

Add / Edit / Remove My Workspace Links

[My Workspace](#) > [My Workspace Links](#)

Add / Edit / Remove My Workspace Links:

1. To add a new link, go to **My Workspace** > **My Workspace Links**.
2. To edit or remove a link, select desired link and click on **Edit** or **Remove**.
3. To add a new link, click on **Add**.



4. If adding or editing a link, enter a **Name**.
5. For **Action Type**, if you would like to enter a URL, select **URL**. Otherwise, if you would like to attach a file, select **File**.

Note:

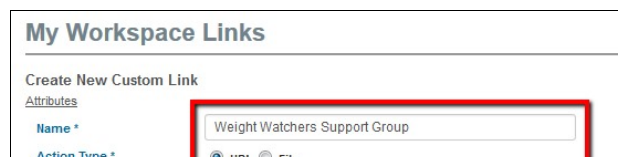
- If a URL is used, a file cannot be attached and vice versa.
- You are only able to enter a URL or attach a file, but not both at the same time.

6. Select a **Type** to list the link under: **Building Services** or **Tenant Tools**.
7. Select a **Target**.

Note:

- **New Window**: This will open the URL or file in a new window.
- **Same Window**: This will open the URL or file in the same window you are currently viewing.
- **Overlay**: This will open the URL or file in a popup over the screen you are currently viewing.

8. Select the desired **Permission Settings** according to **User Groups**, **Users**, **Buildings**, and/or **Tenants** by moving your selection from the **Available Items** list to the **Selected Items** list using the arrows.



URL *

New File

Type * ☒ Building Services ☐ Tenant Tools

Target * ☒ New Window ☐ Same Window ☐ Overlay

Permission Settings *

User Groups Users Buildings Tenants

Accounting
Brokers
Cleaning
Directors
Document Library Administrator
Engineering
Ownership
Security
Tenant Managers

Property Administrators
Property Manager

[available items] [selected items]

* Required Information

9. Click on **Submit**.