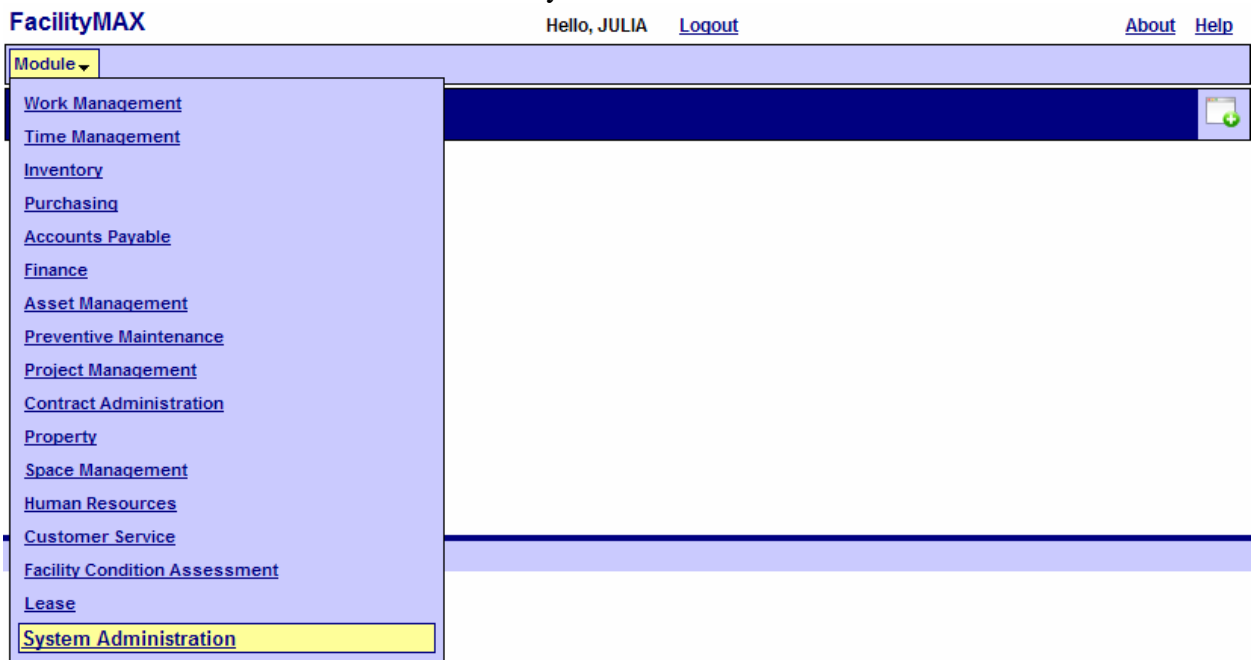


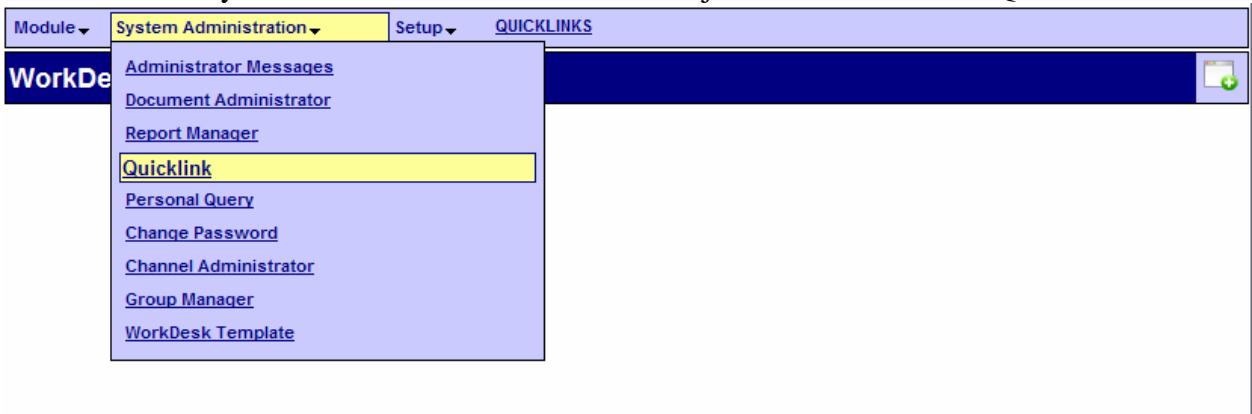
QuickLinks in FMAX

CREATE A QUICKLINK

1. Login to FMAX
2. Hover over the Module Menu and select System Administration



3. Hover over the System Administration Menu that was just created and select Quicklink



- Click on the name of the Module for which you want to create a shortcut. Only Modules to which you have access are displayed

Module ▾ System Administration ▾ Setup ▾ [QUICKLINKS](#)

Quicklink

Select Module

Work Management	Purchasing	Property
Inventory	Project Management	System Administration

Sequence	Title	Type	Work Desk	Path
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- Click on the green Plus sign to add a new QuickLink

Module ▾ System Administration ▾ Setup ▾ [QUICKLINKS](#)

Quicklink

Select Module

Work Management	Purchasing	Property
Inventory	Project Management	System Administration



Work Management  

Sequence	Title	Type	Work Desk	Path
----------	-------	------	-----------	------

[Add Link](#)

- Select Screen and click the DONE Icon

Module ▾ System Administration ▾ Setup ▾ [QUICKLINKS](#)

Quicklink  

Type

Please Select:

- Screen
- Report
- Web

- Enter a name for your shortcut as the Title. Enter a Sequence number to determine the order in which QuickLinks in this Module are displayed on your WorkDesk (1,2,3...). Select the screen for which you are assigning the shortcut from the Path dropdown.

Module System Administration Setup QUICKLINKS

Quicklink

Type	Screen
Title	View Work Orders
Sequence	1
Path	Work Classification
Work Desk	<ul style="list-style-type: none"> Work Classification Work Order Work Code Group Material Request Work Code Work Order Status Phase Status Priority Material Request Status Planned Work Order Planned Work Order Status

- Select Yes to display the QuickLink on your WorkDesk and click the SAVE Icon

Module System Administration Setup QUICKLINKS

Quicklink

Type	Screen	Save
Title	View Work Orders	
Sequence	1	
Path	Work Classification	
Work Desk	Yes	

- The QuickLink is now shown in the list for the chosen Module and will show up in the QuickLink channel on your WorkDesk

Module System Administration Setup QUICKLINKS

Quicklink

Select Module

Work Management	Purchasing	Property
Inventory	Project Management	System Administration

Work Management

Sequence	Title	Type	Work Desk	Path
<input type="checkbox"/> 1	VIEW WORK ORDERS	Screen	Yes	WO_TYPE_VIEW

DELETE QUICKLINK

Path: System Administration>Quicklink

1. Click on the name of the Module for which you want to remove a shortcut. Only Modules to which you have access are displayed.

The screenshot shows the 'Quicklink' window with the 'Inventory' module selected. Below the 'Select Module' section, a table lists the quicklinks for the 'Inventory' module.

Sequence	Title	Type	Work Desk	Path
<input type="checkbox"/>	3 INVENTORY ADJUSTMENT	Screen	Yes	INV_ADJ_VIEW
<input type="checkbox"/>	10 COUNTER RELEASE	Screen	Yes	COUNTER_RELEASE_VIEW
<input type="checkbox"/>	11 COUNTER RETURN	Screen	Yes	COUNTER_RETURN_VIEW

2. Check the box next to the shortcut to remove, then click the Red DELETE Icon

The screenshot shows the 'Quicklink' window with the 'Inventory' module selected. The first row in the table is checked, and the 'Delete' icon is highlighted.

Sequence	Title	Type	Work Desk	Path
<input checked="" type="checkbox"/>	3 INVENTORY ADJUSTMENT	Screen	Yes	INV_ADJ_VIEW
<input type="checkbox"/>	10 COUNTER RELEASE	Screen	Yes	COUNTER_RELEASE_VIEW
<input type="checkbox"/>	11 COUNTER RETURN	Screen	Yes	COUNTER_RETURN_VIEW

- Click on the YES checkmark to verify deletion of the shortcut



- The QuickLink is now removed from the list for the chosen Module and will no longer show up in the QuickLink channel on your WorkDesk

Module ▾ System Administration ▾ Setup ▾ [QUICKLINKS](#)

Quicklink

Select Module

[Work Management](#) [Purchasing](#) [Property](#)
[Inventory](#) [Project Management](#) [System Administration](#)

Inventory

	Sequence	Title	Type	Work Desk	Path
<input type="checkbox"/>	10	COUNTER RELEASE	Screen	Yes	COUNTER_RELEASE_VIEW
<input type="checkbox"/>	11	COUNTER RETURN	Screen	Yes	COUNTER_RETURN_VIEW