

CREATING AN INSTANCE SHORTCUT



Original Software



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SYNOPSIS

When logging into Qualify the user will be taken to the home screen, this contains administrative functions alongside potential access to other models and instances.

Often it is the case the user will log in then access the same instance each time, this document shows how to create a shortcut that will take the user directly to an instance.

QUALIFY INSTANCE SHORTCUT

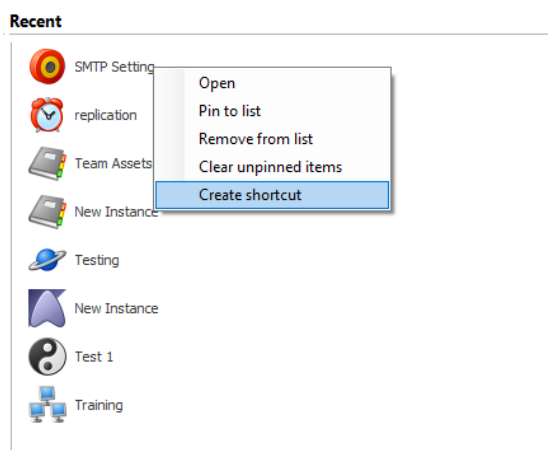
The default shortcut for the software will launch the connection window, once logging in you are presented with the home screen where you have to select the instance you wish to open.

For many users, they will only ever use the one instance and will need to access none of the functionality from the front screen.

Creating an instance shortcut would allow the user to log in directly to that instance, this would use the credentials of the user that created the shortcut.

Creating Shortcut

1. Login to Qualify as the user you wish the shortcut to use.
2. From the front screen, under recent instances, 'right mouse click' the icon of the instance you wish to create a shortcut for.



3. Select 'Create shortcut' and save this on your desktop.
4. Close Qualify
5. Selecting the newly created shortcut, you will automatically log in and go straight into the desired instance.