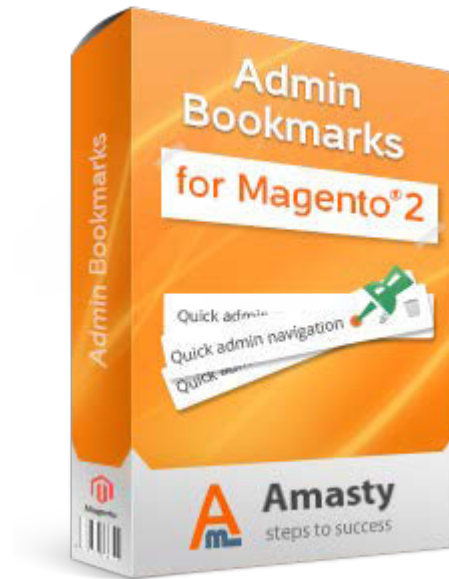


# Admin Bookmarks for Magento 2



## Magento 2 Extension User Guide

**Official extension page:** [Admin Bookmarks for Magento 2](#)



User Guide: [Admin Bookmarks for Magento 2](#)

Support: <http://amasty.com/contacts/>

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To configure general settings please go to Admin panel->Stores->Configuration ->Admin Bookmarks

**Store View:** Default Config ? Save Config

**AMASTY EXTENSIONS** ^

**Admin Bookmarks**

**GENERAL** ∨

**CATALOG** ∨

**CUSTOMERS** ∨

**SALES** ∨

**SERVICES** ∨

**ADVANCED** ∨

**General** ⬆

**Enable Bookmarks Bar** Yes ∨ [GLOBAL]

**Shared Bookmarks** No ∨ [GLOBAL]

If set to "Yes", all admin users share the same list of bookmarks.

**If this option is set to 'No', users will see only their own bookmarks. If you choose 'Yes', all store admins will see bookmarks of all other administrators in addition to their own.**



## 2. Creating bookmarks

You can easily access any bookmarked page.

Press pencil sign to rename the bookmark. Quickly unpin pages by clicking 'X'

Click on the pin to bookmark a page.

Shipments Tax Report Custom email

### Credit Memos

Search by keyword

Default View Columns Export


Select It... 1 records found 20 per page 1 of 1

<input type="checkbox"/>	Credit Memo	Created	Order	Order Date	Bill-to Name	Status	Refunded	Action
<input type="checkbox"/>	000000001	Nov 18, 2015 8:34:40 AM	000000002	Nov 18, 2015 8:34:40 AM	Veronica Costello	Refunded	\$5.00	<a href="#">View</a>



## 2. Creating bookmarks

When page is bookmarked, pin sign changes color from grey to yellow, and new bookmark appears at the top of the page.

Credit Memos  

Credit Memos 



 admin ▾

Search by keyword



 Filters

 Default View ▾

 Columns ▾

 Export ▾

Select Items ▾

1 records found

20 ▾ per page



1

of 1



<input type="checkbox"/>	Credit Memo	Created	Order	Order Date	Bill-to Name	Status	Refunded	Action
<input type="checkbox"/>	000000001	Nov 18, 2015 8:34:40 AM	000000002	Nov 18, 2015 8:34:40 AM	Veronica Costello	Refunded	\$5.00	<a href="#">View</a>



### 3. Bookmarks with filtered data

Shipment | Tax Report | Custom email | Catalog | Filtered Catalog

Catalog

admin

If you apply one or multiple filters and then bookmark the page, filtered data will be saved as a bookmark.

Filters Default View Columns

Active filters: **Type: Simple Product** **Attribute Set: Bag** [Clear all](#)

Actions 14 records found 20  per page < 1 of 1 >

	ID	Thumbnail	Name	Type	Attribute Set	SKU	Price	Quantity	Visibility	Status	Websites	Action
<input type="checkbox"/>	1		Joust Duffle Bag	Simple Product	Bag	24-MB01	\$34.00	100.0000	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>
<input type="checkbox"/>	2		Strive Shoulder Pack	Simple Product	Bag	24-MB04	\$32.00	100.0000	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>
<input type="checkbox"/>	3		Crown Summit Backpack	Simple Product	Bag	24-MB03	\$38.00	100.0000	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>
<input type="checkbox"/>	4		Wayfarer Messenger Bag	Simple Product	Bag	24-MB05	\$45.00	100.0000	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>



## 4. Bookmarks for store administrators

Customers Now  Filter\_Catalog 

Each store admin creates and sees his/her own bookmarks. If you want to share bookmarks between all your staff, please turn to the extension settings ([page 3](#)).

Orders 

   Helen 

Create New Order

Search by keyword 

 Filters

 Default View 

 Columns 

 Export 

Select Items 



2 records found

20  per page



1 of 1



	ID 	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
<input type="checkbox"/>	000000002	Main Website Main Website Store Default Store View	Nov 18, 2015 8:34:40 AM	Veronica Costello	Veronica Costello	\$37.00	\$37.00	Complete	<a href="#">View</a>
<input type="checkbox"/>	000000001	Main Website Main Website Store Default Store View	Nov 18, 2015 8:34:38 AM	Veronica Costello	Veronica Costello	\$34.00	\$34.00	Processing	<a href="#">View</a>



en Store View ✎ ✕

Shipping Report 📌

Store View: en Store View ?

Show Report

All Websites  
Main Website  
en Store View  
Default Store View

For a... refresh lifetime statistics whenever you change the time zone.

Last updated: undefined. To refresh last day's [statistics](#), click [here](#).

#### Filter

Date Used  ▼

Period  ▼

From \*  📅

To \*  📅





# Thank you!

Should you have any questions or feature suggestions, please contact us at:

<http://amasty.com/contacts/>

Your feedback is absolutely welcome!



User Guide: [Admin Bookmarks for Magento 2](#)

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