2  DISPLAY

Records Explorer is an interface for TRIM, the University of Sydney’s enterprise record keeping system. Records Explorer mimics the look and functionality of Windows Explorer, whilst interacting with TRIM.

2.1  FOLDERS VIEW

When you launch My Computer, if the left menu is not displayed automatically, click Folders in the menu bar:

You will now have a list menu in the left pane:
When conducting searches or navigating to folders in Records Explorer options in the left hand pane can be expanded or collapsed. The core menu items are always visible if you scroll up and down whilst the right hand side will only display your search results, the contents of folders etc.

2.2 NAVIGATION AND SEARCH OPTIONS

When you have opened the database two search buttons will display in the menu bar, and a set of navigation options will display in the right and left hand sides.
2.3 DETAILS VIEW

As in Windows Explorer you can display the folders in Thumbnails, Tile, Icons, List, or Detail. Records Management Services recommends that you use Details display. The Details display places the information in the right hand pane into columns allowing more information about the records to be immediately apparent, and columns can be sorted into ascending / descending order by Name, Assignee, Type etc.

In the example below the search results are sorted by Type:

If you have never used Records Online or TRIM Desktop the majority of these options will be empty when you first log on. They can be customised by you as you begin using the system. The names of any paper files that you have in your possession will appear in the In Tray and
some **Shared Searches** may have been created on your behalf by Records Management Services.

### 2.4 HIGHLIGHTING MULTIPLE ITEMS IN RECORDS EXPLORER

Some functions outlined in this guide require you to highlight multiple records. You can do this the same way as in Windows Explorer:

#### 2.4.1 ADJACENT RECORDS

Locate the required list of documents (see **Section 3: Searching** or **Section 5: Navigation**)

Click on the first document that you require. Hold down the **Shift** key and click on the bottom document that you require.

![Records Explorer Screenshot](image)

You can now click over the highlighted documents holding down the left mouse button to drag the items. Or right click over the highlighted documents to perform functions such as Tagging the records (see **Section 5**)

#### 2.4.2 NON-ADJACENT RECORDS

Click on the one of the documents that you require. Hold down the **CTRL** key and click on the other documents that you require one-by-one.
You can now click over a highlighted document holding down the left mouse button to drag the items, or right click over the highlighted documents to perform functions such as Tagging the records (see Section 5)