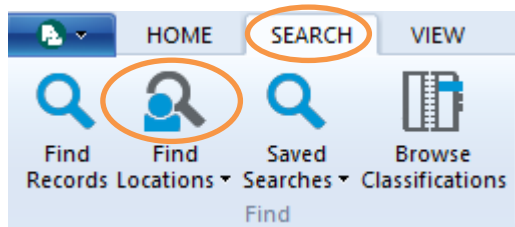THE UNIVERSITY OF NEWCASTLE AUSTRALIA

Adding the 'Group Accounts' Location to your Favourites

To make the task of reassigning an Activity easier, you can add the 'Group Accounts' Location which pertains to the HDR TRIM9 Workflow process to your Favourites. Below are instructions on how to do this:
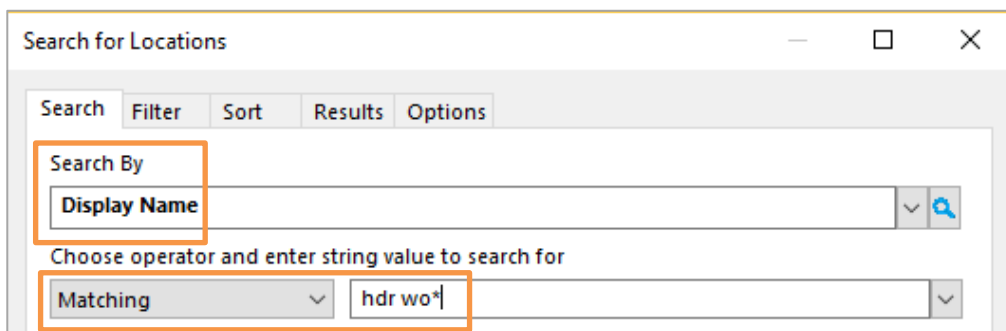
1. Click on the **SEARCH** tab, then click on the top half of the **Find Locations** button:
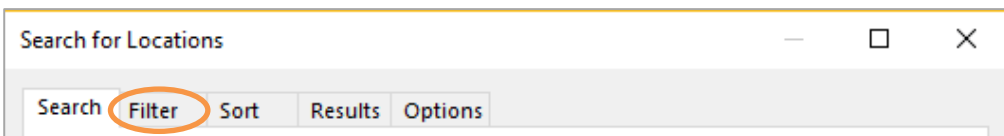

2. The **'Search for Locations'** window will appear.

   Ensure **Display Name** is populated in the 'Search By' field, then type 'hdr wo*' into the field next to the **Matching** drop-down button:
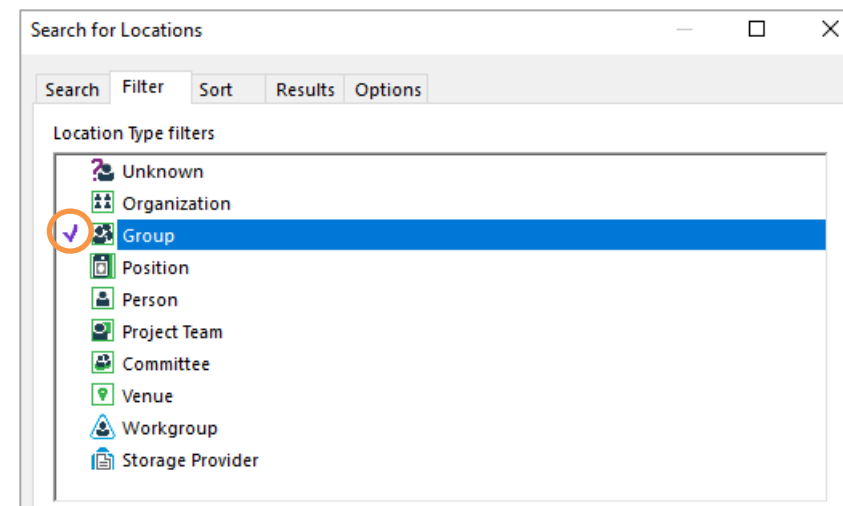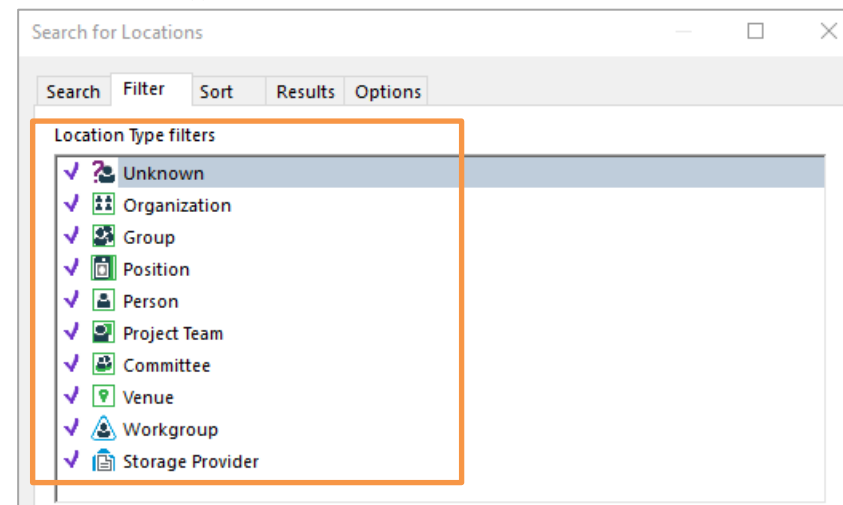
   Hint: Shift+8 to type a *:

3. Click on the **Filter** tab:

4. In the **Location Type filters** section, each Location Type will have a tick next to it. Remove all ticks except for the one next to **Group**:
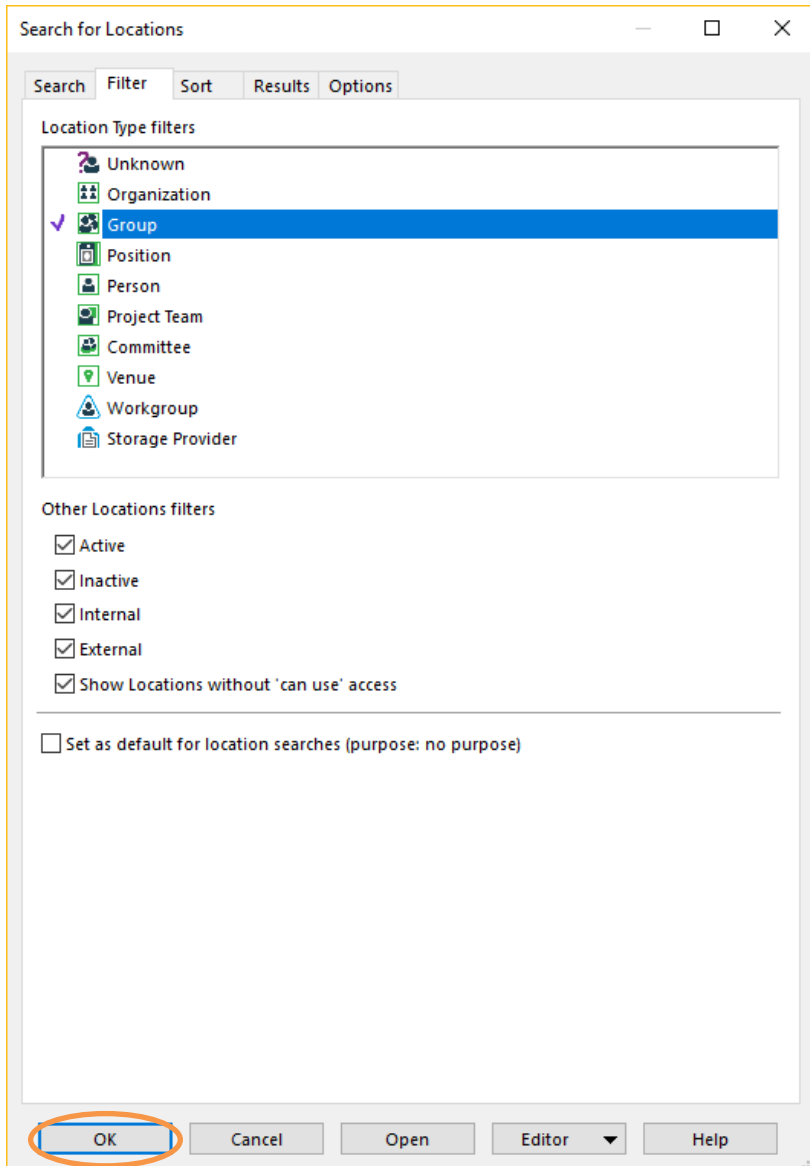
   Hint: Clicking on a tick will remove it.

   Alternatively, right-click on any of the **Location Types** and then select **Untag all**. This will remove all the ticks, then just click to the left of the **Group** Location Type to re-tick it:
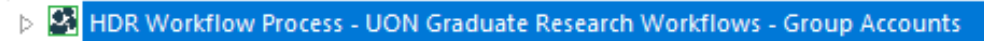
5. Select **OK**:

6. The below TRIM9 Group Location will display on screen. Right-click on it →
   Send To → **Favorites**:

▷ 🖼 HDR Workflow Process - UON Graduate Research Workflows - Group Accounts
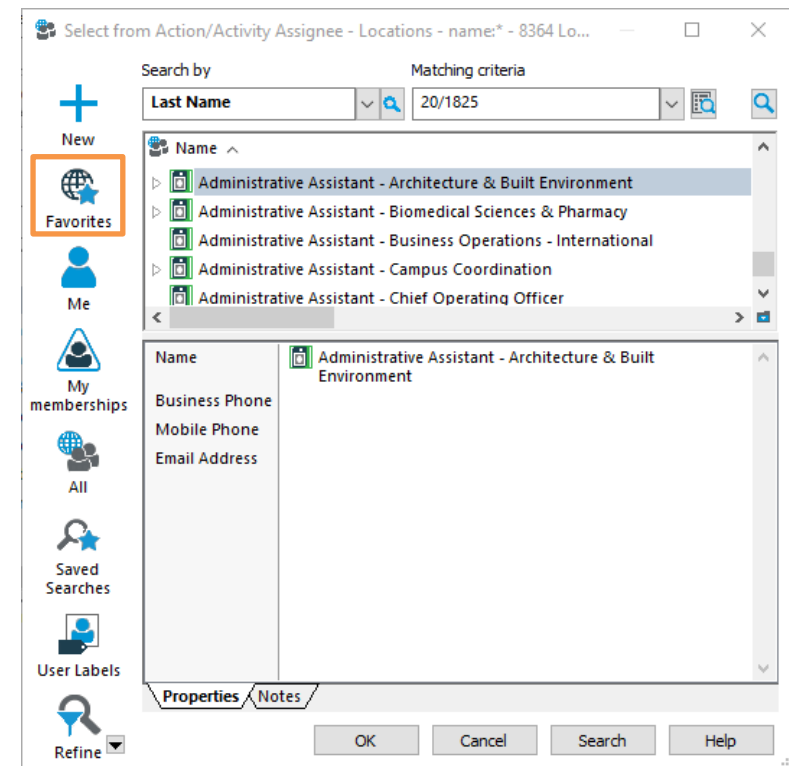
7. This Location has now been added to your Favourites.

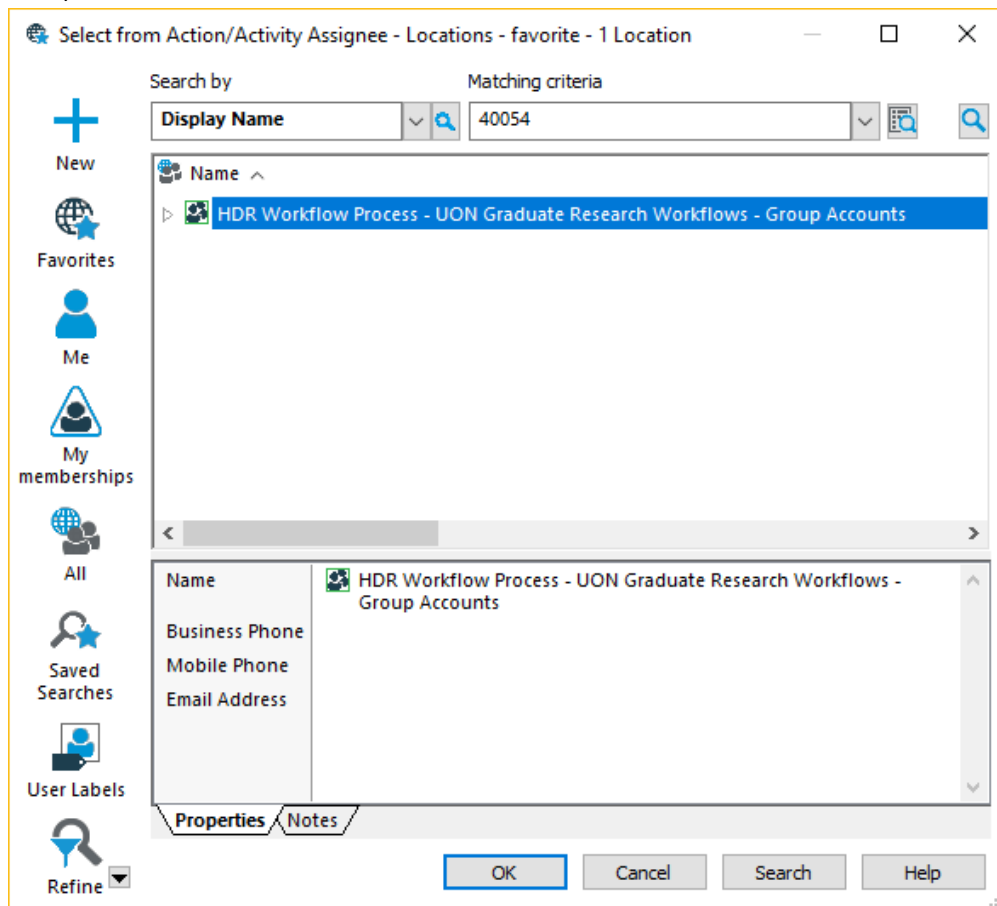### How to reassign Activities using your Favourite Locations

To use this Group Location when reassigning Activities in future:

1. Right-click on an **Activity** → **Reassign**

2. The **'Select from Action/Activity Assignee - Locations'** window will appear.
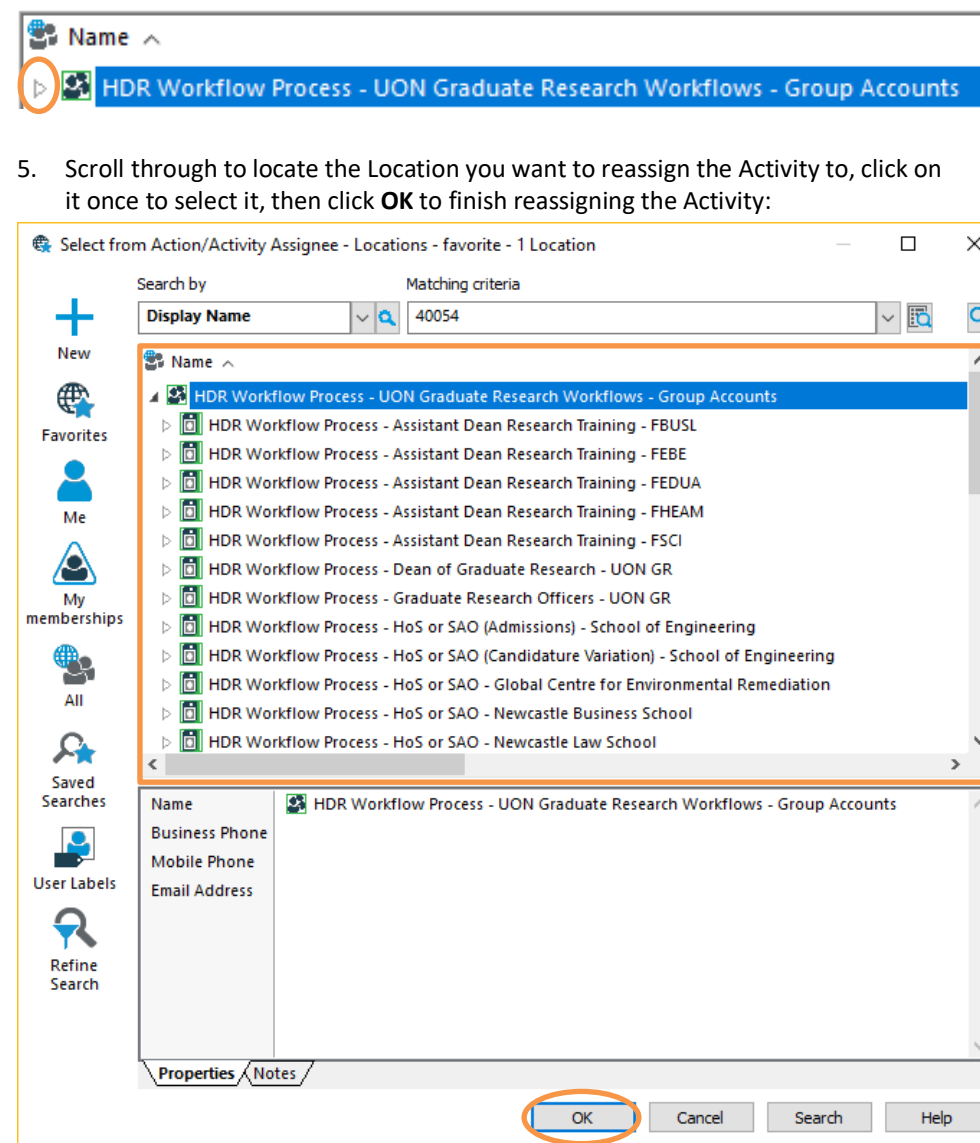   Click on the Favorites **button** on the left of the window:

3. You will be presented with your Favorite Locations, which will include the HDR Workflow Group Accounts Location as shown below:

4. Clicking on the **triangle** to the left of the Group Location will show you every Position in TRIM9 which pertains to the HDR TRIM9 Workflows:

5. Scroll through to locate the Location you want to reassign the Activity to, click on it once to select it, then click **OK** to finish reassigning the Activity: