

## VALUE ADDED MENTORING AND SUPPORT SERVICE

Once the TRIM training course is  
over, what then?

Don't despair and feel left to your  
own devices.....

SSA offers a mentoring and  
support service to guide and  
assist you through the  
initial period of using the  
system and beyond.



## WANT TO KNOW MORE?

Contact one of our  
consultants today for  
personalised,  
professional advice  
on your organisation's  
specific  
requirements.

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**SILLER SYSTEMS ADMINISTRATION**

... tailored solutions for individual needs



## TRIM TRAINING

*"We believe practical learning  
experiences are essential"*



## Siller Systems Administration (SSA)

is an independent consultancy and training  
organisation with extensive information  
management experience.

Recordkeeping services provided by SSA  
conform to best practice recommended by  
Australian and International Standards  
for records management.

*"TRIM is a widely utilised electronic  
document and records  
management system"*

## SSA offers a number of training solutions to meet your TRIM implementation and user needs

SSA has:

- extensive experience in providing TRIM training services for large and small public and private sector organisations;
- a current, innovative and practical approach to training;
- substantial knowledge gained from experience with a large number of clients; and
- a high-level of technical and day-to-day familiarity and experience with all aspects of the system.

### OUR CLIENTS SAY...

*“I was very impressed with the presentation. It was extremely useful, even for those who have been using TRIM for sometime - especially in respect to search options”*

*“A handy session with a skilled presenter who knew the topic well”*

*“Although I have not had any experience in TRIM, I found the presentation very easy to follow and comprehend”*

*“Excellent course, thank you to the presenters”*

- source: Govt trainees

## OUR TRIM TRAINING TEAM

Our professional training team endeavours to ensure that your personnel/staff have an interesting, challenging and beneficial learning experience in a friendly and relaxed environment.

We focus on practical exercises and activities to enable participants to apply their newly gained skills and knowledge.



### GREATER FLEXIBILITY

- Our mobile training facilities enable us to deliver training at almost any location.
- We periodically schedule TRIM courses in metropolitan and regional locations.
- Courses can be tailored to suit the specific configuration and usage needs of your organisation.
- Courses can be conducted in your facilities or ours.

### COMPREHENSIVE CONTENT

The topics covered in training include, but are not limited to:

#### End-user

- Searching and navigation
- Folder and document creation (including electronic document management)
- Record modifications
- Record movements
- Reporting
- User configuration and customisation
- Exercises

#### Administrator

- Modifying and maintaining the Classification Plan and Thesaurus
- Modifying and maintaining the Retention Schedule
- Modifying and maintaining locations
- Security (access controls, levels and caveats)
- Maintaining and modifying TRIM Record Types
- TRIM System Options
- Setting up Actions/Procedures
- Setting up TRIM reports
- Importing and exporting data