



Woojum™

Quickstart

Handle a Request for a Reciprocal Link

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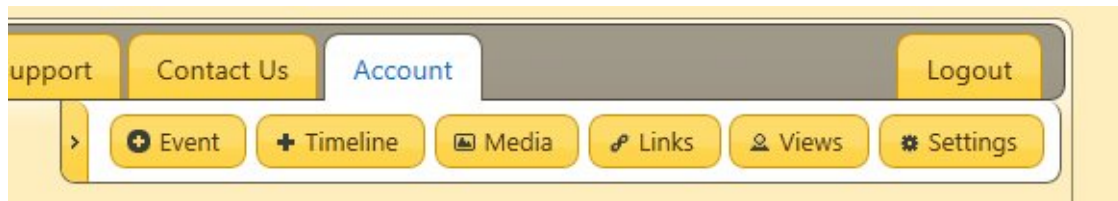
Version: 3.0

Release date: 1 September 2011

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.



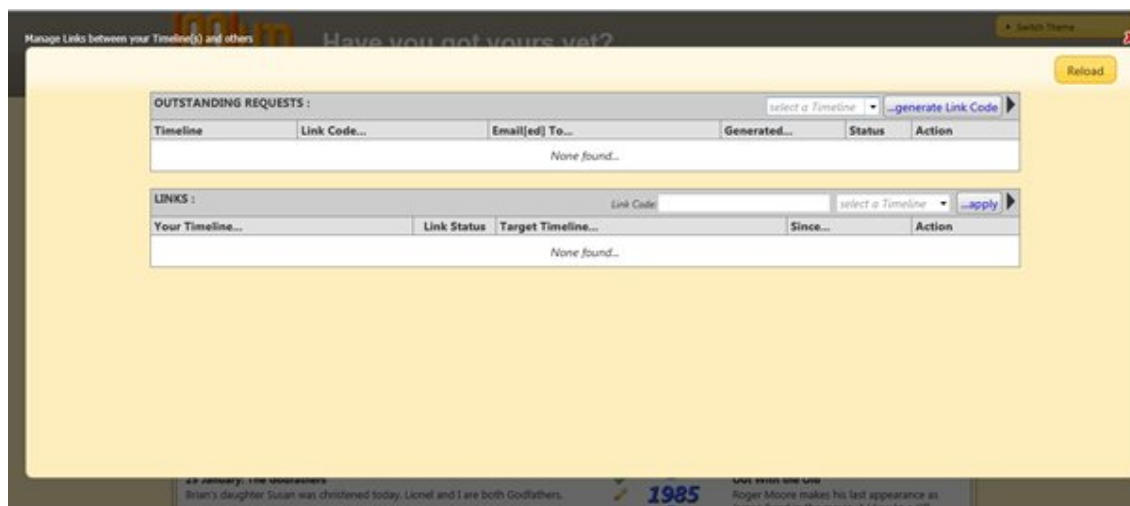
The Toolbar

2 Receive a Request

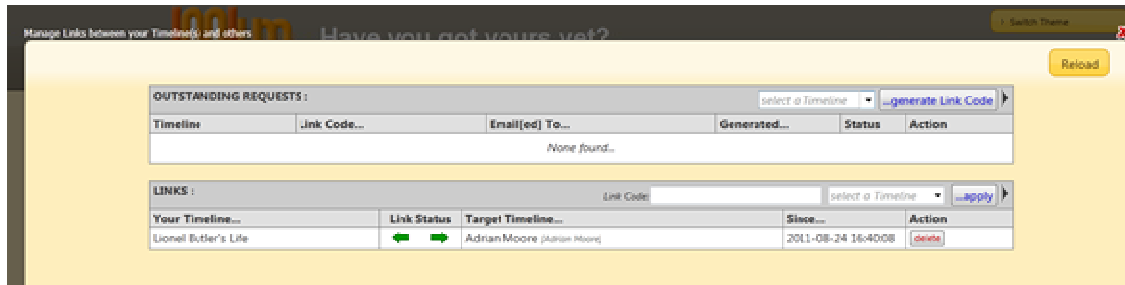
You will receive an Email from Woojum Admin setting out the details of who is requesting a Reciprocal Link from you. Included in this Email there will be a Link Code similar to this **Aiuc7ufABbVNbgd**. You will need to copy, or make a note of, this Link Code.

3 Handle the Request

- Click the Links Button on your Toolbar



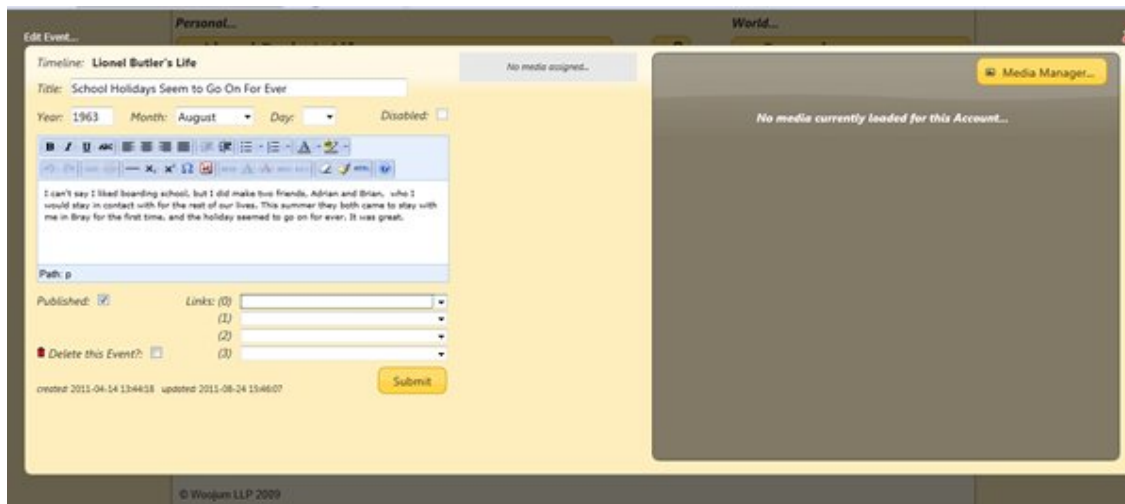
- In the Links Panel
 - Paste, or type in, the Link Code from the Email you received
 - Use the Timeline Dropdown Selector to select the Timeline you are going to Accept this Reciprocal Link to
 - Click the Apply Button



You have now Accepted this Reciprocal Link Request and its initiator will be able to set up a Link *from his/her* Timeline *to yours*. To activate a Link *to its initiator's* Timeline *from yours* follow the steps below.

4 Set up Your End of the Link

- Display the Timeline you selected to Accept this Reciprocal Link to
- 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.

The screenshot shows a timeline interface with two columns: 'Personal...' and 'World...'. The 'Personal...' column is titled 'Lionel Butler's Life' and contains five entries with dates and descriptions. The 'World...' column is titled 'General' and contains three entries with dates and descriptions. A central vertical axis shows years from 1955 to 1970. Each entry has a green checkmark and a pencil icon. The 'August' entry has a yellow button labeled 'Adrian Moore'.

Personal...	World...
6 April: My Birthday I was born in Bray, just outside Maidenhead in Berkshire. My parents were both busy Solicitors, so I didn't see too much of them after Mum went back to work when I was 3 months old.	13 July: England Ruth Ellis is hanged for murder in London, becoming the last woman to be executed in the UK.
September: I go to school I started school at the local Primary in the village.	5 February: Switzerland The CERN Particle Accelerator is inaugurated in Geneva, Switzerland.
July: Goodbye to Bray Primary On the day we broke up for the summer holidays my Dad told me I wouldn't be going back to Bray Primary in the autumn. I was, instead, to be sent to his old Boarding School in Scotland. I ran away, but didn't get very far! I was found, fast asleep, in the tree house at the bottom of our garden just 4 hours later.	10 July: Communications Telstar, the world's first commercial communications satellite, is launched into orbit.
August: School Holidays Seem to Go On For Ever I can't say I liked boarding school, but I did make two friends, Adrian and Brian, who I would stay in contact with for the rest of our lives. This summer they both came to stay with me in Bray for the first time, and the holiday seemed to go on for ever. It was great. Adrian Moore	16 June: Space Race Russian cosmonaut Valentina Tereshkova becomes the first woman in space.
September: We go to Uni	3 May: United States: Sears Tower