



Documents: Creating Links

Document Links can be created across the directory from the front end (by users with ['Edit & Approve' permission](#)) or the admin side (by [application administrators](#) of Documents)

Links can be created for files already uploaded to ensure the original is accessed by different users across folder locations, rather than having to upload the same file multiple times.

Creating Links in the front-end

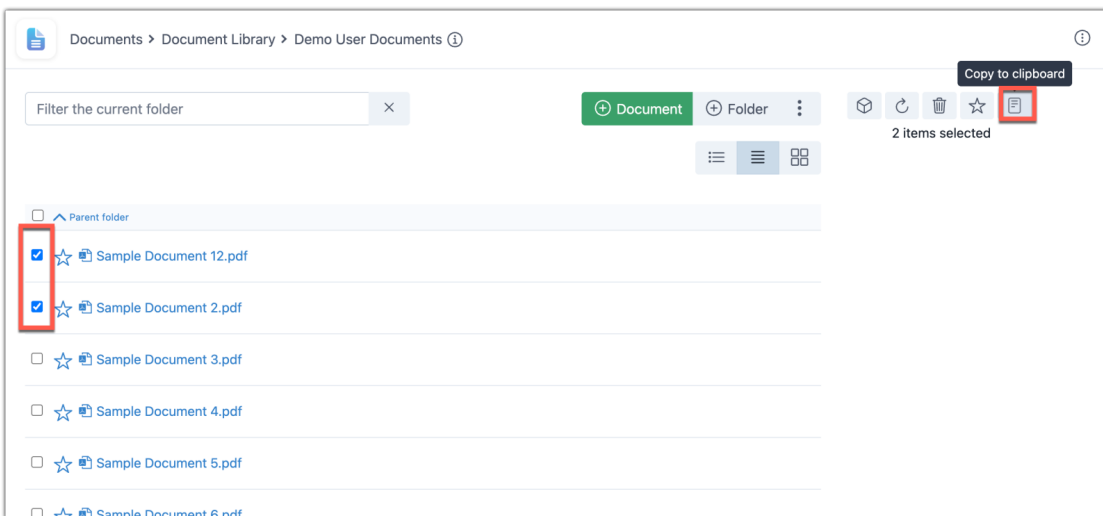
Any user with ['Edit & approve' permission](#) to a folder or file can create links for it; however, they can only create the links in folder locations they have permission to access.

1. Head to **Applications > Documents**

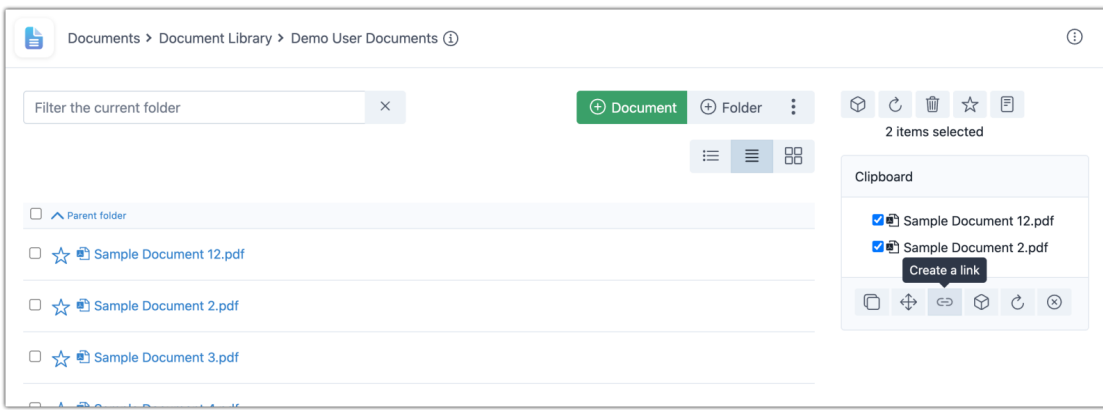
2. Check the box next to the file you want to create a link for.

A menu will appear on the right, click 'copy to clipboard'.

(More than one file can be selected at a time, but folders cannot be)



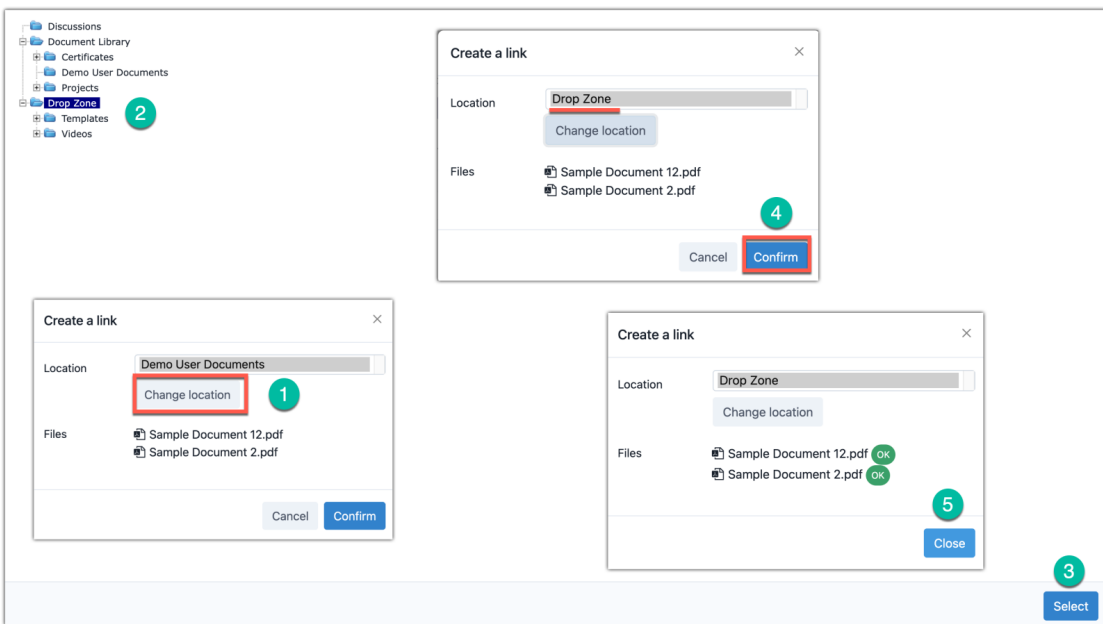
3. In the next pop-up up select the 'Create a Link' icon



4. In the next pop-up, choose the folder location you want the link(s) for the document(s) selected to appear in.

Click 'Change location', so the document directory appears, and your new location can be chosen.

Please note: The new folder location cannot be linked within the same parent folder.



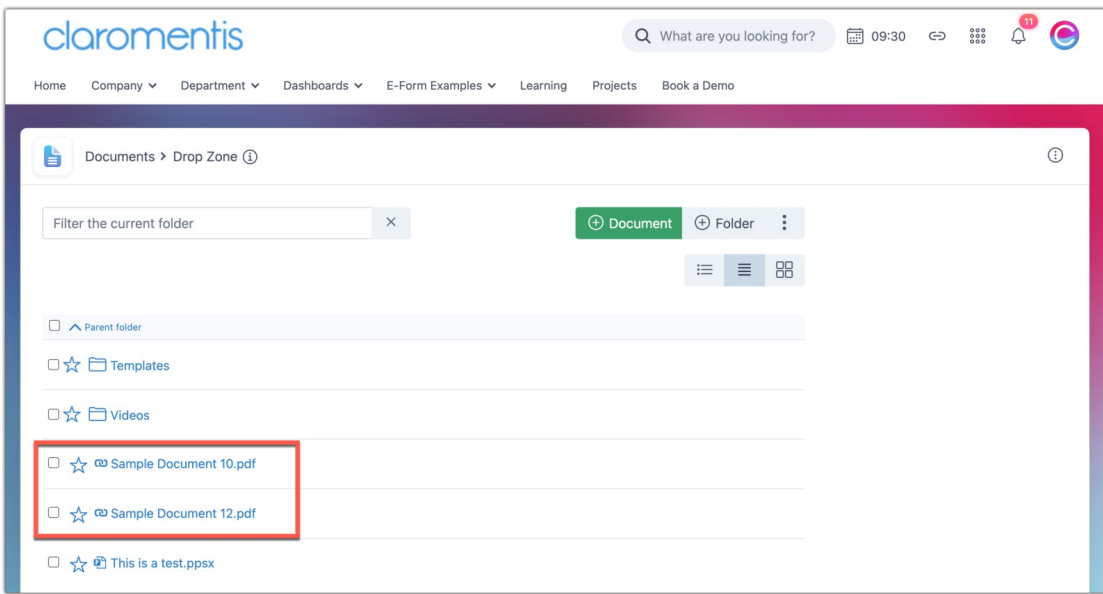
5. Confirm the changes.

Once you have selected the new folder location, select 'Confirm'. Following this, wait for the files to display 'OK', indicating the links have been successfully created.

6. Check that the links were created

Navigate to the new folder location you chose and confirm the link has been created as expected

When a user selects the document, they will be taken to the preview page of the document or automatically download it (depending on how your team have set the [document configuration option](#) for this)

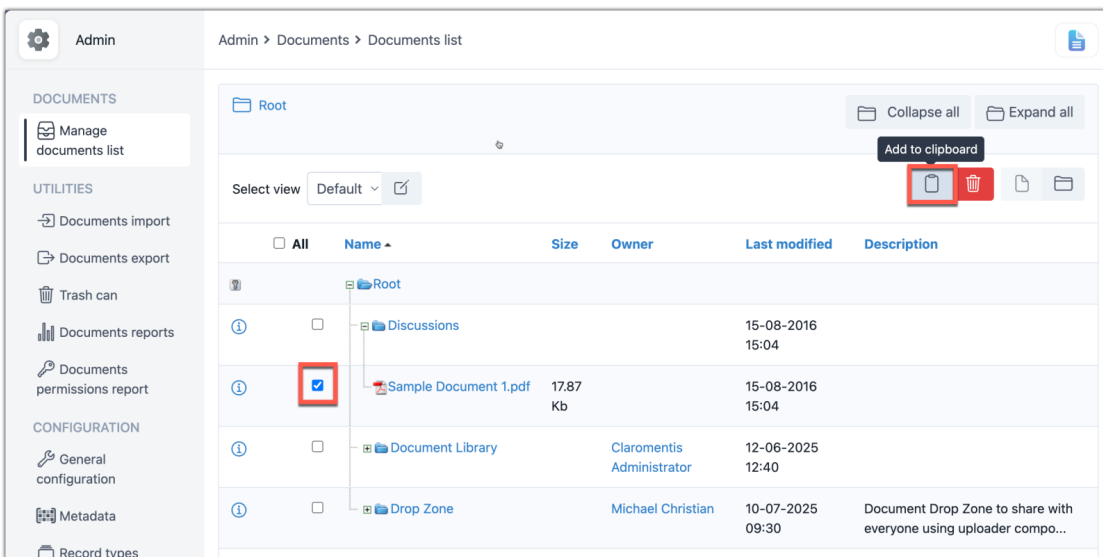


Please note: Any linked file will reflect updates made to the original file, as it is simply a link to it.

Creating Links from the Admin Side

Only [application administrators](#) of Documents can create links from the admin side.

1. Head to **Applications > Admin > Documents > Manage Documents List**
2. Navigate to the file you wish to create a link for, check the box next to it and click 'Add to clipboard'



3. Your selection will appear at the top of the screen, now navigate to the new folder location you want to create a link to this document in using the directory area.

Admin > Documents > Documents list

Clipboard

<input checked="" type="checkbox"/>	All	Name	Description	Size	Owner	Last modified
<input checked="" type="checkbox"/>		Sample Document 1.pdf		18301		15-08-2016 15:04

[MetaData change](#)
[Move](#)
[Copy](#)
[Link](#)
[Remove from clipboard](#)
[Change owner](#)

Root / Document Library / Projects Collapse all Expand all

Select view: Default

<input type="checkbox"/>	All	Name	Size	Owner	Last modified	Description
<input type="checkbox"/>	<input type="checkbox"/>	Projects		Michael Hassman	05-06-2017 12:36	
<input type="checkbox"/>	<input type="checkbox"/>	CLA-01 Employee Wellbeing Initiatives		Abigail Clark	07-12-2021 10:00	
<input type="checkbox"/>	<input type="checkbox"/>	CLA-02 Open Recruitment Day		Michael Hassman	01-06-2017 19:27	
<input type="checkbox"/>	<input type="checkbox"/>	GS New Intranet Launch		Clarentis Administrator	06-12-2021 16:46	

4. Once in your chosen location, click the 'Link' button, and the system will create this

Admin > Documents > Documents list

Clipboard

<input checked="" type="checkbox"/>	All	Name	Description	Size	Owner	Last modified
<input checked="" type="checkbox"/>		Sample Document 1.pdf		18301		15-08-2016 15:04

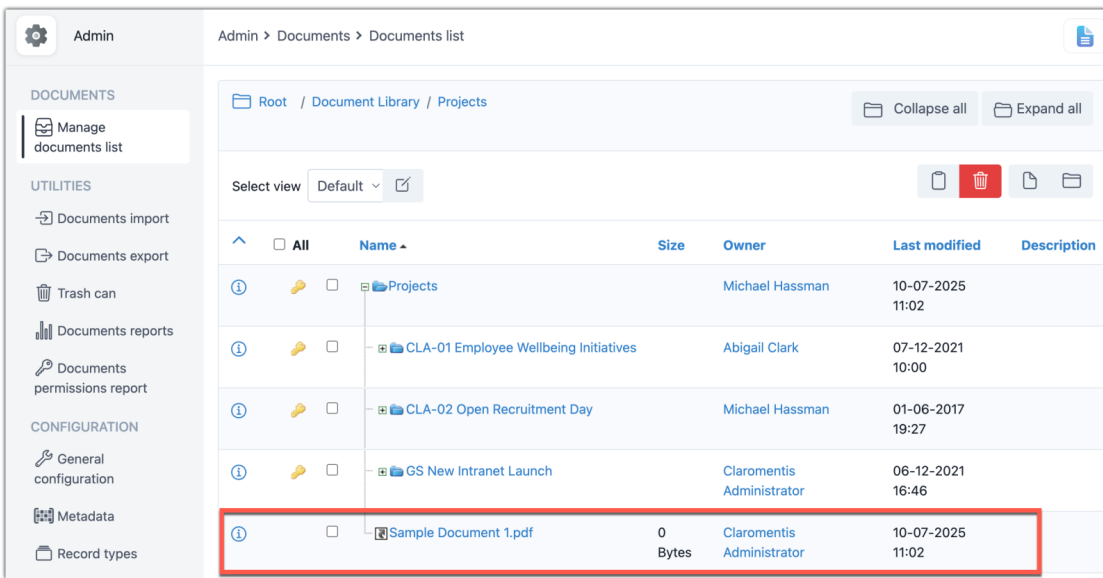
[MetaData change](#)
[Move](#)
[Copy](#)
[Link](#)
[Remove from clipboard](#)
[Change owner](#)

Root / Document Library / Projects Collapse all Expand all

Select view: Default

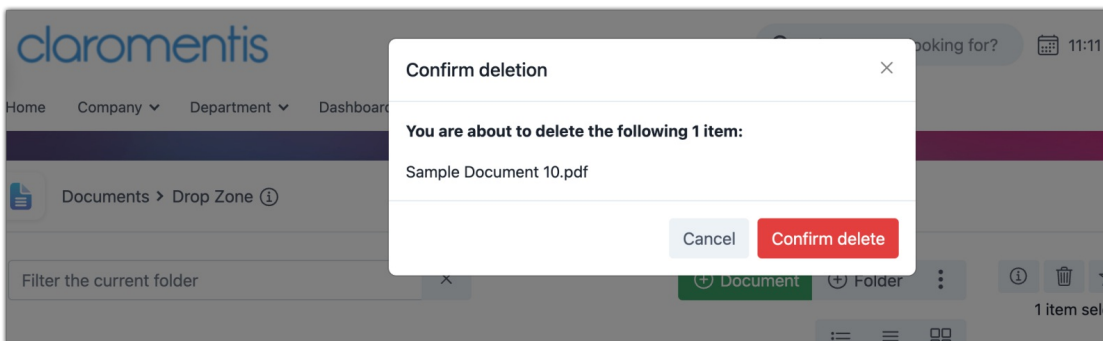
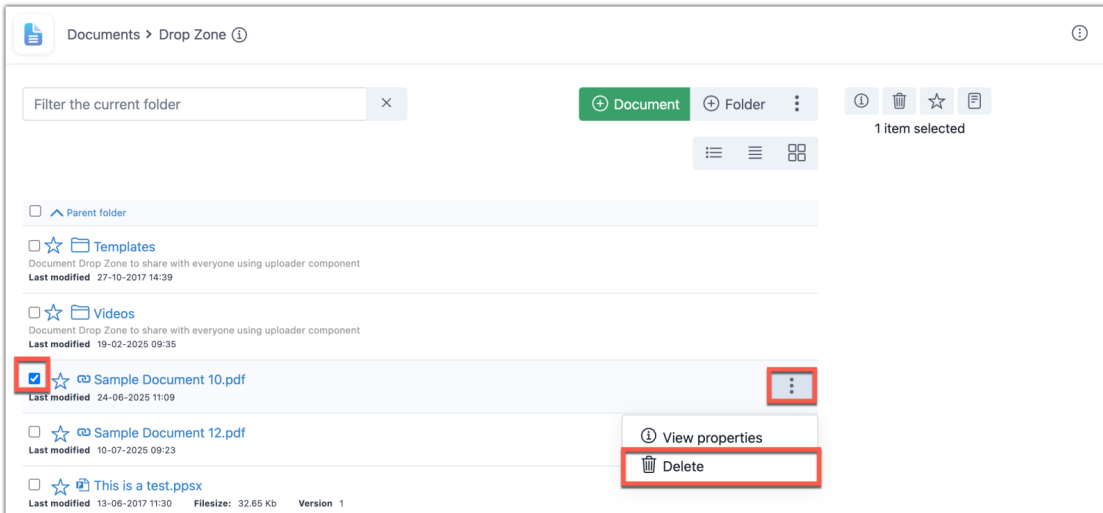
<input type="checkbox"/>	All	Name	Size	Owner	Last modified	Description
<input type="checkbox"/>	<input type="checkbox"/>	Projects		Michael Hassman	05-06-2017 12:36	
<input type="checkbox"/>	<input type="checkbox"/>	CLA-01 Employee Wellbeing Initiatives		Abigail Clark	07-12-2021 10:00	
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<input type="checkbox"/>	<input type="checkbox"/>	GS New Intranet Launch		Clarentis Administrator	06-12-2021 16:46	

5. Once the page loads, your link should be shown in the new location on the screen. Anyone with view rights will now see this on the front end, too.

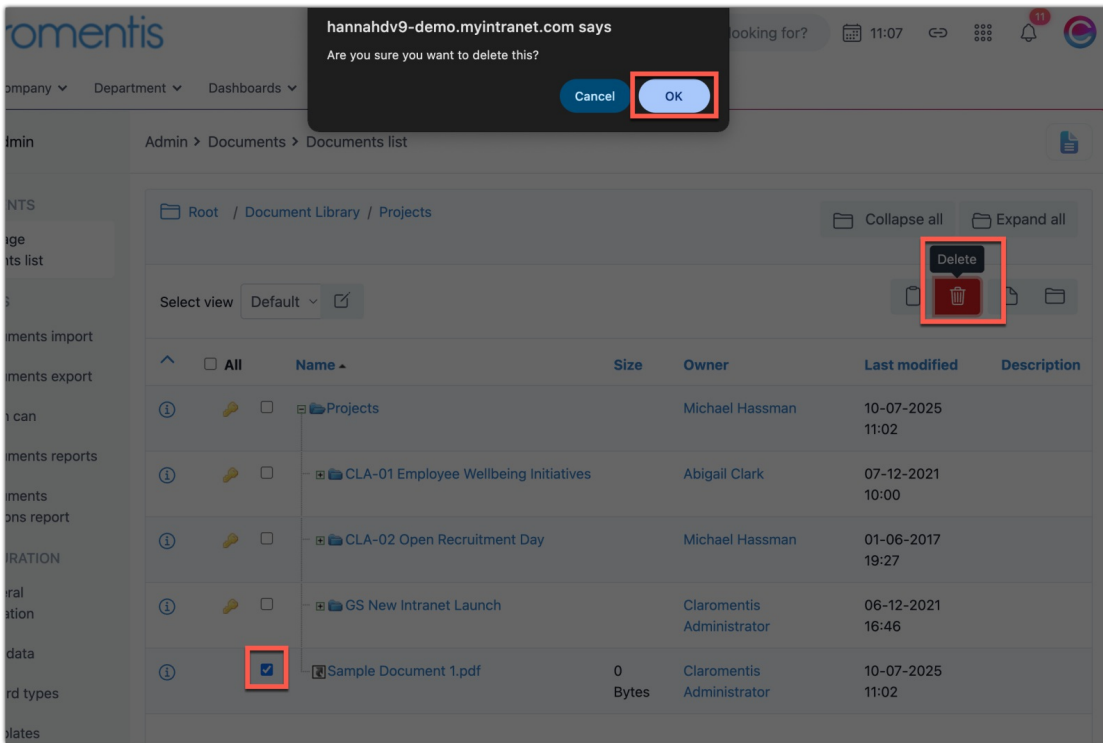


Deleting Links

Links can be removed by users on the front end with the 'move & delete' permission...



...or application administrators from the admin side:



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Tags: [documents](#), [files](#), [folder](#), [user guide](#), [link](#)