

Add a New CrossLink Overview

Follow these steps to add a new CrossLink:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Add a New CrossLink**.
You see the **Add a New CrossLink** page.
- 4 Select the type of CrossLink you are adding.
The page you see depends on the type of CrossLink you are adding.
- 5 Enter the required information for the CrossLink.
- 6 Click **Done** to add the new CrossLink.

Delete a CrossLink

Follow these steps to delete a CrossLink:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Edit Settings** next to the CrossLink you want to delete.
You see the CrossLinks Settings page.
- 4 Click **Delete CrossLink** to delete the CrossLink.
You will see a pop up asking you to confirm the deletion.
- 5 Click **OK** to delete the CrossLink and return to the CrossLinks and Library Holdings page.

Sorting CrossLinks

Click the up-pointing arrow next to a column header to sort the CrossLinks in ascending order, based on that column. For example, click the up-pointing arrow next to Link Name to view the CrossLinks sorted alphabetically by link name.

Click the down-pointing arrow next to a column header to sort the CrossLinks in descending order, based on that column. For example, click the down-pointing arrow next to Link Name to view the CrossLinks sorted in reverse alphabetical order by link name.

Edit Settings for a CrossLink

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Edit Settings** next to the CrossLink you want to modify.
You see the CrossLinks Settings page for the type of CrossLink you are editing.
- 4 Make the changes desired.
- 5 Click **Done** to save the changes and return to the CrossLinks and Library Holdings page.