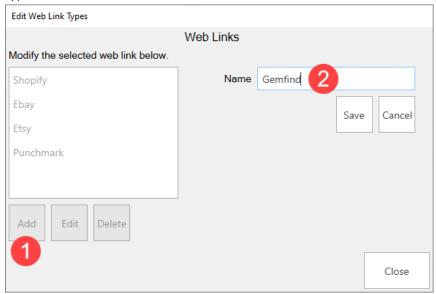# Web Links

Introduction

A new field was added to the Item Record's **Website** tab that provides a place to store **external web links** for that item. If you are integrated with **Shopify**, the software will **automatically** add your Shopify product links here when you upload items. Additionally, you can **manually** add your own links.

Define Web Links Types

Adding New Web Links Types

To **manually** add links, you first must define the **Web Links Type**:

1. Click **Administrative > Advanced Settings > Web Links**. The **Edit Web Links Types** window will open.

2. Click the **Add** button to add a **new Web Links Type**, then enter a name in the **Name** box for your link type.

3. Click **Save** to complete adding your new Web Links Type.
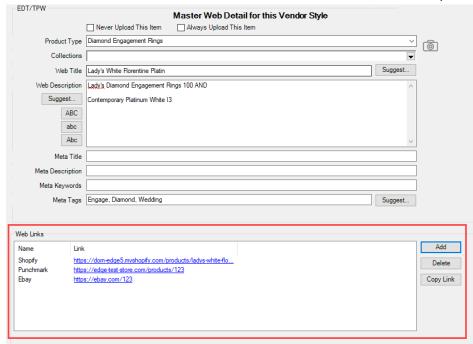
Edit and/or Delete Web Links Types

Alternatively, you can instead choose to **Edit** or **Delete** existing **Web Links Types** by following the above steps, but instead you will **highlight** the web link in the box and then select either **Edit**, to update the **Name**, or **Delete**, to remove the link completely.

Adding Web Links

Once you have defined your **Web Links Types** you can then proceed to the next step of adding the links to the **Website** tab on the **Item Record**.

1. Click **Inventory > Items > Find** and enter search criteria to locate the desired **Item Record**.

2. Double click to **open** the **Item Record**, then click the **Website** tab.

3. Click the **Add** button next to the **Web Links** box at the bottom, then add your links as shown below:

You can also delete any links no longer needed using the **Delete** button or copy desired links using the **Copy Link** button.

Important Notes When Adding Web Links

- **You can only have one link per type**. The software will automatically hide link types already used. For **example**, if you create an eBay link, the next time you click **Add**, that link will be **unavailable** for use a second time.

- All links **MUST** include **https://prefix**