



TRIM9
Content Manager

Tips & Tricks

Inserting the record number to a document in TRIM9

Tip

Manually add the unique TRIM record number to the footer of documents in TRIM.

Purpose

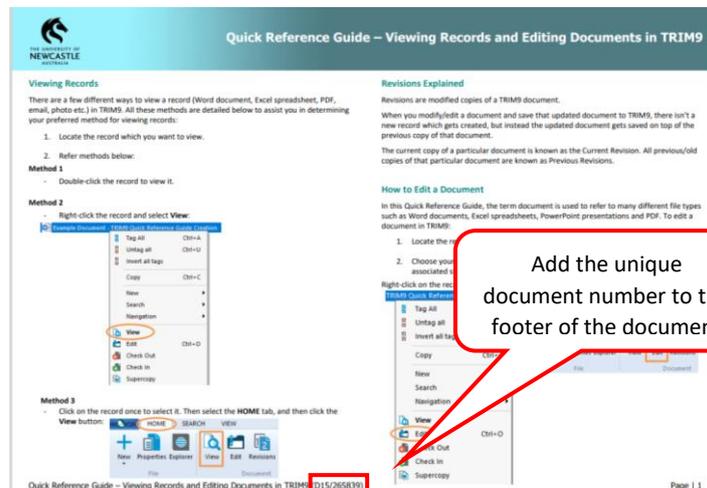
When a document is saved into TRIM it is automatically given a unique record number. Adding the TRIM record number to the footer of your documents will ensure they are referenced correctly, easily identifiable and can be accessed quickly.

When is this useful

When the document is printed for review or sent via email.

Steps

1. Save your document into TRIM.
2. Take note of the unique record number that is created.
3. Open the document in edit mode and add the unique record number to the footer of the document.
4. Save/close the document.



Link to the following Quick Reference Guide – Viewing Records and Editing Documents in TRIM9 – [D15/265839](https://www.newcastle.gov.au/record/D15/265839)