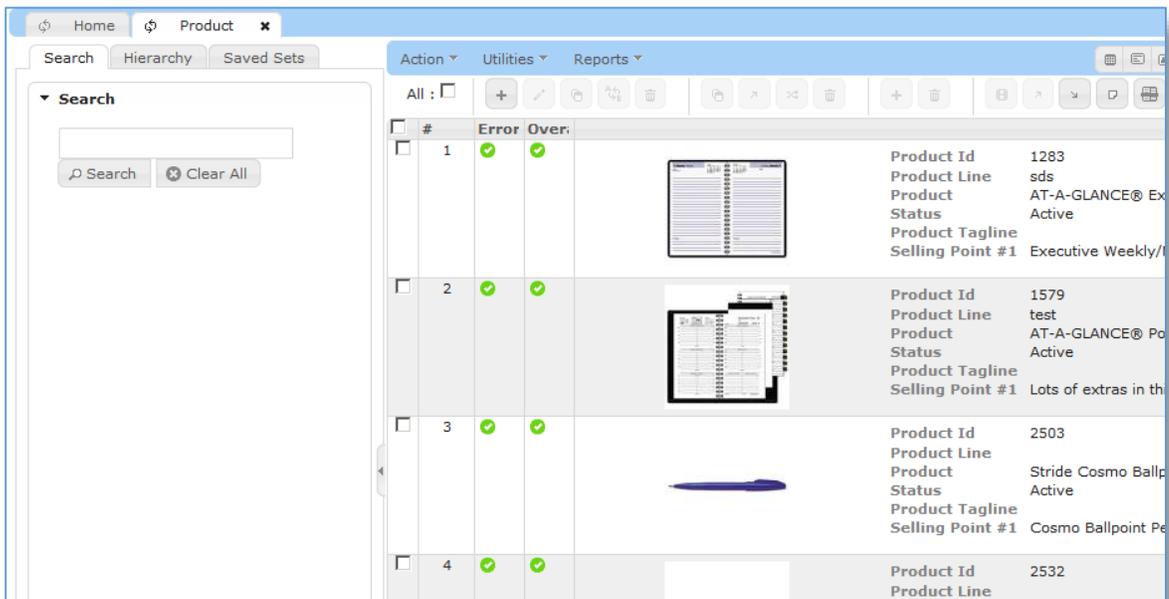
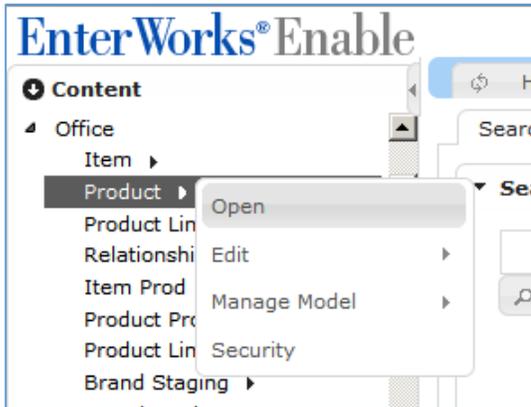


Managing Linked Records

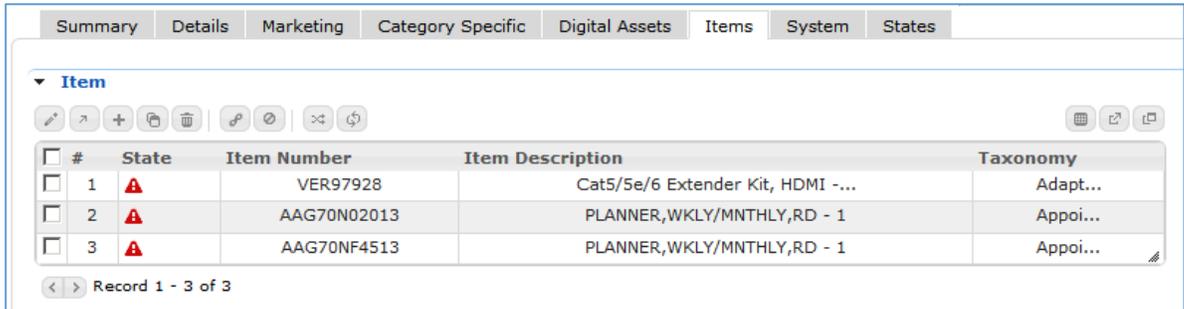
Linked records exist when there is a relationship between one repository and another. For example, as shown below, a product record can be related/linked to multiple Item records.

1. Select **Content** from the navigation tree on the left pane, expand the **Office** folder, and open **Office** repository.



2. Select a record from the list on the right side of the page and click **Edit button** or double-click on the record number.

3. In the Edit record window, select the tab that contains the linked records (such as the **Items** tab below which shows the linked item records).



4. Each button on the toolbar above the linked list is described below. If a button does not appear, it either does not apply to the type of link relationship or was not selected during configuration. See the Systems Administrator for more information. The tooltips for each button can be customized per link, so they might be titled differently, but they will have the same functionality. Select one or more records and then:

- Click the  **Edit** button to edit an item record.
- Click the  **Open in New Window** button to open the item list in a new window.
- Click the  **Add New** button to add a new item record and link it to the product.
- Click the  **Copy** button to create a new item record based on an existing linked item record.
- Click the  **Delete** button to delete one or more linked item records.

Warning: This button deletes both the link to the item record and the item record itself. Use the **Remove Link** button to remove only the link and keep the underlying child record (Item in the example).

- Click the  **Add Link** button to link an existing item record to the product record.
- Click the  **Remove Link** button to remove one or more item records from the product record.
- Click the  **Reorder** button to set the order of the item records in the list.
- Click the  **Refresh** button to reload the list of item records shown.
- Click the  **Edit Link in Grid** to show the records in a spreadsheet like format for editing.

- k. Click the  **Open Link Table in Window** to open the list of items in a separate window.
- l. Click the  **Open Link Table in Tab** to open the list of items in a separate tab. This will open an Enable tab (not a browser tab).