

# Amplon.io

User-friendly & real-time strategy  
execution software

Managing links to external  
documents

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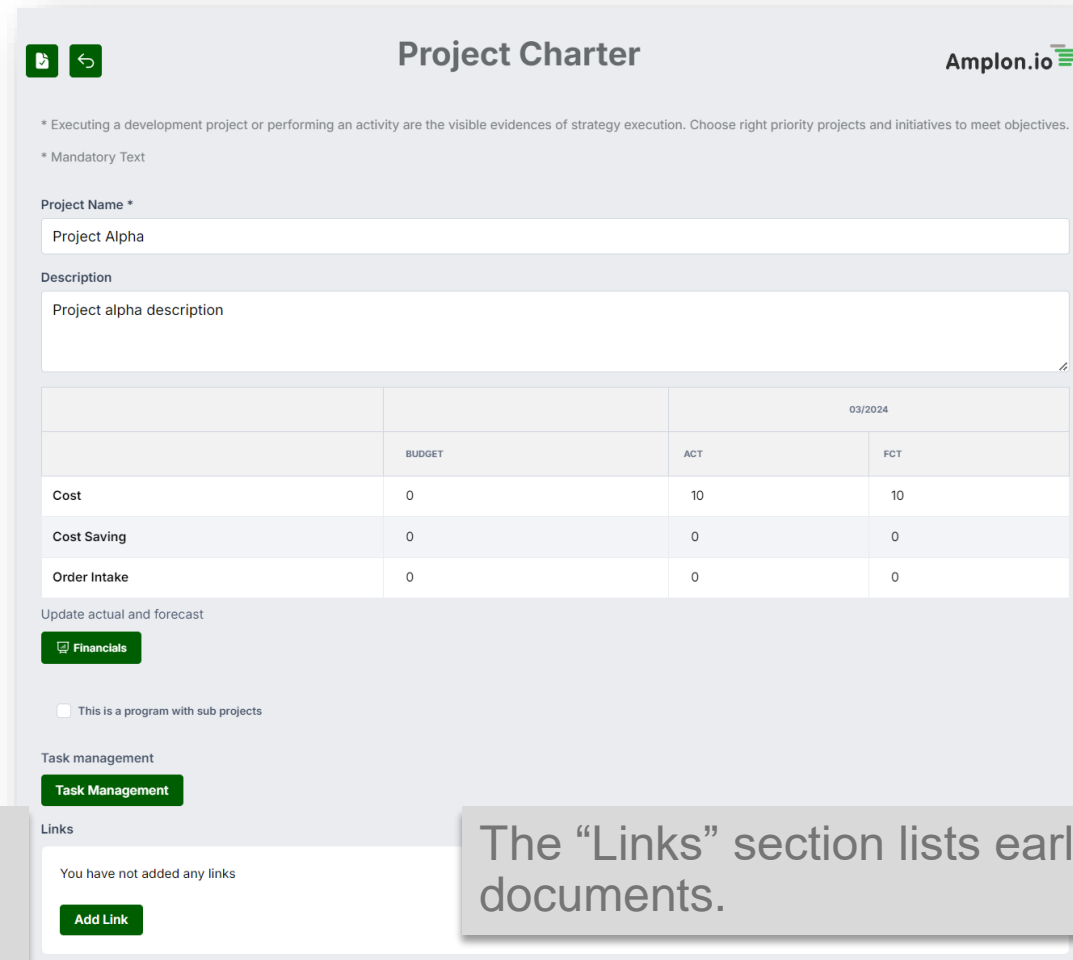
# Linked documents

- Users can create URL\* links from Amplon to any external document, file folder, or web page, typically in the organization's SharePoint, OneDrive, or Google Drive.
- Once the link is established, the user can access it many times and edit the documents.
- Links to external locations can be added to:
  - Projects
  - Project's logbook entries
  - KPIs
  - Monthly KPI value entries
- Linked documents typically contain more information, and the link makes it easy to access all the information directly from Amplon.
- NOTE: The user can't download documents into Amplon for cyber security reasons.

\*A URL is the location (address) of a web page or file that has been added to the Internet or the company intranet.  
For example, Amplon's homepage URL is <https://amplon.io>



# Creating a link to an external document



**Project Charter** Amplon.io

\* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.  
\* Mandatory Text

**Project Name \***  
Project Alpha

**Description**  
Project alpha description

		03/2024	
	BUDGET	ACT	FCT
Cost	0	10	10
Cost Saving	0	0	0
Order Intake	0	0	0

Update actual and forecast  
[Financials](#)

☐ This is a program with sub projects

**Task management**  
[Task Management](#)

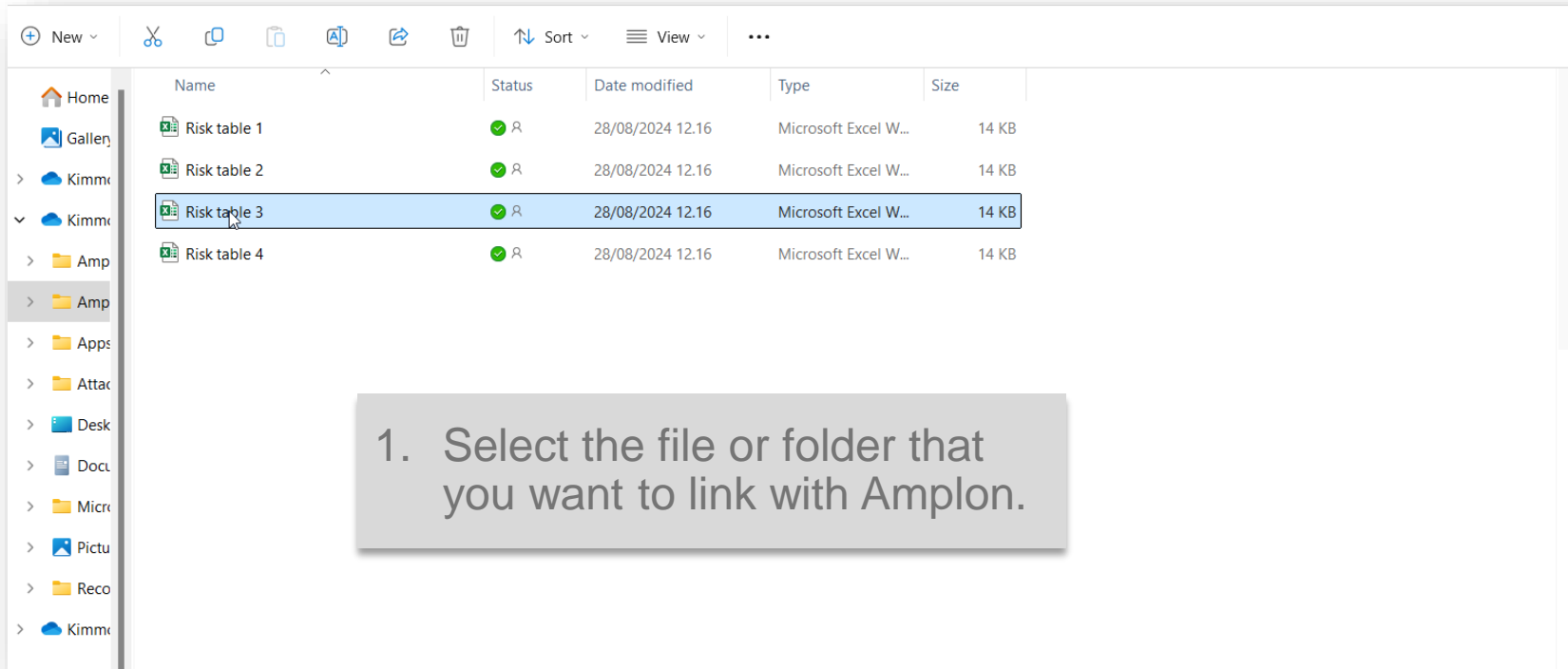
**Links**  
You have not added any links  
[Add Link](#)

The “Add Link” button allows you to add a linked document

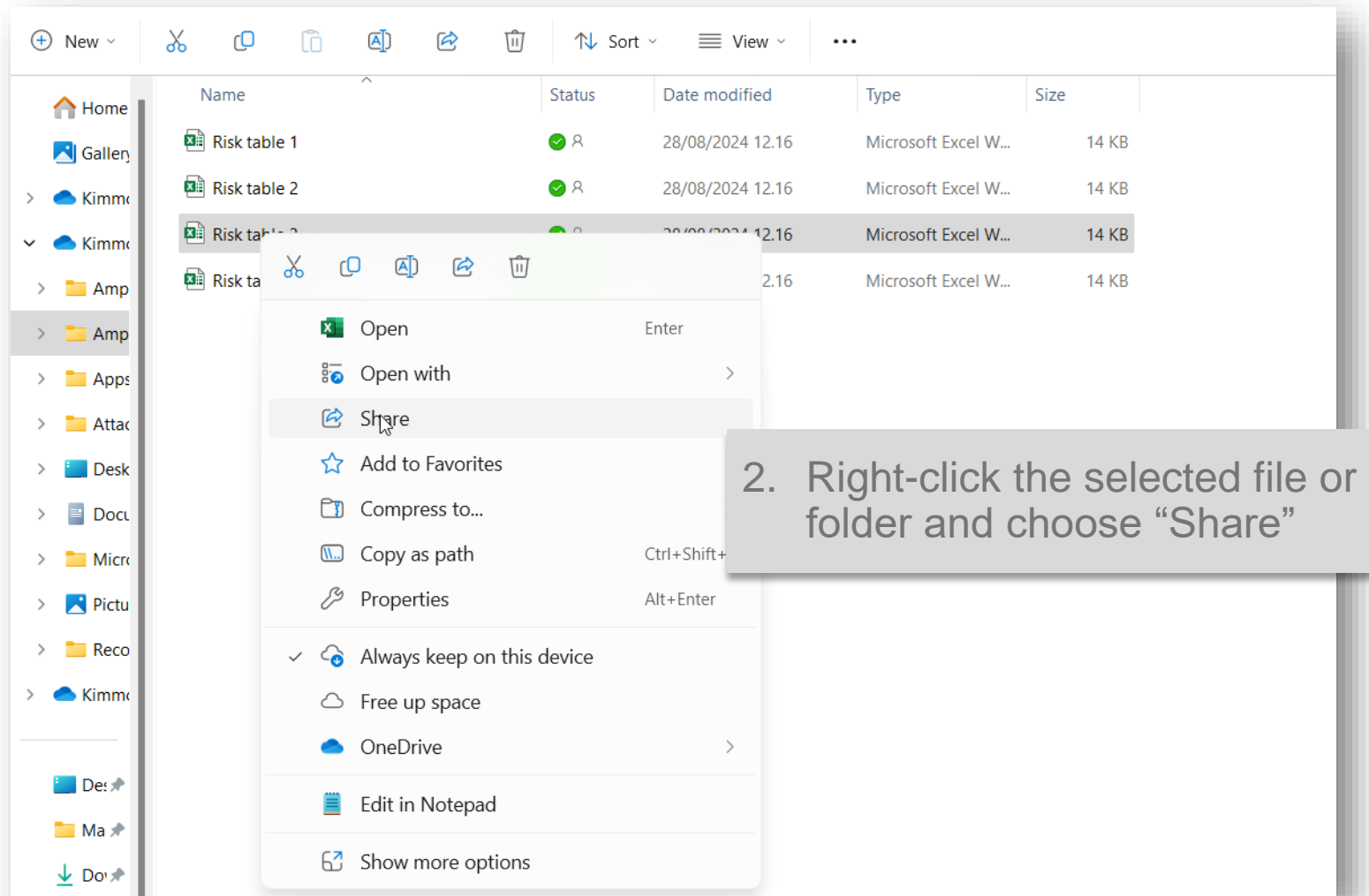
The “Links” section lists earlier linked documents.



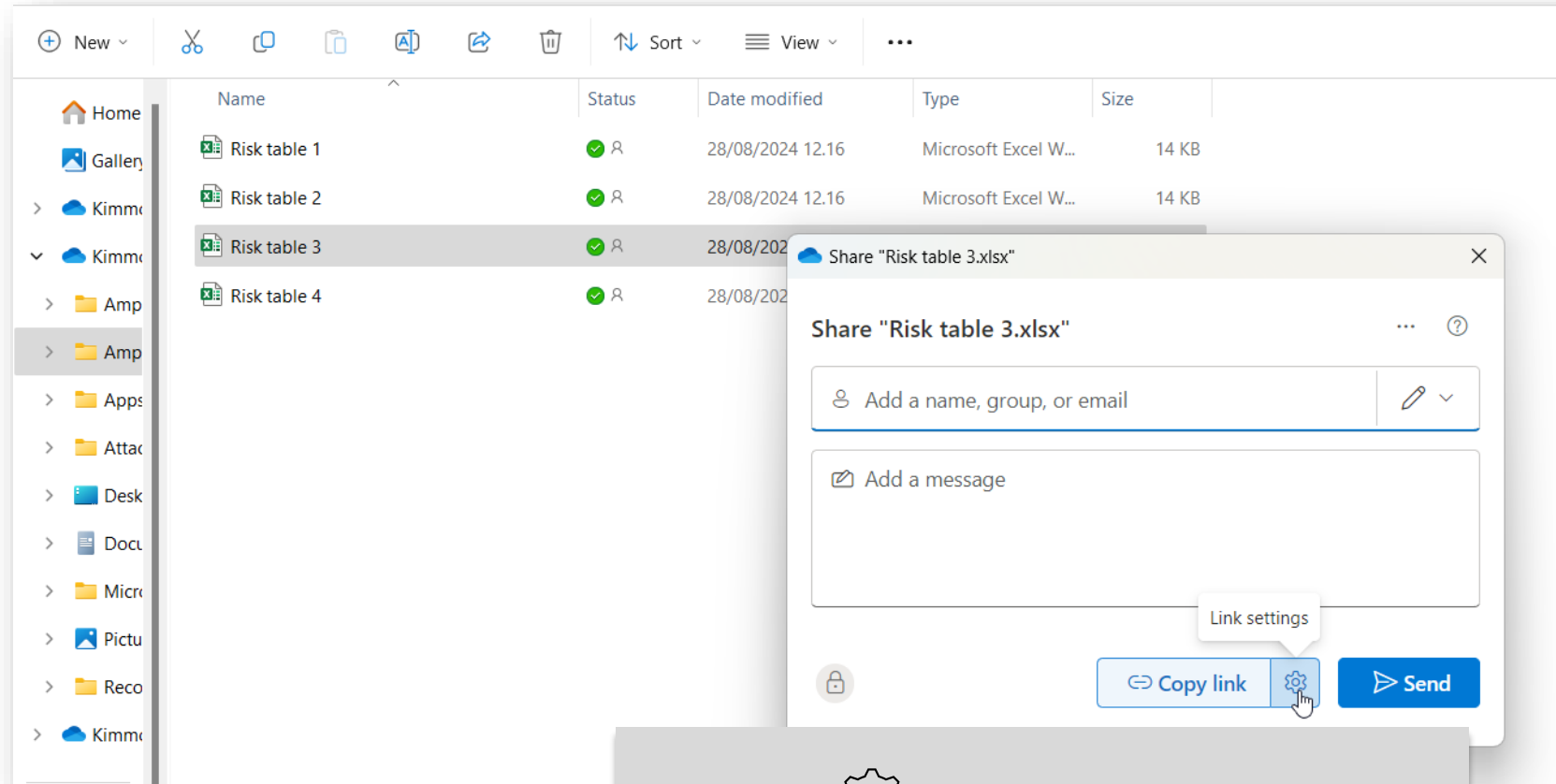
# Creating the URL link



# Creating the URL link



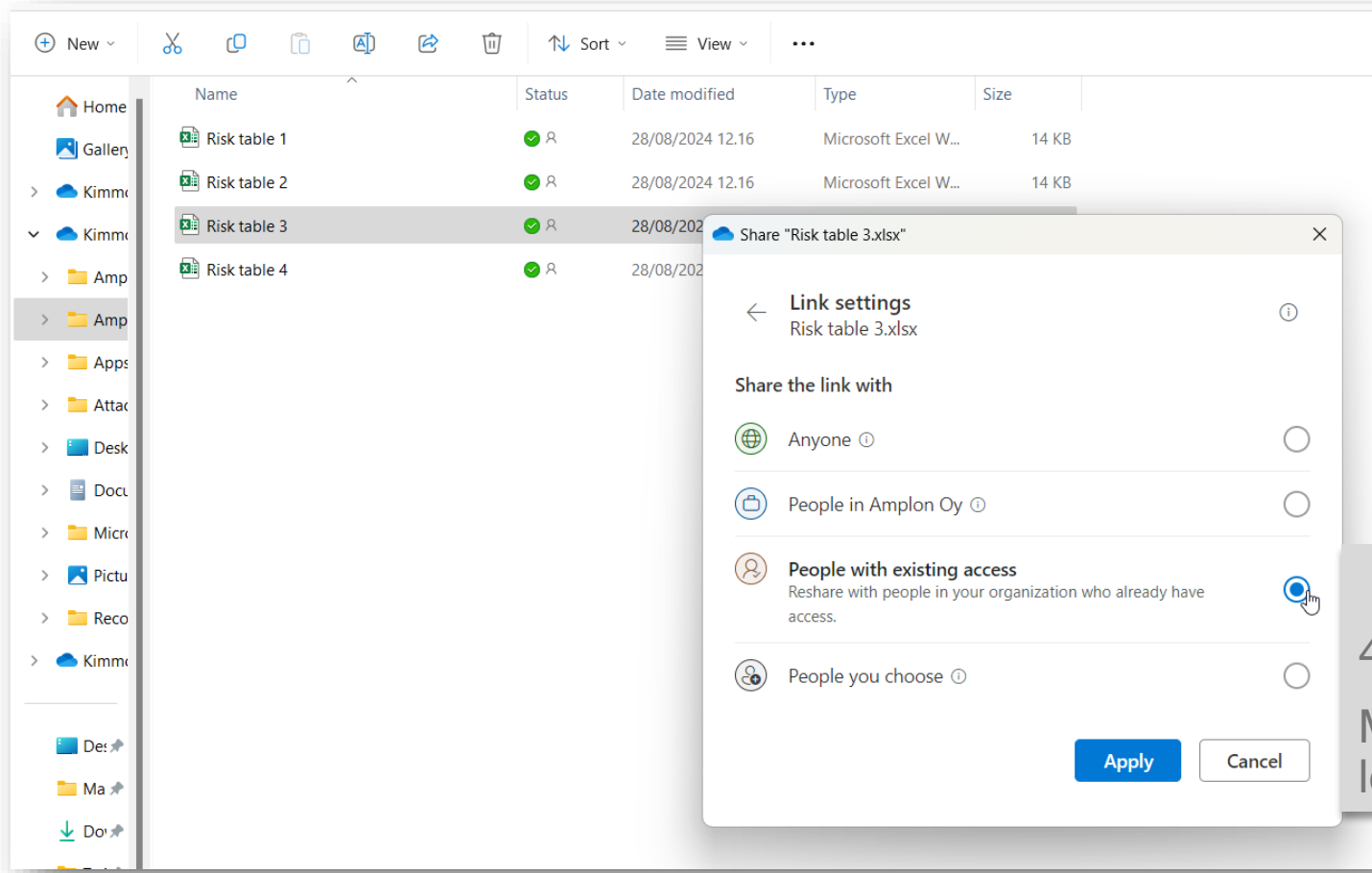
# Creating the URL link



3. Select  - symbol for link settings



# Creating the URL link

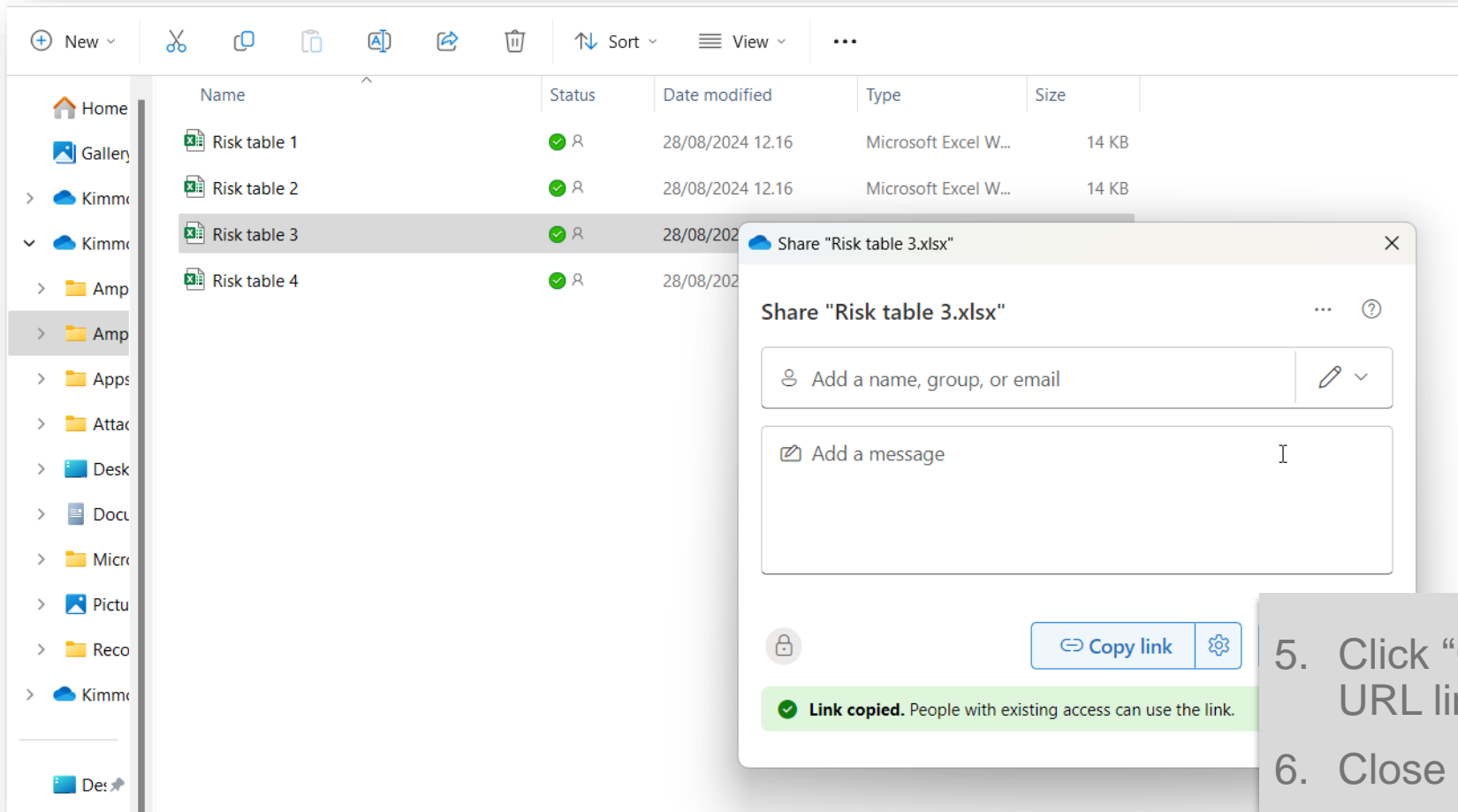


**\*\* IMPORTANT \*\***

4. Select "People with existing access."  
Microsoft default is "Anyone", which may lead to security issues.



# Creating the URL link



5. Click "Copy link" to store the created URL link to your clipboard.
6. Close the window.
7. Return to Amplon





# Creating a link to an external document

Project Charter

Amplon.io

\* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.

\* Mandatory Text

Project Name \*

Project Alpha

Description

Project alpha description

		03/2024	
	BUDGET	ACT	FCT
Cost	0	10	10
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Update actual and forecast

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Task management

Task Management

Links

You have not added any links

Add Link

8. Click Add Link in Amplon



# Creating a link to an external document

The screenshot displays the 'Project Charter' form in the Amplon.io application. The form includes a 'Project Name' field with the value 'Project Alpha'. A modal overlay is present, showing steps 9 and 10 for creating a link. Step 9 is 'Give a descriptive name to the linked document' and step 10 is 'Use the "CTRL + V" keyboard combination to paste the URL link to the Document URL field'. The form fields are 'Document Title \*' and 'Document URL \*', both with placeholder text. A green button with a document icon is located below the 'Document URL' field. The bottom of the form shows a 'Task Management' section with a 'Links' subsection, indicating 'You have not added any links' and an 'Add Link' button.

**Project Charter** Amplon.io

\* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.  
\* Mandatory Text

Project Name \*  
Project Alpha

Document Title \*  
Enter the document title

Document URL \*  
Enter the document URL here

9. Give a descriptive name to the linked document

10. Use the "CTRL + V" keyboard combination to paste the URL link to the Document URL field

Task Management



Links

You have not added any links

Add Link



# Use the link to an external document



## Project Charter

\* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority

\* Mandatory Text

Project Name \*


Project Alpha

Description

Project alpha description


		03/2024	
	BUDGET	ACT	FCT
Cost	0	10	10
Cost Saving	0	0	0
Order Intake	0	0	0

Update actual and forecast

 Financials


☐ This is a program with sub projects


Task management

 Task Management

Links

Risk register file

August 29th 2024, 2:41:01 pm 

 Add Link

## NOTE

The user can modify the linked document just like any other Windows document, and the latest updates are always visible.

The created link appears in the “Links” section.

By clicking the name of the link, you can access it (if you have sufficient access rights)

The date stamp is from the moment the link is added.

With the trash bin symbol, you can break the link.



# Other locations for adding a linked document

## The KPI

Update Target and KPI

Title \*

Customer satisfaction index

Description

Description

KPI Tag Groups

Choose Tag Group

KPI Tag Models

Select some options

Organization Units

Group, Finland

Owner

Bello Muktar

Links

Instruction document May 1st 2023, 9:32:44 pm

Risk table August 28th 2024, 12:09:41 pm

Add Link

KPI type \*

Irregular KPI

KPI Goal Value \*

4,5

Latest KPI value

15

31 Mar, 2022

Status

Improving

Comment

Dima Intro

Show History

## KPI values

31 Mar, 2022 15 Improving Dima Intro

28 Feb, 2022 6.4 Improving

31 Jan, 2022 4.4 Worsening Negatiivinen yllätys

KPI Updated \*

29/08/2024

Latest KPI value \*

Latest KPI value

KPI Status

Stabile

Comment

Comment

KPI Document Link

Enter KPI document url (optional)

Share of service business Bowler Chart

TARGET TO IMPROVE	2022-03	2022-06	2022-09
Share of service business	Target 2	12	11.1
	Actual 1	12	2.5
	Forecast		12.1
	Attachments		

Cumulative values

TARGET TO IMPROVE	2022-03	2022-06	2022-09
Share of service business	Target 99	111	122.1
	Cumulated Actual 40	58	60.3
	Cumulated Forecast		84.6

KPI / Target to improve

Share of service business

KPI Updated At

2022/06

Target KPI Value \*

Target KPI Value

Latest KPI Value \*

Latest KPI Value

Document URL

Enter KPI document url (optional)

Forecasted KPI Value \*

Forecasted KPI Value

Select KPI Status

Stabile

Comment

Comment

## Project log book

Project Log Book Report

New ultimate business project 2 31 May 2024

New innovative project - Bowler 3 19 Aug 2024

Quality management system 7 11 Mar 2024

Log Book

Kimmo Kallioniemi 2024, May 31 17:32 pm May: all good

Kimmo Kallioniemi 2024, May 12 19:18 pm April: project started

Add new comment

Log Book

Kimmo Kallioniemi 2024, May 31 17:32 pm May: all good

Kimmo Kallioniemi 2024, May 12 19:18 pm April: project started

Comment

Comment

Document URL

Enter Log Book Attachment Link

