

Quicklinks (accessing a job without logging in)

There are times when you need to outsource a job to someone who is not a registered user in the system. This can be accomplished with **Quicklinks**, an additional feature only available for online editing jobs.

A quicklink consists of the URL to the job in question along with a token. This link can be emailed or communicated to any, such as a client contact or external consultant for final review. The token, if valid and not expired, allows the user to open the job without logging in.

Please note that the link only works for this specific job and will not include access to the *Dashboard* or even the Job information page. All information necessary to complete the job needs to be available in the editor (for example in the form of the job description) or made available through other means.

Creating quicklinks

From the job itself

- If the job settings allow it, any user with access to a job can create a quicklink to it from the editor.
 - This option is enabled for a job on the "Editor settings" tab: *Allow use of Quicklink*
- The *Quicklink* button opens a dialogue where existing quicklinks are shown and can be shared/emailed, or new links created.

The screenshot shows the 'Editor settings' tab in a software interface. At the top, there are navigation tabs: 'General', 'Editor settings' (selected), 'Casting', 'Job Fee', 'Job history', 'Messages', and 'Notes to self'. Below the tabs, the 'Online editing/review settings' section is visible. It includes an 'Editing Mode' section with three radio button options: 'Standard' (selected), 'Limited', and 'Review'. Below this is a note: '"Review mode" only affects Subtitler, if OE is entered in this mode it will be the same as "Limited mode" in'. Further down, there are two dropdown menus: 'Proofing-type' (set to 'No') and 'Text translation mode' (set to 'No'). At the bottom, the 'Online editing settings' section is visible, featuring a 'Load template' dropdown (set to 'No') and an 'Allow use of QuickLink' dropdown (set to 'Yes').

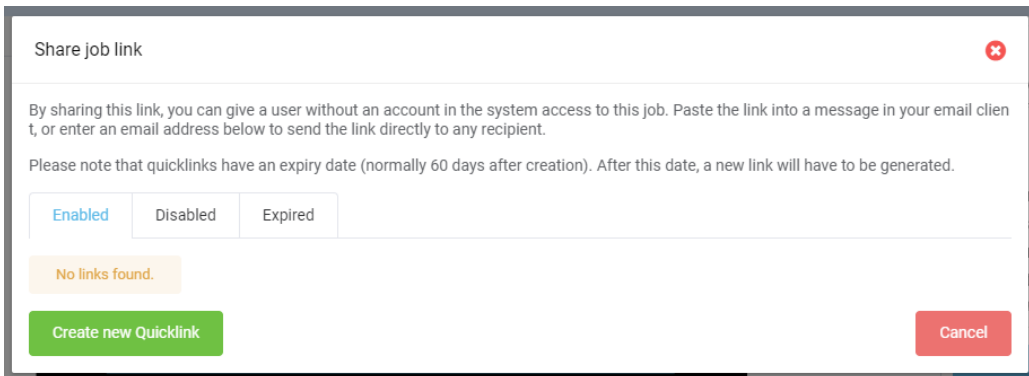
Using the function from within Plint Subtitler

JOB: verity media
Status: In process
Part: 2
Video framerate: 29.97
Project framerate: 25
Media content encrypted: No
Comment:
Check that media is visible in the editor.

[Home](#) [Job Info](#) [Change Status](#)

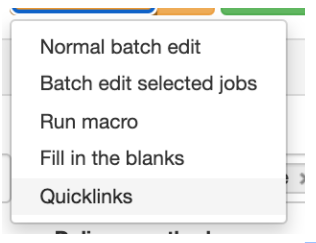
Tools

[Quicklink](#) [Reset Job](#)



From the joblist

- A project manager can create quicklinks for multiple jobs in the following way.
 - Go to the Joblist
 - Open the *Batch edit* menu
 - Select *Quicklinks* and follow the instructions
 - From this dialogue, you can copy the list and, for example, distribute it by email.
- Tip! If the links are already created, you can show selected links by filtering the joblist first (for example on target language or part.)
 - When you open the Quicklinks dialogue, only the existing links for the matching jobs will be shown.



Quicklinks

Quicklinks provide access to a single job to a user who is not logged into the system. If there are any quicklinks for the selected jobs, they will be shown below.

Actions: Allow duplicates Create

Show columns: Part Part label Language OE link Subtitle link Expires

<input checked="" type="checkbox"/>	Part	Part label	Language	OE link	Subtitle link	Expires
<input checked="" type="checkbox"/>	1		Norwegian	https://nu.plint.com/editor/902902?token=L74XcKZ5KACnXh8wd56xZvVftUZBtR3rUVDKTHGb	https://nu.plint.com/nutxt-web/902902?token=L74XcKZ5KACnXh8wd56xZvVftUZBtR3rUVDKTHGb	2021-04-13 14:39:47
<input checked="" type="checkbox"/>	2		Norwegian	https://nu.plint.com/editor/902915?token=wt8dPw5xsjPe9N2D1NQmb3GIt5pROEAws7cnQ74G	https://nu.plint.com/nutxt-web/902915?token=wt8dPw5xsjPe9N2D1NQmb3GIt5pROEAws7cnQ74G	2021-04-13 14:39:47

More on quicklinks

- To retract access to the job through a quicklink, the link itself can be removed or disabled. The easiest way, however, is to change the job setting, setting "Allow use of quicklinks" to No.
- Normal job access logic also applies to quicklinks. This means that if a job is Done, or its parent job is *not* done, the quicklink will not work.
 - This is to prevent someone from opening a job prematurely, or too late. Since the link is the user's only means of access to the system, they otherwise have no way of knowing if it's open for work.
- Finally, if a job is already opened by someone else, the system will prevent other users from accessing it through a quicklink.
 - If someone forgets to close/pause a job, they will be automatically sent to the Pause page or Dashboard after a while to prevent a job being stuck in "limbo".

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