

The direct login link is created for your facility's use only.

With the link, you can create a shortcut/icon on the employees computer desktop.

Once the icon is double clicked, this will enable the employee to have view only access to your SDS library, without remembering a website, usernames, or passwords.





STEP ONE

SAVE THE M3V DATA MANAGEMENT ICON TO YOUR PC

1.) Create a folder on your C: drive

(example: SDS Library Icon)

2.) Save the file SDSLibrary.ico in the created folder

3.) Follow the next steps and create the shortcut on your computer desktop

<u>↓</u> ⊻ <u>↓</u> ∓	SDS Library Icon			
Eile Ho	me Share View			
$\leftrightarrow \rightarrow \bullet$	↑ 📑 → This PC → OS (C:) → SDS Librar	y Icon		
📰 Pi 🔨	Name	Date modified	Туре	Size
M	SDSlibrary	4/17/2017 8:17 AM	ICO File	362 KB
Pr				



STEP TWO

HOW TO CREATE A SHORTCUT ICON ON YOUR DESKTOP

- 1.) Right click on your desktop
- 2.) Select New and then select Shortcut
- 3.) Copy the direct login link and paste it. Select Next
- 4.) Name the desktop icon (example: SDS Library) then FINISH

	View	>	
	Sort by	>	
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	Paste shortcut		
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STEP THREE

CHANGE YOUR ICON TO THE M3V DATA MANAGEMENT ICON

1.) Right click on the icon

2.) Select Properties. Under Web Document Tab, click Change Icon

- 3.) New window displays. Select Browse
- 4.) Refer back to STEP ONE for location. Select File. Click Open
- 5.) Click OK, then Apply and OK again



