

EDRMS TRIM Tip

Using ColourBar 4.2 with TRIM 7.2.1

Background

TRIM 7.2.1 exports the print merge file in a format that is not compatible with ColorBar 4.2. When populating the ColorBar grid the data grid and the label are blank. The extract needs to be converted from the exported format (Windows ANSI) to MS-DOS (PC 8) format.

Note: Once ColorBar 7X is in place the conversion no longer needs to be done. This is a temporary workaround only.

Create the print merge for labels as you would do normally

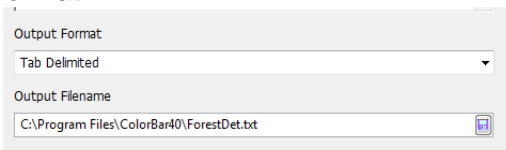
Save the file to one of the following destinations. The path that you use will depend on your machine setup:

C:\User\xxxx\AppData\Local\VirtualStore\Program Files\ColorBar 4.0\ForestDet.txt

Or

C:\Program Files\ColorBar4\ForestDet.txt

Save the file as a Tab Delimited output format.



Field mapping for TRIM 7.2.1 is:

- Record Properties – HP TRIM Barcode
- Record Properties – Date Closed
- Record Properties – Date Created
- Record Properties – Title (Structured Part)
- Record Properties – Home – Location Properties - Display Name
- Record Properties – Record Number
- Record Properties – Owner – Location Properties - Full Description
- Record Properties – Retention Schedule – Schedule Properties - Schedule Number
- Record Properties – Series Record – Record Properties - Record Number
- Record Properties – Title(Free Text Part)
- Record Additional Fields – Content End Date
- Record Additional Fields – Content Start Date
- Record Additional Fields – Retrieval Code
- Record Additional Fields – SO Date

Start Excel and select Open.

Navigate to the label file that you created in the first step.

Remember to change the search parameter to Text files.

