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 organisation

1. Go to Search > Find Locations (Check that a location does not already exist for the organisation).

2. Right Click and select New Location > Organisation or use the alternative method by highlighting the parent business unit (organisation) and Right Click > New Child Location and select New Child Organisation.
3. Fill in the Entry form

- **General Tab**: basic details.

![New Organisation Form](image)

1. Fill in Organisation name, for example Records Management Unit
   
   *Note: TRIM does not allow an Organisation to have a name that matches any other Location in the database. Therefore each Organisation entered must have a unique name.*

2. Tick the **Internal** tick box.

3. Fill in phone numbers.

- **Associations Tab**: provides links to related locations.

![New Organisation Associations](image)

Highlight *Member Of* and select the **Add** button. This will take you to the locations table. You will need to associate the new business unit (organisation) to any parent organisation it is
associated with. Highlight *Has Members* and click the *Add* button to link subordinate organisations, positions, groups, committees, and project teams as appropriate.

For Example:

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

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

4. Once form is completed, click OK.

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