

Links to Web Work


The  **TOOLS** menu can be used to add “links” to the Web Work program, from any module. “Links” allow you to link a document, website, picture, drawing, or any other type of file to your Web Work SYSTEM, MODULE, or RECORD. This Chapter describes how to use the Web Work, Links Menu Item.

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15.1 Web Work Links Overview

In Web Work you can set up links to either web pages on the Internet or files on your intranet, OR you can UPLOAD files onto the Web Work server to allow sharing between users. These files can be of ANY type – Text documents, CAD drawings, Pictures, Spreadsheets, Web Pages from your own or third party web sites – ANY file can be associated to Web Work and made available to users of the Web Work application.

Links can be set up so they are accessible from all modules, just one specific module, or just one specific record within a module. This functionality allows you to attach, for example, a picture or schematic of a particular piece of equipment to that piece of equipment, so that when others bring up that particular equipment record, the drawing or schematic is 'attached' and available to them for their reference.

15.1.1 Considerations Before Adding a Link

To create a new link in Web Work, you can add the link from ANY Web Work module – however, if you wish to associate the link to a specific module, or specific record, you MUST be in that module and/or have that specific record displayed on the screen at the time you create the link.

Before “Adding a Link” , you must determine WHAT you want to link the file or website to. Is the link of a general nature and you wishing it to be available from ALL modules? For example, you may wish to have a link to your corporate website or hr intranet portal, and make it available throughout Web Work. If this is the type of link you wish to create, you can select LINKS from the TOOLS module options menu in ANY Web Work Module. This type of link would be configured as “Accessible from ALL MODULES”

You may wish to have a link that is only available from particular modules – for instance, you may only want your HR portal to be available from the Labour module, or, you may have a link to your facilities contractors (plumbers, etc) that you make available only from the location module. If this is the type of link you wish to create, you must be IN the applicable module when you select TOOLS, LINKS from the module options menu. This type of link would be configured as “Accessible from THIS MODULE ONLY”

You will likely have MANY links that you want to link specifically to a specific Web Work record – like a picture of an employee, a floor plan of a location, or a schematic of a piece of equipment. Obviously, these links would not be applied on a “global” basis for entire modules or the entire Web Work application, as they are specific to a person, location or equipment record. If this is the type of link you wish to create, you must be in the applicable module, WITH THE SPECIFIC record retrieved on the screen in EDIT mode, and this type of link would be configured as “Accessible to RELATED RECORDS ONLY”. If you wish to apply a LINK to location: BLDG1, you must open the Location module, query for BLDG1 and retrieve that record on the screen in edit mode BEFORE clicking on the LINKS option in the tools menu.

Links applied to RELATED RECORDS will CROSS OVER the Web Work modules – so if you apply a link to a location, in our example BLDG1, and you later do a work order at location BLDG1, then the link for the location will ALSO BE AVAILABLE ON THAT WORK ORDER! This is a very powerful and useful feature when implemented correctly!

REMEMBER, WHEN YOU LINK A FILE OF ANY TYPE, FOR PEOPLE TO VIEW THAT FILE, THEY MUST HAVE A PROGRAM INSTALLED ON THEIR COMPUTER CAPABLE OF VIEWING IT! So, if you link an AutoCAD file, remember that only people with AutoCAD or an AutoCAD viewer will be able to view it. Image files, such as JPG, GIF, and BMP can all be displayed using viewers included in Microsoft Windows, but other image types may require additional software to be installed.

15.2 Adding Links to Web Work

- Click TOOLS on the Module Option Menu, and select LINKS from the drop down menu.



- The LINKS popup will be displayed, showing any links that have already been added to the system, similar to the screen capture shown below.

Create/Edit/View Links			
Title	Description	Belongs To	
Fees Canada			
Grainger.com	Grainger.com		
Linkdata.txt	Microsoft		
Long URL	Long URL Gif	Workorder	
Maintenance America	Maintenance America		
Mark Up	Test Upload	Workorder	
osha.gov	Occupational Safety & Health Administration		
Winter.JPG	winter		




 New Close

- To add a new link, click on the  new icon to open the New Web Link screen.

Title – a short reference to the link, for display purposes.

Description – a longer description of the link, for display purposes.

Type – Select Web Site or File from the Drop Down. (see below)

File Name/Web Address – (for Web Site only): enter the URL of the website you are linking to. (NOTE: This CAN be a file if the file is opened using a URL)

Division – If your Web Work application is configured to use Data Divisions, select the division to which the link is available.

Accessible From – select whether the link will be available from ALL modules, THIS MODULE ONLY, or to RELATED RECORDS ONLY (see explanation in section 15.1.1)



Click the SAVE button to save the link – if you have selected Upload File you will next be prompted for the file name / path to upload to the Web Work server. (see details that follow)

15.3 Different Link Types Explained

15.3.1 Web Site

A link of type 'Web Site' will open the link in your browser window, and is normally a website address – or URL. A standard URL is <http://www.tero.ca> , and if you put this address into a web browser, will open the Tero Consulting website.

15.3.2 File

A link of type 'File' will allow you to UPLOAD a file , of any type, into the Web Work database and therefore make it available to all users of the system. Once you click FILE , you will be prompted for the path on your local computer to the file that you wish to upload.

As previously stated, once you have completed the New Web Link screen, and clicked SAVE – if you have selected FILE as the link type, you will now have to upload the file to the server.

A second window will open prompting you for the file name to upload – Source File.

You can click on the BROWSE button beside the Source File field to browse your local drives and select the file to upload.

You can enter a DIFFERENT name in the Save As box, to rename the file when you upload it. For example, you may have a file on your computer that you have called “FANBELT.DOC”, but you want to upload it with a more specific name, like “FANBELT SPECS FOR MOTOR 1123.DOC” – you type the new name in the Save As field.




Click the UPLOAD FILE button to send the file to the server.

Once the file is uploaded, you will see a completed message with the file name and size, and the link will now be created and available for others to see and use.

15.4 Editing Existing Web Work Links

To edit an existing link:



- Click on TOOLS in the Module Option Menu at the top of the Web Work screen while in any module (except for Reports). Remember if the link was setup to only be in accessible in the module in which it was created, you must be in that module to edit it.
- Select Links from the drop down menu to open the Create/Edit/View Links screen.
- Click on the  edit icon on the link you wish to edit. Make your changes and click SAVE.

NOTE: You cannot change the TYPE, but you can change the URL or the description of the link.



15.5 Deleting Existing Web Work Links

To delete an existing link:

- Click on TOOLS on the Module Option Menu at the top of the Web Work screen while in any module (except for Reports). Remember if the link was set up to only be accessible in the module in which it was created, you must be in that module to edit it.
- Select Links from the drop down menu to open the Create/Edit/View Links screen.
- Click on the  edit icon on the link you wish to edit. Make your changes and click SAVE.
- Click on the  delete icon to completely delete the link.

REMEMBER – You are deleting this for EVERYONE, not just yourself, so proceed with caution.

15.6 Viewing Web Work Links

To view an existing link:

- Click on TOOLS on the Module Option Menu at the top of the Web Work screen while in any module (except for Reports). Remember if the link was set up to only be accessible in the module in which it was created, you must be in that module to view it. If it was set up to be accessible to RELATED RECORDS ONLY , then it will only be available if that record is on the screen in edit mode, or if it makes up part of the record shown (i.e.: if the equipment is on the work order that is displayed)
- Select Links from the drop down menu to open the Create/Edit/View Links screen.
- Click on the applicable link title or description to open the link in a new browser window.