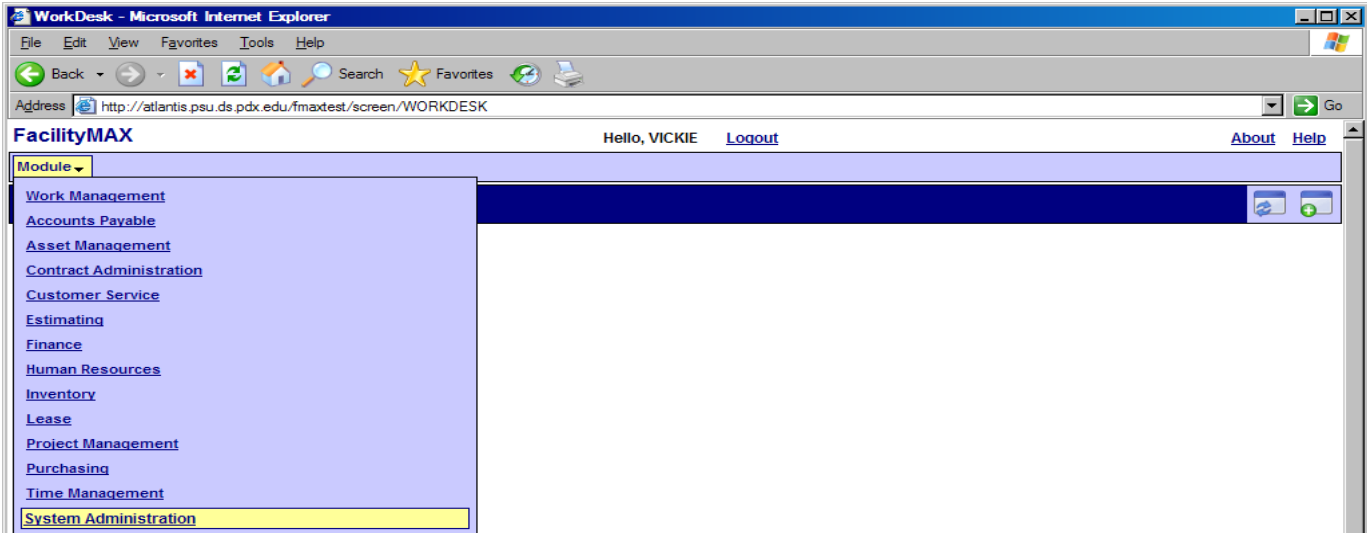
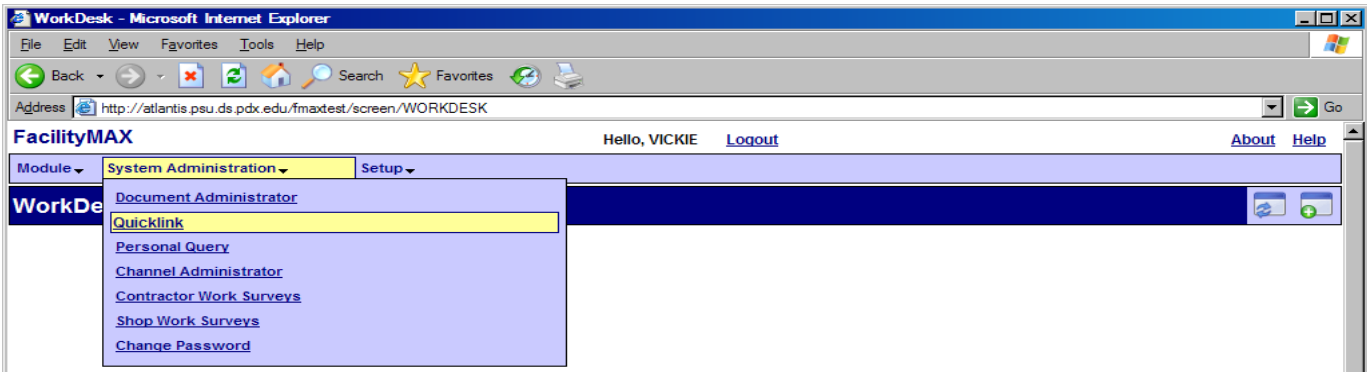


## Create a Quick Link

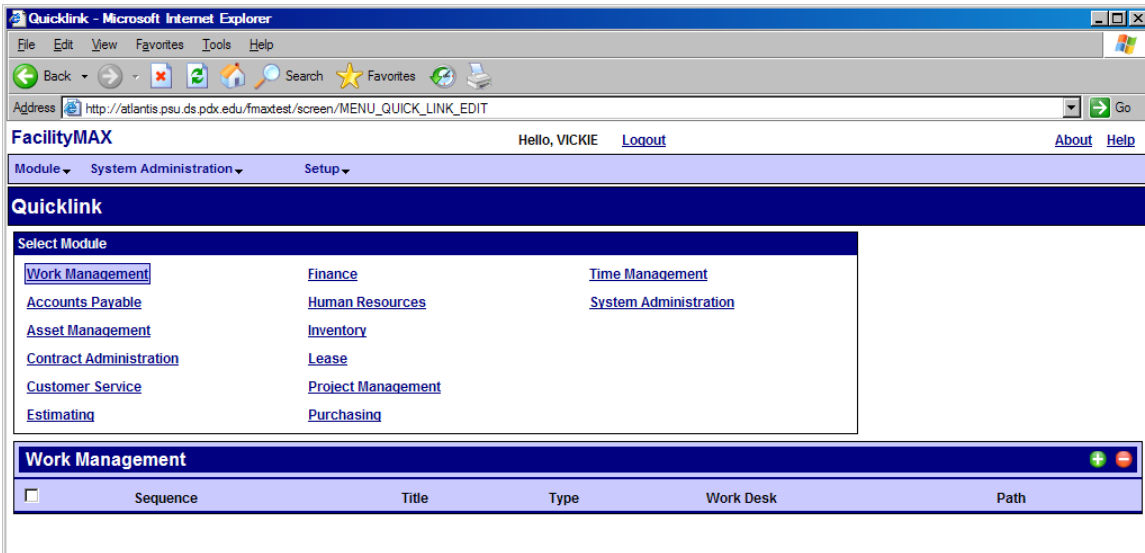
- 1) Log in to FacilityMax, and click on 'System Administration' from the module menu.




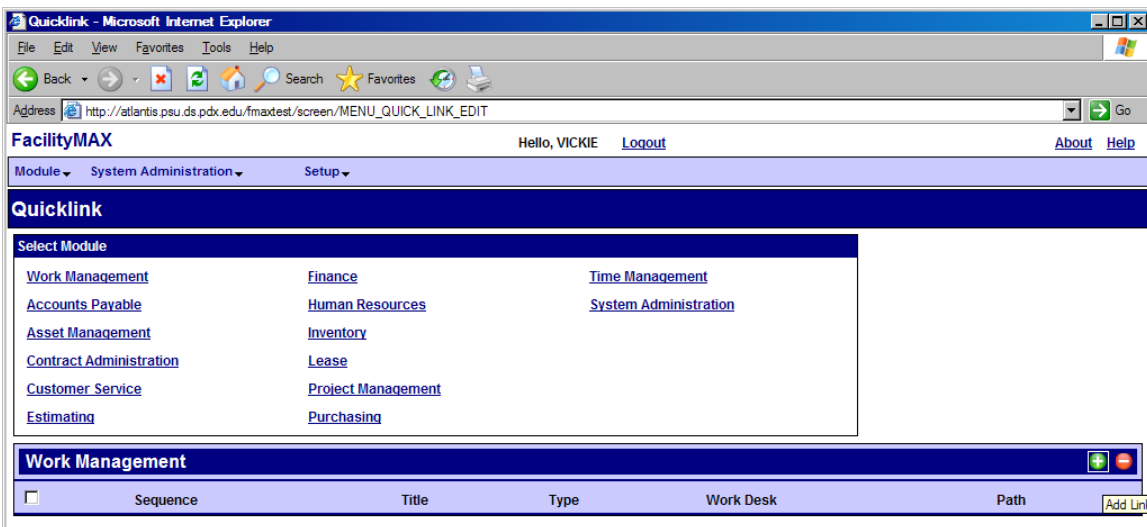
- 2) From the 'System Administration' menu, click on 'Quick Link'.



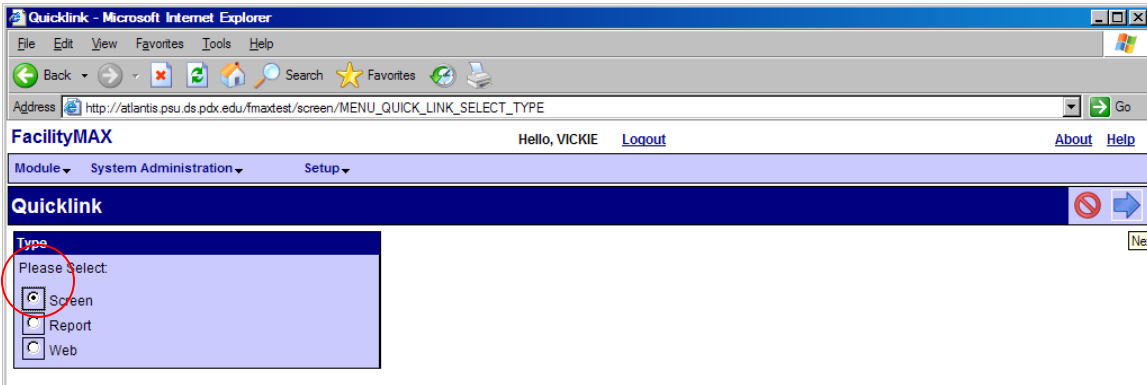
- 3) Click on the module that you want the Quicklink added to or deleted from. This will add the Quicklink to the title bar of that module.




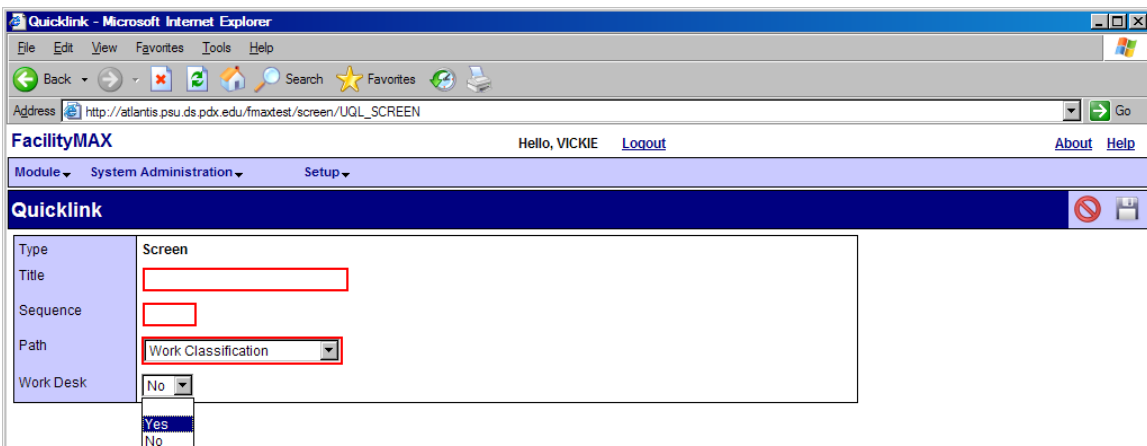
- 4) Click in the **Add Link** icon . Please note sequence numbers, and choose the next available increment of 10 (10, 20, 30, etc.). You will need this value when adding the Quicklink.



5) Quicklinks may link to a screen, a report (BIRT reports only) and will be added to the module selected in step 4. Click the **“blue”** arrow to continue.



6) Complete the *Title*, *Sequence* (as noted in step 4) and *Path* (Add the link to the Work Desk by clicking 'Yes' in the Work Desk choice box. Click the **Save** icon .



7) If 'Yes' was selected to add the link to the Work Desk, it will be listed under Quick Links section.

