

How to add a URL Link in Your HRC Application

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Adding URL Links to Your Application

Sometimes you need to direct your applicants to different web pages for onboarding, surveys, etc. We have a few different ways to add links into your application process.

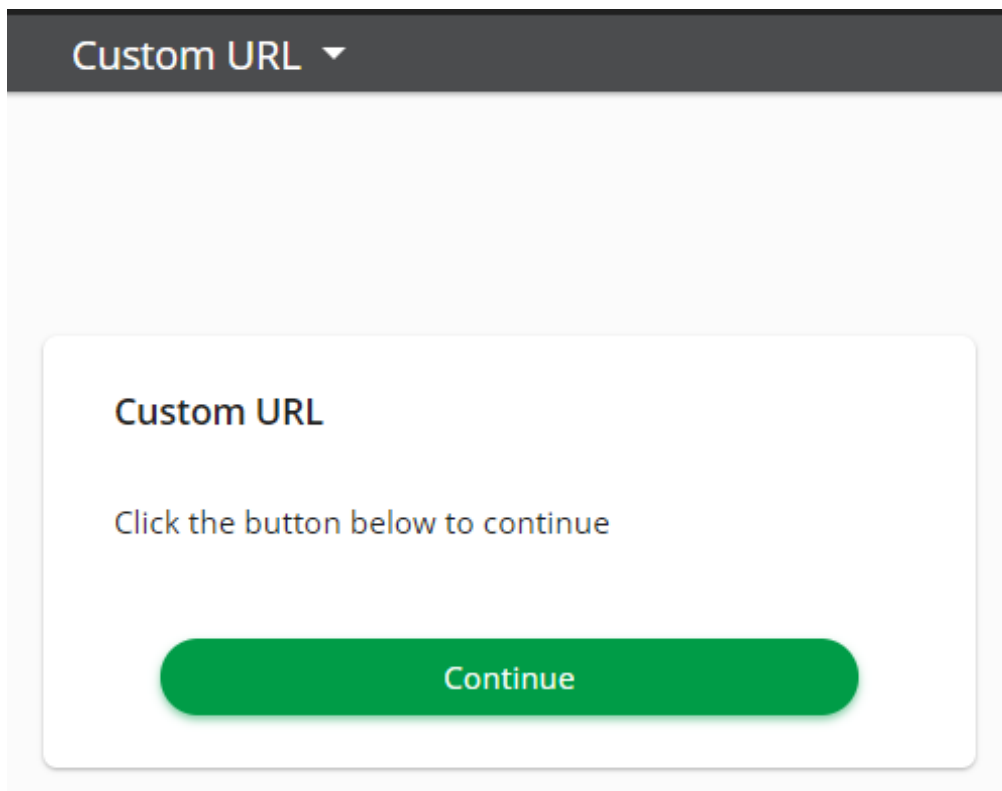
This Article Covers:

1. [Adding a Custom URL Page](#)
2. [Adding Links in a Survey Page](#)
3. [Adding Links to Your Registration/Landing Page](#)

Looking to add videos? Check out [How to Embed a Video in a HRCenter Application](#).


What is a Custom URL Page?

If you need to direct your applicants to a web page during the application or onboarding process you can use the Custom URL Information Page to redirect an applicant to a different site.



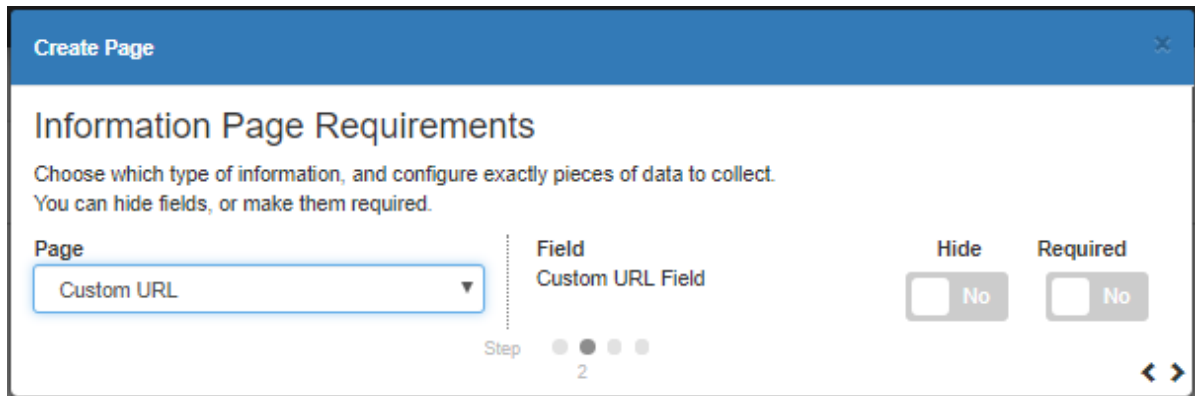
The applicant will click the continue button and be directed in a separate tab to the linked web page. In order to complete the application or onboarding information, they will need to return to the original tab and click submit.

How to Create a Custom URL Page

1. In HRCenter Admin, navigate to pages on the left and select the  to add a new page.
2. Enter an Internal/Display Name and choose the Information Page Type:

- Select the arrow in the lower right to continue.

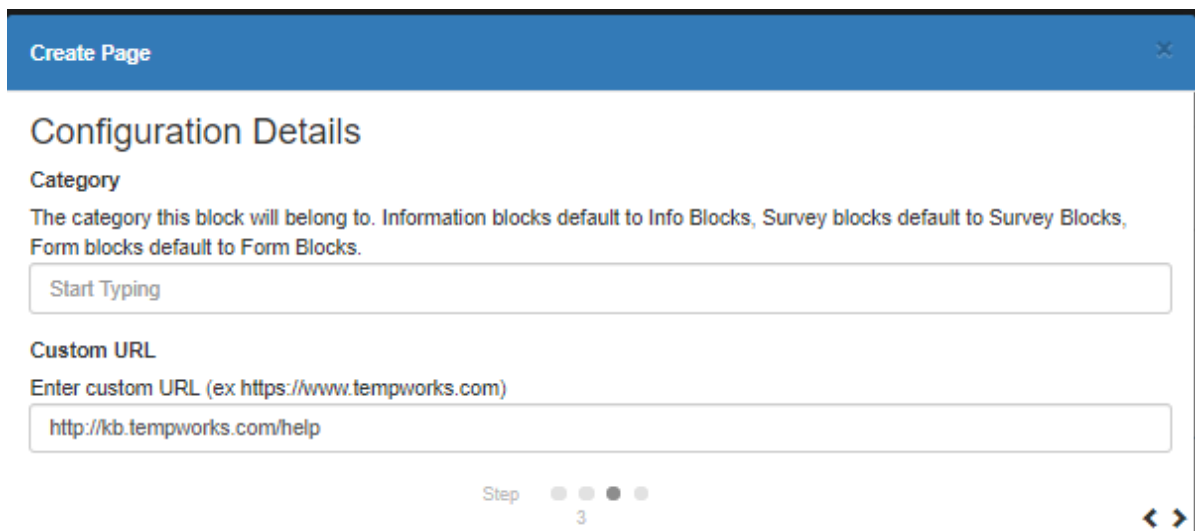
3. Select Custom URL Page



The screenshot shows a 'Create Page' dialog box with a blue header. The main title is 'Information Page Requirements'. Below the title, there is a subtitle: 'Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.' The 'Page' dropdown menu is set to 'Custom URL'. To the right, under 'Field', it says 'Custom URL Field'. There are two toggle switches: 'Hide' and 'Required', both currently set to 'No'. At the bottom, there is a 'Step' indicator with four dots, the second dot is filled, and the number '2' is below it. Navigation arrows are in the bottom right corner.

- If you turn on the required switch, the user will be required to click the link before continuing.
- Select the arrow in the lower right to continue

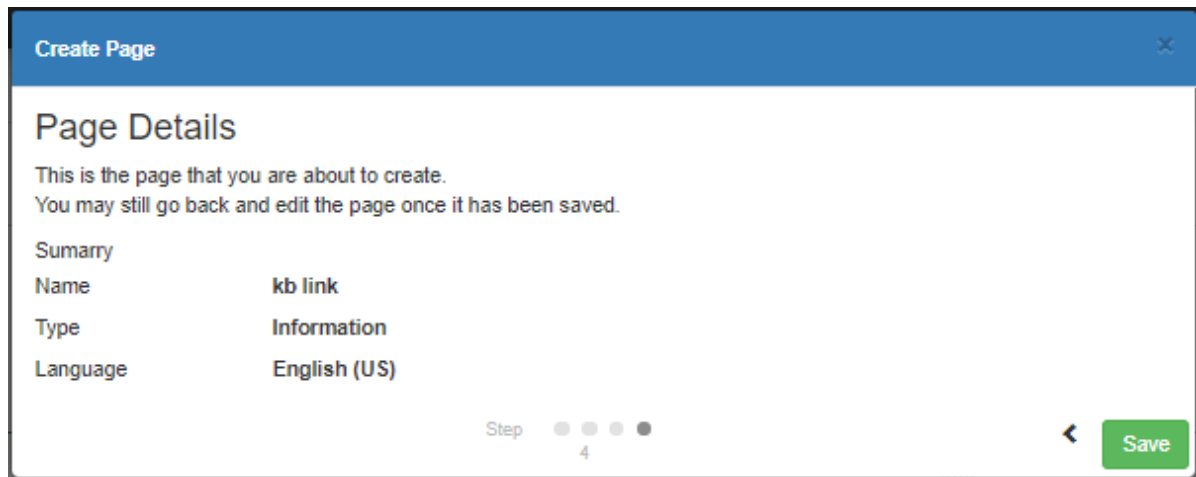
4. Enter the Custom URL link



The screenshot shows the 'Create Page' dialog box at the 'Configuration Details' step. The title is 'Configuration Details'. Under 'Category', there is a text input field with the placeholder 'Start Typing'. Below that, under 'Custom URL', there is a text input field with the placeholder 'Enter custom URL (ex https://www.tempworks.com)'. The field contains the text 'http://kb.tempworks.com/help'. At the bottom, the 'Step' indicator shows four dots, the third dot is filled, and the number '3' is below it. Navigation arrows are in the bottom right corner.

- Select the arrow in the lower right to continue

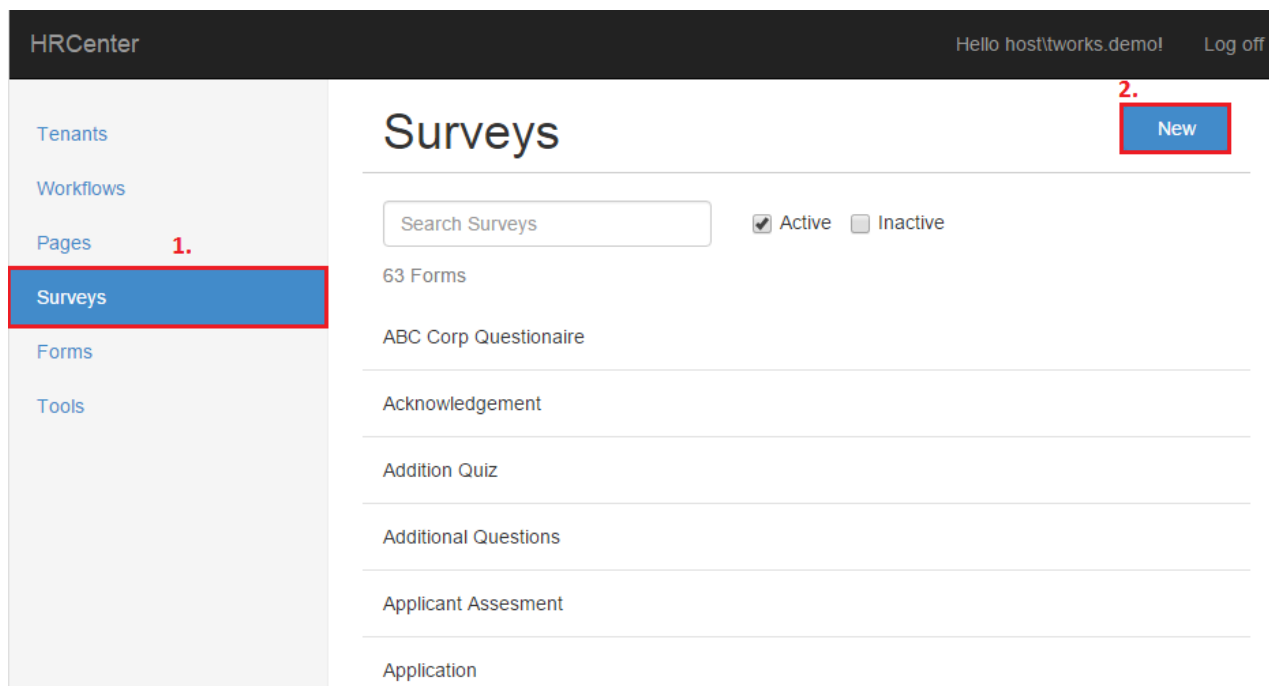
5. Select Save



[Add your new page to a Workflow](#)

Creating links in Surveys

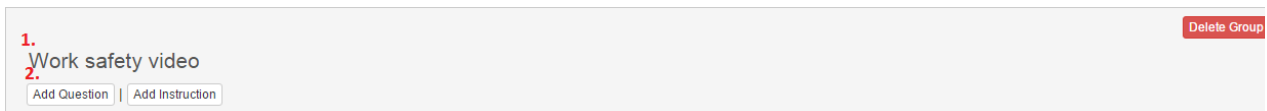
Within administration start by creating a new survey. For additional help on creating surveys navigate to [How to Create Surveys](#).



Once the display name, description, and private name are entered, add a group.

Enter the title of the website, video, or informational page as your group name (1.).

In the following example this will be a safety video. From the add group area select the add question (2.) option.

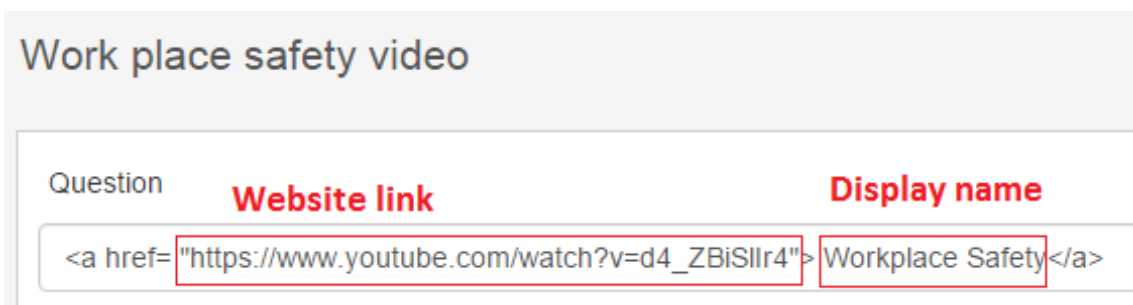


Within the questions panel users will add the html code and insert the hyperlink information . There are two types of html codes users can choose from:

1. - This html code will leave HRCenter and navigate to the webpage
2. - This html code allows users to remain in HRCenter and open the link in a new window

As an example, the safety video will be added using option 1 html code. Place the html code in and add the link information within the quotes"" , the display name is added between the >< icons and describes what the link actually is (workplace safety) vs. seeing it in code format.

Option 1:



Note If you are creating html hyperlinks as a survey you must enter in answers options. In the example below, the html code has been added along with additional questions and answers.

Work place safety video

Question IsRequired Reject Incorrect Answer? [Delete Question](#)

 Workplace Safety Please select yes or no if you watched the video

Answer Type: **Radio** DataID: Certifications Description

Answer Text: Yes Value of answer (if different than text) [Delete Answer](#) Correct Answer?

Answer Text: No Value of answer (if different than text) [Delete Answer](#) Correct Answer?

Option 2:

Question IsRequired [Delete Question](#)

Amazon Did you review the amazon rules?

Answer Type: **Radio** DataID: Certifications Description

Answer Text: Yes Value of answer (if different than text) [Delete Answer](#) Correct Answer?

Answer Text: No Value of answer (if different than text) [Delete Answer](#) Correct Answer?

After the survey is created, a page must be created to incorporate it within your workflow.

Navigate to [How to Create Pages](#) to learn more about page creation within HRCenter.

Once the page is created and added to the workflow, applicants will now be able to select the hyperlinks and navigate accordingly.

Work Video

[Save and Exit](#) [< Previous](#) [Save and Continue >](#)

Work place safety video

[Workplace Safety](#) please select yes or no if you watched the video Yes No

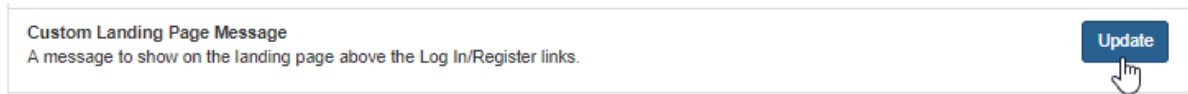
[Amazon](#) Did you review the amazon rules? Yes No

[Save and Exit](#) [< Previous](#) [Save and Continue >](#)

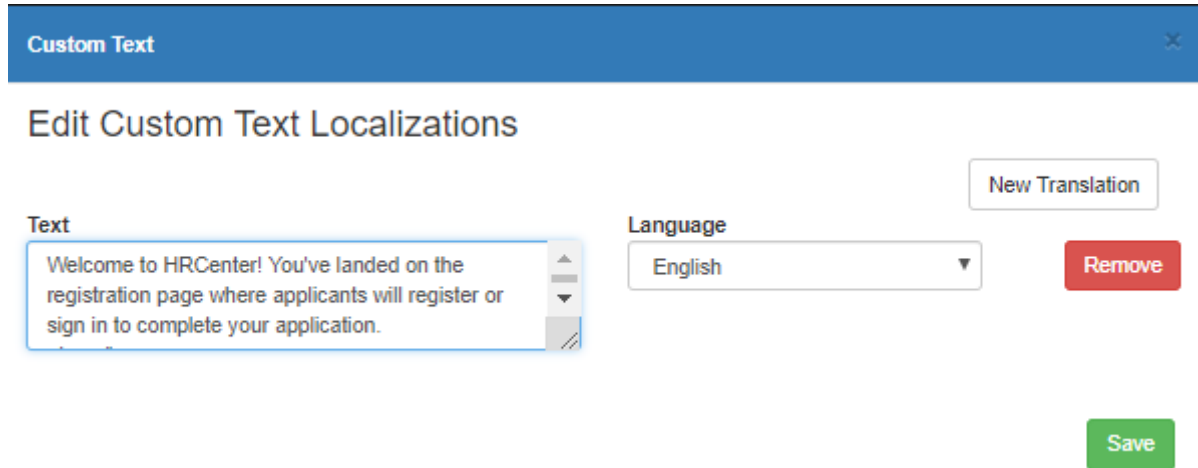
Creating Links on the Registration Page

You may utilize this option to add hyperlinks on the landing (home) page within HRCenter. This can be beneficial if you want applicants to navigate to your job board, company website, etc.

1. Navigate to HRCenter Admin > Tenants
2. Find the Tenant section and select update next to Custom Landing Page Message



3. Type what you would like to have appear on the registration page:

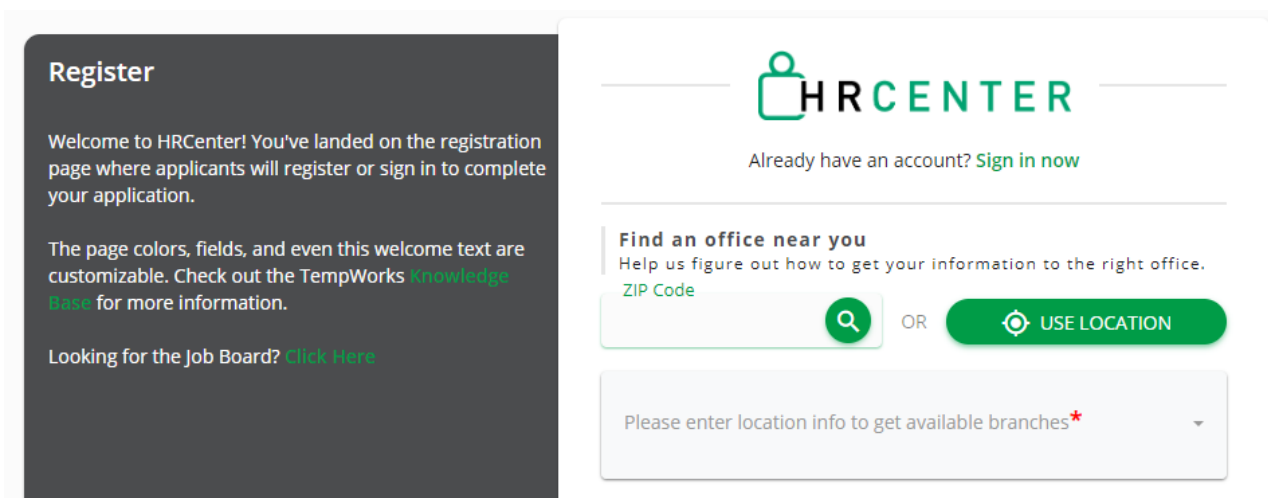


4. For links, enter the HTML information around the word you would like the applicants to click on to be redirected:

Example Links:

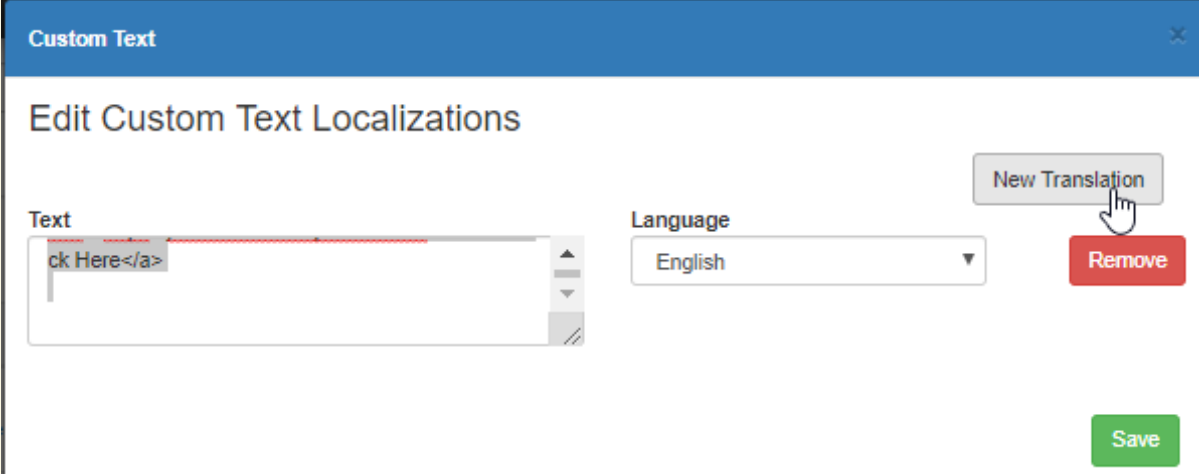
Link to different WebPage: Looking for the Job Board? [Click Here](#)

Link to email: please contact us info@tempworks.com.



Remember that linked text will appear in your Branding Primary Action Color. For more information, check out [Branding HRCenter](#).

Note If you are also offering your application in Spanish, make sure you add a Spanish version of your registration text by selecting New Translation at the top



The screenshot shows a window titled "Custom Text" with a close button in the top right corner. Below the title bar is the heading "Edit Custom Text Localizations". On the left, there is a text input field labeled "Text" containing the placeholder text "ck Here". To the right of the text field is a "Language" dropdown menu currently set to "English". Further right is a "New Translation" button with a mouse cursor hovering over it. Below the "New Translation" button is a red "Remove" button. At the bottom right of the interface is a green "Save" button.

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