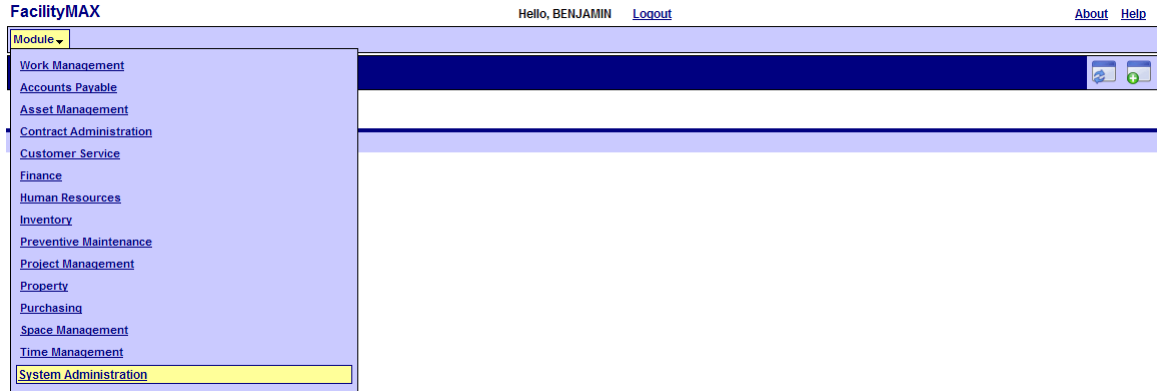


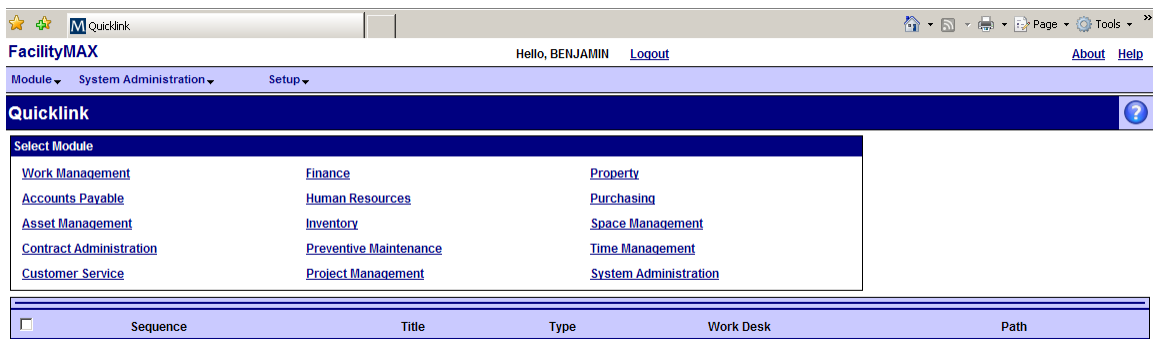
Creating and Adding a Quick Link to Your Work Desk

Creating a Quick Link:

1. Hover mouse over **Module** ▾
2. Click **System Administration**



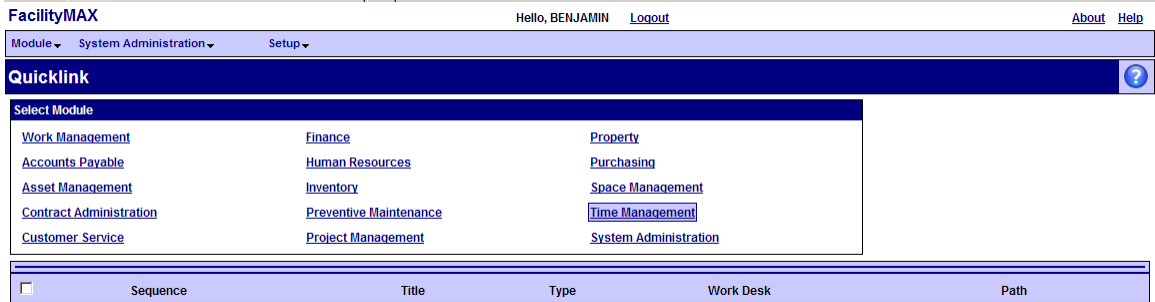
3. Then hover mouse over **System Administration** ▾
4. Click **Quicklink**, and the Quicklink module will appear



Creating and Adding a Quick Link to Your Work Desk

Creating a Quick Link (Continue):

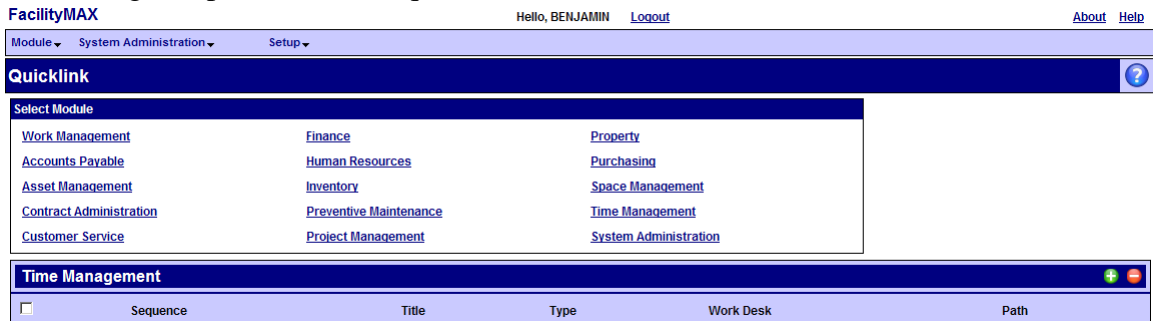
5. Select and click the module, where the quick link will reside:



The screenshot shows the FacilityMAX interface. At the top, it says "FacilityMAX" and "Hello, BENJAMIN Logout". Below that, there are navigation menus for "Module", "System Administration", and "Setup". The main area is titled "Quicklink" and contains a "Select Module" section with a grid of module names: Work Management, Accounts Payable, Asset Management, Contract Administration, Customer Service, Finance, Human Resources, Inventory, Preventive Maintenance, Project Management, Property, Purchasing, Space Management, Time Management, and System Administration. Below the grid is a table with columns: Sequence, Title, Type, Work Desk, and Path. A checkbox is visible in the first row of the table.

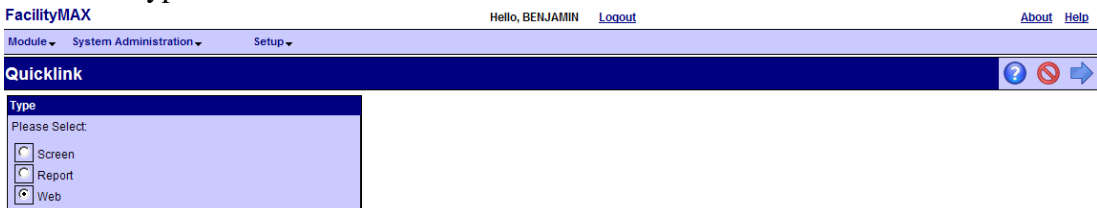
i.e. Time Management

6. Click the green plus to add the quick link:




This screenshot is similar to the previous one, but the "Time Management" module is now selected in the "Type" column of the table. A green plus icon is visible in the top right corner of the table header area.

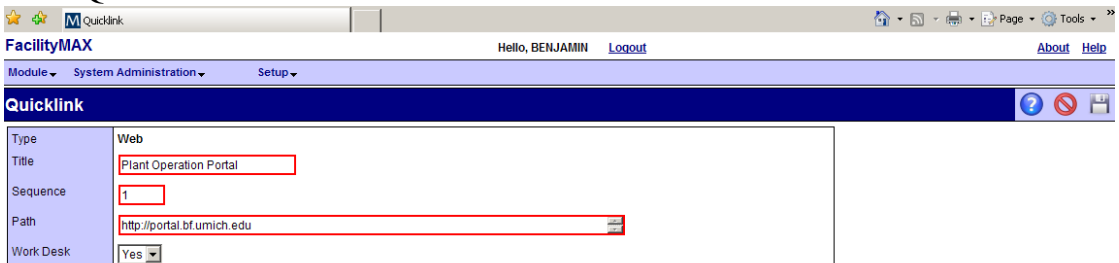
7. Select the type of link:




The screenshot shows the "Quicklink" section with a "Type" dropdown menu. The dropdown is open, showing three options: "Screen", "Report", and "Web". The "Web" option is selected. There are also question mark, cancel, and next buttons visible.

- a. Select type: Web
- b. Then click the next button  to continue

8. Enter Quick link information




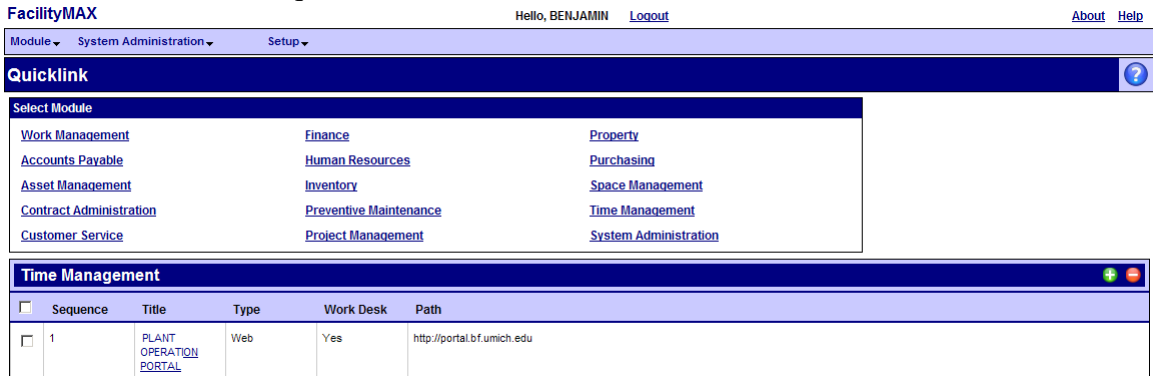
The screenshot shows the "Quicklink" form with the following fields filled in: Type: Web, Title: Plant Operation Portal, Sequence: 1, Path: http://portal.bf.umich.edu, and Work Desk: Yes. Red boxes highlight the Title, Sequence, Path, and Work Desk fields.

- a. Title – Link Tile
- b. Sequence – Sequence number
- c. Path – URL of the link
- d. Set work desk flag to : have quick link appear in Work Desk.

Creating and Adding a Quick Link to Your Work Desk

Creating a Quick Link (Continue):

9. Click  to save the quick link.



FacilityMAX Hello, BENJAMIN Logout About Help

Module System Administration Setup

Quicklink


Select Module

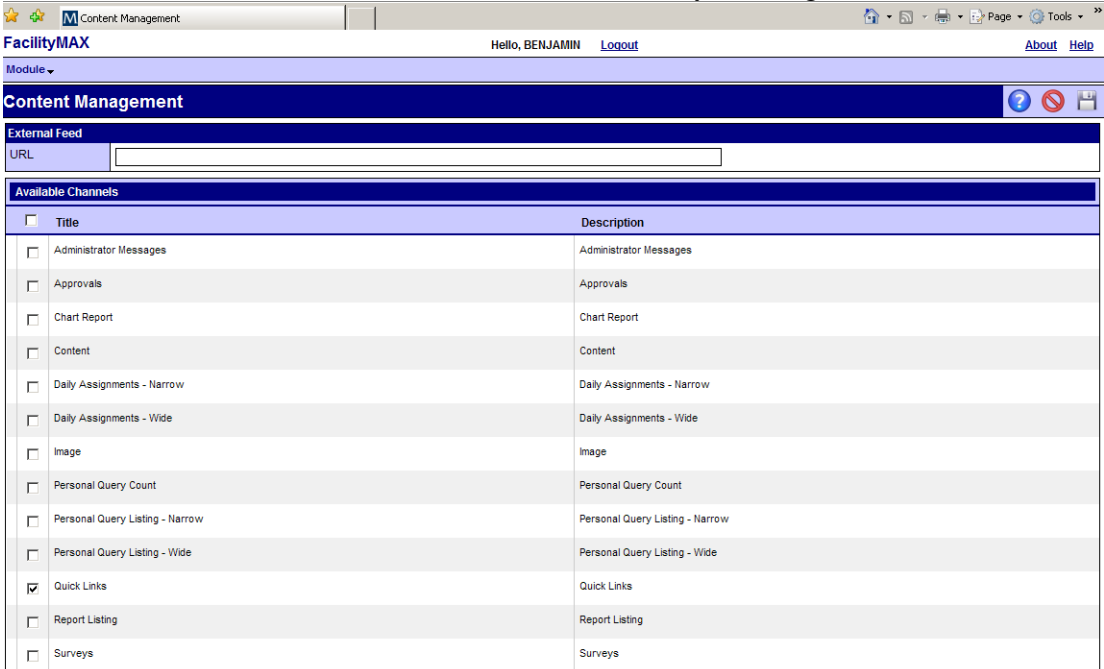
Work Management	Finance	Property
Accounts Payable	Human Resources	Purchasing
Asset Management	Inventory	Space Management
Contract Administration	Preventive Maintenance	Time Management
Customer Service	Project Management	System Administration

Time Management

Sequence	Title	Type	Work Desk	Path	
<input type="checkbox"/>	1	PLANT OPERATION PORTAL	Web	Yes	http://portal.bf.umich.edu

Adding a Quick Link to your Work Desk:

1. Click **FacilityMAX** at the top left corner to go back to the work desk screen.
2. Click Add Content .
3. Select the Quick Links channel to add on Workdesk by clicking the :



FacilityMAX Hello, BENJAMIN Logout About Help


Module Content Management

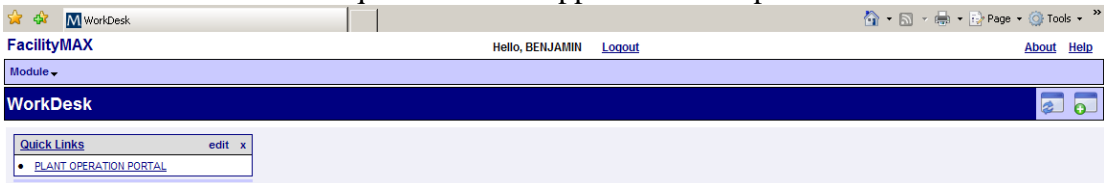
External Feed

URL

Available Channels

Title	Description
<input type="checkbox"/> Administrator Messages	Administrator Messages
<input type="checkbox"/> Approvals	Approvals
<input type="checkbox"/> Chart Report	Chart Report
<input type="checkbox"/> Content	Content
<input type="checkbox"/> Daily Assignments - Narrow	Daily Assignments - Narrow
<input type="checkbox"/> Daily Assignments - Wide	Daily Assignments - Wide
<input type="checkbox"/> Image	Image
<input type="checkbox"/> Personal Query Count	Personal Query Count
<input type="checkbox"/> Personal Query Listing - Narrow	Personal Query Listing - Narrow
<input type="checkbox"/> Personal Query Listing - Wide	Personal Query Listing - Wide
<input checked="" type="checkbox"/> Quick Links	Quick Links
<input type="checkbox"/> Report Listing	Report Listing
<input type="checkbox"/> Surveys	Surveys

4. Click  to save and the quick link will appear in desktop



FacilityMAX Hello, BENJAMIN Logout About Help

Module WorkDesk

Quick Links edit x

- PLANT OPERATION PORTAL