

Link File

The *Link File* option is used to link a file with another file if it is not previously linked. On clicking this, the Query Screen 19.1 will be displayed.

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To Link A File :- You First have to Select the Main File with which the Desired File is to be Linked. Then select the desired file and Link it with the already selected Main File.

Query Form to get the Main File

File Number :
Dealing Hand:
Subject:

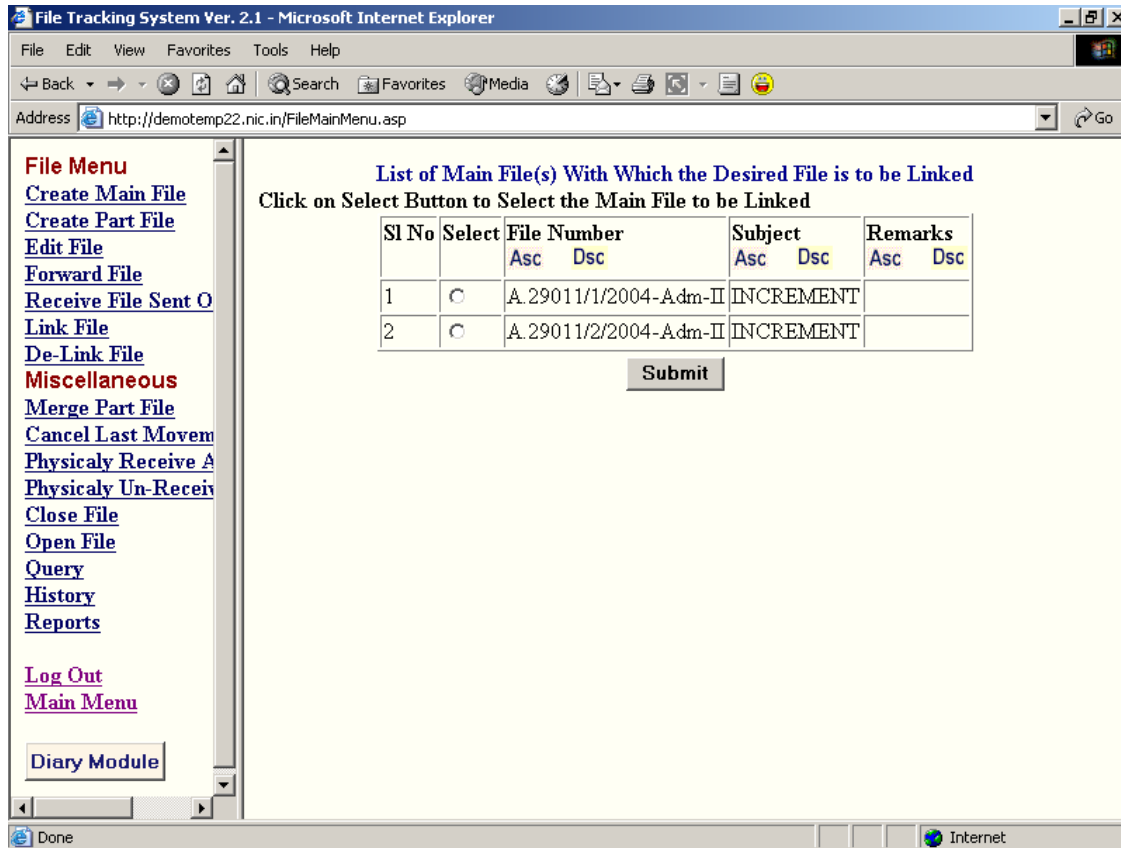
Select the Desired Fields to display

<input checked="" type="checkbox"/> File No.	<input type="checkbox"/> File Open Date	<input type="checkbox"/> File Review Date	<input type="checkbox"/> File Category
<input type="checkbox"/> File Classification	<input type="checkbox"/> Previous Reference	<input type="checkbox"/> Next Reference	<input type="checkbox"/> Dealing Hand
<input checked="" type="checkbox"/> Subject	<input checked="" type="checkbox"/> Remarks		

Screen 19.1

From the Screen 19.1, the user can specify the parameters to get the list of Main Files as shown in Screen 19.2.

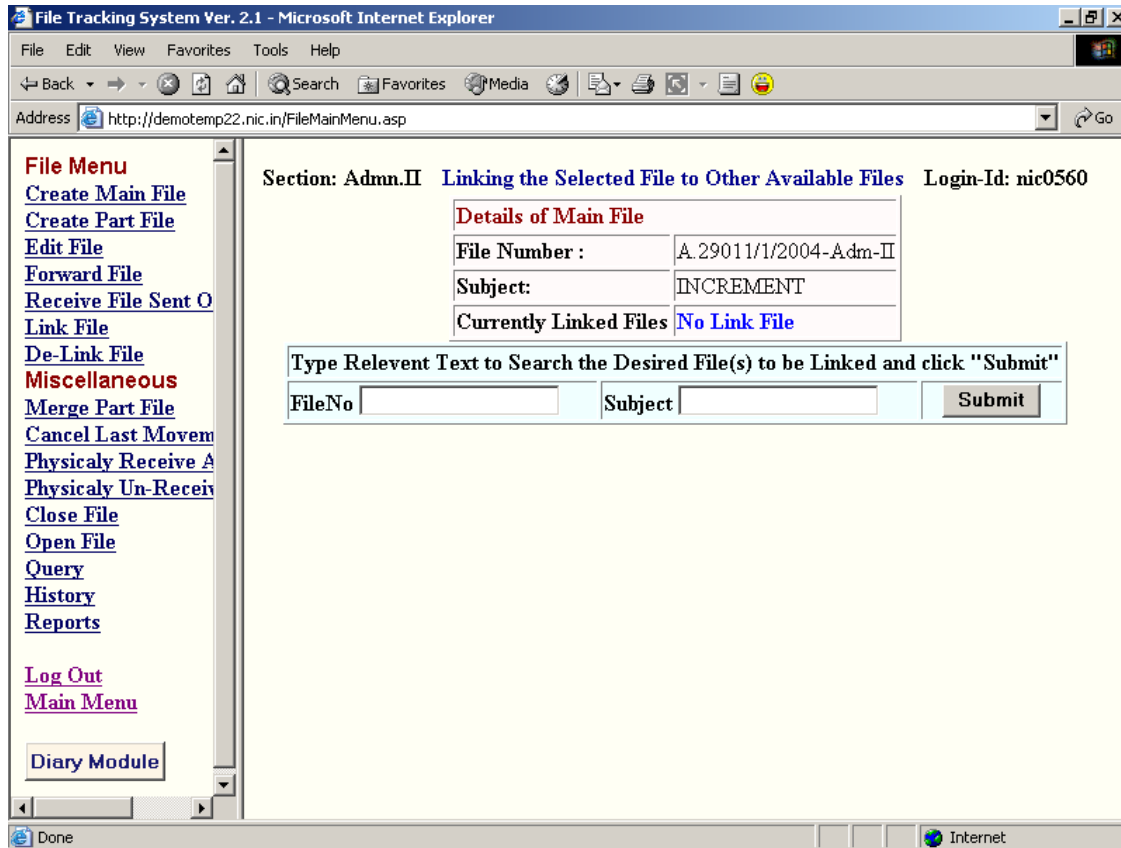
Link File



Screen 19.2

From the Screen 19.2, the user can select the Main File and click the **“Submit”** Button. The Screen 19.3 will give the details of the selected Main File. Now the user has to select the file to be linked with the Main File.

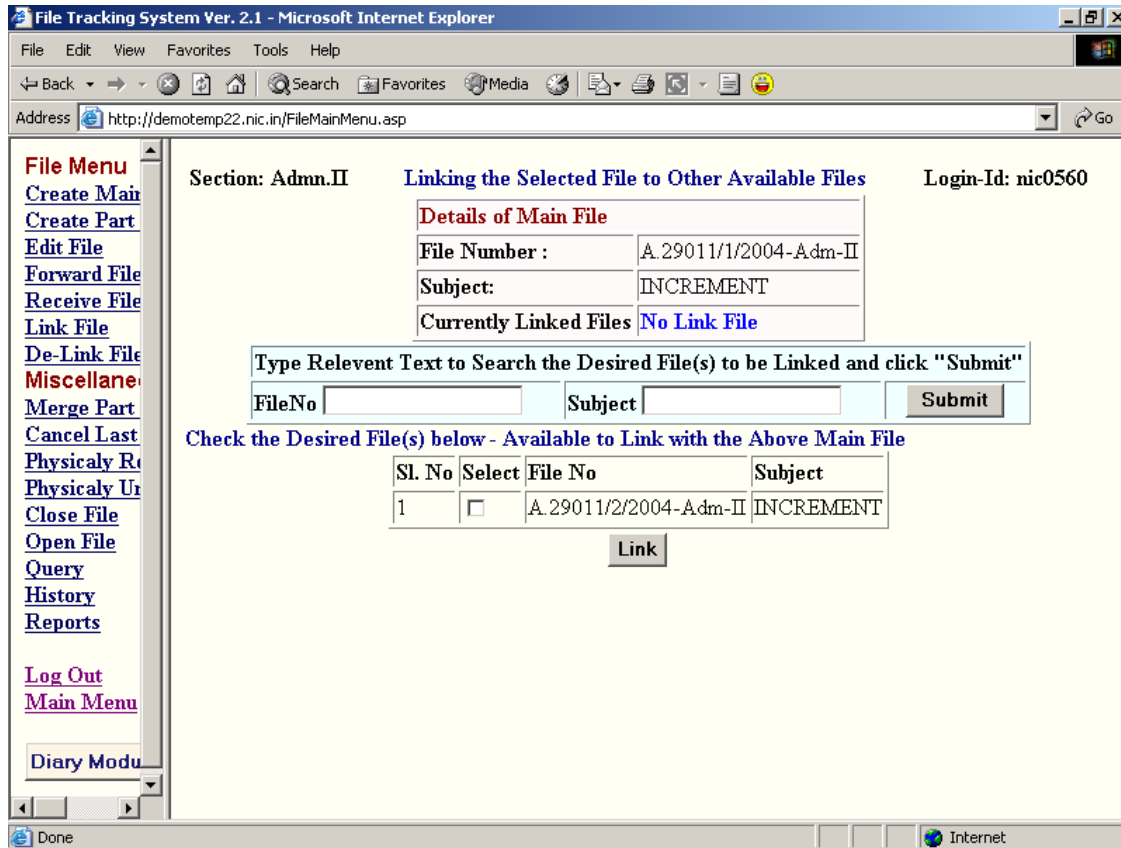
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Screen 19.3

In Screen 19.3, the user can input any parameter like File Number or Subject to get the list of files to be linked and click the **“Submit”** Button. The output is shown in Screen 19.4.

Link File



Screen 19.4

From the Screen 19.4, the user can select the file to be linked with the main file and click the “*Link*” Button. A message will appear that the files have been linked.