

HP TRIM ELEARNING COURSE LIST

Level 1 Courses

1. Recordkeeping Essentials

- Recordkeeping Essentials

2. Record Management Basics

- Lifecycle of a Record
- The Business Classification Scheme

3. TRIM 6.2 Environment

- TRIM- A Recordkeeping System
- The TRIM Environment
- Right Click Shortcuts
- The Favourites Shortcut
- Customising the List Pane
- Customising the View Pane
- Using Quick Find
- Get Global Settings

4. TRIM Record Creation

- About Record Types
- Free Text Titling
- Creating a New Container
- Create a New Record from Microsoft Office
- Moving Records to TRIM
- Editing a TRIM Record (Basics)

5. TRIM Searching

- Finding Records
- Sorting & Filtering Results
- Wild Card Searching
- Advanced Searching
- Saved Searches
- Sharing Saved Searches

6. Working with Electronic Records

- Revisions of a Document
- Mark a Record as Final
- Creating New Versions
- Creating a Supercopy
- Adding User Notes

7. TRIM & Outlook Email

- Sharing Records via Email
- Emailing Records from Outlook
- Cataloguing Emails into TRIM
- Cataloguing Email Attachments into TRIM
- Catalogue Emails on Send
- Turning on Outlook Integration*
- Outlook and TRIM Linked Folders*
- Linking the Outlook Folder to TRIM*

* Only available in TRIM 7.1 Elearning

WHO'S IT SUITED FOR?

- All End Users.

ELEARNING DEMO NOW AVAILABLE

Sampling our Elearning can be done in 4 easy steps:

1. Visit www.SkillLink.com.au/Demo and register your details
2. An email will be sent to your inbox with a password*
3. Go to www.SkillLink.com.au and login with your email address and given password
4. Click the 'My Training' tab and select a demo module you wish to view.

* Check your junk mail if you do not immediately receive an email.

HP TRIM ELEARNING COURSE LIST

Level 2 Courses

1. Shortcuts & Toolbars

- Efficiency with Favourites
- Efficiency with Trays
- Exploring Toolbars and Menus

2. Using TRIM Locations

- About Locations
- The Different Location Fields
- Navigating Locations
- Adding an External Location

3. Security

- About Security
- Changing Record Access
- Viewing the Audit Log

4. Record Relationships

- About Record Relationships
- The Related To Relationship
- Alternatively Within/ Contain
- Viewing Related Records

5. Actions

- Adding an Action
- Receiving and Completing an Action
- Changing the Duration
- Reassigning an Action
- Adding Additional Actions
- Searching

6. TRIM Reports

- Creating Reports
- Modifying Reports
- Formatting Reports
- Printing Record Reports
- Printing Record Labels

WHO'S IT SUITED FOR?

- Power Users
- People moving into more advanced TRIM use.

ELEARNING- PART OF A BLENDED LEARNING SOLUTION

- TRIM Elearning is available now as a standalone training method or combine it with face-to-face delivery using Linked Training complementary Training Manuals
- All courses and topics are customisable to reflect your organisation's screens and dataset.

For more information and to discuss your Elearning needs, please visit www.LinkedinTraining.com.au or call us at (02) 8824 4677.