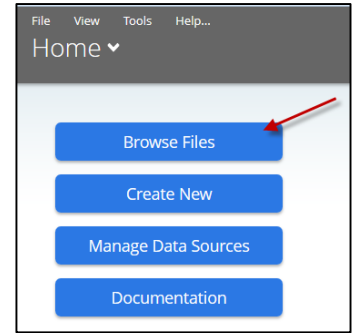# Add AiM IQ Reports to Quicklinks
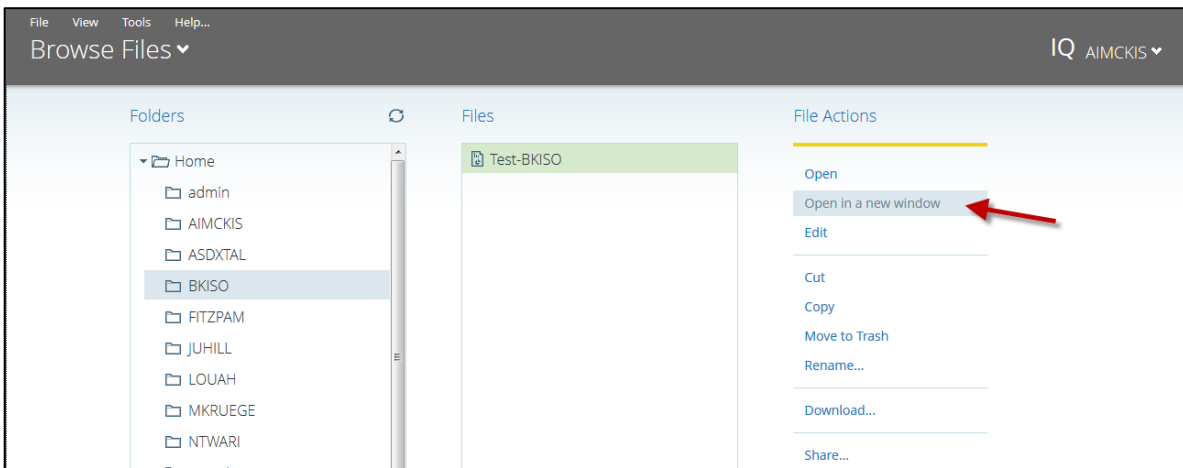
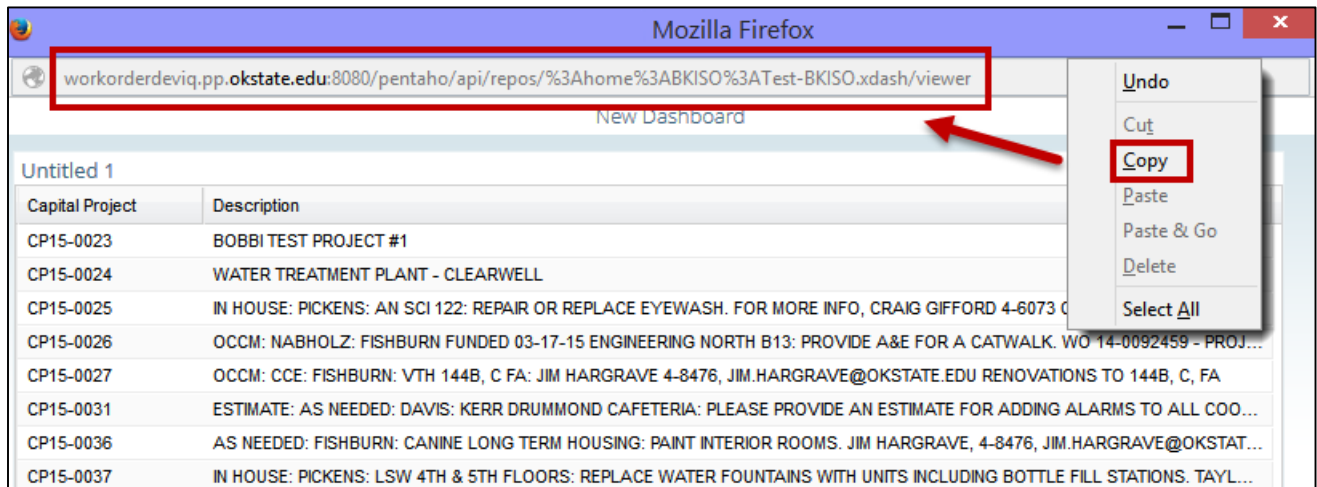1. From the WorkDesk, click: **IQ** (*top menu bar*)

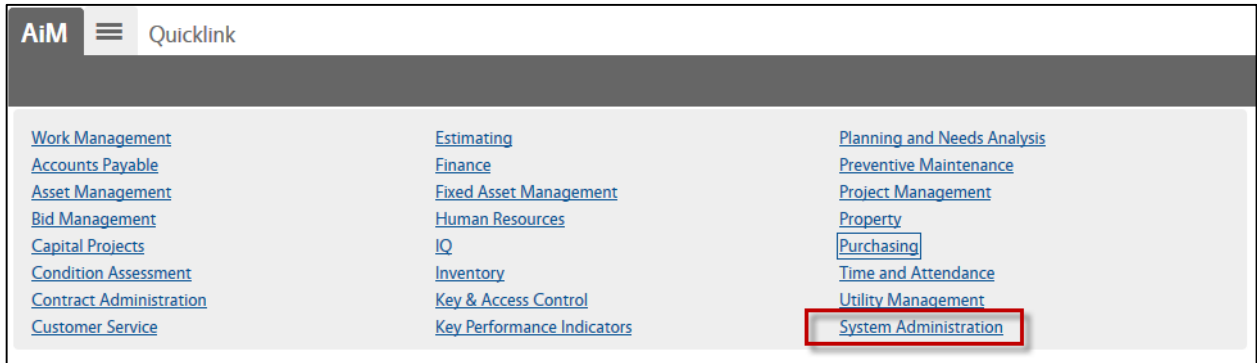2. AiM IQ will open a new tab in your browser, click: **Browse Files**

3. When selecting a file to open, the following three columns appear: Folders, Files and File Actions. Select a folder to view files. Click on a file and select the ***Open in a new window*** file action.

4. AiM IQ will open in another new tab/or window in your browser. **Highlight the URL** from the new tab and **right-click to copy the URL link**.

1. From the **AiM WorkDesk**, click: **System Administration**

2. Click: **Quicklink**

3. Select a Module. (*e.g. System Administration*)

4. Click: **Add**

5. Select Type: Web, and click: **New**

6. Enter a **Title**, **Sequence**, and **Path** (*Paste URL from Step 4*)

7. Click: **Save**

8. Return to your WorkDesk, the AiM IQ link should appear in the quick links channel.