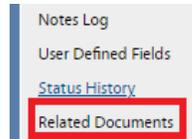
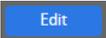


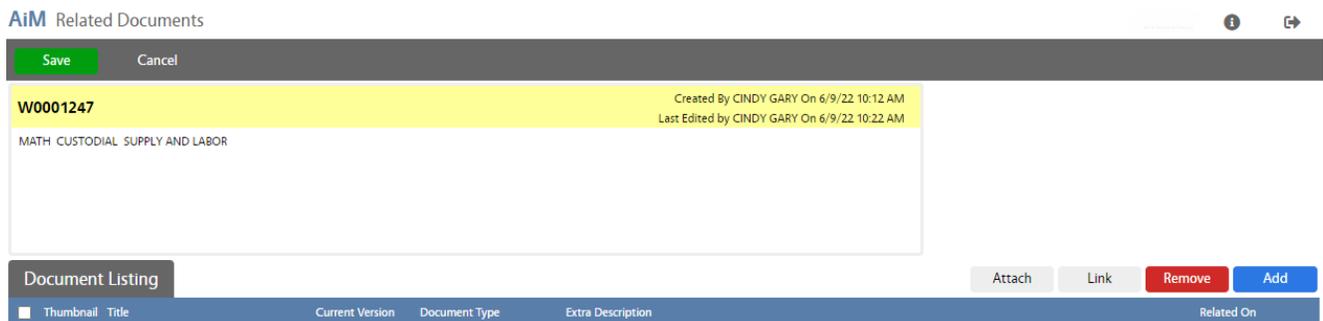
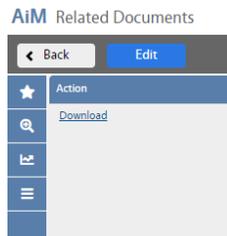
# Add Related Documents

The Related Documents function allows the user to attach electronic files to the record they are working on; such as a document, spreadsheet, or image from the document repository. Related documents can also point to a URL (web) shortcut.

1. From the Module screen, Select **Related Documents**.

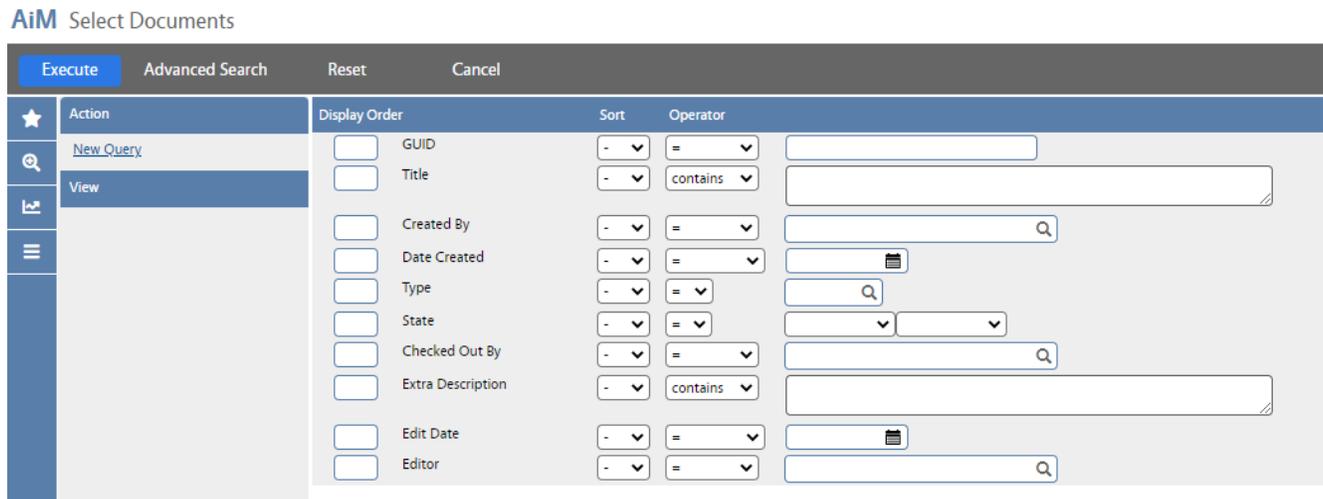


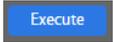
2. Click: 

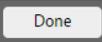


3. To Attach an Existing Document. Click: 

a. Search for the document by entering one or more of the following: **GUID, Title, Created By, Date Created, Type, State, Checked Out By, Extra Description, Edit Date and/or Editor.**

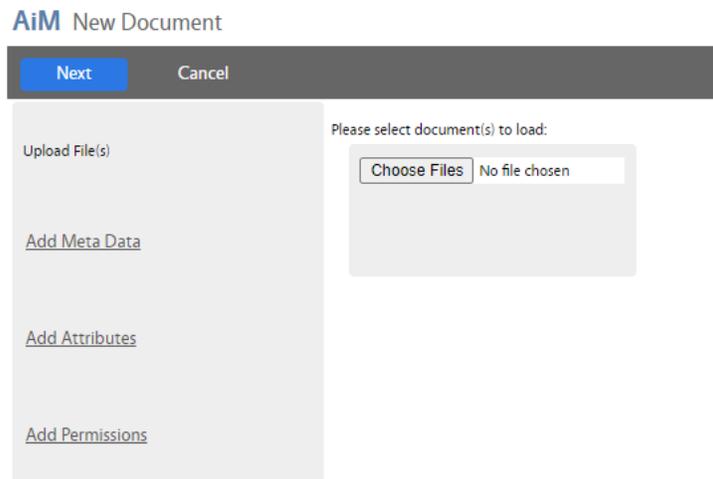


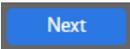
b. Once data has been entered, click: 

- c. Check the box next to the document to select, click: 
- d. Click on a **Thumbnail** to view the document. This will open another tab in your browser. When done close the browser tab.
- e. On the main module screen, click: 

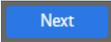


- 4. To Add NEW Document. Click: 



- a. Click:  Locate the new document on your computer.
- b. Click: 

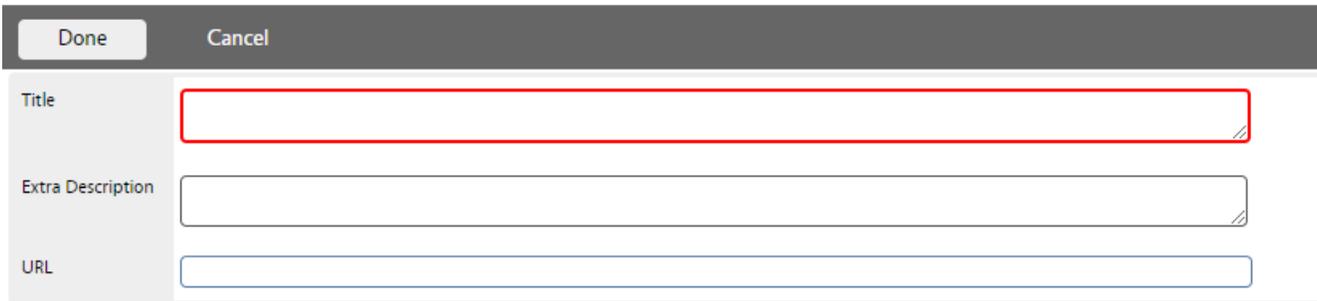
### AiM New Document

- c. Enter the **Title** of document.
- d. Click:  select a **Type** from a list.
- e. **OPTIONAL**: Tags (*assists in search*) and Permissions
- f. Click:  two (2) times.
- g. Click on a **Thumbnail** to view the document in a separate browser tab.
- h. Click: 

### AiM Related Documents

3. To Add EXTERNAL URL. Click: 

## AiM Web Link



The screenshot shows a form titled "AiM Web Link". At the top, there is a dark grey bar containing two buttons: "Done" and "Cancel". Below this bar, there are three input fields. The first field is labeled "Title" and is highlighted with a red border. The second field is labeled "Extra Description" and the third is labeled "URL".

- a. Enter a **Title**.
- b. **OPTIONAL: Extra Description** for additional information.
- c. Enter a **URL** and click: 
- d. Click on a **Thumbnail** to view the document or link to an external web page.
- e. Click: 