Adding a Link

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Link Properties</strong> page in a collaborative workspace. Click the <strong>Workspaces</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click an entry in the <strong>Name</strong> column. Click the <strong>Links</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Add Link</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Use the <strong>Link Properties</strong> page to add and maintain links in the Links module. You can add a link to an external URL or to a menu item. Adding a link to a PeopleSoft menu item establishes a link to the content reference in the portal registry. In this example, you will add a link to a menu item and then view the contents of the link. Enter the desired information into the <strong>Label</strong> field. Enter a valid value e.g. &quot;Instructors&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter the desired information into the <strong>Long Description</strong> field. Enter a valid value e.g. &quot;Instructor details&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Click in the <strong>Link Type</strong> list.</td>
</tr>
<tr>
<td>8.</td>
<td>Click in the <strong>Menu Item</strong> list item.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Portal</strong> list.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>EMPLOYEE</strong> list item.</td>
</tr>
<tr>
<td>11.</td>
<td>Use the <strong>Select Menu Item</strong> page to select the menu item as the target for the link.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Select Transaction</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Instructors</strong> button.</td>
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<tr>
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<td>Action</td>
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<tr>
<td>17.</td>
<td>Click the [Professional Details] link.</td>
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<tr>
<td>18.</td>
<td>Click the Save button.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the Welcome link.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the Instructors link.</td>
</tr>
<tr>
<td>21.</td>
<td>The transaction page (the target of the link) opens in the target area of the workspace.</td>
</tr>
<tr>
<td>22.</td>
<td>You have completed adding a link to the Links module of a collaborative workspace. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>