## **Contact Relationships**

You can create relationships between items and any record type (except for News & Updates ) through the **Relationships** tab of that record.

You can also create relationships through the Relationship Mapping tool in Administration, the Relationship Editor form type, or through a dashboard form with a relationship builder tool added to it.

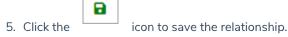
## To add a relationship from the Relationships tab of a record:

- 1. Navigate to the applicable organization and open the record.
- 2. Click the **Relationships** tab.
- 3. Select a relationship type from the dropdown menu in the **Relationships** column. Relationship types are configured in the Referential Data settings.
- 4. Click the textbox on the left of the top row and enter keywords to search for and select an object or click the

icon to the right of the text field to display the Association Tree, then select an object.

|   | Account Photo Relationships     | Shares Forms Locations Prop | erties         |
|---|---------------------------------|-----------------------------|----------------|
|   |                                 |                             | Мс             |
| sociated Items  |                                 |                             |                |
| Title ↑   | Relationships                   | Title                       | Actions        |
| 🕹 Jane Doe  | Not Specified                   | John Doe                    |                |
|   |                                 |                             |                |
| ◆Activate Plan  | Not Specified                   | ane Doe 🎩                   | ≓ ⊖ 0          |
| <ul><li>Activate Plan</li><li>Activate Plan</li></ul> | Not Specified     Not Specified | 🕹 Jane Doe                  | ≓ ● 0<br>≓ ● 0 |

A new relationship in the relationships tab of an object.



- ≓ ⊖ 3
- 6. Click the more information.

icons to swap the objects in the relationship, delete the relationship, or view