

Working with Common Links

Contents

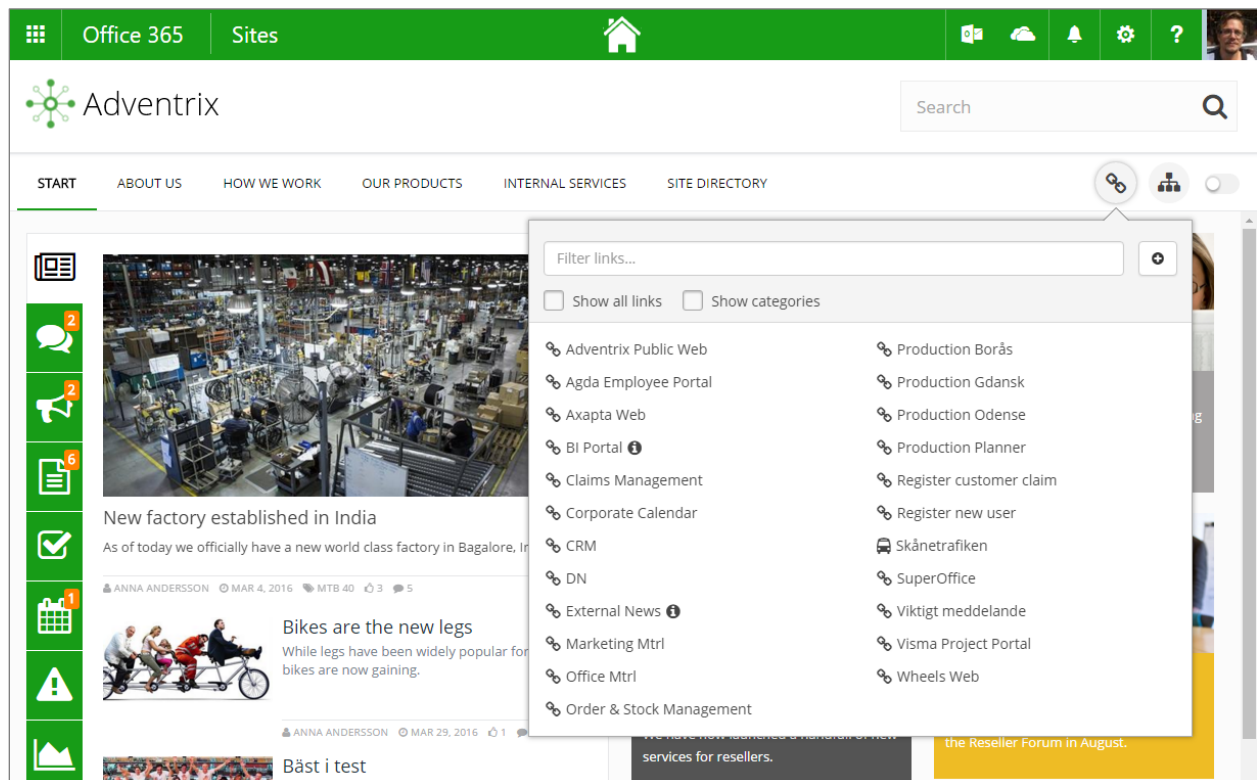
Introduction	2
Creating a Common Link.....	3
Targeting a Common Link	9
Activating targeting for Common Links	9
Targeting a link	9
Edit a Common Link.....	11
Delete a Common Link.....	12

Introduction

Purpose of this document: Training material for working with the Common Links app in Omnia, mainly for self training.

Target group: Intended for administrators and others with the permission needed to work with Common Links.

The list My links is available for all users of the portal and contains a list of common links.



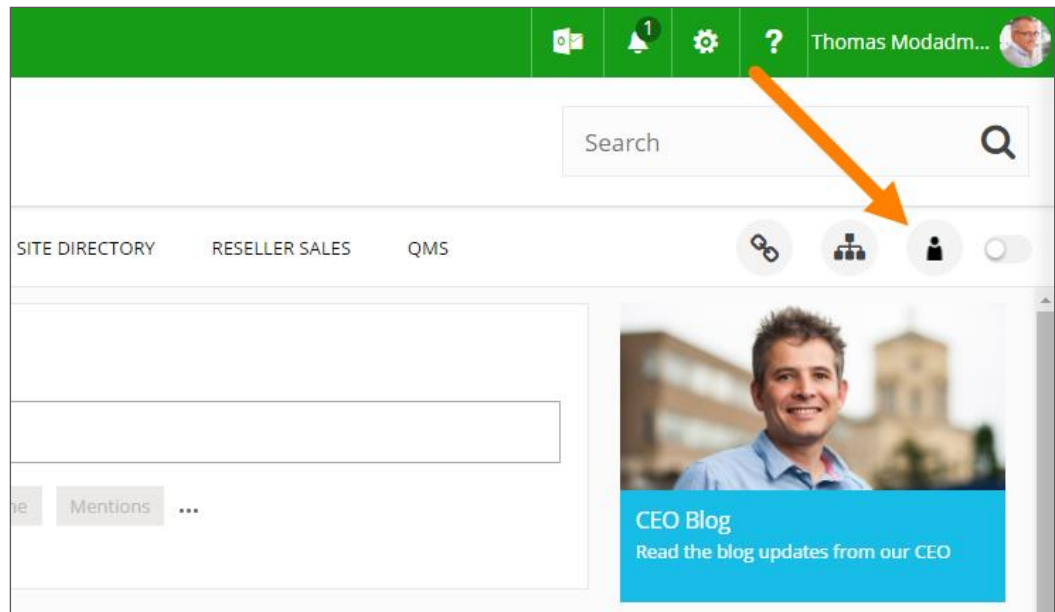
Some links may be mandatory. For the other links, a user can choose to display the link or not, in his or her list. It's also possible to target a link to a certain permission group. In that case only they can see the link.

Common Links is the app used in Omnia Admin, to work with the links for the list.

Creating a Common Link

To create a Common Link, do the following:

1. Click the Omnia Admin button (if you can't see it you don't have required permissions to use Omnia Admin).



2. Click **Common Links**.



All existing links are shown in a list.

To create a new important Common Link, do the following:

3. Click **Add link**.

Common Links						
+ Add link Permissions Targeting Settings						
Title	Url	Category	Limit Access	Mandatory	Icon	
Adventrix Great Britain	https://adventrix.sharepoint.com/sites/vnext#/start/adventrix-great-britain	Local sites		Yes	📍 🗑️	
Adventrix Public Web	www.adventrix.com	External		No	🌐 🗑️	
Adventrix Supplier Portal	https://suppliers.adventrix.com	Portals		Yes	🏢 🗑️	
Axapta Web	https://axapta.adventrix.com	Business Systems	Saigon Users	No	🔗 🗑️	
Axapta Web Portal	https://axaptaportal.adventrix.com	Internal		No	🔗 🗑️	
BBC News	http://www.bbc.com/news	News Networks		No	📺 🗑️	
BI Portal	https://biportal.adventrix.com	Reports		No	🔗 🗑️	
Bikers Portal	www.bikersportal.com	External		No	🔗 🗑️	
Claims Management	https://claims.adventrix.com	Business Systems		No	🔗 🗑️	
Controlled Documents Archive	https://adventrix.sharepoint.com/sites/archive	Internal		No	🔗 🗑️	

4. Add a title (the clickable text for the link).
5. Type or copy and paste the Url.

Add link

Title

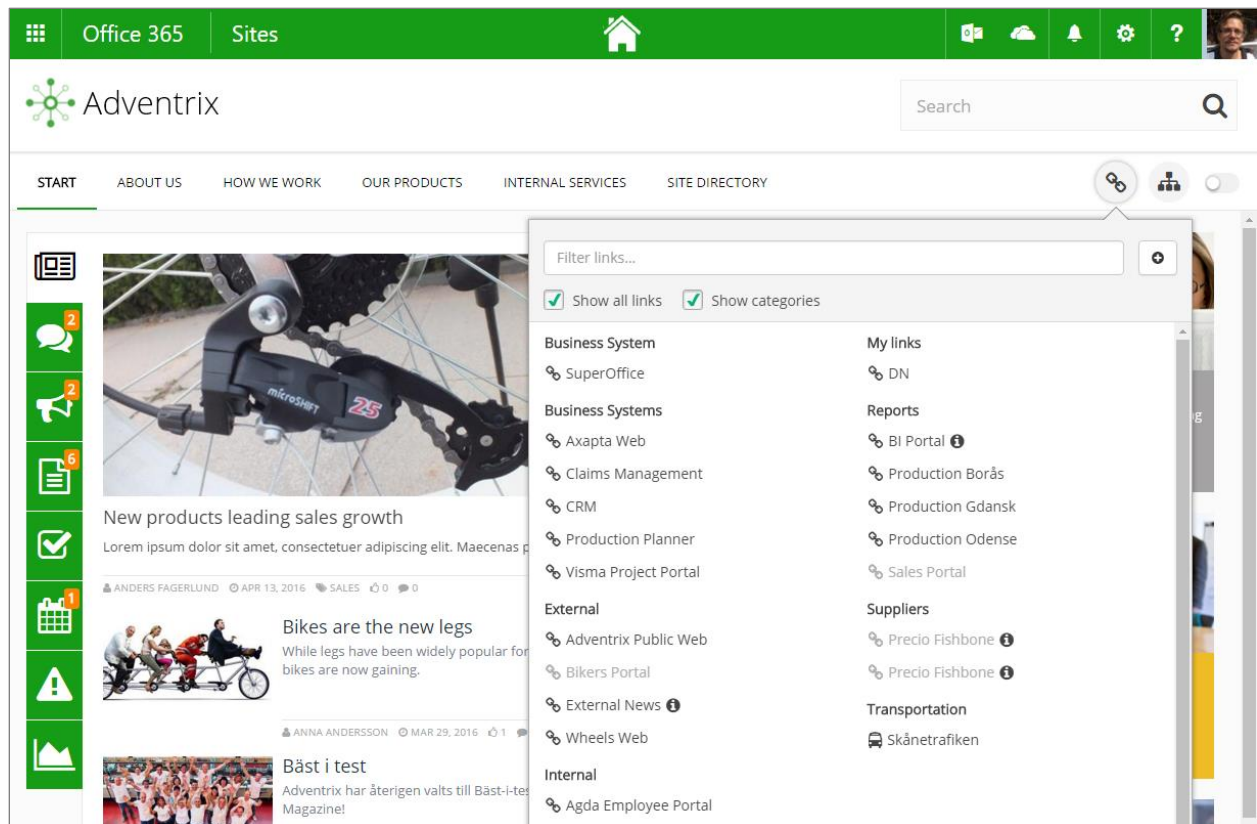
Url

Category

Information

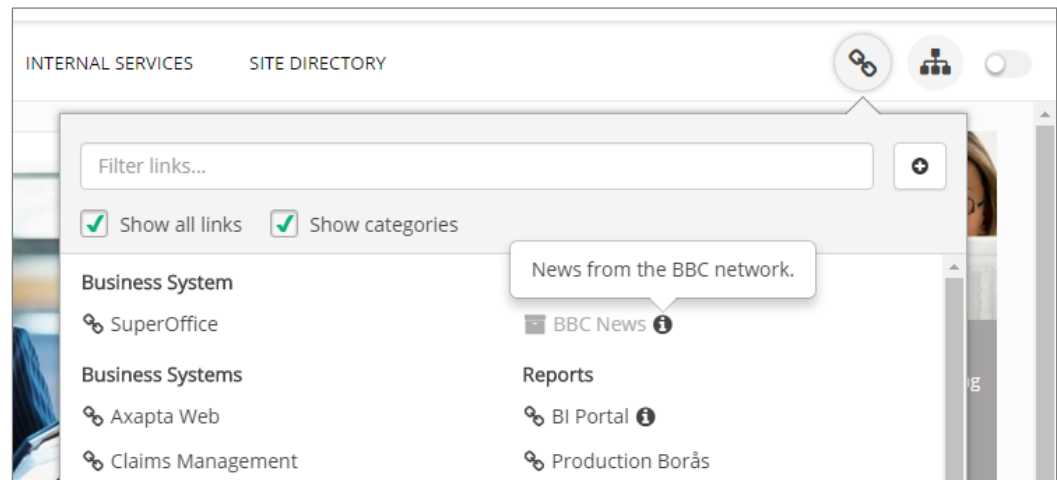
6. Type a category (optional).

A user can choose to display categories in the list. It's a good way of grouping links in a long list.



7. Type some information for the link (optional).

The information can be accessed in the My links list by clicking the i-icon.



8. Choose to open the link in a new window or not (usually a good idea for external links and links to documents).

Add link

Title
BBC News

Url
http://www.bbc.com/news

Category
News Networks

Information
News from the BBC Network.

☒ Open in New Window

9. Check **Mandatory**, if applicable.

A mandatory link is always shown for all users, a user can not choose to hide the link. (For information on targeting a link, see the section below.)

An icon is always displayed for each link. The default is the “links” icon (the fa-link):

Add link

Title
BBC News

Url
http://www.bbc/news


Category
News Networks

Information
News from the BBC Network.

☒ Open in New Window

Targeting Settings

- ☒ No targeting
- ☐ Target to
- ☐ Mandatory

Icon

Built-in
fa-link
Browse

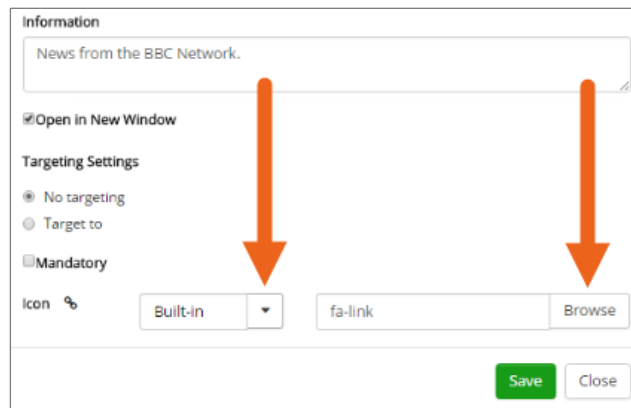
Save
Close

If you want to use that icon, you don't have to do anything. You can select another icon for the link, a built-in icon or any image to use as the icon.

To select another built-in icon, do the following:

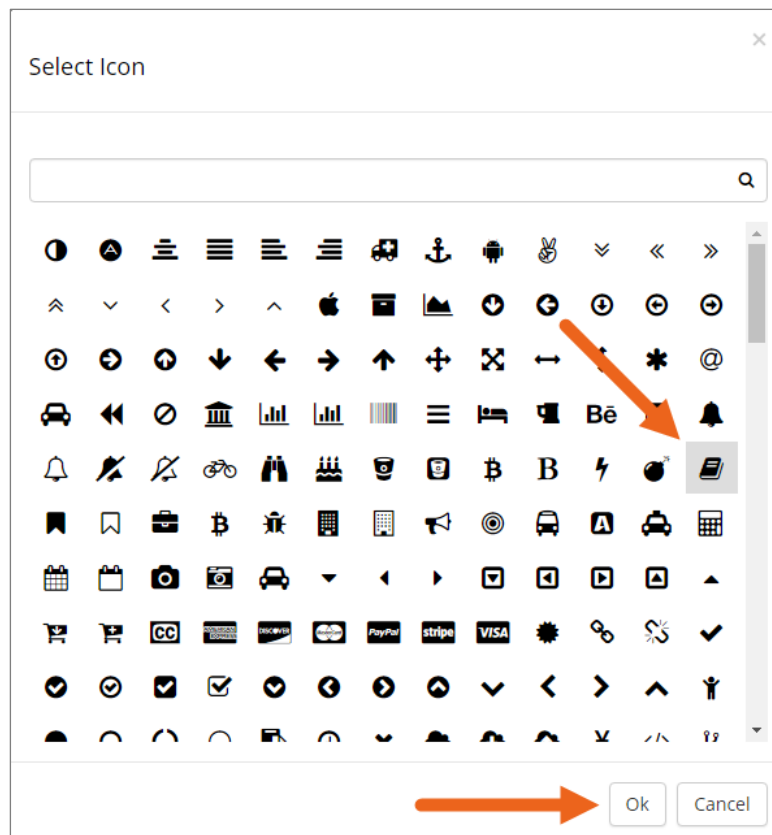
10. Select **Built-in** (the default choice).

11. Click **Browse**.



The 'Information' dialog box contains a text field with 'News from the BBC Network.', a checked 'Open in New Window' checkbox, and 'Targeting Settings' with 'No targeting' selected. Under the 'Icon' section, the 'Built-in' dropdown is highlighted with an orange arrow, and the 'Browse' button is also highlighted with an orange arrow. 'Save' and 'Close' buttons are at the bottom right.

12. Select icon and click **OK**.



The 'Select Icon' dialog box displays a grid of various icons. An orange arrow points to a bell icon in the grid. Another orange arrow points to the 'Ok' button at the bottom right of the dialog.

When you're finished with all settings for the link:

13. Click **Save**.

Title


Url

Category

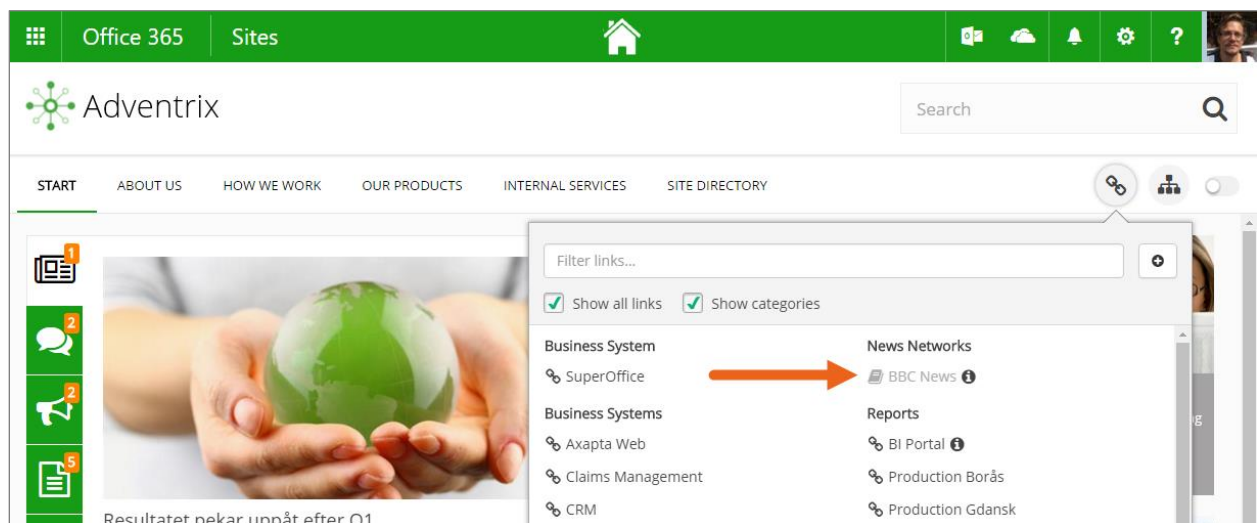
Information

☒ Open in New Window

Targeting Settings
☒ No targeting
☐ Target to
☐ Mandatory

Icon 

The link is now available for all users (see the next section if you need to target the link) under the category you added:



The screenshot shows the 'Adventrix' Office 365 Sites interface. The top navigation bar is green with 'Office 365' and 'Sites' labels. Below it is the 'Adventrix' logo and a search bar. The main content area shows a sidebar with icons and a main panel with a list of links. A modal window is open, showing a list of links under the 'News Networks' category. An orange arrow points to the 'BBC News' link, which is greyed out.

(The link is grey because this user has not yet chosen to display the link in his list.)

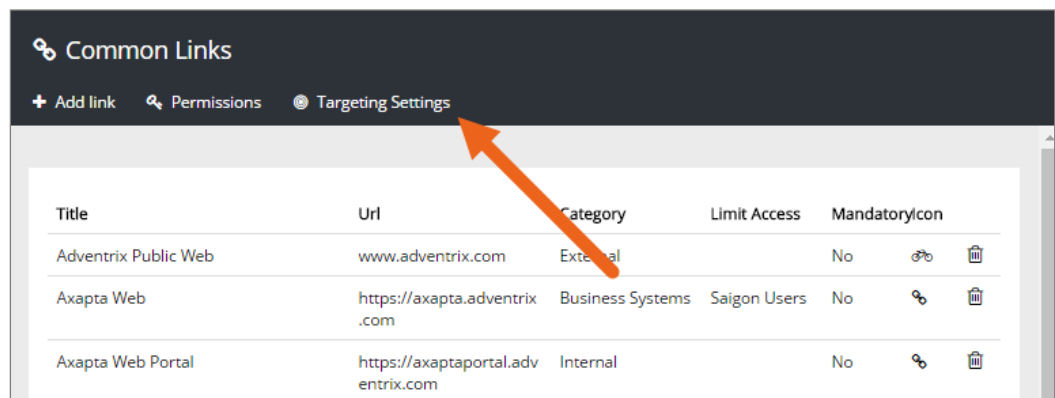
Targeting a Common Link

A Common Link can be targeted to any receivers that has been defined in **Targeting Definition** selected for Common Links – it's a separate setting in Omnia Admin – and then selected under **Targeting Settings**, in the settings for Common Links (see below). A targeted link is only available for selection by the target group. No one else will see the link. For more information, see the *Targeting Definitions* in Omnia Admin under *Documentation*.

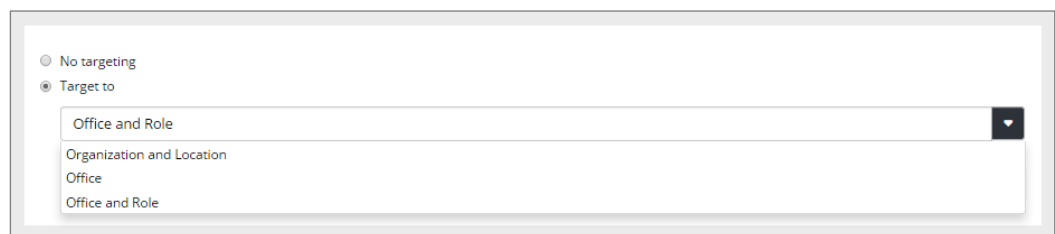
Activating targeting for Common Links

Before you can use targeting for Common Links, you have to activate that option and select the Target Definition to be used for the links.

1. Click **Targeting settings**.



2. Select which Target Definition to use for the links and save.



Targeting a link

When targeting has been activated, any link can be targeted, if needed.

1. Create the link as described above.
2. Select **Target to**.


After this step there could be either a drop down list to choose from, or one or more fields where you can select terms for targeting, for example:

Target to

Offices

Roles

☐ Mandatory

Icon 

Built-in

fa-video-camera

Browse

Save

Close

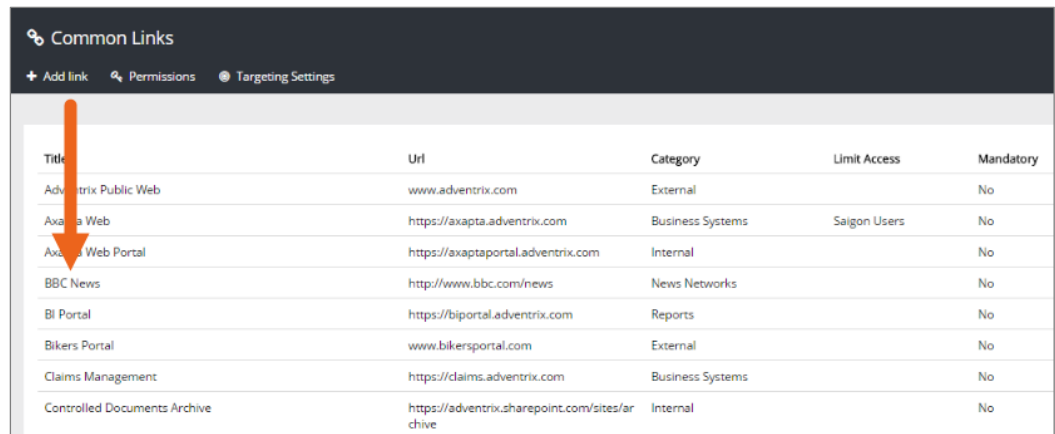
In this example the top list (Offices) is a metadata managed list, as you can see from the icon the right. Roles is a simple drop down list.

3. Select appropriate target groups and save.

Edit a Common Link

A Common Link can be edited anytime. Here's how:

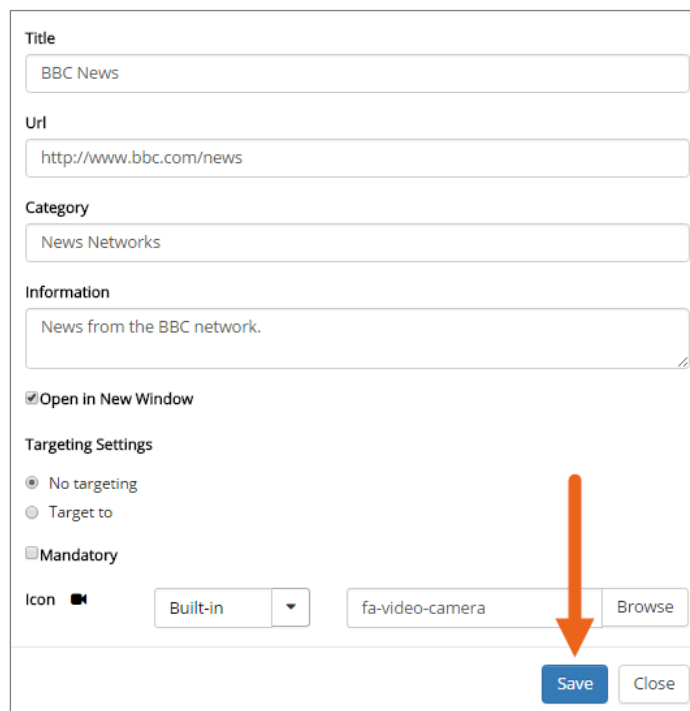
1. Go to Omnia Admin and open **Common Links** as described above.
2. Click the heading for the link you will edit.



Title	Url	Category	Limit Access	Mandatory
Adventrix Public Web	www.adventrix.com	External		No
Axapta Web	https://axapta.adventrix.com	Business Systems	Saigon Users	No
Axapta Web Portal	https://axaptaportal.adventrix.com	Internal		No
BBC News	http://www.bbc.com/news	News Networks		No
BI Portal	https://biportal.adventrix.com	Reports		No
Bikers Portal	www.bikersportal.com	External		No
Claims Management	https://claims.adventrix.com	Business Systems		No
Controlled Documents Archive	https://adventrix.sharepoint.com/sites/archive	Internal		No

The window for editing the link is shown. You work with it exactly the same way as described above.

3. Edit the link and save.



Title
BBC News

Url
http://www.bbc.com/news


Category
News Networks

Information
News from the BBC network.

☒ Open in New Window

Targeting Settings
☒ No targeting
☐ Target to

☐ Mandatory

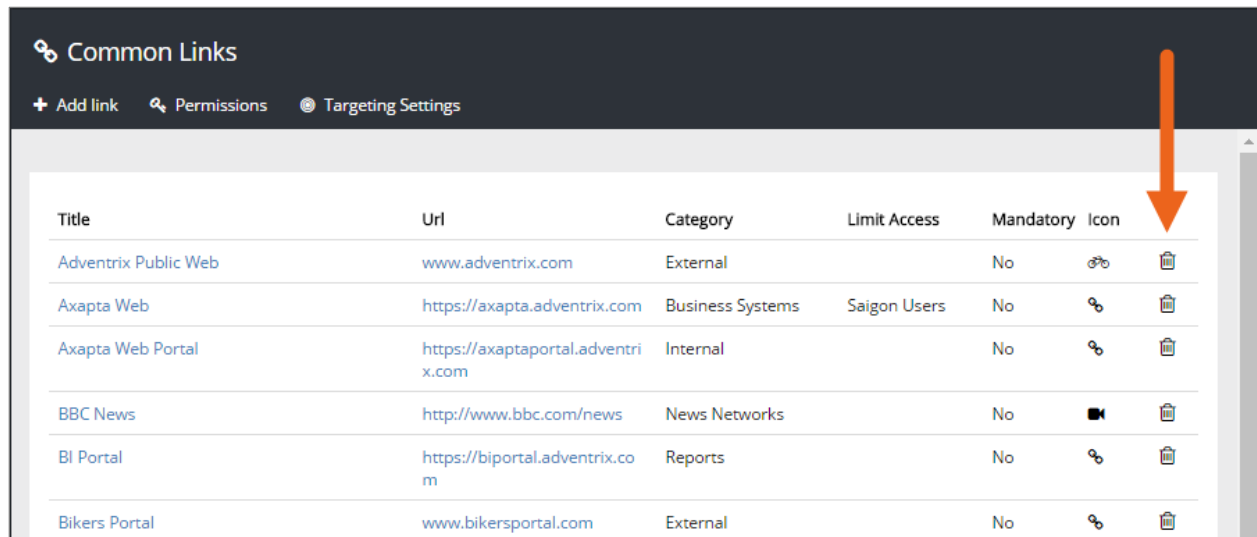
Icon  Built-in

Changes to the link are displayed immediately in the My links list.

Delete a Common Link

A Common link can be deleted, here's how:

1. Go to Omnia Admin and open **Common Links** as described above.
2. Click the dust bin for the link.



3. Click **OK** to delete the link.

