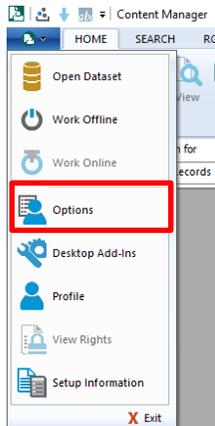


Purpose

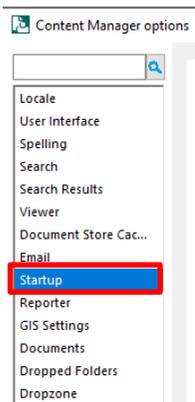
This document is designed to assist staff with function of adding 'Records Due' as the default screen when TRIM first opens. 'Records Due' displays all records with Actions that have been assigned to you or your position.

Setting 'Records Due' as your default

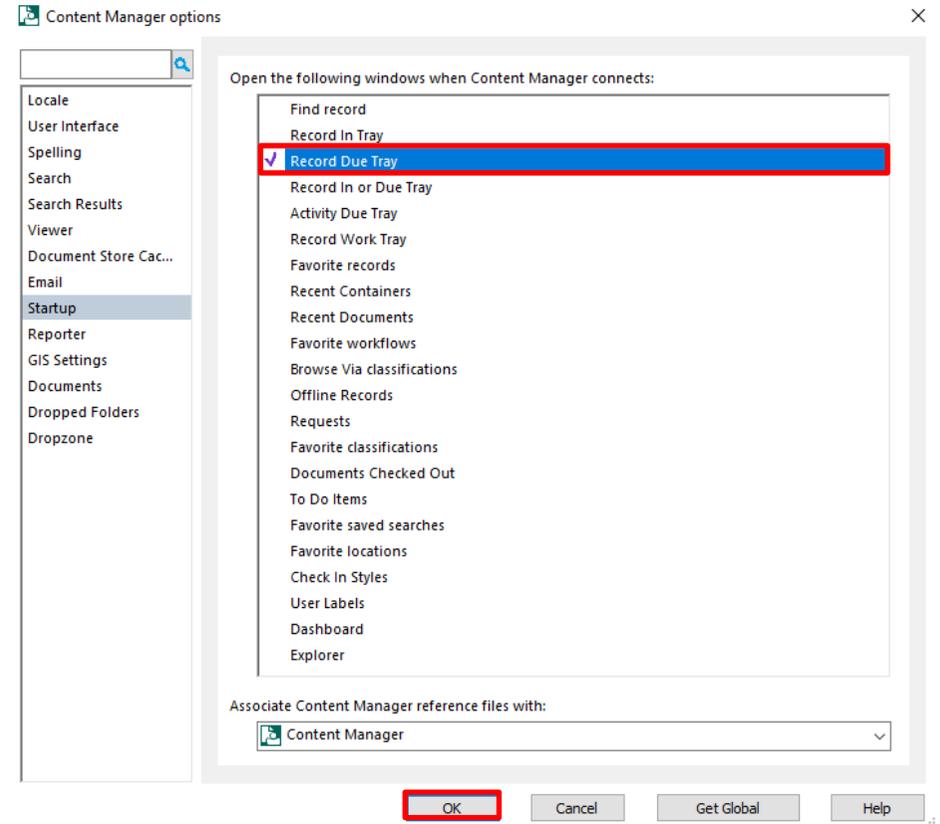
- Open TRIM from your desktop
- Click 'File' and select Options from the drop-down menu



- Click the Startup tab



- Tick Record Due Tray
- Untick any other selections
- Click OK



- Close TRIM and re-open to see the Records Due Tray open by default