



TRIM9 for Mac users

What you can expect as a TRIM user on a MAC

If you use a Mac and need to manage records in TRIM9 (Content Manager) there are some key things to be aware of.

VM ware

For TRIM9 to work correctly on Mac machines VM ware needs to be loaded. VM ware is a virtual machine application and enables Windows and the TRIM9 application to run so you can save and store records.

VM ware can be installed on your machine at your request. To arrange for the install contact IT Services Support desk on 17000 or email 17000@Newcastle.edu.au.

Performance

VM ware uses about 50% of the Central Processing Unit (CPU) of your machine while running Windows and the TRIM9 application. The CPU is the brain of your computer. It handles all the instructions you give your machine, and the faster it does this, the better.

Because the VM ware uses a significant proportion of your machine's CPU when you have TRIM9 open, it can lead to TRIM to be slow when you are searching, filing or opening documents.

Remember to close the VM ware application once you have finished using TRIM9 to ensure full CPU capacity when you are not using TRIM9.

Despite the potential performance issues you still need to ensure your records are stored in TRIM9.

TRIM9 Web Client

If you are experiencing performance issues you can try using the TRIM9 Web client which you can access via Google Chrome (Recommended).

The Web Client has a different look and feel to the full TRIM9 application and there are also some differences in how you attach documents and emails to folders.

There is a quick reference guide available that provides more information on how to complete these tasks via the Web Client.

Access it here: <http://www.newcastle.edu.au/current-staff/our-organisation/governance/legislation-and-compliance/records-management/training-and-support>

QUESTIONS?

You can contact Records Governance Services (RGS) at any time to discuss what TRIM9 means for you as a Mac user.

Records@Newcastle.edu.au or 492 15306

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