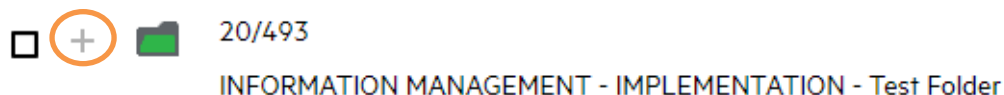


## Displaying Contents






To display the contents of a Container (Cabinet, Folder, Sub-Folder etc.) in the TRIM9 Web Client:

1. Click the + next to the record:



2. Any records contained within that Container will display:

Showing 1 - 1 of 1

<input type="checkbox"/>	-		20/493	INFORMATION MANAGEMENT - IMPLEMENTATION - Test Folder	
<input type="checkbox"/>			D20/34430	DOCX	Example Document - Test for TRIM9 Web Client
<input type="checkbox"/>			D20/34429	DOCX	Test Upload of Document
<input type="checkbox"/>			D20/34428	DOCX	Example Document - TRIM9 Quick Reference Guide Creation
<input type="checkbox"/>			D20/32752	MSG	Test Email

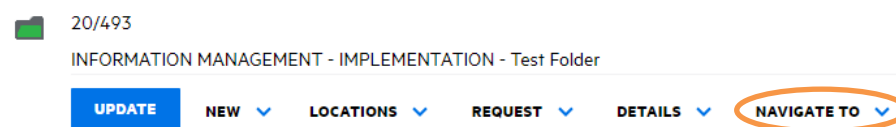
## Navigating to Records

In the TRIM9 Web Client it is possible to navigate to the Container that a particular record is contained within, or to the contents of a particular record:

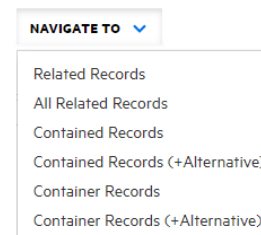
1. Ensure the options for the record such as UPDATE, NEW, LOCATIONS etc. are displayed. If not, click on the record number once to display them:



2. Click on the **NAVIGATE TO** drop-down:



3. A number of options will display under the NAVIGATE TO drop-down. These will differ depending on the record type of the record you're currently working with and whether that record has any related records. The six main options under NAVIGATE TO are shown below:



**Related Records** : Shows all records with the **Related to** relationship to that particular record

**All Related Records** : Shows all records with any relationship to that particular record.

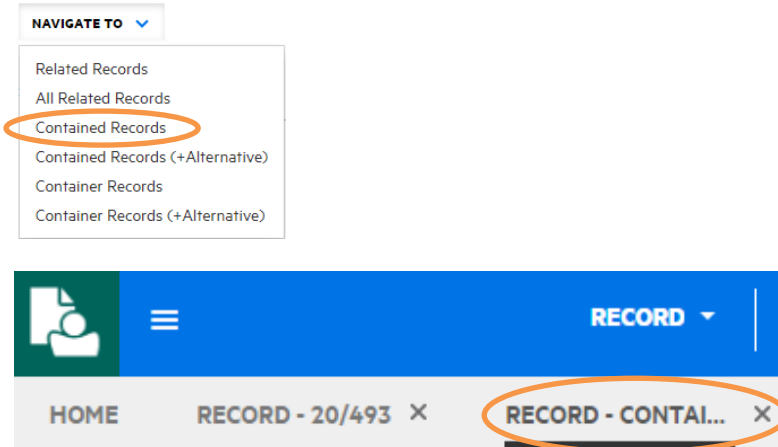
**Contained Records** : Shows all records contained within that particular Container

**Contained Records (+ Alternative)** : Shows all records contained within that particular Container plus any records with the **Alternatively within** relationship to the Container

**Container Records** : Shows the Container that the particular record is in

**Container Records (+ Alternative)** : Shows the Container that the particular record is in plus any Containers for which the particular record has an **Alternatively within** relationship

- Select your required option under **NAVIGATE TO** by clicking on it once (example below), and a new tab will appear and display any records matching your chosen option:



## Navigating Between Tabs

Often when you perform a search or navigate to a certain group of records via Shortcuts or the NAVIGATE TO option in the TRIM9 Web Client it will open a new tab within the application.

These tabs are located to the right of the 'HOME' tab:



You can navigate between the tabs to move back and forth between the information you have accessed in your current TRIM9 Web Client session. This can sometimes be quicker and easier than searching for the information again.

You can close unwanted tabs by clicking the X on the relevant tab:

