

Using My Links

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Introduction

Purpose of this document: Training material for using My Links in an Omnia portal, mainly for self training.

Target group: All users.

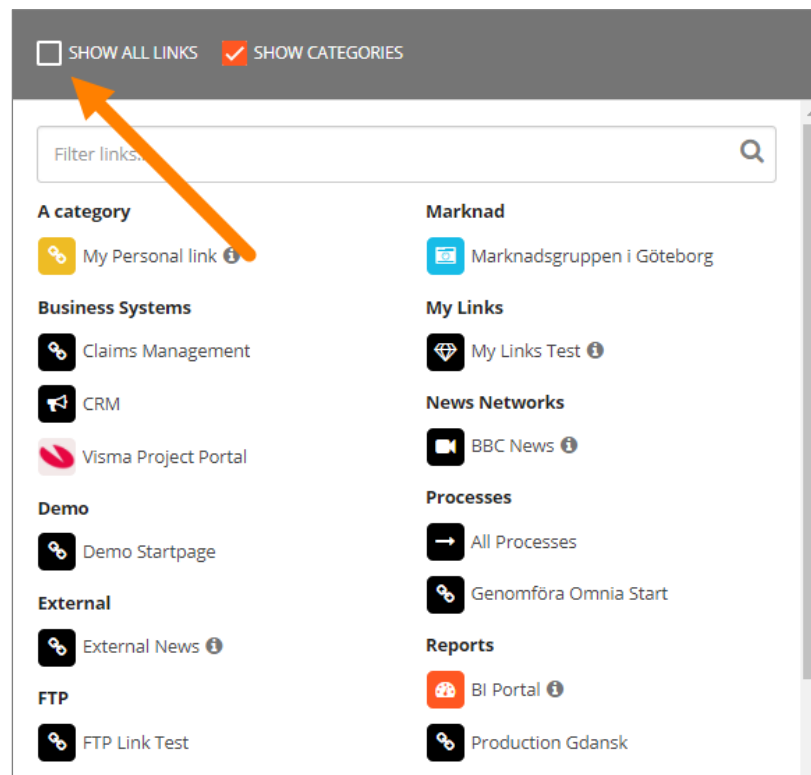
Use My Links to select which predefined links you want to see in your list. The predefined links are set up by an administrator. You can also add personal links to the list.

Predefined links

Some predefined links can be mandatory but other links you can choose to display in your list or not.

To select predefined links to display, do the following:

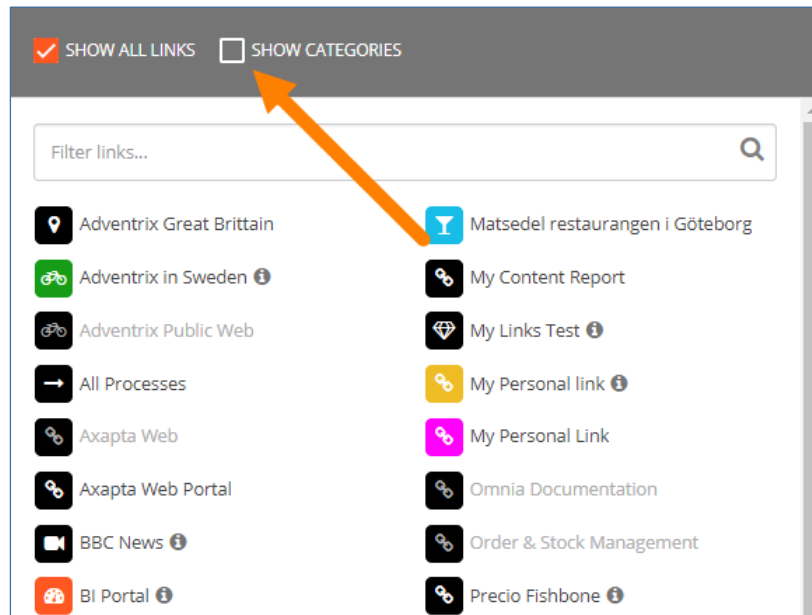
1. Click **SHOW ALL LINKS**.



Links you already have selected, and mandatory links, are shown with black text. Links you can select to display are shown with gray text.

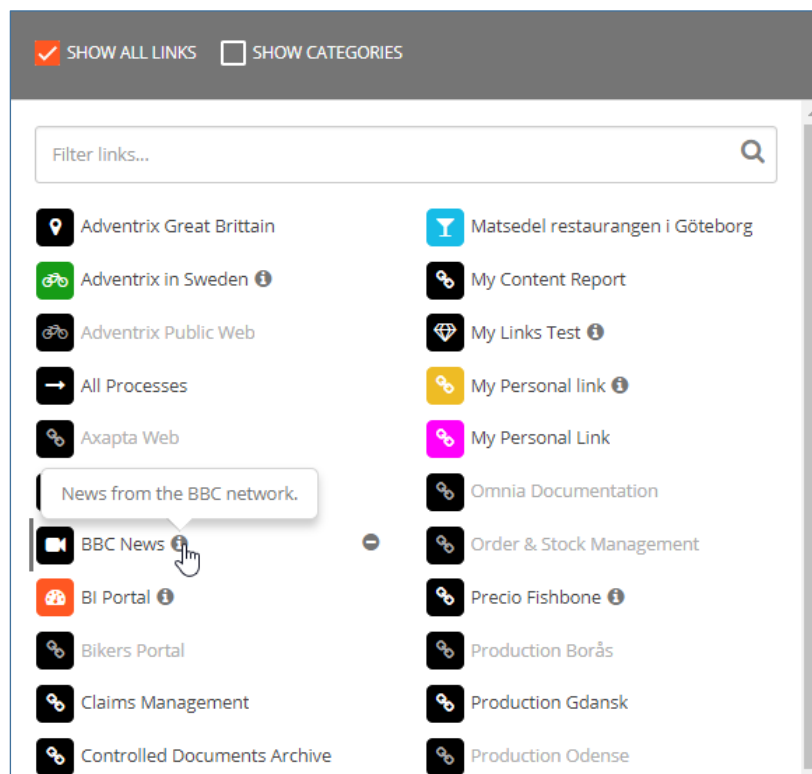
When selecting predefined links, it can be convenient to see how the links are grouped (if groups are not shown).

2. Click **SHOW CATEGORIES**.



Also, there can be more information about a link. In that case an i-icon is displayed.

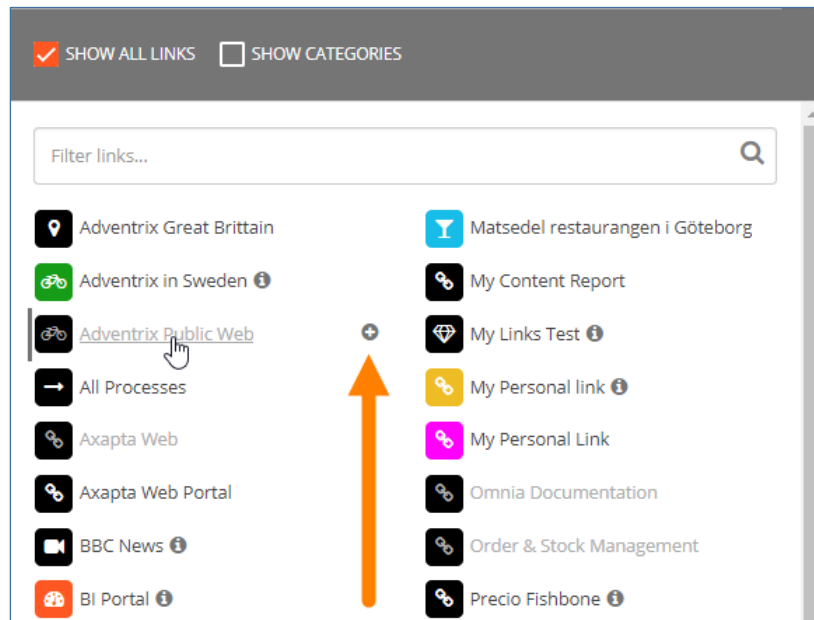
3. Point at the icon to read information about a link.



Select a link

To add a predefined link to your list, do the following:

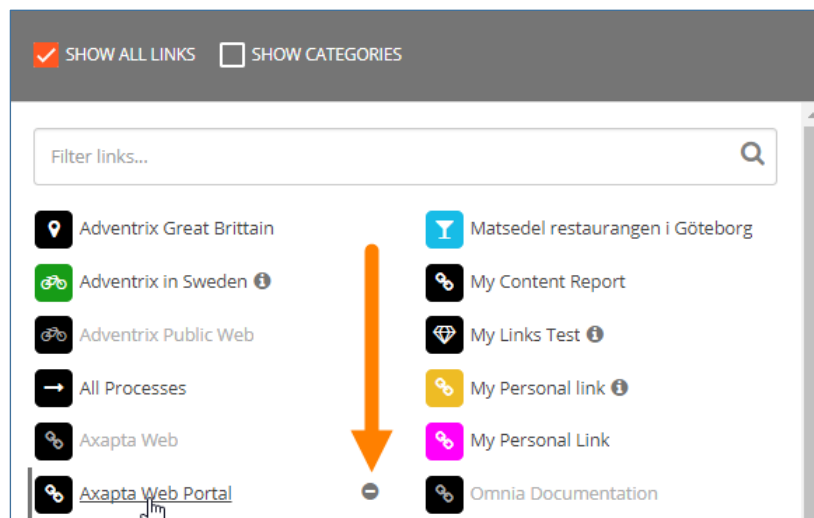
1. Point at the link.
2. Click the plus that is shown.



Deselect a link

If don't want the link in your list any longer, do the following:

1. Point at the link.
2. Click the minus that is shown.



You can't deselect mandatory links. If the link is mandatory, no minus is shown.

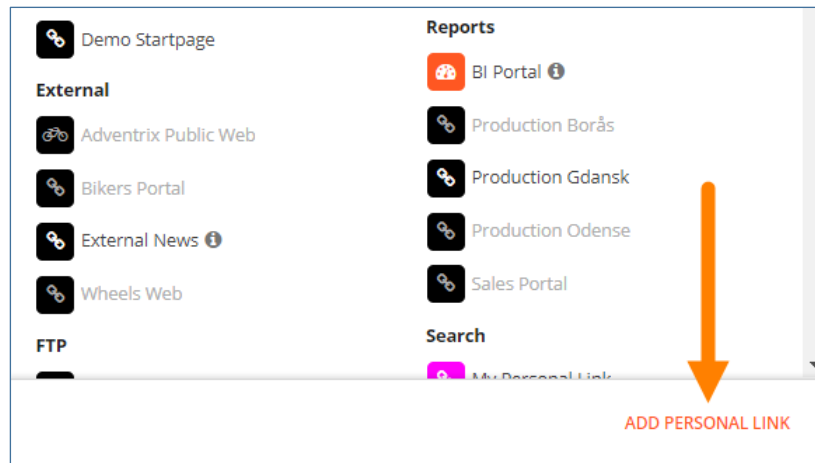
Personal links

You can add anything you can reach through a link, as a personal link.

Add a personal link

To add a personal link, do the following:

1. Click **ADD PERSONAL LINK**.



The following is shown:

The screenshot shows a form for adding a new personal link. The form has the following fields and controls:

- Title**: A text input field.
- Url**: A text input field.
- Category**: A text input field.
- Information**: A larger text input field.
- Open in New Window**: A checkbox.
- Icon**: A dropdown menu showing a link icon, with a 'Built-in' button and a 'Browse' button.
- Icon Background Color**: A color selection dropdown.
- Save**: A blue button.
- Close**: A white button.

2. Add a title (the clickable link).

3. Add the Url.

The Url is the web address. If you type it, remember it must begin with either `http://` or `https://`. If it's a longer link, it's convenient to copy and paste the link.

Note!

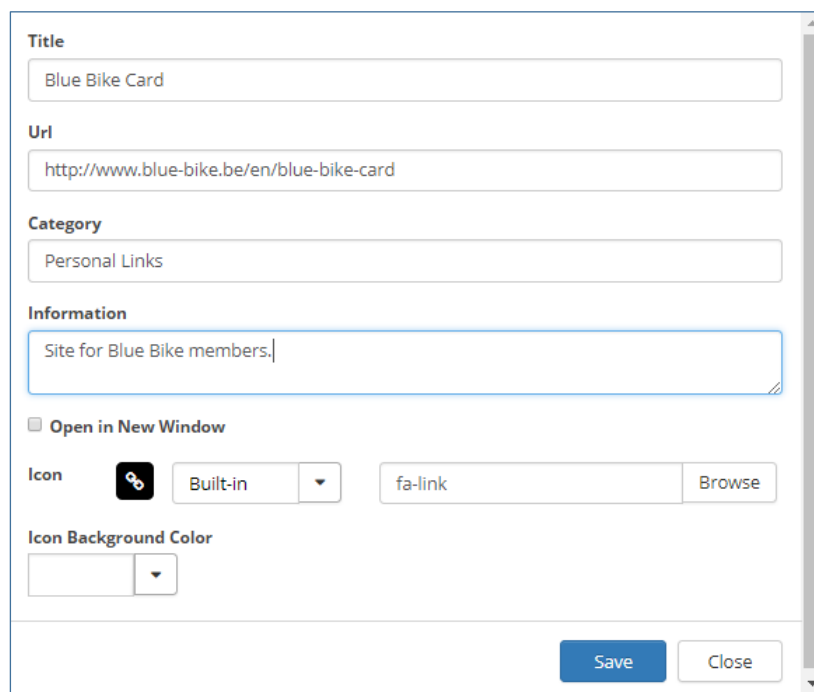
You can copy and paste links from within the portal as well.

4. Add a category (optional).

When you select **Show categories**, all links are grouped by category. It could be useful to add the category Personal links to all personal links, to group them. You can also use more than one category for your personal links. You can have as many categories as is needed.

5. Add some information about the link (optional).

If you would like to have a reminder about this link, type some text here, and an icon will be shown for the link.



The screenshot shows a web form for adding a link. It has the following sections and fields:

- Title:** A text input field containing "Blue Bike Card".
- Url:** A text input field containing "http://www.blue-bike.be/en/blue-bike-card".
- Category:** A text input field containing "Personal Links".
- Information:** A larger text input field containing "Site for Blue Bike members." with a small icon in the bottom right corner.
- Open in New Window:** A checkbox that is currently unchecked.
- Icon:** A section containing a "Built-in" dropdown menu (showing a chain icon), a text input field with "fa-link", and a "Browse" button.
- Icon Background Color:** A color selection area with a small square and a dropdown arrow.
- Buttons:** "Save" and "Close" buttons at the bottom right.

6. Select to open the link in a new window, or not.

There's an icon for each link. The default icon is the one shown in the image above, the "chain". You can select another built-in icon or any image to use as an icon.

To select another built in icon, do the following:

7. Click **Browse**.


Title
Blue Bike Card

Url
<http://www.blue-bike.be/en/blue-bike-card>

Category
Personal Links

Information
Site for Blue Bike members.

☐ Open in New Window


Icon  Built-in ▼ fa-link Browse

Icon Background Color
 ▼

Save Close

8. Select an **icon** and click **OK**.

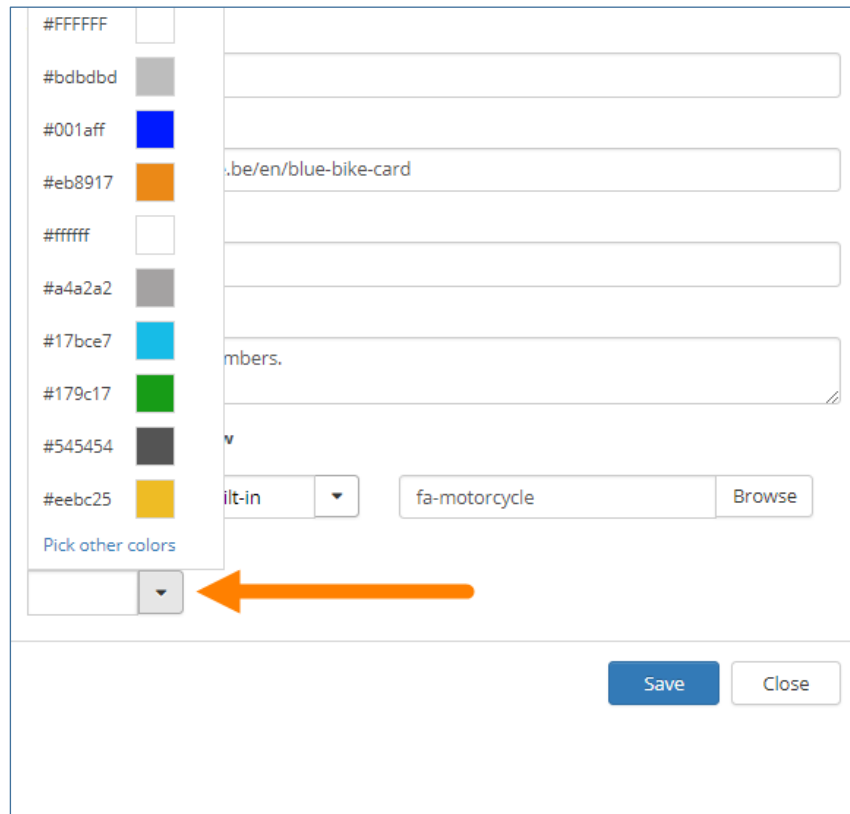
Select Icon



Ok Cancel

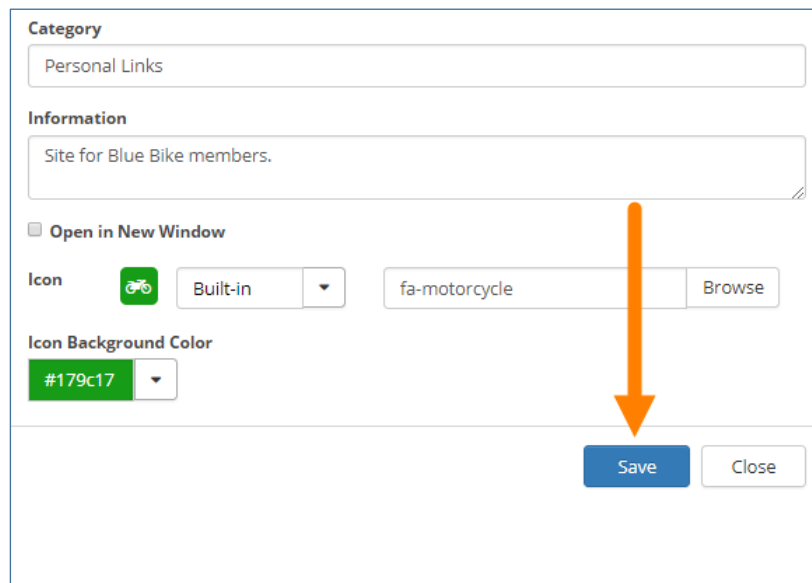
To select another image to use as an icon, select **Custom**, and click **Browse**. Then find and select the image.

9. Select a background color for your link if you want to.



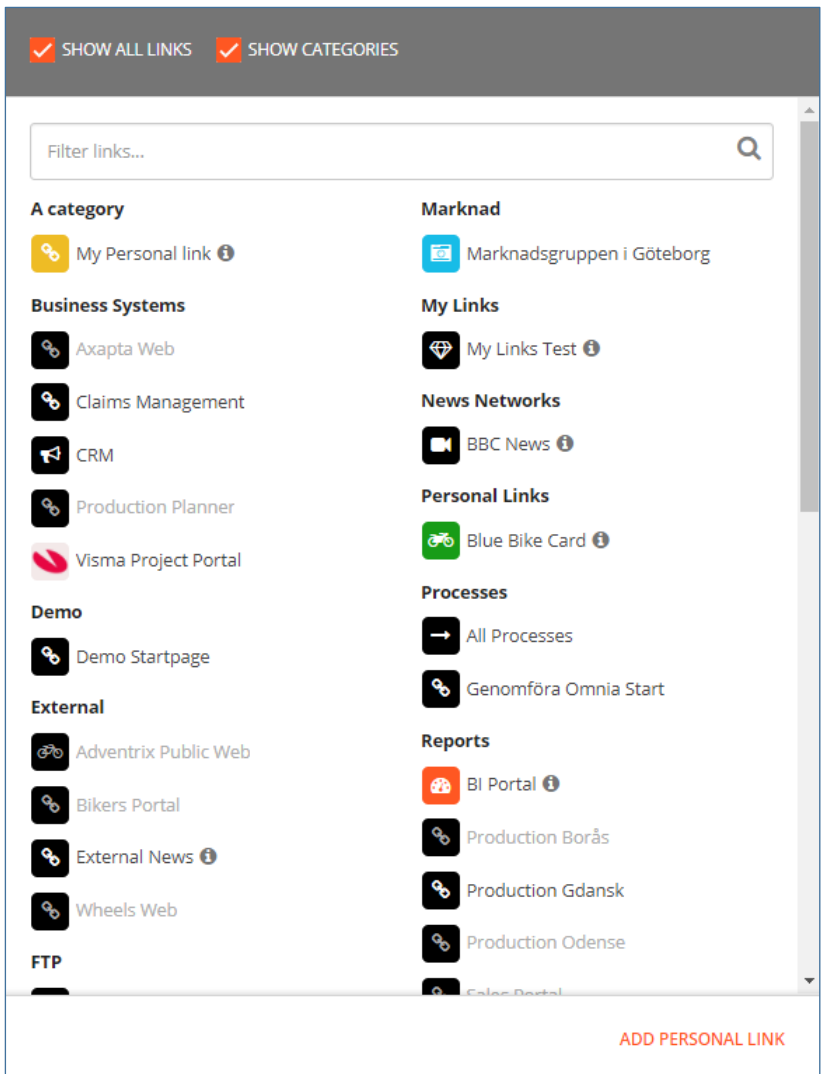
This screenshot shows a configuration dialog for a link. On the left, a color selection dropdown menu is open, displaying a list of color swatches with their corresponding hex codes: #FFFFFF, #bdbdbd, #001aff, #eb8917, #ffffff, #a4a2a2, #17bce7, #179c17, #545454, and #eebc25. Below the list is a link to "Pick other colors". An orange arrow points from the right towards the bottom of this dropdown menu. In the background, the main dialog is partially visible, showing a text input field with ".be/en/blue-bike-card", a "Built-in" dropdown menu, a "fa-motorcycle" input field, and a "Browse" button. At the bottom right of the dialog are "Save" and "Close" buttons.

10. Click **Save** when you're done.



This screenshot shows the same link configuration dialog, but now the "Icon Background Color" dropdown menu is set to "#179c17". An orange arrow points from the "Information" text field down towards the "Save" button at the bottom right. The "Category" field is set to "Personal Links", and the "Information" field contains the text "Site for Blue Bike members.". The "Open in New Window" checkbox is unchecked. The "Icon" section shows a motorcycle icon, a "Built-in" dropdown menu, and a "fa-motorcycle" input field with a "Browse" button. The "Save" and "Close" buttons are at the bottom right.

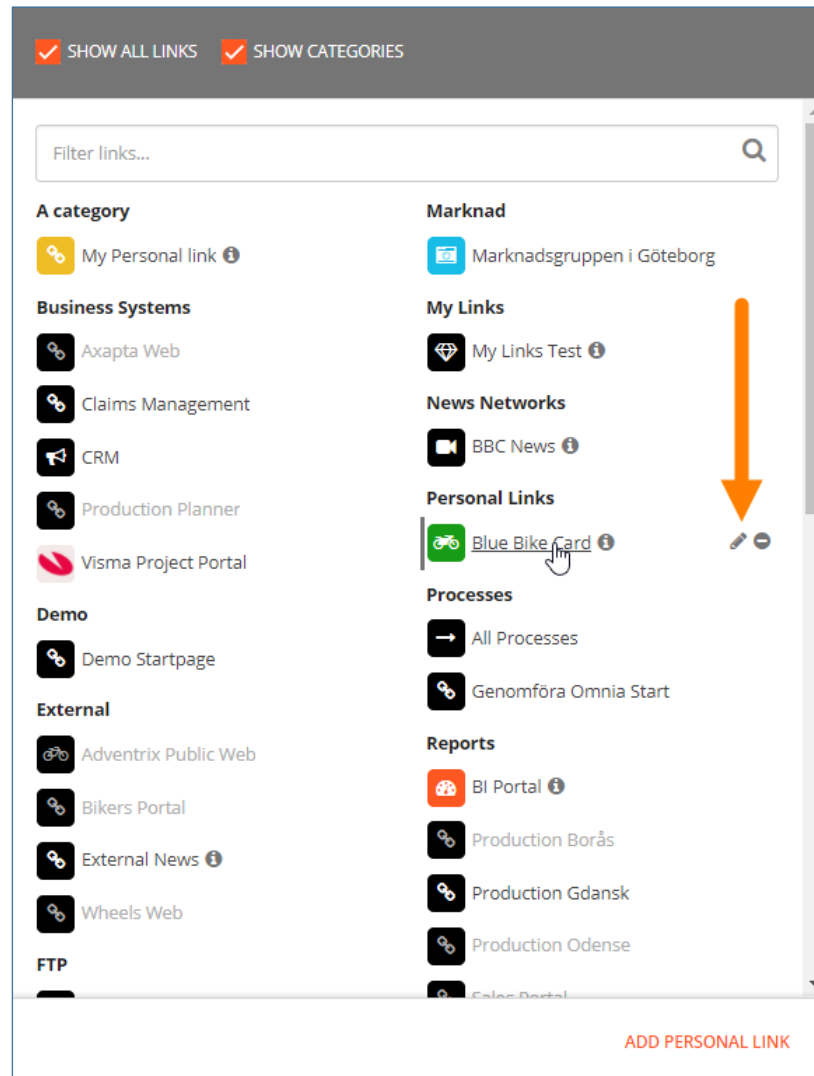
Your personal link is now part of the My Links list. Here's an example with categories displayed.



Edit a personal link

If you need to edit a personal link, do the following:

1. Point at the link and click the pen.



The window with settings for the link is shown.

2. Edit the link and click **Save**.


Title
Blue Bike Card

Url
<http://www.blue-bike.be/en/blue-bike-card>


Category
Personal Links

Information
Site for Blue Bike members.

☐ Open in New Window

Icon  Built-in ▼ Browse

Icon Background Color
 ▼














Delete a personal link



It's easy to delete a personal link you don't want anymore. Here's how:

1. Point at the link and click the minus.

☒ SHOW ALL LINKS ☒ SHOW CATEGORIES

Filter links... 

<p>A category</p> <p> My Personal link ⓘ</p> <p>Business Systems</p> <p> Axapta Web</p> <p> Claims Management</p> <p> CRM</p> <p> Production Planner</p> <p> Visma Project Portal</p>	<p>Marknad</p> <p> Marknadsgruppen i Göteborg</p> <p>My Links</p> <p> My Links Test ⓘ</p> <p>News Networks</p> <p> BBC News ⓘ</p> <p>Personal Links</p> <p> Blue Bike Card ⓘ</p>
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The link is deleted without any further messages.