

New LinkedIn Procedures

Follow the steps below to create links between Velvet people records and LinkedIn profiles. This will allow users to click back and forth among both records, eliminating the need to search separately on LinkedIn.

STEP 1 In the person record in Velvet, click Edit. Look for the field called LinkedIn URL.

The screenshot shows a form with a dropdown menu set to 'United States' and a note 'link to use current company's'. Below are three input fields: 'Personal E-Mail' (containing 'ignette.com'), 'LinkedIn URL' (highlighted in yellow), and 'Other'. A note 'address becomes default' is at the bottom.

STEP 2 Via another tab or window, search LinkedIn or Google to find the person's LinkedIn profile and view it.

STEP 3 On the LinkedIn profile page look for the LinkedIn public URL (see below).

The screenshot shows a LinkedIn profile for David Graham, Senior VP and CIO/CMIO at Memorial Health System. A yellow callout box on the left says 'DO NOT USE THIS ONE' pointing to the profile picture. A red arrow points to the public URL 'www.linkedin.com/pub/david-graham/10/b81/525' at the bottom of the profile, which is circled in red.

STEP 4 Copy and paste it into the Velvet person record LinkedIn URL Field.

LinkedIn URL

linkedin.com/pub/david-graham/10/b81/525

STEP 5 Click Save.