



Note: Many of the RoAccess features described below cannot be done in ASG's Web Access.

Links: Add/Delete/Update

The Screen handles both the Adding and Deleting of links.

Add Mode

In the Link Add Mode, a list of the Items of the target Item type are listed. This is to allow you to click on the select list the items you wish to link to. If you leave the Link Qualifier field empty, the links will have no Link Qualifier. If you select multiple Links, then the all will receive the Link Qualifier you enter.

The Add screen varies from quite simple, to somewhat complex. Simple is where you just select an Item to link to. Complex is selecting an Item, a Link Qualifier from a list and specifying where in the order of the current Links to insert the new Link.

You can choose the Class of Items you want to list. The class can be Active, Inactive, plus several more. You can refine the search by entering in a wildcard to reduce the number of Items to be displayed in the next screen.

Add Links from CONTRACTS to ORGANIZATION

Item Class: Active

Enter Item Name Filter:

*

Ok

Below has **only one option**: whether you enter a Link Qualifier:

Add Links from CONTRACTS to ORGANIZATION

Attribute: INVOLVES_ORGANIZATION
All Qualifying ORGANIZATIONS
 (Select One or More)

ACME_WIDGET_MAKERS_INC
 SALES_INTERNATIONAL_INC
 SALES_LOCAL_INC
 UPTOWN_CLEANERS
 WILLIAMSBURG_FOUNDRY

Or Enter Item Name:

Enter Link Qualifier (Optional)

Supplier of PC's

Below has **two options**: Select from one of the popup Allowable Link Qualifiers or enter a new one if the ones in the list are not close enough. The extended metadata defines any allowable link qualifiers and whether you can enter one if it is not in the list.

Add Links from PROJECT to PERSON

Attribute: COMPOSED_OF_PERSON
All Qualifying PERSONS

A_FROM_INITIAL
 DARLENE_ADAMS
 DENNIS_SIMPSON
 EVANS_WALTER
 JONES_DOROTHY
 SMITH_SAM
 WALTERS_JAMES

Allowable Link Qualifier Select List:

Shareholder

Or Enter Link Qualifier:

The following screen has **multiple options** and shows a link attribute where a list of allowable qualifiers was specified, that a different link qualifier can be entered if desired, and the order of the link attributes is important. Below, it says to add the JONES_DOROTHY link, with a link qualifier of "Contract Person" after the SMITH_SAM entry, which is #2.

Add Links from PROJECT to PERSON

Attribute: COMPOSED_OF_PERSON
All Qualifying PERSONs

DARLENE_ADAMS
DENNIS_SIMPSON
EVANS_WALTER
JONES_DOROTHY
SMITH_SAM
WALTERS_JAMES
WILLIAMS_SHIRLEY

Add after Link #: 0-3

Allowable Link Qualifier Select List:

Contract Person

Or Enter Link Qualifier:

Current Links:

- 1 ->PERSON JONES_DOROTHY (Project Leader)
- 2 ->PERSON SMITH_SAM
- 3 ->PERSON WILLIAMS_SHIRLEY

Below is a sample of extended metadata for this link attribute:

```
TEXT_ATTRIBUTE COMPOSED_OF_PERSON
BEGIN_LINK_QUALIFIERS
-NIL-
Employee of Ours
Owner
Shareholder
Contract Person
*
END_LINK_QUALIFIERS
SUPPRESS_LINK_NEWITEM
LINK_CARDINALITY=(1,ENFORCE)
LINK_ORDER=NOSORT
END_ATTRIBUTE
```

It specifies there is a list of allowable Link Qualifiers. The * says in addition to that list, you can hand enter a different Link Qualify if necessary. The LINK_ORDER=NOSORT says the order is important, and the extra fields on the Link Add screen appear to support this.

LINK_CARDINALITY -

This allows you to specify how many links can be in a link attribute, and whether it is to be rigidly enforced, or to be an advisory or suggest business rule.

Syntax: LINK_CARDINALITY=(x,y)

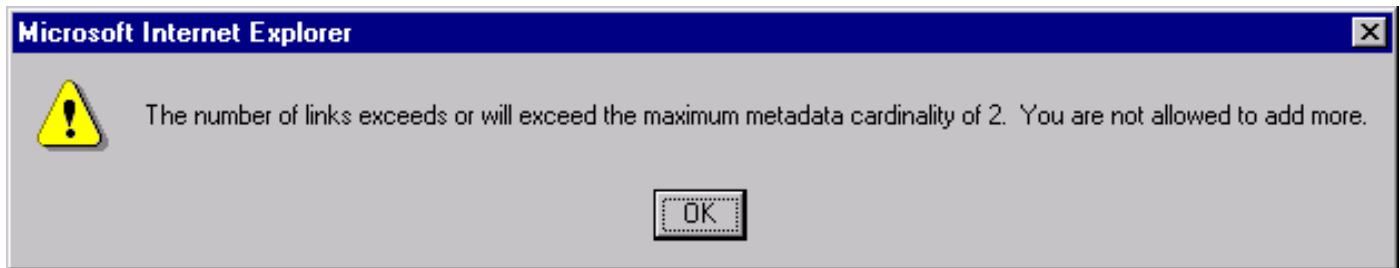
x=maximum number of links from this attribute (1,2,3, 100, etc.)

y=business rule:

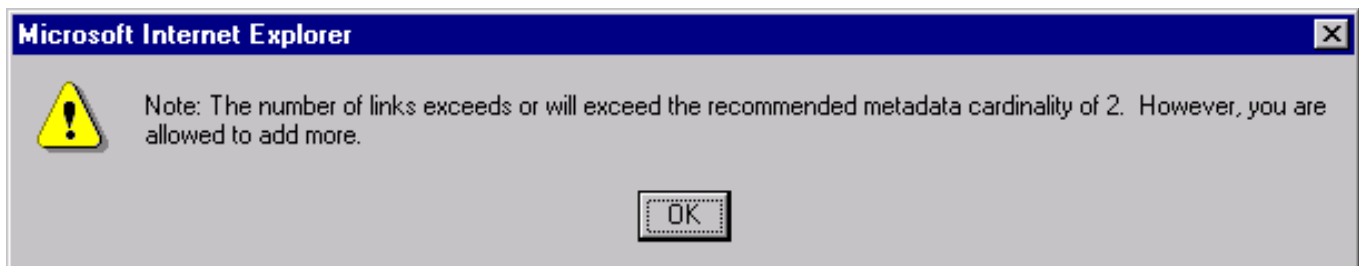
ENFORCE (mandatory) means you are not allowed to exceed this number.

ADVISE (optional) means you are merely told you are exceeded the suggested cardinality.

If you try to exceed the cardinality (in this case 2), and the business rule is ENFORCE, you get this popup:



If you try to exceed the cardinality, and the business rule is ADVISE, you get this popup:



SUPPRESS_LINK_NEWITEM option:

When presented the list of Items for you to select as the target of the link, you by default are also presented an empty ItemName field. If you enter an Item in the field that does not exist, it will be created Inactive (as a rule), which is has been a problem for a number of users. By specifying this option, this entry field does not appear, and you are forced to select only existing, active Items. This is a great feature. Below is an image that show the Item Name field removed, and an explanation is printed in its place:

Default: You can enter a non-existing Item into the Item Name field:

Add Links from PERSON to PROJECT

Attribute: MEMBER_OF_PROJECT
All Qualifying PROJECTs
(Select One or More)

LINK2QUOTE
LTV_LN_CTGRS

Or Enter Item Name:

Enter Link Qualifier (Optional)

Add Link

Continue in: Display Mode Edit Mode

Field to enter an ItemName. This can cause Inactive Items

With the "Suppress New Link Item" Option:

Add Links from PERSON to PROJECT

Attribute: MEMBER_OF_PROJECT
All Qualifying PROJECTs
(Select One or More)

LINK2QUOTE
LTV_LN_CTGRS

(only existing items of type PROJECT are valid for linking)

Enter Link Qualifier (Optional)

Add Link

Continue in: Display Mode Edit Mode

This Item name field has been suppress. A message tells you why: you must select from the existing Items in the List Box

For more info on extended metadata, [click here](#).

Delete Mode

In the Link Delete Mode, a list of current links to Items of the target Item Type are presented. Select which link(s) which you wish to delete.

Update Mode

