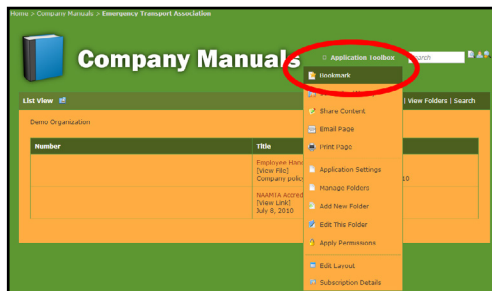# Creating Bookmarks

Creating a bookmark will allow you to directly access a resource without the need to navigate through multiple screens.

To add a page from the NAAMTA website as a bookmark:
1. Log in at **naamta.com**.
2. Navigate to the page or form you want to bookmark.
3. Click **Application Toolbox | Bookmark**.

4. Enter a **Title** to describe the bookmark location.
5. Enter a **Link** as the bookmark destination.
6. Click **Save**.

To add an external link as a bookmark:
1. Log in at **naamta.com**.
2. Click the **Add to My Bookmarks** button .
3. Enter a **Title** to describe the bookmark location.
4. Enter a **Link** as the bookmark destination.
5. Click **Save**.

Creating IORs

The Internal Operations Report (IOR) is used to report any issues that occur within an organization.

To fill out an IOR:
1. Log in at **naamta.com**.
2. Hover over the **Member Pages** menu link and click **AMRG**.
3. Click the **Submit IOR** button on the right-hand side of the screen.

4. Fill out the **Demographics**, **Source of Information**, and **Complication, Incident, Occurrence, Problem or Complaint sections**.

Note: Do not fill out fields in **To be Completed by Reviewers** section.

5. Click **Submit**.

Note: After submitting, your report will go through a formal review process determined by your employer and will require that specific user accounts approve the report submission.

Viewing Company Manuals

The NAAMTA website acts as a storage location for all accredited organizations' documents, such as the company manual. From our website, employees can access and review key employment documents and remain aware of company policies.

To add a page from the NAAMTA website as a bookmark:
1. Log in at **naamta.com**.
2. Hover over the **Forms & Documents** menu link and click **Company Manuals**.
3. Click on your organization name.

4. Click **View File** or **View Link** under the desired manual.

Note: Selecting the file name will navigate you to a screen with an upload date and description of the file.

Selecting the **View File** or **View Link** hyperlinks will either download a PDF or navigate you to an online version of the manual.