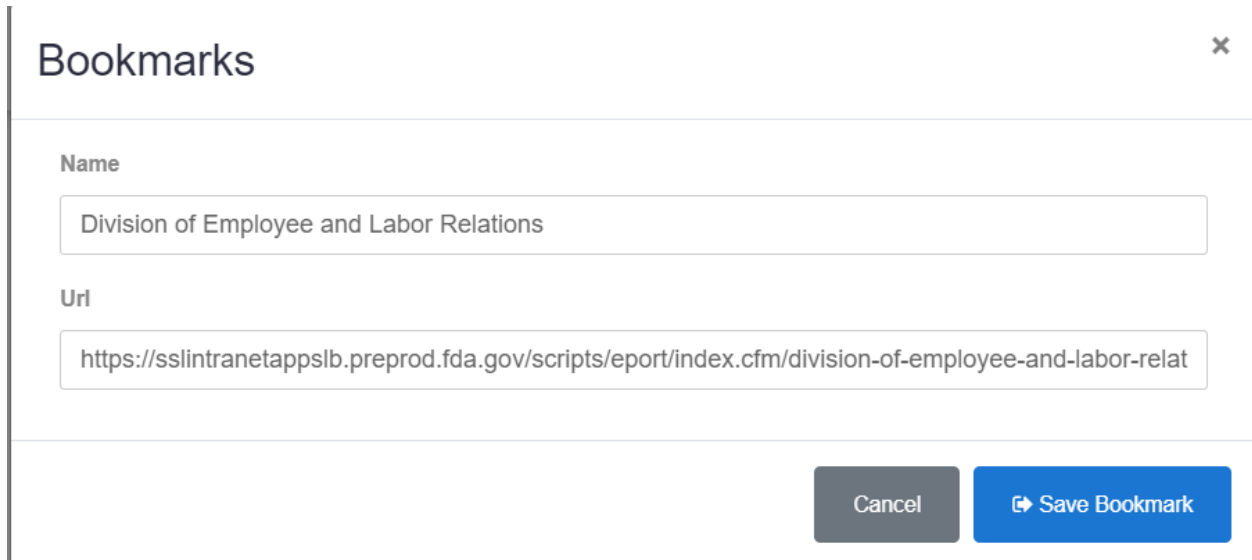
Name ↑↓	URL ↑↓	Created ↑↓	↑↓	↑↓
Awards	https://sslintranetappsib.preprod.fda.gov/scripts/eport/index.cfm/awards-aa6ed	2021-11-24 13:20:02	Manage	
Division of Employee and Labor Relations	https://sslintranetappsib.preprod.fda.gov/scripts/eport/index.cfm/division-of-employee-and-labor-relations	2022-02-02 15:13:49	Manage	
What is a POUR website and why does it matter	https://webaim.org/articles/pour/	2022-01-20 11:40:54	Manage	

Showing 1 to 3 of 3 entries Previous **1** Next

Clicking a link will open its content in a new tab.

How to Edit a Bookmark

In the bookmarks list-view clicking the “Manage” button will open the edit dialogue.



Bookmarks ×

Name

Division of Employee and Labor Relations

Url

https://sslintranetappsib.preprod.fda.gov/scripts/eport/index.cfm/division-of-employee-and-labor-relat

Cancel Save Bookmark

This is the same form as used for creating a new bookmark but is pre-populated with the name and URL of the record whose “Manage” button you clicked.

To edit, just click either the name or URL and update the text, then click the “Save Bookmark” button to save your changes, or the “Cancel” button if you want to discard the edits.

How to Delete a Bookmark

Bookmarks

[Create New](#)

Name	URL	Created		
Awards	https://ssl.intranet.appslb.preprod.fda.gov/scripts/eport/index.cfm/awards-aa6ed	2021-11-24 13:20:02	Manage	
Division of Employee and Labor Relations	https://ssl.intranet.appslb.preprod.fda.gov/scripts/eport/index.cfm/division-of-employee-and-labor-relations	2022-02-02 15:13:49	Manage	
What is a POUR website and why does it matter	https://webaim.org/articles/pour/	2022-01-20 11:40:54	Manage	

Showing 1 to 3 of 3 entries Previous **1** Next

In the list view, clicking the delete icon (trash can) on a line will display an alert asking you to confirm that you want to delete.

Are you sure you want to delete this bookmark?



Click "OK" button to delete, "Cancel" to leave the bookmark in place.

Conclusion

This concludes this document.

For questions or to make comments, please email OO-OHCM-ePORT@fda.hhs.gov