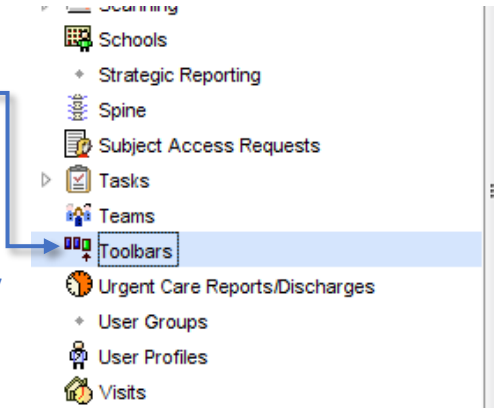
Adding the Interweave Portal URL (DCR V2) to the toolbar

1. Go to **Setup > Users & Policy > Organisation Preferences…**

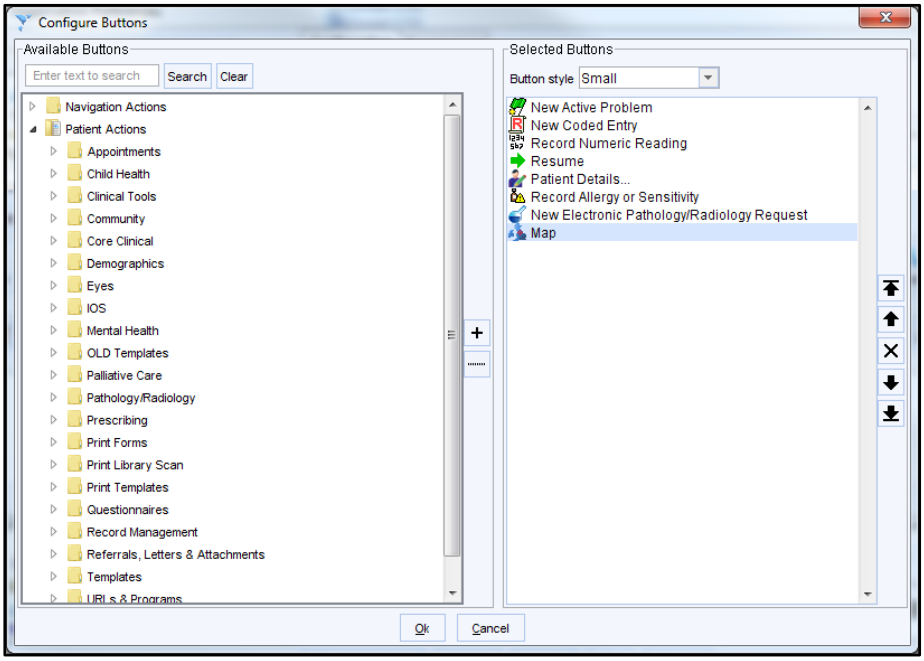
2. Scroll down and select the **Toolbars** node



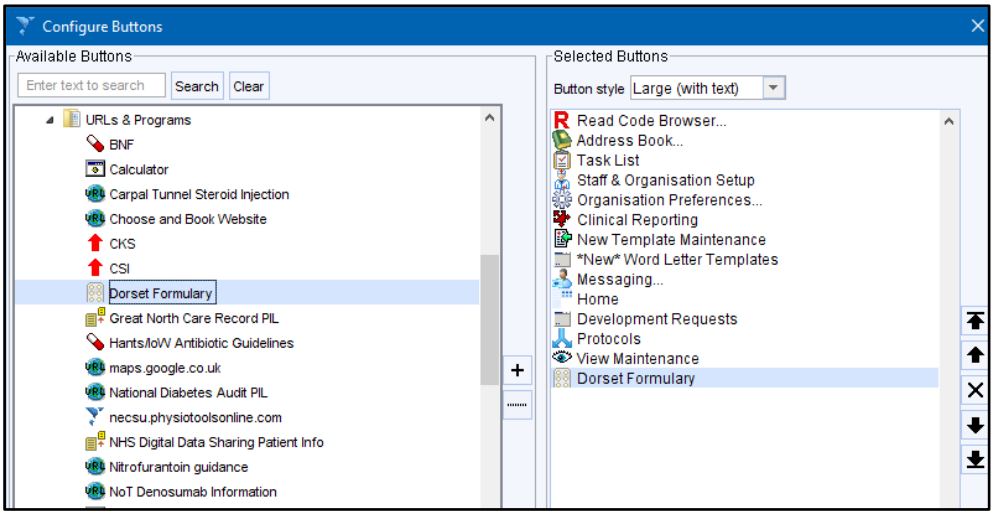
3. Select the toolbar in **Bold text** (this will be your organisation's default toolbar) then click on the **Amend Toolbar** button located near the top of the window

   Note: If a user has at any time created their own *custom* toolbar they will not see any items you add here. They must instead *amend their own toolbar* and add these items when they are logged in, you cannot do this for them. They can amend their own toolbar by *right-clicking* on the toolbar anywhere in SystmOne and selecting **Configure Toolbar**, then following these instructions from Step 4 below.

4. In the **Configure Toolbar** window, double-click on the toolbar you want to add URL) to, this will display the **Configure Buttons** window (similar to below).



5. Scroll down and double-click the **URLs & Programs** folder to open it, then scroll down and double-click on the Interweave Portal URL to add to your toolbar.



6. The URL is added to the list in the right-hand pane
7. To move the URL along the toolbar ensure it is highlighted in the list and use the arrows to position where required. The further up the list the further left it appears on the Toolbar
8. Click **Ok** and then **Ok** another two times to close the other windows and return to SystmOne.
9. Other users may need to log off SystmOne then log back in to see the new buttons.