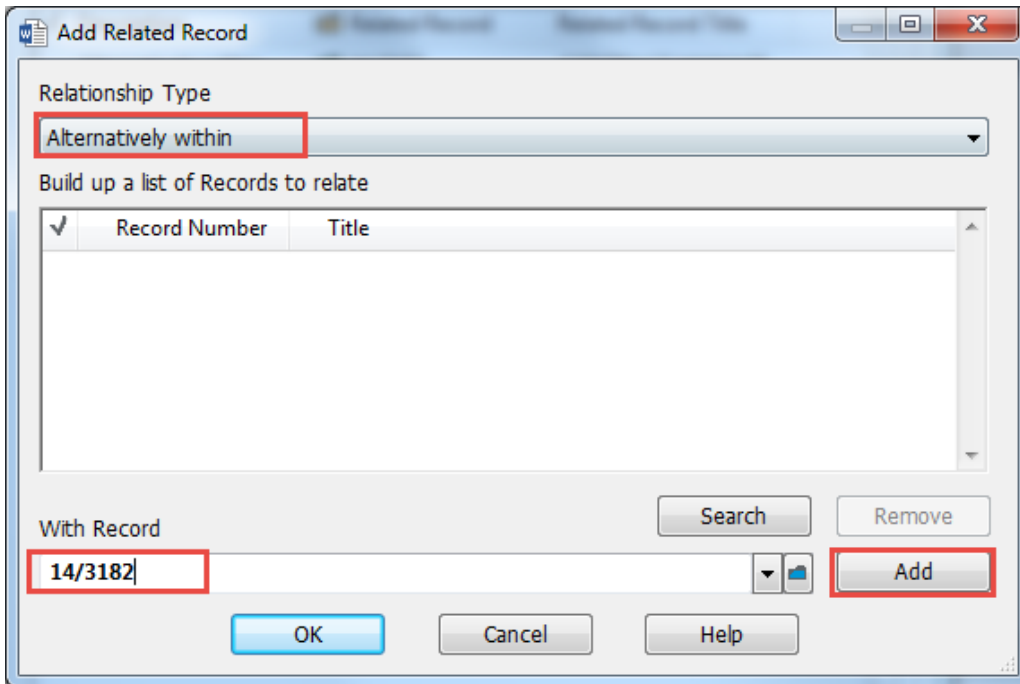


6. Select **Alternatively Within** from the dropdown list
7. If you know the **record number**, type it in the **With Record** field
8. Click **Add**



Add Related Record

Relationship Type
Alternatively within

Build up a list of Records to relate

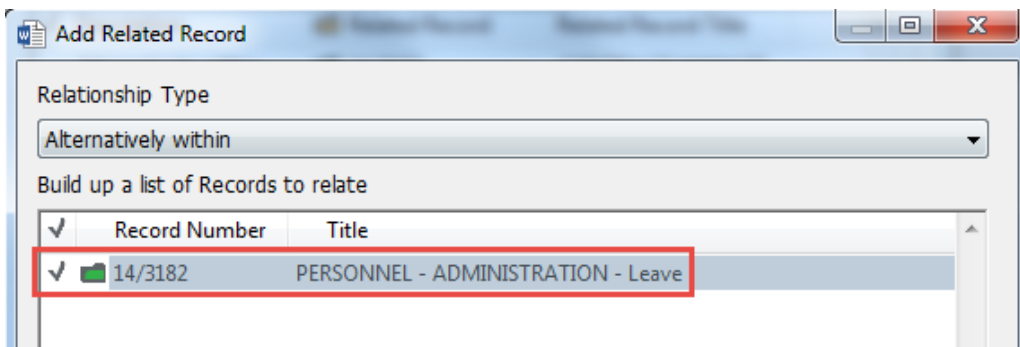
Record Number	Title

With Record
14/3182

Search Remove Add

OK Cancel Help

The record will be displayed in the top section of the window



Add Related Record

Relationship Type
Alternatively within

Build up a list of Records to relate

Record Number	Title
14/3182	PERSONNEL - ADMINISTRATION - Leave

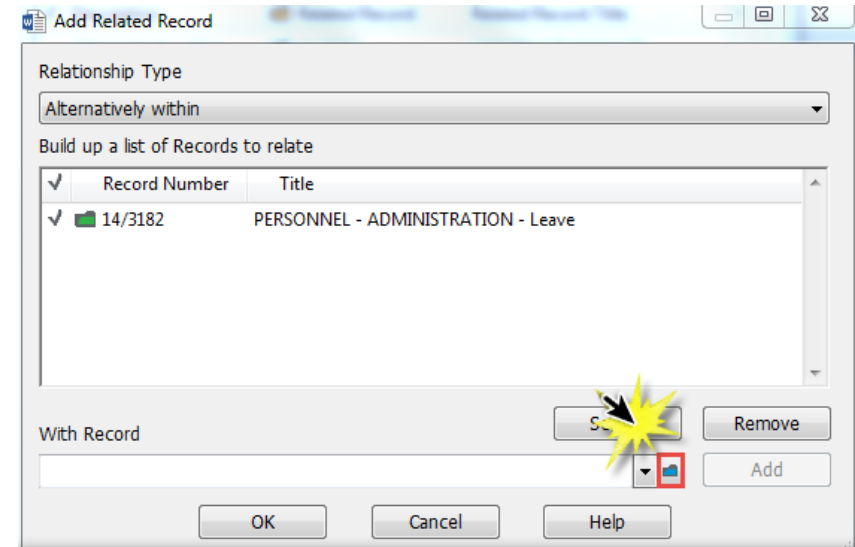
With Record

Search Remove Add

OK Cancel Help

If you don't know the record Number

9. Click the **blue wikiselect** icon
10. **Search** for the record
11. **Highlight** the record > Click **OK**



Add Related Record

Relationship Type
Alternatively within

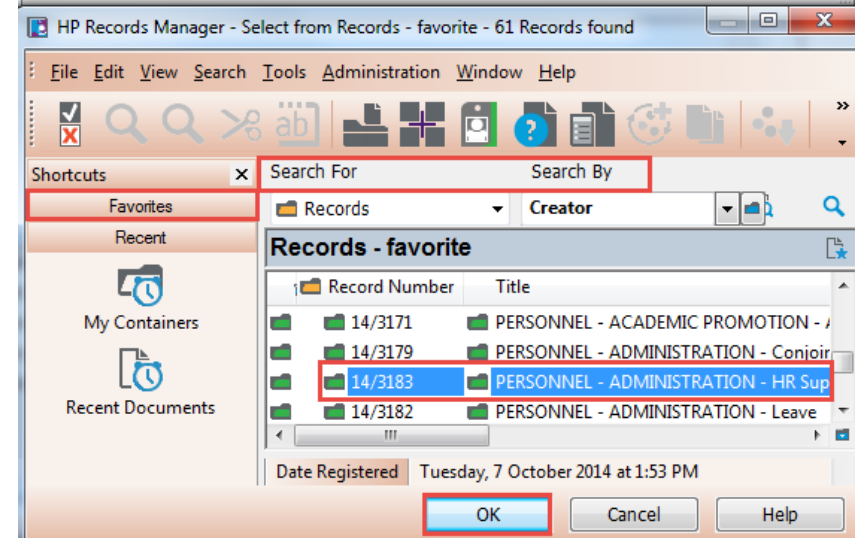
Build up a list of Records to relate

Record Number	Title
14/3182	PERSONNEL - ADMINISTRATION - Leave

With Record

Search Remove Add

OK Cancel Help



HP Records Manager - Select from Records - favorite - 61 Records found

File Edit View Search Tools Administration Window Help

Search For Search By

Records Creator

Record Number	Title
14/3171	PERSONNEL - ACADEMIC PROMOTION -
14/3179	PERSONNEL - ADMINISTRATION - Conjoir
14/3183	PERSONNEL - ADMINISTRATION - HR Sup
14/3182	PERSONNEL - ADMINISTRATION - Leave

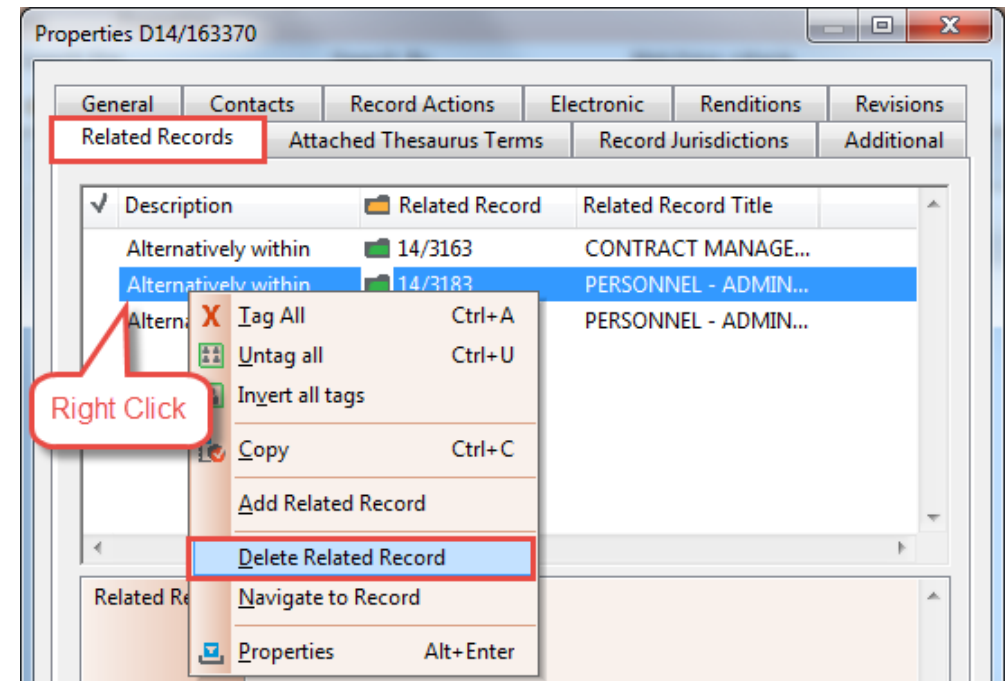
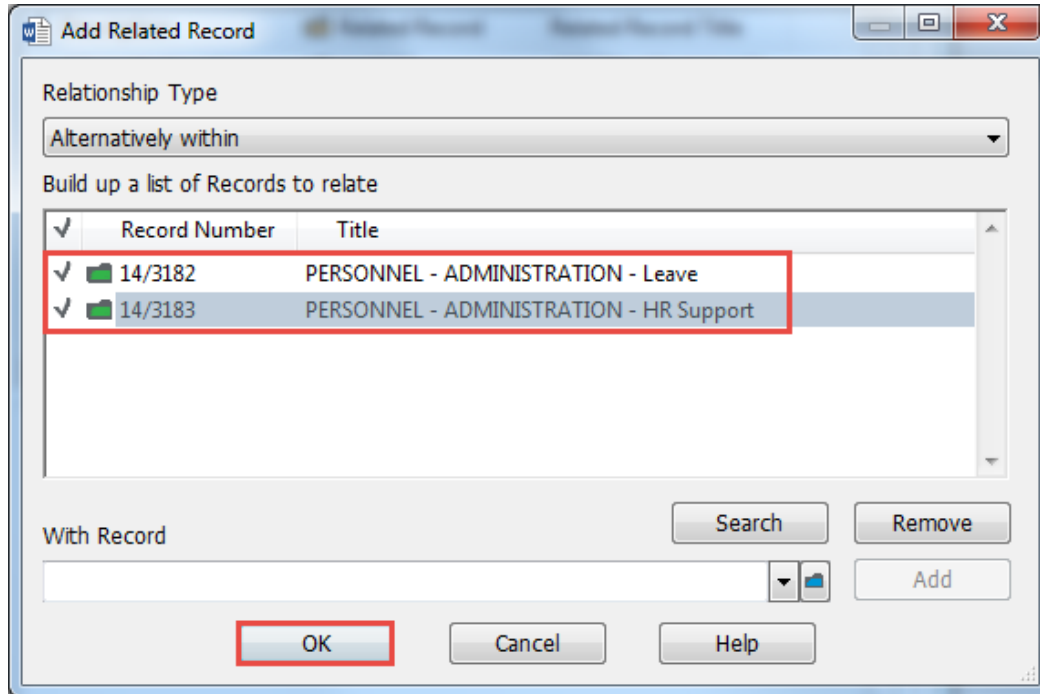
Date Registered Tuesday, 7 October 2014 at 1:53 PM

OK Cancel Help

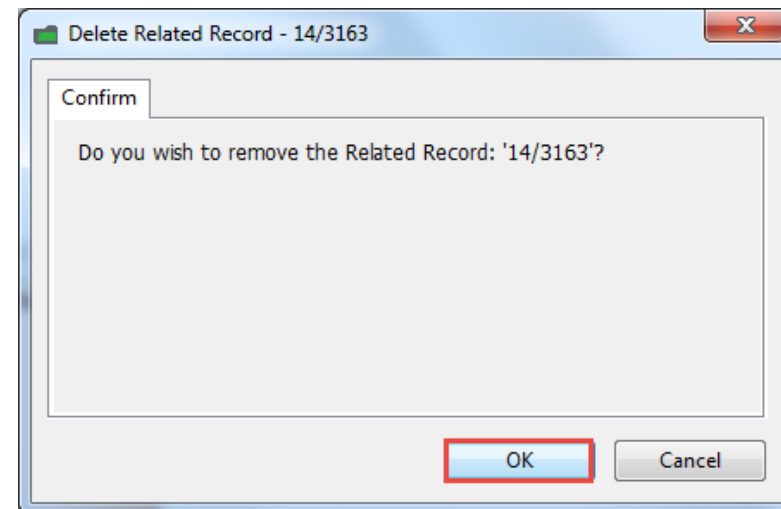
Note! You can add as many Alternate Containers as you like

Once you have added all the required containers

12. Click **OK**



4. Click **OK**



Removing a Record from an Alternate Container

From the Related Records Tab

1. **Highlight** the container you want to remove the document from
2. **Right Click** on the record
3. Click **Delete Related Record** – **Note!** This action will not delete the record, it will just remove the relationship.