# How do I attach one record to another?

In some cases you may want to attach a record to another record. For instance a Resourcer may want to attach some candidate records to a vacancy; or clients to a candidate record before creating a shortlist for the Consultant. In the example below, a company record will be attached to a candidate in order to create a speculative list of target companies for a candidate.
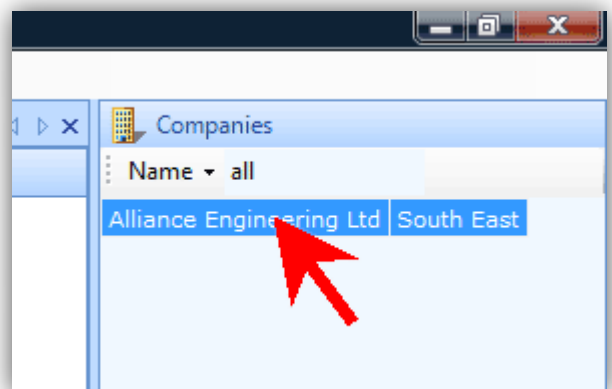
1. Open the record you want to attach another record to.

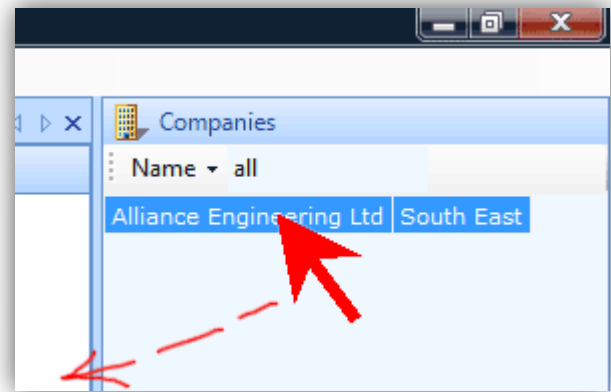2. Go to the Attachments panel within the record.
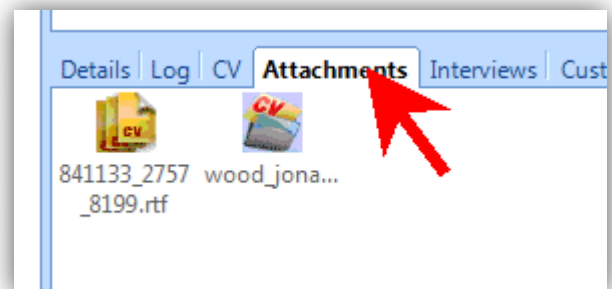
3. Click the relevant blue button so that you can look up the record you want to attach. Use the blue buttons on the Main Menu.
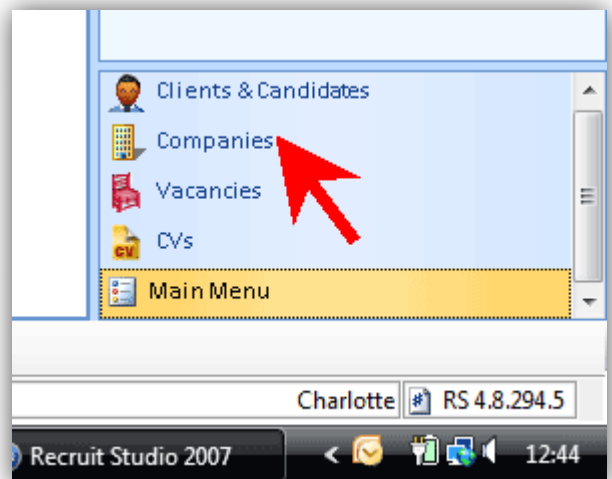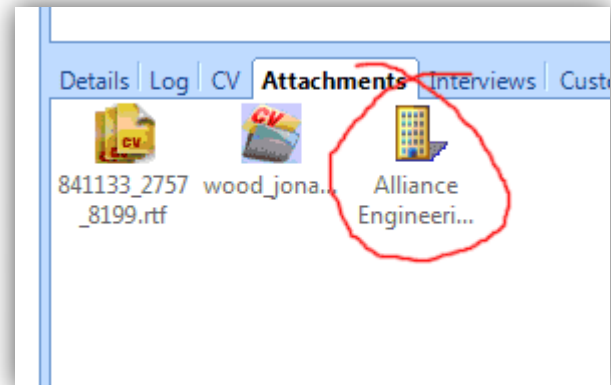
4. Look up the record to attach using the look up panel.

5. Don't click on the record's name or it will open. With your mouse, drag the record's name to the Attachments panel…

6. …and drop it anywhere on the blank white space.

See also:

- _How do I look up a record?_
- _How do I attach documents to records?_