

Working with User Links

Stratum.Viewer 6

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Getting Started

Access to User Links

Your user profile level controls what you can do with user links.

User Profile Level	Personal Links**				Global Links			
	Add	Edit	Delete	Run	Add	Edit	Delete	Run
Casual*								x
Advanced	x	x	x	x				x
View Administrator	x	x	x	x	x	x	x	x
Security Administrator	x	x	x	x	x	x	x	x

*Casual use of user links is limited to running global user links set up by your administrators.

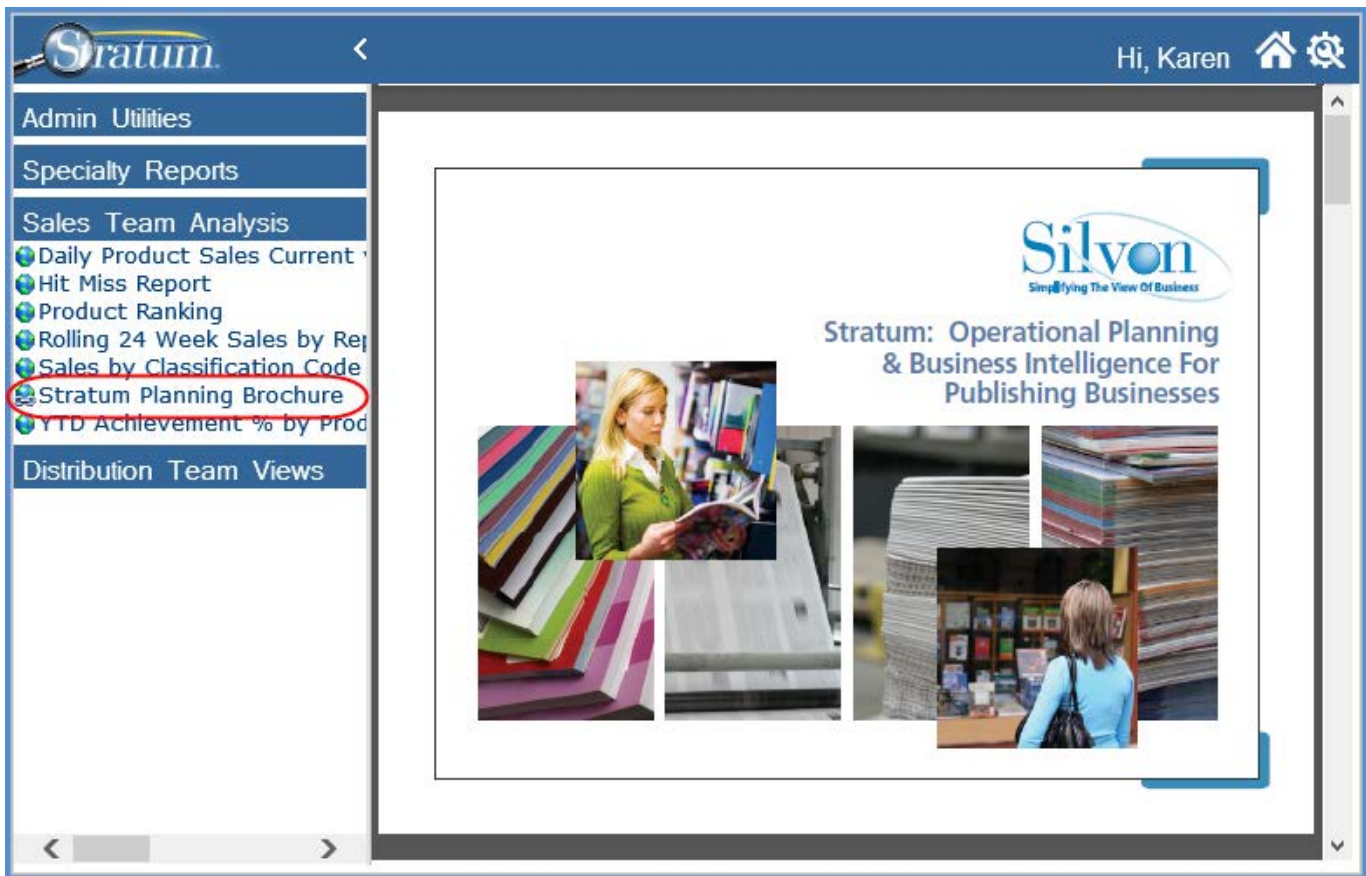
**Your personal links are visible only to you and can be worked with only by you.

Introduction to User Links

User links are a means of linking to supplementary information directly from Stratum.Viewer. You can set up links that compliment the type of data you are looking at in your views, such as progress reports from sales representatives or product managers or customer websites. User links can open many different types of objects:


- URL's
- Images, PDF's, Word documents, Excel files
- Executable files, text files, directories

Links can be attached to any of your view groups, making them easy to access from the left panel. Here is a user link that opens a PDF within the Stratum.Viewer window. Links can be set up to open in the same window or in a separate browser window/tab.






Tasks




Add a User Link

1. Click User Link in the Admin Utilities view group.
2. Set up properties in the [User Link window](#).
 - a. Administrators can use the Type drop-down list to identify the user link as Personal or Global. Type defaults to Personal for advanced users.
 - b. Select the New Window checkbox if you want the link to open in a separate window or tab versus within Stratum.Viewer.
3. Save  the link.



Delete a User Link

1. Right-click the global  or personal  user link in the left panel, and select Delete.
OR
2. If you are viewing the link in the [User Link window](#), click Delete .
3. Confirm the deletion.

Edit a User Link

1. Right-click the global  or personal  user link in the left panel, and select Edit.
2. Change properties in the [User Link window](#).
 - a. Administrators can use the Type drop-down list to identify the user link as Personal or Global. Type defaults to Personal for advanced users.
 - b. Select the New Window checkbox if you want the link to open in a separate window or tab versus within Stratum.Viewer.
3. Save  the link.

Run a User Link

1. Navigate to the view group that contains the user link.
2. Click the global  or personal  link.

User Link Window

The screenshot shows a window titled "User Link" with a standard toolbar at the top. Below the toolbar are several form fields: "Name:" (text input), "Description:" (text input), "Type:" (a drop-down menu currently showing "Personal" with a red circle 1 next to it), and "URL:" (text input with a search icon and a placeholder "(ex. http://www.silvon.com)"). Below these is a "New Window:" checkbox which is checked, with a red circle 2 next to it. At the bottom is a "View Group:" list box containing several items, with "Base Views with Time Ranges" selected and highlighted in blue, and a red circle 3 next to it.

1	Type - View or security administrators can use this drop-down list to create global or personal links. Defaults to Personal and is disabled if you are an advanced user.
2	New Window - Select this property if you want the link to open in a separate browser window/tab from Stratum.Viewer. Otherwise, the link destination will open in the main frame of the application.
3	View Group - Choose one or more view group(s) from which the link will be accessible. For someone to access a link, it must either be a global link that's in one of their view groups or one of their personal links in one of their view groups.

Global, Personal, and Shared Objects

Several types of objects in this application can be set up with either global, personal, or shared designations. Views fall into that category. Also, user lists, user links, actions, and conditional formats can be either global or personal but not shared. This designation is a means of controlling which users can use the objects and save edits to the objects. View and security administrators can change the owner of any view, user list, conditional format, or action.

- **Global Objects** - can be used by all users. Administrators can create global objects. For example, an administrator creates a global view and enables it for the view groups of other users. Those users will be able to see the global view in their left panel and run the view. They cannot change the global view definition. If they make edits to the global view and want to save them, they can perform a Save As to create a shared or personal copy of the view.
- **Personal Objects** - can be used by all users but only edited by object owners. For example, a user with an advanced level of access in the application can filter a view using another user's personal user list but cannot maintain that user list.
- **Shared Views** – can be created or used by any type of user. Anyone with access to the view group to which the view belongs will see the shared view in their left panel. A shared view is a collaborative view for use within a group or department, but does not need to be managed by a Viewer administrator.