PROCESS FOR ADDING/EDITING A TECHNICIAN TO THE PROJECTSOLVESP SYSTEM

- For new users: Consultant will obtain Personnel Approval for the technician
- Consultant will enter the information into the Add/Update a New Technician website. An email will go to the Materials Staff to have the technician added/updated.
- For new users:
  - Turnpike Materials Staff will follow the Instructions to Add a User to the MAT Techs List
  - The person that entered the information into MAT Techs will send an email to Robert Laurence and Joe Panella to let them know about the new tech and that the tech is in the MAT Techs List. If the tech needs coordinator view, the email must note the needed access.
  - Active Directory Admin (Robert Laurence or Joe Panella) will add the user to Active Directory and will add the appropriate Active Directory Groups: ALL_FDOT; FDOT_TP_ALL; and TPK_MAT_TECHS. For techs needing coordinator view, the Admin will also add the user to TPK_MAT_CC.
  - Turnpike Materials Staff will follow the Instructions to Add a User to the TPKASPHALT Plant Documents Folder
  - Turnpike Materials Staff will send an email confirmation to the consultant to confirm that the changes have been made
- If Test Request Emails are needed for a technician:
  - Turnpike Materials Staff will follow the instructions to Add (or Remove) a User to the Company Test Request Email List
- If the technician needs to be set up as a coordinator:
  - Turnpike Materials Staff will follow instructions to Set User as a Company Coordinator or Contract Coordinator
- If a technician needs to be removed from the Test Request Email or from Coordinator View
  - Follow steps above for appropriate access change and remove the technician’s name rather than add the name
- Turnpike Materials Staff will send an email confirmation to the consultant to confirm that the changes have been made
INSTRUCTIONS TO ADD A USER TO THE MAT TECHS LIST

- Go to the Turnpike Materials Page in ProjectSolveSP
  - Go to https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx
  - Unless you already logged in, you will be prompted to log into the system
- At the top right corner of the page (next to your name) Click the Icon that looks like a small gear, then select “Site Contents”
- Click on the blue box for MAT Techs
- Click on “new item” and then Enter the Information:
  - Type the MAT Contract Number exactly like it should be; for example, enter: C9K31
  - Select the Consultant Firm the Technician works for
  - Enter the Technician’s Name
    ▪ NOTE: The technician’s login username will be based off what you enter here
  - Select the Job Class that the technician has been assigned to use (based off the list of technicians in each item in the contract’s Automated Fee Proposal).
  - Loaded Rate should not matter anymore and should be removed from this form soon
  - Enter the Email Address
- Click Save
  - You MUST send an email to Active Directory Admin informing them about the new User; they will add the user to Active Directory
IF THERE ARE ISSUES WITH PERMISSIONS

• If Asphalt Manager cannot see TimeTracker Entries:
  o From the Time Tracker page for that project, select the List Settings button (from the List ribbon at the top) and then click the link for Permissions for this List.
  o Put a check mark next to TPK_MAT_ADMIN and click the Edit User Permissions button from the Permissions ribbon at the top
    ▪ Place a check mark next to Contribute and Place a check mark next to Override Read Edit Own
    ▪ Click the OK button
  o Put a check mark next to TPK_MAT_MGR and click the Edit User Permissions button from the Permissions ribbon at the top
    ▪ Place a check mark next to Read and Place a check mark next to Contribute no Delete and Place a check mark next to Override Read Edit Own
    ▪ Click the OK button

• To make sure Materials Admin User can update email addresses in the email lists and can update the group assigned to receive emails:
  o Go to the project’s Material Page (go to tiny.cc/materials, click on the link for ProjectSolveSP, log in, click the project from the list on the left side of the page)
  o Click the gear icon (next to your name – top right of webpage) and select Site Permissions
  o Click the link for Site Permissions
  o Make sure your name is listed on this page. If it is not, have Robert or Joe add your name to this page and have them assign you Full Control
INSTRUCTIONS TO ADD AN ASPHALT TECH TO ACTIVE DIRECTORY

[ACTIVE DIRECTORY ADMIN ONLY]

- This is after the Turnpike Materials has added the entry to the MAT TECHS List
  - Check to make sure they are in the list
  - The First & Last Name, Email Address, and Company in Active Directory must match MAT TECHS

- Go to User Access Manager: uam.pbid.com and log in
  - Click Manage at the top of the screen

- Make sure the user is not already in Active Directory
  - Select FDOT and then search for the name
  - IF FOUND – Update as needed
    - NOTE: If the username is incorrect, then the account has to be deactivated and a new account created
    - NOTE: If the email address is incorrect or has changed, remove the user from all the groups they are a member of, update the email address, wait for replication, then re-add the user to the groups

- Add User to Active Directory
  - Click on 'FDOT' folder on the left; then click ADD next to Users
  - Enter the required information then click “Add to FDOT” and a summary will appear for the new user
  - To add the user to a group, click ADD next to Group Membership
    - Type “All” in the search box to find all Groups with the word “All” in them
      - Place a check mark in the box next to ALL_FDOT and next to FDOT_TP_ALL; then click “Add Selected Groups”
    - Type TPK_MAT_TECHS in the search box to find the Group for TPK_MAT_TECHS
      - Place a check mark in the box next to TPK_MAT_TECHS; then click “Add Selected Groups”
  - Click “Send Email” to send the new password
    - Make any necessary changes to the email, then click Send
INSTRUCTIONS TO ADD (OR REMOVE) A USER TO THE TPKASPHALT PLANT DOC FOLDER
(To allow access to Time Tracker and Test Request Systems)

• Tech must be in Active Directory and must be in the MAT Techs List before following these steps

• Go to the Turnpike Asphalt Public Webpage and Sign in
  o Go to http://tiny.cc/tpkasphalt
  o Unless you already logged in, click Sign In near the top right corner of the webpage and log into the system

• At the top right corner of the page (next to your name) Click the Icon that looks like a small gear, then select “Site Contents”

• Click on the blue box for TPKASPHALT Plant Documents

• At the top left corner of the webpage Click Library to show the Library Ribbon

• In the Library Ribbon, Click the Library Settings Icon

• Click “Permissions for this Document Library”

• To Add:
  o Click the Grant Permissions icon located in the ribbon at the Top of the webpage
  o In the box that appears, click SHOW OPTIONS then uncheck “Send an email invitation”
  o Click the drop down to Select a Permission Level and select Contribute
  o Type the individual user’s name … a list of names will appear as you type … select the correct User from the list of names that appears
  o Click Share

• To Remove:
  o Click the check box next to the name or names that need to be removed
  o Click the Remove User Permissions icon located in the ribbon at the top of the webpage
INSTRUCTIONS TO CREATE OR EDIT A COMPANY TEST REQUEST EMAIL LIST
(Project Solve Share Point Group)

- Go to the Turnpike Materials Page in ProjectSolveSP
  - Go to https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx
  - Unless you already logged in, you will be prompted to log into the system

- At the top, right corner of the webpage, Click the word “Page” to view the Page ribbon
  - Then click the “Page Permissions” in that ribbon and a new page will show up and the ribbon at the top of the page will change to the Permissions Ribbon
  - Click the “Manage Parent” icon in the Permissions ribbon

  To Create a New Group:
  - Click the “Create Group” icon in the Permissions Ribbon
  - Enter the Name of the group (such as TPK_MAT_ASPHALT_|contract#|_[companyname])
    - The Contract Must be the Contract Number that the VT will bill to
    - The company Must be the Company that will be sending the VT to the plant
      (Company Name can be abbreviated, if desired)
    - Example 1: If Terracon is going to be providing the VT and they will be billing as a sub through C9V06 (Ardaman’s Contract) then the name should be TPK_MAT_ASPHALT_C9V06_TERRACON
    - Example 2: If Ardaman is going to be providing the VT and they will be billing through their own contract (C9V06) then the name should be TPK_MAT_ASPHALT_C9V06_ARDamAN
    - Example 3: Special situation with Terracon billing through District 4’s contract: the name Must be TPK_MAT_ASPHALT_Terracon
    - Change the Group Owner to “TPK_MAT_GRP_OWNER”
    - Scroll Down to “Give Group Permission to this site” and set to View Only
    - Leave everything else alone and Click Create

  To Edit the Group’s Settings (like name of group):
  - Click the Group from the list and a list of the group’s members will show up
  - At the top of the list of group members, click “Settings,” then click “Group Settings”
  - Make Changes and click Ok

  To Edit the members of the group:
  - Click the Group from the list and a list of the group’s members will show up
  - To Remove Users:
    - Select name(s) to remove by clicking the check box next to the name
    - Click “Actions,” then Click “Remove Users from the Group”
  - To Add Users:
    - Click “New” then click “Add Users to This Group”
    - Click “Show Options” and Uncheck the “Send an email invitation”
    - Then type the individual users name …it will auto pop up names as you type
      make sure to select the name from the auto list when it pops up to make sure
      you are getting the correct user.
    - Then click Share
Using the Turnpike Materials ProjectSolveSP System
(Materials & ProjectSolveSP Admin)

**INSTRUCTIONS TO ADD (OR REMOVE) A USER TO THE COMPANY TEST REQUEST EMAIL LIST**

- The Company’s Test Request Email Group must already be created (see the directions To Create or Edit a Company’s Test Request Email List)
- Go to the Turnpike Materials Page in ProjectSolveSP
  - Go to [https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx](https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx)
  - Unless you already logged in, you will be prompted to log into the system
- At the top right corner of the page (under your name) Click on “SHARE”
- In the box, click on the words “lots of people” and the box will change
- Click “Advanced” and the box will disappear and a list of groups will show up
- Find the group for the Company Email List
  - VERY IMPORTANT:
    - The group name you are looking for MUST have the Contract Number that the Plant VT will bill to.
    - The group name you are looking for MUST have the name of the firm that will be sending the VT to the plant.
    - The group name you are looking for will look like: TPK_MAT_ASPHALT_[contract#]_[companyname].
      - EXAMPLE: If Terracon will be sending the Plant VT and they will be billing through C906 (ardaman’s contract) then the group name MUST be TPK_MAT_ASPHALT_C906_Terracon (note, the company name may be shortened).
  - Click the group
  - To Remove:
    - Click the check box next to the name or names that need to be removed
    - Click “Actions,” then click “Remove Users from Group”
  - To Add:
    - Click “New” then click “Add Users to This Group”
    - Click “Show Options” and Uncheck the “Send an email invitation”
    - Then type the individual users name …it will auto pop up names as you type make sure to select the name from the auto list when it pops up to make sure you are getting the correct user.
    - Then click Share
TO CHANGE THE COMPANY TEST REQUEST EMAIL LIST ASSIGNED TO A PROJECT

• If not available, ensure TPK_MAT_Admin group has Full Control in the project site’s permissions

• The Company’s Test Request Email Group must already be created (see the directions To Create or Edit a Company’s Test Request Email List) and Populated with names (see the directions To Remove or Add a Technician to the Company Test Request Email List)

• Go to the Turnpike Materials Page in ProjectSolveSP
  ○ Go to https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx
  ○ Unless you already logged in, you will be prompted to log into the system

• Click on the Project that needs to be changed (in the menu to the left of the page)

• At the top right corner of the page (next to your name) Click the Icon that looks like a small gear, then select “Site Contents”

• Click on the blue box for Asphalt Test Request

• At the top of the page, click “List” to show the List Ribbon

• Find the Workflow Setting icon (right side of the ribbon) and click the small black arrow in that icon. Looks like:  OR  Then Click “Manage Workflows with Nintex Workflow”

• All workflows listed must be changed. These steps are identical for each workflow listed.

• To Update each Workflow:
  ○ Click on the name of the workflow
  ○ On the box that is designated to notify or send email, click the small arrow then “Configure”
  ○ Change the entry in the “To:” field to the new Group Name(s)
    ▪ Separate multiple groups with a semicolon (;)
    ▪ The group will be formatted similar to: TPK_Mat_Asphalt_C9K31_PageOne (make sure it does not have pbsvc\)
    ▪ VERY IMPORTANT:
      • The group name you are looking for MUST have the Contract Number that the Plant VT will bill to.
      • The group name you are looking for MUST have the name of the firm that will be sending the VT to the plant.
      • The group name you are looking for will look like: TPK_MAT ASPHALT_[contract#]_[companyname].
      • EXAMPLE: If Page One will be sending the Plant VT and they will be billing through C9K31 (Universal’s contract) then the group name MUST be TPK_MAT ASPHALT_C9K31_PageOne (note, the company name may be shortened).
      • IF THE GROUP IS NOT IN THE LIST, then it must be created. Follow the instructions located in this document for Instructions to Create or Edit a Company Test Request Email List; then return to these instructions.
Using the Turnpike Materials ProjectSolveSP System  
(Materials & ProjectSolveSP Admin)

- To bring up a search box (recommended), you can click the address book icon next to the “To:” field to search for the group:
  - Enter some or all of the group name in the Find field.
  - When you find the group in the list, click the group, click the add button below, then click OK to close the search box and return.

- Don’t forget to add tpkasphalt@dot.state.fl.us to the “To:” field for asphalt requests
  - Click the Save icon and you will return to the screen with the workflow boxes
  - At the top left of the page, click the “Publish” Icon.
  - Select the “Submit” icon in the box that pops up. Then OK. Wait for confirmation that the Workflow has been published and then click OK
  - Click the “Close” icon from the top of the screen to return the list of Workflows
  - Repeat for each workflow
COORDINATOR VIEW DETAILS

- The Coordinator View is specific to the Time Tracker Admin Roll-Up and uses views to filter the data specific to the user that is viewing the Time Tracker Admin Roll-Up

- By Default, a user is not assigned as a coordinator and will only see entries that the user entered

- If a user is assigned as a Company Coordinator, then the user will be able to select the Company View at the top of the Time Tracker Admin Roll-Up.
  - Company Coordinator can view all entries entered by anybody that works for that company
  - This user should not have any other views available
  - A user should not be assigned as a company coordinator for multiple companies

- A user can only be assigned to one View Permission at a time:
  - If the user is added to another View Permission, then the user must be removed from the first View Permission or the permissions will conflict and needed information will be hidden.

- If a user is assigned as a Contract Coordinator, then the user will be able to select the view for the Contract that they are assigned to AND the user will be able to select the Company View for the Company that holds that contract.
  - This should be someone that works for the Company that holds the contract
  - This person will automatically be a company coordinator for the company that holds the contract
  - This person cannot be assigned as a Company Coordinator for any other company (otherwise, the view permissions will conflict and the user will not see any entries)
  - This person cannot be assigned as a Contract Coordinator for any contract held by another company (otherwise, the view permissions will conflict and the user will not see any entries)
  - If a company holds more than one contract
    - Users can be assigned to one contract and other users to another contract by utilizing separate View Permissions but Users CANNOT be assigned to both view permissions.
    - To assign a user to multiple contracts (must be held by same company), a new view permission must be created with the company and all the contracts set to Full Access in that View Permission (Remember, a user can only be in one View Permission at a time).

- The Coordinator View System must have the following Setup:
  - A separate View in the Time Tracker Admin List for each Company
    - Shows all entries added by employee of the company regardless of contract
  - A separate View in the Time Tracker Admin List for each Contract
    - Shows all entries to that contract number regardless of company
  - A separate View Permission for each company
    - Gives users permission to see the view for their company
  - A separate View Permission for each contract
    - Gives users permission to see the view for their company and for the contract
  - A separate View Permission for Admin
    - Gives users permission to see all views (Turnpike Folks)

- Do Not Add more than one Company or Contract at a time. In other words, for one company or one contract, first add the view for that company or contract, then add the view permission for that company or contract, then move to the next new company or Contract:
  - To Add the View: Follow the directions to Add New Company View or Contract View for Time Tracker Admin Roll-Up
  - To Add the View Permission: Follow the directions to Add New Company View Permission or Contract View Permission
ADD NEW COMPANY VIEW OR CONTRACT VIEW FOR TIME TRACKER ADMIN ROLL-UP

- Go to the Turnpike Materials Page in ProjectSolveSP
  - Go to [https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx](https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx)
  - Unless you already logged in, you will be prompted to log into the system
- Click “Coordinator View” to go to the Time Tracker Admin Roll-Up
- Click the List ribbon at the top of the web page
  - Note: if List is not shown, you may need to click in some blank white area within the list; click somewhere so that you don’t click on an item or header
- Within the List Ribbon, click List Settings and you will be taken to the List Settings Page
- To Create a new view, Click “Create View” which is located at the bottom of the web page:
  - To Create a new Company View, under “Start from an existing view” select one of the current Views for another company
  - To Create a new Contract View, under “Start from an existing view” select one of the current views for another contract
  - Assign a Name for the new view:
    - For Company, just give it the name of the company
    - For Contract, give it the name in this format: “All Contract CONTRACT#”
  - Scroll Down to Filter and make sure it matches the following
    - For Company, Show the items with column: Consultant and select: is equal to and then type the Company Name in the next box (exactly as it is entered in the PSSP system!).
    - For Contract, Show the items with column: MAT Contract and select: is equal to and then type the Contract Number (exactly as it is in the PSSP system!)
    - Everything else in the View Setting screen should remain the same.
  - Scroll Down and click OK to save the View. This should return to the Time Tracker Admin Roll-Up
- YOU ARE NOT DONE! Must perform the following steps to maintain the integrity of the system
- From the Time Tracker Admin Roll-Up Click the List ribbon at the top of the web page
- Within the List Ribbon, click List Settings and you will be taken to the List Settings Page
- Click the link for “View Permissions Settings (Powered by BoostSolutions)”
- Repeat the following steps for every View Permission in the list EXCEPT Admin
  - Next to the View Permission, click Edit
  - Under the Permission Settings, find the new View you created earlier and change the Access Type to Hidden
  - Scroll to the bottom and click OK
  - Repeat for every View Permission in the list EXCEPT Admin. All Views listed in the Admin View Permission should have the Access Type set to Full Access
- After following all the steps above, then create the View Permission for the company or contract that you have added using the steps under the Add New Project View Permission or Contract View Permission directions below
ADD NEW COMPANY VIEW PERMISSION OR CONTRACT VIEW PERMISSION

- Make sure the actual View in the Time Tracker Admin Roll-Up has been created for the Company or Contract BEFORE following the steps in this section.

- Go to the Turnpike Materials Page in ProjectSolveSP
  - Go to https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx
  - Unless you already logged in, you will be prompted to log into the system

- Click “Coordinator View” to go to the Time Tracker Admin List

- Click the List ribbon at the top of the web page
  - Note: if List is not shown, you may need to click in some blank white area within the list; click somewhere so that you don’t click on an item or header

- Within the List Ribbon, click List Settings and you will be taken to the List Settings Page

- Click the link for “View Permissions Settings (Powered by BoostSolutions)”

- Click Add Permission Part
  - Type a name for the Permission Part: For Company enter the Company Name; for Contract enter “All Contract [contract#]”
  - Check the “Disable create view (both public and personal)” selection
  - Set the Permission Settings for EVERY VIEW according to the following:
    - For Company: Set the Company View for the company to Full Access
    - For Contract: Set the Contract View to Full Access AND set the view for the company that holds the contract to Full Access
    - NOTE: If the company holds multiple contracts and a user needs access to the multiple contract views, then create a View Permission and set the view for the company and for each of the multiple contracts to Full Access and change the name of that view to reflect the numbers of the contracts that will be available in the view permission. Remember, a user can only be assigned in one View Permission
      - Set All Other Views to Hidden
      - Click OK to save the new Permission Part

- To add a User as a Company Coordinator or as a Contract Coordinator, follow the directions to Set User as Company Coordinator or Contract Coordinator below.
SET OR REMOVE USER AS COMPANY COORDINATOR OR CONTRACT COORDINATOR

- Make sure the following has been created before continuing with these directions:
  - Necessary Company or Contract View for the Time Tracker Admin Roll-Up
  - Necessary View Permission for the Company or Contract
  - The user must be in the TPK_MAT_CC group (only Robert and Joe can add)

- Go to the Turnpike Materials Page in ProjectSolveSP
  - Go to [https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx](https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx)
  - Unless you already logged in, you will be prompted to log into the system

- Click “Coordinator View” to go to the Time Tracker Admin List

- Click the List ribbon at the top of the web page
  - Note: if List is not shown, you may need to click in some blank white area within the list; click somewhere so that you don’t click on an item or header

- Within the List Ribbon, click List Settings and you will be taken to the List Settings Page

- Click the link for “View Permissions Settings (Powered by BoostSolutions)”
  - Next to the applicable View Permission, click Edit
  - In the Include Users, make sure Select User is set to Only the following users
  - If there are any individuals that no longer need access to this view, delete the name from the Select Users/Groups text box
  - The names of the individuals that need to get access to this View Permission must be entered into the Select Users/Groups text box by following these steps:
    - Click on the Address Book Icon located at the bottom right corner of the Select Users/Groups text box. This will bring up a Search Box.
    - Enter the name into the Find Field and a list of names will appear in the box while you type. Once the name you are looking for appears, click the name then click Add. Then click OK to dismiss the Search box.
  - Click the OK button to save the View Permission settings and return to the list of View Permissions

- VERY IMPORTANT NOTES:
  - Users must ONLY be added to one View Permission.
  - If the user is in another View Permission, then a conflict will exist that will block the user from selecting Views that should be available to the user.
  - If you suspect the user may be in another View Permission, then check the other View Permissions (even if you have to check every View Permission) and ensure the user is only in ONE View Permission.
ADD NEW MATERIALS CONTRACT TO TIME TRACKER

- Go to the Turnpike Materials Page in ProjectSolveSP
  - Go to https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx
  - Unless you already logged in, you will be prompted to log into the system

- At the top right corner of the page (next to your name) Click the Icon that looks like a small gear, then select “Site Contents”

- Click on the blue box for Materials Contract Numbers

- Click New Item to add a new item

- Enter the new Contract Number and select the Click “Coordinator View” to go to the Time Tracker Admin List
  - {Note: This was not a drop down last time I went in but I expected it to be a drop down grabbing the firm names from the title column in MAT Consultant Firms. Check with Robert to ensure the company is entered correctly since it cannot be selected.}

- Click Save

- After this is complete, have Robert add the new materials contract number to the location so that it shows up in the drop down list within the Create Time Tracker Entry Nintex Forms for each of our Time Tracker Sites.

- Also, after this is complete, enter any TWO’s into the Materials Contract Task Order Assignments Table using the instructions below.
ADD/EDIT NEW MATERIAL CONTRACT TASK WORK ORDER TO TIME TRACKER

• Go to the Turnpike Materials Page in ProjectSolveSP
  o Go to https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx
  o Unless you already logged in, you will be prompted to log into the system
• At the top right corner of the page (next to your name) Click the Icon that looks like a small gear, then select “Site Contents”
• Click on the blue box for Task Work Order Assignments
• Click New Item to add a new item or click the Edit selection for any existing item that requires update
  o NOTE: You have to enter a separate entry for each construction contract that the new Task Work Order will be used on.
• Select the Construction Contract and the Materials Contract. Enter the TWO Number, TWO FIN and TWO Description.
• Click Save

ADD/EDIT/DELETE DIRECT LINKS TO PROJECT TIME TRACKER PAGES

• Notes:
  o The Title for these links should be in the following format:
    ▪ Short Desc ######- #-#-## (Cont#)
  o The URL needs to be the URL that goes to the Time Tracker page for the project:
    ▪ Example: https://fdot.pbid.com/sites/turnpike/Materials/E8P90_MTR/SitePages/Time%20Tracker.aspx
  o The description should be the same as the title
• Go to the Turnpike Materials Page in ProjectSolveSP
  o Go to https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx
  o Unless you already logged in, you will be prompted to log into the system
• Click “Time Tracker” to go to the Time Tracker Home Page (where these links are located)
• Click “Time Tracker System – Select Project” above the links
• To add a new link, click “new link” near the top of the page, enter information, click Save
• To edit an existing link, click the Edit Icon next to the link that requires editing, edit the entries, click save
• To delete an existing link, click the Edit Icon next to the link that should be deleted, then click Delete Item at the top of the page