

# User Guide

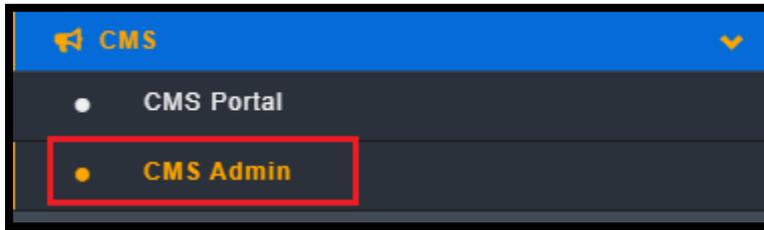
CSM Admin

External Link



## HOW TO CREATE AN EXTERNAL LINK

### 1. CMS – CMS Admin



### 2. External Link – Please fill in the subject master and URL link – tick Publish (optional)

A screenshot of the 'External Link' form in the CMS Admin interface. The form is titled 'Link Upload' and is located under the 'External Link' tab. The form contains the following fields:

- 'Subject Matter' : A text input field containing 'Testing the external link' (labeled 2).
- 'URL' : A text input field containing 'https://' (labeled 3).
- 'Publish' : A checkbox (labeled 4).

The 'External Link' tab is highlighted with a red box (labeled 1).

## HOW TO DELETE EXTERNAL LINK

1. Tick on the Delete – click Delete



The screenshot shows a table with a blue header and a white body. The table has columns for 'External Link', 'Modified Date', 'Created Date', 'Delete', and 'Publish'. A red box highlights the 'Delete' checkbox in the first row, which is checked. A red number '1' is next to the checkbox. A red number '2' is next to a red 'Delete' button in the top right corner of the table area.

External Link	Modified Date	Created Date	Delete	Publish
<a href="http://www.emjx.com/">http://www.emjx.com/</a>	2015-12-25	2015-12-17	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> Publish