

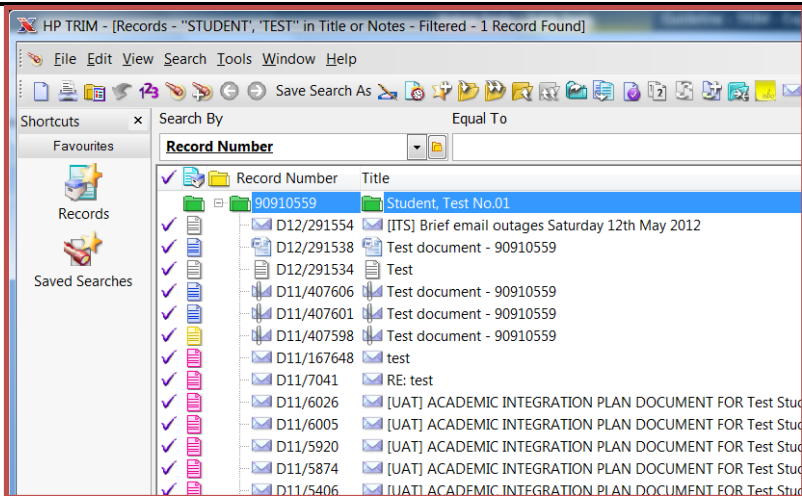


TRIM Exporting Documents

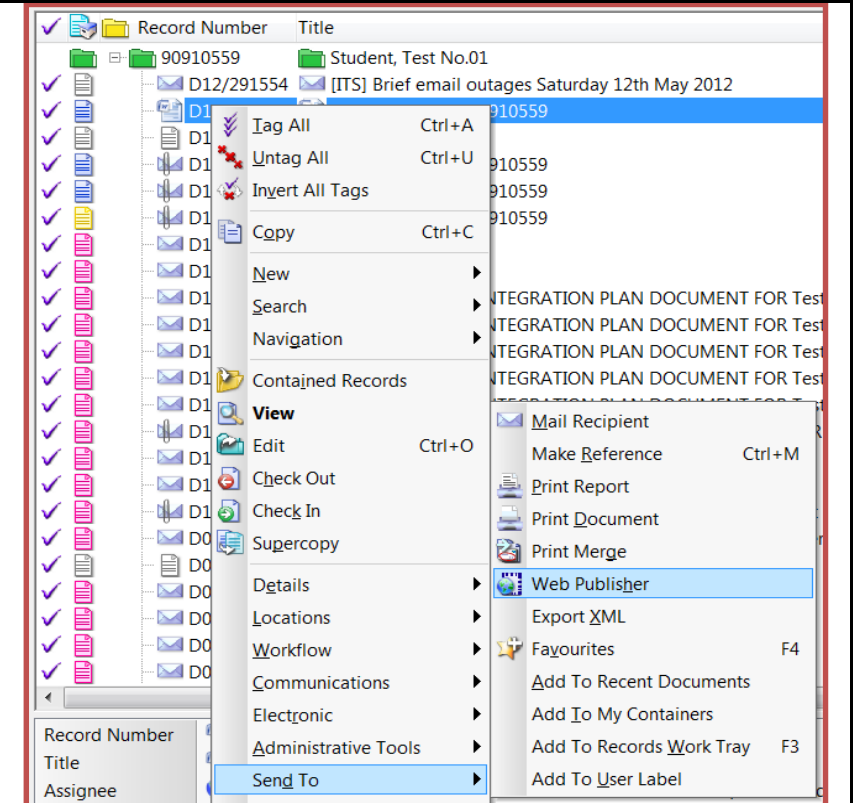
Respond to external requests for information, or take documents to meetings, by exporting TRIM documents in a Web Publisher report.

Locate the documents you wish to export. *In this example the contents of a student file.*

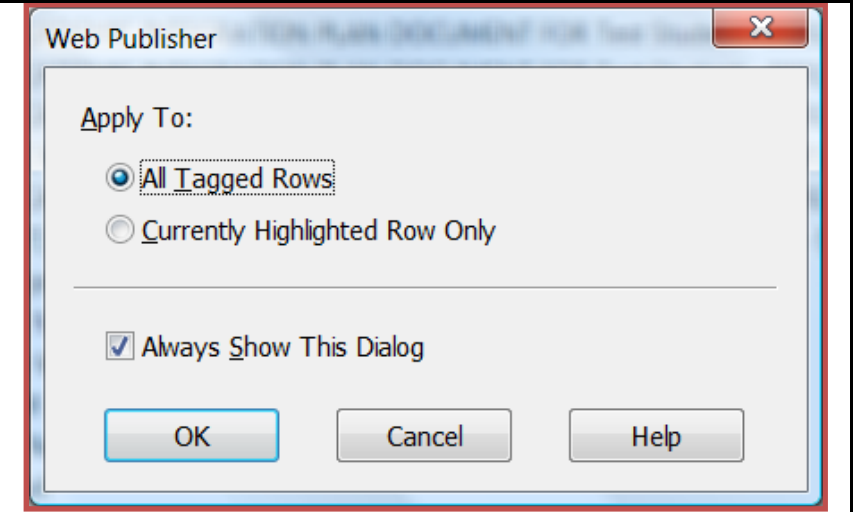
Tag the documents you wish to export (by clicking to the left or CTRL-A to select all).



Right click on any document
Select:
Send to
↳
Web Publisher



Click:
OK



1. Type a title for your report.
2. Click the following button:

Web Publisher - All Tagged Records

Publish Settings

Title: 1.

Basic Detail Layout: 2.

Full Detail Layout

Modify Date Published

Filename and Location: 3.

Delete Old Files Published to this Location.

OK Cancel Help

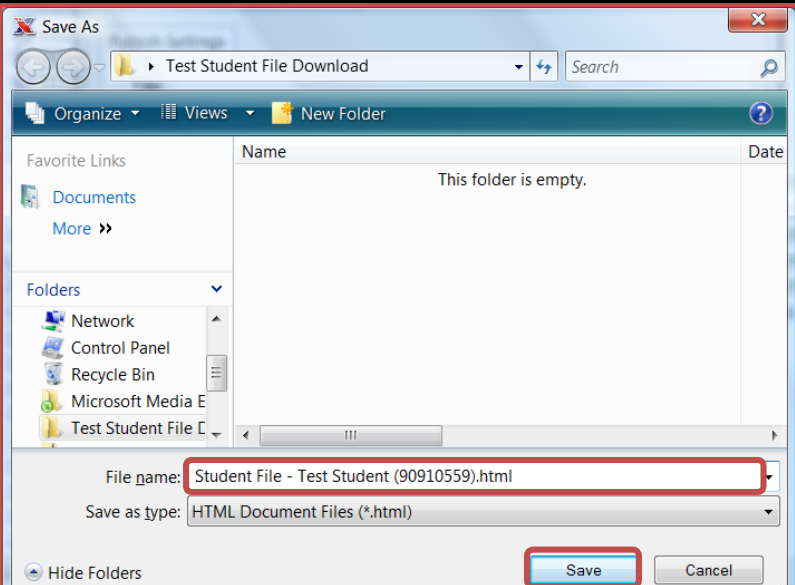
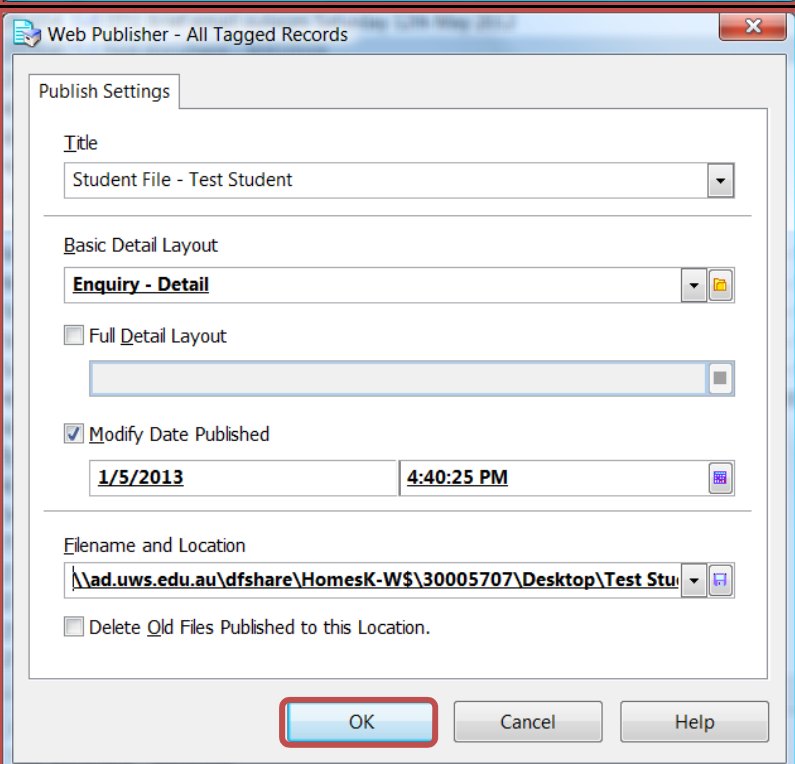
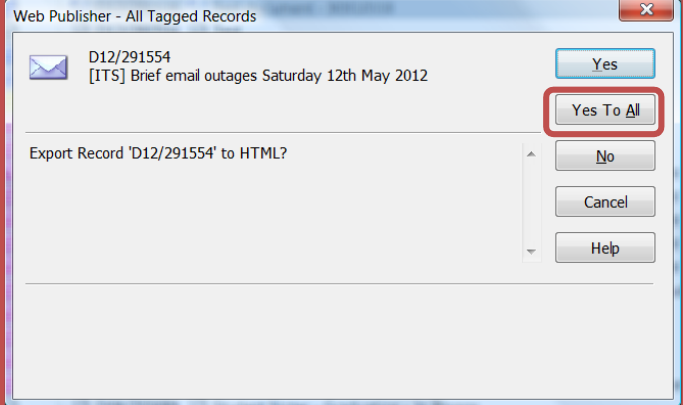
- Select: **Enquiry - Detail**
- Click: OK

Select From Web Publisher Layouts - name:* - 9 Web Publisher Layouts Found

Name	Extension
Archive Items - Details (Long)	html
Archive Items - Details (Short)	html
Archive Photo - Detail	html
Archives - Museum Detail	html
Bankstown	html
Box contents	html
Enquiry	html
Enquiry - Detail	html
Photographs	html

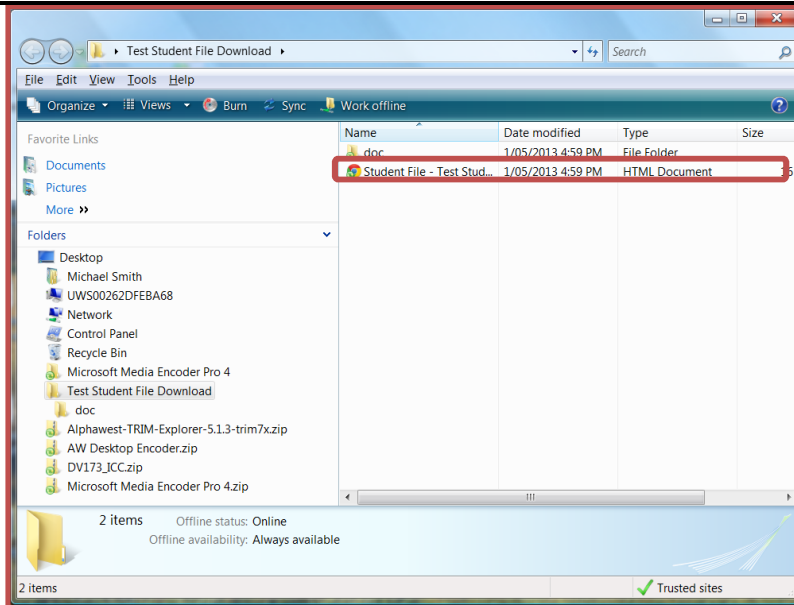
Name: Enquiry - Detail
For Type: Record

OK Cancel Search Help

<p>3. Choose a location to save your documents</p> <p>Click: Save</p>	
<p>Click: OK</p>	
<p>Click: Yes to All</p>	

To view the documents open the destination folder in Windows Explorer and double click the **html** file.

*Note the electronic documents are all in the folder titled **Doc***



Click on the [hyperlink](#) to view a document.

Student File - Test Student

Record Number	Title	Extension	Date Created	Date Registered	Author	Notes	Creator	Container	Container Title
D12/291554	[ITS] Brief email outages Saturday 12th May 2012	VMBX	3/5/2012 at 3:34 PM	1/6/2012 at 1:43 PM	O'Reilly, John		Trimest1	90910559	Student, Test No.01
D12/291538	Test document - 90910559	DOCX	23/11/2011 at 9:32 AM	1/6/2012 at 1:33 PM			Trimest1	90910559	Student, Test No.01
D12/291534	Test		1/6/2012 at 1:26 PM	1/6/2012 at 1:30 PM		Test Document	Trimest1	90910559	Student, Test No.01
D11/407606	Test document - 90910559	VMBX	9/8/2011 at 9:59 AM	9/8/2011 at 10:24 AM	owner-trim_administrators@lists.uws.edu.au		Flanagan, Barry	90910559	Student, Test No.01
D11/407601	Test document - 90910559	VMBX	9/8/2011 at 10:07 AM	9/8/2011 at 10:21 AM	owner-trim_administrators@lists.uws.edu.au		Flanagan, Barry	90910559	Student, Test No.01
D11/407598	Test document - 90910559	VMBX	9/8/2011 at 10:07 AM	9/8/2011 at 10:19 AM	owner-trim_administrators@lists.uws.edu.au		Flanagan, Barry	90910559	Student, Test No.01
D11/167648	test	VMBX	12/4/2011 at 12:53 PM	12/4/2011 at 12:53 PM	Flanagan, Barry	"Tuesday, 12 April 2011 at 12:53:05 PM (GMT+10:00) Trimservices:" "Document attached: Document created by TRIM Email Integration	Trimservices	90910559	Student, Test No.01
D11/7041	RE: test	VMBX	10/1/2011 at 3:04 PM	10/1/2011 at 3:04 PM	Flanagan, Barry	"Monday, 10 January 2011 at 4:04:53 PM (GMT+11:00) TRIMServices:" "Document attached: Document created by TRIM Email Integration	Trimservices	90910559	Student, Test No.01
D11/6026	[UAT] ACADEMIC INTEGRATION PLAN DOCUMENT FOR Test Student - 90910559 - STUDENT	VMBX	10/1/2011 at 9:19 AM	10/1/2011 at 9:19 AM		"Monday, 10 January 2011 at 10:19:15 AM (GMT+11:00) TRIMServices:" "Document attached: Document created by TRIM Email Integration	Trimservices	90910559	Student, Test No.01
D11/6005	[UAT] ACADEMIC INTEGRATION PLAN DOCUMENT FOR Test Student -	VMBX	10/1/2011 at 9:11 AM	10/1/2011 at 9:11 AM		"Monday, 10 January 2011 at 10:11:14 AM (GMT+11:00) TRIMServices:" "Document attached: Document created by TRIM Email Integration	Trimservices	90910559	Student, Test No.01

Note: TRIM sources the "sent date" from emails and utilises it as the "date created" in TRIM. This should be explained in your responses, especially for subpoenas, etc