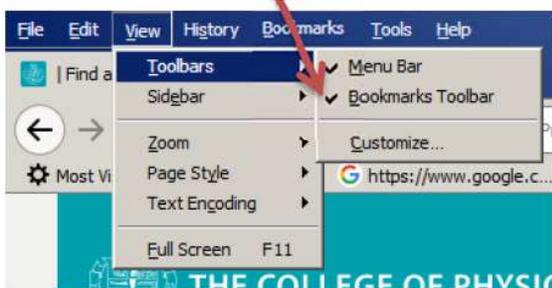


CREATING A BOOKMARK

FIRE FOX

****Creating a bookmark allows you to quickly access the application with a single click**

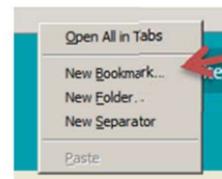
1. Open the browser and ensure your Bookmarks Toolbar is on. If you are unsure or need to create it Click the View Menu from the top left menu items and choose Toolbars and click Bookmark Toolbar (if it already shows a checkmark beside it, that means it is already open).



2. Right click anywhere on the bar below the url bar:

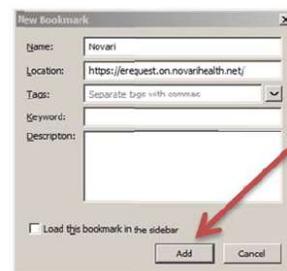


3. A menu will appear and select New Bookmark



4. Another pop-up will appear and ask you to Name Bookmark you are creating, type the name in the Name Field

5. Then in the Location field, type or copy and paste the url: <https://erequest.on.novarihealth.net> & Click Add



Once you click Add the Bookmark it will display on the bookmarks toolbar showing the Name that you created for it.



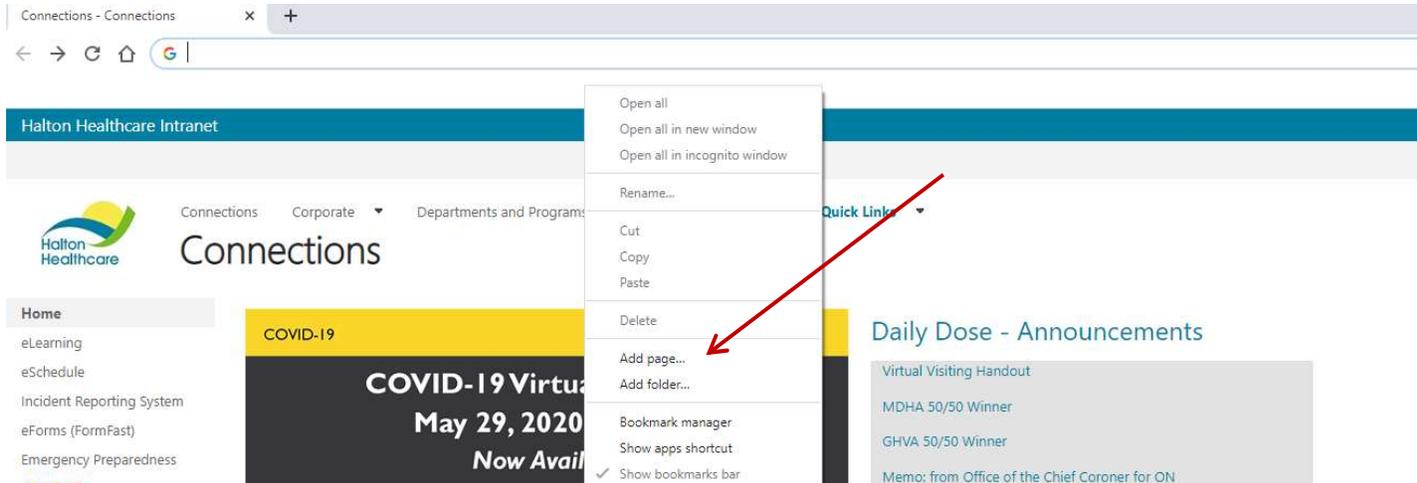
6. Now you can click this bookmark to load the login page each and every time you need to access the application.

GOOGLE CHROME

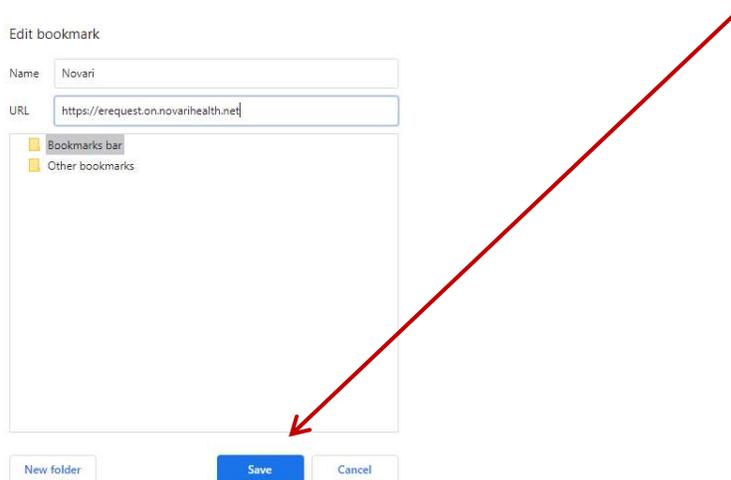
1. Open the browser and right click anywhere below the url bar:



2. A menu will appear. Select Add Page



3. The Edit bookmark window will open. Click in the Name field and type what you would like the bookmark to be called. Then type or copy and paste the url: <https://erequest.on.novarihealth.net> & click Save



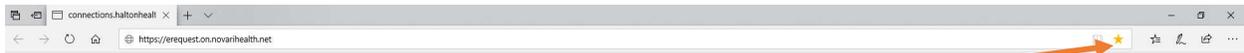
4. A small icon should appear now below the url bar displaying the name that you created.



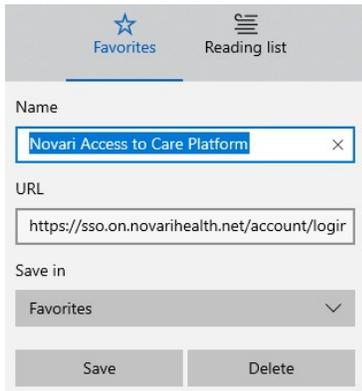
Now you can click this bookmark to load the login page each and every time you need to access the application.

MICROSOFT EDGE

1. Open the browser and copy and paste or type the url into the address bar and hit enter



2. This will bring you to the login screen. Click the star on the right side of the address bar (it will display as yellow once clicked)
3. Then click the yellow star again to display the favourites menu



4. Delete the text that is showing in the URL and type in <https://erequest.on.novarihealth.net> then click save

5. The next time you need to access the application click the  and select the Favourite from the side bar menu that appears

