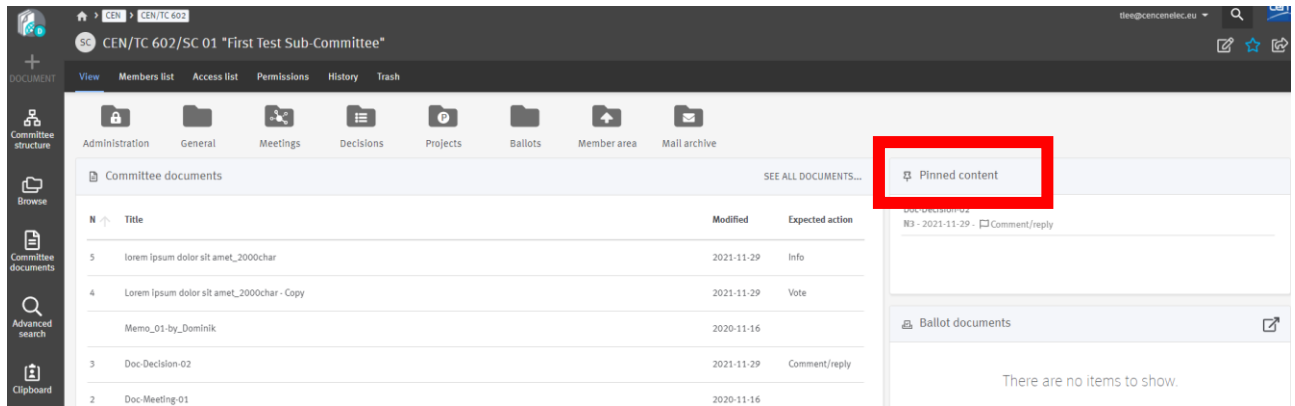


The Pinned content widget on 'CEN Documents' – adding an external link

The pinned content is a widget that allows the Secretary, Convenor and Support Team to highlight an important link, document or folder by adding it to the pin board shown on the committee homepage.



Step 1: create a link

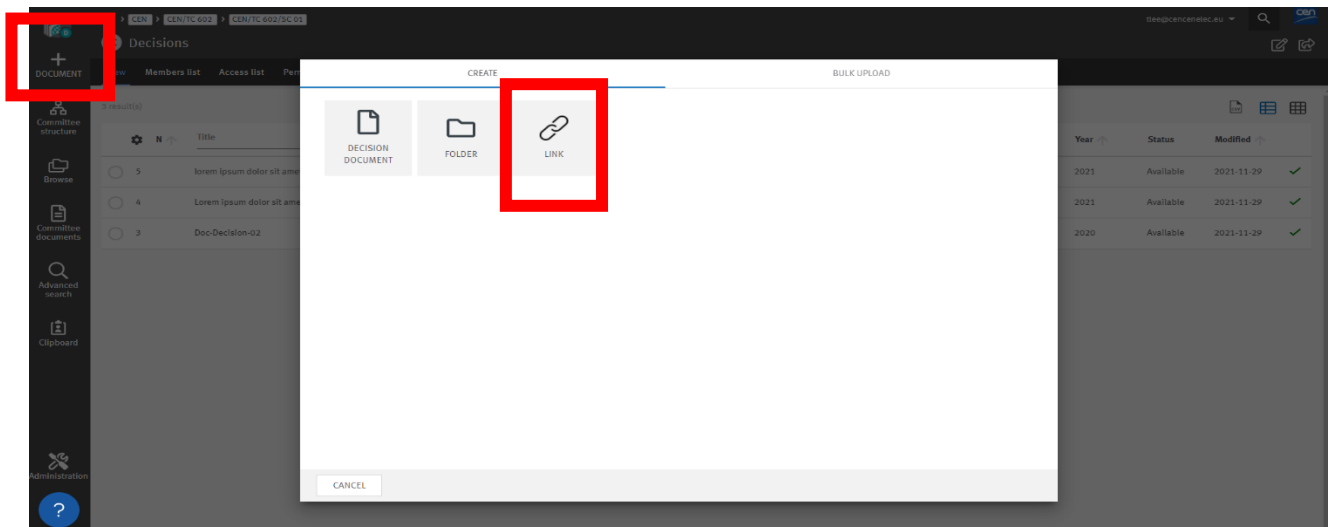
A link can be created in any folder based on the permissions of each users.

To create a link, you need to be in the folder in which you want to create the link (Administration, General, Meetings, Decisions, Projects, Ballots, Member area), then click on the **+DOCUMENT** icon on the top left and select the **LINK** icon. The **+ Document** icon needs to be highlighted when you add a link. If it is not highlighted, you need to go into the folder.

You will then need to fill in these 3 fields:

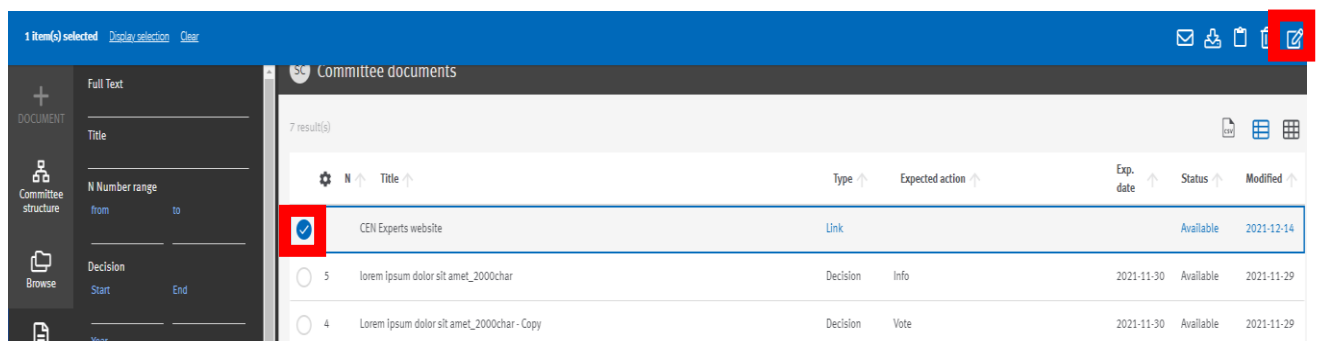
- Link title
- URL
- Description (optional)

The link will appear on a new document page.

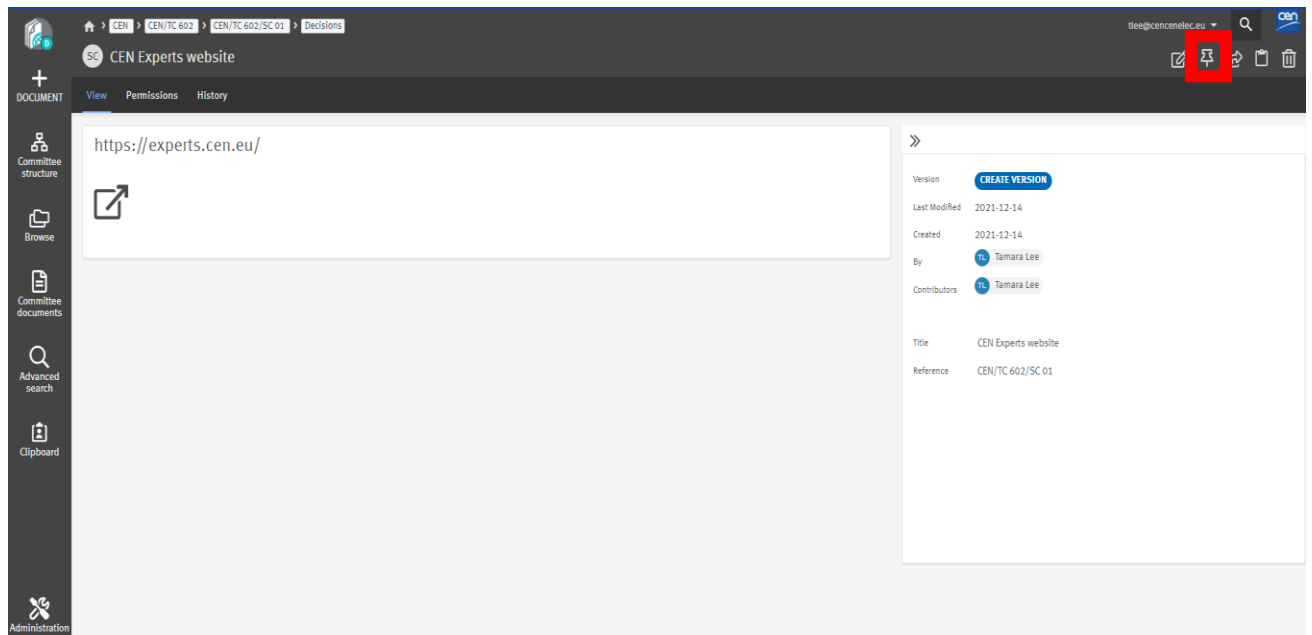


Step 2: create a pin

From the **Committee documents** page, select the document with the link you created and on the top right, click the **edit** icon. This will direct you to the link's page.

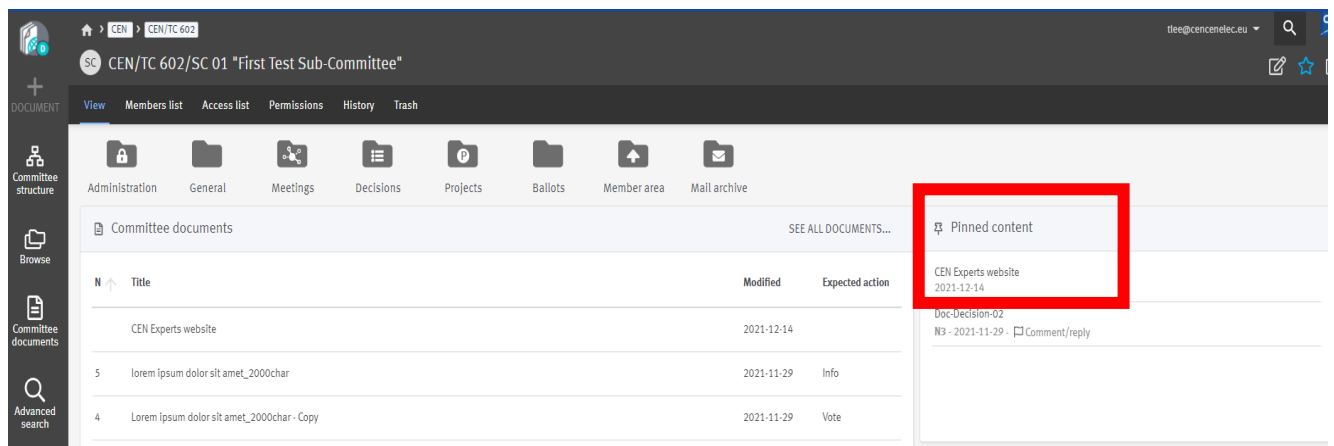


Once you are on the Link's page, on the top right, click the **add to pin board** icon and the document will automatically be listed on the Committee homepage.



Step 3: Pinned content widget

Go back to the committee homepage and you will see the pinned content widget with the link.



To remove it from the list, open the document once more and press the **Remove from to pin board** icon again (same icon as **add to pinboard** icon). It will then be removed from the pin board.