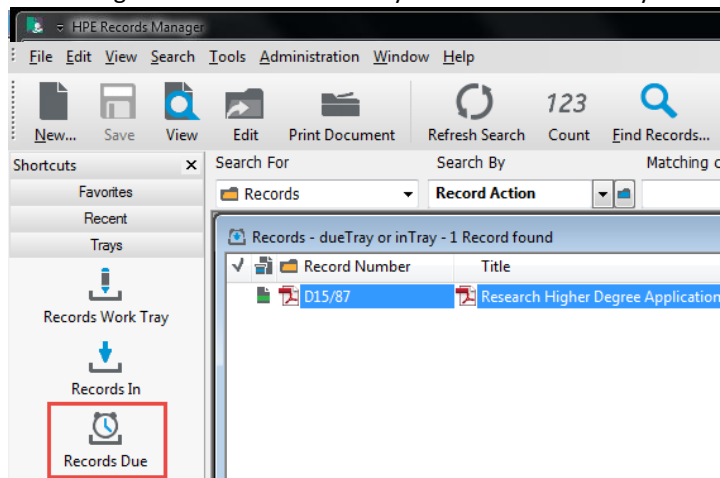


Purpose

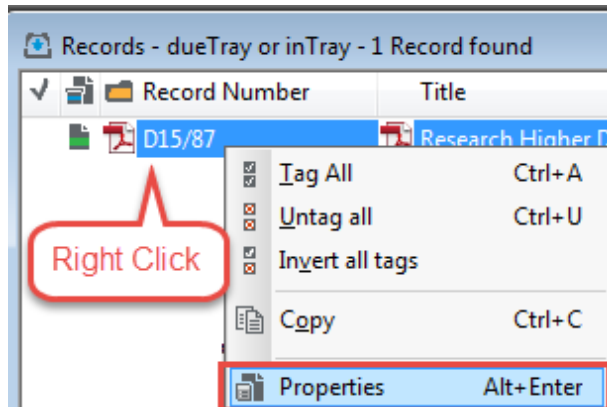
This document is designed to assist staff with the function of reassigning an Action in TRIM. You would use this function if you have an action assigned to you and you are going on leave or if your area uses groups and you want to identify that you are working on a particular job.

Reassigning an Action

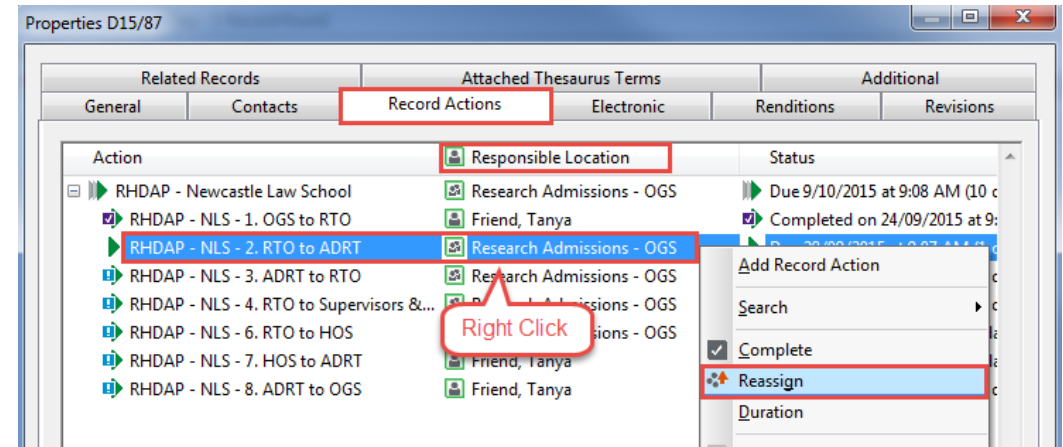
- Double Click on the attachment in the email to open the document in TRIM
- OR
- Navigate to the document via your 'Records Due' Tray



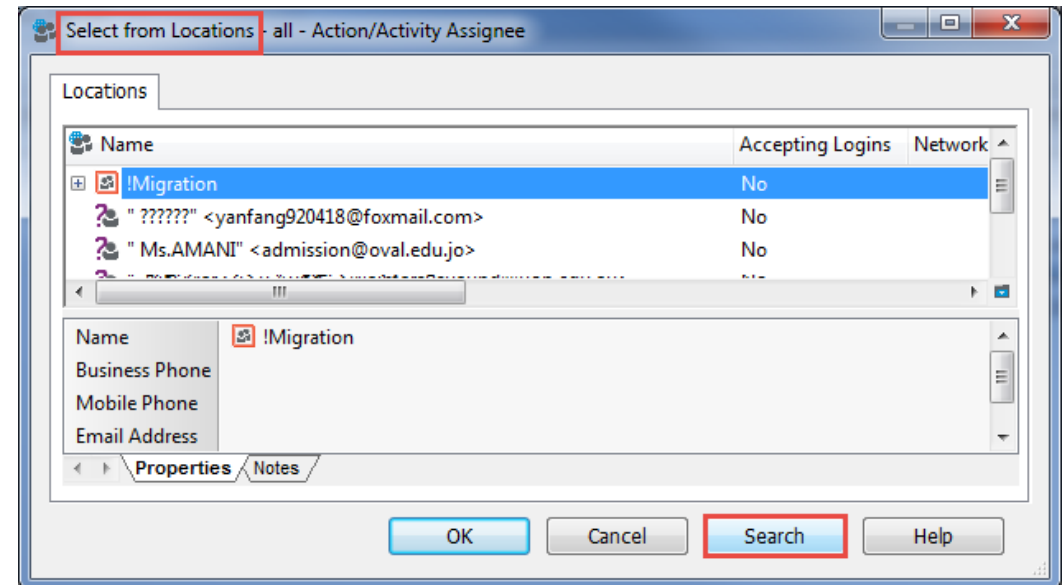
- Right Click on the Document
- Click Properties



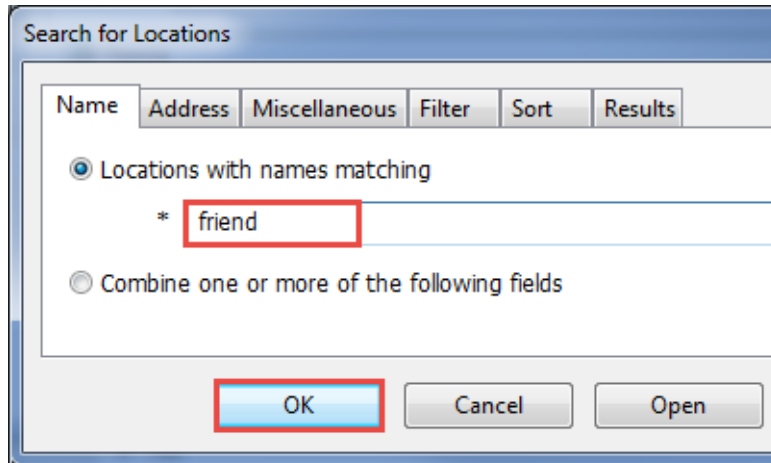
- Select the Record Actions Tab
- Highlight the Action that you want to reassign
- Right Click on the Action
- Click Reassign



- Click Search



- Type the surname of the person you want to reassign the action to
- Click OK



Search for Locations

Name Address Miscellaneous Filter Sort Results


Locations with names matching

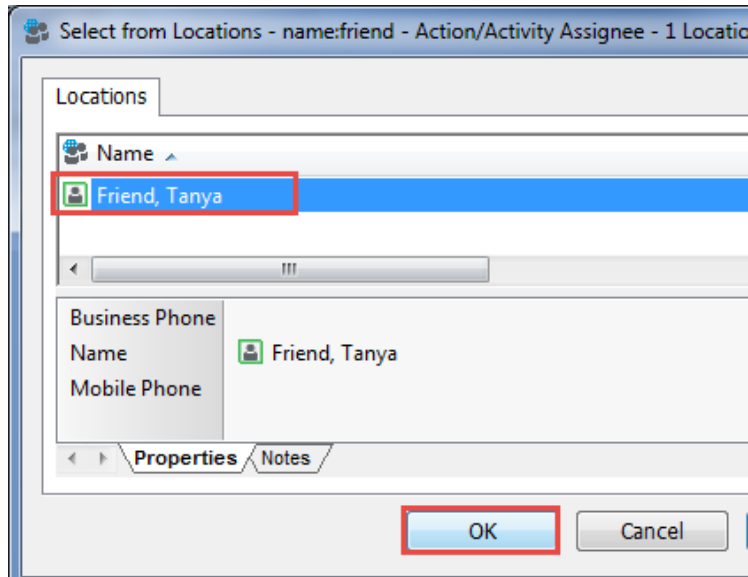
* friend

Combine one or more of the following fields

OK Cancel Open

- Select the required name from the list of results
- Click OK


Note! Only select locations with a green icon 




Select from Locations - name:friend - Action/Activity Assignee - 1 Location

Locations

Name

 Friend, Tanya

Business Phone

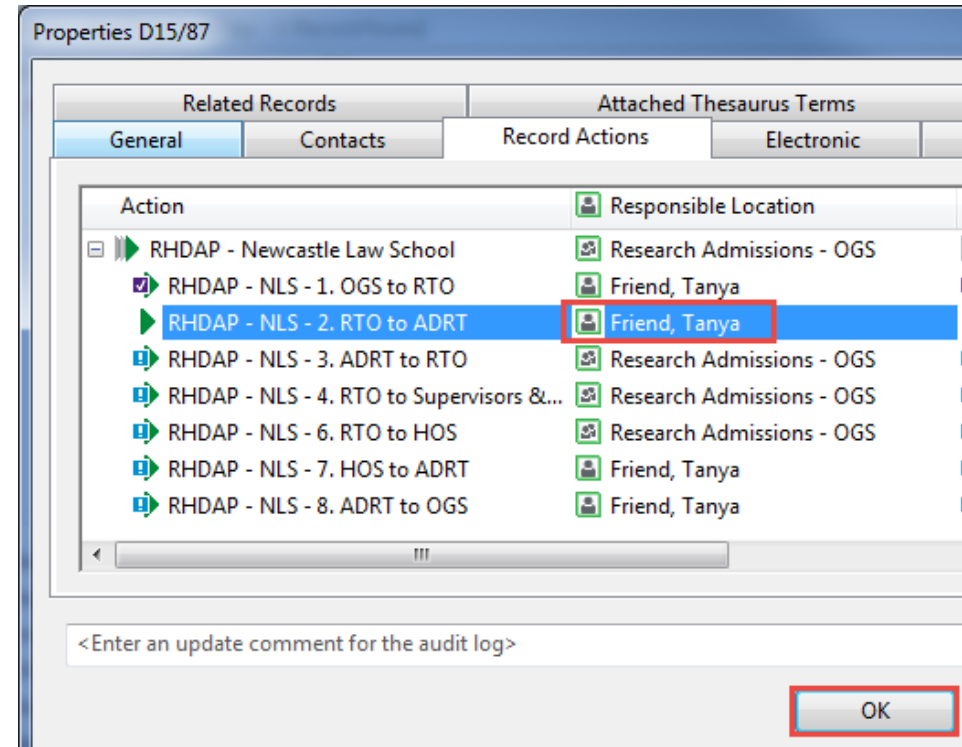
Name  Friend, Tanya

Mobile Phone

Properties Notes

OK Cancel

- Check that the action has been assigned correctly
- Click OK



Properties D15/87

Related Records Attached Thesaurus Terms

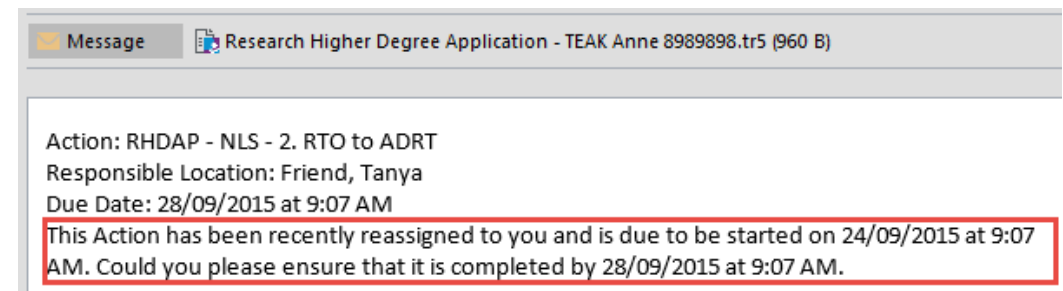
General Contacts Record Actions Electronic


Action	Responsible Location
RHDAP - Newcastle Law School	Research Admissions - OGS
<input checked="" type="checkbox"/> RHDAP - NLS - 1. OGS to RTO	Friend, Tanya
<input checked="" type="checkbox"/> RHDAP - NLS - 2. RTO to ADRT	Friend, Tanya
<input checked="" type="checkbox"/> RHDAP - NLS - 3. ADRT to RTO	Research Admissions - OGS
<input checked="" type="checkbox"/> RHDAP - NLS - 4. RTO to Supervisors &...	Research Admissions - OGS
<input checked="" type="checkbox"/> RHDAP - NLS - 6. RTO to HOS	Research Admissions - OGS
<input checked="" type="checkbox"/> RHDAP - NLS - 7. HOS to ADRT	Friend, Tanya
<input checked="" type="checkbox"/> RHDAP - NLS - 8. ADRT to OGS	Friend, Tanya

<Enter an update comment for the audit log>

OK

- An email will be sent to advise the new assignee that they have had an action reassigned to them



Message  Research Higher Degree Application - TEAK Anne 8989898.tr5 (960 B)

Action: RHDAP - NLS - 2. RTO to ADRT
Responsible Location: Friend, Tanya
Due Date: 28/09/2015 at 9:07 AM
This Action has been recently reassigned to you and is due to be started on 24/09/2015 at 9:07 AM. Could you please ensure that it is completed by 28/09/2015 at 9:07 AM.