



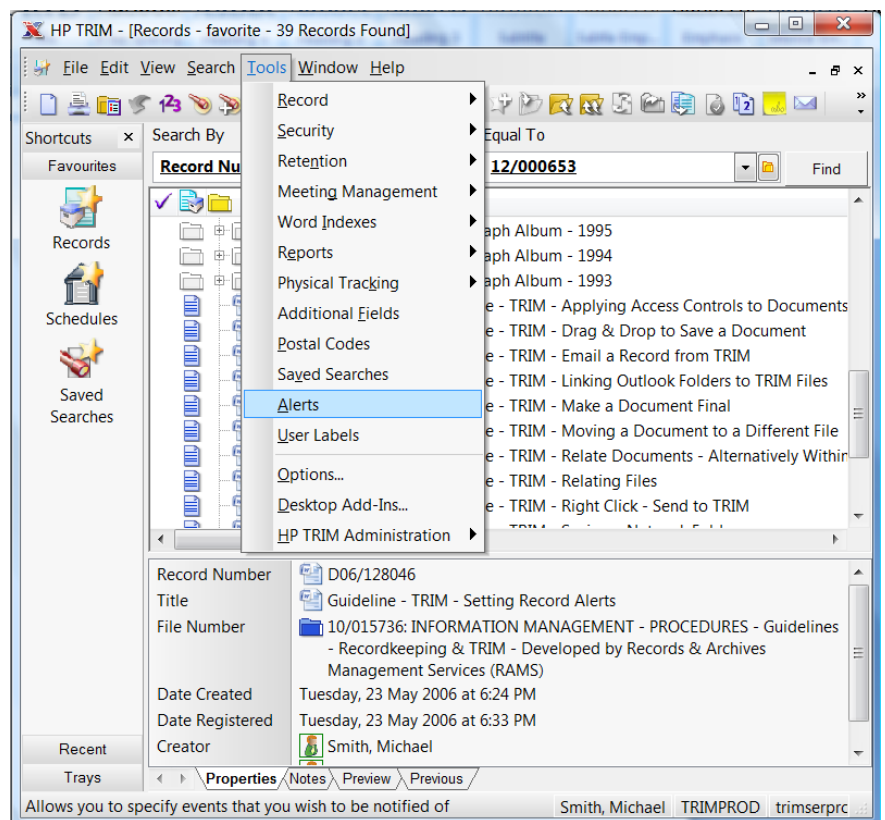
TRIM: Setting Record Alerts

The **Alerts** function enables you to receive an email alert when a particular action happens to identified records in TRIM. For example, you can request to receive an alert when:

- a file has a new document placed into it;
- a document is modified;
- documents are moved from a file or into a file.

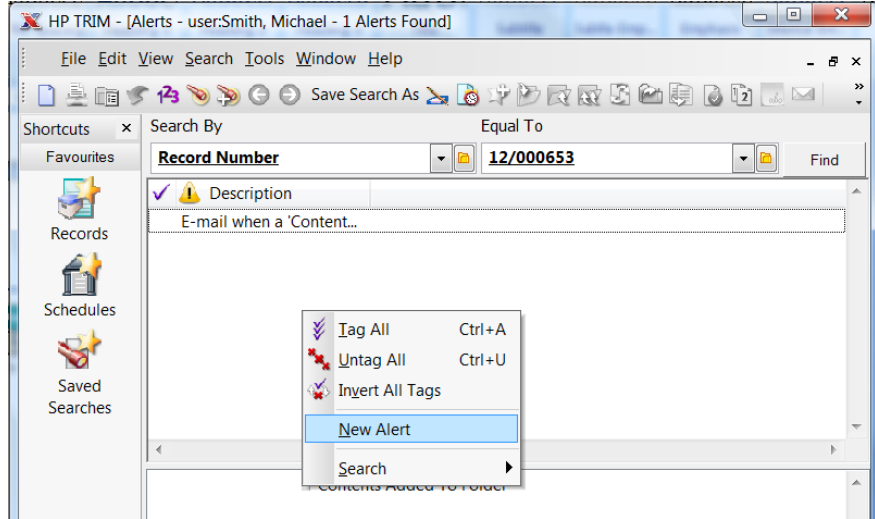
Open TRIM

From the
menu select:
Tools
> **Alerts**



Right click in the blank window

Select:
New Alert



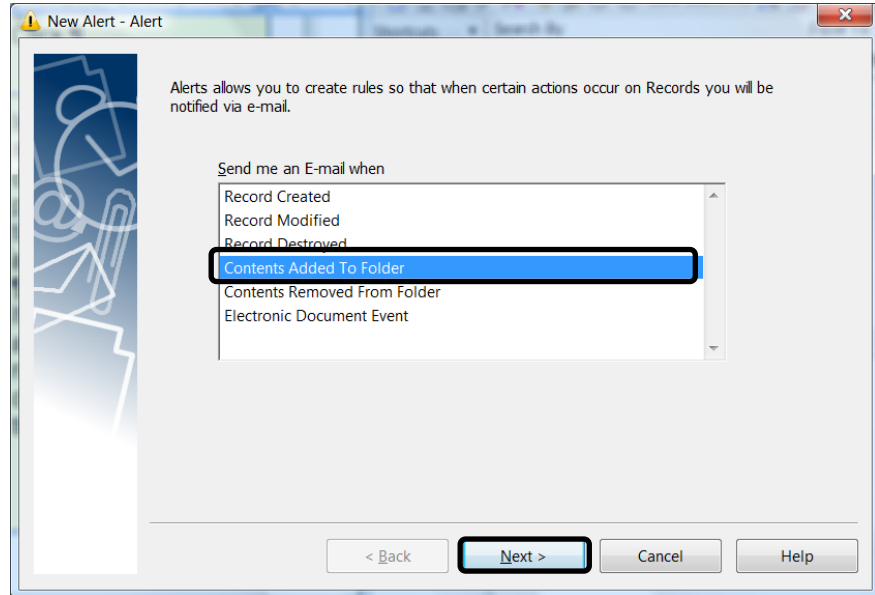
A "wizard" window will open.

Select the type of alert.

The example shown in these screen shots will notify you if a new document is added to a file.

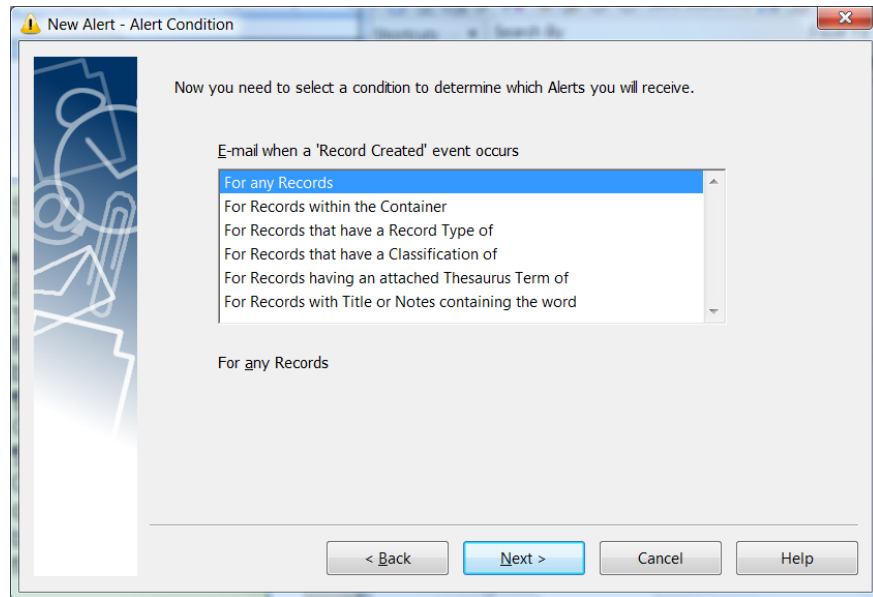
Select:
Contents Added To Folder

Click:
Next



Select:
**For any
Records**


Note: Other options here include being notified if a document with a particular word in the title (eg a student number or name) is added to TRIM.



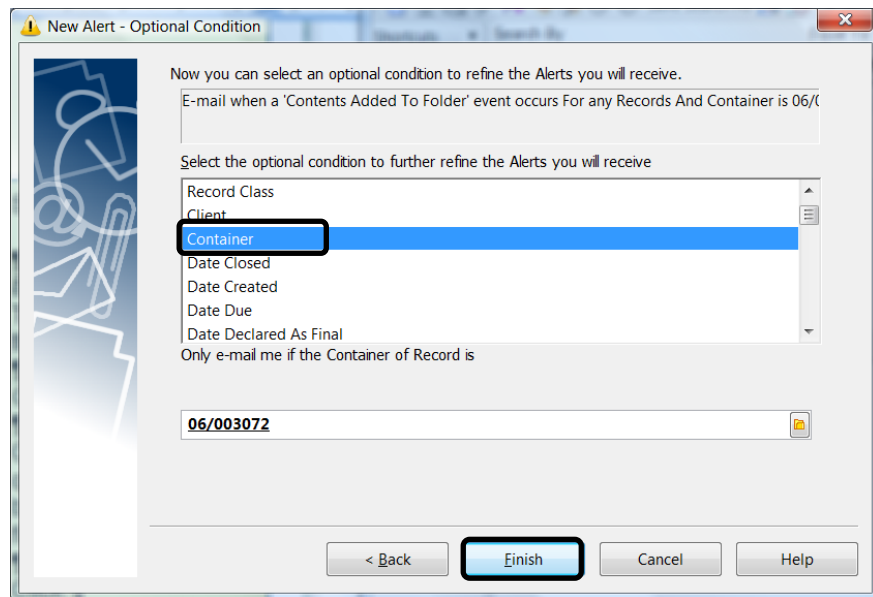
Select:
Container

Either:
Type the file number in the blank box.

Or

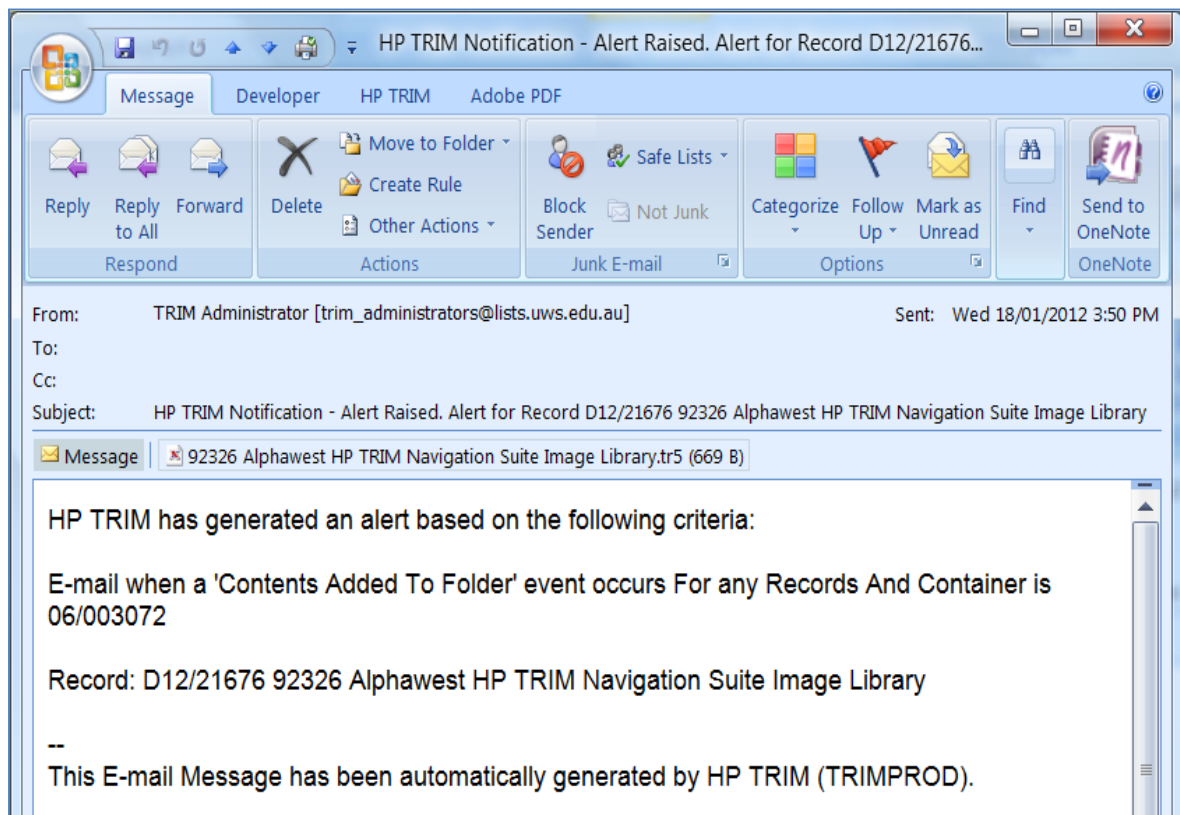
Click on the  quick select button to search for a file.

Click:
Finish



What does the alert look like?

When a document is placed in the file you nominated you will receive an email alert from TRIM that looks like the following:

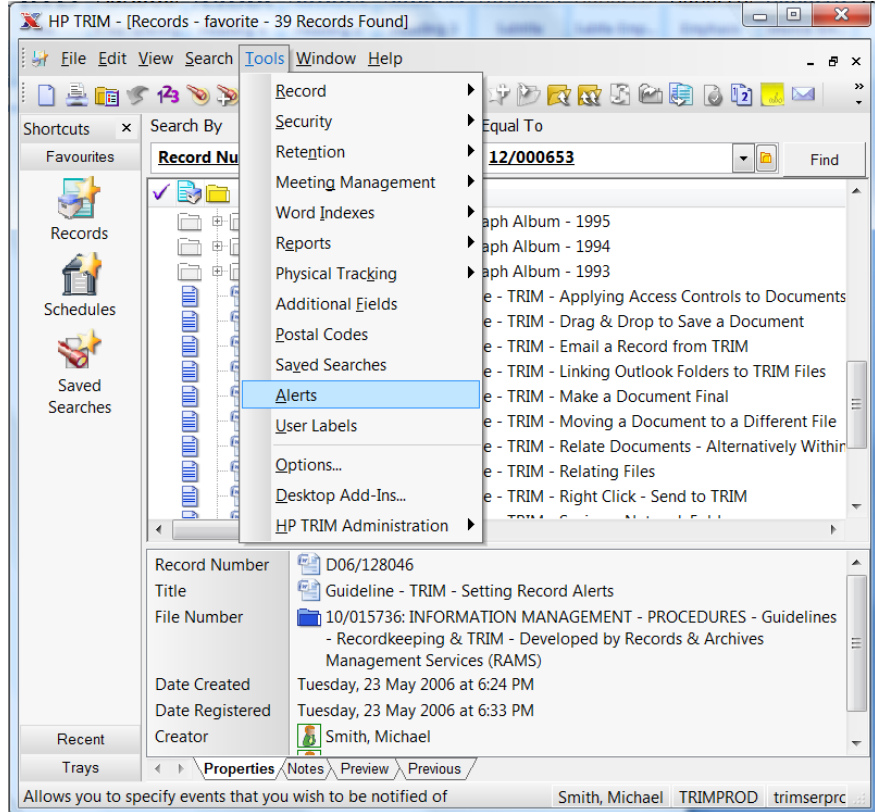


You can then double click on the attachment to go straight to the record in TRIM.

Removing an Alert

Open TRIM

From the menu select:
Tools
> Alerts



Right-click on the alert

Select:
Delete

