Quick Links

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Quick Links can be extremely useful if set up correctly, this feature allows you to quickly access **filtered List**, **Templates** and even **external websites**.

In order to set this up follow the Steps below:

1. On any page select the **chain symbol** beside your name in the **top right corner**.
2. Select the **Type of Link**
   - **External**– Can have a **external link** to a **different website**.
   - **Resource Link**– Can have a **link to a document or image** from the library.
   - **Action Link**– will either open a modal for you to **add a user**, **create a schedule/Template** or will take you to the **AdHoc List**.
   - **AdHoc Audit Link**– Will take you straight to an **AdHoc Audit to conduct**.
3. The next box will either say.
   - **External Link** – Enter in a link to an external site.
   - **Library Link** -Select the document or image stored in the library.
   - **Actions**– These actions include **Create Schedule**, **Create Template**, **Add User** and **Conduct an AdHoc**.
   - **Select Template** – Select a Template to conduct an AdHoc Audit.
4. Then you will give the **Quick Link a title**.
5. Select a **colour** from the dropdown.
6. Select an **Icon** from the drop down list .
7. Select **Create**.

Now you can see the newly created **Quick Link** when you select the **chain** and the **Quick Links section** reveals itself.

Org Wide Quick Links

You can also create some **Org Wide Quick Links**, these are **Quick Links** which will **automatically** appear in **everyone's Quick Link bar**.

In order to set these up follow the steps below:

1. Navigate to **My Profile** > **Administration Panel**.
2. Scroll down till you see "**Quick Link Configuration**".
3. Select "**New Quick Link**".
4. The same Modal as the one above shows, simply **follow steps 2-7**.
5. You will now see a **list of all the Org Wide Quick Links** you have activate.

PLEASE NOTE:
If the a **user doesn't have access** to a **Audit** with a **Quick Link** then once selected the user will just be taken to the **AdHoc list**.

Quick Links Video