

Primary audience: Information Workers

List columns can be customized to help with specific records tasks. To set column preferences, click on **View** in the TRIM menu bar. Select **Format List Columns**. Add columns from the **Available Columns** list.

Search function

Search results can be sorted by list columns. For example, to find all open contract files, you could search for classification ARCS-01070-20 and Closed Date = Blank. **Or**, if you could ensure that Date Closed is an active column, you could search for classification ARCS-01070-20 and sort on the date closed; in which case all open files will be grouped together.

The following columns can be useful in the boxing and disposition process:

- Container (Folder/Box)
- Series Record [allows you to check the OPR]
- Retention Schedule
- Date Created
- Content Start Date
- Content End Date
- Closed Date
- SO Date [is a good way to check that SO dates are entered and are correct]
- Date Due for Destruction
- Date Due for Archive SR
- Date Due for Archive FR

Note: the display of a search result may be slower if you have a large number of columns. To speed up your search, add columns after the search is complete.