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:

How to add a new internal position

1. Go to Search > Find Locations (Check that a location does not already exist for the position).
2. Right Click and select New Location > Position or use the alternative method by highlighting the business unit (organisation) and Right Click > New Child Location and select New Child Position.
3. Fill in the Entry form.
• **General Tab:** basic details

![Image of TRIM New Position dialog box]

1. Fill in position name, for example Team Manager (Records Management Unit).
   *Note: TRIM does not allow a Position to have a name that matches any other Location in the database. Therefore each Position entered must have a unique name. This can be achieved by placing the business unit name in brackets after the position name, e.g. Administrative Officer (Governance).*

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 business unit (organisation) and any additional project team, committee or group the position is associated with.

You may link the other options such Supervised By, Supervisor Of, Delegate of and Has Delegates as required.

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

![Address Tab](image)

Select the Same As tick box and the position 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.

- **Notes Tab**: allows you to place additional information regarding the position if appropriate, for example it may be relevant to indicate that this position replaces an old position.

- **Active Tab**: automatically defaults to the date of creation. If position is not current on the date of creation, amend if appropriate.

4. Once form is completed, select OK.

Contact your TRIM Administrator to set the security profile for the internal location.