

Web Administrator Training - Quicklinks Administration

Add a new page to QuickLinks



Quicklinks provides a means to create pages for specific programs or information, or links to other websites. By clicking on Quicklinks on the Chapter home page, a dropdown menu of the active Quicklinks you create will appear.



To create a new page, select Quicklinks Administration on the Index page and the Quicklinks Link administration page appears.

Select "Add New Quicklinks Link"

If you select "Yes" in the "Is Editable Page?" dropdown, a new blank page will be created in the Quicklinks menu.

Fill in "QuickLink Text" with the way you want the page title to appear in the dropdown menu.

The "QuickLink Url:" can be filled in with one word or words **without** spaces to complete the Url address.

Select "Yes" under "Enabled?" for the title to appear in the Quicklinks dropdown. Selecting "No" means the Quicklink will appear on the admin page but not in the user's dropdown box.

Select Save to exit the Add box.

Add QuickLinks Link

Is Editable Page?
Yes

Note: Editable Pages will automatically prepend "/pages/" and the section to the beginning of the url

QuickLink Text:

QuickLink Url:
/pages/QuickLinks/

Enabled?
Yes

Save Cancel

Web Administrator Training - QuickLinks Administration

Add a Link to QuickLinks

By selecting "No" under "Is Editable Page?" you can create a link to other web sites.

Fill in the name of the website you are linking to under "QuickLink Text:" as you want it to appear on the dropdown.

Paste or type the URL for the website under "QuickLink URL:"

Select "Yes" under "Enabled?" for the title to appear in the QuickLinks dropdown. Selecting "No" means the link will appear in the "QuickLinks Links Administration" page but it will NOT appear in the user's dropdown.

Select Save to exit the Add box.

To edit a QuickLink, click on the pencil in front of the link to be edited and the appropriate box will appear.

To delete the link, click on the trash can.

	Text	Link	Is Enabled?
	Family Events	/pages/QuickLinks/FamilyEvents	<input checked="" type="checkbox"/>
	Naval Supply Systems Command	/NAV/SUP	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

To rearrange the order the Quicklinks appear in the dropdown, use the arrows at the end of each line.

Web Administrator Training - Quicklinks Administration

Completing a QuickLinks editable page



Select the QuickLink title in the dropdown.

A blank page will appear with "Edit."

Click on "Edit" and the CKEditor will appear.

Add text, images, tables and links.

Be sure to Save and Approve your work.

NOTE: Some admin have had problems seeing all functions on the CK Editor when returning to update or change an entry. When you first add text through the CK editor in any text area or description block, include a link, table or graphic. It can be deleted right after "Saving" for the first time if it is not needed. This should insure the ability to see all the functions on the CK Editor if you come back in to update your information. We are asking for a fix on this problem.