



Woojum™

Quickstart

Request a Reciprocal Link

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1 About Quickstart Guides

Our Quickstart Guides are intended to help you to get started with Woojum™. They are exactly what they are called, *Quickstart*, which means they do not explain the whys and wherefores, they simply set out the step-by-step way to achieve a particular objective.

All of our Quickstart Guides are written on the assumption that you are Logged In to your Woojum™ Account and your Toolbar is open.

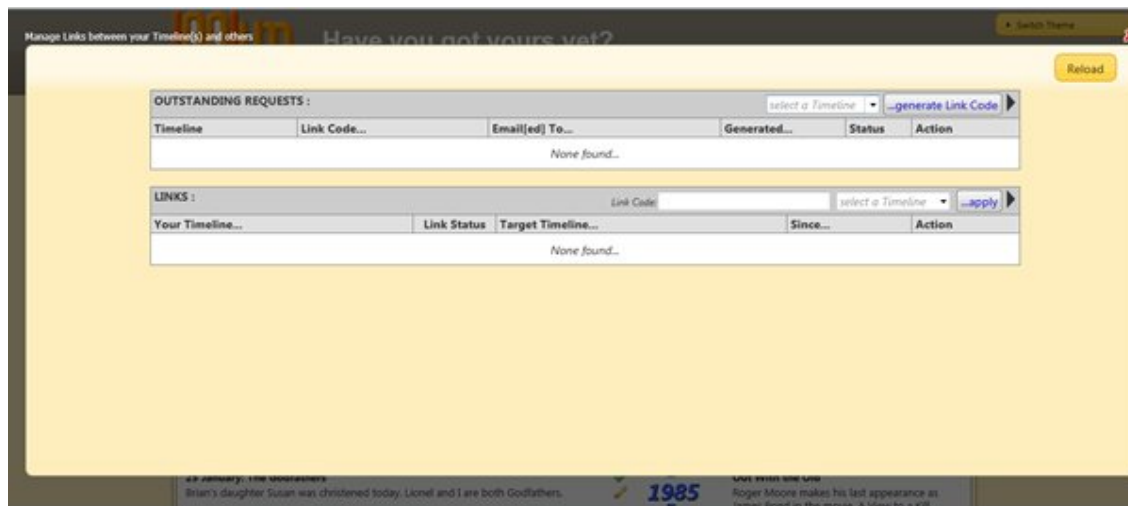


The Toolbar

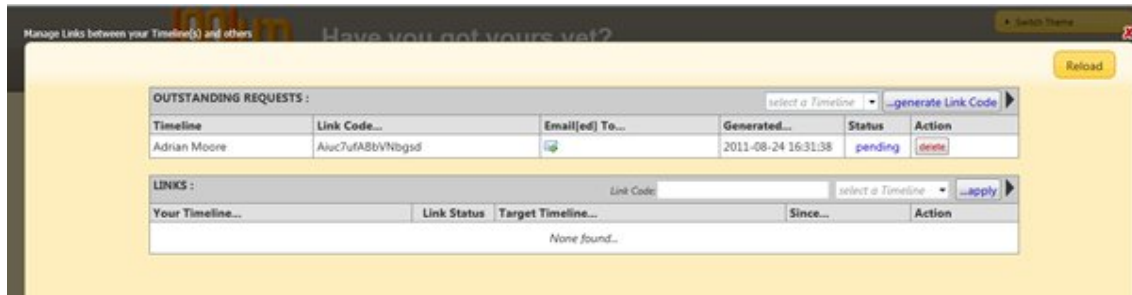
2 Create the Request

This Guide is about Linking Timelines *with somebody else who has a Package of their own*. If you just want to Link Timelines within your own Package you do not need anybody's permission. You can already create Links within your own Package by following the instructions in our Quickstart Guide 5.

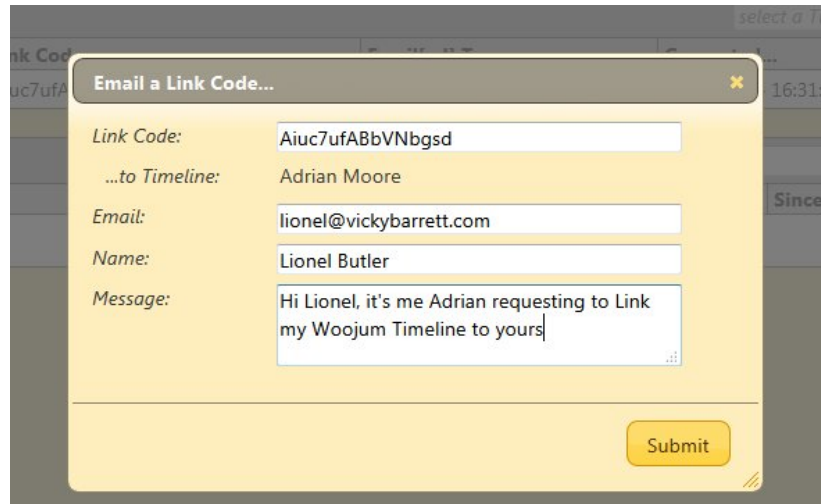
- Click the Links Button on your Toolbar



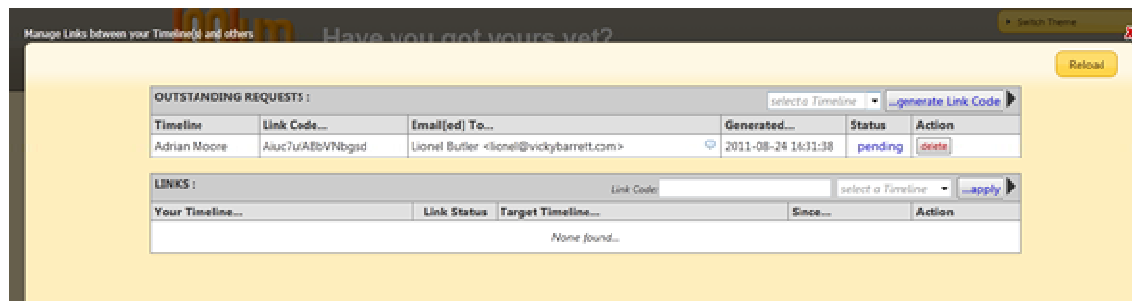
- In the Outstanding Requests Panel
 - Use the Select a Timeline Dropdown to select the Timeline you want to Request a Reciprocal Link from (ie a Timeline in your own Package)
 - Click the Generate Link Code Button



- In the Outstanding Requests Panel, click the Letter Icon to open the Email Input Box



- Do not touch the Link Code
- Input the Email Address you want to send this Link Request to
- Input the Name of the Person you are sending this Email to
- Input any short Message you want to
- Click the Submit Button

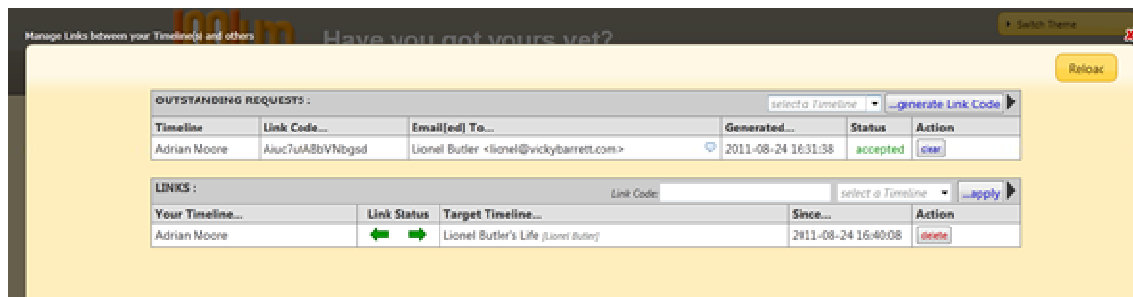


The Outstanding Requests Panel will now update to show that the Email has been sent and your Request's Status is Pending.

You now need to wait for the recipient of your Email to Accept your Link Request.

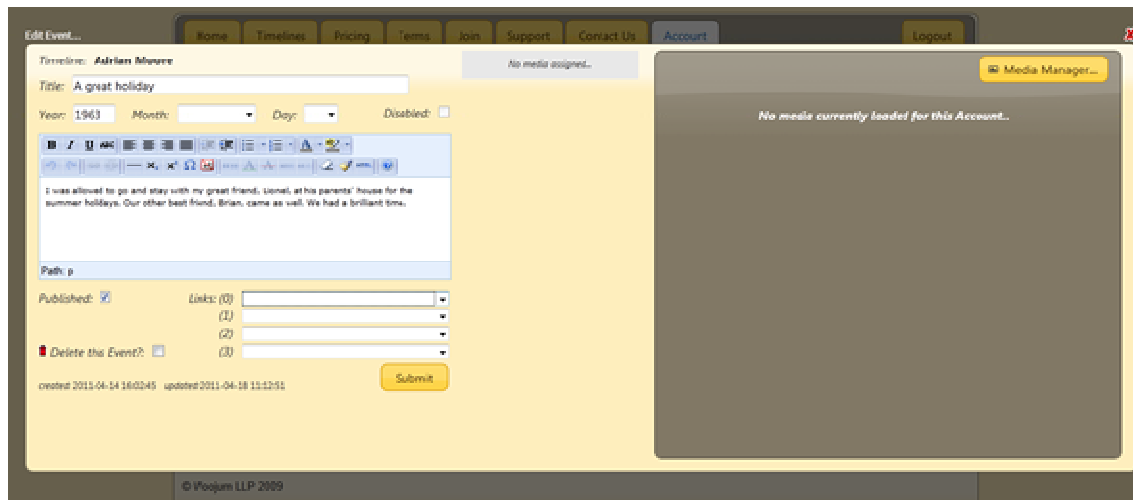
3 Set up Your End of the Link

Your Links /Outstanding Requests Panel will update to show that your Link Request has been Accepted.



To set up your end of the Link:

- Display the Timeline you selected to Request this Reciprocal Link from
- Click the Yellow Pencil Icon next to the Event you want to show your end of the Link in



- In the first empty Links field
 - Click the Dropdown Selector to display a list of all the Timelines you can Link to
 - Click the Title of the Timeline you Accepted the Reciprocal Link to
 - Click the Submit Button to save your changes

When your Timeline is redisplayed the Link will be shown in the form of a Button in the Event you added it to.

