
Roxy Software Inc.

Pirouette – Version 4
Adding External Links to Pirouette

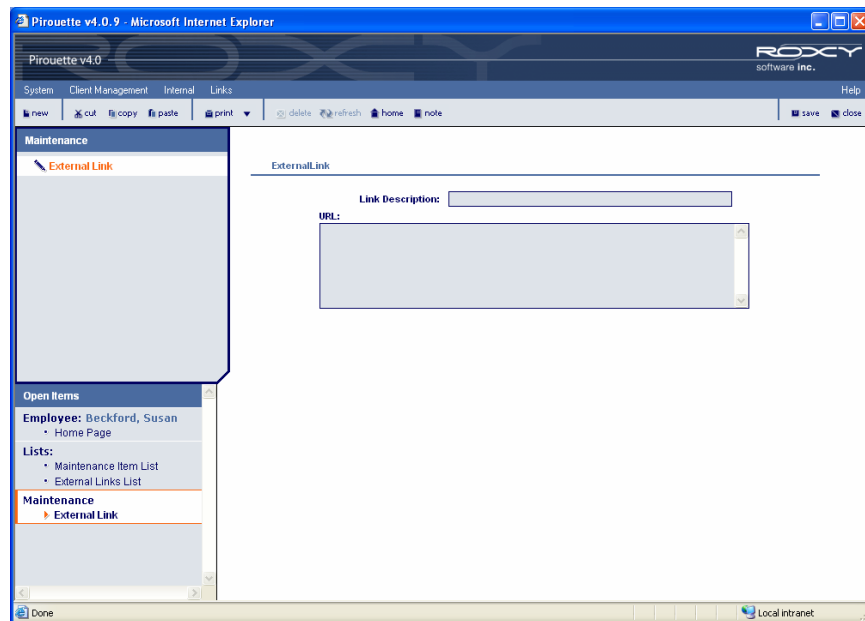
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Adding a New Link

Adding an external link to Pirouette allows users to access tools or forms that aren't part of the database, through the Links menu. You can add as many links to the database as you choose, and a link may be removed at any time.

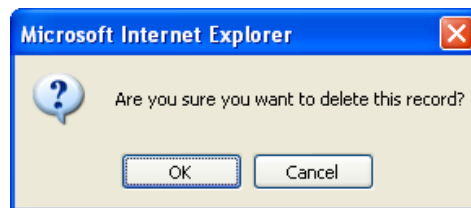
1. Go to **Internal** on the menu bar and select Maintenance to access the list of maintenance items.
2. Select Links from the list of items and click to open. The database is preconfigured with some links to Pirouette documentation and other relevant forms.
3. Click **New** on the button bar; you will be provided with a new External Link page:



4. Enter a suitable description of the link in the Link Description field. This will serve as the name of the link in the Links menu that users access.
5. When you are finished, save and close the record. Log out, and log back in again to refresh Pirouette so that the new item appears in the Links menu.

Removing a Link

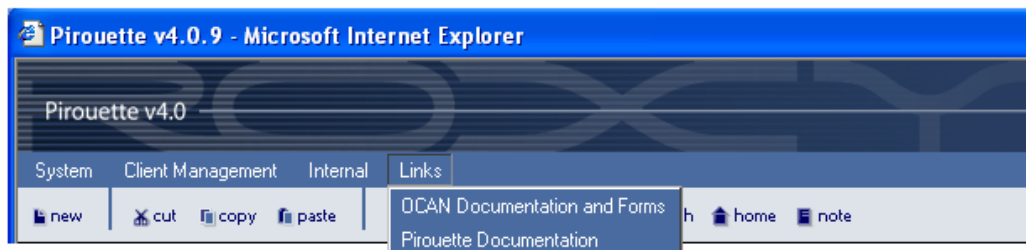
1. Go to the **Internal** menu and select Maintenance. This will bring you to the list of maintenance items.
2. Select Links from the list of items and click to open.
3. Select the desired External Link record without opening it, and click **delete** from the button bar. The following pop-up will appear:



4. Select OK to confirm that you wish to delete the selected record. Log out, and log back in again to refresh the database so that the item no longer appears in the **Links** menu.

Accessing Links in the Database

1. From anywhere in the database, click on **Links** from the menu bar. The available items will be listed:



2. Click on the desired link; it will open in a separate window.