

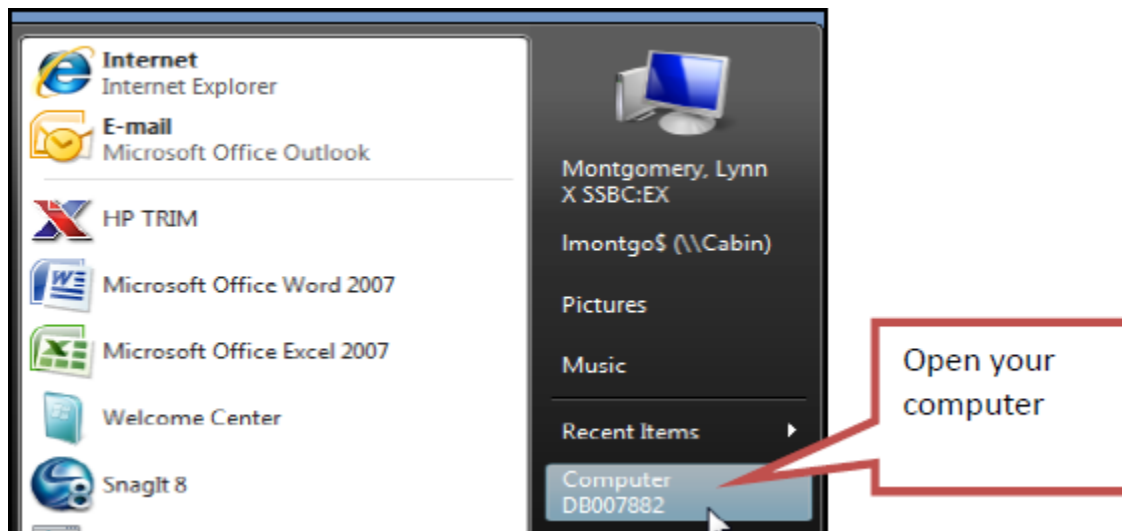
# EDRMS TRIM Tip

## Open Older TRIM References in Version 7.2.1

On November 13, 2012, TRIM was upgraded to version 7.2.1 from version 6.2.5. Users discovered they were unable to open TRIM references created before the upgrade. The instructions below show you how to convert older references so they will open in 7.2.1.

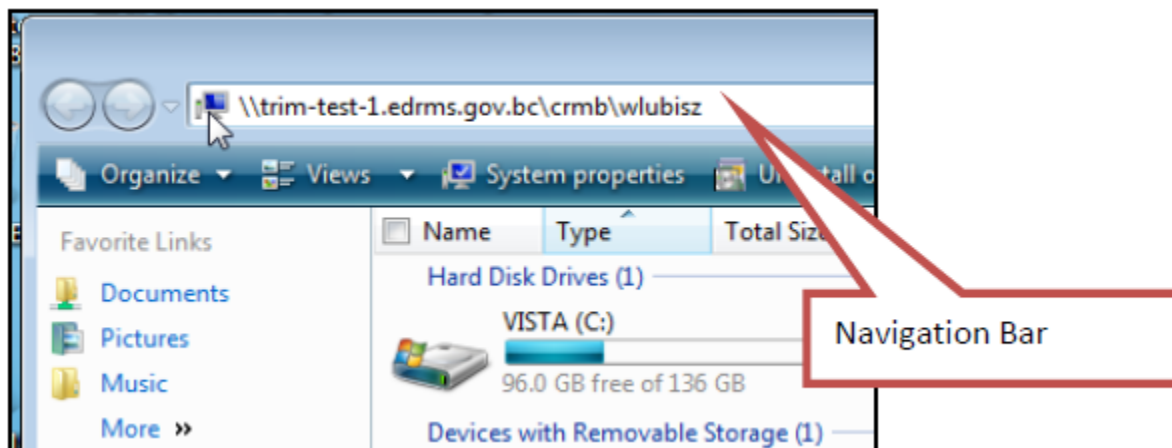
**Note:** any new references you create in version 7.2.1 will open without problem.

1. Log onto your workstation or laptop and **Open your Computer**:



2. In the navigation bar, enter: [\\trim-test-1.edrms.gov.bc.ca](http://trim-test-1.edrms.gov.bc.ca)  
Followed by **your dataset** and a backslash (**CRMB\** or **FOR**)  
Followed by **your** IDIR ID  
For example: [\\trim-test-1.edrms.gov.bc.ca\crmb\jsmith](http://trim-test-1.edrms.gov.bc.ca/crmb\jsmith)  
Then **Enter**

Your IDIR ID here

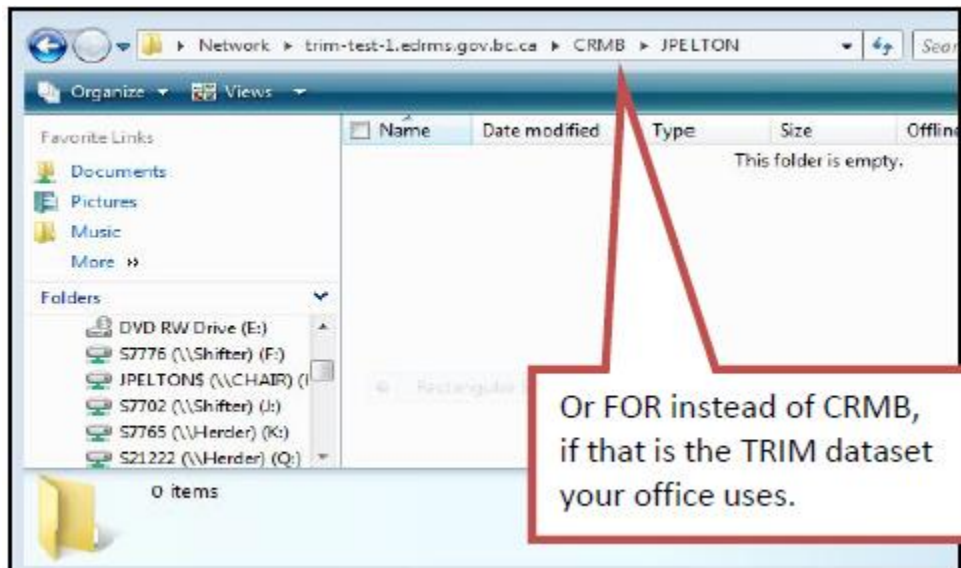


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## Open Older TRIM References in Version 7.2.1

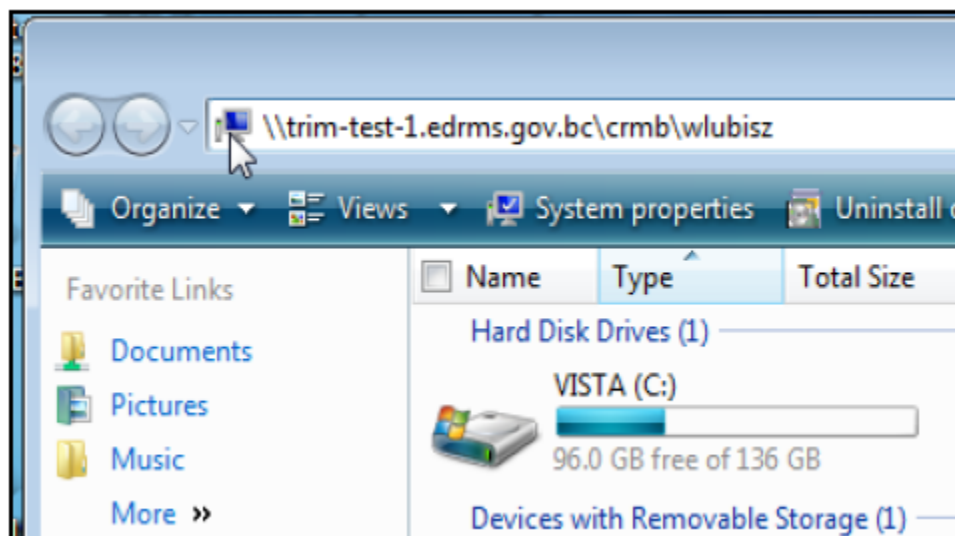
3. This brings you to a screen displaying an empty folder:

- Copy and paste all your TRIM references created before the upgrade to this folder.
- You can put as many TRIM references in the folder as you need to.



4. The TRIM references in these folders are currently being converted.

5. Every so often, check to see if your folders have been converted yet. **Open your Computer** again (see Step 1). In the Navigation bar, enter the same path as before, e.g.: [\\trim-test-1.edrms.gov.bc.ca\crmb\wlubisz](http://trim-test-1.edrms.gov.bc.ca/crmb/wlubisz)

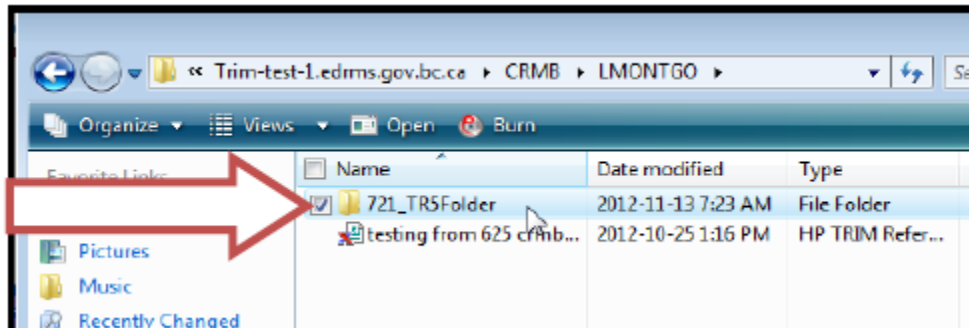


# EDRMS TRIM Tip

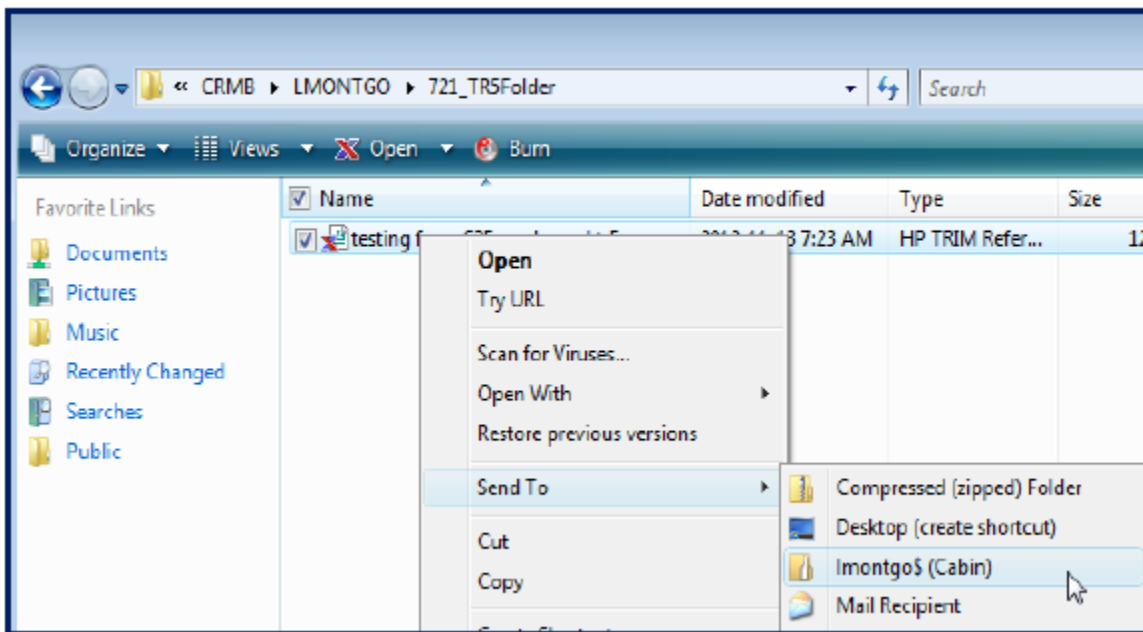
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6. If you see a new folder called **721\_TR5Folder**, you know your TRIM references are converted



7. Move TRIM references from the folder to your desktop or H drive by using copy/paste or right-click & Send To options (e.g. email to yourself).



8. You are now able to open your TRIM references in version 7.21