



# Adding the Is-Part-Of Relationship

This module describes how to create the 'is-part-of' link between References.

## Introduction

This document will cover how to create the 'is-part-of' relationship (parent/child) between Reference hierarchies. To demonstrate this functionality, the Reference Type Newsletter Article will be used as an example.

When editing a Newsletter Article Reference (or any Reference Types with grandparent/parent/child relationships), the core tab is capable of adjusting to those References that can potentially be 'part-of' another. Since a Newsletter Article can be part of a Newsletter, there is an additional metadata area at the bottom of the form to document this.

Newsletter Issue (Required)

Volume

Issue

\* Date Published Exact Date mm/dd/yyyy

Special Issue Title

Newsletter (Required)

\* Title

\* Publisher

If the Newsletter Article is part of a known Newsletter, there are two ways to add it.

1. Add the title freeform into form, or
2. If the Newsletter is part of a recognized Newsletter, create a formalized link to the pre-existing Newsletter Issue in ServCat. This can be done by selecting the 'Actions' drop-down menu.

Newsletter Issue (Required)

Volume

Issue

\* Date Published Exact Date mm/dd/yyyy

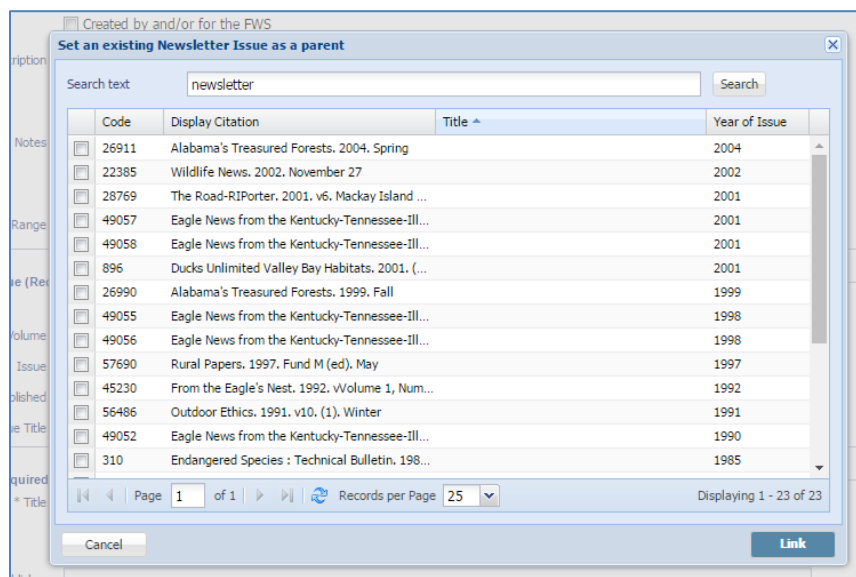
Actions

Lookup an existing Reference

Break the link

When looking up an existing Reference, the user can search by Reference Code or search text.

Notice that the Actions tab only appears with the Parent, Newsletter Issue and not the grandparent, Newsletter. The reason for this is that only one tier may be necessary. If a Newsletter Issue is linked to a Newsletter then both will be filled in and greyed out.



To define the formal link, select the link button. Once selected, notice the newsletter title is greyed out. That is intentional since the title is inherited from a different reference. If the relationship is unneeded or incorrect, the link can be broken using the Action tab.

If for whatever reason it becomes necessary to break the link, this is accomplished by going back to the Actions button.

Breaking the link, as expected, would free up both sections for editing.