



# Records Online Email Add-in

## Users help guide

### Inserting a link to a ROL document into an email

The screenshot shows an email client window with the 'Insert Link to Documents' dialog box open. The dialog box has three search sections: 'Search By Word', 'Search By Location', and 'Search By Date Range'. The 'Search By Word' section is active, with 'Record Number' selected and '2007/3245' entered. The 'Search By Date Range' section shows dates from '10/04/2008' to '11/04/2008'. The 'Results' section displays a table with one record selected:

Record No.	Type	Title
2007/3245	Administrative File	ADMINISTRATION & SUPPORT - Information management

At the bottom of the dialog box, the 'Insert Link to Selected Record(s)' checkbox is checked, and the 'Attach as Adobe PDF' button in the email client is highlighted.

1. Click on the <Insert link to documents button>.
2. Select the search criteria from the <Search By Word> drop down menu and type in the search criteria in the field.
3. Click the box of the document or record you wish to insert the link to when the search results appear in the box at the bottom of the screen.
4. Ensure that the *Insert Link to Selected Records* checkbox is ticked.
5. Click <OK>.

The link will appear in the text of the email

