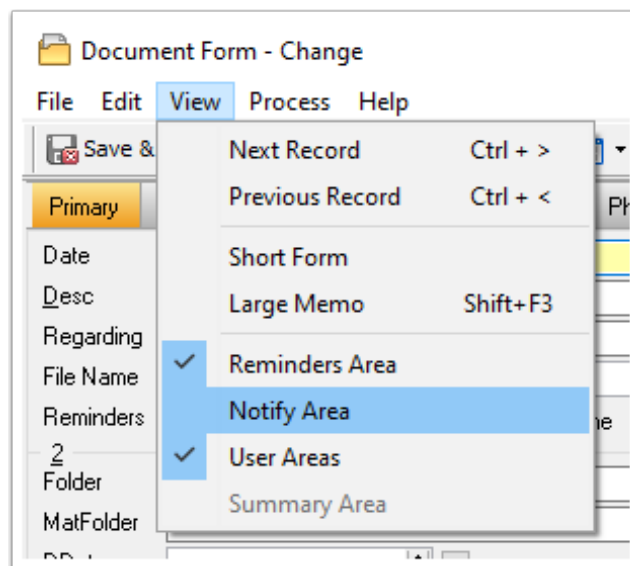When you have Document records in Time Matters, you can easily send a Document link to a co-worker.

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**, e**nter 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.
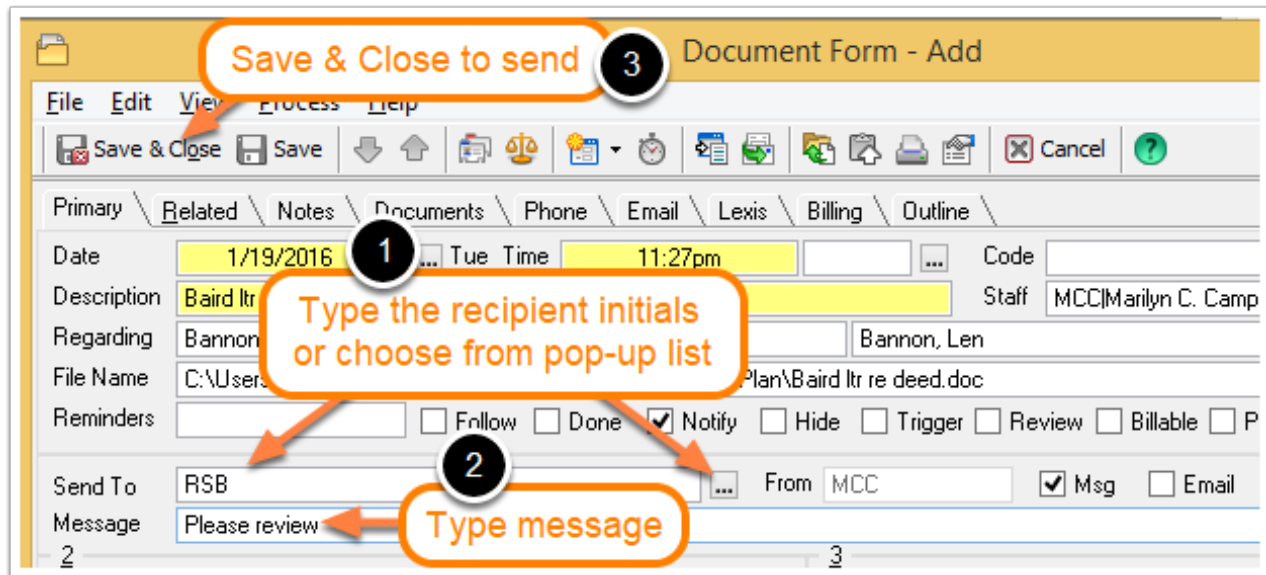
Receive the TM Message

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.
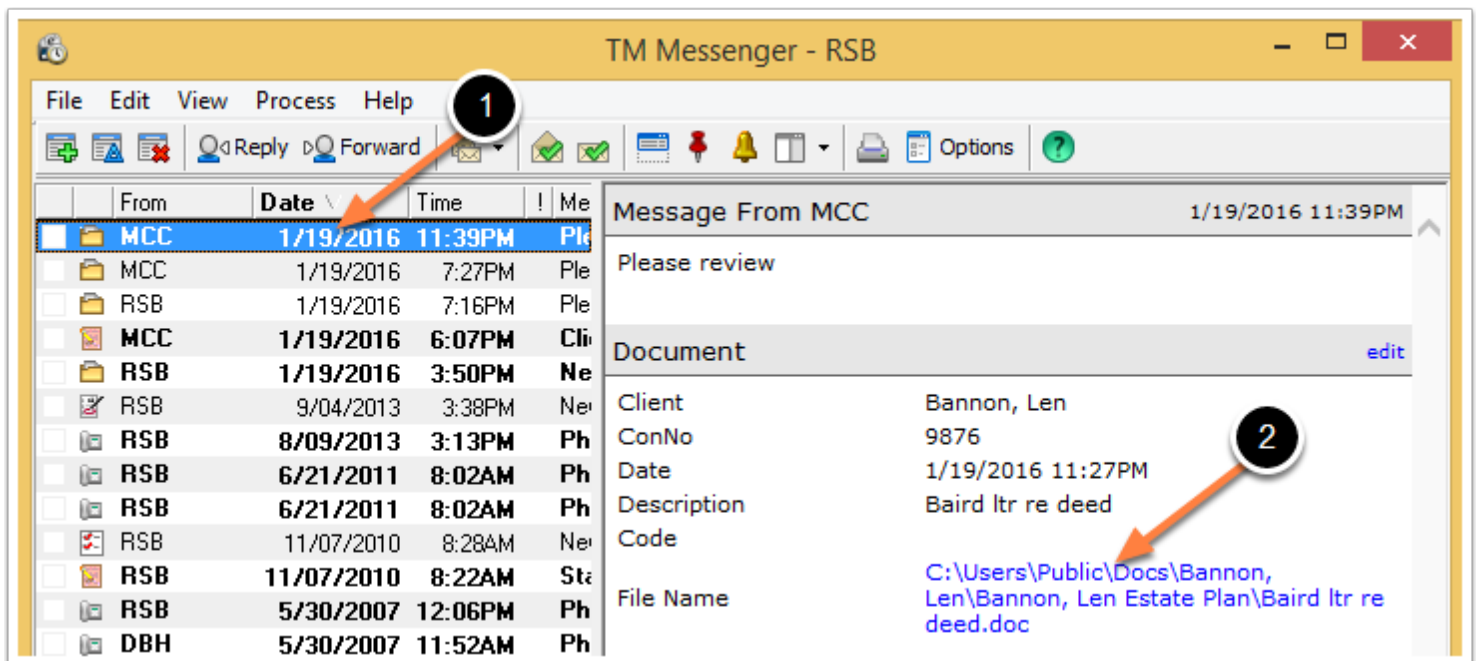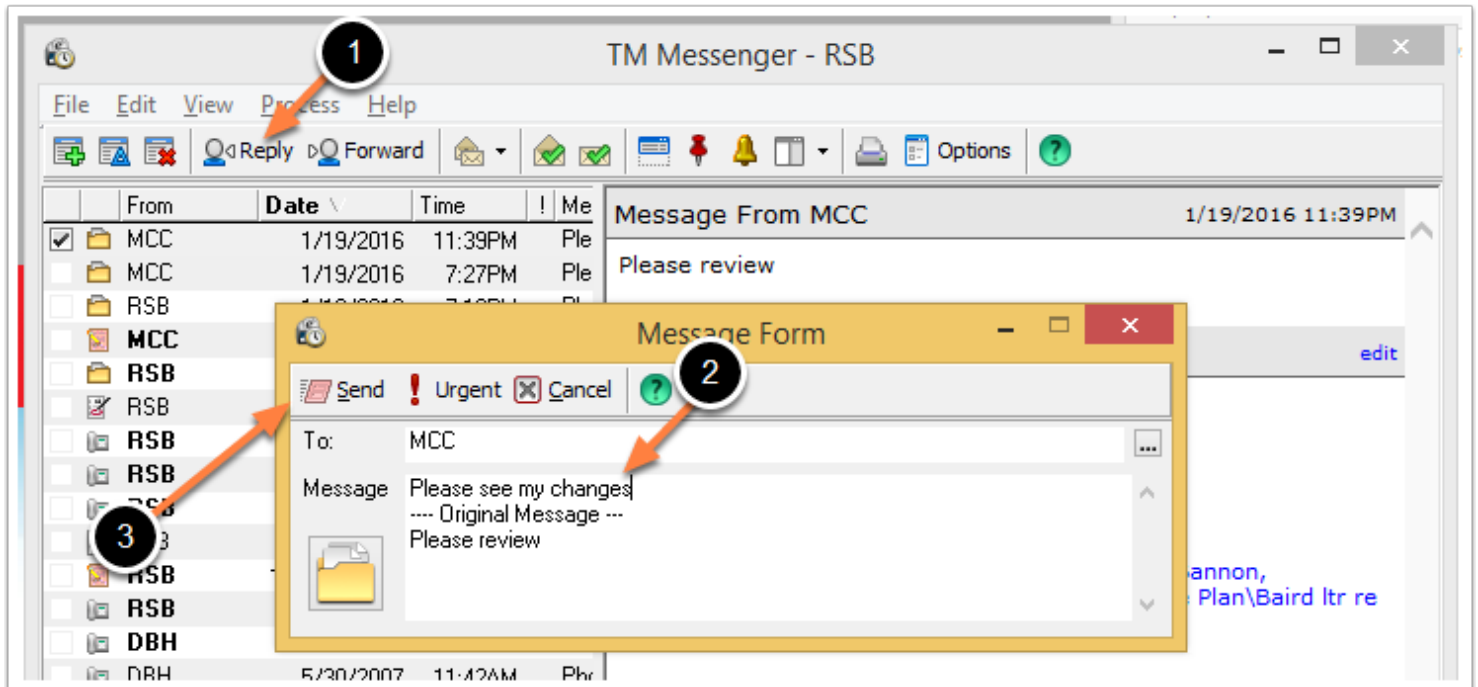
Reply to the TM Message

After making any changes or approving the document, the recipient can reply to the TM Message.
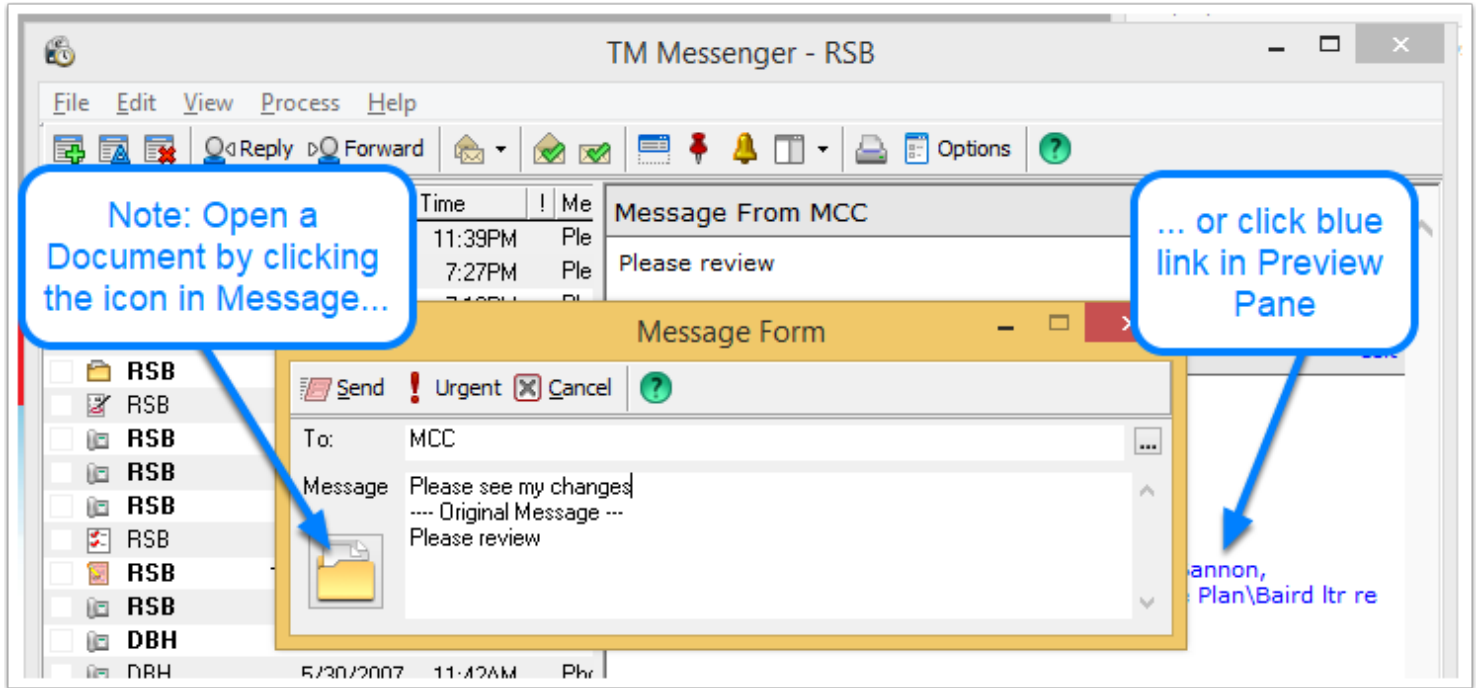
When replying to a TM Message, you automatically include a link to the document.

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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