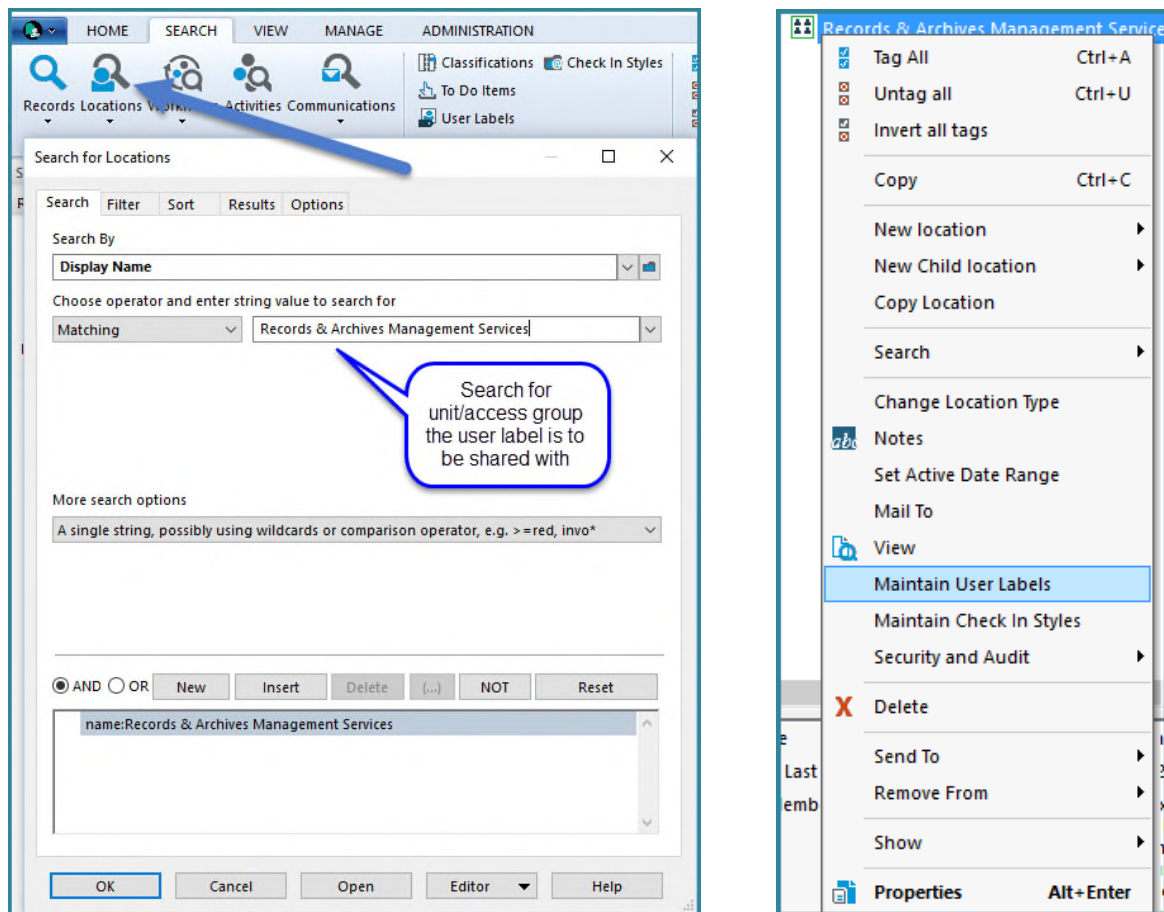


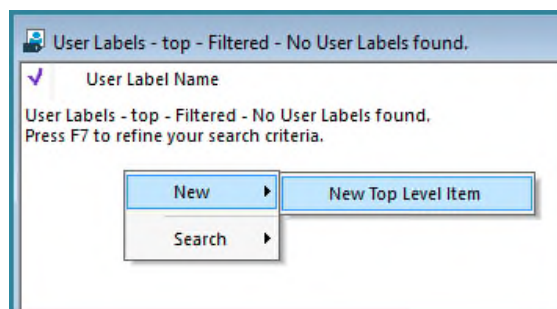
Guideline – Creating a shared TRIM user Label

In the new version of TRIM, User Labels are able to be shared. The guideline of how to create a shared User Label is below. Please note that shared User Labels can only be shared across group locations, not multiple individual staff

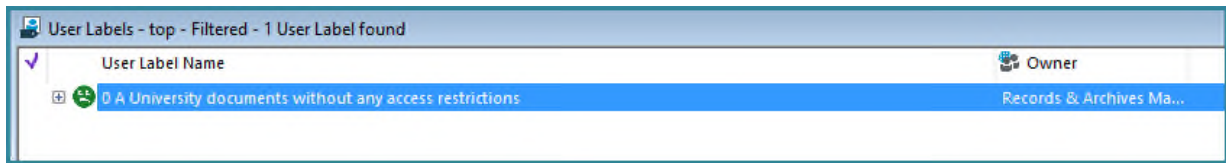
1. Perform a “location” search in TRIM. Find the Business unit or access group that the User Label is to be shared with
2. When the location is found : Right Click – Maintain User Labels



3. In User Labels : Right Click – New – New Top Level Item



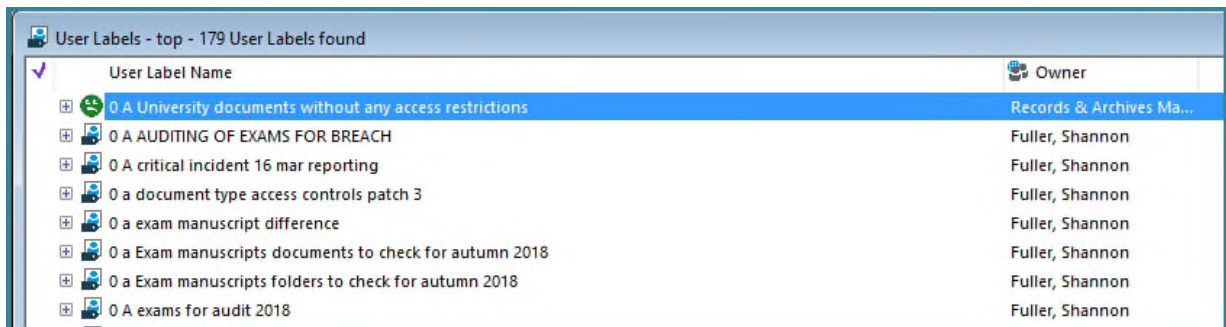
4. Create the User Label title



The screenshot shows a table titled "User Labels - top - Filtered - 1 User Label found". The table has two columns: "User Label Name" and "Owner". The first row is highlighted in blue and contains the text "D A University documents without any access restrictions" under the "User Label Name" column and "Records & Archives Ma..." under the "Owner" column.

User Label Name	Owner
D A University documents without any access restrictions	Records & Archives Ma...

5. Search your own User Labels and it will be found by looking for the "owner" column as the shared User Label will be open to the location opposed to your personal ones



The screenshot shows a table titled "User Labels - top - 179 User Labels found". The table has two columns: "User Label Name" and "Owner". The first row is highlighted in blue and contains the text "D A University documents without any access restrictions" under the "User Label Name" column and "Records & Archives Ma..." under the "Owner" column. The following rows list various exam-related labels, all owned by "Fuller, Shannon".

User Label Name	Owner
D A University documents without any access restrictions	Records & Archives Ma...
0 A AUDITING OF EXAMS FOR BREACH	Fuller, Shannon
0 A critical incident 16 mar reporting	Fuller, Shannon
0 a document type access controls patch 3	Fuller, Shannon
0 a exam manuscript difference	Fuller, Shannon
0 a Exam manuscripts documents to check for autumn 2018	Fuller, Shannon
0 a Exam manuscripts folders to check for autumn 2018	Fuller, Shannon
0 A exams for audit 2018	Fuller, Shannon