

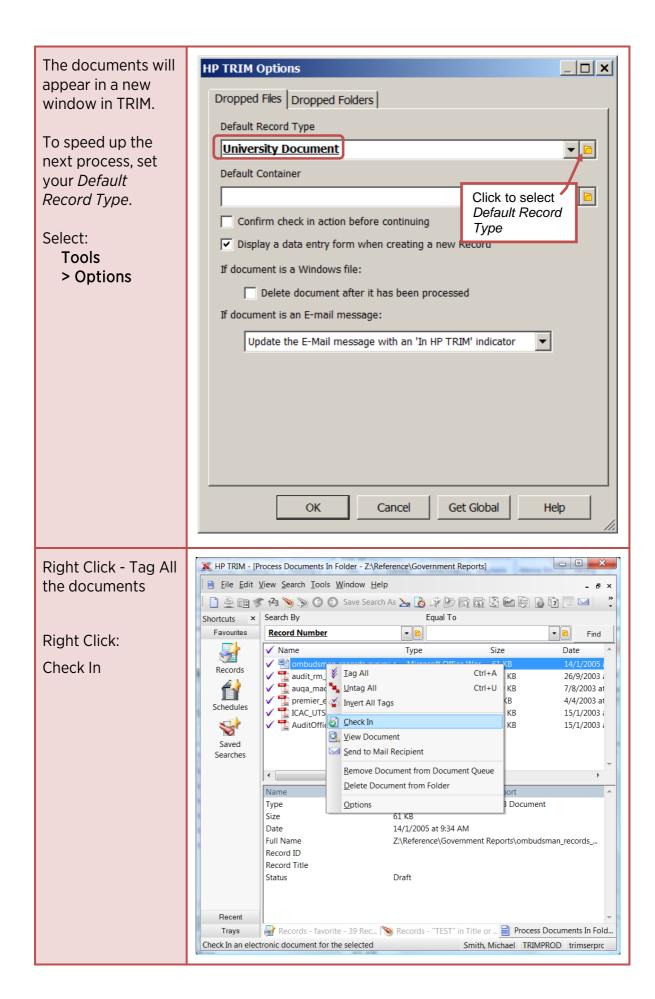


TRIM: Saving Multiple Documents from a Network Folder

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

Create a file in X HP TRIM - [Records - "TEST" in Title or Notes - Filtered - 3 Records Found] Government Reports

Reference → Government Reports ▼ File Edit View Search Tools Window Help TRIM (to match 🖺 🚊 😭 🍼 🐴 📎 📎 🕝 🖨 Save Search As 🥿 🐧 🦈 🥟 ॡ 😡 🚱 🛍 🗒 🐧 🐧 💆 🗾 🤾 File Edit View Tools Help the folder on ortcuts x Search By Equal To Favourites Record Number your hard drive) Record Number Title ☐ Discovery_in_Federal_Court_ALRC_Report-Dec_2010.pd ☐ Ombudsman-Review of FOI Act 1989.pdf MAC_Report8_noteforfile.pdf
werrington_station_proposal.pdf 06/003691 COMMERCIAL ENTERPRISES - ADMINISTRATION - TRIM Test Í Select and drag m information management - implementation - trim te FOIManual07.pdf the documents Torotecting_Identity_Information__Documents_for_web.pdf 8 ombudsman_records_survey_report.doc
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AuditOffice Josan-mitgs Apr98.pdf onto the file in **TRIM** ■ GDAs AuditOffice_UNSW_Nov2001.pdf Record Number @ 06/003072 🗼 Government Reports TCAC_Universities_2002.pdf information management - implementation - trim test file Heritage 🛂 BusMaintenance_audit_report.pdf Date Created Sunday, 1 January 2006 Legal Note: Do not Cultural Min Council.doc Date Registered Tuesday, 21 February 2006 at 12:21 PM Legislation DOCS_Ombudsman_report.pdf Assigned To Management Services since Listservs drag the folder. Tuesday, 21 February 2006 at 12:20 PM Noto management only the docs. 6 items selected Date modified: 15/01/2003 3:18 PM - 14/01/2005 9:34 AM Recent () \Properties (Notes) Preview Previous Size: 2.74 MB Trays Records - favorite - 39 Records Found Necords - "TEST" in Title or Notes - Filtered - 3 Reco Date created: 18/01/2012 2:14 PM Smith, Michael TRIMPROD trimserpro



A registration New Record University Document screen will open for General Access Contacts Notes Provenance each document. Title (Free Text Part) Ombudsman - Records Survey Report Check the details are correct then click OK for each Author ▼ 🛅 document. ▼ 🛅 Addressee Note: The file Date Created 1/1/2015 number field will ▼ 🛅 File Number 06/003072 default to the file you dropped the External ID documents onto. Contains 'personal information' However, you should check the Commercial-in-Confidence title and dates are ☐ Vital Record? accurate. ▼ Enclosed? ОК Cancel - - X X HP TRIM - [Records - "TEST" in Title or Notes - Filtered - 3 Records Found] You can now close <u> ▼ File Edit View Search Tools Window Help</u> the window in 🗋 🎍 👘 🦅 🐴 📎 🔊 🕒 Save Search As 🥿 👸 🚏 📂 🨿 🐼 🚱 👜 🐌 🔞 🔞 🔁 💹 TRIM. The Shortcuts x Search By Foual To documents are Favourites ▼ 🛅 Find Record Number ✓ 📄 🚞 Record Number Title 106/003072 INFORMATION MANAGEMENT - IMPLEMENTATION - TRIM To D12/21432 Audit Office Report - Board Meetings - Apr 1998

1 D12/21431 INFORMATION MANAGEMENT - IMPLEMENTATION - TRIM To D12/21431 INFORMATION - UTS - 2002

2 D12/21430 Premiers Department - Email policy (c99-09) - Attachment 1

3 D12/21427 AUQA - Macquarie Uni - Recordkeeping - 2003

4 D12/21425 Audit Report - Recordkeeping in large agencies (national) - S

D12/21423 Ombudsman - Records Survey Report 1 contained in the ☐ □ □ 06/003072 Records relevant file. Schedules D12/2128 Ombudsman - Records Survey Report
D12/21283 Ombudsman - Records Survey Report
D12/21280 Discovery in Federal Court ALRC Report - Dec 2010
D12/21268 FOI Manual 2007
D12/21262 Werrington station proposal Saved Searches D11/1729... FW: TRIM formatting problem P12/21423 Record Number Ombudsman - Records Survey Report Title 06/003072: INFORMATION MANAGEMENT - IMPLEMENTATION - TRIM File Number Date Created Friday, 14 January 2005 at 9:34 AM Date Registered Wednesday, 18 January 2012 at 2:43 PM Creator Smith, Michael Author

| Properties | Notes | Preview | Previous | Recent 🔐 Records - favorite - 39 Records Found 🔌 Records - "TEST" in Title or Notes - Filtered - 3 Reco. Trays Smith, Michael TRIMPROD trimserpro