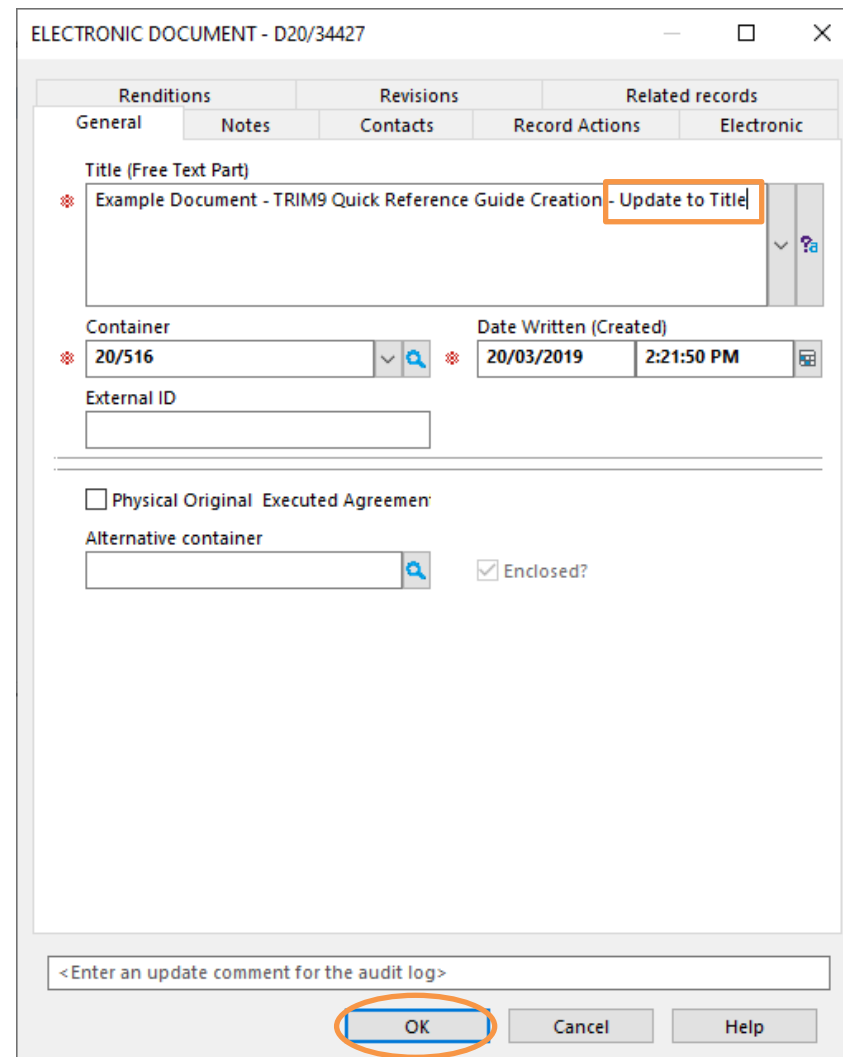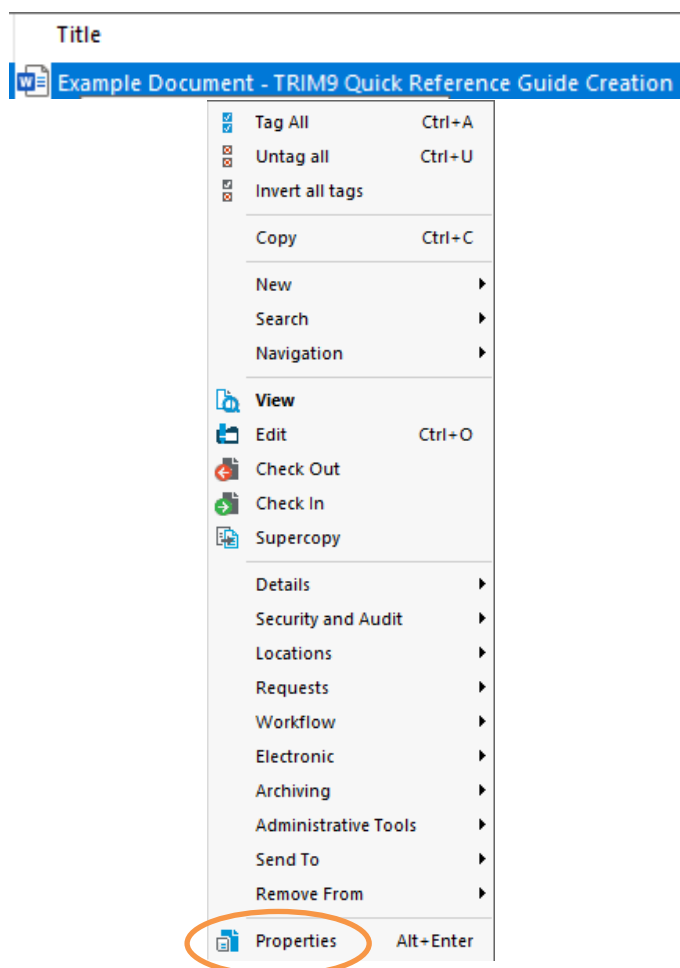## Changing the Title of a Record

You can change the title of a record (Cabinet, Folder, Sub-Folder, Document, Email etc.) if you have made an error or you need to add additional information.

To change the title of a record in TRIM9:

1. Locate the record for which you want to change the title.

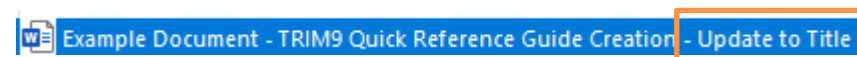2. Right-click on the record and select **Properties**:

3. The **Record Entry Form** for that record will appear. In the 'Title (Free Text Part)' field, update the title as required, then select **OK**:

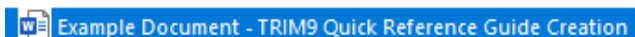4. The record will now display its updated title:

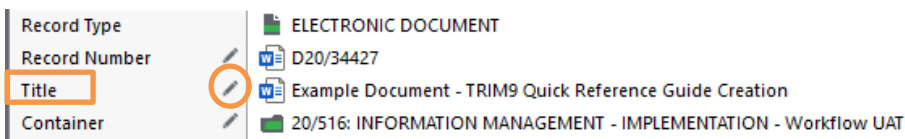## Changing the Title of a Record – Alternate Method

An alternate method for changing the title of a record is:

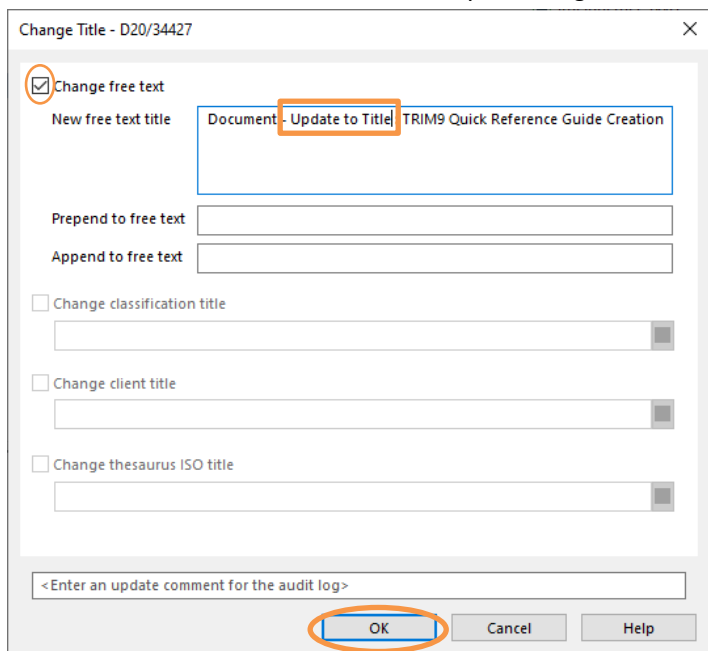1. Locate the record for which you want to change the title.

2. Click on the record once to highlight it blue:

   Example Document - TRIM9 Quick Reference Guide Creation

3. Locate the 'Title' field in the **View Pane** at the bottom of the TRIM9 screen, then click on the **Pencil icon** associated with that field:

Record Type	ELECTRONIC DOCUMENT
Record Number	D20/34427
Title	Example Document - TRIM9 Quick Reference Guide Creation
Container	20/516: INFORMATION MANAGEMENT - IMPLEMENTATION - Workflow UAT

4. The **'Change Title'** window will appear. Place a tick in the 'Change free text' field by clicking the checkbox once, then make the required change to the title in the 'New free text title' field. Then click **OK** to save your change:

   Change Title - D20/34427

   ☑ Change free text

   New free text title: Document - Update to Title - TRIM9 Quick Reference Guide Creation

   Prepend to free text

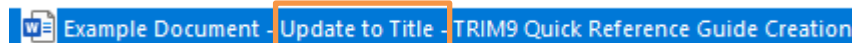   Append to free text

   ☐ Change classification title

   ☐ Change client title

   ☐ Change thesaurus ISO title
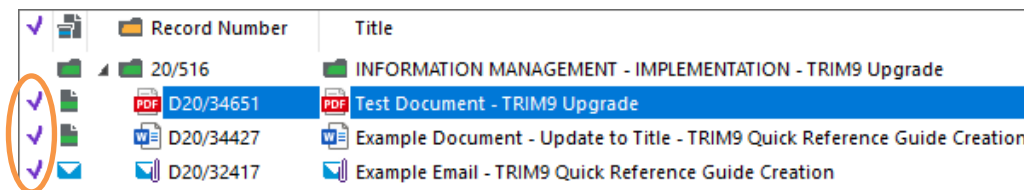
   \<Enter an update comment for the audit log\>

   OK   Cancel   Help

5. The record will now display its updated title:

   Example Document - Update to Title - TRIM9 Quick Reference Guide Creation
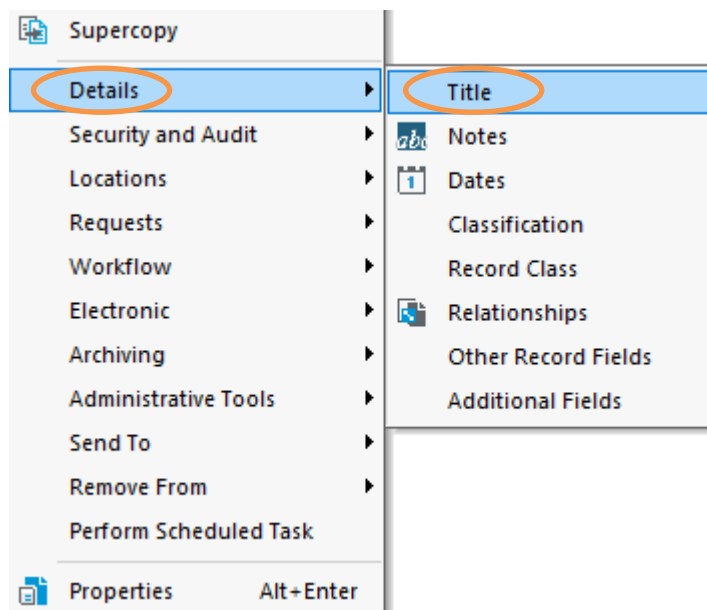
Changing the Title of Multiple Records

If you need to make consistent changes to the title of multiple records, it is possible to change the title of two or more records at the one time:
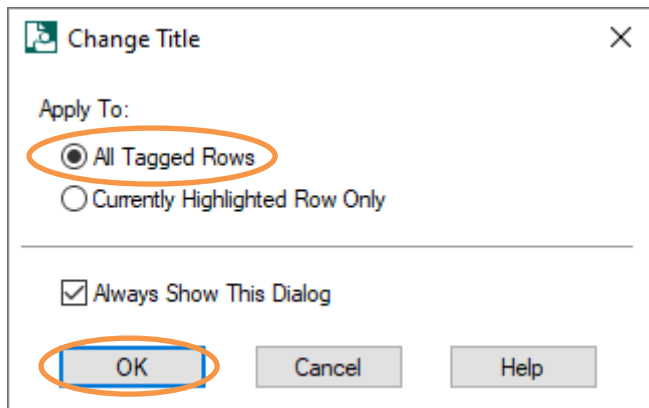
1. Locate the records for which you want to change the title.

2. Tag the records you want to change the title of by clicking to the left of them:
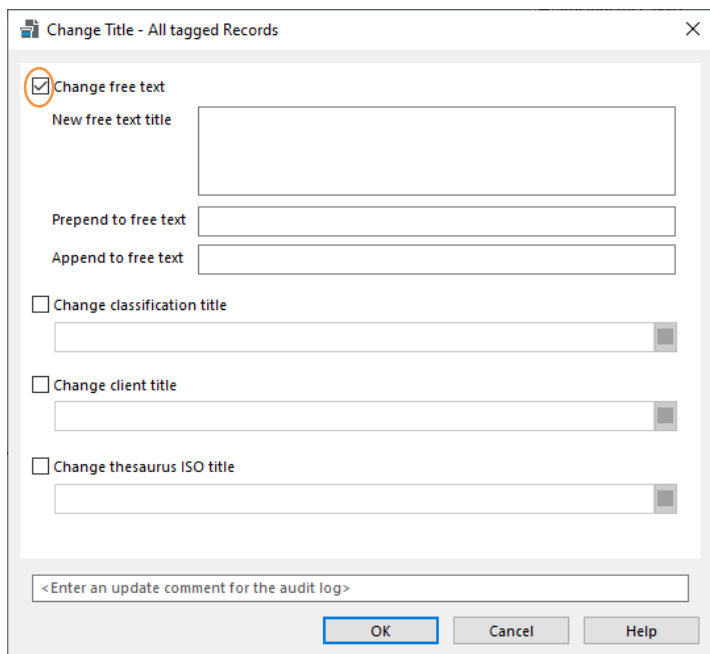
✓		Record Number	Title
✓		20/516	INFORMATION MANAGEMENT - IMPLEMENTATION - TRIM9 Upgrade
✓		D20/34651	Test Document - TRIM9 Upgrade
✓		D20/34427	Example Document - Update to Title - TRIM9 Quick Reference Guide Creation
✓		D20/32417	Example Email - TRIM9 Quick Reference Guide Creation

3. Now right-click on any of the tagged records and select **Details → Title**:

   Supercopy
   Details ▶   Title
   Security and Audit ▶ Notes
   Locations ▶   Dates
   Requests ▶   Classification
   Workflow ▶   Record Class
   Electronic ▶   Relationships
   Archiving ▶   Other Record Fields
   Administrative Tools ▶ Additional Fields
   Send To ▶
   Remove From ▶
   Perform Scheduled Task
   Properties   Alt+Enter

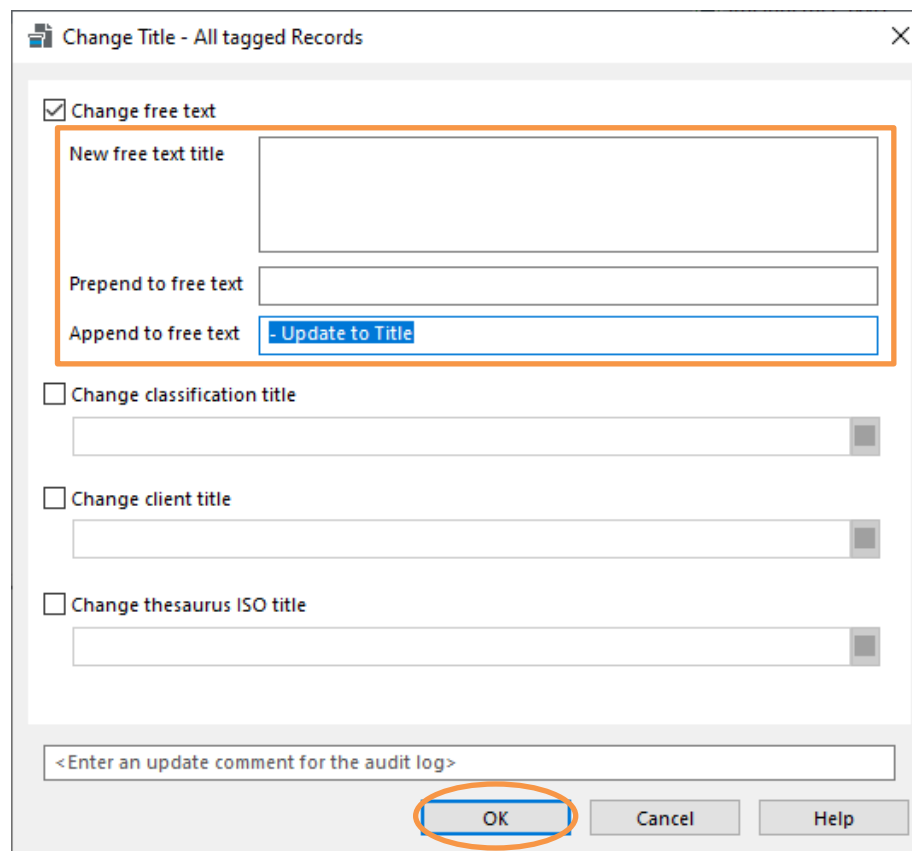4. The **'Change Title'** window will appear. Ensure 'All Tagged Rows' is selected, then click **OK**:

5. The **'Change Title - All tagged Records'** window will appear. Place a tick in the 'Change free text' field by clicking the checkbox once:


6. You now have three options for changing the title of the selected records:
   - **New free text title** : You can type a new title to replace the existing title of all selected records,
   - **Prepend to free text** : You can type a phrase to be placed at the beginning of the existing title for all selected records,
   - **Append to free text** : You can type a phrase to be placed at the end of the existing title for all selected records.

   Select the appropriate option and make your required changes (example in screenshot below), then select **OK**:

7. The **'Change Title - All tagged Records'** window will appear. Select **Yes to All**:
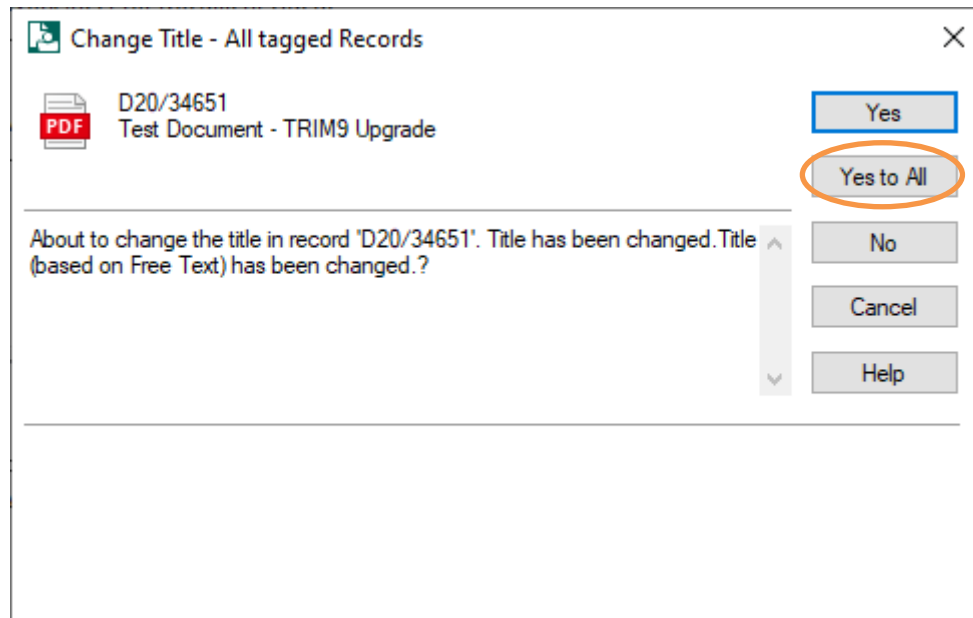
8. The records will now display their updated titles: