



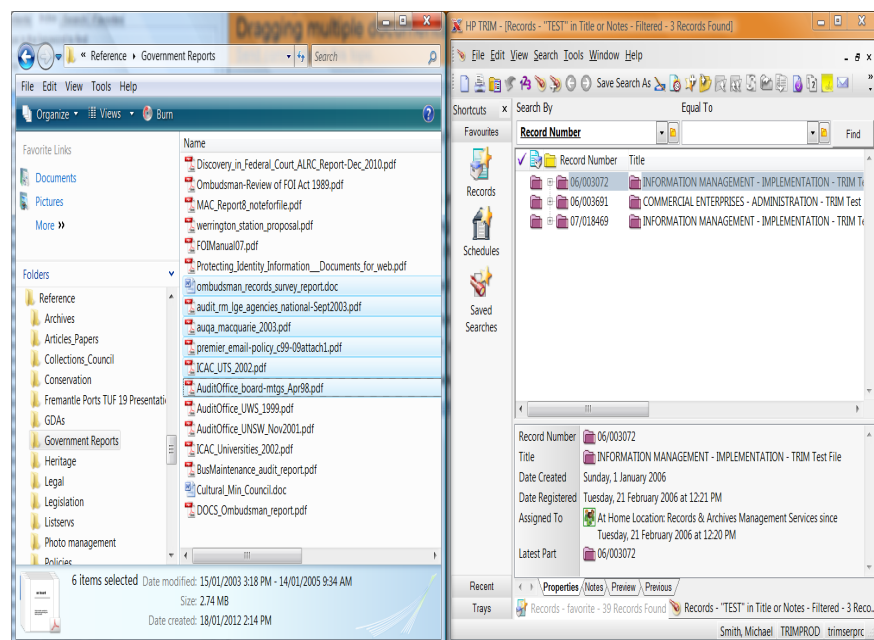
TRIM: Saving Multiple Documents from a Network Folder

Records held in a network folder can be saved to TRIM using a document queue as follows:

Create a file in TRIM (to match the folder on your hard drive)

Select and drag the documents from the folder and drop them onto the file in TRIM

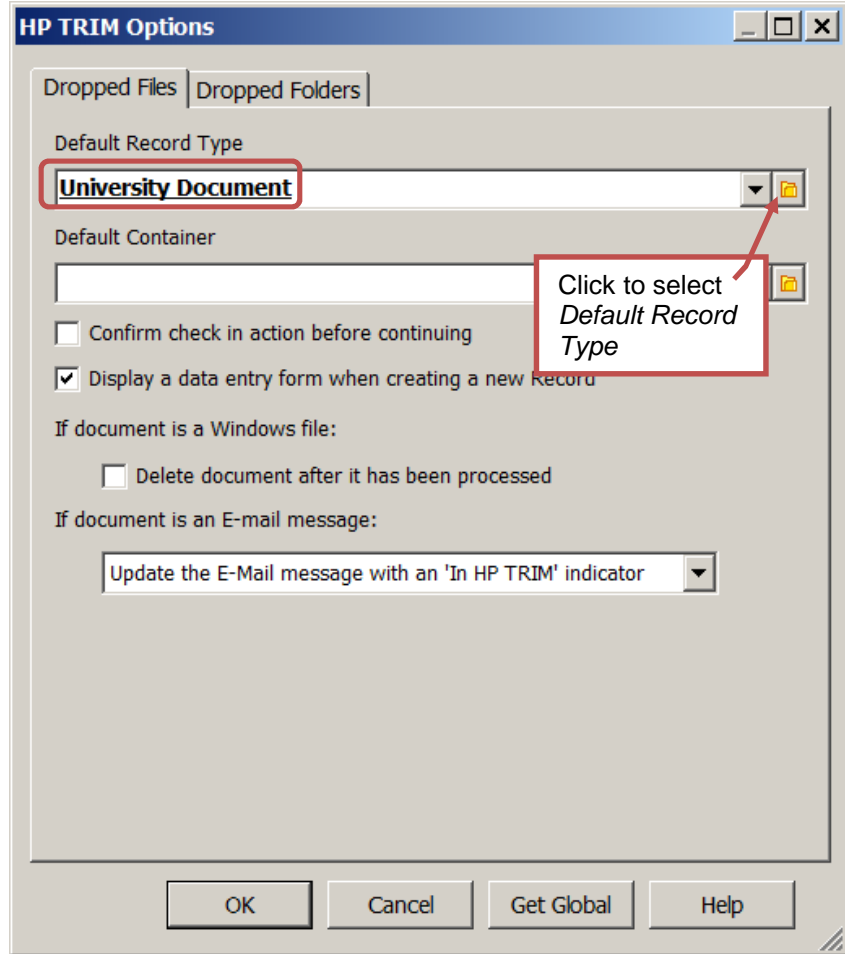
Note: Do not drag the folder, only the docs.



The documents will appear in a new window in TRIM.

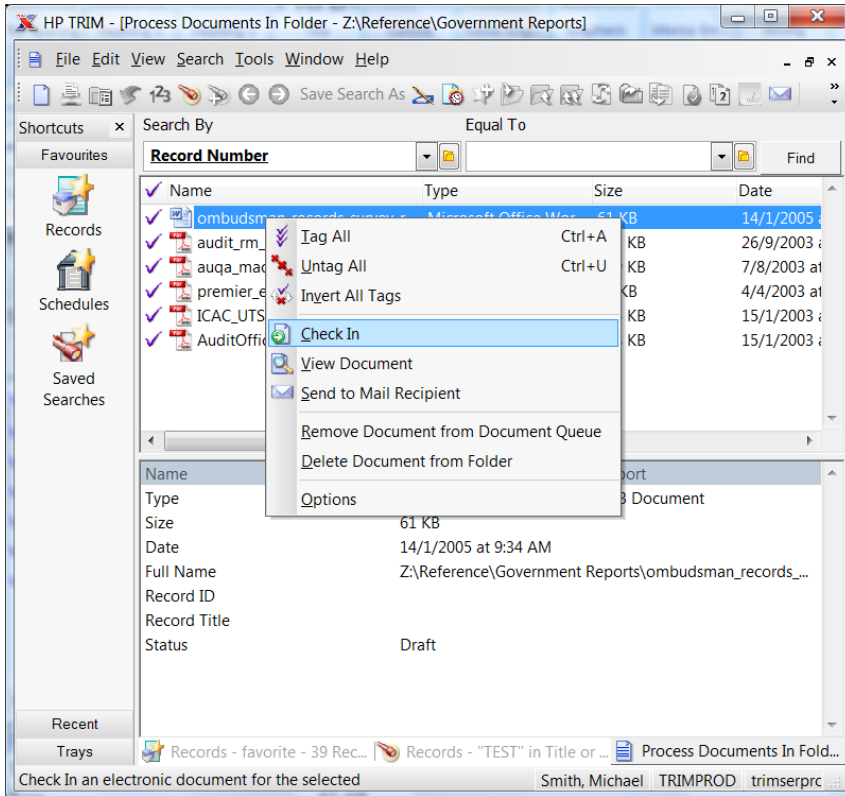
To speed up the next process, set your *Default Record Type*.

Select:
Tools
> Options



Right Click - Tag All the documents

Right Click:
Check In



A registration screen will open for each document.

Check the details are correct then click OK for each document.

Note: The file number field will default to the file you dropped the documents onto. However, you should check the title and dates are accurate.

New Record University Document

General | Access | Contacts | Notes | Provenance

Title (Free Text Part) Ombudsman - Records Survey Report

Author

Addressee

Date Created 1/1/2015

File Number 06/003072

External ID

Contains 'personal information'

Commercial-in-Confidence

Vital Record?

Enclosed?

OK Cancel Help

You can now close the window in TRIM. The documents are contained in the relevant file.

HP TRIM - [Records - "TEST" in Title or Notes - Filtered - 3 Records Found]

File Edit View Search Tools Window Help

Shortcuts x Search By Equal To

Record Number	Title
06/003072	INFORMATION MANAGEMENT - IMPLEMENTATION - TRIM T...
D12/21432	Audit Office Report - Board Meetings - Apr 1998
D12/21431	ICAC Report - UTS - 2002
D12/21430	Premiers Department - Email policy (c99-09) - Attachment 1
D12/21427	AUQA - Macquarie Uni - Recordkeeping - 2003
D12/21425	Audit Report - Recordkeeping in large agencies (national) - S...
D12/21423	Ombudsman - Records Survey Report
D12/21283	Ombudsman Report - Review of FOI Act 1989
D12/21280	Discovery in Federal Court ALRC Report - Dec 2010
D12/21268	FOI Manual 2007
D12/21262	Werrington station proposal
D11/1729...	FW: TRIM formatting problem

Record Number D12/21423

Title Ombudsman - Records Survey Report

File Number 06/003072: INFORMATION MANAGEMENT - IMPLEMENTATION - TRIM Test File

Date Created Friday, 14 January 2005 at 9:34 AM

Date Registered Wednesday, 18 January 2012 at 2:43 PM

Creator Smith, Michael

Recent Trays

Records - favorite - 39 Records Found

Records - "TEST" in Title or Notes - Filtered - 3 Reco...

Smith, Michael TRIMPROD trimserprc