Work Instructions

Number: **008**

Name: **Link directory**

Title: Maintenance of a directory for external links

Status: Approved

Version: 1.0

Date: 2023-01-27

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2024-01-25 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-27 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-01-27 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

n.a.	not available
URL	Uniform Resource Locator
WI	Work Instruction

3 Introduction

This document contains instructions for the maintenance of a directory for external links.

4 Validity

4.1 Area

The of validity of this document is limited to the maintenance of a directory for external links.

4.2 Time

The period of validity of this document begins on 2024-01-27 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	019	Access platform management

5 Procedure

5.1 Managing the Link directory

5.1.1 Access the Link directory

5.1.1.1 EUPH Platform management application

- Access the EUPH Platform as described in WI-019.

5.1.1.2 Link directory

- Select ***Link directory*** in the ***Quality Assets*** group.

5.1.2 Manage Links

5.1.2.1 Create new Link

- Select the button ***New URL***.

5.1.2.2 Edit a new Link

- Enter the name of the link in the form field ***Name***.
- Enter the complete URL of the link in the form field ***URL***.
- Select a criticality level from the field ***Criticality Level***, as defined in SOP-022:
- Select ***Create*** to save the data entered into the form.
- Select ***Create & create another*** to save the data entered into the form and start the process in section 5.1.2.2 from the beginning.
- Select Cancel to exit the form without saving and return to section 5.1.1.2.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.