























When Graduate Research staff are assigning Admissions Workflows in TRIM9, the correct practice is for them to assign the Workflow to the red HDR Admissions & Scholarship Application for Admission Folder:





 Record Number	Title
 2345678/01-01/1	 Application for Admission - BAYGOH Winnie 2345678 - 20 Feb 2020

This then allows staff working on Current Activities in their Activities Due tray to right-click on any Activity and select **Show Records** which will result in the red HDR Admissions & Scholarship Application for Admission Folder being displayed on their screen.

From here, staff can use the black and white triangles next to the folders to navigate to the different sub-folders and documents contained within the red folder:

 Record Number	Title
 2345678/01-01/1	 Application for Admission - BAYGOH Winnie 2345678 - 20 Feb 2020
 2345678/01-01/1/3	 HDR Master Application
 D21/25	 Application for Admission - BAYGOH Winnie 2345678 - 20 Feb 2020
 2345678/01-01/1/2	 HDR Working Documents
 D21/32	 2a Assessment - Admission - BAYGOH Winnie
 D21/31	 Conditions Acceptance Notes
 D20/32842	 1a Application Assessment Summary - BAYGOH Winnie
 12345678/01-01/1...	 HDR Applicant Personal Documents
 2345678/01-01/1/1	 HDR Email Correspondence

However, there may be occasions where the workflow is accidentally assigned to the wrong record. If this occurs, the most likely records for it to be accidentally assigned to are the applicant's Master Application sub-folder or the actual Master Application PDF document inside the Master Application sub-folder:

 12345678/16-01/7/3	 Master Application
 D18/1339	 Domestic Round 2017 Application for Admission - Master Application - FRAPPLES Bob 12345678 - 16 October 2017

You will know this has occurred if when you **right-click → Show Records** on an Activity; a PDF or purple Master Application sub-folder appears on screen instead of the red HDR Admissions & Scholarship Application for Admission folder.

In this instance, follow the below instructions to navigate up to the red HDR Admissions & Scholarship Application for Admission folder:

1. Right-click on the purple sub-folder or PDF document and select **Navigation → Container Record**
2. If required, repeat the above step until the red HDR Admissions & Scholarship Application for Admission folder displays on your screen.