

EDRMS TRIM Tip Opening E-Folders Faster

Primary Audience: All Users

The standard TRIM setting allows you to expand e-folders in the search result list pane and see, listed beneath, the documents contained in the e-folder and any records with a relationship of 'Alternatively Within' (e.g., p-folders that are 'Alternatively Within' an e-folder).

Retrieval Code	Record Number	Title (Free Text Part)
TRA-C09-030	ARCS-00292-45/17909A	Consultation re: Policy Advice Pertaining to Pope and T..
	D6635509A	FW: Consultation TRA-09-030 with Min. of Forests
	D6635309A	RE: Consultation TRA-09-030 with Min. of Forests
	D2802009A	TRA-C09-030 Signoff
	D2804809A	TRA-09-030 Recommend full disclosure
TRA-C09-030	ARCS-00292-45/18009A	Consultation re: Policy Advice Pertaining to Pope and T..

This setting increases the time it takes to expand a folder when it contains a record with a relationship of 'Alternatively Within'. To open TRIM e-folders faster, you can change your settings, as follows.

1. From TRIM Desktop choose **Tools | Options** from the menu bar.

2. In the **Options** dialogue box, select the **Search Result** tab and uncheck the "Include Records with the 'Alternatively within' relationship.....": Click **OK**.

Note: After you change the setting, you will no longer see the p-folder displayed under an open e-folder. To see pfolders contained within efolders, right-click on the folder, select **Properties** from the fly-out menu, and click on the **Related Records** tab. Or, add the **Alternative Container** field to either the list or view pane.

