Widget Owners - Editing Widget Links

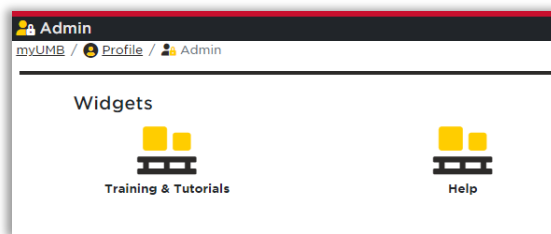Widget owners have administrative access to add and edit links within any widgets they "own". The following instructions detail how to make these updates.
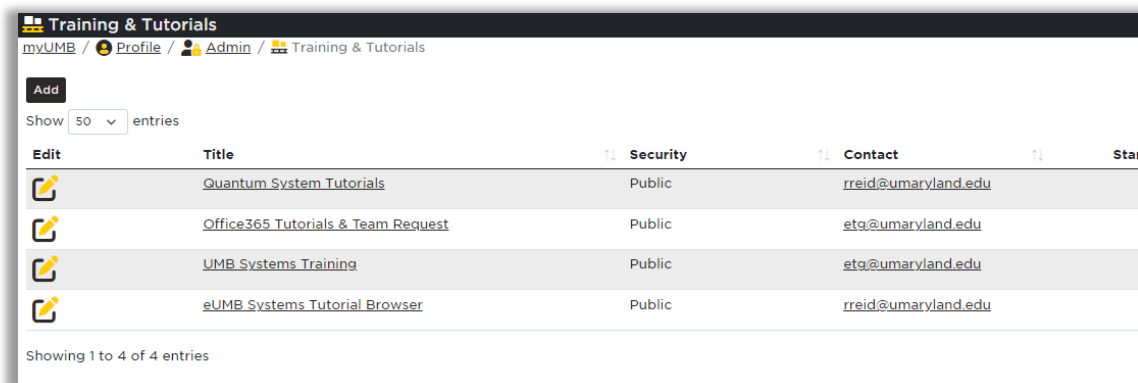
Customizing a Widget

Once in the myUMB portal, click the **My Setting (Gear icon)** to the right of the portal banner:

Your Name | Search myUMB

- Under **My Settings**, click the **Admin** icon. A page similar to the following will appear:

Admin
myUMB / Profile / Admin

Widgets

Training & Tutorials   Help

- Select the widget to be updated. A page similar to the following will appear:

Training & Tutorials
myUMB / Profile / Admin / Training & Tutorials

Add

Show 50 entries

Edit	Title	Security	Contact	Star
	Quantum System Tutorials	Public	rreid@umaryland.edu	
	Office365 Tutorials & Team Request	Public	etg@umaryland.edu	
	UMB Systems Training	Public	etg@umaryland.edu	
	eUMB Systems Tutorial Browser	Public	rreid@umaryland.edu	

Showing 1 to 4 of 4 entries

Adding a Link

To Add a new link to the widget, click on the **Add** button in the upper left-hand corner. In the window that opens, the following fields are available. Title and URL are the only required fields:

- **Title (Required)** – The link name that will appear within the widget.
- **URL (Required)** – The full URL address.
- **Alternative Link** section (Optional) – This section allows for adding an alternative link for when the main application/system is going to be unavailable due to planned maintenance so that the user will be redirected to a different version/page.
    - **Alternative Link** – The full alternative URL address.
    - **Alternative Start/ End Date** – The date(s) for when the alternative URL should be available.
    - **Alternative Start/ End Time** – The time for when the alternative URL should be available.

- **Contact Email –** Contact person if users have a questions/issues with the link.
- **Start/End Date –** Allows for the link to be in view during a specific timeframe/window only.
- **Security Type** – Defaults to Public. If a link should be limited to a specific audience (i.e. only students, or a specific department), select Private and the appropriate security group. If the security group you want to use is not listed, contact webdevelopment@umaryland.edu.
- **Order Position** – The position you want the link to appear within the widget.
- **Keywords –** Enter keywords that will help improve the search for the link.

Once all the appropriate fields are completed, click **Add.** You will return to the Admin page and can immediately test the link to ensure it was entered correctly.
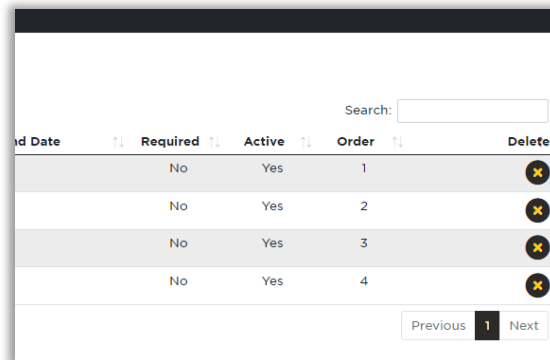
Editing a Link

If a link needs to be updated or an alternative link needs to be added (see above for field descriptions):

- Click **Edit** to the left of the link name.
- Make the necessary updates.
- Click **Update**.

You will return to the Admin page.

Deleting a Link

If a link needs to be removed from a widget, click on **Delete** to the far right:

Note: Any links that are added or updated will also appear in the "What's New" widget for 2 weeks, even if users don't have that widget active in their portal view. If the link has a security type filtered, it will only appear for people who meet that filtered criteria.