How to Link an Activity or Ticket to an existing Activity or Ticket

We use the Linked Elements feature on ProjeQtor to link activities or tickets together, especially if they are related, are a follow-on or follow-up activity or ticket of a previous activity or ticket.

Linking an activity to another opened and active activity is easyÂ Follow these steps below.

Linking Activities together (*important if the activity is associated or connected or is secondary to the original Activity*).

1. If this activity is connected with another activity you can link the activities by pressing on
   .

button.

2. Using the dropfield, select the element type of the linked item. Often the linked element will be the same as the activity type.

3. Scroll down the list of activities and items in the dropfield. When you have found the linked element, click on it. You can add multiple links by pressing and hold down the **Ctrl button** on your keyboard and clicking on each item.

number if you know it, or search by
or the type.

3. When you see the item you wish to link to the activity, select it by clicking on it once until it is highlighted.

button to link the item.

1. ***If you cannot see the correct item to link***:
2. ***If you cannot find the item and want to cancel the search window***

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button.

4. Add a comment in the comment field (optional).

press the

button to link the items.

under

use when the attached file is to be viewed by all staff of Iconic Productions.

use with the attached file is only meant to be seen by you. This is not recommended and cannot be changed. It is always recommended to have it as public because only staff with permissions in the Project can view the activities.

5. Press the

button.

2. Select the file that is required to be attached.
3. Enter a **description** (optional).
4. Select the viewing status.

1. If this activity has images, documents or files that need to be attached, press the button to attach the file.

Attachments

Creating a New Activity/Ticket and instantly Link Activities together.

1. Before you close the original activity press on the + button on Linked Elements

3. Press the + button that is on the page icon to create a new activity.

4. Complete all the required fields and text box areas, ensuring all fields are field and completed correctly.
    1. **Do not enter** anything in the Parent Activity DropBox.
    2. **Do not enter anything in Results**.Â This is done when the activity is completed.
5. When you have completed all other fields press the SAVE button.

    1. if you have made an error and want to start again press the curved return button. . This button will close the window and nothing will be saved.
6. After you have completed step 5 you will see your activity displayed at the bottom of the Add a Link with Element Activity Window.
7. Press the OK button to save the New Created Activity and to automatically link it to the

8. Your New Activity will be displayed in the Linked Elements.

Creating a New Activity/Ticket first and then link it to other activities later

1. Press the

5. Press the

If you want to first create a new activity and then link it to a single activity or multiple activities later, this is simple.

1. Press the NEW TAB button to open a new page (this avoid you losing the work on the previous page)

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and then follow the steps to create a new activity in the FAQ of **How to Create a New Activity in Project Management - ProjeQtor**

2. Or you can press the large green + button

   in the current activity you are in and then follow the steps how to create a new activity in the FAQ of How to Create a New Activity in Project Management - ProjeQtor
   1. Please note by using this method, all information unsaved on the page you are working on will be lost unless you save it first.

Questions Asked and Answered:

1. David Phillip | 03-May-2020 11:00 |
   Question: if the linked activity already has images, documents or files attached will these all be seen and available if accessed through the other activity through which it linked?
   a. Answered by @beau.sherman | 03-May-2020 19:11 |
      a. No.Â images, documents and files are attached specific to each activity. The only way to see attached files of another activity is to have the activity with the files inserted as a Linked Element.Â See Linking Activities together to do this.

Attached files:

Unique solution ID: #1479
Author: n/a
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