

When you have Document records in Time Matters, you can easily send a Document link to a co-worker.

### **Open a Document Record**

After opening the Document for the document link you want to send, you need to have the **Send To** field showing.

If you don't see the **Send To** field in the middle of the Document record, display the Notify Area by clicking it in the **View** menu as shown here:





### Send a Document Link

In the Document record, be sure the **Msg** box (lower right) is checked.

- 1. In the **Send To** field, enter the initials of the message recipient or click the pop-up list and choose the recipient.
- 2. Type your message to go with the document link.
- 3. Save & Close the document record to send the TM Message.

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### **Receive the TM Message**

Your recipient needs to know what to do with the TM Message containing the Document link.

- 1. Click on the TM Message.
- 2. Click on the document link to open the document. Make any changes to the document, save and close it.

**Note:** In this example from a test database, the document link uses the C: drive. Your office will be using a shared drive configured in Time Matters.

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## **Reply to the TM Message**

After making any changes or approving the document, the recipient can reply to the TM Message.

When replying to a TM Message, you automatically include a link to the document.

- 1. Click on the TM Message and press **Reply**.
- 2. Type your message.
- 3. Click Send.





## **Open a Document from a TM Message**

When you receive the new TM Message, you can open the document directly from it.

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# **Author**

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