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## TRIM

### Relate Documents – Alternatively Within

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The ***Alternatively Within*** relationship allows a document to be placed in TRIM once but appear in multiple files.

#### **Access & Security**

It is important to note that the related document will inherit the access from the file in which it is originally placed. If the document is going to be related to other file types or student files, it will still only be able to be seen by staff who have access to the 'master' file.

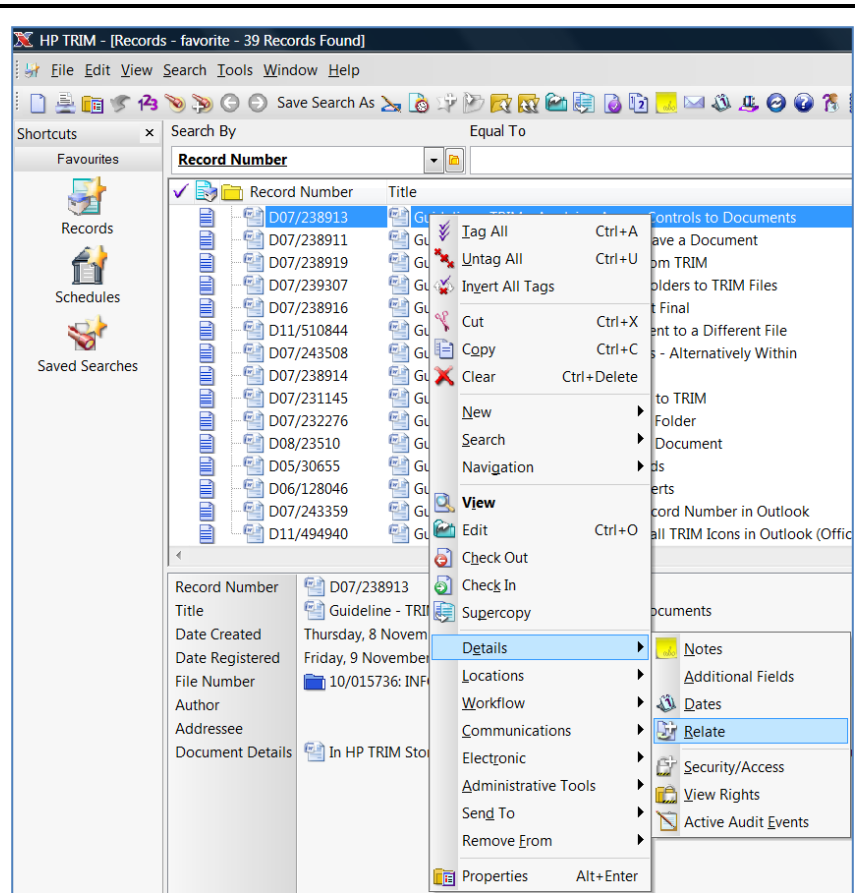
**Note:** Student Documents have their own default access so the above does not apply.

## Alternatively Containing a Document in a File

Select the document that is to be **alternatively contained** (related)

Right click on the Document

Select:  
**Details**  
**> Relate**



### Relationship Type Field

From the drop-down menu, select:

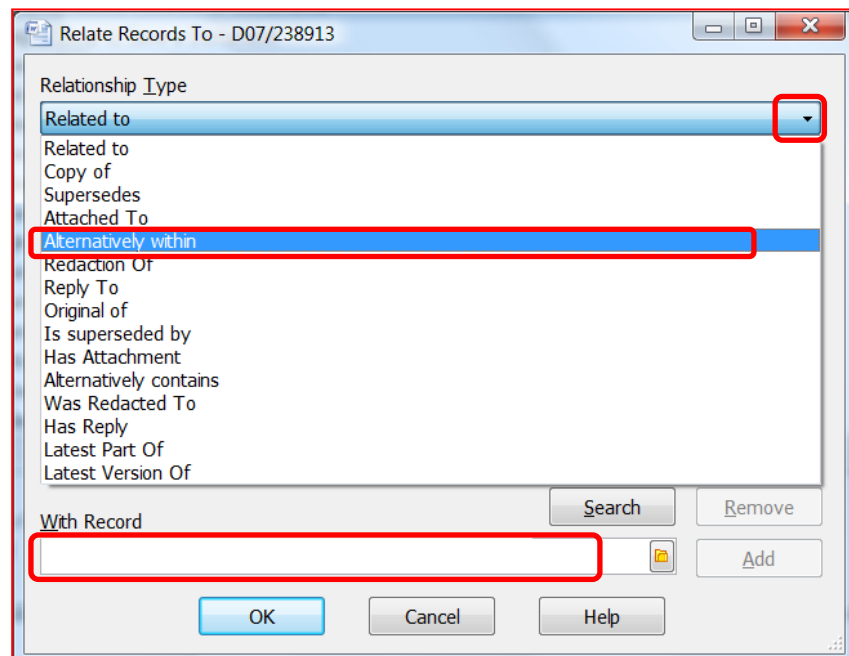
**Alternatively within**

### With Record Field

Enter the file number the document is to be related to

Click:  
**Add**

Repeat for each file the document is to be related to



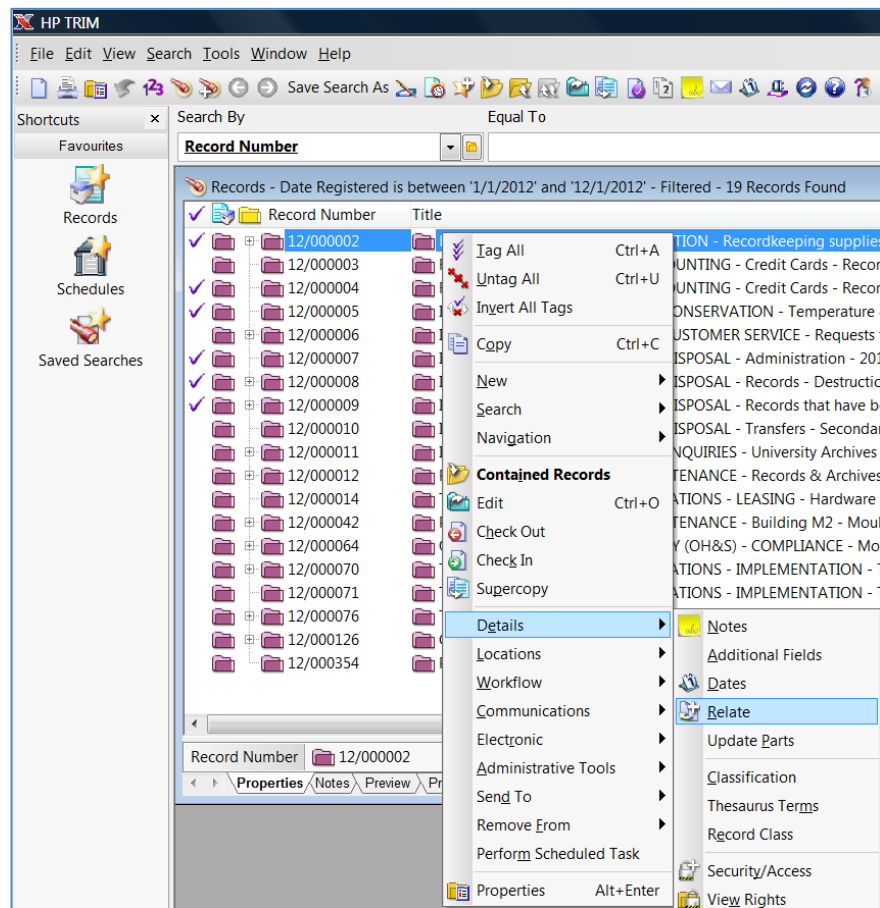
## Alternatively Containing a Document within Multiple Files

The process can be done in reverse if you have multiple files to save the document to

Note the record number of the document that is to be related **alternatively contained**

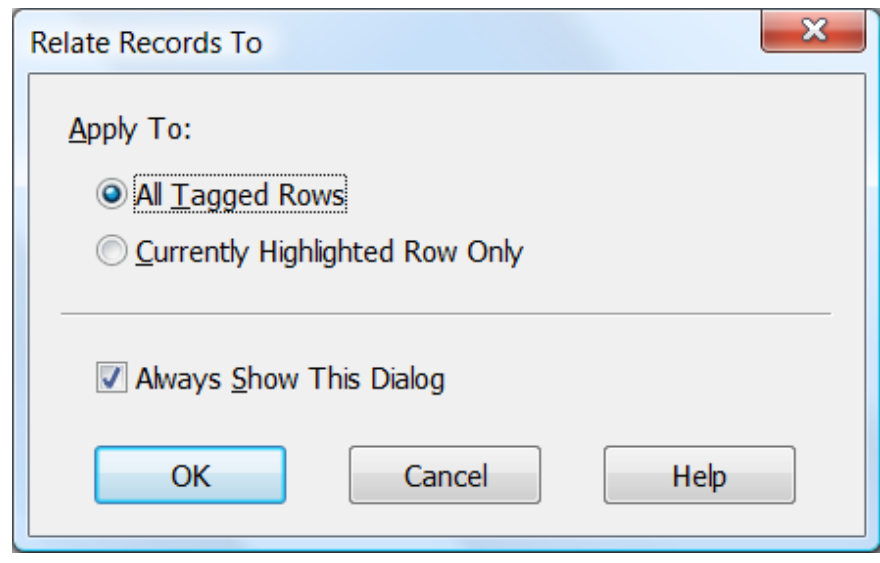
Tag the **Record Numbers** you want to save the document to

Right click  
Select:  
**Details**  
> **Relate**



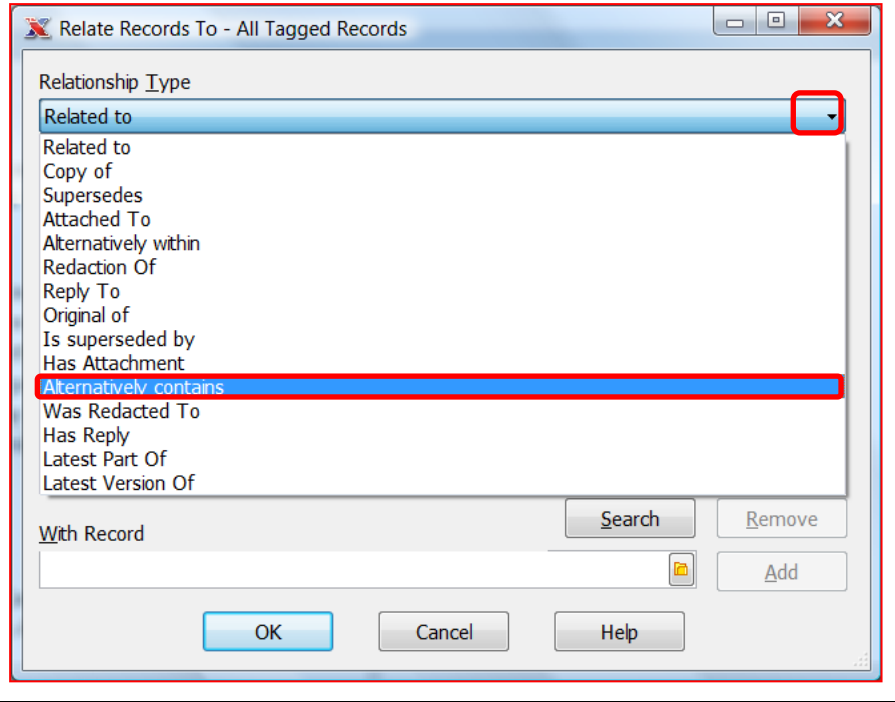
Apply to:  
**All Tagged Records**

Click:  
**OK**



In the **Relationship Type** field, from the drop down menu

Select: **Alternatively contains**



In the **With Record** field enter the record number of the document

Click:  
**OK**

Relate Records To - All Tagged Records

Relationship Type  
Alternatively contains

Build up a list of Records to relate

<input checked="" type="checkbox"/>	Record Number	Title
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With Record  
**D07/238913**

Search Remove Add

OK Cancel Help

Click:  
**Yes To All**

Relate Records To - All Tagged Records

12/000002  
EQUIPMENT & STORES - DISTRIBUTION - Recordkeeping supplies - 2012

Relate Record '12/000002' to 'D07/238913'?

Yes  
**Yes To All**  
No  
Cancel  
Help

## Check Your Settings

### Activating your settings

Select:  
**Tools**  
> **Options**

Click Tab:  
**Record Searching**

Tick:  
**Include Records with 'Alternatively Within' relationship**  
...

Click:  
**OK**

