

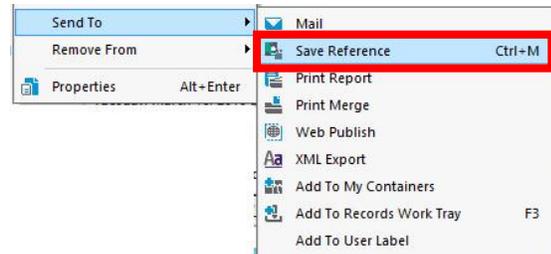
Using Reference Links

What are Reference Links?

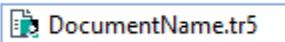
Reference links are shortcuts to records. A Reference link can be created by any user, and then emailed to other users, allowing for record sharing while still maintaining only one copy of the record, the one within Content Manager.

Creating a Reference Link

To create a Reference link, **right-click** on the Record, go to the Send-To section of the right-click menu, and choose **Save Reference**.



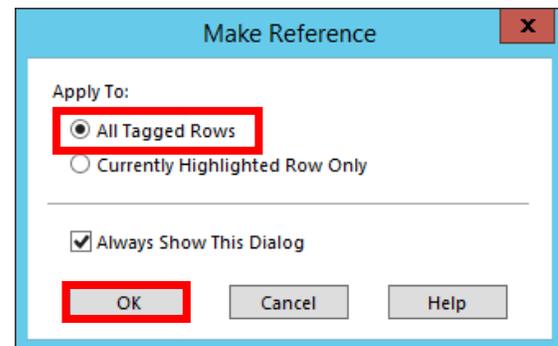
A Windows file-save window will open to save the reference, which will have the extension ".tr5" after the file name.



Creating a Reference Link for Multiple Records

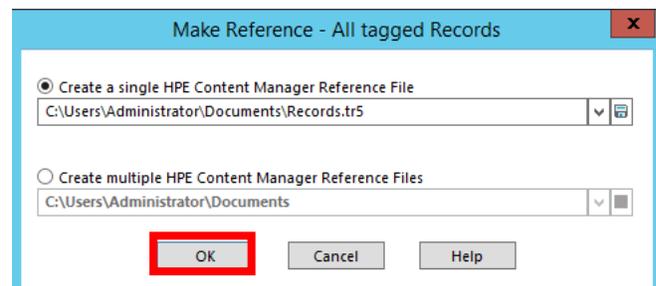
To create a single Reference link for multiple records, tag all the records that are to be included in the Reference link, then right-click on one of the tagged records and go to **Send-To → Save Reference**. A "Make Reference" dialog box will then pop up.

Keep the options set to **All Tagged Rows** and click **OK**.



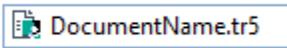
Another dialog box will appear with two options: **Create a single Reference File** and **Create Multiple Reference Files**.

Choose the first option to **Create a single Reference File** and use the disk icon to the right of the field to choose a place to save the Reference. Then click **OK**.



Using Reference Links

A new Reference link TR5 file will be created.
When someone double-clicks on this Reference link, it will open the application, and open a new window displaying all the records that were tagged when the Reference link was created.



Benefits of Using Reference Links

Reference links have many benefits within Micro Focus Content Manager:

- Numerous copies of the document are not sent across the network.
- When the Reference link is opened, the user is automatically taken directly to the record.
- When the Reference link is opened, Content Manager checks whether the user is allowed to access and/or edit the document, adding an additional layer of security to the record sharing process.
- Some records should not be copied or duplicated and providing the Reference link allows users to still share the documents without having to break policy.