

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

Record Number	Title
12345678/16-01/7	DOMESTIC ROUND 2017 - Application for Admission - FRAPPLES Bob - 12345678 - 16 October 2017

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 + and – boxes to navigate to the different sub-folders and documents contained within the red folder (in the **web client** this would be **right-click** → **Contained Records**):

Record Number	Title
12345678/16-01/7	DOMESTIC ROUND 2017 - Application for Admission - FRAPPLES Bob - 12345678 - 16 October 2017
12345678/16-01/7/3	Master Application
D18/1339	Domestic Round 2017 Application for Admission - Master Application - FRAPPLES Bob 12345678 - 16 October 2017
12345678/16-01/7/2	Working Documents
D18/910	2a. Assessment - Admission
D18/909	Conditions Acceptance Notes
D18/908	1a. Application Assessment Summary
12345678/16-01/7/1	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:

Record Number	Title
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. Repeat the above step until the red HDR Admissions & Scholarship Application for Admission folder displays on your screen.