Internal Locations are used for people, positions, organisations, groups, committees and project teams that are associated with the University infrastructure. Students are linked to External locations as they are a client of the University, not a member of staff. 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:

```
Division of the Chief Operating Officer

<table>
<thead>
<tr>
<th>Organisation</th>
<th>IT Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Management Unit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Manager Records &amp; Information</th>
</tr>
</thead>
</table>

| Person | Cathy Fyfe |
```

How to add a new internal person

1. Go to Search > Find Locations (Check that a location does not already exist for the person by searching on the surname).

2. Right Click and select New Location > Person.

   Note that 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.**

   - **General Tab:** basic details.
     1. Select *Details* and a new box will be presented. Fill in Title, First Name, Last Name and Gender & click OK.
     2. Tick the *Internal* tick box.
     3. Fill in phone numbers.
   
   - **Associations Tab:** provides links to related locations.

   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 a position has not been created, you will need to create a new position. Refer to Cheat Sheet 27 Creating Internal Locations – New Positions.

   *Note: Supervisor & Delegate entries are usually linked via the Position rather than the person.*
Hint: By using the University intranet you can check the staff contacts area for current information.

- **Electronic Addresses Tab:** allows you to add email, Image, webpage and signature links.

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.

*Hint: the email address may be sourced from the Staff Contact List on the Intranet.*

- **Address Tab:** links the street and mailing address of the person.

Select the Same As tick box and the person will inherit the address of the organisation it is associated with. If this differs, untick this option and add the details by using the edit buttons.

4. Once form is completed, select OK.

5. Inform a TRIM Administrator that a new internal location has been added to allow security profile to be added.