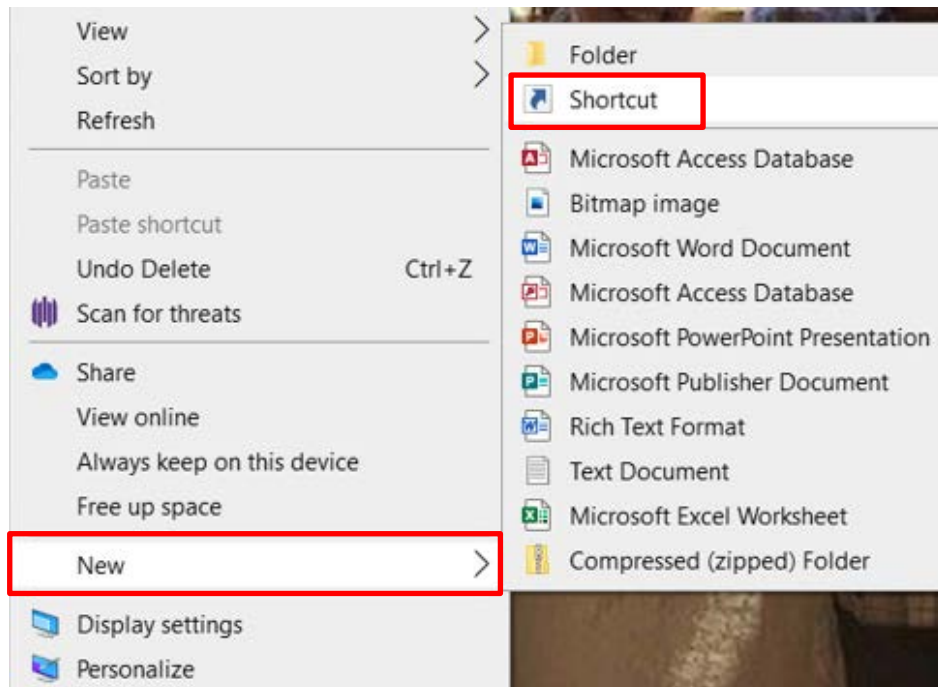| SOP Name:	Microsoft Windows – Creating a Desktop Shortcut		
SOP Identifier:	ALL-ALL-00326		
SOP Author: Name & title	Jess Jones – Process Coordinator	Original SOP Date:	1/18/2022
SOP Version #:	1	Last Updated:	Click or tap to enter a date.

Departments:

Primary Department:	ALL	Departmental Focus:	Click to choose a Team
Other Team(s):	Click or tap here to enter text.		
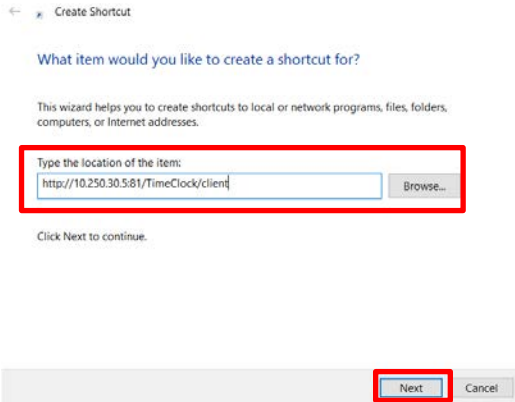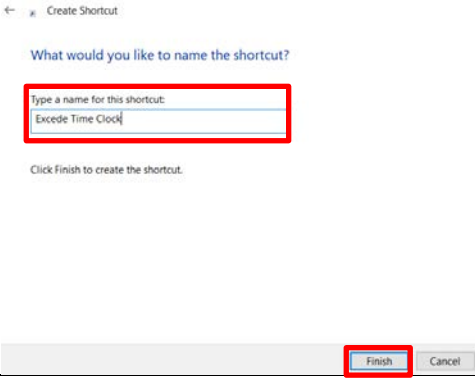
Roles:

Role 1:	ALL	Role 4:	Choose an item.
Role 2:	Choose an item.	Role 5:	Choose an item.
Role 3:	Choose an item.	Role 6:	Choose an item.

Purpose:

To create a shortcut icon on the computer's desktop for ease of access

Step #:	1	Step Owner (Role):	All
Cross Ref. SOP(s):			
Additional Docs:			

- Right click anywhere on your computer desktop
  - A menu will appear
- Hover your mouse over New (near the bottom of the menu)
- Click on Shortcut

Step #:	2	Step Owner (Role):	All
Cross Ref. SOP(s):			
Additional Docs:			

- Either copy & paste the URL or click Browse to select the application you would like to create a shortcut for
    i.e. – http://10.250.30.5:81/TimeClock/Client -- Excede Time Clock
- Click Next

Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

http://10.250.30.5:81/TimeClock/client   Browse...

Click Next to continue.

- Enter a name for the Shortcut
    i.e. – Excede Time Clock
- Click Finish

Create Shortcut

What would you like to name the shortcut?

Type a name for this shortcut:

Excede Time Clock

Click Finish to create the shortcut.

Next   Cancel

Finish   Cancel

Step #:	3	Step Owner (Role):	All
Cross Ref. SOP(s):			
Additional Docs:			

- The new shortcut icon will appear on your desktop with the name entered
- Double Click on the icon to open the URL/Application

Excede Time Clock