

Adding/Updating Selected Titles 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 **View/Update Selected Titles** next to the CrossLink you want to modify.
You see the **Select Titles** page.
- 4 Enter the search information for the desired title(s) and click **Search**.
You see the **Select Holdings** page.
- 5 To add links, check the titles desired and click **Add Links to Marked Items**.
To remove links, check the titles no longer desired and click **Remove Links from Marked Items**.
- 6 Click **Done**.