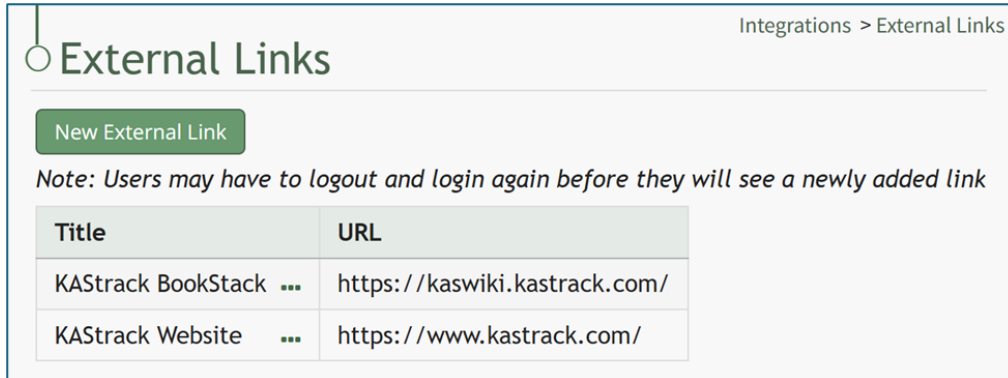


Integrations Module How Tos

How To: Create an External Link

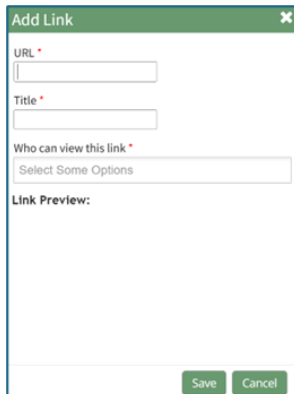
To create a new external link, go to the Setup Page under External Links in the Integration Module. Select the “New External Link” button



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 the note is a table listing existing links:

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

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://”.



The 'Add Link' modal form includes the following fields and options:

- URL ***: A text input field for the link address.
- Title ***: A text input field for the link title.
- Who can view this link ***: A dropdown menu with the option 'Select Some Options'.
- Link Preview:**: A section for displaying a preview of the link.
- Save** and **Cancel** buttons at the bottom.

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 *

Title *

Who can view this link *

Link Preview:



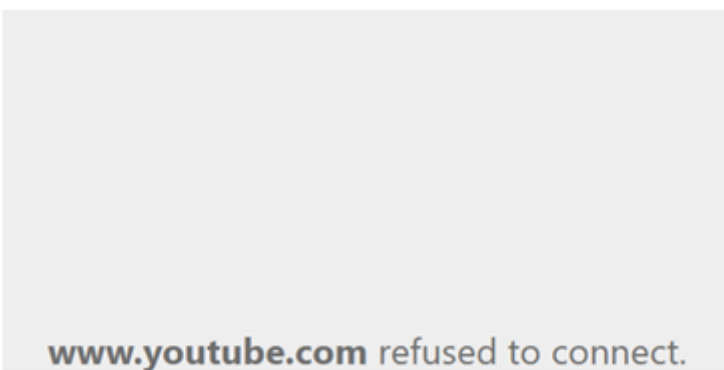
Add Link ✕

URL *

Title *

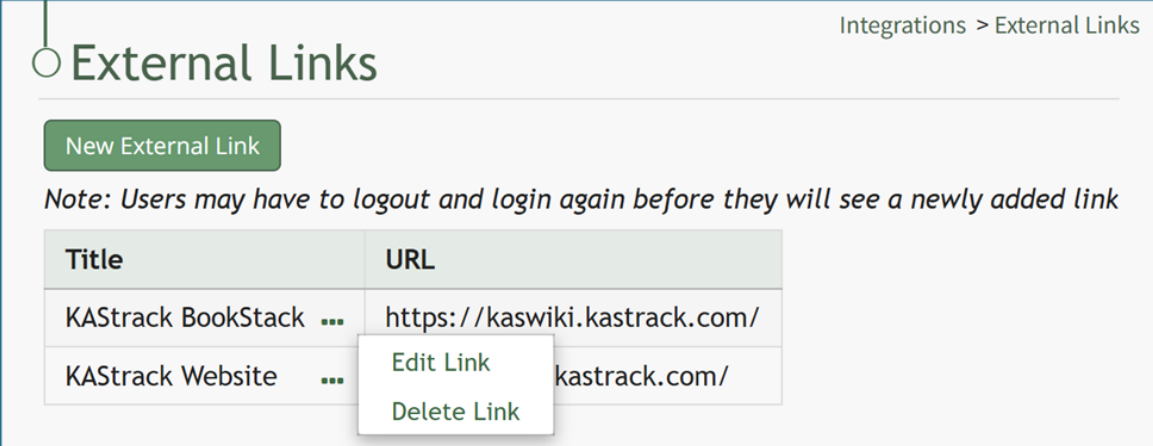
Who can view this link *

Link Preview:



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.

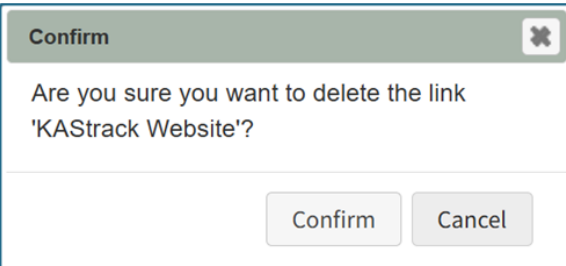


The screenshot shows the 'External Links' page in the Integration Module. At the top right, it says 'Integrations > External Links'. Below the title is a 'New External Link' button. A note states: 'Note: Users may have to logout and login again before they will see a newly added link'. Below the note is a table with two columns: 'Title' and 'URL'. The first row is 'KAStack BookStack' with URL 'https://kaswiki.kastrack.com/'. The second row is 'KAStack Website' with URL 'kastrack.com/'. A context menu is open over the second row, showing 'Edit Link' and 'Delete Link' options.

Title	URL
KAStack BookStack ...	https://kaswiki.kastrack.com/
KAStack Website ...	kastrack.com/

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 confirmation modal dialog with a title bar 'Confirm' and a close button. The main text asks: 'Are you sure you want to delete the link 'KAStack 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.

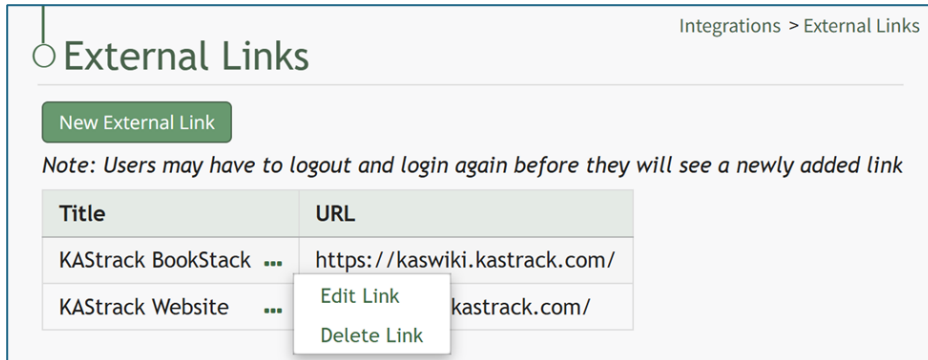


The screenshot shows a success notification modal with a green background and a close button. The text inside says: 'THE LINK WAS DELETED'.

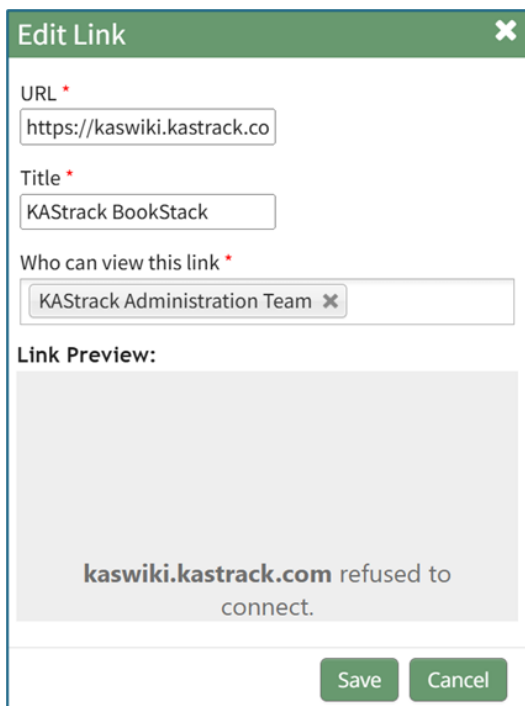
You will return to the External Links Setup Page, and the deleted external link will no longer show on the External Links Table.

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.

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