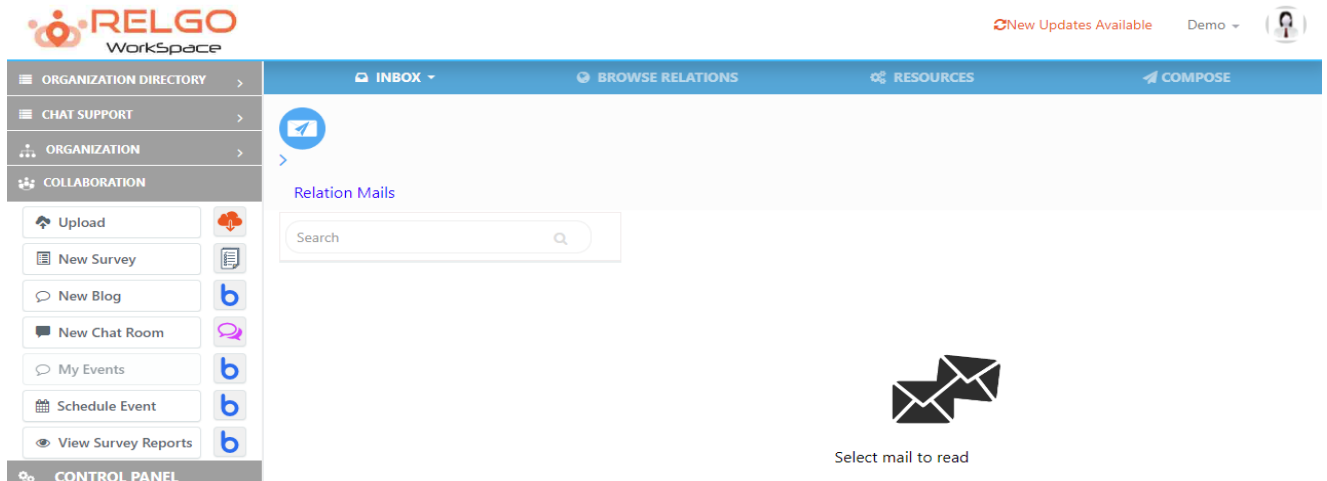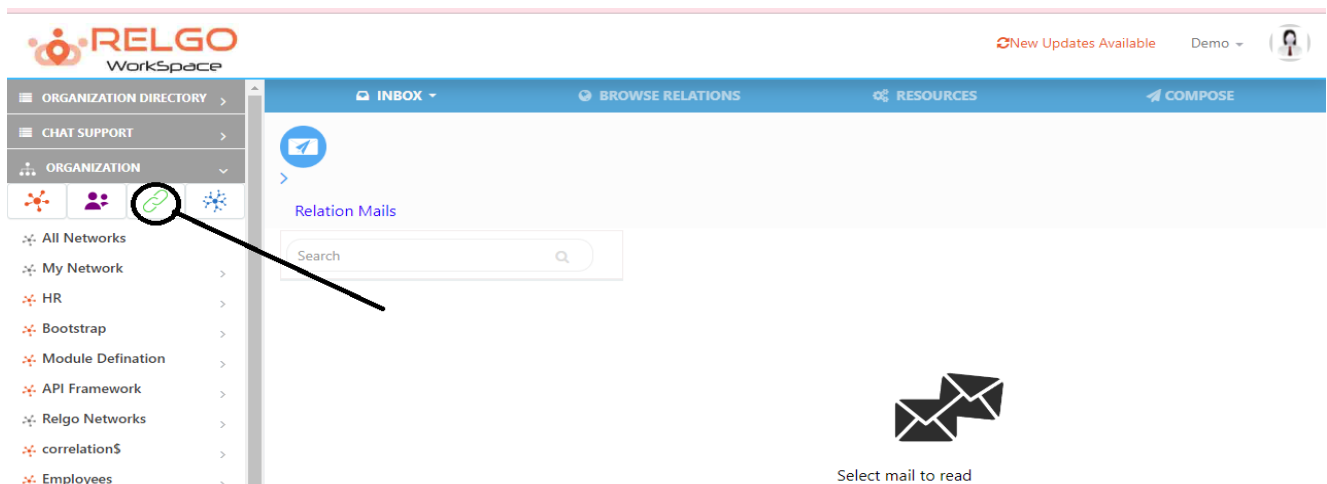# Relation Creation

How to Create a Relation?

Steps to create a relation under a selected group.

- Login to Workspace account

- Click on Organization and then click on "Create Relation" to add a new relation.

- After clicking on "Create Relation" the below shown screen is displayed.

Create/Update Relation in the network My Network

Contact Information

*First Name (Role / Business) [_____]

Last Name [_____]

*From Email Id [maneesha.p@relgo.com] ?

*Contact's Email Id [_____] ?

[🔍 Find User] [♻ Get Relgold] ?

Display Picture

[Choose File] No file chosen

[👁 Show Image] [🗑 Delete Image]

Organize Contact Relation

Network [My Network ▾]

*Group [MyTeam ▾] ?

*Relation Type
```
AdmittedBy
AdmittedTo
AffiliatedTo
AffiliationMember
```
[Add »]   [_____]

[« Remove]

Relation Description / Endorsements [_____]

Relation Privacy [Public ▾]

Relation visible for everybody depending on their privacy settings.

Invite Contact ?

Would you like to ☐ Invite Contact

Personal Message to Contact [_____]

Alternate Email address [_____]

Additional Contact Information

☐ Same as my address

Street Address1 [_____]   Street Address2 [_____]

City [_____]   State / Province [_____]

Postal Code [_____]   Country / Region [_____]

Phone [_____]   Mobile/Landline [[Select Country] ▾]

Contact Number [_____]

Birthday [Jan ▾] [01 ▾] [Year]   Age [_____] (Years)

Education [_____]   Occupation [_____]

RFid Tag [_____]

Keyword Information

Keyword Name [_____]

[Use Keyword name to associate value to name. (ex. Keyword name: Income; Keyword Value:30000)]

Keyword Value [_____] [+]

Keyword(s) to this Relation [_____] ✕

Network Template

[Create] [Cancel]

This form contains the following sections:

- **Contact Information** which contains new relation's First Name, Last Name, Email Address and From Email Address also it has buttons called 'Find User' which is used to search for public members in the database based on First Name or Email Address and 'Get Relgo Id' to generate an Id automatically based on First Name.

- **Display Picture** which is used to select a display picture for the relation.

- **Organize Contact Relation** which contains selected network and groups under it and Relation Types based on the group type like family, Workplace etc. and Relation Description and Relation Privacy.

- **Invite Contact** to invite the target user to accept relation along with a personal message.

- **Additional Contact Information** which contains the relation's address, contact numbers, birthday, education, occupation etc.

- **Tag Information** which is used to add a tag to the relation. Tags are used to provide additional information and improved searching efficiency.

Relation Privacy is of 4 types. they are:

(i)   **Public:** Relation visible for everybody depending on their privacy settings.

(ii) **Private:** Relation visible only to the user.

(iii) **Do Not Forward:** Relation visible to the user's relations in that network.

(iv) **Contact Through Me:** Only Name of the relation visible to everybody and should request the user for the profile of the relation.

➢ If the selected network is a Managed or a Directory network, another section called 'Child Relations' will appear in "Create Relation" form. Child Relations is used to create new relations to the new/existing relations.

➢ After filling all the fields and click on "Create" a new relation will be created. After creating a new relation, a popup is shown for confirmation.

➢ After creating the relation, the newly created relation will appear on the Homepage with selected network and group like this

➢ If the Relation Privacy is selected as 'Private' in "Create Relation" form, the created relation will appear in Homepage with a red colour symbol beside it.

➢ If the Relation Privacy is selected as 'Do Not Forward' in "Create Relation" form, the created relation will appear in Homepage with a yellow colour symbol beside it.

➢ If the Relation Privacy is selected as 'Contact Through Me' in "Create Relation" form, the created relation will appear in Homepage with a blue colour symbol beside it.
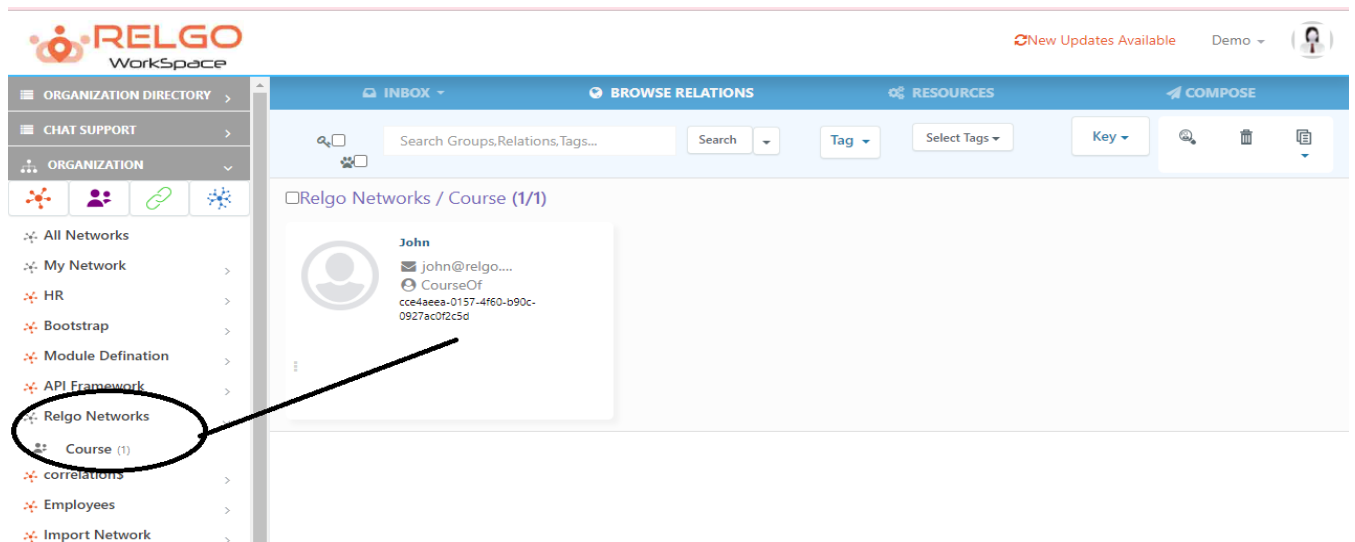
Finally relation is created in our account.