Creating and Managing Bookmarks in DSCIS

This guide provides step-by-step instructions for the process of creating and managing bookmarks within DSCIS.

Background

Bookmarks allow the user to quickly access the DSS Case, an Issues Case, or an Eligibility Case.

If you’d just like an overview of the steps, proceed to the Quick Guide for Experienced Users.
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1. Accessing a Bookmark from the Home Page

Bookmarks can be quickly accessed from the Home Page.

i. Accessing A Bookmark

- From the Home Page (A), locate the My Bookmarks pod (B). This will show a list of up to 15 Bookmarks.

If the user has more than 15 Bookmarks;

- Select My Bookmarks (C) above and this will take the user to the My Bookmarks Page. This will show the list of all Bookmarks created by the user.

2. Creating a Bookmark

A Bookmark can be created on the DSS Case, the Eligibility Case, and an Issues Case.

i. Creating A Bookmark on the DSS Case
- On the DSS Case, select the **Actions** button (A) and choose **Add to My Bookmarks** (B)

![Image of DSS Case with actions button highlighted]

- In the confirmation window, select **Yes**

![Image of Add to My Bookmarks confirmation window]

**Result:** A bookmark has been created for the DSS Case.

**ii. Creating A Bookmark on the Eligibility Case**

- On the Eligibility Case, select the **Actions** button (A) and choose **Add to My Bookmarks** (B)

![Image of Eligibility Case with actions button highlighted]
• In the confirmation window, select Yes

Result: A bookmark has been created for the Eligibility Case.

iii. Creating A Bookmark on the Issues Case

• On the Issues Case, select the Actions button (A) and choose Add to My Bookmarks (B)

• In the confirmation window, select Yes

Result: A bookmark has been created for the Issues Case.

3. Removing A Bookmark
If the user wishes to remove a bookmark for a Case that no longer requires quick access, the process is very similar to the steps above.

i. Removing A Bookmark from the DSS Case

- On the DSS Case, select the Actions button (A) and choose Remove from My Bookmarks

![DSS Case screenshot]

- In the confirmation window select Yes

![Remove from My Bookmarks dialog box]

**Result:** The Bookmark will be removed from the users list of Bookmarks.

**Note:** These steps can be repeated in much the same process to remove a Bookmark for the Eligibility Case and the Issues Case.

ii. Removing Multiple Bookmarks

The user can remove multiple Bookmarks from multiple Cases by accessing the My Bookmarks Page.

- On the My Bookmarks Page, select (A) and choose Remove (B)
• In the confirmation window, select **Yes**

**Result:** The Bookmark will be removed from the list of the users Bookmarks. This can be repeated multiple times to remove further Bookmarks as desired.
Quick Guide for Experienced Users

This Quick Guide provides an overview of the processes to create and manage Bookmarks in DSCIS.

Accessing a Bookmark from the Home Page

1. From the Home Page, locate the My Bookmarks pod. This will show a list of up to 15 Bookmarks

   If the user has more than 15 Bookmarks;

2. Select My Bookmarks above and this will take the user to the My Bookmarks Page. This will show the list of all Bookmarks created by the user.

Creating a Bookmark

Creating A Bookmark on the DSS Case

1. On the DSS Case, select the Actions button and choose Add to My Bookmarks
2. In the confirmation window, select Yes

   Result: A bookmark has been created for the DSS Case.

Creating A Bookmark on the Eligibility Case

1. On the Eligibility Case, select the Actions button and choose Add to My Bookmarks
2. In the confirmation window, select Yes

   Result: A bookmark has been created for the Eligibility Case.

Creating A Bookmark on the Issues Case

1. On the Issues Case, select the Actions button and choose Add to My Bookmarks
2. In the confirmation window, select Yes

   Result: A bookmark has been created for the Issues Case.

Removing A Bookmark

Removing A Bookmark from the DSS Case
1. On the DSS Case, select the **Actions** button and choose **Remove from My Bookmarks**
2. In the confirmation window select **Yes**

**Result:** The Bookmark will be removed from the users list of Bookmarks.

**Note:** These steps can be repeated in much the same process to remove a Bookmark for the Eligibility Case and the Issues Case.

### Removing Multiple Bookmarks

1. On the My Bookmarks Page, select 📚 and choose **Remove**
2. In the confirmation window, select **Yes**

**Result:** The Bookmark will be removed from the list of the users Bookmarks. This can be repeated multiple times to remove further Bookmarks as desired.