

Deleting TRIM9 Records

Occasionally a record requires deletion from TRIM9 because it was accidentally put in TRIM9 twice. Unfortunately, there is no way for an end user to delete a record in the TRIM9 Web Client.

The TRIM9 Full Client however has a Recycle Bin feature which allows an end user to quickly and easily send a record to the Recycle Bin where it can be reviewed by the TRIM9 Administrators and deleted if appropriate to do so.

Therefore, if you are a TRIM9 user who uses both the Web Client and Full Client, if you ever need to delete a record please access the TRIM9 Full Client and refer to the quick reference guide titled 'Quick Reference Guide – Deleting Records in TRIM9' for instructions on how to do so.

If you exclusively use the TRIM9 Web Client and ever need to delete a record, please email records@newcastle.edu.au requesting the deletion of the record, being sure to include in your email the below information about the record which requires deletion:

- Record Number
- Record Title
- Reason why the record requires deletion. E.g. Duplicate (if it is a duplicate, please also provide the Record Number of the record it is a duplicate of).