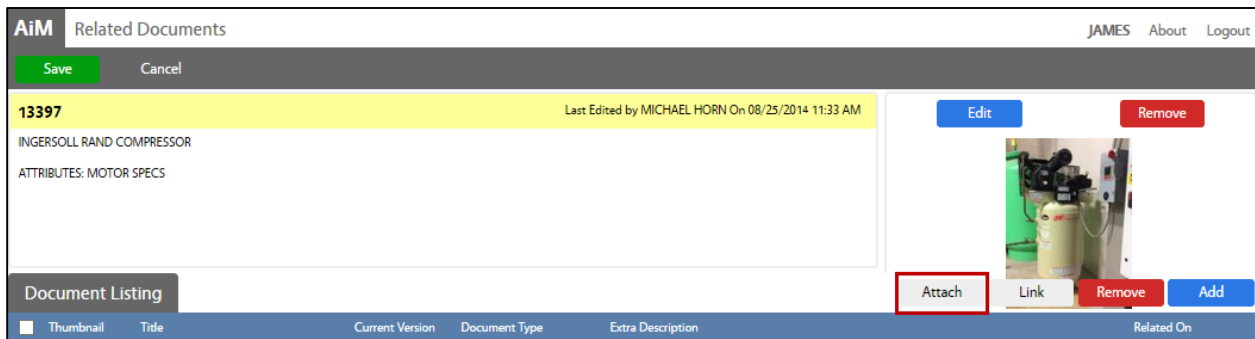


Add Related Documents into AiM

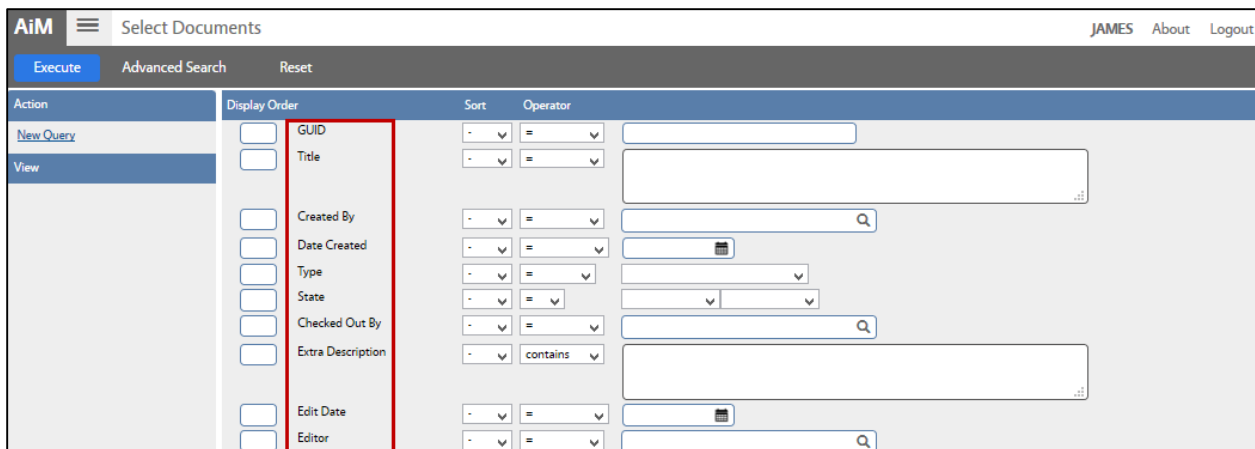
From the Module screen, Select **Related Documents**. *NOTE: Use Scroll bar to locate.*

The related documents function allows the user to attach electronic records to the asset; such as a document, spreadsheet, or image from the document repository. Related documents can also point to a URL (web) shortcut. Choose from one of the three options below.

1. Attach Existing Document. Click: Attach

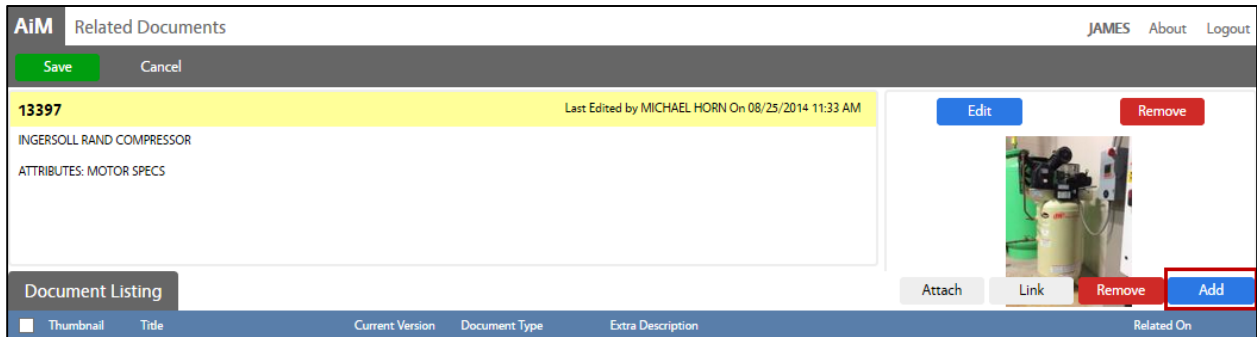


- a. Search for the document by entering one or more of the following: **GUID, Title, Created By, Date Created, Type, State, Checked Out By, Extra Description and/or Editor.**



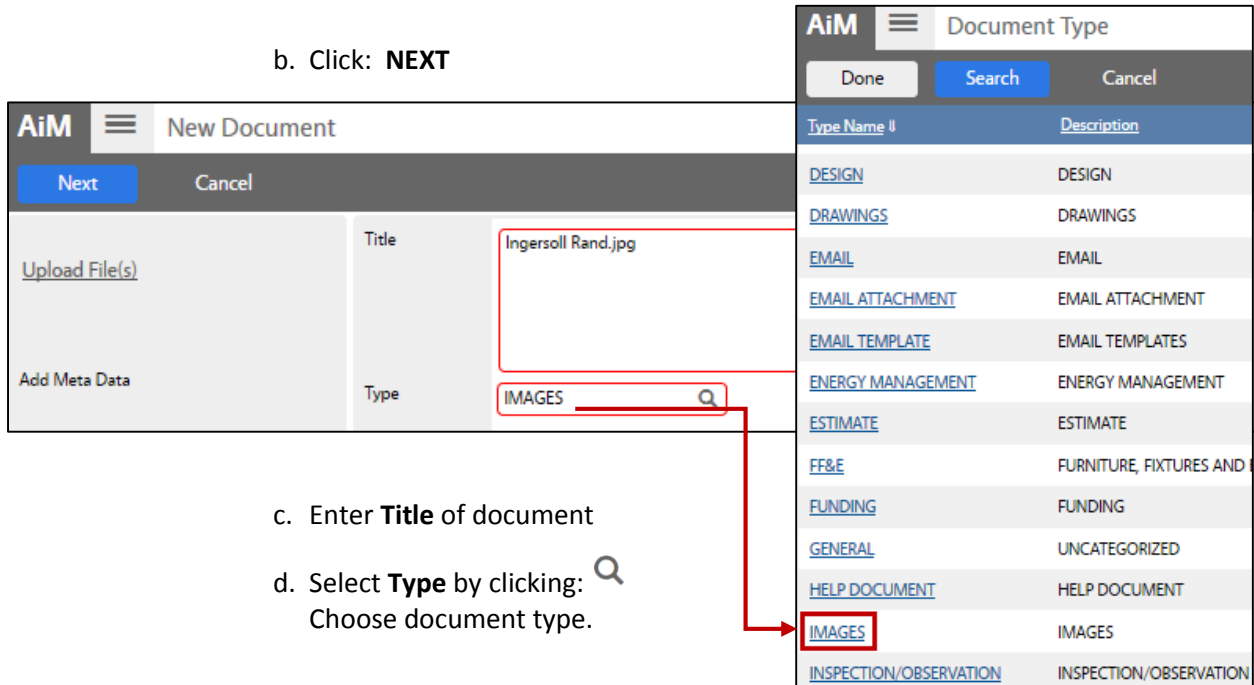
- b. Once data has been entered, click: **EXECUTE**
- c. Check the box next to the document to select, click: **DONE**
- d. Click on a **Thumbnail** to view the document.
- e. Click: **DONE**, which returns you to the main module screen.
- f. On the main module screen, click: **SAVE**

2. **Add New Document.** Click: **Add**




a. Click: **Choose File** button. Locate the new document on your computer.

b. Click: **NEXT**



c. Enter **Title** of document

d. Select **Type** by clicking:  Choose document type.

e. Click: **NEXT** (3) times

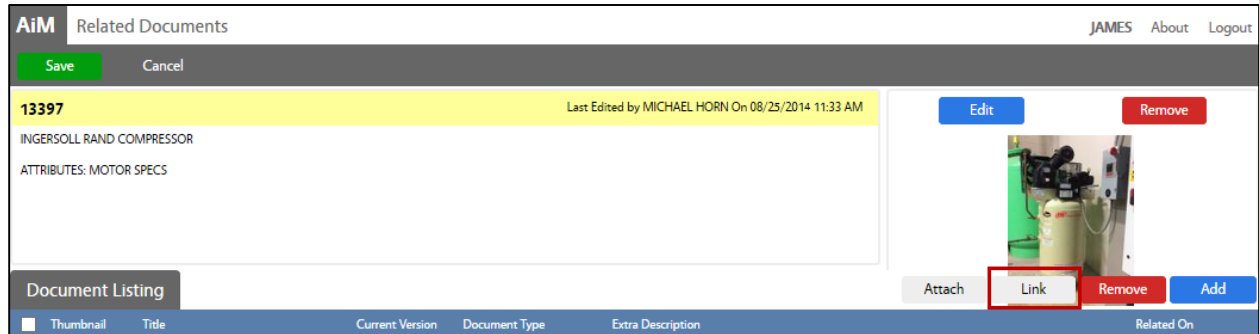
f. **-Optional-** Tags, Meta Data, Attributes and Permissions

g. Click on a **Thumbnail** to view the document

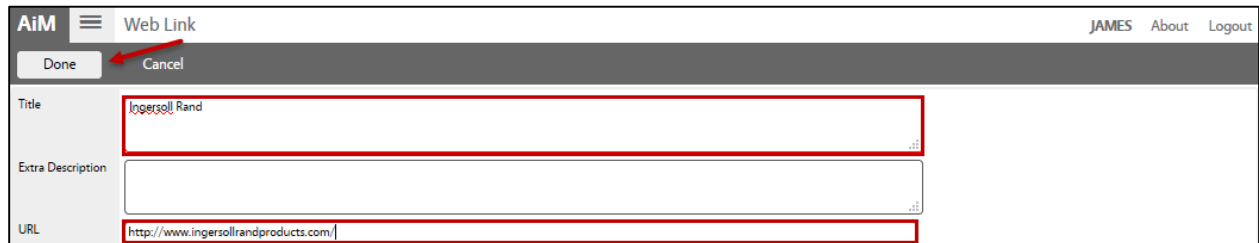
h. Click: **DONE**, which returns you to the main module screen

i. On the main module screen, click: **SAVE**

3. Add New External URL. Click: **Link**



- a. Enter a **Title**
- b. Enter a **URL** and click: **DONE**
- c. Click on a **Thumbnail** to view the document or link to an external web page.



- d. Click: **DONE**, which returns you to the main module screen.
- e. On the main module screen, click: **SAVE**