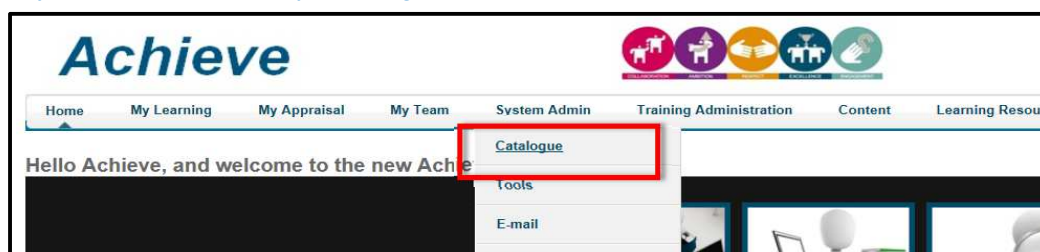# ADT How To - Achieve Deep Linking set up - Part 1 - Generate a Deep Link (DL)
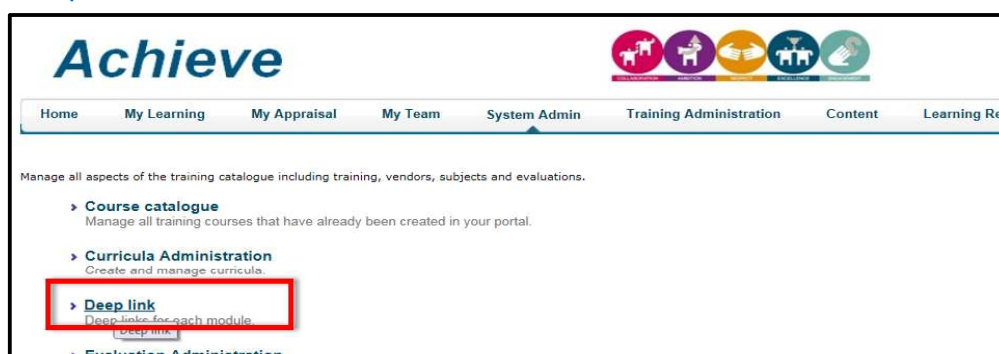
1) login to Achieve via the achieveadmin user and password.

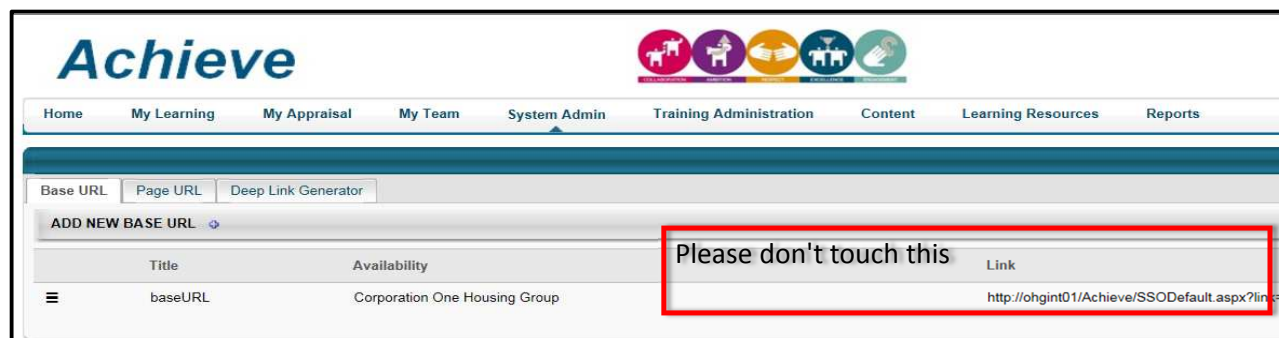**2) Click on the System Admin tab and then pick Catalogue**

3) Click on the 'Deep Link' below

4) Here you will then see 3 x tabs. You should not alter the Base URL!
Instead, you need to add to the Page URL
This step creates a Deep Link that can then be referenced in the Deep Link Generator tab.

5) ignoring the base URL, click on the Page URL:
Currently all of these are available for Deep Linking

6) To see this in action and to create a Deep Link (DL) for a user to access:

a) pick the Page URL

b) depending on what your usage of the link will be, you can add image
or alternative text, here we are just adding Alternative text

c) after above, click on the Generate Links button

See that this gives you 2 x urls Default and SSO. Only use the SSO one.

select it as below and copy.

If using on a webpage, then it will be fine to use the entire DL from <a href….. To … Like this:

> Training Test Alan

**If using for an email, however, cut out only this part of the DL :**

http://ohgint01/Achieve/SSODefault.aspx?link=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dbrowsetraining

**Pressing enter after the end of the text to change it to a hyperlink.**

ADT How To - Achieve Deep Linking set up - Part 2 - Create a Page URL for DL

1) login with the achieveadmin user

2) Navigate to System Admin > Catalogue > Deep Link

3) click on the Page URL tab and view those currently available for DL
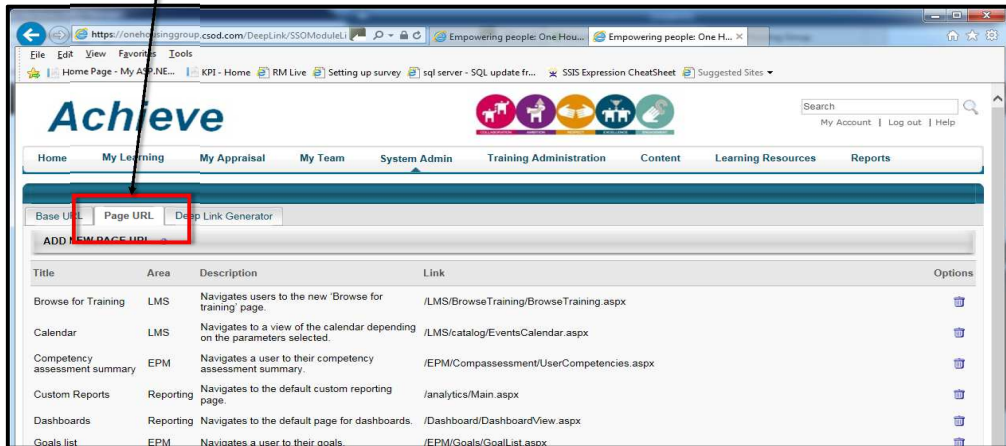
4) if you wish to DL something other than that listed, then follow this process

a) Navigate to the item you wish to form a DL for, in this example it is the My Objectives section.
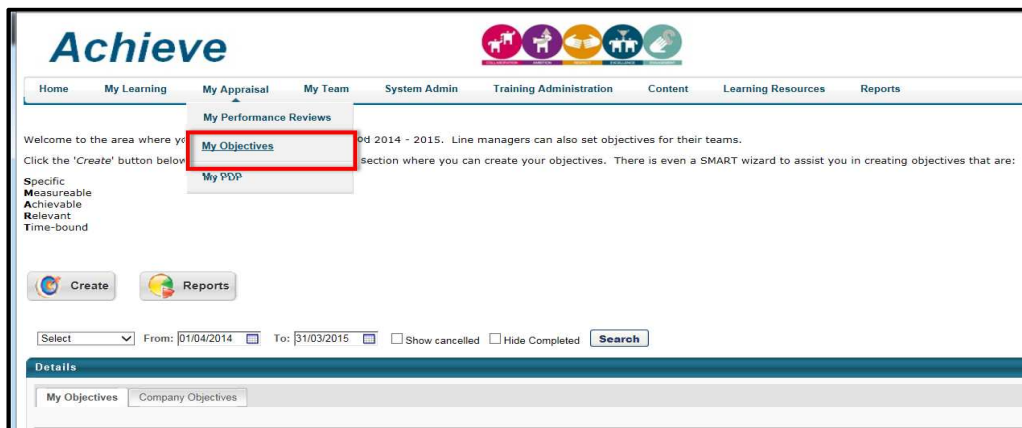
c) copy the url or 'link' as below by clicking and selecting the text highlighted in blue.
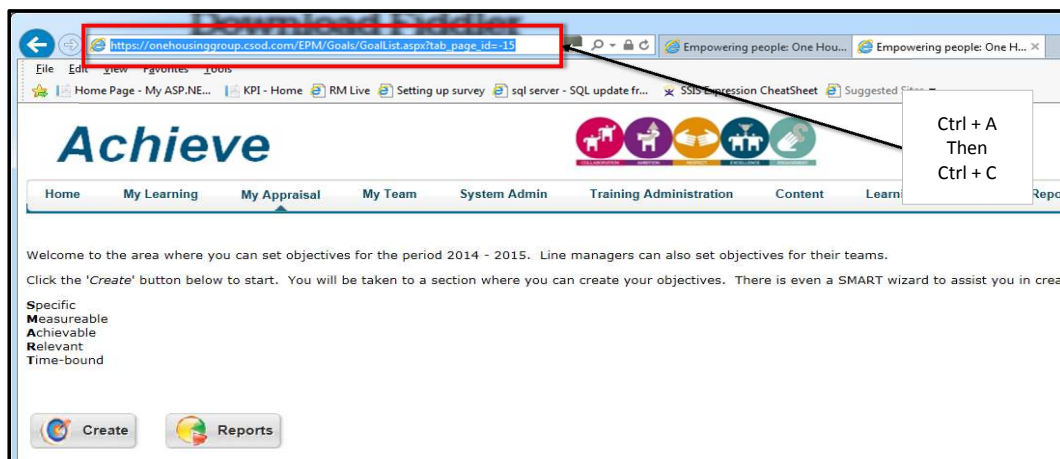**Copy this text, so it will be like this:**

https://onehousinggroup.csod.com/EPM/Goals/GoalList.aspx?tab_page_id=-15

We don't want the whole text for the Page URL creation, so remove all text up to …/EPM, like so:

/EPM/Goals/GoalList.aspx?tab_page_id=-15

Copy this text and go back to the Page URL editing

d) When back in the Page URL screen, click on 'Add new page url'

e) Enter data in the New Page URL boxes as below - fitting your DL,

including the link copied and altered in step c above. Then click Save icon.

f) again click on the 'Deep Link Generator' tab
The new Page URL is available from the dropdown now
Select it and then just click the Generate Links button

5) What to do with the DL now
Here is the generated link:

a) Placing DL in webpage

Here is how it would look in a basic webpage:

and the web version

and (final test) if you click on the link above:
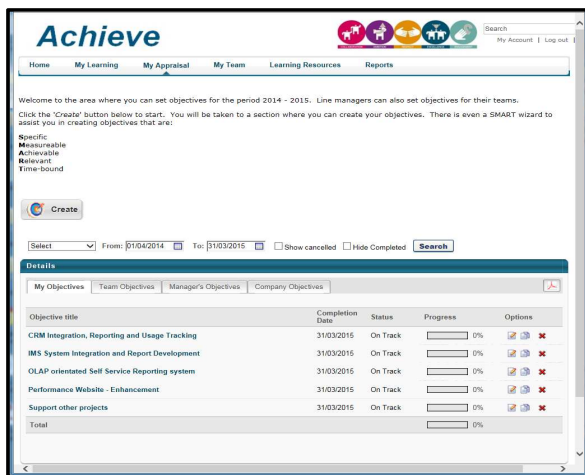
b) Alternatively seen in an email: **Noting the way the link has been edited to suit a user clicking on it.**