# medent
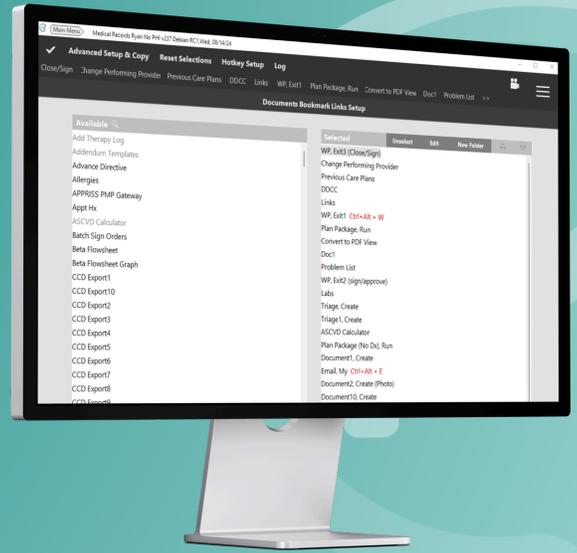
# So you need to set up Bookmarks in medent.

## What's next?

The Boomark Toolbar (BMTB) can be edited on the fly in medent by clicking the chevron **>>** and the gear icon ⚙.

There are three different BMTB Setup options:
- A BMTB can be set up individually from My Preferences.
- A BMTB may be copied to other clinical areas (screens).
- A BMTB can be copied from another user to a specific area or all areas.

## My Bookmark Setup

Medical Records > Preferences > My Preferences > My Bookmark Links **-or-** Chart Central > My Preferences > My Bookmark Links

- Select the appropriate area.
  **My Bookmark Links** provides you with all screens that have BMTB available.

## Set Up Link Areas

- Click **Set Up Link Areas** and select the area you want to create Bookmark links (e.g. Documents).
- Click items in the **Available** box on the left to move them to the **Selected** box on the right.
- Some items can be edited to perform a function or display specific info. Click the item in the Selected box and click **Edit** .
- BMTB items can be organized into folders. Click **New Folder** to create a new folder. Then, right-click an item in the Selected box, click **Add To Folder** and select the folder you'd like to add it to.
- Click ✅ in the upper left to save.

## Copy From Another User

- Click **Copy From Another User**.
- Click **From User** and select the user whose BMTB you'd like to copy.
- Select individual BMTBs or click Select All .

## Copy Link Areas

- Click **Copy Link Areas**.
- Click **Copy From** and choose the area.
- Select the area(s) you'd like to copy the BMTB to. Click Select All to copy the BMTB to all areas.
- Click Copy .

Some Bookmark links may not be available in all screens. medent will copy links that can be copied and provide a log of what was copied.

## Bookmark Setup for Others

The BMTB can also be set up for Other Users through **Other Preferences**, but the user must have Security Privileges.

Medical Records > Preferences > Other Preferences > Bookmark Links >

- **Copy Link Areas**: Select a user. The BMTB is copied to the selected clinical areas.
- **Set Up Link Areas**: Allows the setup of an individual BMTB while copying it to multiple users.
- **Copy to Multiple Users**: Copy BMTB settings from one user to multiple users.

The user will see a popup stating the setup will overwrite any existing setup for the BMTB area and users. Click **Yes** to continue or **No** to cancel.