Procurement Desktop – Defense®

How to find a Bookmark

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1. Select **Utilities → System Administration → CLIN Templates** task. **CLIN Template Maintenance** window opens. Select the **Search By Contract Type** radio button and the **Contract Type**. Click the [**Update**] button. See Figure 1. The document opens in MS Word.

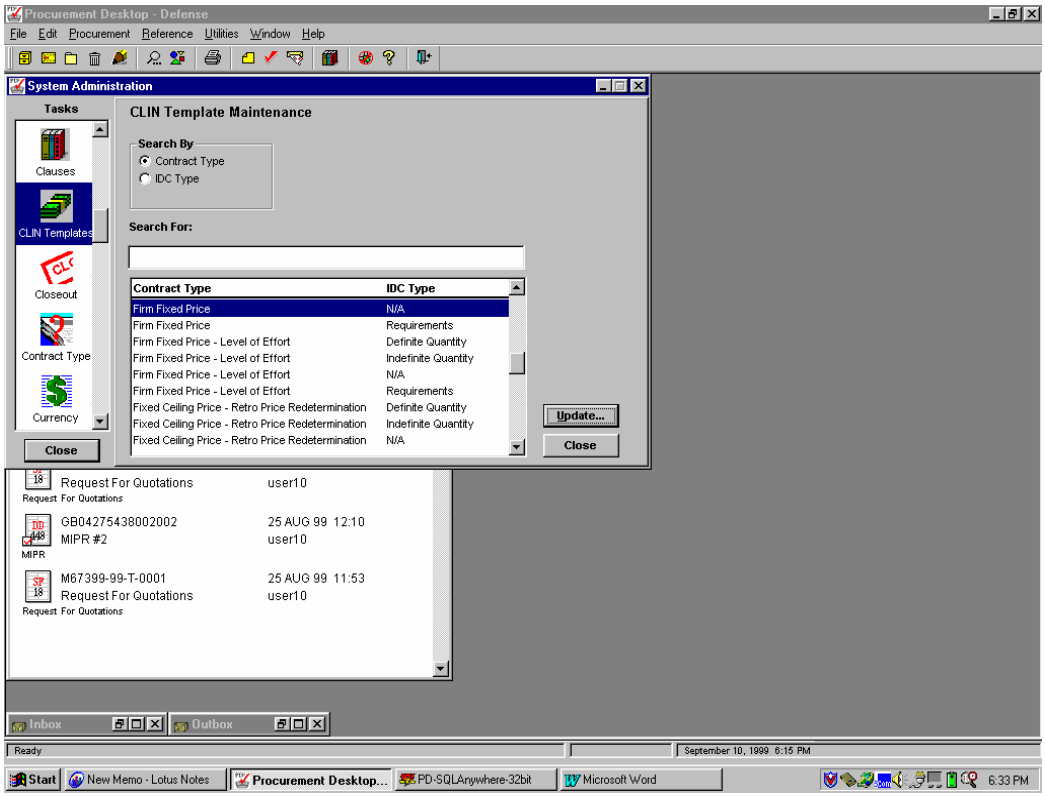

Figure 1. CLIN Template Maintenance window.

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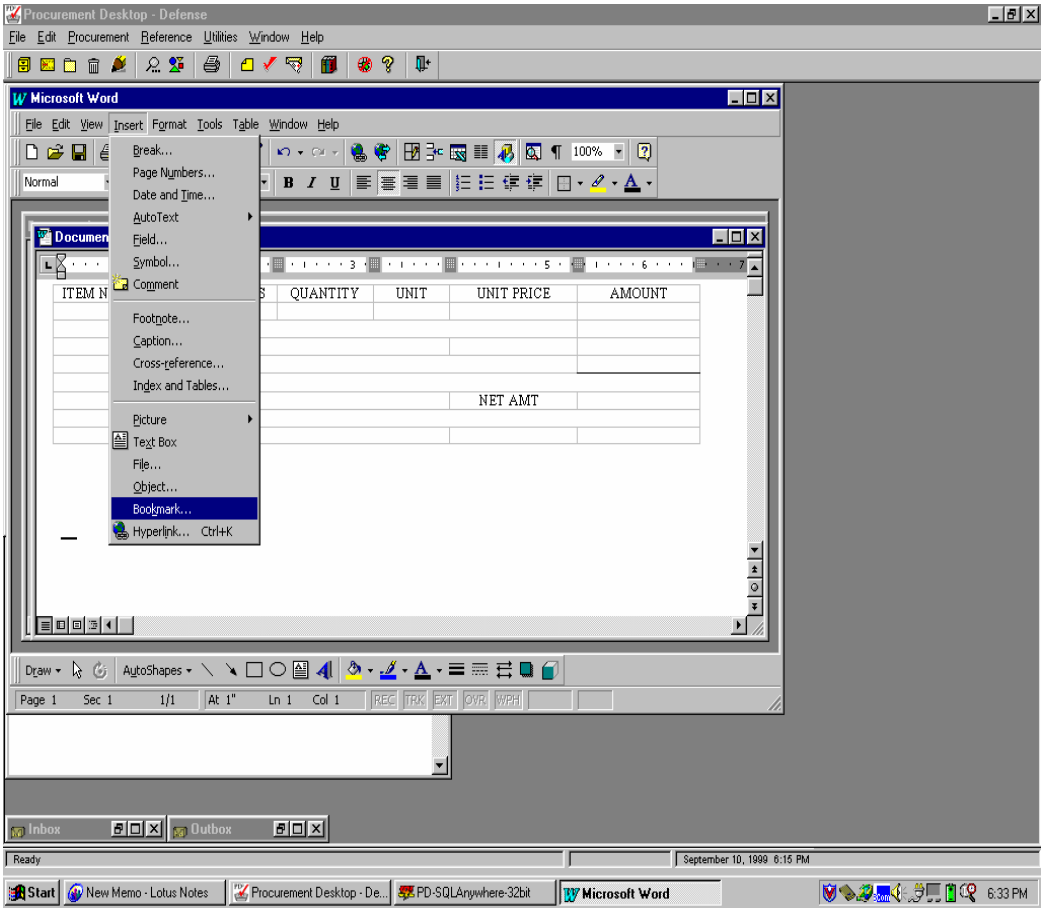
2. Select **Insert → Bookmark**. See Figure 2.



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3. From the **Bookmark** window select where you want the bookmark from the **Bookmark name** drop-down list box (ex. total_am). Click the [**Go to**] button. This will show if there is a bookmark in the **Total Amount** field. See Figure 3.

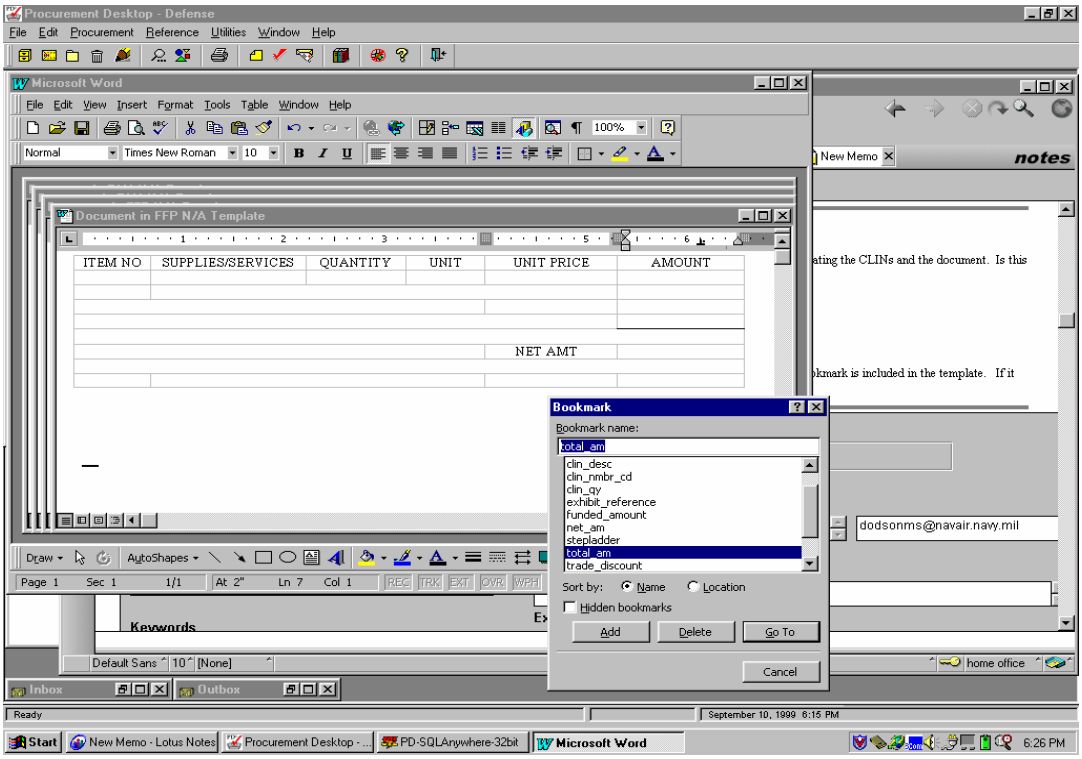

Figure 3. Bookmark found in Total Amount field.

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