

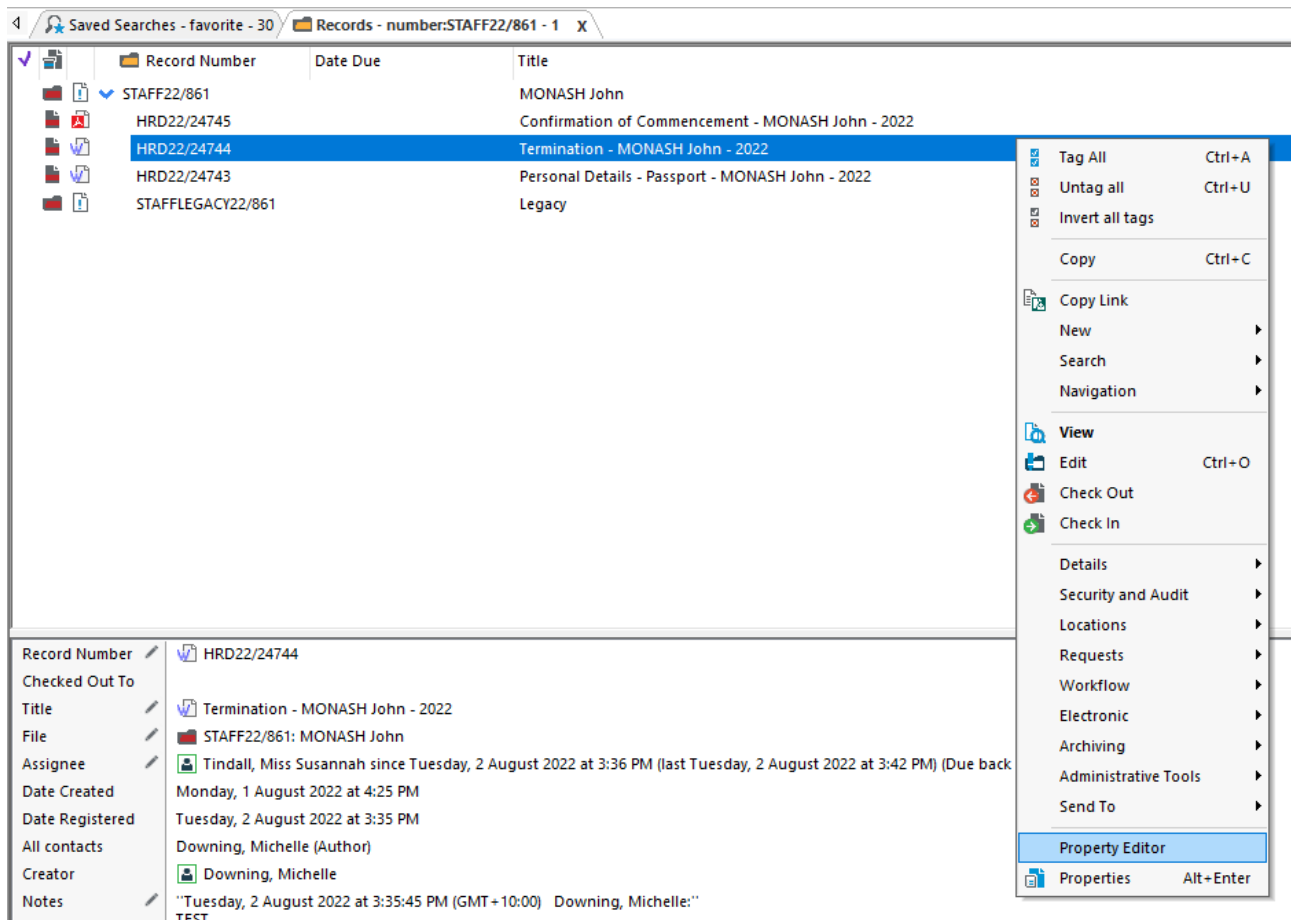
TRIM Upgrade 2022 Property Editor

In 10.1, users are able to edit multiple additional property fields in the same location. Previously this required multiple steps, such as through 'Dates', attaching a Contact, or applying a Retention Schedule.

The majority of users are unlikely to use this feature so this change will only impact a small number of users

ACCESSING THE PROPERTY EDITOR

1. Right-click on the File or Document you need to edit, then select 'Property Editor'



The screenshot shows a web application interface with a table of records and a context menu open over one of the records.

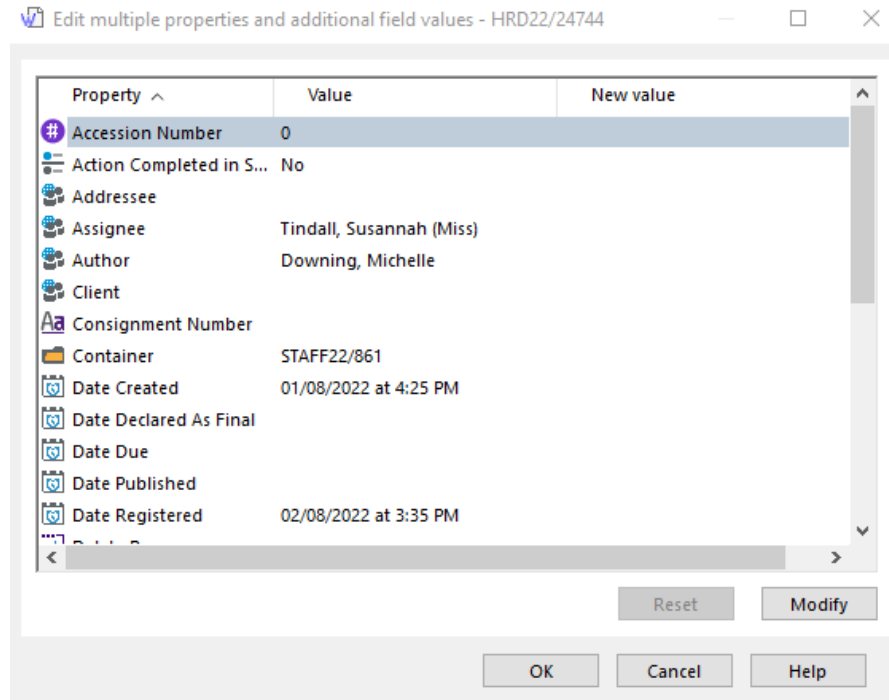
Record Number	Date Due	Title
STAFF22/861		MONASH John
HRD22/24745		Confirmation of Commencement - MONASH John - 2022
HRD22/24744		Termination - MONASH John - 2022
HRD22/24743		Personal Details - Passport - MONASH John - 2022
STAFFLEGACY22/861		Legacy

Record Number	HRD22/24744
Checked Out To	
Title	Termination - MONASH John - 2022
File	STAFF22/861: MONASH John
Assignee	Tindall, Miss Susannah since Tuesday, 2 August 2022 at 3:36 PM (last Tuesday, 2 August 2022 at 3:42 PM) (Due back
Date Created	Monday, 1 August 2022 at 4:25 PM
Date Registered	Tuesday, 2 August 2022 at 3:35 PM
All contacts	Downing, Michelle (Author)
Creator	Downing, Michelle
Notes	"Tuesday, 2 August 2022 at 3:35:45 PM (GMT+10:00) Downing, Michelle:" TFST

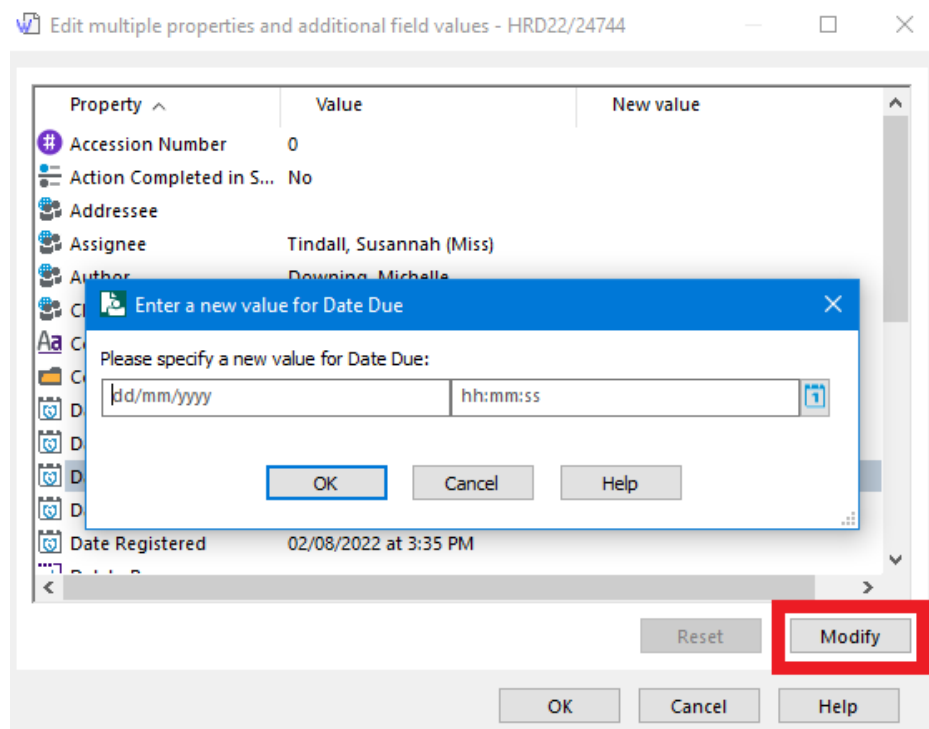
- Tag All (Ctrl+A)
- Untag all (Ctrl+U)
- Invert all tags
- Copy (Ctrl+C)
- Copy Link
- New
- Search
- Navigation
- View**
- Edit (Ctrl+O)
- Check Out
- Check In
- Details
- Security and Audit
- Locations
- Requests
- Workflow
- Electronic
- Archiving
- Administrative Tools
- Send To
- Property Editor**
- Properties (Alt+Enter)

2. A box will appear with the available fields to edit.

Note: This will vary depending on the item type you are using, so you may see more or less fields here.



3. Select the property you want to edit by highlighting, then selecting 'Modify'



4. Select OK to save the new value
5. Repeat Step 3 for as many properties as necessary
6. Select OK to save the new values and update the File or Document.