

## Proficient – Project Bookmarks


The bookmark module will allow you to set up project bookmarks, or custom links, that point to web-pages that exist either inside REDCap (i.e., other REDCap projects) or outside REDCap (i.e., web-pages on a different server on the web).

Any user with project design & setup rights can add bookmarks to that particular project.

- Go to the Project Setup screen and locate the box labeled Set up project bookmarks (optional)



- Click on Add or Edit Bookmarks



Optional

I'm done!

### Set up project bookmarks (optional)

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.

Go to Add or edit bookmarks

- Add a Label & Link URL/Destination (for instance, <https://www.google.com>).

### Steps

- Select the link type (Simple, Advanced or REDCap project)
- Set up the user rights for this link (Optional)
- Select whether or not the link should do the following: **Open in a New Window**, **Append Project ID** or **Append Record Info**
- Click on the **Add** button

Link #	Link Label	Link URL / Destination	Link Type	User Access	Opens new window	Append record info to URL	Append project ID to URL	Delete
<span style="border: 1px solid #ccc; padding: 2px;">Add</span>	<input type="text" value="Google"/> <small>Enter the label for the link as it is seen on the left-hand menu</small>	<input type="text" value="https://www.google.com"/> <small>Enter the web address (URL) for the link (e.g., http://www.mysite.com/mypage.html)</small>	Simple Link	<input checked="" type="radio"/> All users <input type="radio"/> Selected users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Your link should now appear on the left hand side in the application window



