

# Using Links as Proof in Assessments

**Sometimes a link to a webpage is the perfect item to show that your organization is complying with a standard in an assessment. This article will show you how to add a link as a an assessment proof.**

## SUMMARY

Briefly describe the article. The summary is used in search results to help users find relevant articles. You can improve the accuracy of search results by including phrases that your customers use to describe this issue or topic.

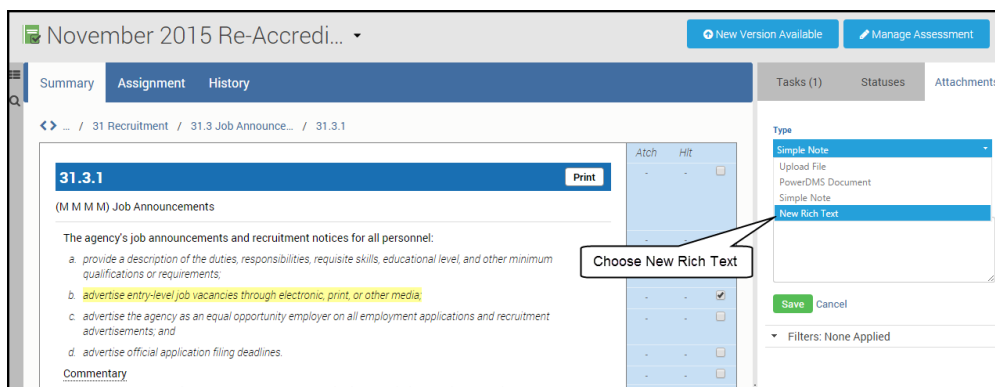
Sometimes a link to a webpage is the perfect item to show that your organization is complying with a standard in an assessment. This article will show you how to add a link as a an assessment proof.

## CONTENT

Using the PowerDMS Standards tool to manage your assessment allows you to add a website link as a proof of compliance. For example, you may have a specific standard requiring you to make something “available to the public.” Perhaps you meet this requirement by posting information on your website and need to attach the specific web link to the standard.

## Showing Proof of Compliance with a Web Link

1. Navigate to the appropriate standard In your assessment, select **Attachments**.
2. Select **Add New Attachment**.
3. Use the **Type** drop down menun and select **New Rich Text**.



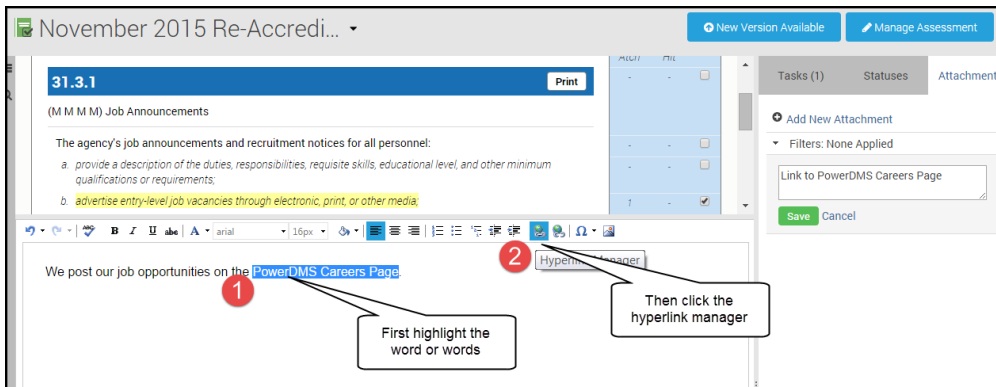
4. Name your attachment in the **Notes** box.
5. Select the portion(s) of the standard this proof of compliance is associated with by checking the boxes to the right of the standard/bullets.
6. Select **Save**.
7. A html document should open next.

8. You can either paste the link right into the document, or you can add a key word, and hyperlink that word, as shown below.

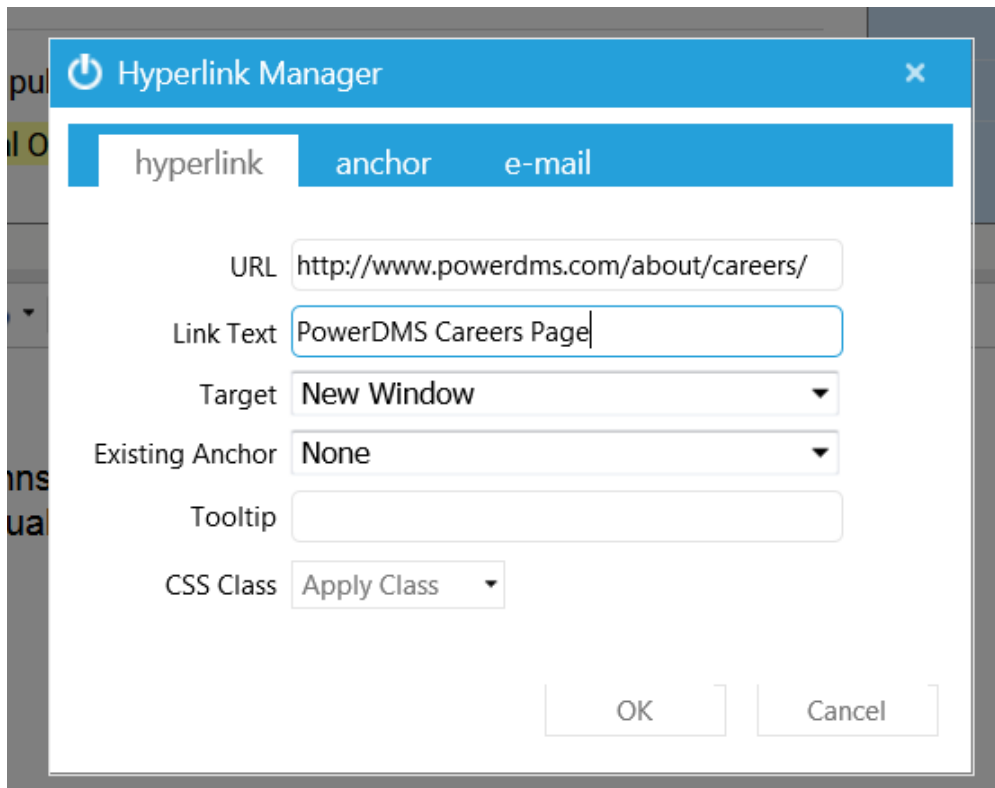
## Hyperlinking a Keyword

The following is just one example. Please contact our Service Desk if you have any additional questions after going through these steps.

1. **Copy the URL** from the website you want to draw the assessor's attention to.
2. **Highlight** the word or words you would like to link to and select the **Hyperlink Manager** (a globe with chainlink icon).



3. When the Hyperlink Manager opens, **paste** the link into the URL field.
4. Verify your Link Text is correct
5. From the target dropdown menu, select **New Window**
6. Select **OK**



7. You should see your link is underlined and therefore, is an active hyperlink. If you choose, you can add additional text.

8. Select **Save**.