External locations are created for each person that is external to the University such as the public, students, stakeholders etc. These locations are identified as red icons, e.g. Person 🏛, Position 🤝, Organisation 💼. 

By creating an external location you are able to retrieve information associated to that one person. Where applicable the organisation and position should be linked through the Associations Tab.

Locations are set up in hierarchical order, meaning a person is linked to a position, organisation and group, committee etc. Refer to the TRIM Help file, Administrative Guide, Chapter 2 - Locations for further information.

Hierarchical Locations Structure example
How to add a new external person

1. From the Record Entry form select the Author/Addresssee field (whichever is applicable) and put in the person’s surname.

2. If there is not a correct person in the database Right Click >New>Person

   Tip: if you know the position name or business unit (organisation) you can use the alternative method by highlighting the organisation/position and Right Click > New Child Location and select New Child Person.

3. Fill in the Entry form
   - Go to the General Tab >Details
   - Select Details and a new box is presented. Fill in Title, First Name, Last Name, Job Title and Gender & OK
   - If the person is linked to a position/organisation select the Associations Tab. By linking to an organisation enable you to search by multiple contacts associated to that one organisation.
Highlight *Member Of* and select the *Add* button. This will take you to the locations table. You will need to associate the person to a position (if applicable) and the organisation they work for.

*Note: If the person is a UTAS student, link to position Student *(Red icon)*.*

- If the person has an email address select the **Electronic Addresses** Tab. This allows you to add email, Image, webpage and signature links to a person.

![Electronic Addresses Tab](image)

Click on the tab and now click anywhere in the blank screen, the above menu appears. Select > New > E-Mail Address. Adding the email address enables you to send emails via TRIM for the purposes of Mail Recipient and Action Tracking. If more than one email address is used, ensure a default address is selected for sending email.

4. Once form is completed, select OK.

Refer to Cheat Sheet 26 – Creating Internal Locations – New Person