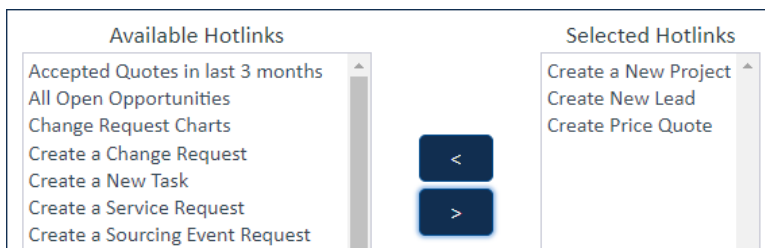# Hotlink Widgets

The Hotlink widget type displays a vertical list of hotlinks to perform various functions in the system.

For information about constructing links manually, see Hyperlinks.

Hotlink Wizard

In the Options tab of the Hotlink Widget setup, select hotlinks from the Available Hotlinks list on the left and move them into the Selected Hotlinks list on the right using the right arrow button. Adding hotlinks to the Selected Hotlinks list includes them in the "Available widgets" list on the Dashboard setup.

Hotlink wizard

Click New to create a new hotlink, or select one and click Edit to edit one in the list.

Creating and Editing Hotlinks

1. In the Hotlink Widget wizard, add a title and any instructional text you want to add.
2. In the "Set the parameters you want to include in the hyperlink" section, choose an option in the "What should the link do?" drop-down list. This selection determines the options that appear below it.
3. Set the options for the selection you chose. For example, if you choose View/Edit record, choose the table and search that identifies the record to open. You can also select whether to open the record to view or edit, and what section and field of the form is in focus.
4. Click Compose Hyperlink. The link appears in the URL field. The link is editable, so you can modify it manually, or even construct the entire link manually.
5. Optionally, you can test the link by clicking Test Hyperlink. If it works, this opens the result in a new window.
6. Select whether to open the hyperlink in a new window or the current window.
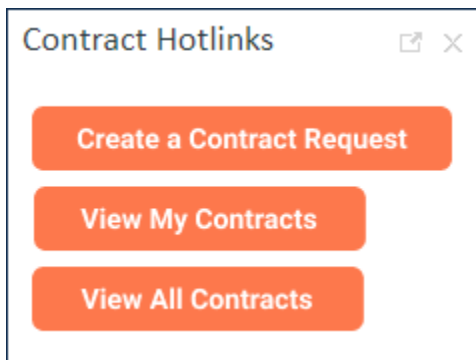7. Optionally, you can attach a custom icon for the link.

> ⓘ **Example**
>
> In the example below, the hotlink creates a new record in the Quote table, with Status=Sent to Customer.
>
> Once the hotlink has been added, it appears in the list of Available Hotlinks. Any number of hyperlinks can be added to a widget, and display vertically.

Displaying Hotlinks as Buttons

You can display hotlinks as buttons. For example, see the Contract Requester Dashboard.
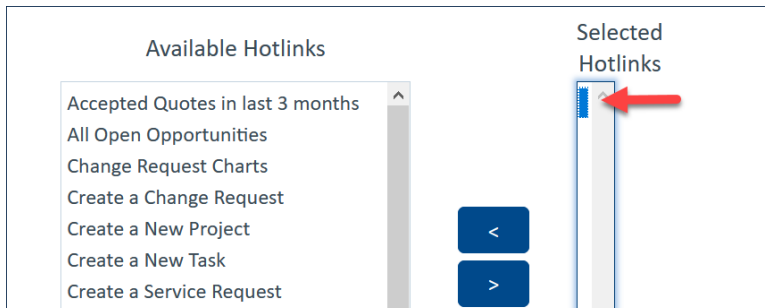

Contract Hotlinks widget

Each button needs to be created as an appropriately sized image and saved locally. When creating the hotlink:

1. Copy the empty space from this page.
2. Paste it into the Title field.
3. Add the URL.
4. Attach the image of the button that you saved locally by clicking **Attach/Manage**.

Hotlinks of this type are displayed without a name.

Example showing a blank hotlink in the Selected Hotlinks list