

## TRIM (HPE Records Manager) Web Client User Instructions – SACOs

### Getting Started

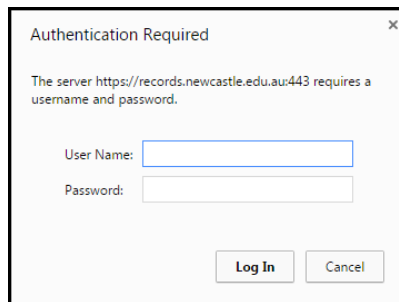
The TRIM (HPE Records Manager) Web Client can be used on devices where TRIM has not been installed; this will include UON maintained desktop/laptop computers accessed through the UON network, or any off network computer (e.g. at home) with internet access, and also with UON VPN software installed..

The TRIM Web Client **supports** the following web browsers only – Internet Explorer (IE) & Mozilla Firefox.

**Note:** TRIM recommends that you use either Internet Explorer or Mozilla Firefox browsers, as Google Chrome is not fully compatible with the TRIM Web Client.

Enter the URL into your browser: <https://records.newcastle.edu.au>

You will need to be a registered TRIM user to access the system. You will be prompted for your University logon details.

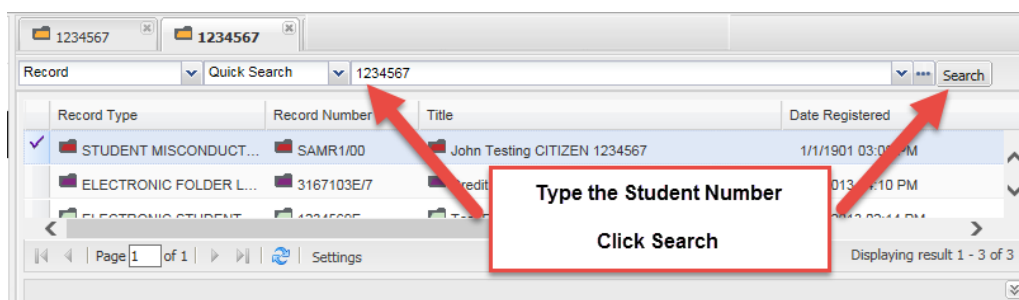


### Searching the Student Misconduct Register (SMR)

When a SACO has made a determination of Guilty during a student misconduct investigation the SACO will need to search the SMR to verify whether the student has a previous case (or cases) listed.

1. SACOs should first search by Student Number – simply enter the number (leaving off the prefix c if it exists) and select Search as shown in the screenshot below:

**Note:** This search is **dependent** on the **student number** being in the **Title**



2. If a previous case exists, it will be represented by a **Red Folder Icon** and the TRIM Record Number will have a prefix of **SAMR** or **SMR**.
3. If no results are returned after a Student Number Search, the SACO should also search by Student Name

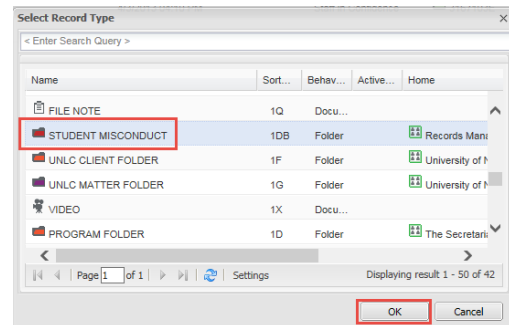
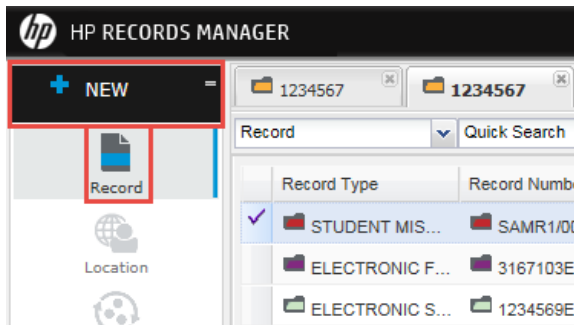
**Note:** You must enter the search term in the same order that has been used in the title:


E.g. **John Citizen** may not return results – Try **Citizen John** then click on

## Entering Case Details

Click New > Record

Select **STUDENT MISCONDUCT** > Click OK



Complete the entry form with relevant detail. **Note:** An asterisk \* and a red exclamation mark  indicate mandatory fields

Fields marked with an asterisk(\*) are mandatory.

\*Classification:  
STUDENT ADMINISTRATION - MISCONDUCT - INV

\*Full Student Name [eg SMITH Fred] and Number:  
[Empty field]

\*Date of Offence:  
[Empty field]

\*Student Number:  
0

\*Responsible Officer:  
[Empty field]

\*School (of Student):  
[Empty field]

\*Residency Status:  
[Empty field]

\*Campus:  
[Empty field]

\*Academic Integrity Module Completed:  
[Empty field]

Not Guilty - Investigation Complete - Dismissed:

Guilty - Case is on the SMR:

Referral to SACD:  
[Empty field]

Assessment Type:  
[Empty field]

Investigation | Referral to PVC | Referral to DVC(A) or SMC | Referral to DoGS/DVC(R) | Appeal

\*Full Student Name [eg SMITH Fred] and Number:  
DE TARGET Mark 1111111

\*Date of Offence:  
8/6/2015

\*Student Number:  
1111111

\*Responsible Officer:  
me

\*School (of Student):  
[Empty field]

\*Residency Status:  
[Empty field]

\*Campus:  
[Empty field]

BBI (Broken Bay Institute)  
Callaghan  
CITY (Newcastle)  
CRRMH (Orange)  
DED (Distance Learning)  
GradSchool.com  
HMRI (Hunter Medical Research Institute)  
Holmes College Sydney  
Hong Kong

Save | Cancel

If you are the 'Responsible Officer' just type "me" in that field

A drop down arrow indicates there is a list of items to choose from

Please refer to the **Web Client Quick Reference Guide** for full user instructions.

<https://www.newcastle.edu.au/trim/records-management/hprm-records-management-training-and-support-trim-basics?RecordNumber=D14%2F188109>