

Plans to upgrade TRIM to an up-to-date version of the software continue within the Ministry of Finance. These **Frequently Asked Questions** are intended to support that transition.

For questions regarding the EDRMS upgrade project **please contact Government Records Service at EDRMS.HELP@gov.bc.ca**

1. When is the Enterprise Document and Records Management System (EDRMS) Upgrade happening?

High level timelines for the EDRMS Upgrade project include the following milestones

- **February 2017 to April 2017** - internal testing of new software
- **March 2017** - EDRMS Engagement Group starts
- **May 2017** – build the new production environment; develop training materials and plans
- **June 2017 to July 2017** - User Acceptance Testing of new software by select ministry users
- **August 2017** - update user documentation
- **September 2017** – What's New training and resources for current TRIM users
- **October 2017** – new software delivered to all current TRIM users

2. What's new in the EDRMS Upgrade?

The upgraded software supports basic records management functions with

- a look and feel that is more user-friendly with a simplified user interface
- web access that provides the ability to search and access records from any web browser
- mobile access that provides the ability to search and access recent records from your government VPN-enabled device

3. What is the EDRMS Engagement Group?

An Engagement Group comprised of 19 ministry representatives has been established to inform the upgrade project by:

- facilitating information sharing between Government Records Service and EDRMS clients (both current and prospective).
- communicating about the EDRMS Upgrade project
- advising on ministry requirements in the current and future EDRMS, including confirmation of critical business cycles and the upgrade schedule
- reviewing issues and opportunities to ensure the success of the EDRMS upgrade project

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4. What can I do now to prepare?

Closer to the rollover time in October 2017, EDRMS HELP will ask you to prepare a few things. You don't need to do anything just yet; please wait for our instructions.

5. Why are we upgrading?

- TRIM is the standard EDRMS for BC government, and we're moving to the latest version of the standard software.
- The upgraded software provides improvements to user experience and enhanced stability.
- All government information must be managed in accordance with information schedules according to the Information Management Act (*IMA*).
- EDRMS TRIM is the only application that currently provides ministries with records management functions and controls to manage digital information according to information schedules.

6. Who do I talk to about getting onto EDRMS?

Contact the EDRMS Business Manager, Sharon Larade (EDRMS.HELP@gov.bc.ca).

All resources are currently focused on maintaining operations and supporting the EDRMS Upgrade project.

Once the EDRMS Upgrade is complete, new EDRMS clients will use the upgraded software.

7. Why do I hear more about EDRMS instead of TRIM?

We're actively rebranding to EDRMS as part of the upgrade project, because the software behind the EDRMS standard is changing. We've been in the current version (HP TRIM 7.2.1) since the last upgrade in November 2012.

Click here [For EDRMS Upgrade FAQ #1](#)