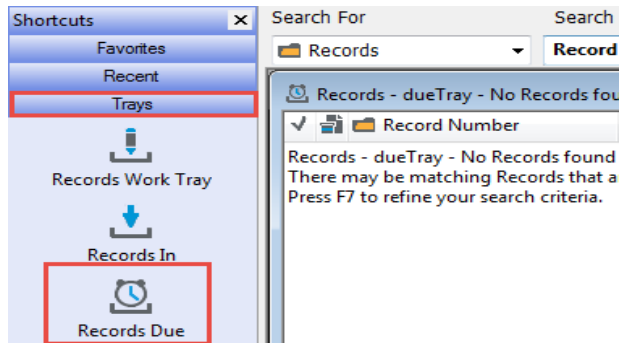


Purpose

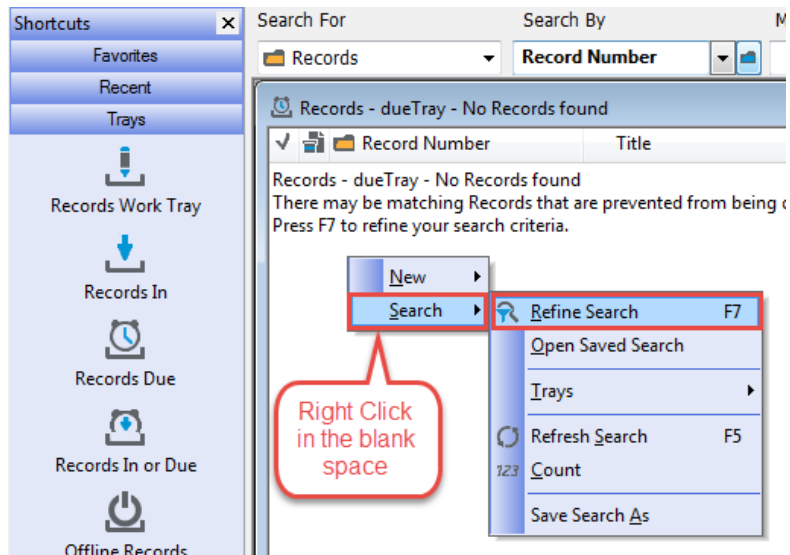
This document is designed to assist staff with setting the defaults for the Records Due Tray in TRIM. Setting these defaults will allow you to see actions that have not only been assigned directly to you, but also to groups that you are a member of.

Records Due Tray

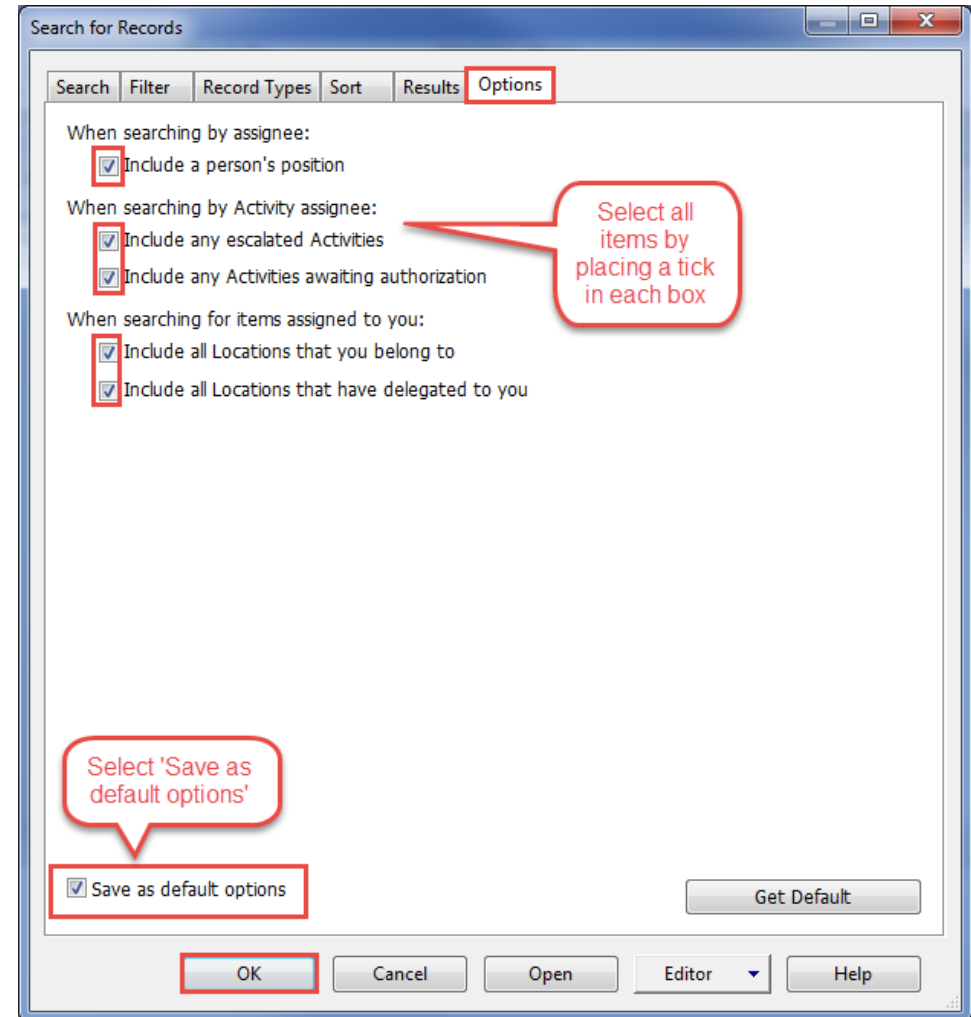
- Select Trays from the shortcut menu on the left hand side
- Click on the 'Records Due' Tray



- Right Click in the blank space
- Click search > Refine Search



- Click on the Options Tab
- Select all items by placing a tick in each box
- Select 'Save as default options'
- Click OK



Note! You only need to do this once, you do not to do this each time you select your Records Due Tray. **Note!** You will need to set the defaults again if you use a different computer.