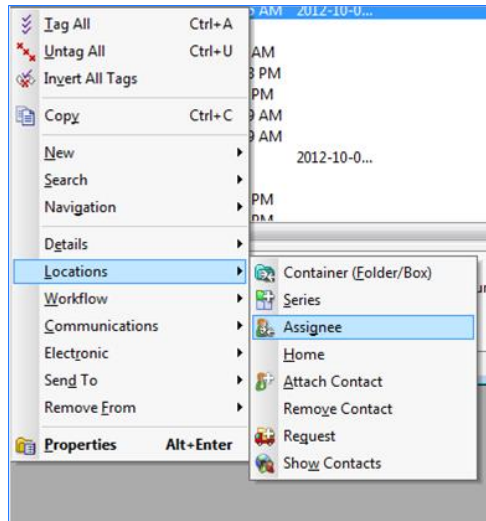


EDRMS TRIM Tip Folder and Box Locations

Primary Audience: Information Workers

The following standards apply to TRIM box and folder locations.

- The default **Owner** of offsite boxes is your branch or business unit
- The default **Owner** of active and semi-active folders and onsite boxes is the branch or business unit
- The **Home** of offsite boxes is the storage facility
- The **Assignee** is an individual or the Home. It can also show if the record is Missing.



To change TRIM folder or box location settings, right-click on the folder or box and select **Locations** from the fly-out menu. Choose Assignee, Home, or Owner, as appropriate.

The default **Owner** can also be changed when you are creating a new box.

