

Primary Audience: All Users who use TRIM linked folders in Outlook

When you receive a new machine (or have a machine reimaged), the Outlook-TRIM links between folders are lost. In order to avoid recreating the links on your new machine, you can back-up the links on your existing machine, then when you receive your new machine, you can restore them. Below are instructions for backing up and restoring the links. **Backup (creating a .tio file) must be done on your existing machine and the restore must be done on your new machine.**

Here are the instructions on how to create a .tio file.

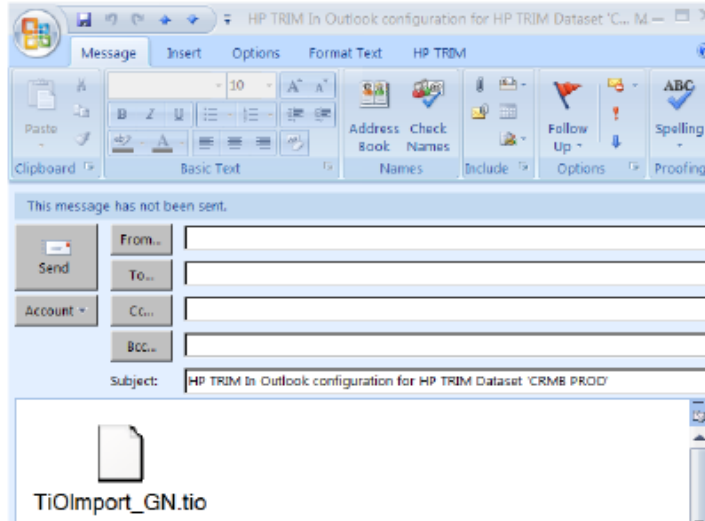
1. From the Outlook main screen, click the HP TRIM button
2. Select "Manage..." All your existing links will be displayed:

Outlook Folder	HP TRIM Rec...	HP TRIM Container (Folder/Box)	Show Dial...	Delete?
Communicati...	CS DOCUME...	ARCS-00195-45/11912A - 100...		Yes
Communicati...	CS DOCUME...	ARCS-06450-80/23512A - 100...		Yes
Finalized - ca...	CS DOCUME...	ARCS-00420-06/38913A - 100...		
Not Confident...	CS DOCUME...	ARCS-06820-25/4913A - 1000...		
GRS - PSA - ...	CS DOCUME...	ARCS-00420-06/40813A - 100...		Yes
GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40113A - 100...		Yes
GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40213A - 100...		Yes
GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40313A - 100...		Yes
GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40413A - 100...		Yes
GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40513A - 100...		Yes
GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40613A - 100...		Yes
GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40713A - 100...		Yes
GRS - CRMS ...	CS DOCUME...	ARCS-00420-06/40913A - 100...		Yes

3. Right-click the folder you want to export and click Export.
4. Select "Export..." all your links will be displayed with check marks beside them. Uncheck any you do not wish to back up

<input checked="" type="checkbox"/>	Outlook Folder	HP TRIM Rec...	HP TRIM Container (Folder/Box)	Show Dial...	Delete?
<input checked="" type="checkbox"/>	Communicati...	CS DOCUME...	ARCS-00195-45/11912A - 100...		Yes
<input checked="" type="checkbox"/>	Communicati...	CS DOCUME...	ARCS-06450-80/23512A - 100...		Yes
<input checked="" type="checkbox"/>	Finalized - ca...	CS DOCUME...	ARCS-00420-06/38913A - 100...		
<input checked="" type="checkbox"/>	Not Confident...	CS DOCUME...	ARCS-06820-25/4913A - 1000...		
<input checked="" type="checkbox"/>	GRS - PSA - ...	CS DOCUME...	ARCS-00420-06/40813A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40113A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40213A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40313A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40413A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40513A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40613A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - TRIM ...	CS DOCUME...	ARCS-00420-06/40713A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - CRMS ...	CS DOCUME...	ARCS-00420-06/40913A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - CRMS ...	CS DOCUME...	ARCS-00420-06/41313A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - CRMS ...	CS DOCUME...	ARCS-00420-06/41413A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - CRMS ...	CS DOCUME...	ARCS-00420-06/41213A - 100...		Yes
<input checked="" type="checkbox"/>	GRS - CRMS ...	CS DOCUME...	ARCS-00420-06/41513A - 100...		Yes

5. Click Export. HP TRIM saves the configuration as a .tio file attachment to a draft mail message in the Drafts folder in Outlook
6. Click Close and close all the open dialogue boxes.
7. If you look in the DRAFTS folder in Outlook, you will see an Email with the subject line “HP TRIM In Outlook configuration for HP TRIM Dataset 'CRMB Prod’”. The email is blank but for an attached file “TiOImport_GN.tio”



This “.tio” file can be used to restore the links should they be lost. See Restoring TRIM links below. In the meantime you can leave this file sitting in your Outlook Drafts folder or you can save it to your Desktop

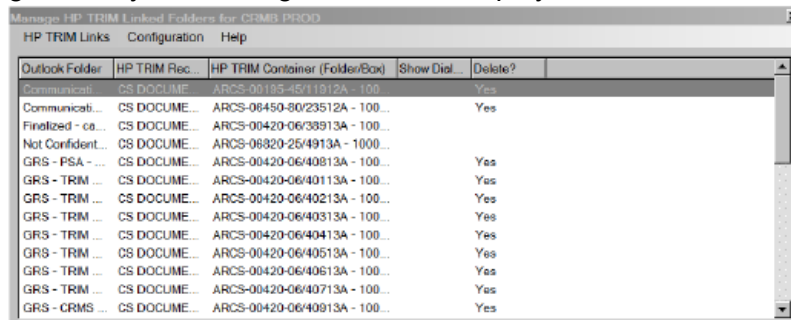
We recommend that you save the “.tio” file to your Desktop as follows:

1. Right click on the attached file
2. Select Save as...
3. Navigate to your desktop....
4. Save

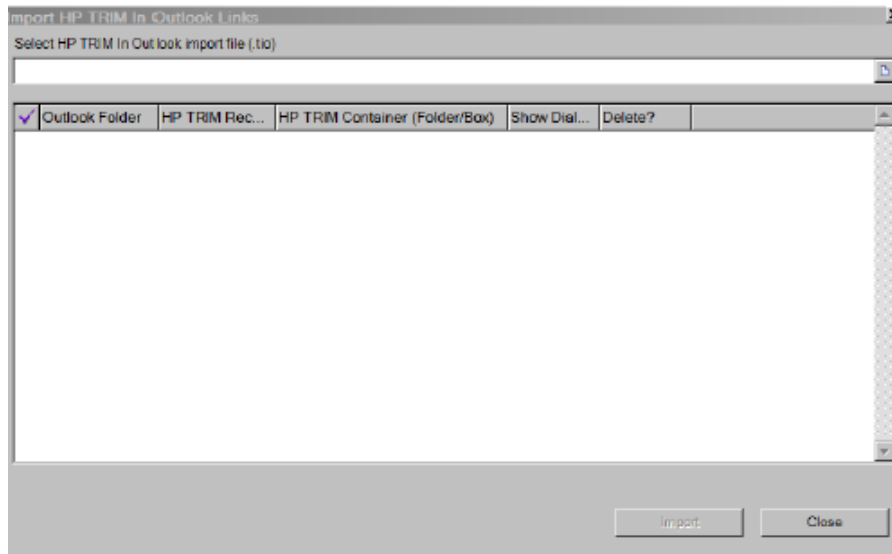
The file will be saved on your desktop and you can then access it to back up your linked Folders

Restoring your TRIM Links

1. From the Outlook main screen, click the HP TRIM button
2. Select “Manage...” All your existing links will be displayed:



3. From the menu bar, click on “HP TRIM menu”
4. Right-click and select “Import...”
5. Select “Ti0 Links”; the following screen will appear:



6. Click on the white folder icon to navigate to your Desktop and locate the .tio file you saved from the draft email.
7. The screen will display the contents of the .tio file, which will be all the document links you exported. Un-tick any of the links you do not wish to restore and click “Import”

