

## QUICK REFERENCE GUIDE

Linking files creates hyperlinks between multiple files. This is a way to associate files that share similar traits, for example involving the same patient.

### File Notifications

Linked Files (0)

Linked Files (0)  
No Data More

[Add Linked Files](#) | [Search](#) | [Folders](#)

Click on Linked Files, dialogue box will appear to **add** file(s) or search for file IDs

Once files are linked, you can jump from one file to another with a click.

Enter File ID  [Add](#)

Please specify file(s)

Please enter the File information you would like to search for:

File ID From  To

File Name contains

[Search](#) | [Reset](#)

Search Result

<input type="checkbox"/>	File ID	File Name	Module	Type

File Name Contains could be part of ID number or description of the incident

Select file box then click OK to add link

### File Notifications

Linked Files (1)

Linked Files (1)

New Fall Event (514895) [Unlink](#)

[Search](#) | [Folders](#)

To move from your current file into linked file, click on blue text with that row

To unlink files, simply click on Unlink

[Cancel](#) [OK](#)

Note:  
You will only be able to see linked files within your own scope.

Tip – When more than one submission on a safety event occurs and you have duplicate files it is best to use the **Linked Files** function:

- Choose which file will remain open
- Link all files
- Close all other files as **Duplicates**

Because files are linked, you can move between the open primary file and any closed file(s).

QUESTIONS?  
Contact [RL\\_Support@sharedhealthmb.ca](mailto:RL_Support@sharedhealthmb.ca)