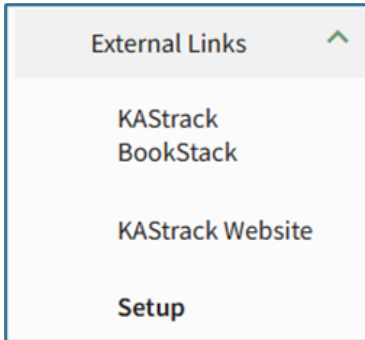
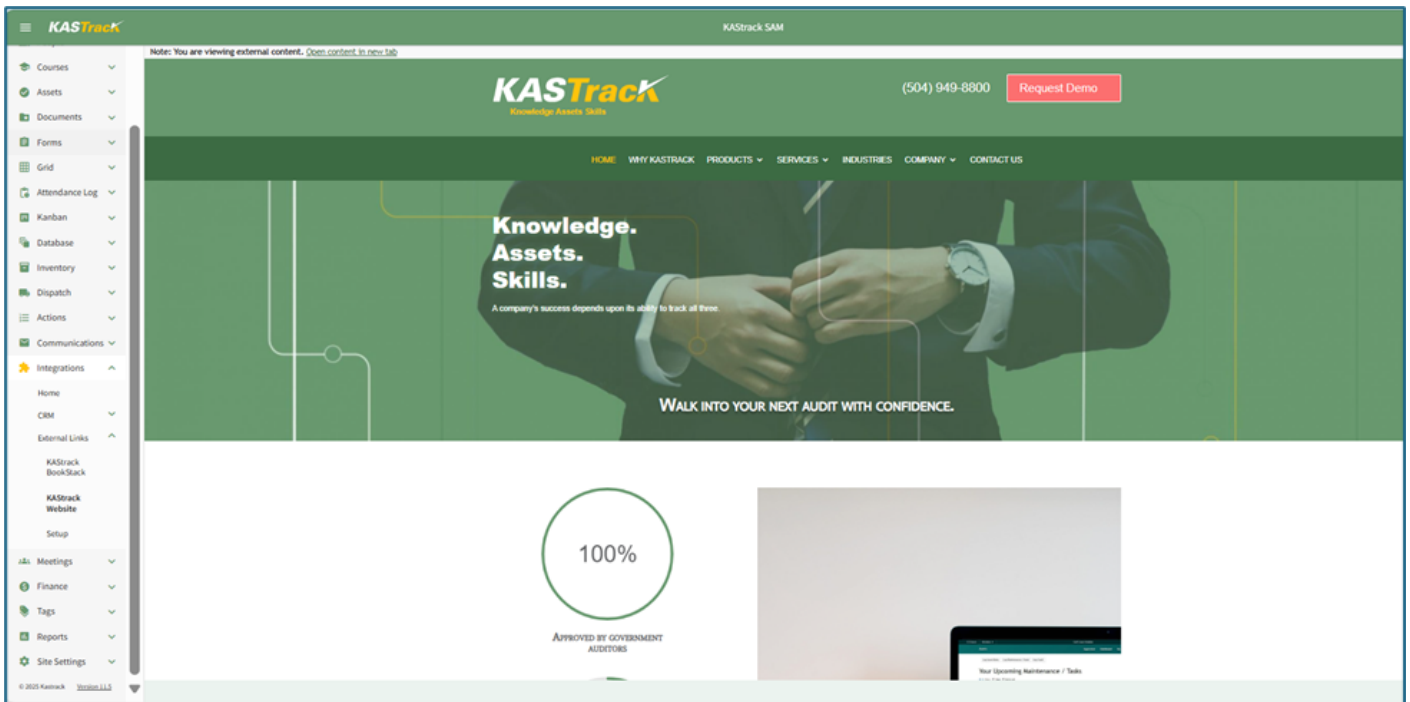


# External Links Page

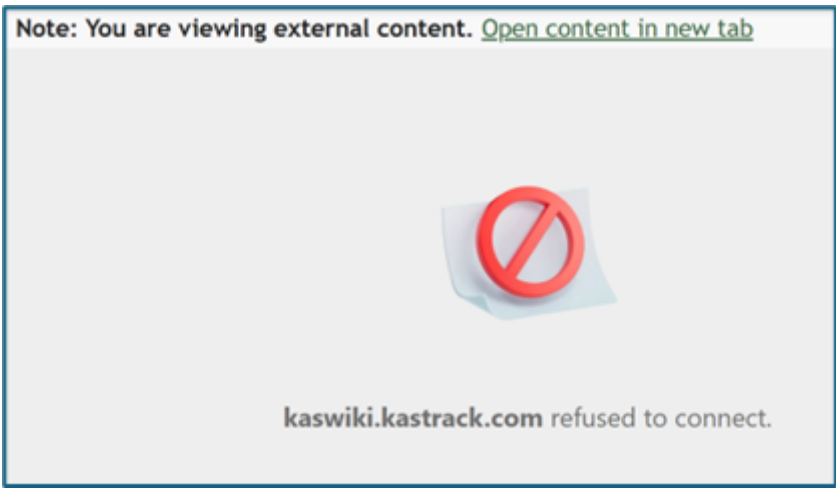
On the Main Menu, External Links will show a sub-page for every external link created. There will also be a Setup Page shown underneath it.



External Links can be used to quickly access other webpages, primarily links outside of the KASTrack system. While Speed Dials on the Dashboard can be used to quickly access personalized external links, the External Links utility within the Integration Module allows for embedding the linked page's content within KASTrack (if the external link allows), and visibility of the link can be optionally shared with other users, certification roles, and access levels.



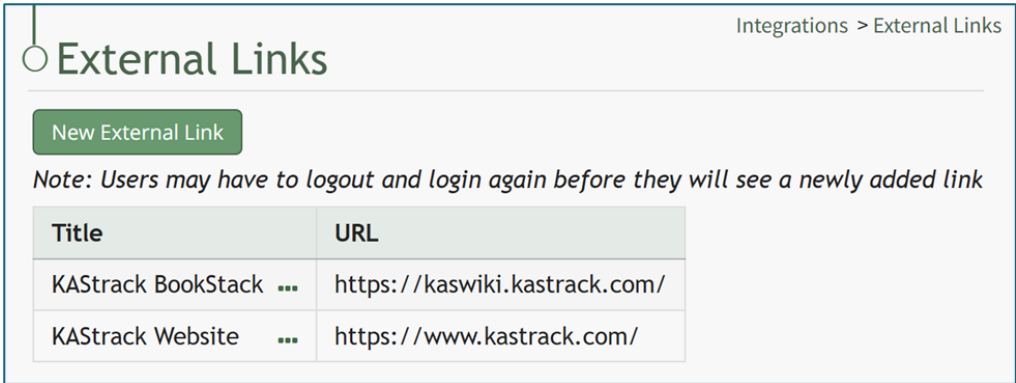
If an external link cannot be embedded, a link is provided so that a user can open the external link in a new tab



Whether or not an external link can be embedded is not within KAStrack’s control.

### How To: Create an External Link

To create a new external link, go to the Setup Page under External Links in the Integration Module. Select the “New External Link” button



This opens the Add Link Modal where the URL Link and External Link Title can be input. Both are required fields. Ensure that the full URL is input in the URL field, beginning with “https://”.



Select who can view the external link from the dropdown menu. Permission can be assigned to individuals, certification roles, access levels, or to Everyone. If a URL Link can be embedded within KAStrack, a preview will show in the Add Link Modal. If the URL Link cannot be embedded

within KAStrack, the preview will show that there was an issue connecting.

## Add Link



URL \*

https://www.kastrack.com,

Title \*

KAStrack Website

Who can view this link \*

Everyone ✕

Link Preview:



Save

Cancel

## Add Link



URL \*

https://www.youtube.com/

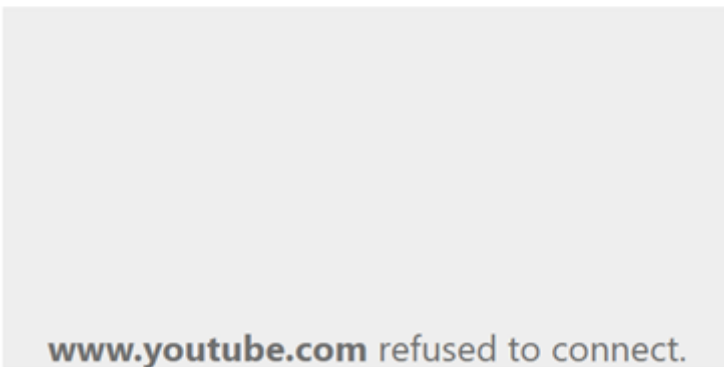
Title \*

YouTube

Who can view this link \*

Everyone ✕

Link Preview:

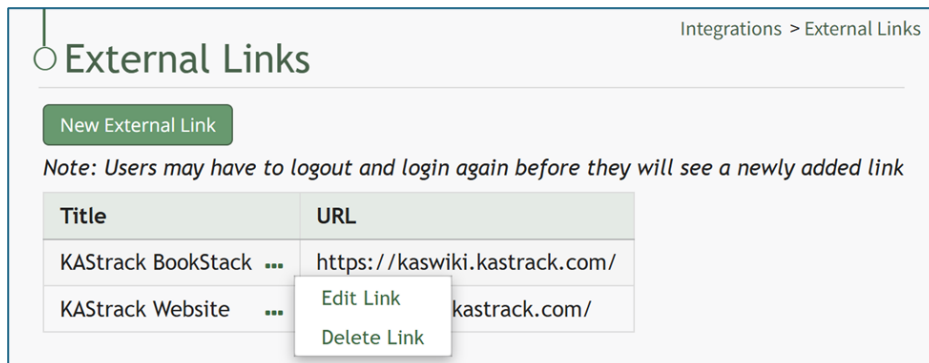


Save

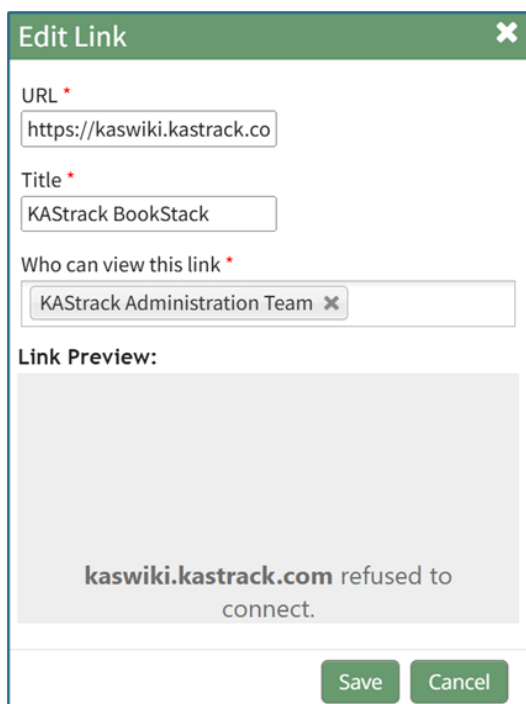
Cancel

## How To: Edit an External Link

To edit an external link, go to the Setup Page under External Links in the Integration Module. Click the three dot icon to the right of the external link title opening the external link context menu.



Select the option to “Edit Link” opening the Edit Link Modal

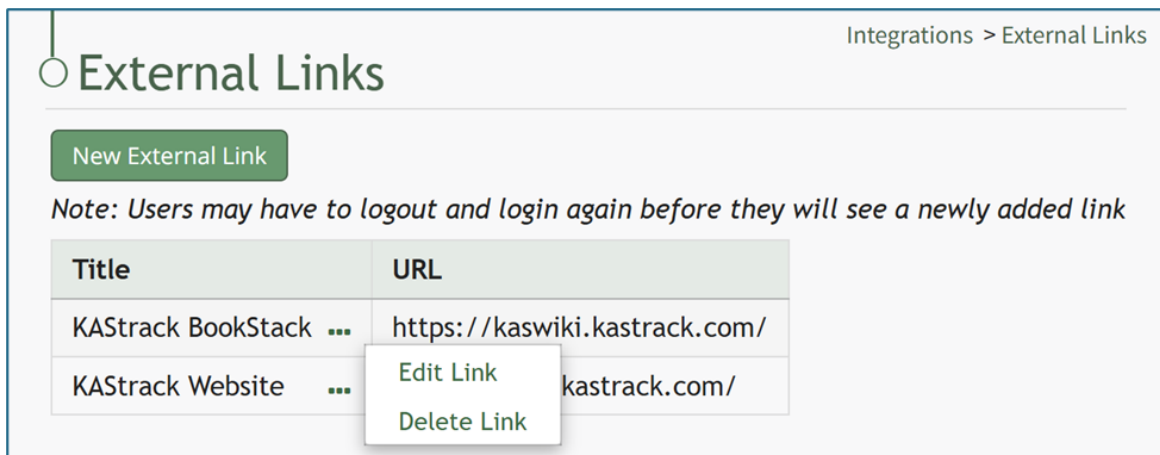


Make changes to the external link title, URL Link, or visibility permissions as desired.

Select the “Save” button, and your edits will now be reflected in the system.

## How To: Delete an External Link

To delete an external link, go to the Setup Page under External Links in the Integration Module. Click the three-dot icon to the right of the external link title opening the external link context menu.



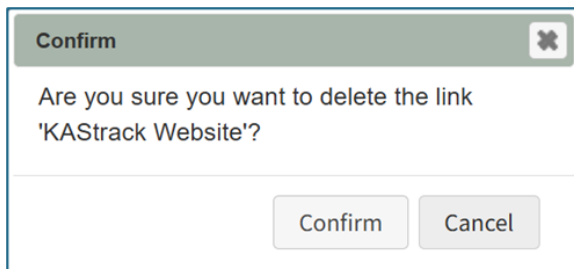
The screenshot shows the 'External Links' page in the 'Integrations > External Links' section. It features a 'New External Link' button and a note: 'Note: Users may have to logout and login again before they will see a newly added link'. Below is a table with two rows:

| Title                  | URL                           |
|------------------------|-------------------------------|
| KAStrack BookStack ... | https://kaswiki.kastrack.com/ |
| KAStrack Website ...   | kastrack.com/                 |

A context menu is open over the 'KAStrack Website' row, showing 'Edit Link' and 'Delete Link' options.


Select the option to “Delete Link” opening the Deletion Confirmation Modal which states, “Are you sure you want to delete the link ‘LinkName’?”

Deleting an external link will remove it from everyone who was granted visibility privileges.



The screenshot shows a 'Confirm' modal dialog with the text: 'Are you sure you want to delete the link 'KAStrack Website'?'. At the bottom, there are two buttons: 'Confirm' and 'Cancel'.

Select the “Confirm” button and a confirmation modal stating, “The link was deleted” will briefly show.



The screenshot shows a green success notification modal with the text: 'THE LINK WAS DELETED' and a close button (X) in the top right corner.

You will return to the External Links Setup Page, and the deleted external link will no longer show on the External Links Table.