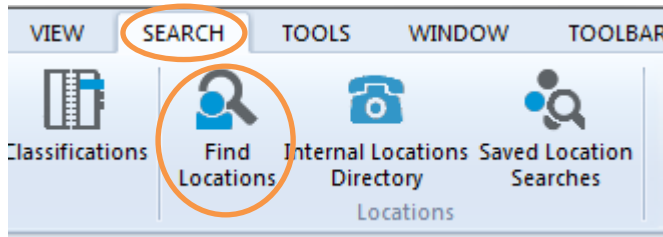
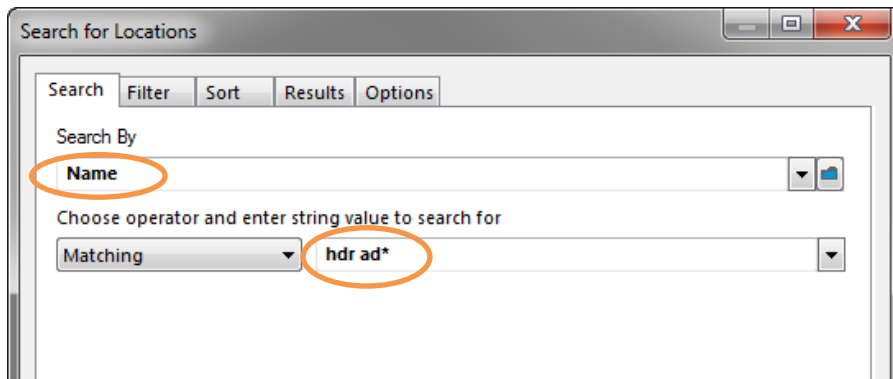


The TRIM workflow is configured so that any time you reassign an Activity in a Workflow, your Favorite Locations should display on screen for you to select from. To make the task of reassigning an Activity easier, you can add the Group Account Location which pertains to the HDR Workflow process to your Favorites. Below are instructions on how to do this:

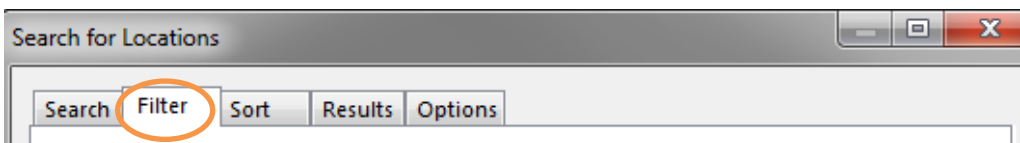
1. Click on the **Search** tab, then click on the **Find Locations** button:



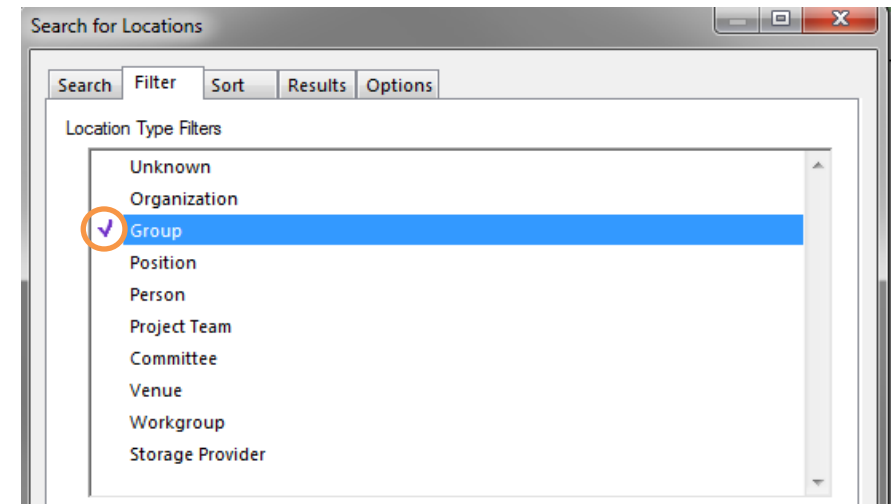
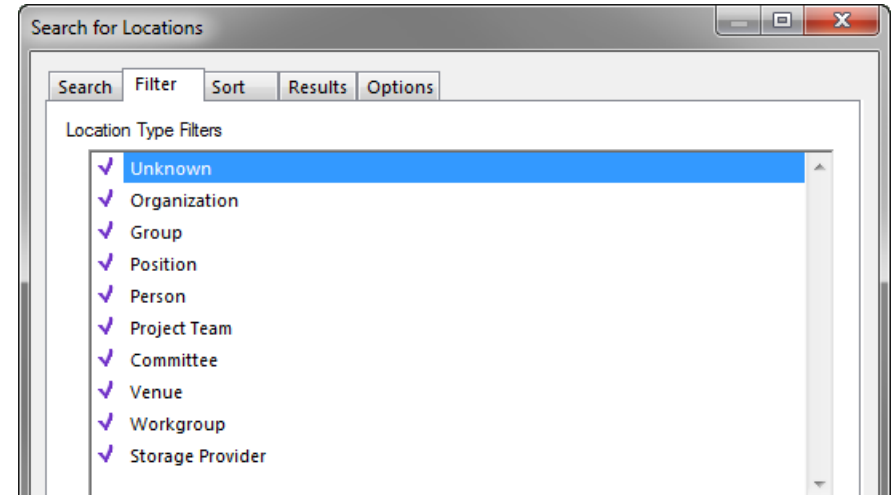
2. The **Search for Locations** window will appear. Ensure 'Name' is populated in the **Search By** field, then type 'hdr ad*' into the field next to the **Matching** drop down button: (Shift+8 to type a *)



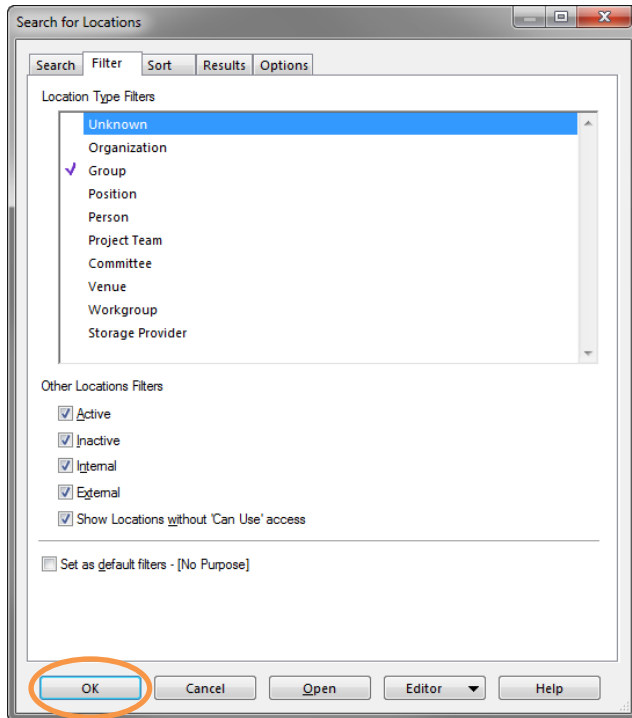
3. Click on the **Filter** tab:



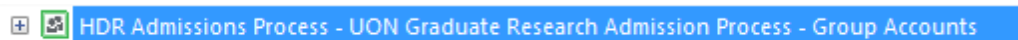
4. In the **Location Type Filters** section, each Location Type will have a tick next to it. Remove all ticks except for the one next to **Group**:



5. Select **OK**:



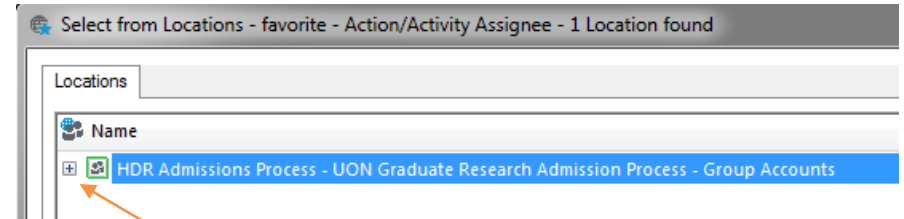
6. The below TRIM Group Location will display on screen. Right-click on it → Send To → Favourites:



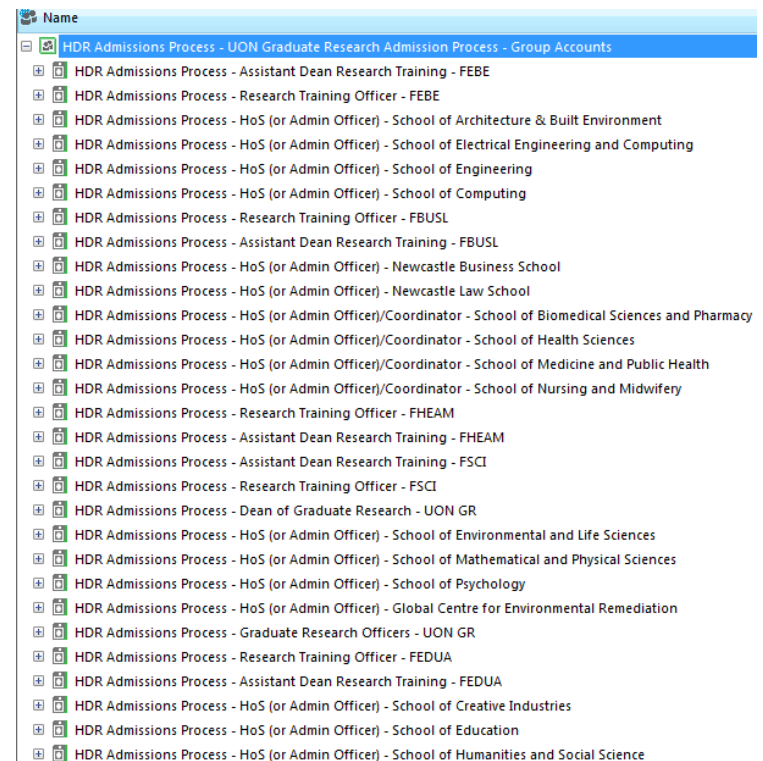
7. This Location has now been added to your Favourites.

How to reassign Activities using your Favourite Locations

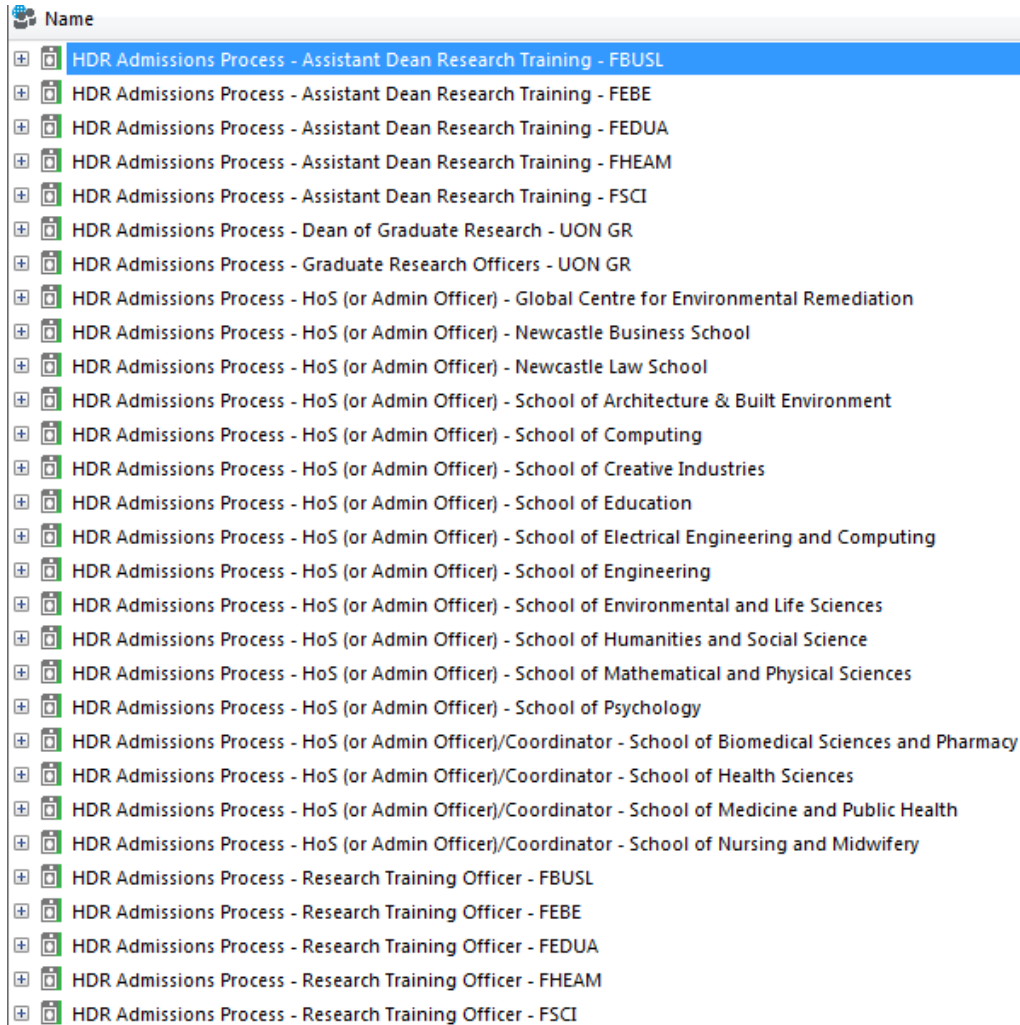
In future when you right-click on an Activity and select Reassign you will be presented with the Group Account Location that pertains to the HDR TRIM Workflow as shown below: (NB: If your Favourites don't appear; right-click in the top half of the window → Search → Favourites):



Clicking on the + will show you every position in TRIM which pertains to the HDR TRIM Workflow:



If you would prefer to see the positions which pertain to the HDR TRIM Workflow in alphabetical order you can right-click on the top Group Accounts location → Search → Member Locations:

- 
- ⊕ HDR Admissions Process - Assistant Dean Research Training - FBUSL
 - ⊕ HDR Admissions Process - Assistant Dean Research Training - FEBE
 - ⊕ HDR Admissions Process - Assistant Dean Research Training - FEDUA
 - ⊕ HDR Admissions Process - Assistant Dean Research Training - FHEAM
 - ⊕ HDR Admissions Process - Assistant Dean Research Training - FSCI
 - ⊕ HDR Admissions Process - Dean of Graduate Research - UON GR
 - ⊕ HDR Admissions Process - Graduate Research Officers - UON GR
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - Global Centre for Environmental Remediation
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - Newcastle Business School
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - Newcastle Law School
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Architecture & Built Environment
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Computing
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Creative Industries
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Education
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Electrical Engineering and Computing
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Engineering
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Environmental and Life Sciences
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Humanities and Social Science
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Mathematical and Physical Sciences
 - ⊕ HDR Admissions Process - HoS (or Admin Officer) - School of Psychology
 - ⊕ HDR Admissions Process - HoS (or Admin Officer)/Coordinator - School of Biomedical Sciences and Pharmacy
 - ⊕ HDR Admissions Process - HoS (or Admin Officer)/Coordinator - School of Health Sciences
 - ⊕ HDR Admissions Process - HoS (or Admin Officer)/Coordinator - School of Medicine and Public Health
 - ⊕ HDR Admissions Process - HoS (or Admin Officer)/Coordinator - School of Nursing and Midwifery
 - ⊕ HDR Admissions Process - Research Training Officer - FBUSL
 - ⊕ HDR Admissions Process - Research Training Officer - FEBE
 - ⊕ HDR Admissions Process - Research Training Officer - FEDUA
 - ⊕ HDR Admissions Process - Research Training Officer - FHEAM
 - ⊕ HDR Admissions Process - Research Training Officer - FSCI

You then just need to click on the Location you want to reassign the Activity to, then select **OK**.