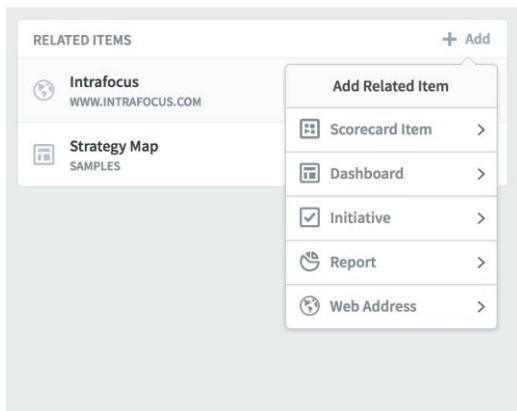
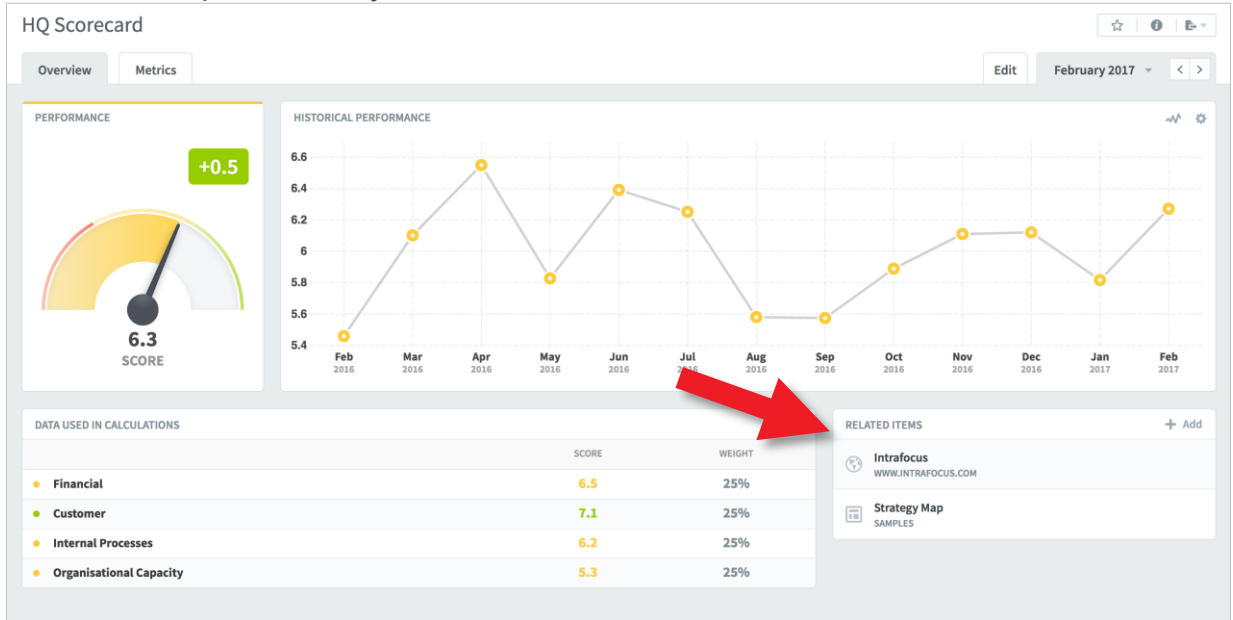




Related Items - 1

Related Items can be added to Scorecards and Initiatives. A related Item can be any item already defined in the application or and external web link.

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



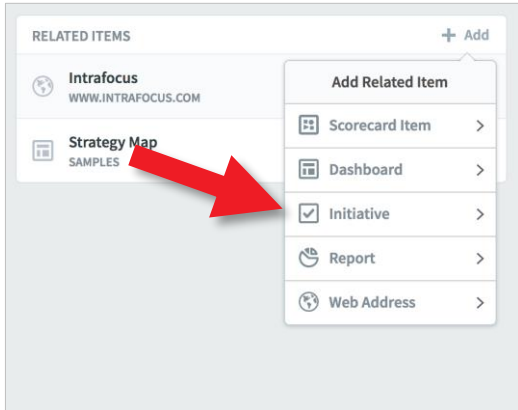
To add a Related Item

Click on the **+ Add** button in the Related Item box and select the type of item you want to add.

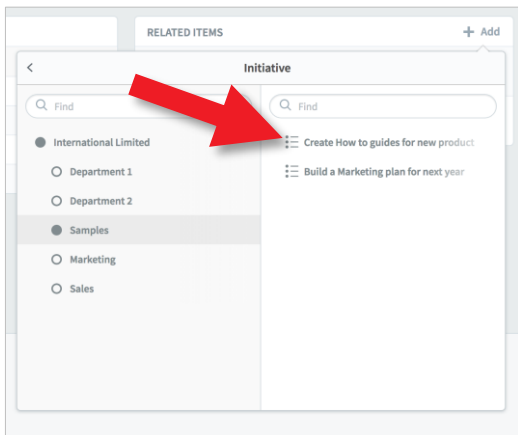
In this example we add an **Initiative**



Related Items - 2

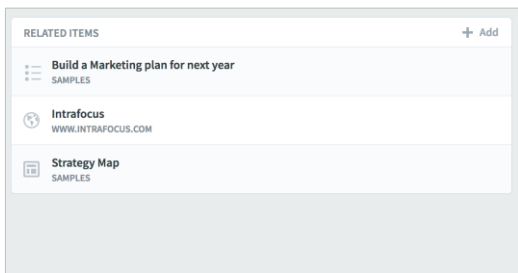


Click on **Initiative** in the drop-down box



The Organisation Tree will appear. Select the Organisation 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 **Build a Marketing plan for next year**.



This **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.

You can use the same process to add Related Items for Scorecard Items, Dashboards, Reports and Web Addresses.