To create custom Key Relationship definitions:
- Open a contact record and click on the Key Relations tab.
- Click on the Add Record button in the Key Relations Summary section.

Figure 1: The Key Relations Summary section of the Key Relations tab
- Search for and select a contact to link to the contact record in focus.
- Click on the Relationships button in the Define Relationships window.

Figure 2: The Define Relationship window
- The Relationship summary screen will display with a list of all available relationships.
- Click the Add Record button.
- The Relationship Definition window will open.
Figure 3: The Relationship Definition window.

- Use the **Relationship Type** drop-down to select from Family, Business, or Personal Relationship types.
- Define the relationship of the selected Contact to the linked contact in the **Source Relationship** field.
- Define the relationship of the linked Contact to the selected contact in the **Target Relationship** field.
- After defining the new relationship, click **OK**.
- Click the **Add Record** button to launch another **Relationship Definition** window.
- Create the inverse relationship to the relationship created in the first **Relationship Definition** window.

Figure 4: The Relationship Definition window (inverse relationship).

- After defining inverse relationship, click **OK**.
- Refresh the **Relation Types** drop-down by selecting a type other than the one used with the new definition, and then select the type used with the new definition.
- The new relationship definitions will be available in the relationship drop-down fields.
- Create the relationship. Click **OK**.
- The contact records will be linked in the **Key Relation Summary** section of the **Key Relations** screen with the new relationship.