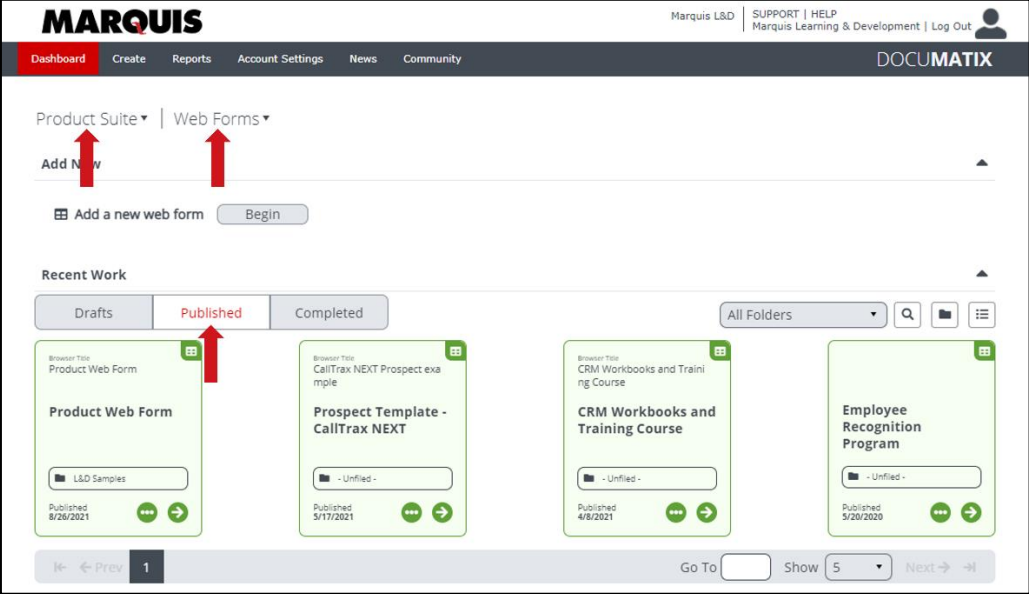
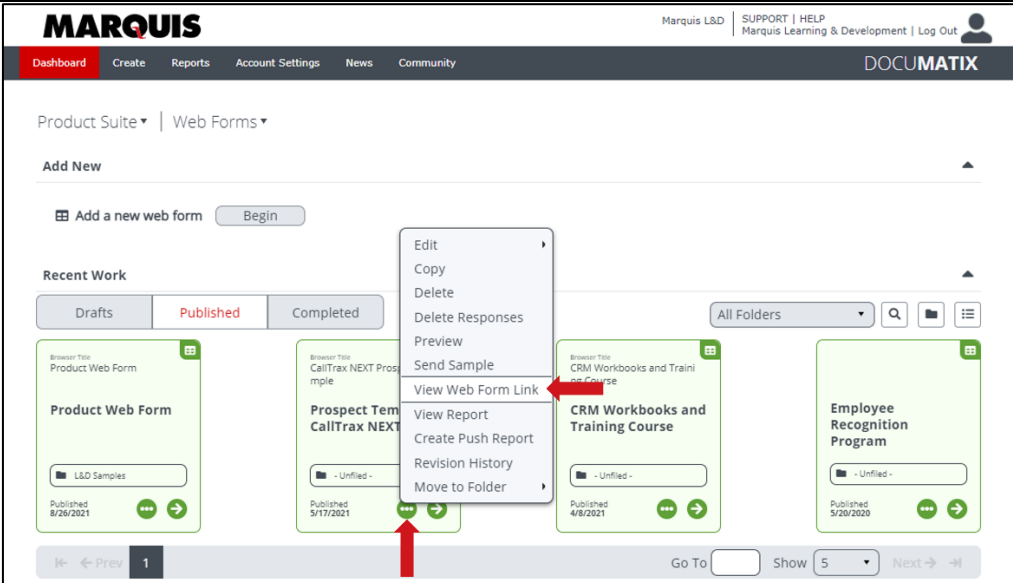
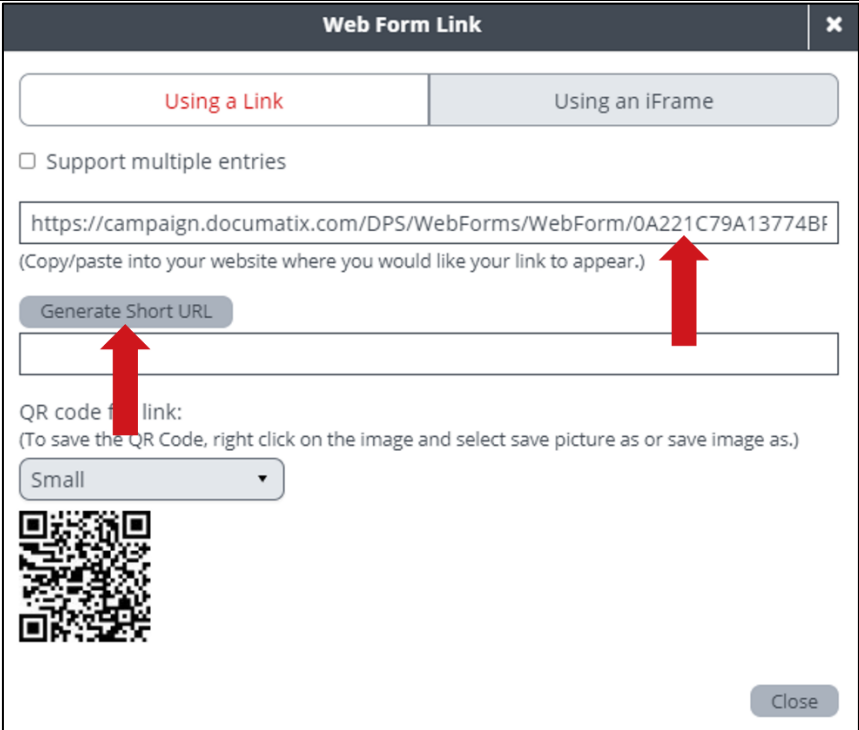
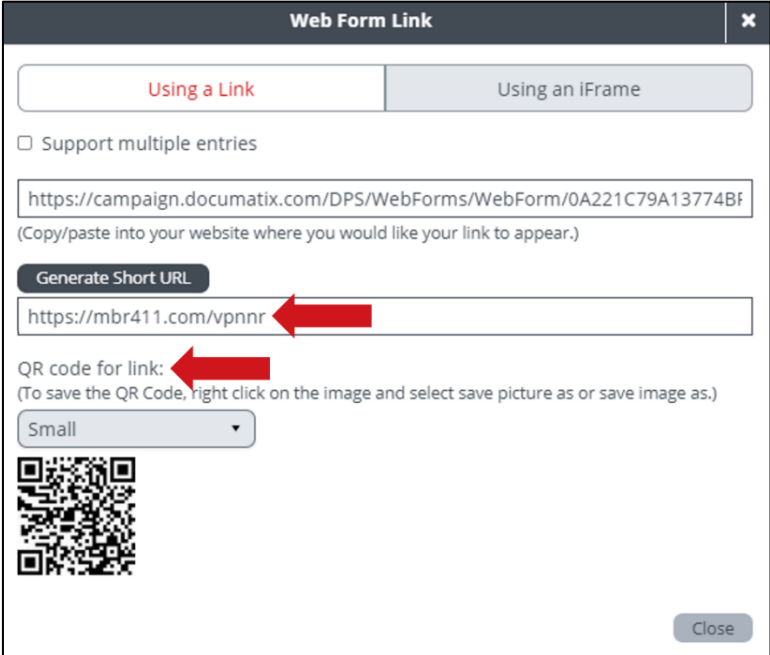


MARQUIS

DMX309	How to Create a shortened URL
	Follow this process to learn how to create a shortened URL from a longer or full-length URL. This process may also be used with Surveys and the Document Rack. It should be noted that some email providers report the use of publicly available short URLs as Spam.
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Select the Product Suite product and the Web Forms module
Step 3	Click on the Published tab
	 <p>The screenshot shows the Marquis DocuMatix dashboard. At the top, there are navigation tabs: Dashboard (selected), Create, Reports, Account Settings, News, and Community. Below this, there are dropdown menus for 'Product Suite' and 'Web Forms'. An 'Add New' button is visible with a red arrow pointing to it. Below that is a section for 'Recent Work' with tabs for 'Drafts', 'Published' (selected), and 'Completed'. A red arrow points to the 'Published' tab. Under the 'Published' tab, there are four web form cards: 'Product Web Form', 'Prospect Template - CallTrax NEXT', 'CRM Workbooks and Training Course', and 'Employee Recognition Program'. Each card has a three-dot menu icon in the bottom right corner.</p>
Step 4	Click the desired Web Form
Step 5	Click the Options icon and select View Web Form Link
	 <p>This screenshot is similar to the previous one but shows a context menu open over the 'Prospect Template - CallTrax NEXT' card. The menu items are: Edit, Copy, Delete, Delete Responses, Preview, Send Sample, View Web Form Link (highlighted with a red arrow), View Report, Create Push Report, Revision History, and Move to Folder. A red arrow also points to the three-dot options icon on the card.</p>

MARQUIS

Step 6	Click Generate Short URL 
Step 7	Copy and paste the short URL to a document where you can save this for future use Note: A QR code is available as an additional/alternate link. To save the QR Code simply right click on the image and select save picture as or save image as.
	
Step 8	Click the X in the upper right corner of the Web Form Link pop-up box to revert the Web Form URL back to the original