O. Document Relation

I. Copy Link

To link up two documents, you can use the document link features. For example, if you want to establish a link which "connect" a purchase order to an invoice, select "Relation > Copy Link" from the context menu.

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□ ▼	[†] File Name	Size Version Version Date Version By
	☆ 📄 🚽 PO-150001.pdf	07-08 11:35:14 Antelope
	☆ 📄 🚽 PO-150002.pdf	-07-08 11:35:14 Antelope
	☆ 📄 🚽 PO-150003.pdf	-07-08 11:35:14 Antelope
		Polotion k
		Copy Link
		Route Document Linked Relations
		Share To Group Document
		Reminder
		Compare

2. Select the destination document, right click to bring up the context menu, then select "Relation > Paste Link".

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_ ▼		File Name	Size	Version	Version Date	Version By	Hash Tag
	☆ 📩 ▾	INV24001.pdf	152 KR	Preview Edit Add to My C Relation Route Docur Share To	lipboard	7:39 Jennifer Tam Copy Link Paste Link Linked Relations	#Invoice #2024
				Reminder Compare	Þ	Group Document	

3. A virtual link is established.

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II. Link Relation

1. To view the link relation, select the destination document, right click to bring up the context menu, then select "Relation > Linked Relations".

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2. The Linked Relations window display all virtual linkage to the document. You can preview, shared and delete the linkage.

Lir	ked Rel	ations					E	×
						File Name	Folder Path	
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III. Group Document

- 1. You can group multiple document type into a single PDF file by Group Document. This feature only support DOC, DOCX, XLS, XLSX, PPT, PPTX, RTF and PDF format.
- 2. Select the documents you want to group together, right click the bring up the context menu, select "Relations > Group Document".

Group Document	×
The following files will be grouped as a new PDF File(support Word, Excel, PowerPoint & PDF only)	
Word.rtf	
Version 1.0	×
2024-08-31 13:50:25	
2023 年月度保留销售总结报告.xlsx	
Version 1.0	×
2024-08-31 12:33:49	- 1
INV24001.pdf	
Version 1.0	×
PDF 2024-08-31 16:01:31	- 1
PowerPoint.ppt	
DC Version 1.0	×
2024-08-31 13:50:26	
Word.doc	
Add More G	enerate

- 3. Rearrange the document sequence to group, then click the blue "Generate" button.
- 4. Select the destination folder and input a document name, click the "tick" button to save.

Select	t Folder								×
= 1	Home > Samples					<	1 to 9 (Page 1)	~	>
	File Name	Size	Version	Version Date	Hash Tag		Version By		
-	Accounting			2024-06-28 13:58:40					
-	Agreements			2024-08-28 21:28:30					
-	Human Resources			2024-06-28 13:58:57					
	π			2024-06-28 13:59:05					
-	Logistic			2024-07-08 11:38:13					
-	Management			2024-08-28 09:10:12					
-	Marketing			2024-07-08 11:38:00					
-	Office Admin			2024-06-28 13:59:18					
-	Sales			2024-07-08 11:38:19					
Filenam	e: Proposal 2024								/

5. Once the document is generated, you can preview the document with thumbnail enabled. All "component documents" are displayed as virtual linkage.



6. You can further modify the group document by adding or removing the components.

\checkmark	Ø	☆	Por	-	Proposal 2024.pdf	1 MB	1.0 2024-08-31 17:00:0	2	Jennifer Tam
							Preview		
							Edit	۲	
							Add to My Clipboard		
							Relation	•	Copy Link
							Route Document		Linked Relations
							Share To	×	Modify Group Document
							Reminder		

7. In this case, we removed the Excel spreadsheet, RTF file and the PDF. Finally click the blue "Re-Generate" button.

Group Document			×
The following files wi	ill be grouped as a new PDF File(support Word, Excel, PowerPoint & PDF only)		
P≝	PowerPoint.ppt Version 1.0 2024-08-31 13:50:26	×	
w	Word.doc Version 1.0 2024-08-31 13:50:26	×	
	Add More Re-G	enerate	