

How to Add a Quick Link in FARS

Fall 2018



Contents

This Quick Start Guide will present:

- 1-Benefits and a sample quick link, and
- 2-How to add a quick link to your page

1-Benefits and a Sample of Quick Link.

Benefits

If you have created a customized report template (e.g., a summary report of all faculty activity), and you want to run this same report over and over again, you can add it as a quick link. Quick link allows you to save your selection for future uses. You can also share a quick link to your colleagues. Thus, a quick link saves you a lot of time and may reduce errors from selecting incorrect reporting criteria.

A Sample of Quick Link

If you click an example link named “CEHD-Activity Overview-By Faculty S2 2016-S1 2017,” it will bring you to a reporting page, which has been pre-configured.

Quicklinks ▾ Actions ▾

Manage

- [Add This Page as a Quicklink](#)
- [Manage Quicklinks](#)

Existing

- [Table 2-1 Intellectual Contributions](#)
- [CEHD Activity Overview - By Faculty](#)
- [CEHD-Activity Overview - By Faculty S2 2016-S1 2017](#)
- [College of Business-Globalization as Major Comp](#)
- [Activity Overview - By Faculty-AY 2017 -2018](#)

This page appeared after you clicked the quick link.

Now, what you need to do is to make small changes to the reporting criteria. If changes are not needed, you can click “Build Report” to get the report.

Western Michigan University FARS > Reports >

Reports

Activity Overview - By Faculty

General	
Unit	College Of Educ & Human Dvlpmt Change
Course Level	All ▾
Status	Completed/Published Accepted Change
Grant Status	Completed Funded - In Progress Change
Begin	Summer II ▾ 2016 ▾
End	Summer I ▾ 2017 ▾

[Build Report](#)

[Go Back](#)

Faculty	
Unit	College Of Educ & Human Dvlpmt
Employment Status	All Faculty
Begin	Summer II 2016
End	Summer I 2017
Faculty Titles	
Taught Courses	Yes

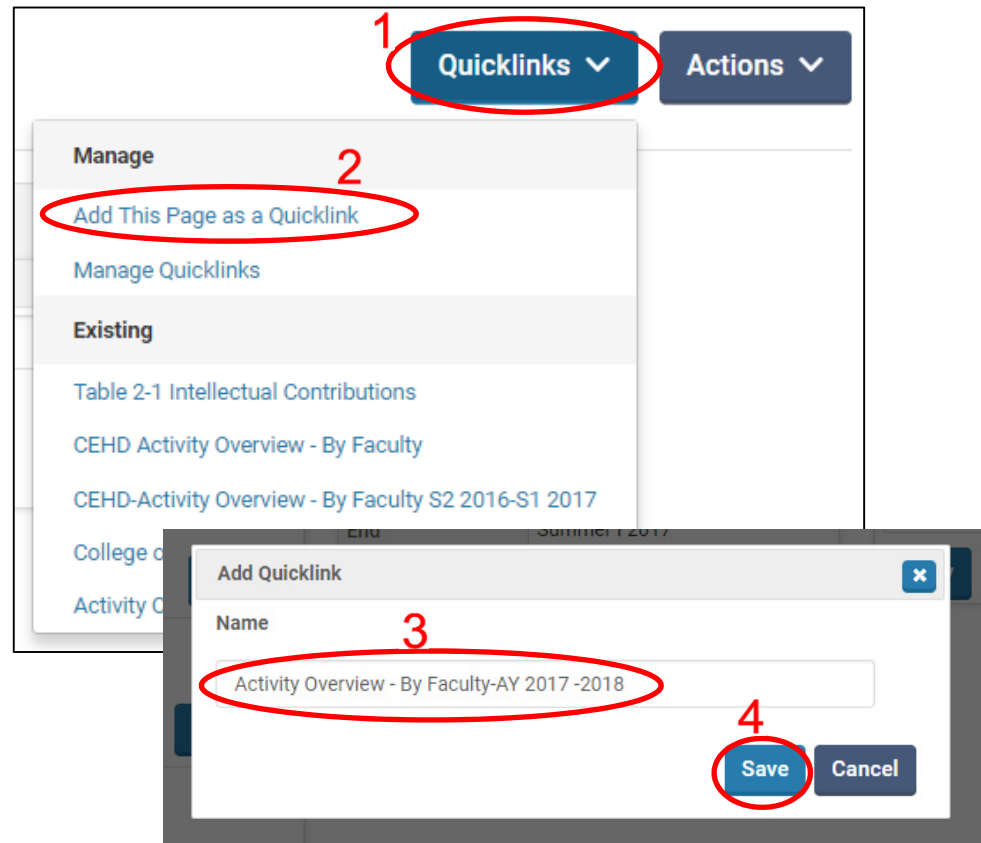
[290 Faculty Selected](#)

Details	
Activity Classifications	
Select	
IS ▾	▾
Apply	

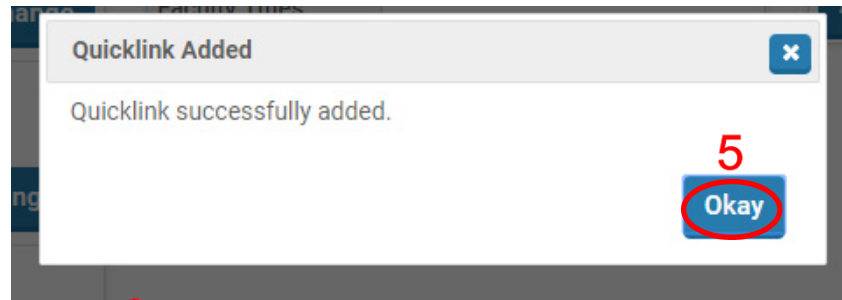
2. How to Add a Quick Link.

Once you have decided on the page to which you want the quick link to take you, then:

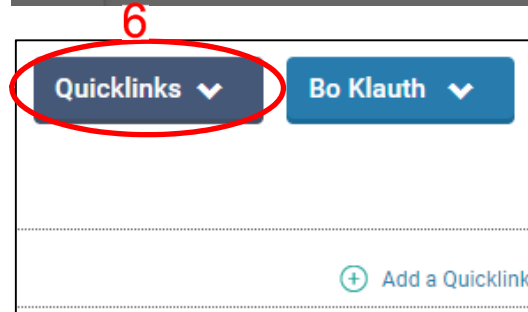
1. In the top right hand corner of the screen, click the **Quicklinks** button.
2. Click “**Add This Page as a Quicklink**”.
3. On the popped up screen, type the name of your quick link in the text box. Be sure to put a name that precisely describes it.
4. Click **Save**.



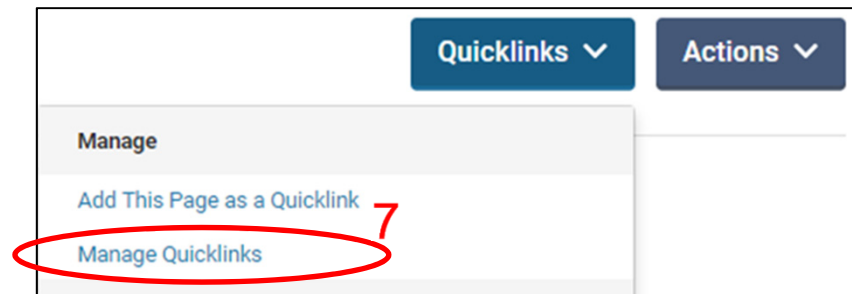
5. Click **Okay** on the message screen.



6. To view your quick links, click on **Quicklinks**. You will see the new quick link added.





















7. To manage all quick links, click "**Manage Quicklinks..**"



Western Michigan University FARS >
Manage Quicklinks

Quicklinks ▾

Search:

Order	Title	Actions	Reorder
1	Table 2-1 Intellectual Contributions	  	1 ▾
2	CEHD Activity Overview - By Faculty	  	2 ▾
3	CEHD-Activity Overview - By Faculty S2 2016-S1 2017	  	3 ▾
4	College of Business-Globalization as Major Comp	  	4 ▾
5	Activity Overview - By Faculty-AY 2017 -2018	  	5 ▾
6	Testing quicklink	  	6 ▾

The pen symbol is for renaming the quick link.

The arrow symbol is for sharing the quick link with another person.

The x symbol is for deleting the quick link.

The numbers are order numbers, which can be changed.

Thank You