

Introduction

The Links control panel—located under 'Directories'—is used to add, edit, group and delete links in this section of your exchange.

Links are text with (invisible) computer instructions (hyperlinks) that will open an internet address (URL) in a new browser window. Your links can have short descriptions below them to describe the page that it links to. Links can be organized into groups with headings for greater clarity.

How to add Links

Step 1

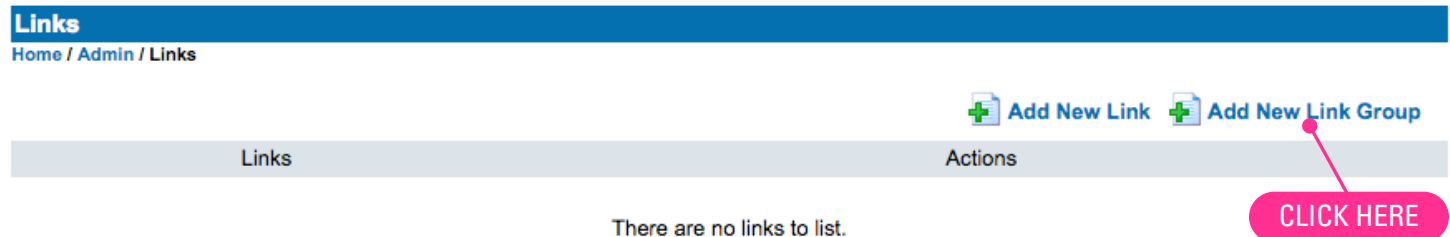
Directories

- [Manage Dynamic Directories](#)
- [Reuse Charities](#)
- [Reuse Businesses](#)
- [Links](#)

CLICK HERE

NOTE: Other Admin panel control names in this section may differ depending on type of exchange.

Step 2



Links
Home / Admin / Links

[+ Add New Link](#) [+ Add New Link Group](#)

Links	Actions
There are no links to list.	

CLICK HERE

TIP: Adding a link group is optional. We suggest adding link groups to help separate what types of websites you are linking to which makes it easier for the user when browsing.

Step 3

Add New Link

Home / Admin / Links / New Link

Type: Link Group

*Title:

Cancel

Submit

ENTER THE TYPE OF LINK GROUP HERE. e.g. Reuse Resources, Green Websites, Other Materials Exchanges

CLICK HERE

Step 4

New Link Group Created

Home / Admin / Links / New Link

The new link group has been created.

OK

CLICK HERE

Step 5

Links

Home / Admin / Links

 Add New Link  Add New Link Group

Links

Actions

CLICK HERE

Great Web Sites

Edit

Delete

Step 6

Add New Link

Home / Admin / Links / New Link

Fields below that are marked with * are required.

Type: Link

*Title:

*URL:

Description:

Group:

FILL IN THE REQUIRED FIELDS

DESCRIPTION FIELD IS OPTIONAL

CHOOSE THE GROUP

CLICK HERE

Step 7

New Link Created

Home / Admin / Links / New Link



The new link has been created.

CLICK HERE

Step 8: You may add, edit or delete link groups or links.

Links

Home / Admin / Links

 Add New Link  Add New Link Group

Links	Actions
Great Web Sites	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
• iWasteNot Systems Website Learn about this great company	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

How to delete a Link group with links in it

NOTE: If you try to delete a link group with links in it you have two options:

1. Delete the group and all the links in the group
2. Move the links in the group to another group before deleting the group. To do this:
 - i. Click cancel
 - ii. Click [Edit] next to the link you would like to keep and choose a different group from the drop down list

How to display the 'Links' link in the Navigate or Sections pane

Step 1

Configure the Exchange

- Categories & Commodities
- County
- Company Referrals
- Zip Codes
- Member Contact & Privacy Policies
- Main Settings
- Listing Settings
- Layout Options
- Exchange Messages
- Contact Information

CLICK HERE

Step 2: Don't forget to click [Submit] at bottom.

Directories

- Show Links Directory
- Show 'Reuse Charities' Directory
- Show 'Reuse Businesses' Directory
- Show Recyclopedia

CLICK HERE

Where the link to the links displays

On Residential and Food exchanges it displays in the Sections pane:

Sections

- News and Info
- **Links**
- Reuse Charities
- Reuse Businesses
- Recyclopedia

On Industrial, Biomass and eWaste exchanges it displays in the Navigate pane:

Navigate

- Home
- Browse Listings
- Newest Listings
- News and Info
- **Links**
- Sponsors

Users click on 'Links' to view the link groups and/or links you entered.