

Bookmark Manager for Magento 2

User Guide

Version 1.0



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I) Introduction

Bookmark Manager for Magento 2 extension offers the easiest way to create your own logical backend navigation. It means that you are able to bookmark your favorite and frequently visited pages on the admin side. Moreover, you can organize and customize existing bookmarks/folders by your preference.

- Add bookmarks/folders
- Manage bookmarks/folders
- Operate bookmarks/folders
- Folder tree
- Drag and drop interface
- Upcoming features



II) Where to Find Extension

After installing the extension, navigate to **Stores > Settings > Configuration**:

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DASHBOARD		Currency			
\$ SALES	All Stores	Currency Rates			🔍 💄 demo 👻
*	Configuration	Currency Symbols			_
CATALOG	Terms and Conditions				Save Config
R					
CUSTOMERS	Order Status				
		Product			$\overline{\bigcirc}$
	Inventory	Attribute Set		nager re view] Yes	
CONTENT	Sources	Rating			
REPORTS	Stocks				
STORES					
*					
SYSTEM	Tax Rules				
	Tax Zones and Rates				

In the left panel, span **MAGEZON EXTENSIONS** and click **Bookmark Manager**. In the right section, there is the General Configuration tab.



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DASHBOARD			
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	CATALOG ~	Enable Bookmark Manager Istore viewi	
CONTENT	SECURITY V	[search read]	
REPORTS	MAGEZON EXTENSIONS		
STORES	Bookmark Manager		

Bookmark Manager for Magento 2 extension adds a top bar to the admin panel. It

helps you quickly access bookmarks/folders.

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CONTENT	SECURITY ~	[store used]	
REPORTS	MAGEZON EXTENSIONS		
	Bookmark Manager		
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III) General Configuration

Note: When you want to adjust any option, you have to uncheck **Use system value**.

This section contains general settings for the extension:

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DASHBOARD			
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A	GENERAL ~	General Configuration	\odot
	CATALOG ~	Enable Bookmark Manager (store view) Yes	
CONTENT	SECURITY ~		
REPORTS	MAGEZON EXTENSIONS		
STORES	Bookmark Manager		

• Enable Bookmark Manager: select Yes/No to enable/disable the extension on your website.

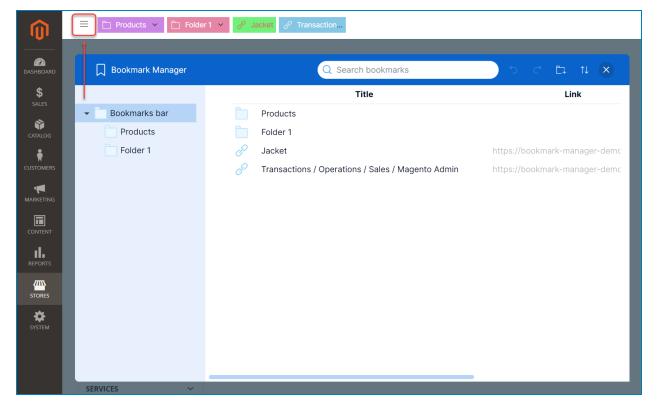


IV) Get Started

1. Access Bookmark Manager

From the bookmark manager modal, you can check all bookmarks and folders. Also, you may change the path, or even delete any bookmark/folder, etc.

✤ To access it, click the bookmark manager icon on the left of the bookmark bar.



In the Bookmark Bar, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose Bookmark Manager:



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	GENERAL	~	General Configuration			\odot
	CATALOG	~	Enable Bookmark Manager [store view]	Yes	•	
CONTENT	SECURITY	~				
REPORTS	MAGEZON EXTENSIONS	^				
STORES	Bookmark Manager					

2. Explain the Sections of Bookmark Manager

The bookmark manager modal's interface is divided into two sections: the left column and the right column. Each column serves its purpose in managing and operating your bookmarks.

• The left column gives you an overview of all folders in your bookmark manager.



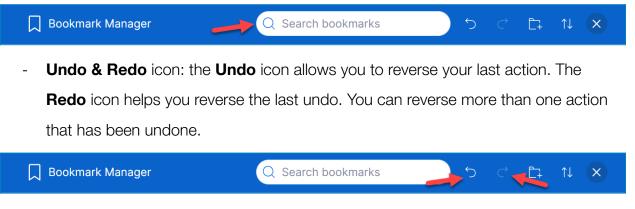
Bookmark Manager	Q Search bookmarks) う ぐ ⊑ n (×
	Title	Link	Date Created
Bookmarks bar	Products		Wednesday, 11 October 202
Products	🔗 Jacket	https://bookmark-manager-demo.ma	Wednesday, 11 October 202
Folder 1	Transactions / Operations / Sales / Magento Adm	nin https://bookmark-manager-demo.ma	Wednesday, 11 October 202
	Configuration / Settings / Stores / Magento Adm	in https://bookmark-manager-demo.ma	Wednesday, 11 October 202
	Folder 1		Wednesday, 11 October 20

In the right column, you will see all bookmarks/folders inside the folder you selected in the left column and their title, link, and date created.

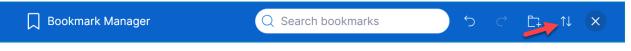
Dookmark Manager		Q Search bookmarks		5 C E 11 X
		Title	Link	Date Created
▼ Bookmarks bar ←		Products		Wednesday, 11 October 2023
Products	P	Jacket	https://bookmark-manager-demo.ma	Wednesday, 11 October 2023
Folder 1	P	Transactions / Operations / Sales / Magento Admin	https://bookmark-manager-demo.ma	Wednesday, 11 October 2023
	P	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.ma	Wednesday, 11 October 2023
		Folder 1		Wednesday, 11 October 2023

- Search bar: click and type the bookmark/folder name you want to search for.





- Create New Folder icon: click to create a new folder.



- **Sort** icon: sort items by alphabet or creation time.

3. Add New Bookmarks

Bookmark Manager for Magento 2 provides several ways to create new bookmarks:

Way 1: To add a new bookmark, click on the star icon next to the current page title.
 This bookmark will be pinned on the bookmark bar.

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DASHBOARD							
\$ SALES	Configuratio	on				Q 💄 demo 🗸	
CATALOG	Scope: Default Config ▼	?				Save Config	
	GENERAL	~	General Configuration			\odot	
	CATALOG	~	Enable Bookmark Manager [store view]	Yes	•		
CONTENT	SECURITY	~	[see a read				
REPORTS	MAGEZON EXTENSIO	NS ^					
STORES	Bookmark Manager						



✤ Way 2: In the Bookmark Bar, right-click on the bookmark/folder title or empty

space then a context menu will appear. Choose **Add Link** to add a new bookmark:

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CATALOG	Scope: Default Config ▼	0						Sa	ve Config
	GENERAL	~	General Config	uration					$\overline{\bigcirc}$
	CATALOG	~ ~	Enable Boo	okmark Manager [store view]	Yes		•		
	MAGEZON EXTENSIONS	^							
STORES	Bookmark Manager								

Way 3: In the Bookmark Manager, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose Add New Link to add a new bookmark:



💭 Bookmark Manager	Q Search bookmarks	
	Title	Link
Bookmarks bar Products	Products Folder 1	
Folder 1	P Jacket	https://bookmark-manager-demo.ma
•	Transactions / Operations / Sales / Magento Admin Add New Link Add New Folder Paste Ctrl + V Empty space	https://bookmark-manager-demo.ma

Way 2 and Way 3 will lead you to a popup window when you choose **Add Link/Add New Link** on the context menu:



Add Link ×
Title
Configuration / Settings / Stores / Mager
URL
https://bookmark-manager-demo.magez
Folder
Bookmarks bar
Text Color
FFFFFF
Background Color
86C6E5
Icon
⌀☆∞₩₽8Δ∞∞
Cancel Save

- Title: enter the bookmark title.
- **URL:** enter the path of the bookmark.
- Folder: choose the parent folder of the bookmark.
- Text Color: select a color for the bookmark title.
- **Background Color:** select a color for the bookmark background.



• **Icon:** choose an icon for the bookmark.

4. Add New Folders

Bookmark Manager for Magento 2 provides several ways to create new folders:

Way 1: To add a new folder, click on the New Folder icon in the bookmark manager modal toolbar.

D Bookmark Manager	Q Search bookmarks	う ぐ_ E= 1↓ ×
	Title	Link
- Bookmarks bar	Products	
Products	🧬 Jacket	https://bookmark-manager-demo.m
Folder 1	Transactions / Operations / Sales / Magento Admin	https://bookmark-manager-demo.m
	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.m
	Folder 1	

Then a popup window will appear:



🔲 Bookmark Manager		Q Search bookm	arks 5 d	
		Title	Add Folder ×	
	Produ	ucts		
Products	🔗 Jacké	et	Title	ager-demo.m
Folder 1	🔗 Trans	actions / Operations / Sale	New Folder	ager-demo.m
	🔗 Confi	guration / Settings / Stores		ager-demo.m
	Folde	r 1	Folder	
			Bookmarks bar ~	
			Text Color # FFFFFF Background Color	
			# 86C6E5	
			Cancel Save	

Way 2: In the Bookmark Bar, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose Add Folder to add a new folder:

Contraction of the second seco	■ Products ▼ ★ Configuration	⁸ Jacke	t ලි Transaction ලි Configurati	Empty space	+ Add Link C⊋ Add Folder □ Bookmark Manager	Q 🛓 demo 🗸
CATALOG	Scope: Default Config ▼	?				Save Config
CUSTOMERS	GENERAL	~	General Configuration			\odot
	CATALOG	~	Enable Bookmark Manager (store view)	Yes	•	Ŭ
CONTENT	SECURITY	~	[store view]			
	MAGEZON EXTENSIONS	^				
STORES	Bookmark Manager					



Way 3: In the Bookmark Manager, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose Add New Folder to add a new folder:

🗍 Bookmark Manager	Q Search bookmarks	5 C 14 N X
	Title	Link
👻 📄 Bookmarks bar 🔶	Products	
Products	Folder 1	
Folder 1	P Jacket	https://bookmark-manager-demo.ma
†	Pransactions / Operations / Sales / Magento Admin	https://bookmark-manager-demo.ma
-	Add New Link	
	Add New Folder	
	Paste Ctrl + V	
	Empty space	

Way 2 and Way 3 will lead you to a popup window when you choose Add Folder/Add

New Folder on the context menu:



Add Folder	×
Title	
New Folder	
Folder	
Bookmarks ba	ar ~
Text Color	
# FFFFFF	
Background Co	lor
# 86C6E5	
	Cancel Save

- **Title:** enter the folder title.
- **Folder:** choose the folder.
- **Text Color:** select a color for the folder title.
- **Background Color:** select a color for the folder background.



V) Manage Bookmarks/Folders

1. Organize Bookmarks/Folders

Move a bookmark/folder to another folder:

Directly drag and drop a bookmark/folder to another folder (valid with both left and right columns).

- Drag and drop to move your bookmarks/folders position in the right column.

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	Title	Link
✓ Bookmarks bar	Products	
Products	Jacket	https://bookmark-manager-demo.ma
Folder 1	P Transactions / Operations / Sales / Magento Admin	https://bookmark-manager-demo.ma
	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.ma
	Folder 1	

- Drag and drop to move your folder's position in the left column.



💭 Bookmark Manager	Q Search bookmarks	5 C E N X
	Title	Link
👻 📄 Bookmarks bar	P Email Templates / Communications / Marketing / Magentohtt	
Folder 1		

- Drag and drop to move bookmarks/folders from the right column to the left column.

Dookmark Manager	Q Search bookmarks	5 C E N X
	Title	Link
👻 📄 Bookmarks bar	Transactions / Operations / Sales / Magento Admin	
New Folder 1	Configuration / Settings / Stores / Magento Admin	
New Folder 2	Email Templates / Communications / Marketing / Mager	ntohttps://bookmark-manager-demo.ma
Ŭ	New Folder 1	
Ē	New Folder 2	
C	Configuration / Settings / Stores / Magento Admin	

Change column size: drag and drop to change the width of the left folder column.



💭 Bookmark Manager		Q Search bookmarks	
		Title	Link
- Bookmarks bar	P	Transactions / Operations / Sales / Magento Admin	https://bookmark-manager-demo.m
New Folder 1	P	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.m
New Folder 2	P	Email Templates / Communications / Marketing / Magento	https://bookmark-manager-demo.m
		New Folder 1	
		New Folder 2	
	P	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.m
*	÷		

Search bookmarks/folders: to search for a bookmark/folder, type the

bookmark/folder name into the search bar.

D Bookmark Manager		×	
	Title		Link
🕶 📄 Bookmarks bar	New Folder 1		
New Folder 1	New Folder 2		
New Folder 2			

 Sort bookmarks/folders: decide how your bookmarks/folders will be displayed (Date Added or Name) using the sorting feature.



🔲 Bookmark Manager	Q Search bookmarks 5	¢	
	Title		↑↓ Default
 Bookmarks bar 	New Folder 1		DATE ADDED
 New Folder 1 	Configuration / Settings / Stores / Magento Admin	ht	₽ Descending
Subfolder 1	New Folder 2		≌î Ascending
Subfolder 2	New Folder 3		NAME A↓ A - Z
 New Folder 2 	New Folder 4		z↓ Z - A
Subfolder 1	New Folder 5		
Subfolder 2			
New Folder 3			
New Folder 4			
New Folder 5			

2. Rename Bookmarks/Folders

Way 1: From the Bookmark Bar, right-click the bookmark/folder you want to

rename, then a context menu will appear:

DashBoard	+	onfigurati ∂ ² Email Temp □ New F ∨ □ New F ∨ ∂ ² Configurati C Open in New Tab Edit Delete	Q 💄 demo 🗸
\$ SALES CATALOG	Configuration	+ Add Link C: Add Folder D Bookmark Manager	Save Config
CUSTOMERS	GENERAL	General Configuration	\odot
	CATALOG	Enable Bookmark Manager [store view] Yes	Ŭ
	SECURITY	× · · · · · · · · · · · · · · · · · · ·	
STORES	Bookmark Manager		

Click **Edit** then a popup window will appear, enter a new name, and press Save:



Edit Folder	×
Title	
New Folder	
Folder	
Bookmarks bar	~
Text Color	
# FFFFF	
Background Color	
# 86C6E5	
Delete Cancel Sav	e

Way 2: From the Bookmark Manager, right-click the bookmark/folder you want to rename, then a context menu will appear:



💭 Bookmark Manager	Q Search boo	kmarks	5 C E 11 X
	Title		Link
- Bookmarks bar	P Transactions / Operations / Sales / M	Open in New Tab	okmark-manager-demo.ma
New Folder 1	Configuration / Settings / Stores / Ma		okmark-manager-demo.ma
New Folder 2	P Email Templates / Communications /	Copy Ctrl + C	okmark-manager-demo.ma
	New Folder 1	Cut Ctrl + X	
	New Folder 2	Remove Delete	
	Configuration / Settings / Stores / Ma	a Add New Link	okmark-manager-demo.ma
		Add New Folder	

Click **Edit** then a popup window will appear, enter a new name, and press Save:



Edit Folder	×
Title	
New Folder	
Folder	
Bookmarks bar	~
Text Color	
# FFFFF	
Background Color	
# 86C6E5	
Delete Cancel Sav	re

- 3. Delete Bookmarks/Folders
 - ✤ Way 1: From the Bookmark Bar, right-click, and choose Delete to delete it.



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\$ SALES	★ Configuration		+ Add Link	Q 💄 demo 🗸
CATALOG	Scope: Default Config 🔻 🕜		D Bookmark Manager	Save Config
	GENERAL ~	General Configuration		\odot
	CATALOG ~			
	SECURITY ~			
REPORTS	MAGEZON EXTENSIONS			
STORES	Bookmark Manager			

Way 2: From Bookmark Manager, choose your desired bookmark/folder, then press Delete on your keyboard to remove it.

Dookmark Manager	Q Search bookmarks	5 C Et 11 X
	Title	Link
✓ Bookmarks bar	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.ma
New Folder 1	P Email Templates / Communications / Marketing /	tohttps://bookmark-manager-demo.ma
New Folder 2	New Folder 1	
	New Folder 2	
	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.ma

 Way 3: From the Bookmark Manager, choose your desired bookmark/folder, then right-click, and choose Remove to delete it.



💭 Bookmark Manager		Q Search bool	kmarks		
		Title			Link
✓ Bookmarks bar	P	Configuration / Settings / Stores / Ma	Open in New Tab		pokmark-manager-demo.ma
New Folder 1	8	Email Templates / Communications /	Edit		pokmark-manager-demo.ma
📄 New Folder 2		New Folder 1	Сору	Ctrl + C	
		New Folder 2	Cut	Ctrl + X	
	P	Configuration / Settings / Stores / Ma	Remove	Delete	pokmark-manager-demo.ma
			Add New Link Add New Folder		

Tip: You can delete multiple bookmarks/folders by holding down the Ctrl/Shift on the keyboard (Cmd/Shift for Mac).

4. Multi-Select & Bulk Actions

You can perform multi-select and take bulk actions such as cutting, copying, pasting, and removing your bookmarks/folders by holding down the Ctrl/Shift on the keyboard (Cmd/Shift for Mac).



Dookmark Manager	Q Search bookmarks		
	Title	Link	Date Created
 Bookmarks bar New Folder 1 Subfolder 2 New Folder 2 Subfolder 1 Subfolder 2 New Folder 3 New Folder 4 New Folder 5 	 New Folder 1 Configuration / Settings / Stores / Magento New Folder 2 New Folder 3 New Folder 4 New Folder 5 	Copy Ctrl + C	Thursday, 12 October 202 Thursday, 12 October 202

5. Keyboard Shortcuts

To save your time, Bookmark Manager for Magento 2 allows you to use keyboard shortcuts. Specifically, you can:

Copy: Ctrl (Cmd) + C

Paste: Ctrl (Cmd) + V

Cut: Ctrl (Cmd) + X

Remove: Delete

Select next item up: Up arrow

Select next item down: Down arrow



🔲 Bookmark Manager	Q Search bookmarks	5 C E 11 X
	Title	Link
Bookmarks bar New Folder 1 New Folder 2	 Configuration / Settings / Stores / Ma Email Templates / Communications / New Folder 1 New Folder 2 Configuration / Settings / Stores / Ma Remove Add New Link Add New Folder 	Fab pokmark-manager-demo.ma Dokmark-manager-demo.ma Ctrl + C Ctrl + X Delete pokmark-manager-demo.ma

6. Undo & Redo

Click the **Undo** icon to reverse your last actions and click the **Redo** icon to reverse the last undo.



🔲 Bookmark Manager	Q Search bookmarks	5 ℃ 14 ×
	Title	Link
- Bookmarks bar	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.ma
New Folder 1	P Email Templates / Communications / Marketing / Mage	ntohttps://bookmark-manager-demo.ma
New Folder 2	New Folder 1	
	New Folder 2	
	Configuration / Settings / Stores / Magento Admin	https://bookmark-manager-demo.ma

7. Open the Bookmarked Page in a New Window

Way 1: From the Bookmark Bar, right-click the bookmark you want to open, and then a context menu will appear, choose Open in New Tab to open it in a new window. In addition, you can also click the bookmark to open it in a new tab.



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SALES	🛧 Configuration		+ Add Link	Q 上 demo 🗸
CATALOG	Scope: Default Config 👻 🕐		D Bookmark Manager	Save Config
	GENERAL ~	General Configuration		\odot
	CATALOG ~			
CONTENT	SECURITY ~			
REPORTS	MAGEZON EXTENSIONS			
STORES	Bookmark Manager			

Way 2: From the Bookmark Manager, right-click the bookmark you want to open, and then a context menu will appear, choose Open in New Tab to open it in a new window. Moreover, you can also double-click the bookmark to open it in a new tab.

Dookmark Manager	Q Search bool	kmarks	5 C E 11 X
	Title		Link
✓ Bookmarks bar	Configuration / Settings / Stores / Ma	Open in New Tab	pokmark-manager-demo.ma
New Folder 1	Email Templates / Communications /	Edit	pokmark-manager-demo.ma
New Folder 2	New Folder 1	Copy Ctrl + C	
	New Folder 2	Cut Ctrl + X	
	Configuration / Settings / Stores / Ma	Remove Delete	pokmark-manager-demo.ma
		Add New Link	
		Add New Folder	



VI) Support

If you have any questions or need any support, feel free to contact us via the following ways. We will get back to you within 24 hours after you submit your support request.

- Submit contact form.
- Email us at support@magezon.com.
- Submit a ticket.
- Contact us through Skype: support@magezon.com.
- Contact us via live chat on our website.