Configure Web Links

Last Modified on 06/16/2025 11:40 am EDT

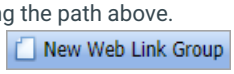
> **Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > Web Link Configuration**

About

Web Links allow clients to complete forms without having to be present at your Agency or logging into Client Portal. The Web Links Configuration feature allows you to create one link for a bundle of forms. When clients complete these forms, they are found in the **Clinical Forms Menu > Weblink Inbox - Attach Forms**within NSS. To link the completed form to the client, follow the Weblink Inbox - Attach Forms section on the Forms QRG.

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Add New Web Link Collection

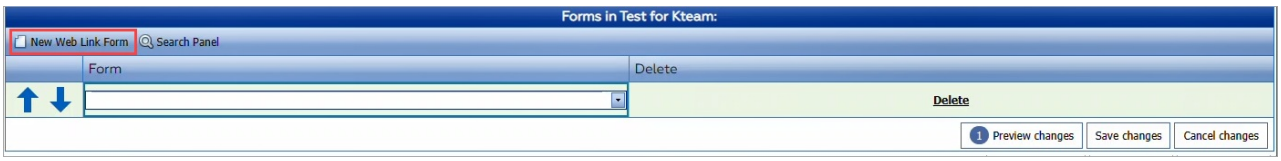
1. Navigate to Web Links following the path above.
2. Click the **New Web Link Group** 

button. A new entry line is created.
3. In the **Group Name** column, type the name of the Web Link collection.
4. In the **Redirect URL** column, type the redirect URL.
5. Click the **Save Changes** button.

> **Note**: To copy the URL for the Web Link collection, click the**Copy URL** button. The External Wizard Link window is displayed with details on how to copy the link. You can then put this link, for example, on your web page for clients to securely complete form that will be saved in NextStep.

Add Forms to a Web Link Collection

1. Navigate to Web Links: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Web Link Configuration.**
2. Click the **+ sign** next to the Web Link collection you'd like to add Forms to.
3. Click the **New Web Link Form** button.



4. Make a selection from the**Form** drop-down.
5. Click the **Save Changes** button.

> **Note**: Click the blue**Up** and **Down** arrows to change the sequence of when the Forms will be filled out by a client.

Remove a Web Link Collection

1. Navigate to Web Links: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Web Link Configuration.**
2. Click the **Delete** button next to the Web Link Collection you would like to delete.
3. Click the **Save Changes** button.

Note: If you clicked the Delete button in error, simply click the **Recover** button to restore the Web Link Collection. The deletion of a Web Link group automatically deletes the individual Forms in that group.

Remove a Form from a Web Link Collection

1. Navigate to Web Links: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Web Link Configuration.**
2. Click the **+ sign** next to the Web Link collection you'd like to remove Forms from.
3. Click the **Delete** button next to the Form(s) to remove.
4. Click the **Save Changes** button.

Note: If you clicked the Delete button in error, simply click the **Recover** button to restore the Web Link Collection.