



Linking Files in PEER

Linked files allow users to link to other events that may be related to the event or the resident/patient. Linked files are determined by a manual process where a user links the files together.

1. Click on Linked Files under the File Notifications section on a management file.

FALL Event Management Form

Add Follow-up

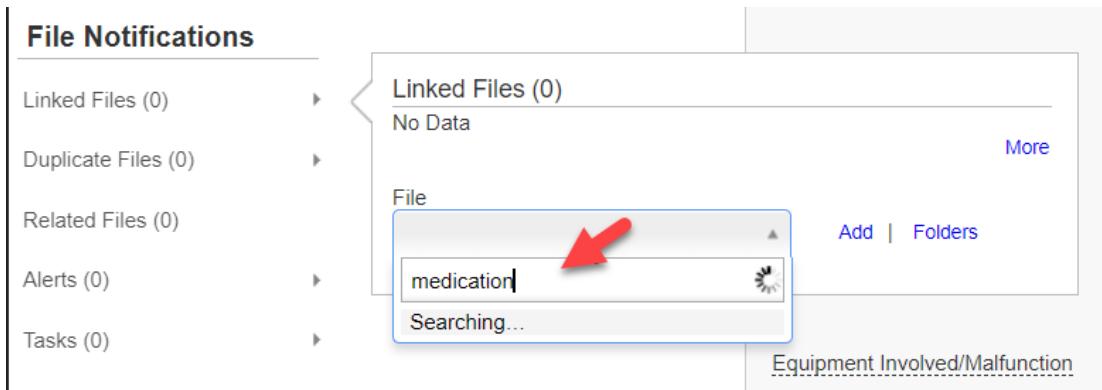
Table of Contents

- General Event Type
- Person Information
- Event Details
- Fall Specific Event Details
- Attachments
- ...

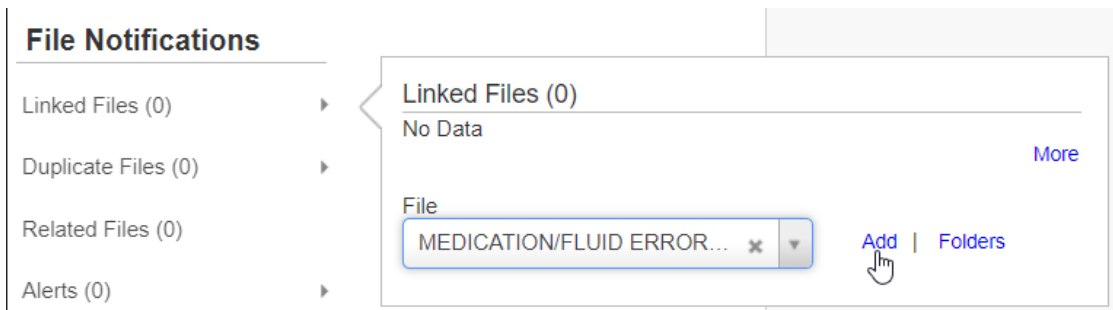
File Notifications

- Linked Files (0)
- Duplicate Files (0)
- Related Files (0)
- Alerts (0)
- Tasks (0)
- Summaries
- Audits

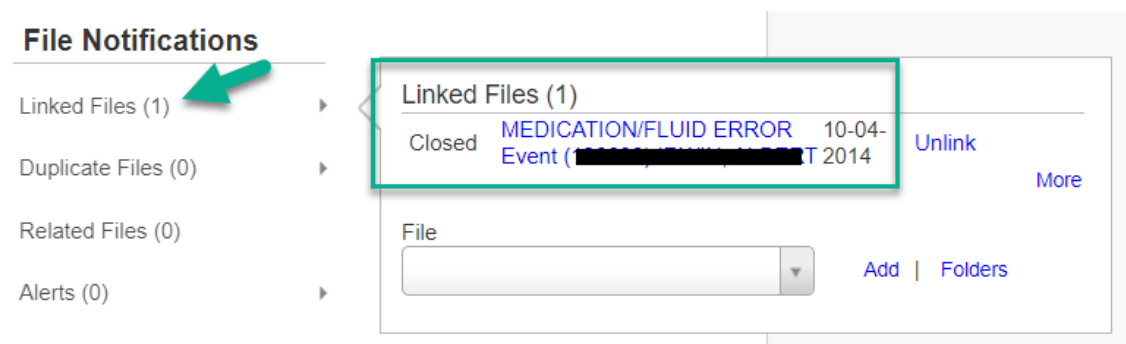
2. This will open a dialog box which allows you to keyword search any of the File details, for e.g., File ID, General Event Type, Resident Name, etc.



3. From the drop-down list, select the correct file to link and click Add.



4. The file gets linked to the current file and can be accessed by clicking on it.



5. Multiple files can be linked together.

If you have any questions, please contact your System Administrators, [Linda Durbin and Carolyn Wollman](#). Please email both Linda (durbin@fsainfo.org) and Carolyn (wollman@fsainfo.org) so that they can get it done as quickly as possible for you. Please also feel free to call FSA at 215-646-0720.