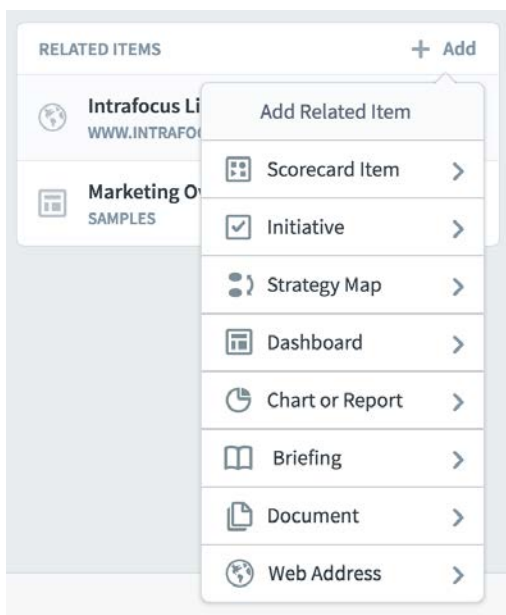
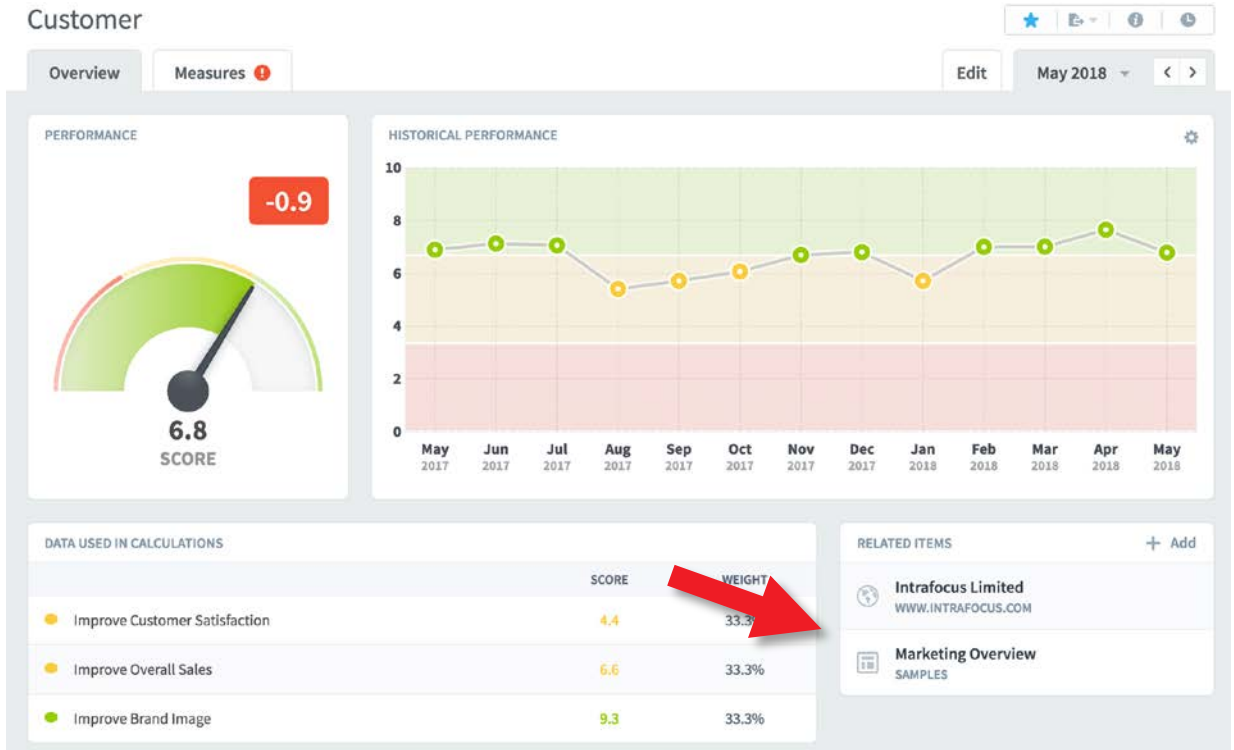




Related Items - 1

Related Items can be added to any area in the application. Related Items can be added to provide a quick-link to a different object.

In the example below you can see two different Related Items.



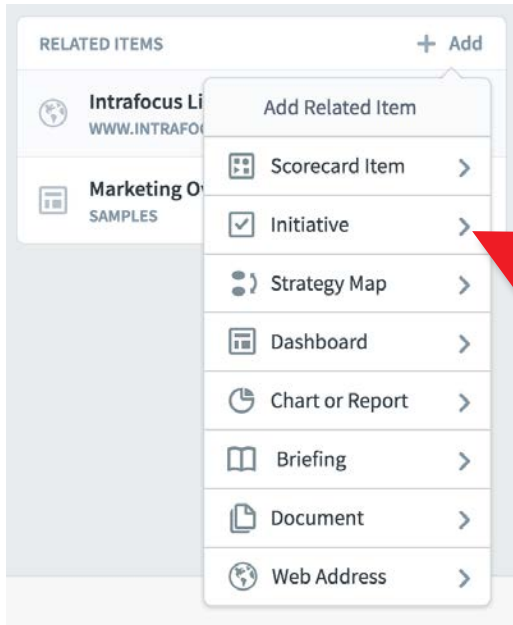
To add a Related Item

Click on the **+ Add** button in the Related Item box and select the type of item you want to add. You can see from the list there are a large number of objects that can be related items.

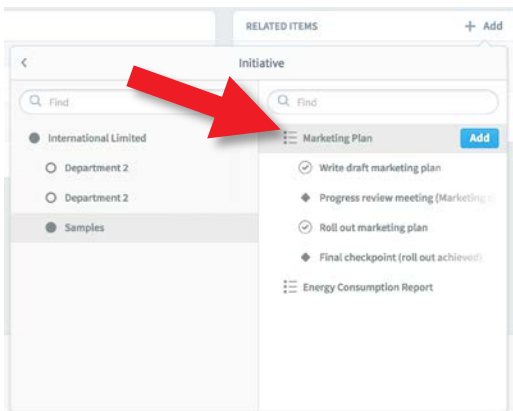
In this example we add an **Initiative**.



Related Items - 2

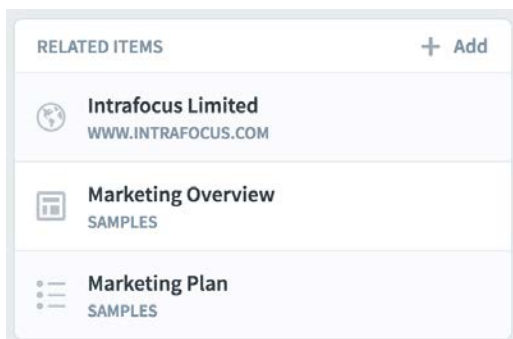


Click on **Initiative** in the drop-down list.



The Organization Tree will appear. Select the Organization in which the Initiative resides in the left hand list and then the actual Initiative in the right hand list.

We have selected the Initiative **Marketing Plan**. Click **Add**



The **Initiative** will be added to the list of **Related Items**.

Note: When adding an Initiative, if you go to the Initiative you will see that the application has automatically created a 'return' related item as well.