
AQL Quick Links Webpart – User Manual

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1. INTRODUCTION

1.1 Purpose

This documentation provides comprehensive guidelines and step-by-step instructions to configure AQL's Quick Link webpart

2. Step by Step Configuration

2.1 Add webpart to the page

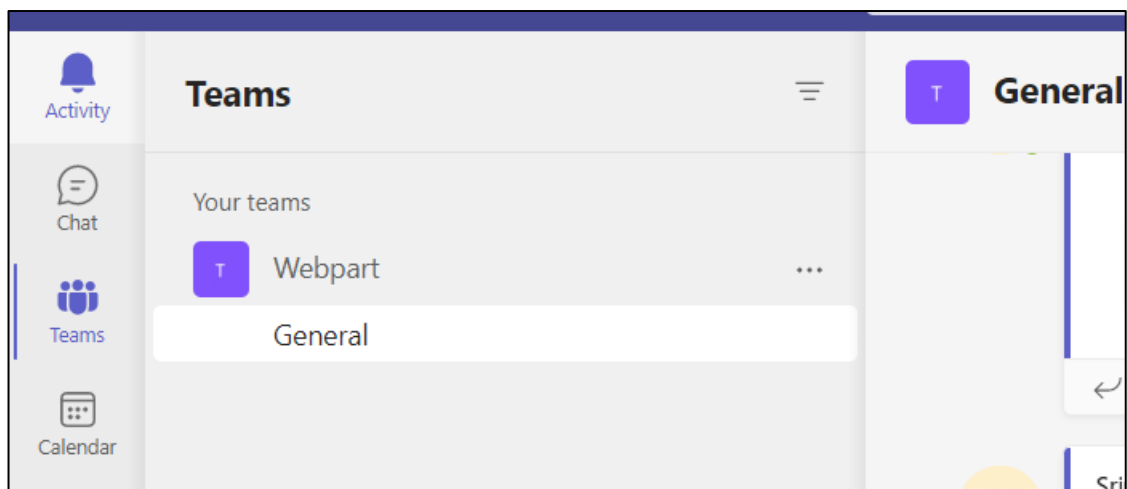
1. Go to the page where you want to add a web part.
2. If the page is not already in edit mode, click Edit at the top right of the page.
3. Hover above or below an existing web part and you'll see a line with a circled "+" like this



4. Click "+" and you will see a list of web parts to choose from. Enter **AQL Quick Links** keyword in search box then you will see the webpart. Click on the webpart to add it to the page.
5. To configure the webpart please follow [Configure webpart](#)

2.2 Add webpart to the team's tab

1. Go to Teams.
2. Move to a channel in the Teams where you want to add the solution. In the below picture, we have activated the **General** channel in **Webpart**.



3. Select + to add a new tab on the channel.



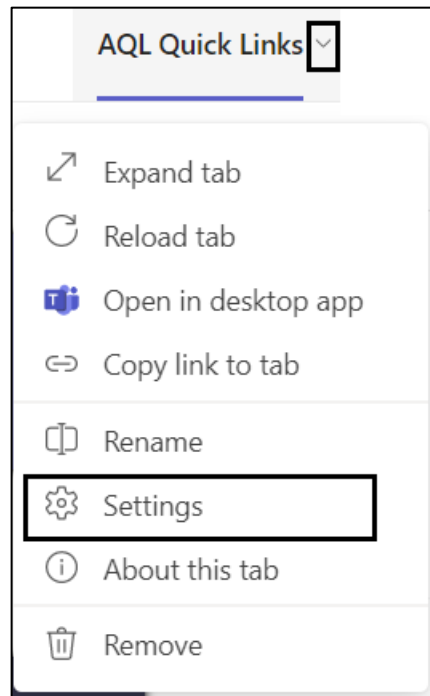
4. Search **AQL Quick Links** and from result select the **AQL Quick Links** webpart.
5. Select **Save** to confirm the tab to be installed on the channel.

☒ Post to the channel about this tab

Back

Save

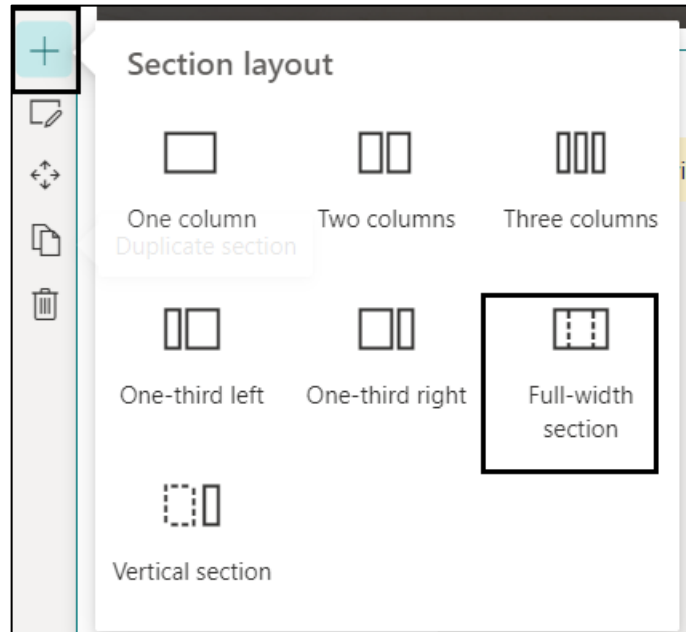
6. Webpart will be added as a Teams Tab.
7. Click on **down** arrow next to name and click on **settings** to configure the webpart as shown below



8. To configure the webpart please follow [Configure webpart](#)

2.3 Add webpart to the SharePoint page full width column section

1. Go to the page where you want to add the web part.
2. If the page is not already in edit mode, click Edit at the top right of the page.
3. Click on the plus icon from the page's left corner and select Full-Width section as show below



4. Select the **AQL Quick Links** webpart.
5. To configure the webpart please follow [Configure webpart](#)

2.4 Configure webpart

2.4.1 Registration form

Note: Registration form will appear till it is not submitted. After Submission, trial period will start.

Fill below required fields and click on **Continue** to start trial.



Register to start the trial

Name *

Work Email *

Job Title *

Company *

Country/region *

Phone Number *

☐ I agree to the [terms & conditions](#) and [privacy policy](#).

☐ I authorize AQL Technologies to use my account information and contact me for any purpose regarding this product, other services & products or any promotional offers.

2.4.2 Required List with details

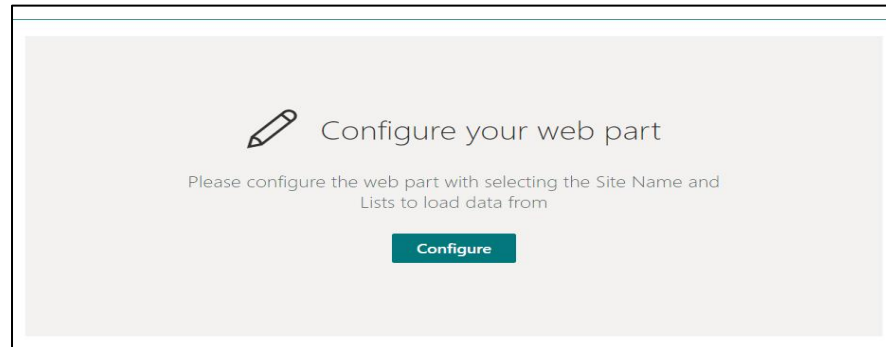
| Sr. no | List/Library Name | Description |
|--------|--------------------------|--|
| 1 | Quick Links | This list contains relevant Quick Links data such as Link Title, URL, Target Audience, etc. to be displayed. |
| 2 | Personal Links | This list contains details of personal links. |
| 3 | Quick Link Analytic List | This list contains details of the clicks on each Quick Link. |

2.4.3 Select site, List permission groups & List Configuration

This section is used for selecting site collection and permission group for creating, updating and configuration.

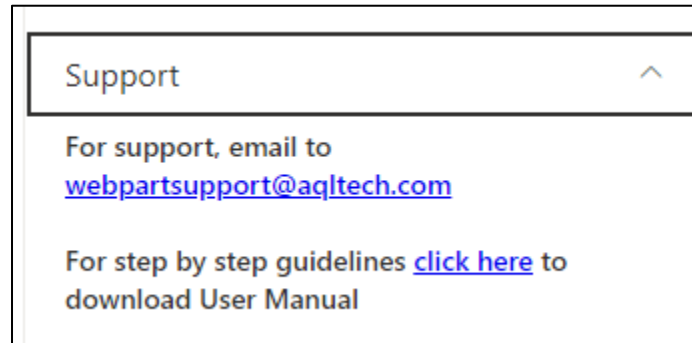
Follow below steps to select site and list permission groups

- (i) Click on **Configure** button to configure the webpart

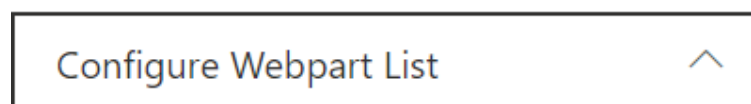


(ii) Expand **Support** Accordion

From this section, admin can download user manual to setup the webpart



(iii) Expand **Configure Webpart List** from property pane



In this section, the current site will be selected by default, however user can also search and select a desired site from the site picker shown below

Configure Webpart Lists

Select site *

[Go to IntranetWebparts Site](#)

Search...

No search results

1 Website(s) selected

☒ IntranetWebparts
/teams/IntranetWebparts/

Newly created site takes some time to
appear in search result

- (iv) Select Users/Groups under **Group** section. Selected Users/Groups will assign to webpart related lists permissions.

Webpart Permissions

Specify the below groups for webparts (Site Owner will have full access on the webpart)

Select content manager *

Select visitor users/Groups *

- 1 Groups
 - Select Content Manager: Both the site owner & the content manager have access to manage the content.
 - Select Visitor User/Group: Select the visitor users/groups who have only viewing rights.

2.4.4 Create required lists for webpart

Note: These steps are required when a webpart is configured for the first time on-site or wants to create new lists for webparts. For creating required lists for webpart selecting the

site and List permissions groups mentioned above are mandatory. Once a site is set and permission groups are filled, create webpart required lists under Webpart List.

2.4.4.1 Create Quick Links List

Switch toggle to show/hide list configurations

- Switch toggle on to configure list like create new list or select an existing list and update it.
- Switch toggle off to hide the List Configuration.

Quick Links List

Show Quick Link list configuration
☒ Show

Select type ⓘ

Create New List ▼

Note: For an existing List, the column structure and permissions will be updated.

Enter Quick Links list name * ⓘ

AQL Quick Links

Create

- Select “Create New List” from “Select Type” Dropdown
- In the “Enter Quick Links List Name” text field enter the desired name of the list and press the “Create” button. It will create the required lists for the webpart with permissions specified in the above-mentioned steps.

2.4.4.2 Create Personal Links List

- Switch “Enable Personal Links” toggle on
- “Show Personal Link List Configuration”
 - Select “Create New List” from “Select Type” Dropdown
 - In the “Enter Personal Links List Name” text field enter the desired name of the list and press the “Create” button. It will create the required lists for the webpart with permissions specified in the above-mentioned steps.

Personal Links List

Enable Personal Links (i)

☒ On

Show Personal Link list configuration

☒ Show

Select type (i)

Create New List ▼

Note: For an existing List, the column structure and permissions will be updated.

Enter Personal Links list name * (i)

AQL Personal Links

Create

2.4.4.3 Update Quick Links List

- (a) Select the “Select Existing List” from “Select Type” Dropdown
- (b) Select desired list from “Select Quick Links List” dropdown and press the “Update” button. It will update the required lists for the webpart with permissions specified in the above-mentioned steps, as well more importantly it will update the list structure with required columns/fields.

Quick Links List

Show Quick Link list configuration
☒ Show

Select type ⓘ

Select Existing List

Select Quick Links list ⓘ

Update

2.4.44 Update Personal Links

- (a) Switch “Enable Personal Links” toggle on
- (b) Switch “Show Personal Link List Configuration”.
 - (i) Select the “Select Existing List” from “Select Type” Dropdown
 - (ii) Select desired list from “Select Personal Link” Dropdown and press “Update” button. It will update the required lists for the webpart with permissions Specified in the above steps, and more importantly, it will update the list structure with required columns/fields.

Personal Links List

Enable Personal Links (i)

☒ On

Show Personal Link list configuration

☒ Show

Select type (i)

Select Existing List

v

Select Personal Links list (i)

v

Update

2.4.5 Webpart Behavior and appearance

1. Configure webpart with required field
 - (i) Follow the [Select site and List permission groups](#) steps and expand **Webpart Behavior and appearance**.

Webpart Behaviour and Appearance ^

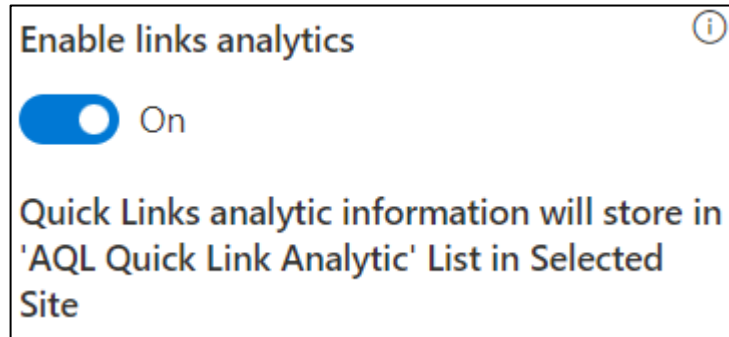
- (ii) Enter a relevant name for your webpart which will be shown on top of webpart.

Webpart title (i)

Quick Links

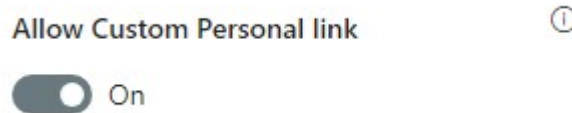
(iii) Enable Links Analytics

Toggle this button to view info about clicks on each link.



(iv) Allow Custom Personal link

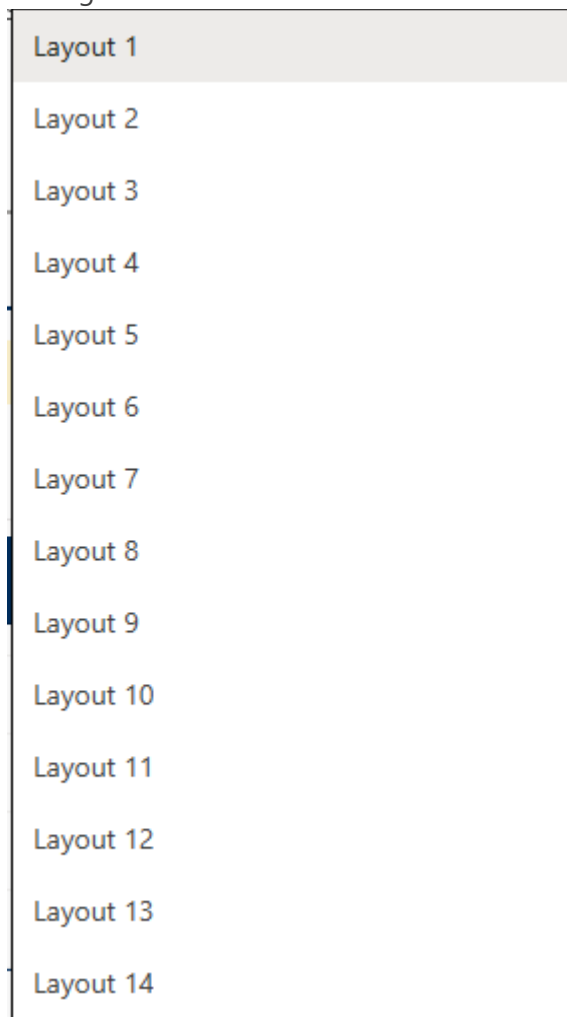
Toggle this button to provide the option to add custom links in personal link. It should be Default on



(v) Select any of the available 10 layouts from the dropdown below. Please refer [this](#) for layout design

1. **Layout 1:** Items are displayed as cards, each containing an icon above a text.
2. **Layout 2:** Number of items displayed as rows and each item contains icon and text.
3. **Layout 3:** Like layout 1, but items are displayed with distinct colors from the background one.
4. **Layout 4:** Items are displayed as separate rectangular boxes on a row, each with an icon and a text.
5. **Layout 5:** Items displayed in vertical format, each with an icon or image followed by title & description.
6. **Layout 6:** Items displayed as cards, each containing an icon followed by a text.
7. **Layout 7:** Items displayed as cards, each containing separate components in the form of icon and a text.
8. **Layout 8:** Items displayed as oval shaped boxes, each containing an icon followed by a text.
9. **Layout 9:** Items displayed in columns, each containing icons with background theme or pictures with description.

10. **Layout 10:** Items displayed as rows in a table, each containing icons or images followed by a title & description.
11. **Layout 11:** Items are displayed as cards, with each item containing an icon above the text.
12. **Layout 12:** Items are displayed as cards, with each item containing an icon on the left side of the text.
13. **Layout 13:** Items are displayed as cards, with each item containing an icon on the right side of the text.
14. **Layout 14:** Similar to Layout 2, items are displayed as rows, each featuring an icon with a background and text.



(vi) Toggle on to show the description of Link in layout 5 & layout 10

Show Description
i

☒ On

(vii) Show Category Type:

Show category type
i

None

None

Tabs

Accordion

Label For General Tab: Enter Name for the General category tab

Note: This Property will be visible if **Tabs** and **Accordion** is enabled.

Label for general tab
i

General

(viii) Toggle to show or hide the pagination.

Show pagination
i

☐ Off

(ix) Select the number of items to be displayed in a single page for pagination format.

Note: This field is visible only if point V is enabled

Select records per page

4

(x) Select Sorting Type of links

Sorting types *

Alphabetically

System Order

Alphabetically

(xi) Toggle this switch to display links in ascending or descending order.

Display order

Descending

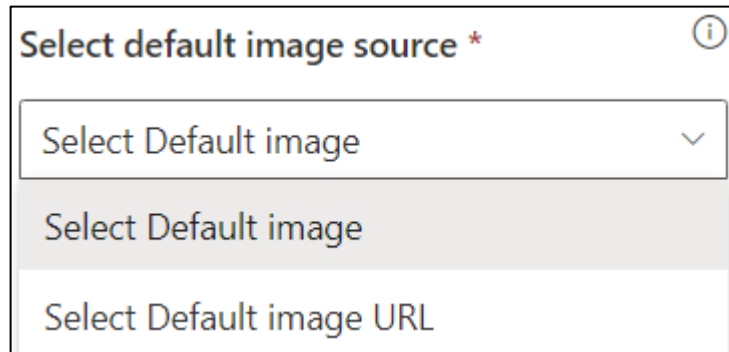
(xii) Toggle this button to show or hide images on each link

Note: This toggle is only applicable for some of the layouts

Show images

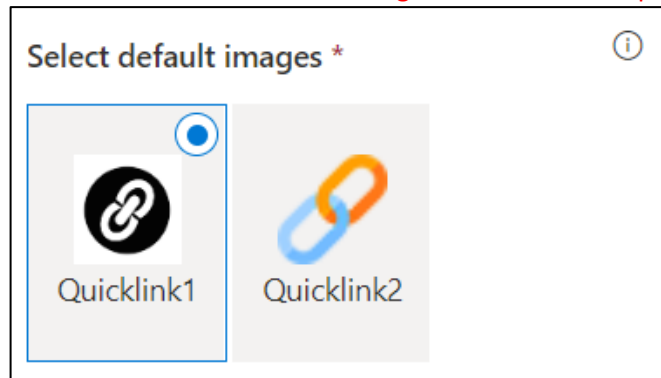
Off

(xiii) Select whether to add images from the URL or upload image for quick links, personal links.



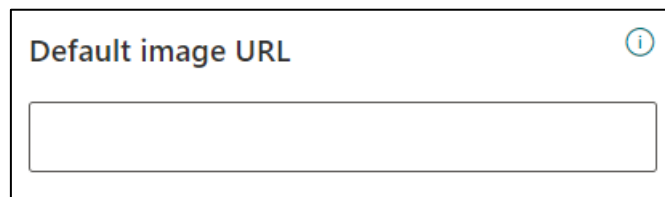
- (xiv) The image will be displayed for corresponding link in case no other image is added.

Note: This will be visible if the default image is selected in the point (xi).

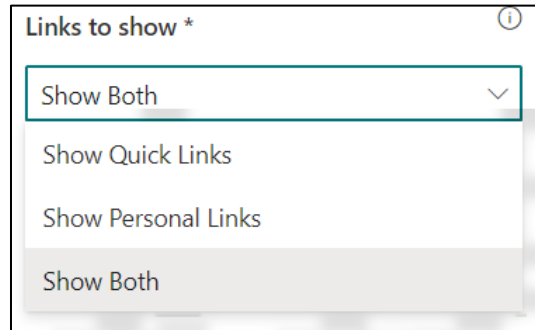


- (xv) Enter Default image URL

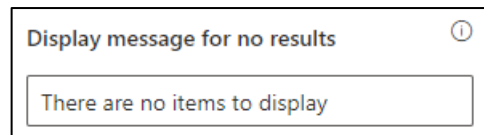
Note: This will be visible if the default image URL is selected in the point (xv).



- (xvi) Select whether you want to display personal links, Quick Links, or both.



- (xvii) Write a message that will be displayed in case of no available links.



- (xviii) Click on the **Apply** button to apply changes in the webpart.



2.5 Manage Quick Link

2.5.1 Form Fields

| Sr. no | Title | Required | Description |
|--------|----------------------------|----------|--|
| 1 | Link Title | Yes | Enter title of the link |
| 2 | Link URL | Yes | Enter Quick Link URL |
| 3 | Category | No | Select category for Quick Link |
| 4 | New Tab | No | Open link in new Tab or not |
| 5 | Target Audience | No | Select target audience for Quick Link |
| 6 | Icon | No | Select icon for Quick Link. If it is empty, then default icon will be assigned to link |
| 7 | Select Image | No | Select image option for uploading the image. Based on this selection point 7 and 8 will be visible |
| 8 | Select Custom Image | No | Select image from local/SharePoint or by link |
| 9 | Select from default Images | No | Select image for Quick Link from default images |

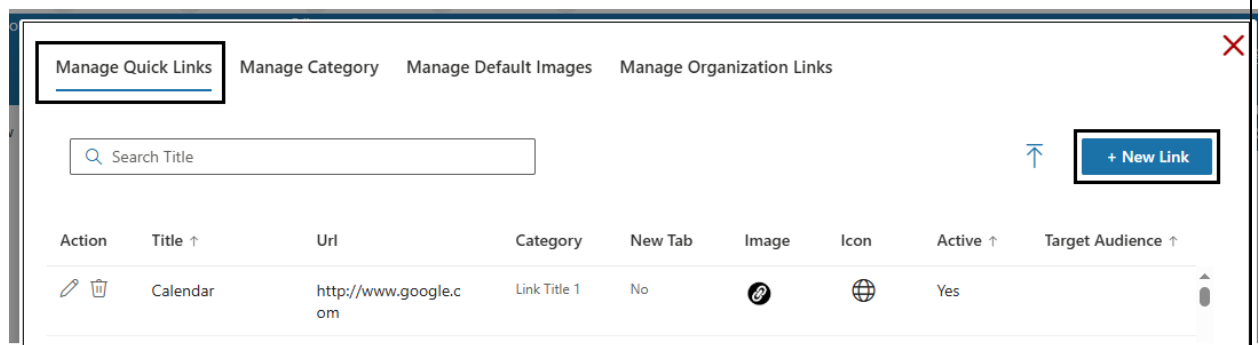
2.5.2 Add Quick Link Item





1. Admin can add the Quick Links item in the list.

(i) Click on **Manage Quick Links** button

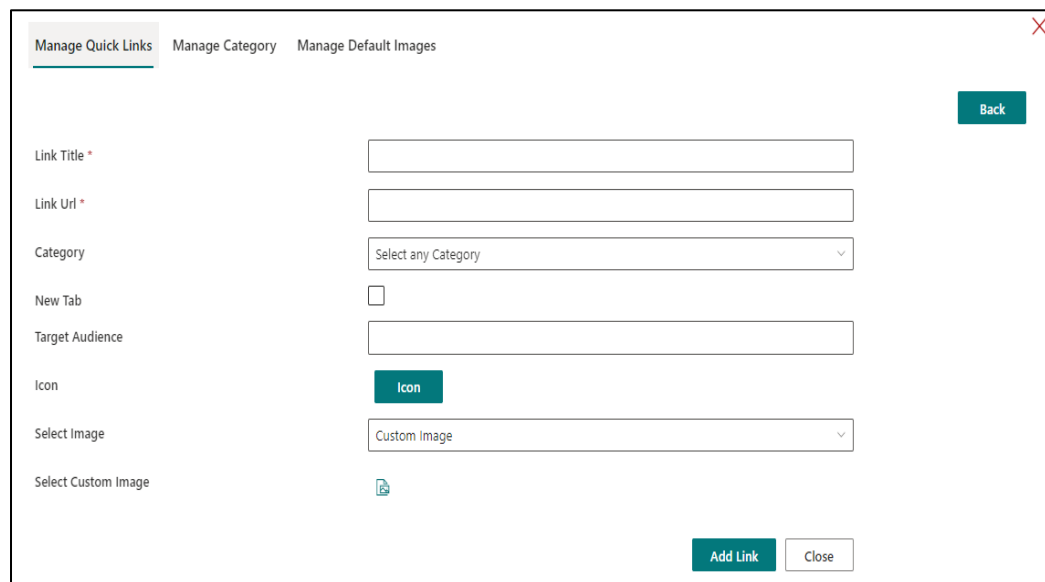


(j) Click on the **Manage Quick Links** Tab in the popup and click on **+ New Link**



| Action | Title ↑ | Url | Category | New Tab | Image | Icon | Active ↑ | Target Audience ↑ |
|---|----------|-----------------------|--------------|---------|---|---|----------|-------------------|
|   | Calendar | http://www.google.com | Link Title 1 | No |  |  | Yes | |

(k) Enter details for required fields and click on **Add Link** button




Link Title *

Link Url *


Category: Select any Category

New Tab: ☐

Target Audience

Icon: 

Select Image: Custom Image

Select Custom Image: 

Add Link **Close**

(l) Quick Link will be added in the List.

(m) User can add "mailto:" in the Link URL (<mailto:mail id>)



- (n) After adding the link, when click on the quick link having mail to url, it navigates to the outlook with pre-defined 'To' address

2.5.3 Search Quick Links

Search a desired Quick Link to update/delete, in "Manage Quick Links" dialogue under the "Manage Quick Links" tab.

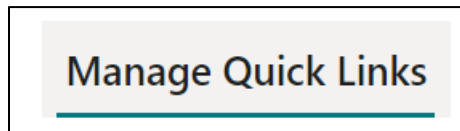


2.5.4 Update Quick Link Item

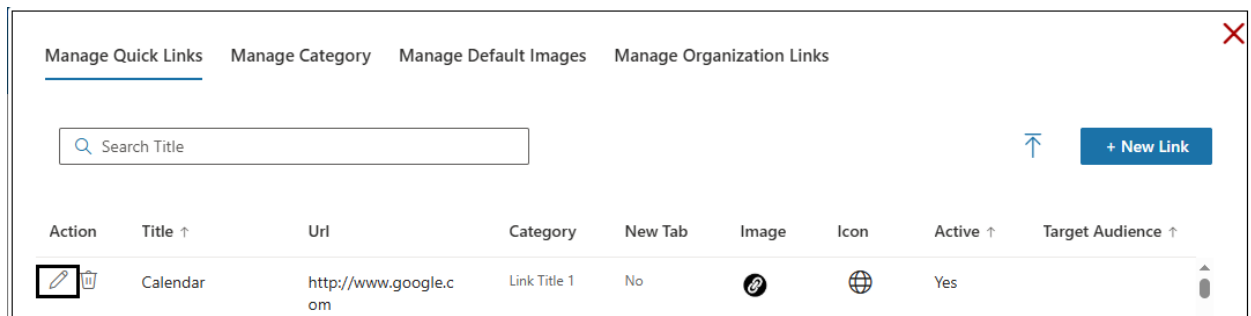
- Admin can update the Quick Links items in the list.
 - Click on the **Manage Quick Links** button in the webpart.



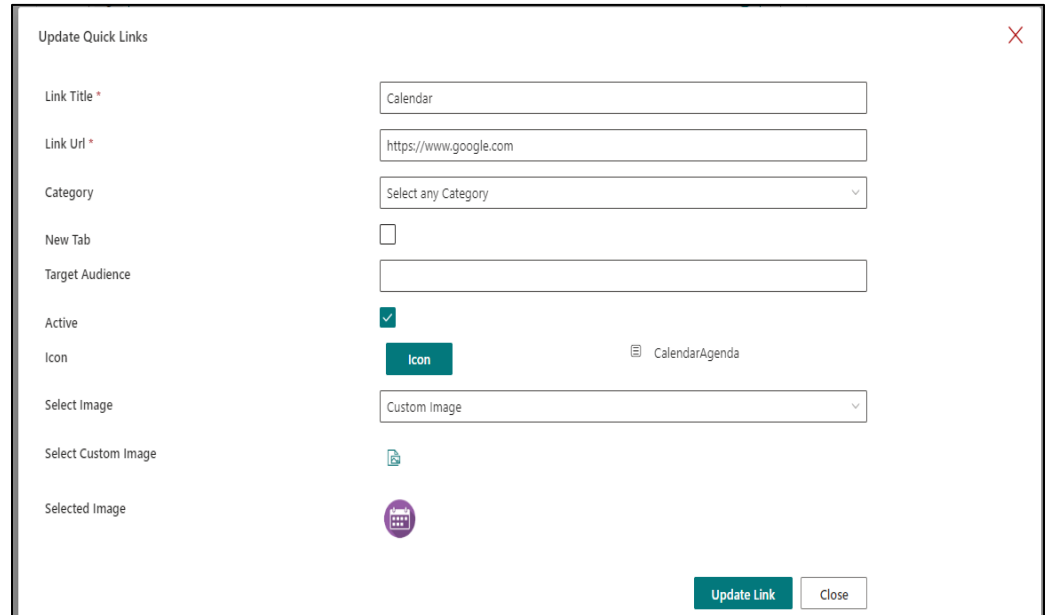
- Click on the **Manage Quick Links** Tab in popup



- Click on edit icon in the first column of the table



(l) Update form will appear with pre-populated details



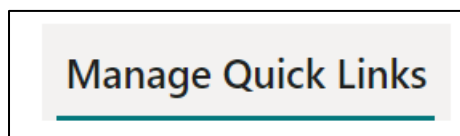
(m) Update required field in the above form and click on **Update Link** button.

2.5.5 Delete Quick Link Item

1. Admin can delete the Quick Link item in the list.
 1. Click on **Manage Quick Links** button in the webpart.







2. Click on the **Manage Quick Links** Tab in popup



3. Click on delete icon in the first column of the table



| Action | Title ↑ | Url | Category | New Tab | Image | Icon | Active ↑ | Target Audience ↑ |
|---|----------|-----------------------|--------------|---------|---|---|----------|-------------------|
|   | Calendar | http://www.google.com | Link Title 1 | No |  |  | Yes | |

4. Click on **Confirm** button in confirmation popup – Quick Link item will be deleted from list

Confirm

Do you want to delete this link ?

Confirm **Cancel**

2.5.6 Add Organization link

1. Click on **Manage Quick Links** button in the webpart



2. Show Organization Links

- (a) Toggle this button to select the Organizational links.

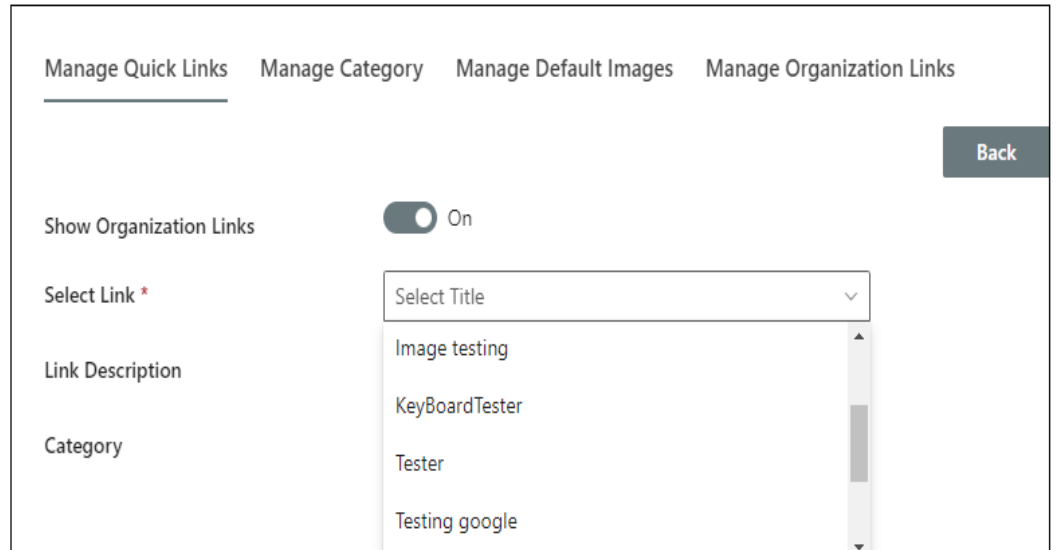
Manage Quick Links **Manage Category** **Manage Default Images** **Manage Organization Links**

Back

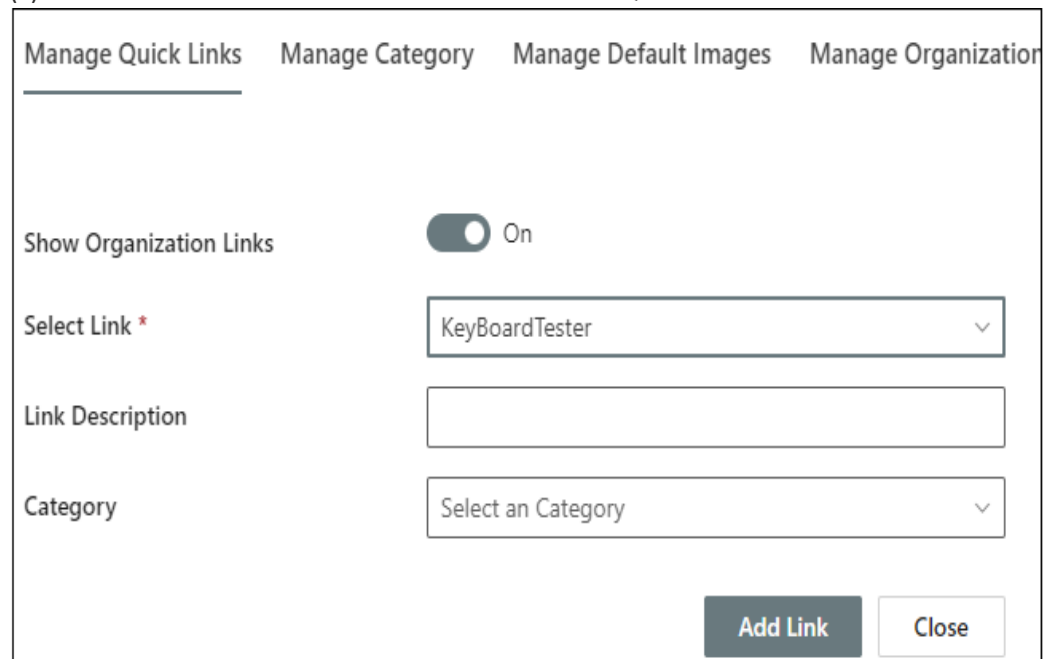
Show Organization Links ☒ On

Select Link *

(b) Select Organization Link from the Select Link dropdown, Only title of the Link should be displayed in the Select dropdown.



(c) Click on Add Link to add the selected link to the Quick link.











(d) Organization Link will be added to the Quick Link list.

2.5.7 Delete Organization link

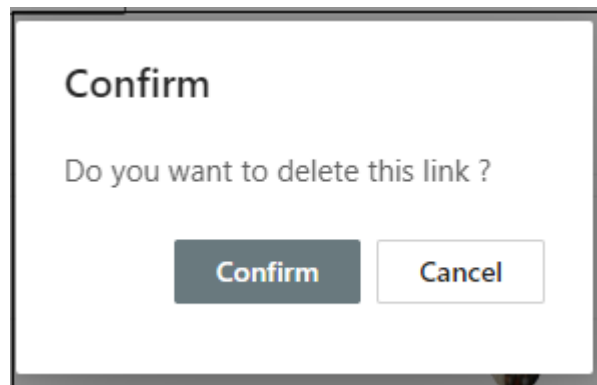
1. User can delete the Quick link item in the list.
- (a) Click on Manage Quick Links button in the webpart



- (b) Click on delete icon in the first column of the table

| Manage Quick Links Manage Category Manage Default Images Manage Organization Links | | | | | | | | | |
|---|--------------------|---------------------------------|----------|---------|---|---|----------|-------------------|------------|
| <input type="text" value="Search Title"/> | | | | | | | | | + New Link |
| Action | Title ↑ | Url | Category | New Tab | Image | Icon | Active ↑ | Target Audience ↑ | |
|   | Image testing | https://aqltech.sharepoint.com/ | | No |  |  | Yes | | |
|   | Quick link testing | https://aqltech.sharepoint.com/ | | No |  |  | Yes | | |

- (c) Click on Confirm button in confirmation popup – Organization link item will be deleted from list. This will not impact on the Organization link list.



2.5.8 Update Organization link

1. User can delete the Quick link item in the list.
- a. Click on Manage Quick Links button in the Webpart





- b. Click on the edit icon from the first column of the table

| Action | Title ↑ | Url | Category | New Tab | Image | Icon | Active ↑ | Target Audience ↑ |
|--------|---------------|---------------------------------|----------|---------|-------|------|----------|-------------------|
| | Image testing | https://aqltech.sharepoint.com/ | | No | | | Yes | |

- c. An update form will appear with pre-populated details

Update Quick Links

Link Title *

Link Url *

Link Description

Category

New Tab ☐

Target Audience

Active ☒

Icon

Select Custom Image

- d. Update required fields in the above form and click on Update Link button

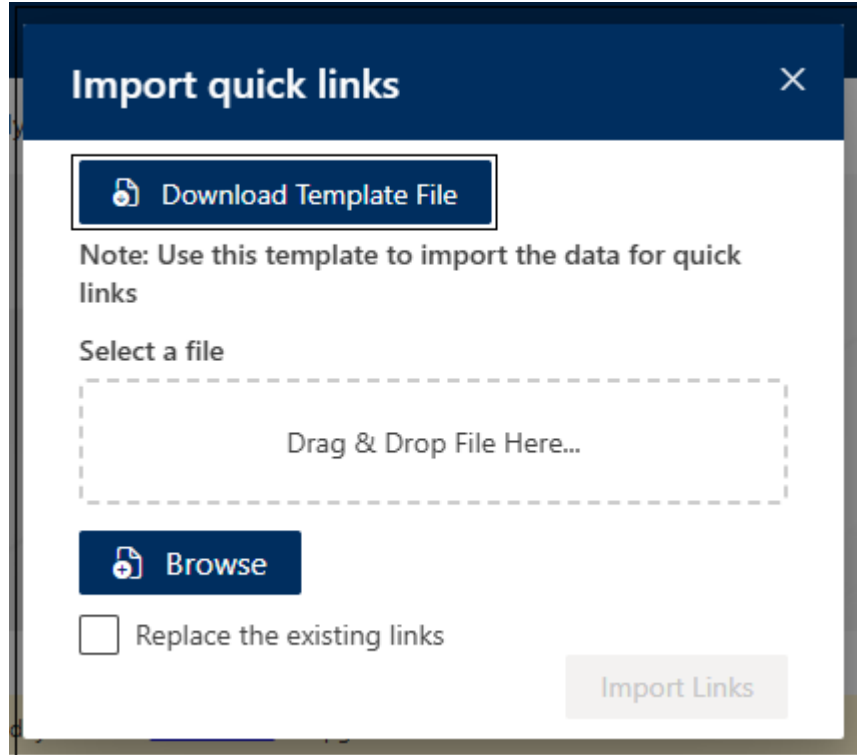
- e. Updated data will not impact the Organization link in the List.

2.5.9 Upload Quick Links


1. Click on Upload button in the Manage Quick Links



2. Click on the Download Template File

A dialog box titled "Import quick links" with a close button (X) in the top right corner. Inside the dialog, there is a button labeled "Download Template File" with a document icon. Below this is a note: "Note: Use this template to import the data for quick links". Under the note, it says "Select a file" above a dashed rectangular box containing the text "Drag & Drop File Here...". Below the dashed box is a button labeled "Browse" with a document icon. At the bottom left, there is a checkbox labeled "Replace the existing links". At the bottom right, there is a button labeled "Import Links".


Import quick links ×

 **Download Template File**

Note: Use this template to import the data for quick links

Select a file

Drag & Drop File Here...

 **Browse**

☐ Replace the existing links

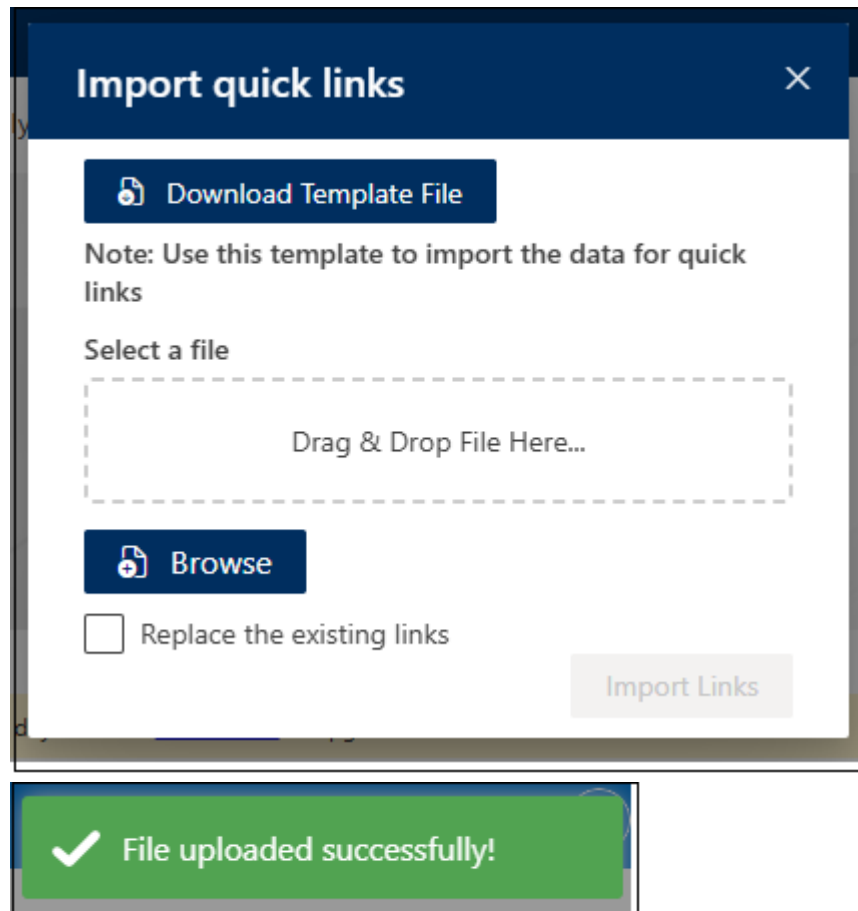
Import Links



| | A | B |
|----|---|----------------|
| 1 | | |
| 2 | 1.The Link Title, Link URL, Link Description, and Category fields each have a maximum character limit of 255. | |
| 3 | 2.The Link URL must begin with http://, https://, or mailto:. | |
| 4 | 3.The Open in New Tab(TRUE/FALSE) field accepts only true or false as values. | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| | Template | Instructions + |

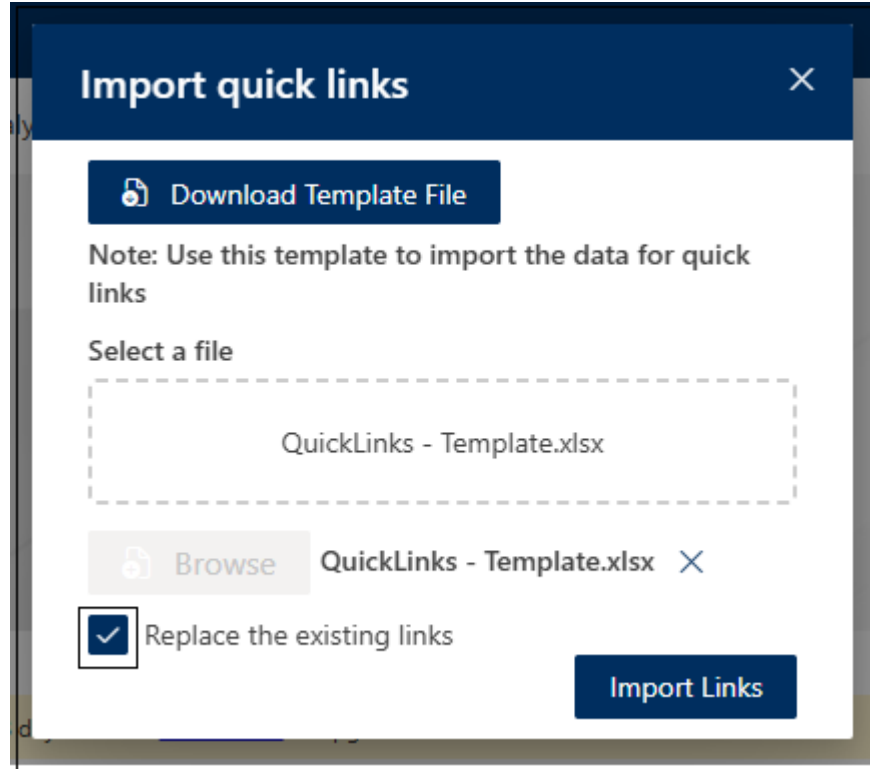
| | A | B | C | D |
|----|------------|----------|------------------|----------|
| 1 | Link Title | Link URL | Link Description | Category |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

3. Browse and upload the template file with data, uploaded data reflects in the Manage Quick Links table. Uploaded Category column data reflects in the Category table in Manage Quick Links pop up.
 - a. Only after adding all the required fields in the template and upload the file, then only the uploaded data of the file will reflect in the Manage Quick Links table



4. Upload template file with modified data and click on the "Override existing records" to override the old data with modified data
 - A. User can only modify the data columns of Link URL, Description, Category and upload the data by Overriding it.
 - B. When Link Title is modified and uploaded by overriding it, it will create new item

with the modified Title in the List items of Manage Quick Links.



5. Uploaded file data will reflect in the Manage Quick Links Table and Uploaded new Category will reflect in the Category table of Manage Category

2.6 Manage Category

2.6.1 Form Fields

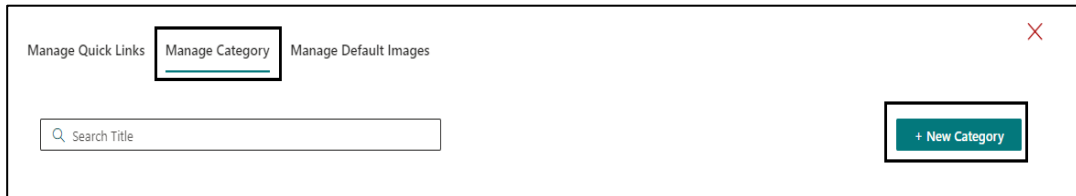
| Sr. no | Title | Required | Description |
|--------|-----------------|----------|-------------------------------------|
| 1 | Title | Yes | Enter Title of Category |
| 2 | Target Audience | No | Select Target Audience for category |

2.6.2 Add Category

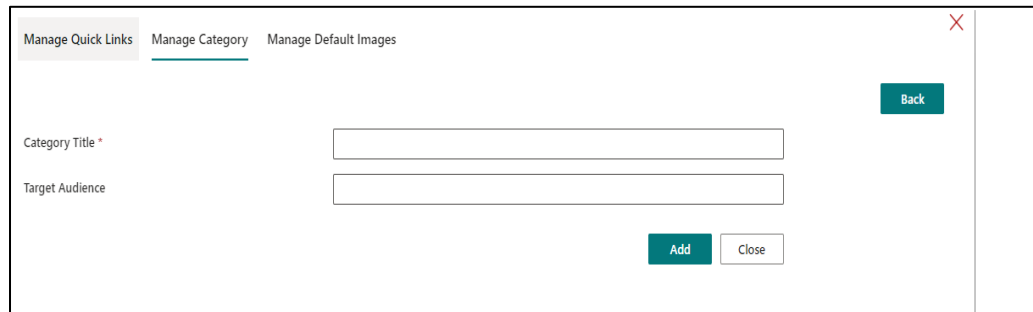
1. Admin can add the category.
 - (i) Click on **Manage Quick Links** button in the webpart



(j) Click on the **Manage Category** Tab in popup and click on **+ New Category**



(k) Fill information in below fields and click on **Add**



(l) Category added into list

2.6.3 Search Category

Search a desired category to update/delete category under “Manage Category”.



2.6.4 Update Category

1. Admin can update the category in the list.

(i) Click on the **Manage Quick Links** button in the webpart.



(j) Click on the **Manage Category** Tab in popup.

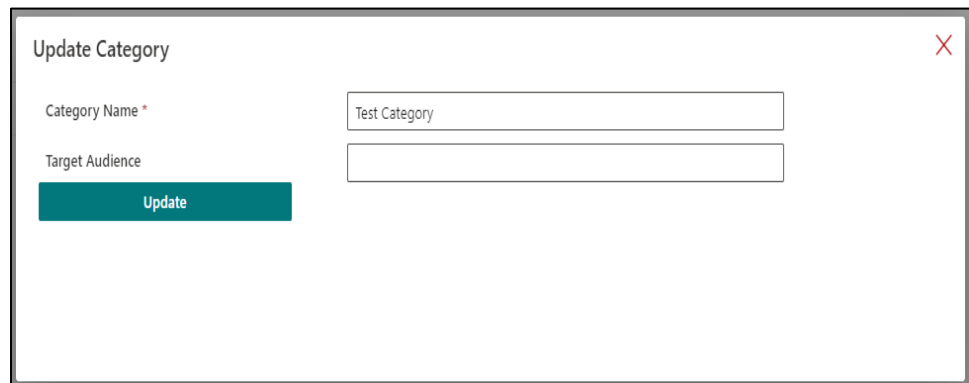


(k) Click on the edit icon from the first column of the table.



| Action | Title | Target Audience |
|---|---------------|-----------------|
|  | Test Category | |

(l) An update form will appear with pre-populated details.



(m) Update required fields in the above form and click on **Update** button.

2.6.5 Delete Category

- Admin can delete the category item in the list.
 - Click on **Manage Quick Links** button in the webpart



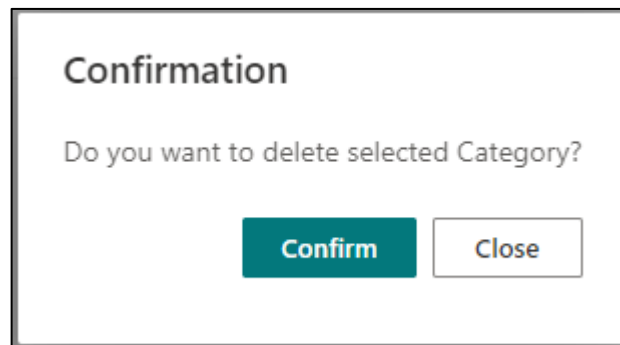
2. Click on the **Manage Category** Tab in popup



3. Click on delete icon from first column of the table



4. Click on **Confirm** button in confirmation popup – category item will be deleted from list.



2.7 Manage Default Images

2.7.1 Form Fields

| Sr. no | Title | Required | Description |
|--------|--------------|----------|--|
| 1 | Select Image | Yes | Select an image to upload as default image |

2.7.2 Add Image

1. Admin can add the default image to the list.

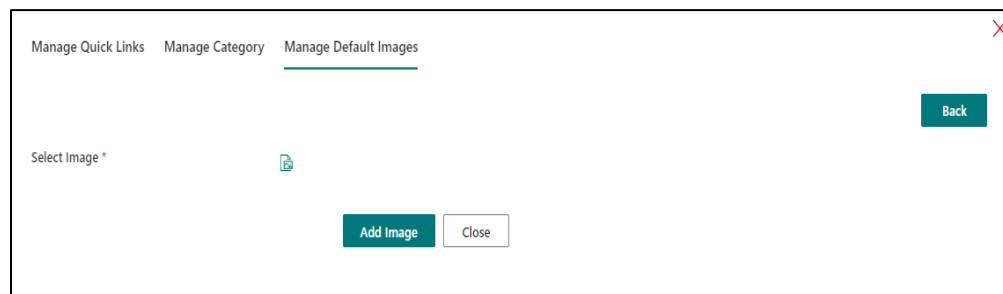
(m) Click on **Manage Quick Links** button in the webpart



(n) Click on the **Manage default images** Tab in popup and click on **+ New Image**



(o) Select the image to be uploaded and click on **Add default images** button



(p) Images will be added to the List.

2.7.3 Delete Image

1. Admin can delete the images in the list.

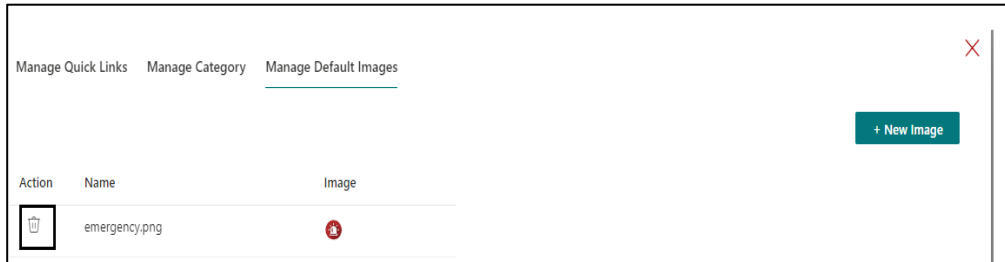
(i) Click on **Manage Quick Links** button in the webpart



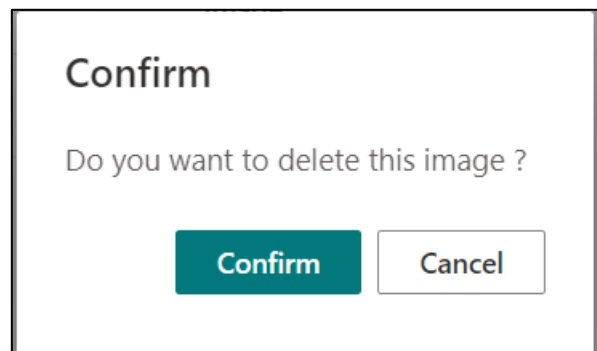
(j) Click on the **Manage default images** tab in popup

Manage default images

(k) Click on delete icon from first column of the table



(l) Click on **Confirm** button in confirmation popup – Images will be deleted from list



2.8 Manage Organization Links

2.8.1 Form Fields

| Sr. no | Title | Required | Description |
|--------|---------------------|----------|--|
| 1 | Link Title | Yes | Enter title of link |
| 2 | Link URL | Yes | Enter link of URL |
| 3 | New Tab | No | Open link in new tab or not |
| 4 | Icon | No | Select Icon for link. If it is empty, then default icon will be assigned to link |
| 5 | Select Custom Image | No | Select image from local/SharePoint or by link |

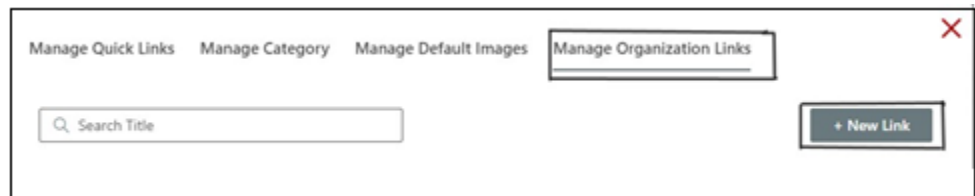
2.8.2 Add Organization link Item

1. Admin can add the Organization Links item in the list.

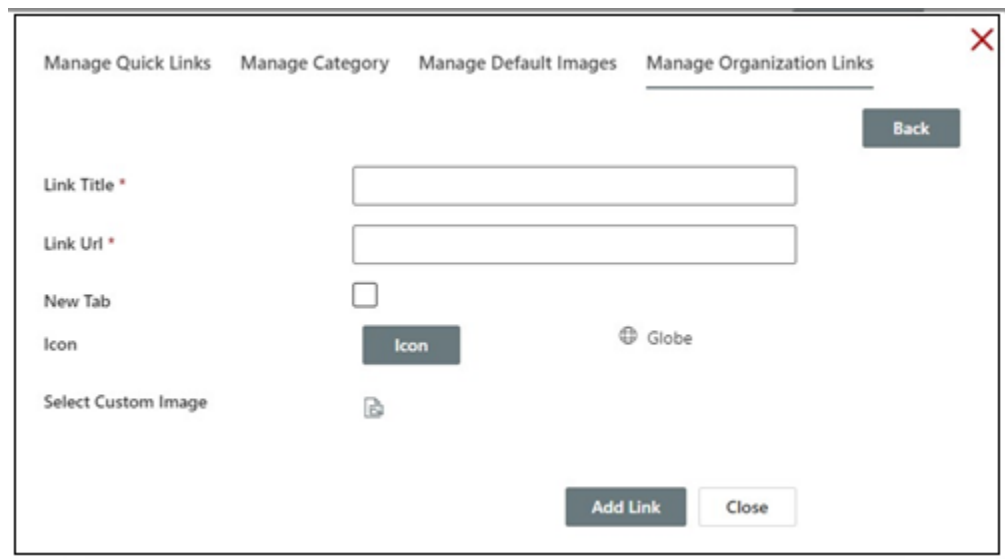
(a) Click on **Manage Quick Links** button



(b) Click on the **Manage Organization Link** Tab in popup and click on **+ New Link**



(c) Fill information in below fields and click on **Add Link**



(d) Link added into list.

(e) These links will be shown to the user in the personal links, Quick links section.
Users can add them to their own list of personal links and Quick links.

2.8.3 Search Link

Search a desired Link to update/delete link under “Manage Organization Link”.

Manage Quick Links Manage Category Manage Default Images Manage Organization Links

2.8.4 Update Link

Admin can update the category in the list.

- (a) Click on the **Manage Organization Links** Tab in popup.





- (b) Click on the **Manage Organization Links** Tab in popup.
(c) Click on the edit icon from the first column of the table

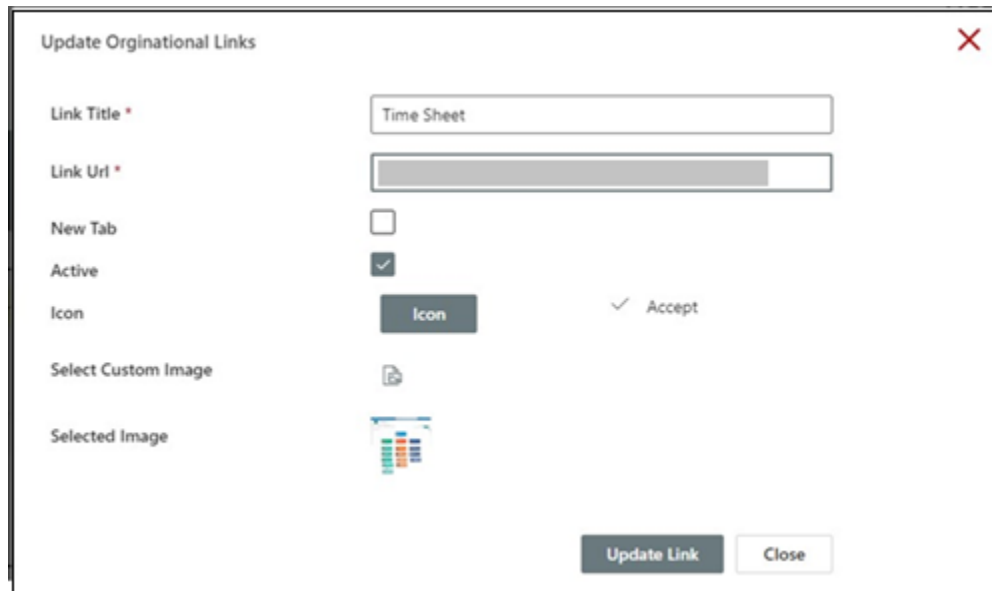
Manage Quick Links Manage Category Manage Default Images Manage Organization Links
✕

+ New Link

Note : These links will be shown to the user in the personal links section. Users can add them to their own list of personal links.

| Action | Title ↑ | Url | New Tab | Image | Icon | Active |
|---|------------|-----|---------|---|---|--------|
| <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #ccc; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; margin-right: 5px;"></div> </div> | Time Sheet | | No |  |  | Yes |

- (d) An update form will appear with pre-populated details.



- (e) Update required fields in the above form and click on **Update Link** button.
- (f) Updated link will not impact their existing.

2.8.5 Delete Link

Admin can delete the Link item in the list.

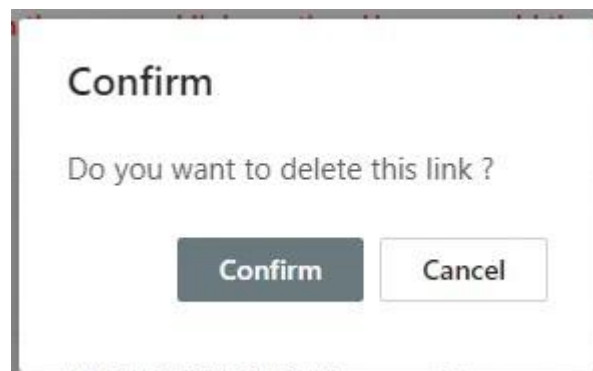
- a. Click on **Manage Quick Links** button in the webpart



- (b) Click on the **Manage Organization Links** Tab in popup.
- (c) Click on the delete icon from the first column of the table



(d) Click on **Confirm** button in confirmation popup – Link item will be deleted from list.



(e) Deleted link will not impact their existing.

2.9 Manage Personal Link

2.9.1 Form Fields

| Sr. no | Title | Required | Description |
|--------|---------------------|----------|---|
| 1 | Link Title | Yes | Enter title of link |
| 2 | Link URL | Yes | Enter personal link of URL |
| 3 | New Tab | No | Open link in new tab or not |
| 4 | Icon | No | Select Icon for personal link. If it is empty, then default icon will be assigned to link |
| 5 | Select Image | No | Select image option for uploading the image. Based on this selection point 6 and 7 will visible |
| 6 | Select Custom Image | No | Select image from local/SharePoint or by link |

| | | | |
|---|----------------------------|----|---|
| 7 | Select from default Images | No | Select image for Quick Link from default images |
|---|----------------------------|----|---|

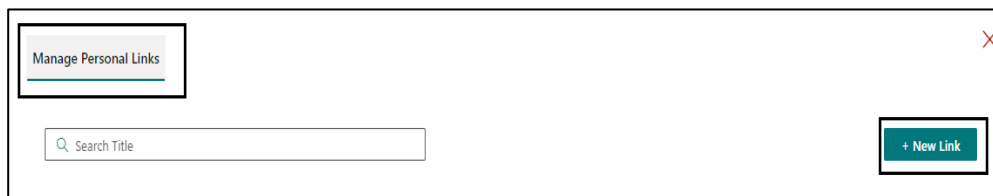
2.9.2 Add Personal link Item

1. User can add the personal link item in the list.

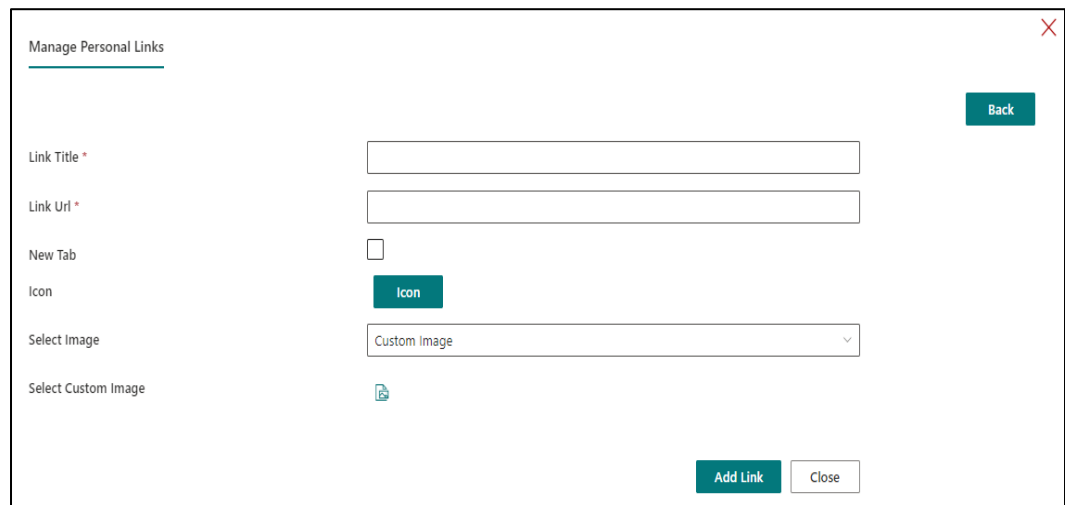
(i) Click on **Manage Personal Links** button in the webpart



(j) Click on the **Add Personal Links** Tab in popup



(k) Enter details in required fields and click on **Add Link** button



(l) Personal link will be added to the List.

2.9.3 Add Organization Links

1. Click on **Manage Personal Links** button in the webpart

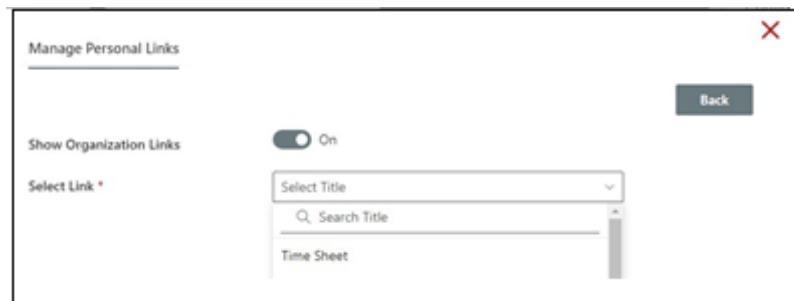


2. Show Organization Links

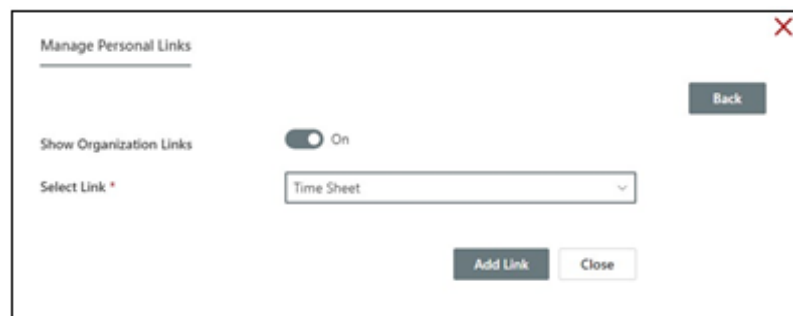
- (a) Toggle this button to select the Organizational links.



- (b) Select Organization Link from the Select Link dropdown, only title of the Link should be displayed in the Select dropdown.



- (c) Click on Add Link to Add the selected link to the personal link



- (d) Organization Link will be added to the Personal Link list

2.9.1 Delete Organization Links

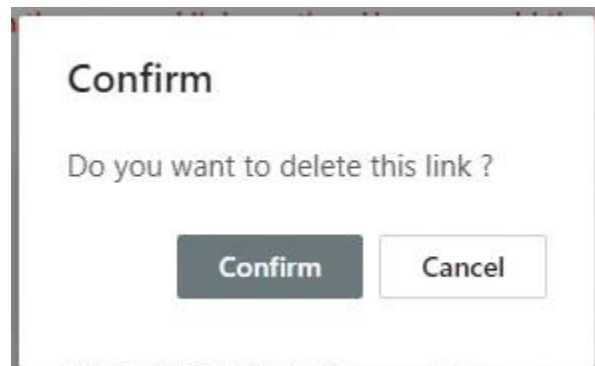
1. User can delete the personal link item in the list.
 - (a) Click on **Manage Personal Links** button in the webpart



- (b) Click on delete icon in the first column of the table



- (c) Click on **Confirm** button in confirmation popup – Organization link item will be deleted from list. The delete will not impact on the Organization link list.



2.9.2 Search Personal Links

Search a desired personal link to update/delete in Manage Personal Links dialogue under “Manage Personal Links” tab.















2.9.3 Update Personal link

1. User can update the personal link item in the list.
 - (i) Click on **Manage Personal Links** button in the webpart



- (j) Click on edit icon in first column of the table

| Manage Personal Links | | | | | | |
|---|------------------------------------|------------------------|---------|---|---|--------|
| <div> <input type="text" value="Search Title"/> + New Link </div> | | | | | | |
| Action | Title ↑ | Url | New Tab | Image | Icon | Active |
|   | Carpooling Forum | https://www.google.com | No |  |  | Yes |
|   | Employee Contract | https://www.google.com | No |  |  | Yes |
|   | Facilities Work Order Request form | https://www.google.com | No |  |  | Yes |

- (k) Update form will be open with pre-populated details

Update Personal Links

Link Title *

Link Url *

New Tab

☐

Active

☒


Icon

Icon


Car

Select Image

Select Custom Image



Selected Image



Update Link

Close

(I) Update required field in the above form and click on **Update Link** button

2.9.4 Delete Personal link Item













1. User can delete the personal link item in the list.
2. Click on **Manage Personal Links** button in the webpart



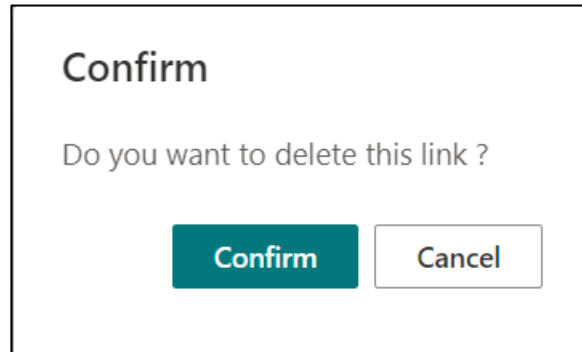
3. Click on delete icon in the first column of the table

Manage Personal Links

+ New Link

| Action | Title ↑ | Url | New Tab | Image | Icon | Active |
|---|-----------------------|------------------------|---------|---|---|--------|
|   | Carpooling Forum | https://www.google.com | No |  |  | Yes |
|   | Employee Contract | https://www.google.com | No |  |  | Yes |
|   | Facilities Work Order | https://www.google.com | No |  |  | Yes |

4. Click on **Confirm** button in confirmation popup – Personal link item will be deleted from list



3. Admin Feature

3.1 Webpart Title

1. Admin can enter a relevant webpart name and the name will be visible at the top left of webpart
2. Admin can configure this setting in point **(ii)** of [Webpart Behavior and appearance](#)

3.2 Pagination

1. Admin can decide whether to show/hide Quick Link in pagination formation and decide the number of records per page
2. Admin can configure this setting in point **(vi) and (vii)** in [Webpart Behavior and appearance](#)

3.3 Define the message if no record available

1. Admin can define a message to displayed in case of no available links.
2. Admin can define message in point **(xvi)** in [Webpart Behavior and appearance](#)

3.4 Analytic of Quick Links

1. Admin can see the number of clicks on Quick Link along the person's name (who click on links) in Analytics SharePoint list which was configured using point **(iii)** in [Webpart Behavior and appearance](#)



Note: Admin can see this information from SharePoint List. This information is stored in the AQL Quick Link Analytic list

| LinkTitle ▾ | LinkUrl ▾ | PersonName ▾ | Clicks ▾ |
|----------------------|-----------|-------------------|----------|
| Calendar | | MOD Administrator | 1 |
| Carpool Manage Area | | MOD Administrator | 2 |
| Details of Emergency | | MOD Administrator | 1 |
| Emergency Updates | | MOD Administrator | 1 |
| Calendar | | Alex Wilber | 2 |
| Carpool Manage Area | | Alex Wilber | 1 |

3.5 Sort By

1. Admin can sort the links in Alphabetically/System Order in point no (viii) of [Webpart Behavior and appearance](#)
2. Admin can decide the Ascending/Desc order in point no (ix) of [Webpart Behavior and appearance](#)

3.6 Default Image

1. Admin can select/add the default images in point no (xi), (xii) and (xiii) of [Webpart Behavior and appearance](#)
2. This image will be displayed if there are no images selected for Quick Link and personal links

3.7 Show Description

1. Admin can decide whether to show/hide Description of the Link

3.7 Show Description

a. Links to Show

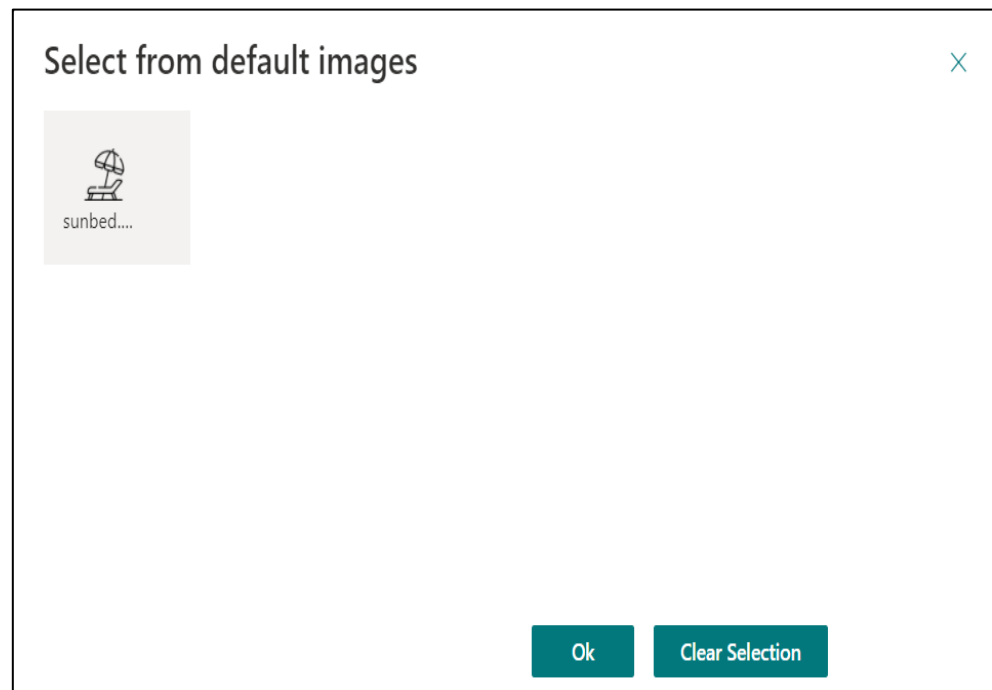
1. Admin can decide to show personal links, Quick Links, or both in point **(xv)** of [Webpart Behavior and appearance](#)

3.9 Multiple Default Images

1. Admin can add own images as default images in [Manage Default Images](#)
2. These default images will be shown in the below field while adding and updating the links (Quick Links and Personal links)



3. After Clicking on the **icon**, below popup will appear



b. Target Audience

1. Admin can define target audience of Quick Link while adding/updating Quick Link from [Manage Quick Link](#)

2. Quick Link will only be visible to the target audience user
3. If Target Audience field is empty, then Quick Link will be visible to all the users

3.11 New Tab

1. Admin can open the links in the new tab or not.
2. If Admin does not open the link in new tab, then if link is out of organization, then it will open in new tab else it will open in same tab

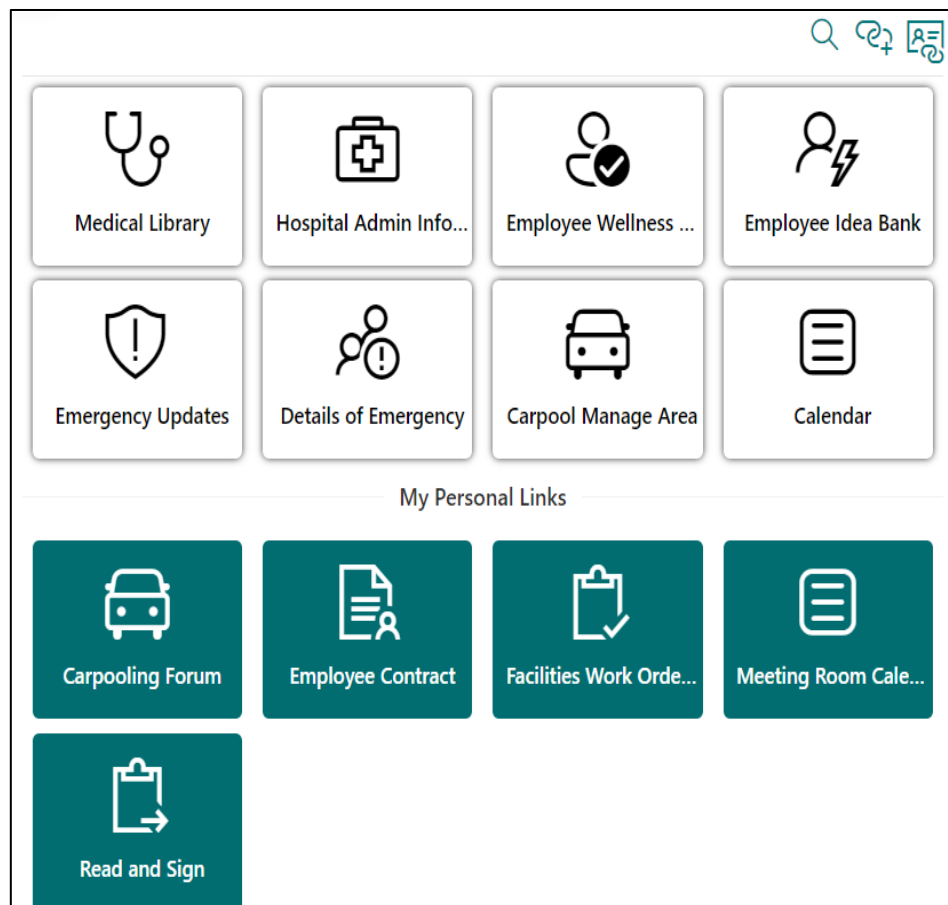
5. Screens

i. Layouts:

1. Layout 1

1. With Icons

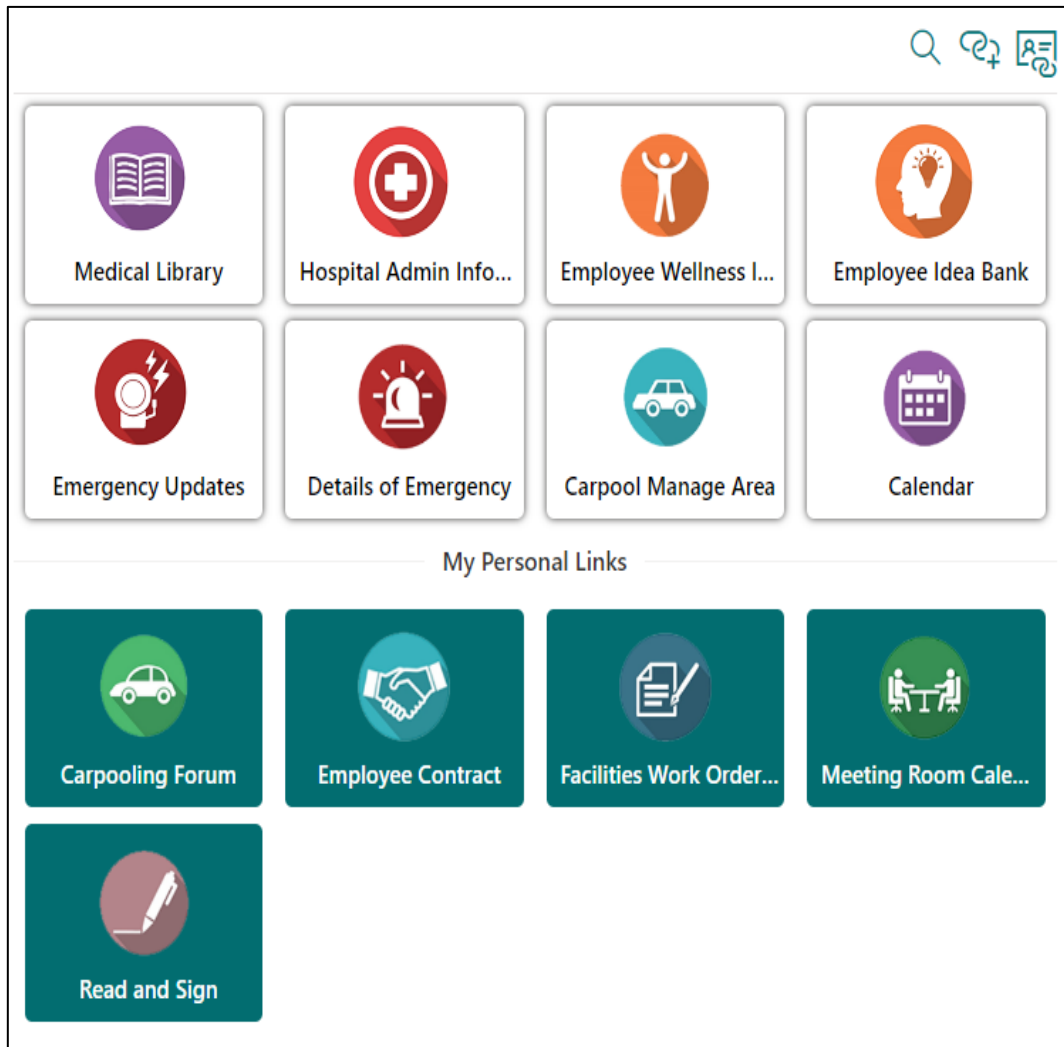
Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



2. With Image

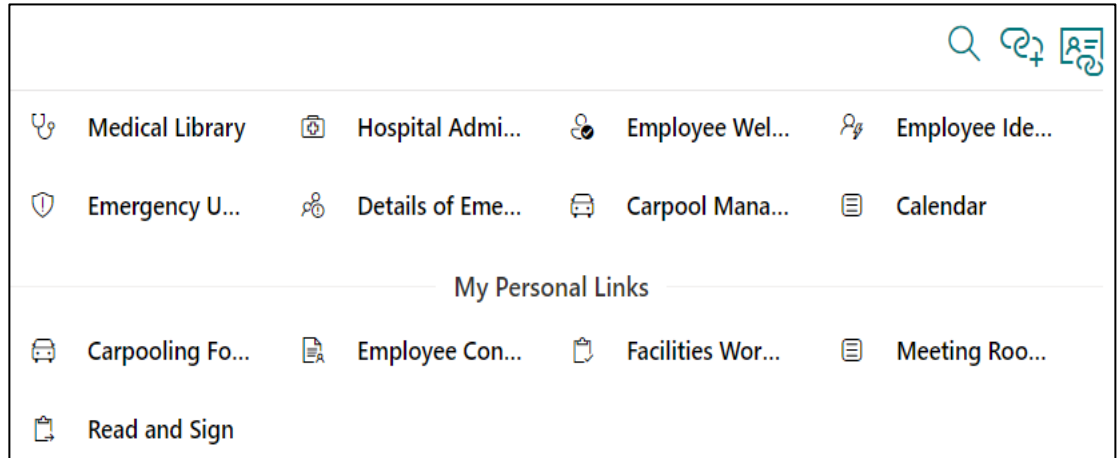


Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)





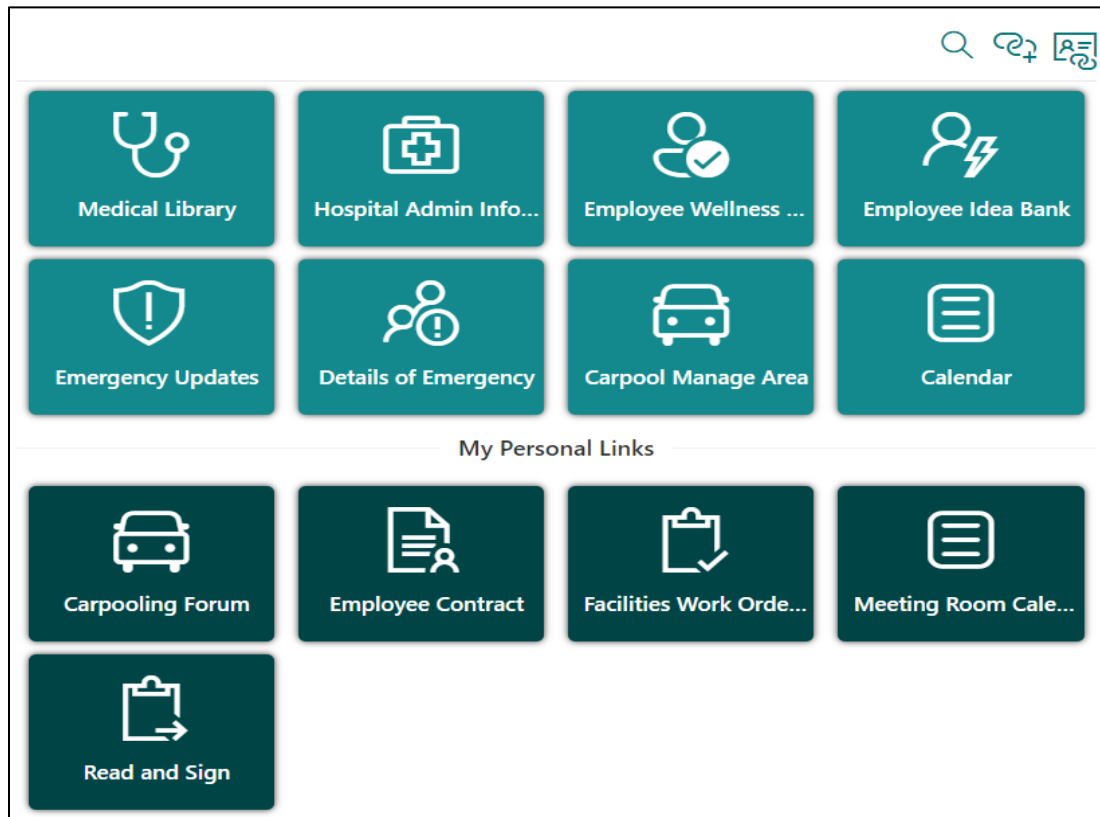
2. Layout 2



3. Layout 3

1. With Icons

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)

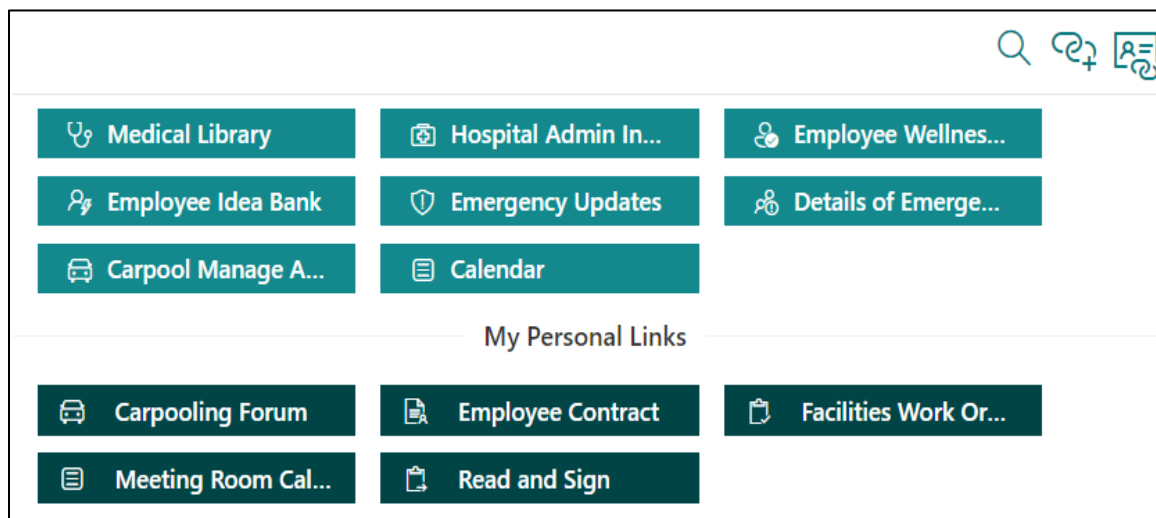


2. With Images

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



4. Layout 4





5. Layout 5

1. With Icons, title & description

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)

Layout 5 - With Icons









-  **Vision**
This link will navigate to vision of our company page
-  **Technology Solutions**
This link will navigate to Technologies page
-  **Super Jobs**
This link will navigate to Organization Job Portal page
-  **Suggestion**
This page will navigate to Employee suggestion page
-  **Strategic CEO's Report**
This link will navigate to Strategic CEO Reports
-  **Social CEO Report**
This link will navigate to Social CEO Report page.

2. With Images, title & description

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)

Layout 5 - With Icons

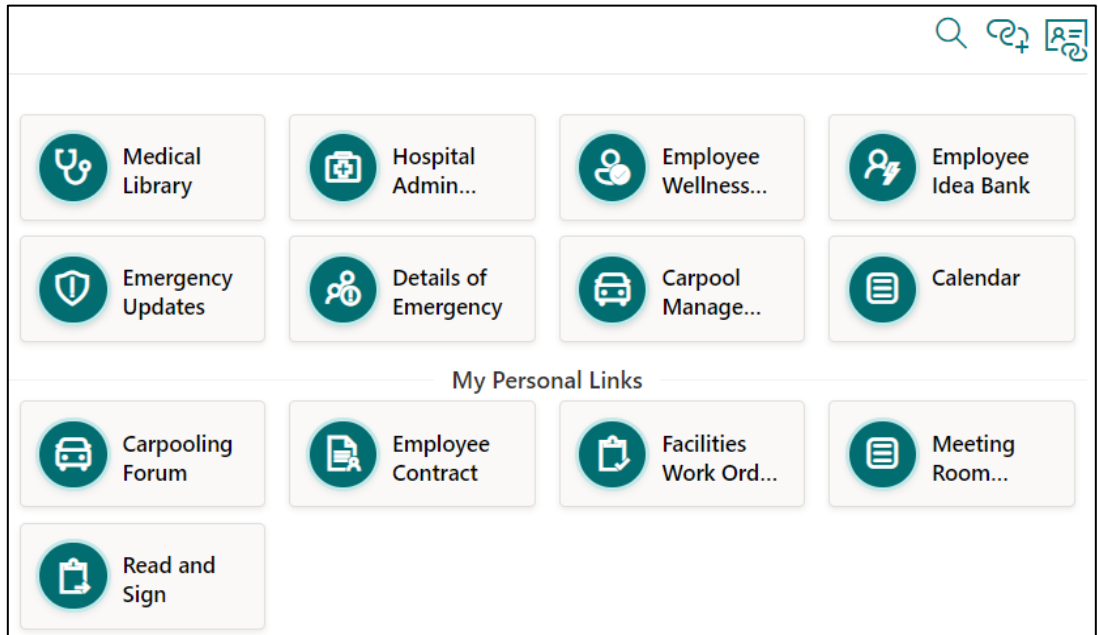


-  **Vision**
This link will navigate to vision of our company page
-  **Technology Solutions**
This link will navigate to Technologies page
-  **Super Jobs**
This link will navigate to Organization Job Portal page
-  **Suggestion**
This page will navigate to Employee suggestion page
-  **Strategic CEO's Report**
This link will navigate to Strategic CEO Reports
-  **Social CEO Report**
This link will navigate to Social CEO Report page.

6. Layout 6

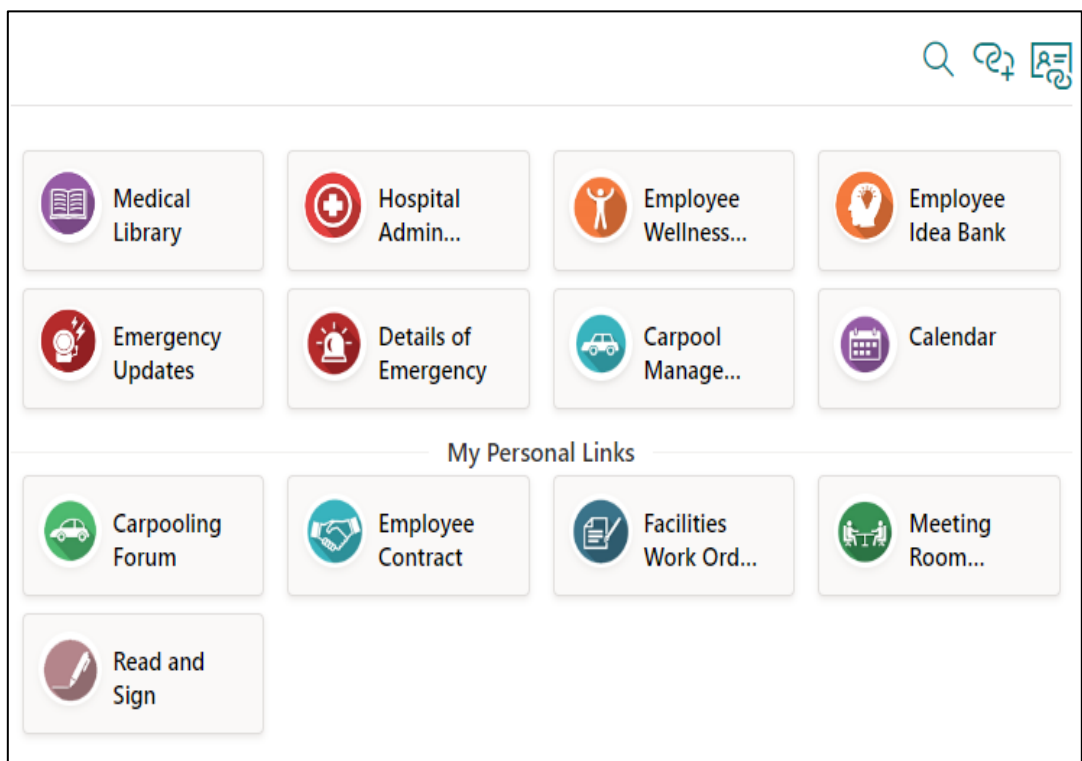
1. With Icons

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



2. With Images

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)

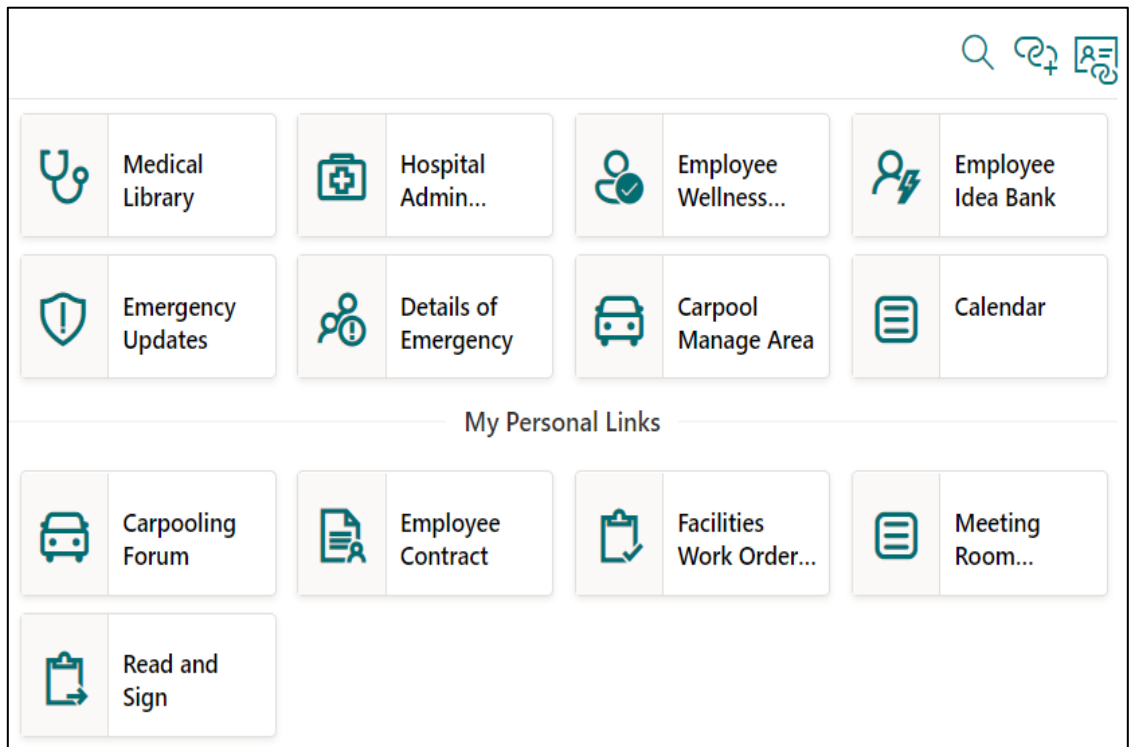




7. Layout 7

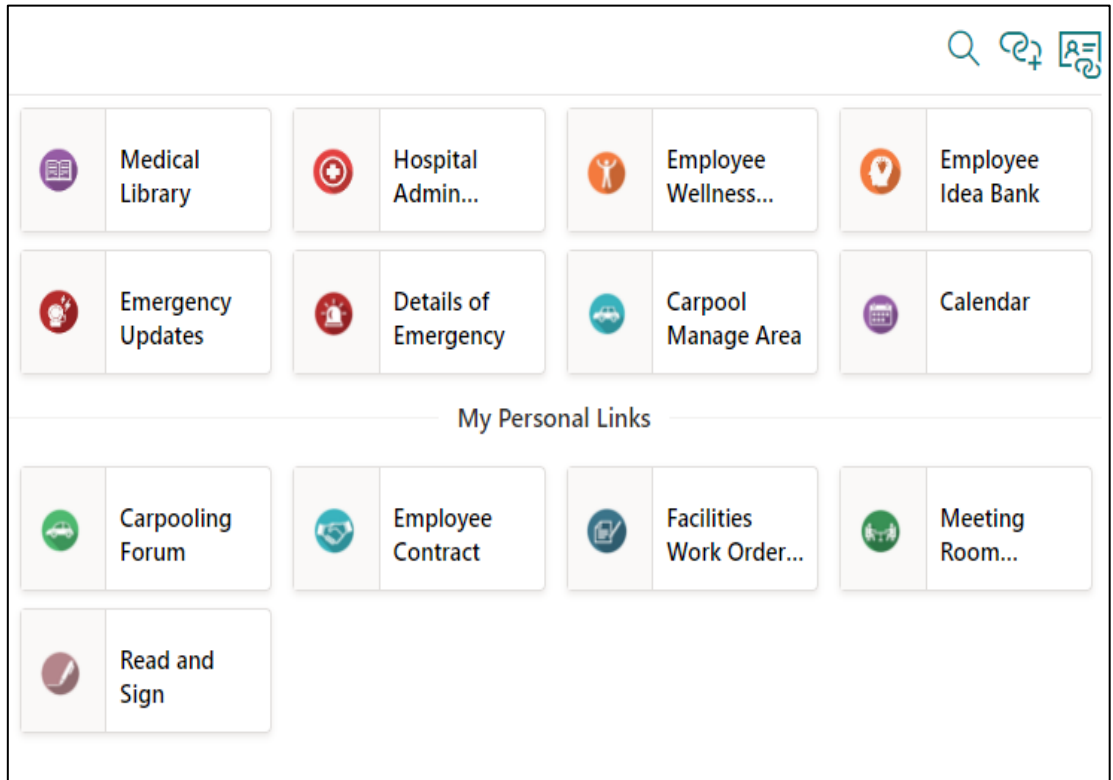
1. With Icons

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



2. With Images

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



8. Layout 8

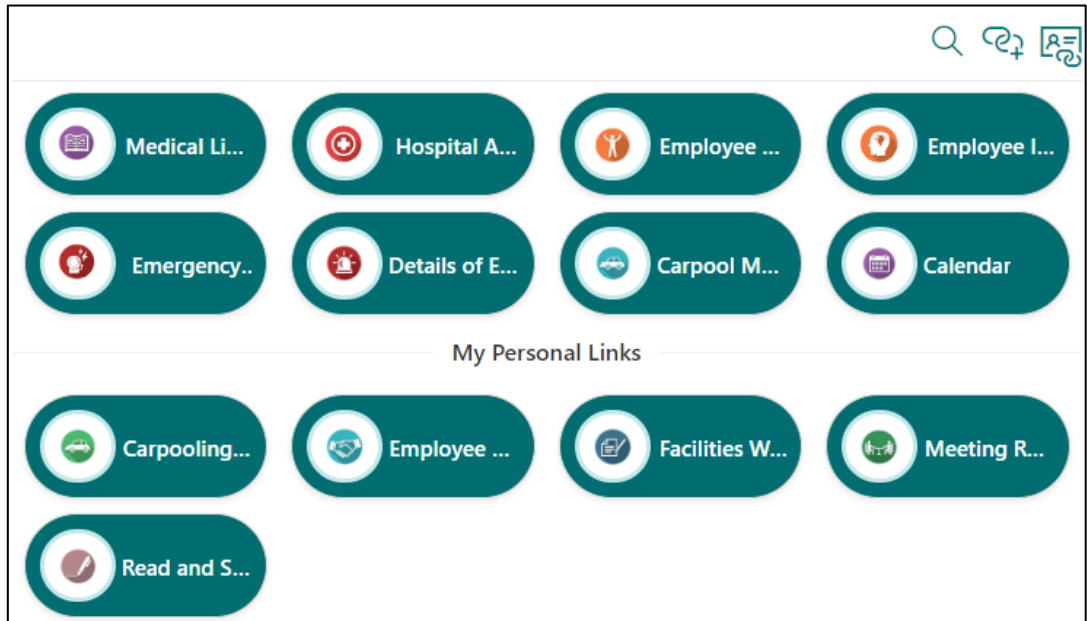
1. With Icons

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



2. With Images

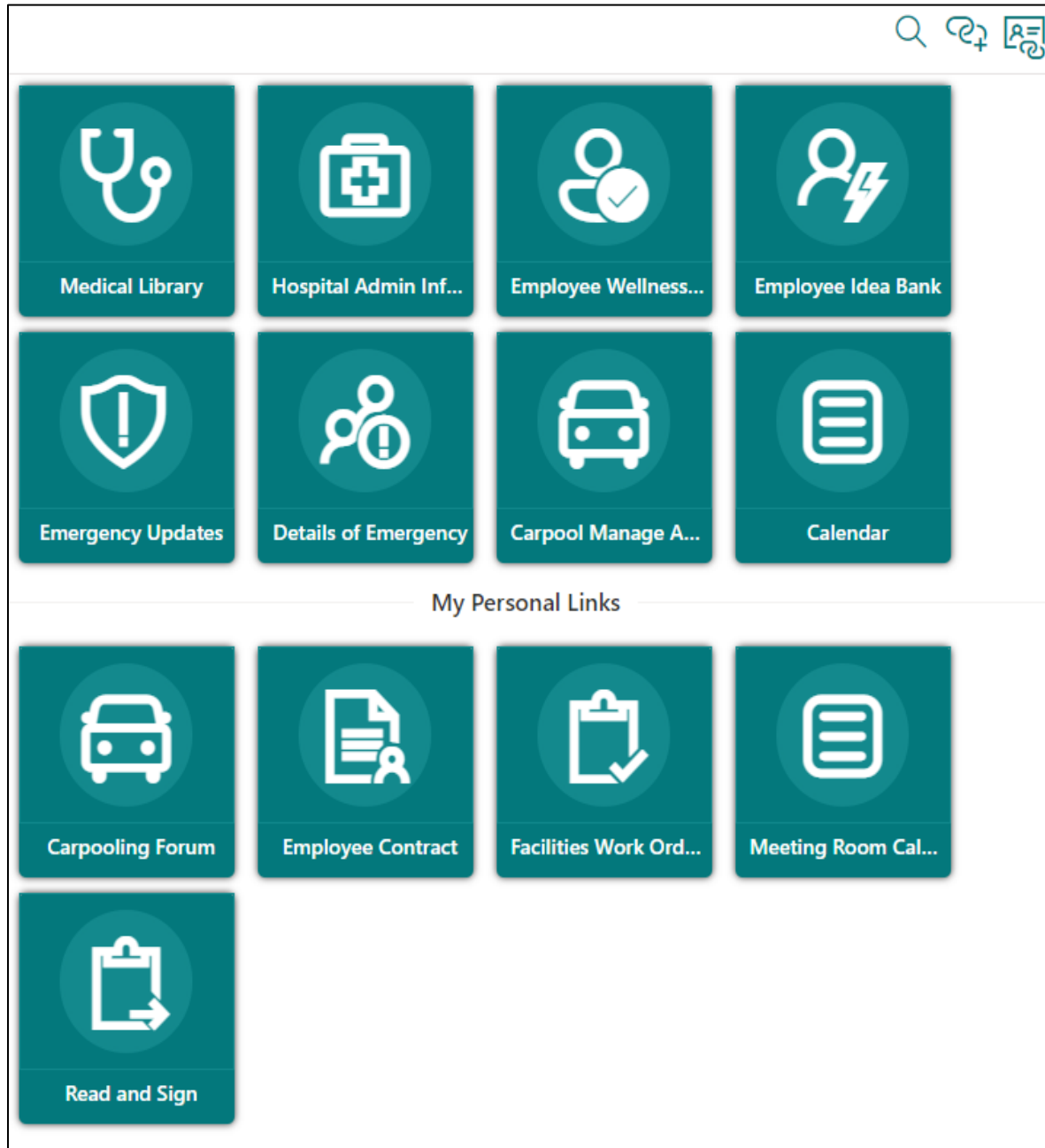
Note: This configuration is based on point (x) in Webpart Behavior and appearance



9. Layout 9

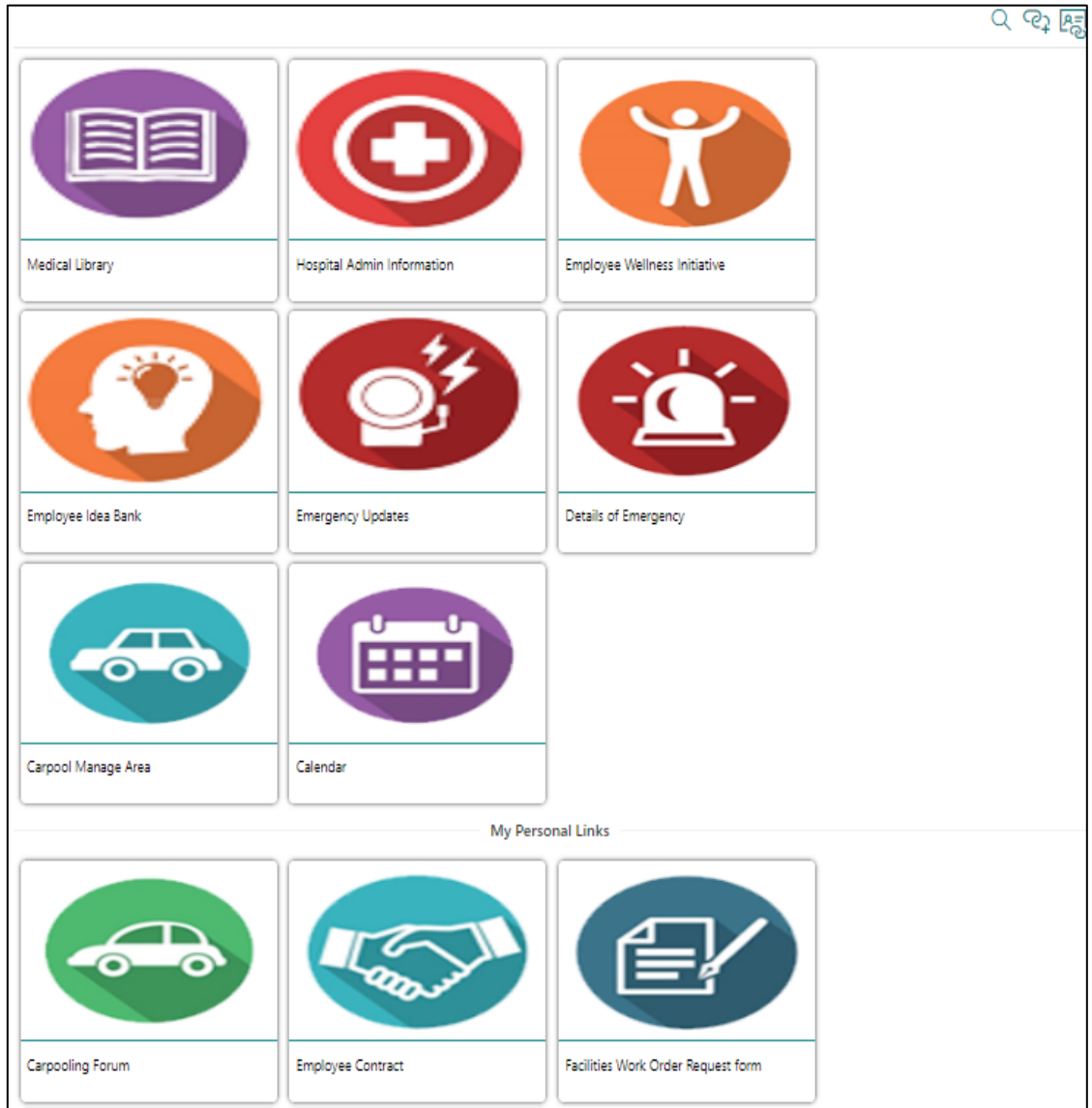
1. With Icons

Note: This configuration is based on point (x) in Webpart Behavior and appearance



2. With Images

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



10.Layout 10

1. With Icons

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)



Layout 10 - With Icons



| | |
|--|---|
| | Vision This link will navigate to vision of our company page |
| | Technology Solutions This link will navigate to Technologies page |
| | Super Jobs This link will navigate to Organization Job Portal page |
| | Suggestion This page will navigate to Employee suggestion page |
| | Strategic CEO's Report This link will navigate to Strategic CEO Reports |
| | Social CEO Report This link will navigate to Social CEO Report page. |

2. With Images

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)

Layout 10 - With Icons



| | |
|--|---|
| | Vision This link will navigate to vision of our company page |
| | Technology Solutions This link will navigate to Technologies page |
| | Super Jobs This link will navigate to Organization Job Portal page |
| | Suggestion This page will navigate to Employee suggestion page |
| | Strategic CEO's Report This link will navigate to Strategic CEO Reports |
| | Social CEO Report This link will navigate to Social CEO Report page. |

11. Layout 11

1. With Icons, title & description

Note: This configuration is based on point (x) in [Webpart Behavior and appearance](#)

Vision
This link will navigate to vision of our company page

Technology Solutions
This link will navigate to Technologies page

Super Jobs
This link will navigate to Organization Job Portal page







Suggestion
This page will navigate to Employee suggestion page

Strategic CEO's Report
This link will navigate to Strategic CEO Reports

Social CEO Report
This link will navigate to Social CEO Report page.

2. With Images, title & description







Note: This configuration is based on point (x) in Webpart Behavior and appearance

| | | |
|--|---|--|
|  <p>Vision This link will navigate to vision of our company page</p> |  <p>Technology Solutions This link will navigate to Technologies page</p> |  <p>Super Jobs This link will navigate to Organization Job Portal page</p> |
|  <p>Suggestion This page will navigate to Employee suggestion page</p> |  <p>Strategic CEO's Report This link will navigate to Strategic CEO Reports</p> |  <p>Social CEO Report This link will navigate to Social CEO Report page.</p> |

12.Layout 12







1. With Icon, title & description

Note: This configuration is based on point (x) in Webpart Behavior and appearance

| | | |
|--|---|--|
|  <p>Vision This link will navigate to vision of our company page</p> |  <p>Technology Solutions This link will navigate to Technologies page</p> |  <p>Super Jobs This link will navigate to Organization Job Portal page</p> |
|  <p>Suggestion This page will navigate to Employee suggestion page</p> |  <p>Strategic CEO's Report This link will navigate to Strategic CEO Reports</p> |  <p>Social CEO Report This link will navigate to Social CEO Report page.</p> |

2. With Images, title & description

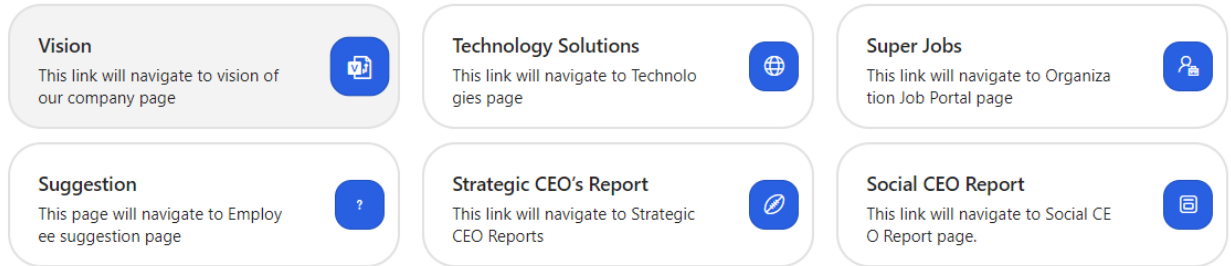
Note: This configuration is based on point (x) in Webpart Behavior and appearance

| | | |
|--|---|--|
|  <p>Vision This link will navigate to vision of our company page</p> |  <p>Technology Solutions This link will navigate to Technologies page</p> |  <p>Super Jobs This link will navigate to Organization Job Portal page</p> |
|  <p>Suggestion This page will navigate to Employee suggestion page</p> |  <p>Strategic CEO's Report This link will navigate to Strategic CEO Reports</p> |  <p>Social CEO Report This link will navigate to Social CEO Report page.</p> |

13. Layout 13

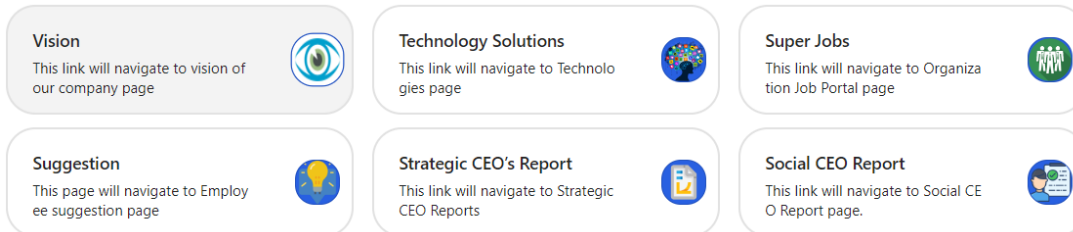
1. With Icon, title & description

Note: This configuration is based on point (x) in Webpart Behavior and appearance

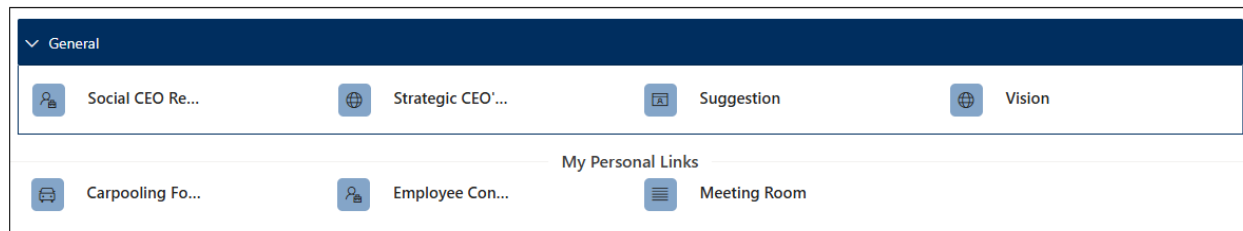


2. With Images, title & description

Note: This configuration is based on point (x) in Webpart Behavior and appearance



14. Layout 14



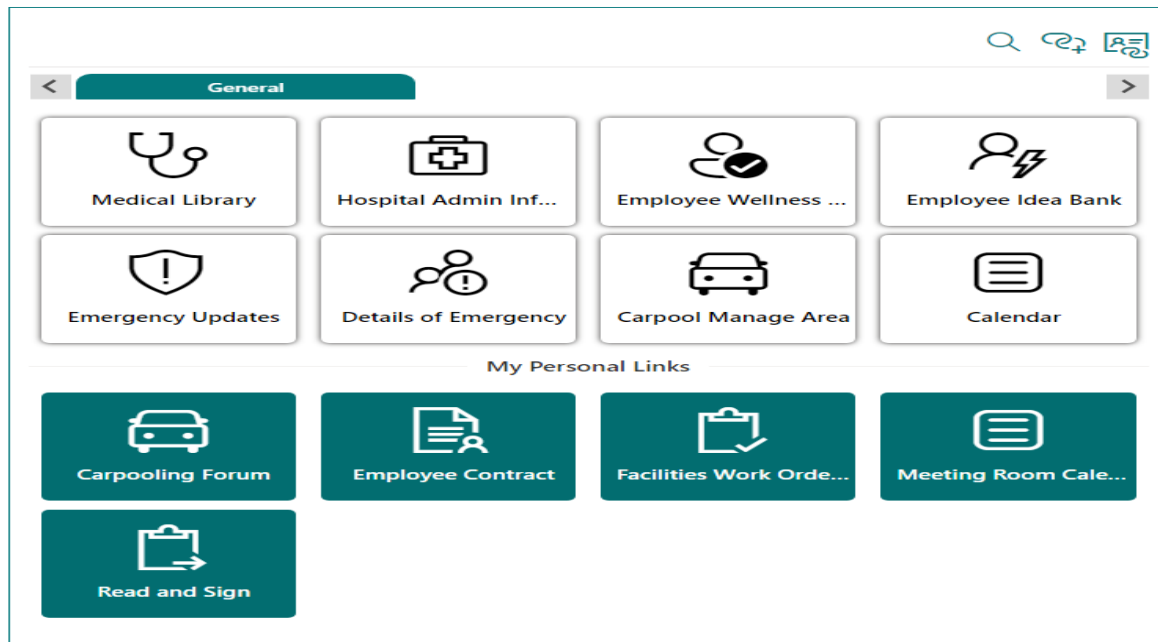
ii. Show Category Type

1. Admin can decide to show category in below type.
2. This Category type will be applicable for all the layouts
3. Admin can select Category type from **point (v)** in [Webpart Behavior and appearance](#)

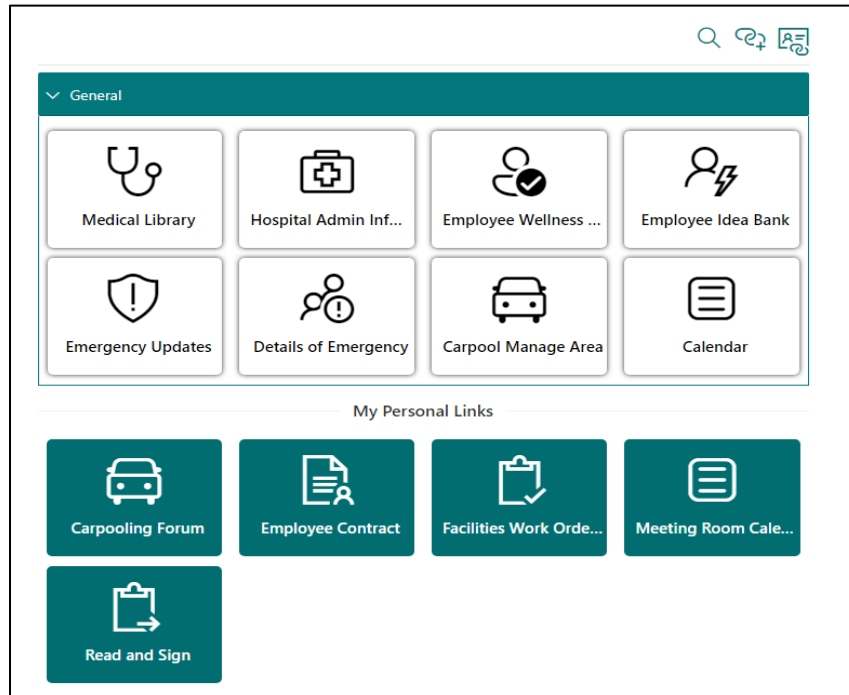
1. None



2. Tabs



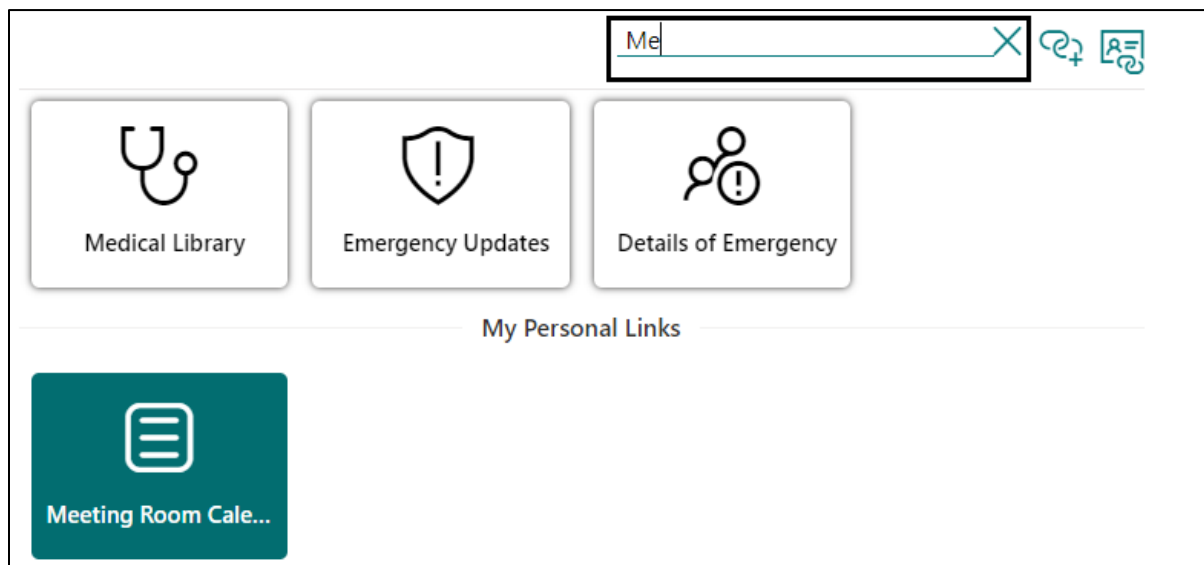
3. Accordion



6. User Feature

i. Search

1. User can search the Quick Link and personal link
2. Users need to hover on the search icon and enter the keyword for search





ii. New Tab

1. Users can make personal link open in new tab or not.
2. If User does not open the link in the new tab, then if link is out of organization, then it will open in new tab else it will open in same tab

7. Roles and Permissions

| Sr. no | Modules | Admin | End Users |
|--------|------------------------------------|-------|-----------|
| 1 | Property Pane with All the section | Yes | No |
| 2 | Manage Quick Links | Yes | No |
| 3 | Manage Default images | Yes | No |
| 4 | Manage Personal link | Yes | Yes |
| 5 | Admin Feature | Yes | No |
| 6 | User Feature | Yes | Yes |
| 7 | Screens (All Layouts) | Yes | Yes |

8. Document Control

| Version | Date | Description about release |
|---------|------------|--|
| 1.0 | 3/3/2022 | Initial Release |
| 2.0 | 04/21/2022 | Property Pane Changes |
| 3.0 | 6/27/2022 | Updated List permissions and list creation, updated Manage Button change |
| 4.0 | 7/27/2022 | Added Category, pagination and search. Also added multiple type for showing category |
| 18.0 | 10/11/2022 | Fix issues, Added Support Tab and added new functionality |
| 23.0 | 01/13/2023 | Added Description field, Fixed Issues. |
| 26.0 | 04/13/2023 | Add Layout 11,12,13, fixed bugs |
| 28.0 | 04/28/2023 | Bug fixed. |
| 29.0 | 05/15/2023 | Bug Fixed. |
| 34.0 | 10/25/2023 | Added new feature Organization links tab & select from dropdown option in personal links popup |
| 37.0 | 2/6/2024 | Chronological order for Organizational links, fixed bugs |



AQL QUICK LINKS WEBPART – USER MANUAL

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| | | |
|------|------------|---|
| 41.0 | 10/23/2024 | Fixed issues. |
| 43.0 | 05/06/2025 | Added new feature - upload quick links through excel file |

| Document Approval | | | | |
|-------------------|------|-----------------|------|-----------|
| Version | Name | Title & Company | Date | Signature |
| | | | | |
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| QA Review and Approval | | | | |
|------------------------|------|-----------------|------|-----------|
| Version | Name | Title & Company | Date | Signature |
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