



TRIM-INGS

RECORDS & INFORMATION MANAGEMENT NEWS

December 2007

Hi All,

Well it certainly has been a busy year, so busy that Christmas is already upon us.

30 new staff members have been given access to TRIM this year due to staff movements and creation of new positions within Business Units. 17 staff members are located in Hobart and 13 in Launceston. For each new staff member added as a TRIM client the process involves ensuring TRIM is loaded on the client machine, setting up user profiles, security & access permissions, ensuring they are included in the TRIM associated groups and that they undertake introductory training. As clients are added in an ad hoc fashion, this requires one on one processing & training.

The Records Management Unit has been providing clients with advice & tools to allow them to use the system smarter and more efficiently. AMS have now incorporated TRIM links to their intranet for policies, templates and procedural documentation that can be accessed by staff members only. This ensures that the source document is always retrieved, not a previous version/reiteration.

A staff member in the Legal Office is currently being our 'crash test dummy' (meant in the nicest possible way as he is certainly no dummy) for testing the integration between Outlook (Exchange) and TRIM. These products have been reported to have the best integration set up than other email packages. So far the testing is going well with some

significant benefits that will be extremely useful to end clients. One of these is the ability to directly link email folders with TRIM folders to enable documents to be automatically captured into TRIM when you place an email into a folder. Like all software products the proof is in the testing.

I would like to introduce you to James O'Farrell, James was placed on contract by ITR to upgrade the server and hardware in preparation for upgrading to 6.2 in the first quarter of next year and deal with system failures. James is with us until Jan 2008.

There is a proposal to upgrade TRIM Context in the first half of next year. Stay tuned for more information. The new version has some nice features and has addressed some issues that we currently experience including the contacts tables retrieval speed.

May I take this opportunity of wishing you and your families, a safe and happy Christmas. I look forward to catching up in the New Year.

Keep on Trim-ing
Cathy

Changes to the TRIM Security Guidelines.

A new security level has been added to the security framework to cater for documents that are available to the public. The security levels are:

Public
Unclassified
Confidential

Please refer to the Guidelines for further



clarification. TRIM Ref: INT07/9384

TRIM Cheat Sheets & Information Sheets

Four new Cheat Sheets are available. They are:

INT07/3008 Creating a new document from a template in TRIM - Cheat Sheet No 29

INT07/6139 Certificates of Title - Cheat Sheet No 30

INT06/351 Behavior of TRIM Document Queue Processing Options - Cheat Sheet 31

INT07/8555 Automated Part Rule - Maximum Folder Content - Cheat Sheet 32

Cheat Sheets and Information Sheets are numbered for easy reference.

Hint: Place these documents in your favourites for easy access.

If you identify an item that would benefit from a cheat sheet or information sheet, please contact me.

Things to Note

All TRIM issues are to be logged through the Service Desk by either email servicedesk@utas.edu.au or ext: 1818. This will assist in monitoring the different types of issues.

Reminder - TRIM Access & Staff Movement forms must be used when new staff commence employment, leave your business unit or change positions. Delays in receipt of these forms will delay TRIM access. It is also important that staff moving to different business units or positions have the correct access in TRIM to enable them to undertake their tasks.

These forms are available from TRIM, [INT06/4957](#) & [INT06/4958](#).

Please remember that when you add a new Contact to TRIM be it a person, position or organisation that you use the Associations Tab to link them to their associated position, organisation etc. This enables easy retrieval through the ability to search for all members of an organisation such as Governance & Legal+.

TRIM Awards

This year we have several awards for TRIM Clients to congratulate them on their efforts in their use of TRIM. (Yes some actually use it!)

A small reward for your efforts is on its way.

TRIM Dux: Tanya Adrych (Pro Vice Chancellor Research Office)

TRIM Innovative User: John Hoggart (Legal Office) & Sam Vermey (AMS)

TRIM Diligence Award: Clare Skelton & Lee-Ann Phillips (Governance)

TRIM Encouragement Award: (for those that are thrown in the deep end): Sally McKenzie (Project Unity)

TRIM Life Members: Angela Walters (Academic Registrar's Office) & Maureen Stevenson (Pro Vice Chancellor Teaching & Learning Office)

