

Nav Links

Nav Links

Purpose and when to use this record

Define a destination within a navigation card, including its visible label, target, order, and access conditions.

At a glance

- **Identify it by:** **Url**, **Title**, **Description**, and **App**.
- **Why care:** These master records supply defaults and choices to later transactions.
Correct duplicates and inactive records before staff build more activity on the wrong record.

Before you begin

You need the Brisk permission for the action you are taking on nav links. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Create a nav link

Save Cancel

Nav Link Entry - New nav link

URL Title

Description App

Nav Link-Card Relations

Position	Card	Delete
		x
		x
		x

Add Row

The Nav Links create screen in the Brisk documentation demo.

Create a nav link only when the existing choices do not represent the policy or classification you need. Near-duplicate setup values split reporting and make later selection harder.

1. Select the business context first.
2. Enter the required identifying and operational values: **Url**, **Title**, and **Description**.
3. Review **App** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the nav link, then confirm **Url**, **Title**, **Description**, and **App** on its detail page before continuing.

After saving: Open **Nav Link-Card Relations** and confirm the nav link appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Delete a nav link

Delete this nav link only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

Before confirming, check for related **Nav Link-Card Relations**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Url**, **Title**, **Description**, and **App**. After confirmation, return to the Nav Links list and make sure only the intended nav link was removed.

Review nav link details

Use the detail page as the shared record of what this nav link currently means. Verify **App** before relying on it for a decision.

Compare the nav link with its source document or approved setup request before deciding that it needs correction.

Next check: Open **Nav Link-Card Relations** and confirm the nav link appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

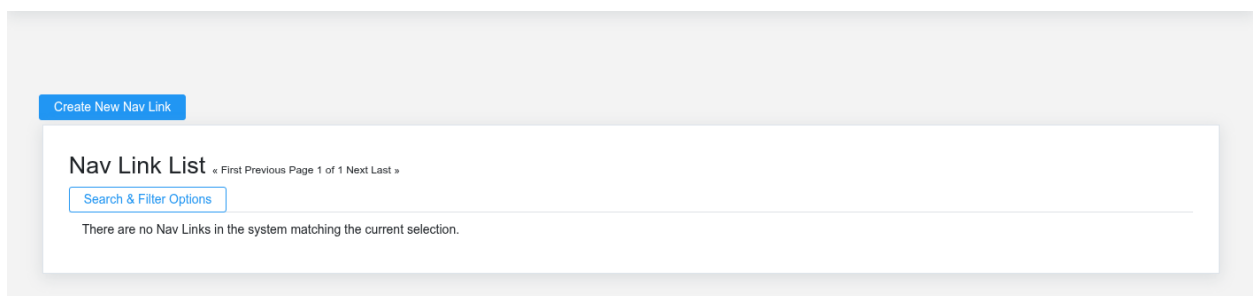
Edit an existing nav link

Edit this nav link when the underlying policy or classification changed. First determine whether historical transactions should retain the old value; if so, deactivate the old choice and create a new one.

1. Open the detail page. Compare the identifying information shown on the screen with the supporting document or approved request.
2. Recheck **App**. These values are most likely to change future transactions, defaults, assignment, pricing, and reporting.
3. Save the change, return to the list, and confirm that the nav link now appears under the expected **App**.

After the change: Open **Nav Link-Card Relations** and confirm the nav link appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Find and review nav links



The Nav Links list screen in the Brisk documentation demo.

Use the Nav Links list to find the correct record before opening or changing it. Compare **Url**, **Title**, **Description**, and **App**. Compare the full identifier rather than relying on a similar name.

Open the nav link whose **Url**, **Title**, **Description**, and **App** match the task. If it is missing, clear the list filters and recheck **App** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 4 user-relevant fields for this nav link, including 0 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Url	Yes	The last section of the URL.
Title	Yes	The title used for the hyperlink.
Description	Yes	The text displayed next to the link.
App	No	The app recorded for this nav link. Available values: Accounting, Inventory, Management, Manufacturing, Payroll, Reports, Sales, Service, Time.

What happens next

Open **Nav Link-Card Relations** and confirm the nav link appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Url**, **Title**, and **Description** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Compare this nav link with the source document or approved setup decision, then check the downstream screen where it is used.