

# Creating a Bookmark

Bookmarks can be created from a few different places from within Centrix to allow them to be created depending on the current context.

## Using a known date/time

- Click the **Bookmarks** tab from the main menu
- Click the **Add**  button in the bottom left of the screen
- Enter the details for the bookmark;

<b>Name</b>	Name/title of the bookmark (can include a reference to an external tracking system)
<b>Site</b>	The site the bookmark relates to
<b>Timezone</b>	This will show the timezone of the selected site, the selected date/time should be relative to this timezone
<b>Start Date</b>	The date/time the incident occurred
<b>Keep Events +/-</b>	How many minutes either side of the <b>Start Date</b> events should be kept for (this is used to ensure Centrix doesn't archive relevant events)
<b>Comments</b>	Any other comments / notes relative to the bookmark

- Click **Save Changes**

## Using the current time selected in playback

- Access the **Playback** screen for the site you want to create the bookmark for
- Navigate to the time of the incident (using either the event list or the date/time selector at the top of the screen - see [Event Replay](#) for more details)
- Ensure the **Bookmarks** widget is visible (click **Configure** and tick **Bookmarks** - see [Event Replay](#) for more details)
- Click the **Add**  button at the bottom of the **Bookmarks** widget
- Enter the details for the bookmark;

<b>Name</b>	Name/title of the bookmark (can include a reference to an external tracking system)
<b>Date/Time</b>	The date/time the incident occurred (this will be auto-populated to the current playback time)
<b>Keep Events</b>	How many minutes either side of the <b>Start Date</b> events should be kept for (this is used to ensure Centrix doesn't archive relevant events)
<b>Comments</b>	Any other comments / notes relative to the bookmark

- Click **Create Bookmark**

## Using the time of a raised alert

- Access the **Alerts** screen for the site you want to create the bookmark for
- Open the **History** dialog for the Alert and locate the occurrence you want to create the bookmark for
- Click the **Bookmark**  button in the **Actions** column
- The **Bookmarks** screen will open with the details automatically populated (follow the details provided in [Using a known date/time](#) above to complete the details)
- Click **Save Changes**