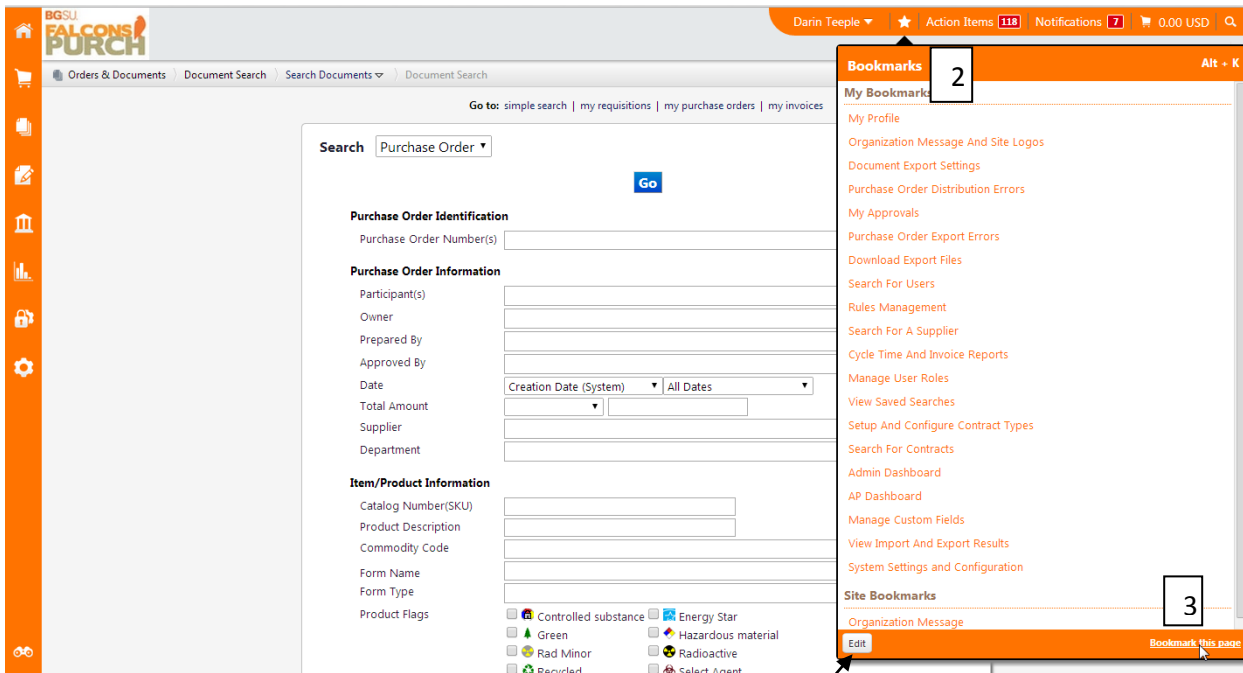# Bookmarking Page

Bookmarking a page in Falcon's Purch is a good way to save pages that you visit most often. This is particularly useful if you are not quite sure of the navigation to whatever page you are trying to find.

1) Identify the page you would like to Bookmark (for this example I will use the Search Documents page).

2) Click on the Bookmark star next to your name in the upper right hand menu.

3) Click "Bookmark this page."

Now this page is in your Bookmarks for as long as you would like it there.

To remove a Bookmark:

1) Click on the Bookmark star next to your name in the upper right hand menu.

2) Click Edit in the lower left hand corner of the window.

3) Select the page you would like to remove.

4) Click Done.

BGSU. FALCONS PURCH

Orders & Documents › Document Search › Search Documents ▾ › Document Search

Go to: simple search | my requisitions | my purchase orders | my invoices

Search Purchase Order ▾

Go

Purchase Order Identification

Purchase Order Number(s)

Purchase Order Information

Participant(s)
Owner
Prepared By
Approved By
Date   Creation Date (System) ▾   All Dates ▾
Total Amount ▾
Supplier
Department

Item/Product Information

Catalog Number(SKU)
Product Description
Commodity Code
Form Name
Form Type
Product Flags
  ☐ 🔒 Controlled substance ☐ ⚡ Energy Star
  ☐ 🌿 Green ☐ ⚠ Hazardous material
  ☐ ☢ Rad Minor ☐ ☢ Radioactive
  ☐ ♻ Recycled ☐ ☣ Select Agent

3

4

Bookmarks   Alt + K

My Bookmarks

⊖ My Profile   ☰
⊖ Organization Message And Site Logos   ☰
⊖ Document Export Settings
⊖ Purchase Order Distribution Errors   ☰
⊖ My Approvals   ☰
⊖ Purchase Order Export Errors   ☰
⊖ Download Export Files   ☰
⊖ Search For Users   ☰
⊖ Rules Management   ☰
⊖ Search For A Supplier   ☰
⊖ Cycle Time And Invoice Reports   ☰
⊖ Manage User Roles   ☰
⊖ View Saved Searches   ☰
⊖ Setup And Configure Contract Types   ☰
⊖ Search For Contracts   ☰
⊖ Admin Dashboard   ☰
⊖ AP Dashboard   ☰
⊖ Manage Custom Fields   ☰
⊖ View Import And Export Results   ☰
⊖ System Settings and Configuration   ☰

Site Bookmarks (Read-only)

Organization Message

Done   Bookmark this page