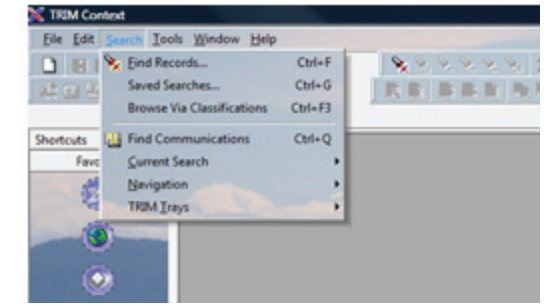
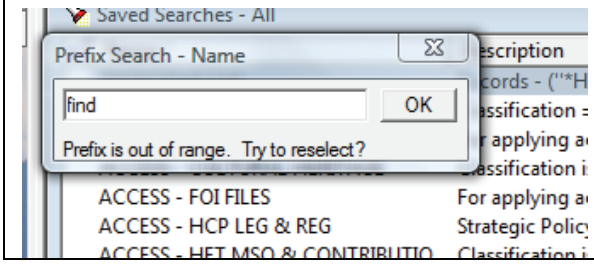
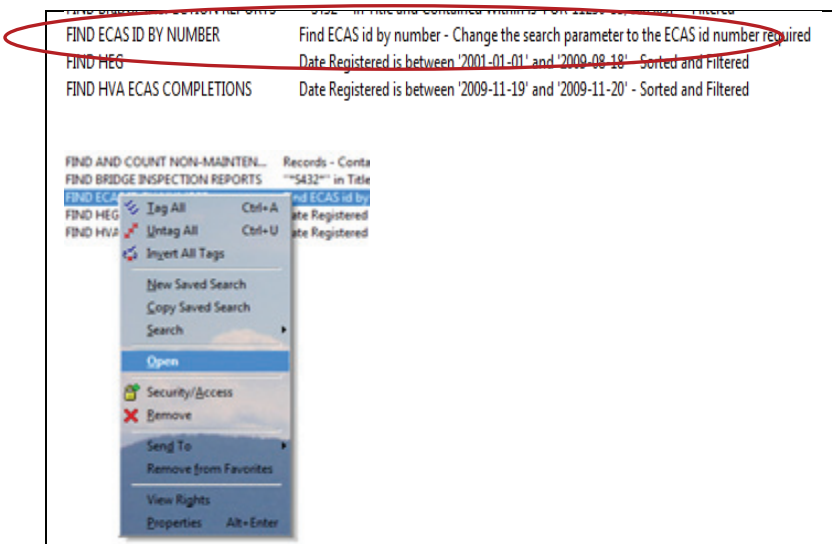
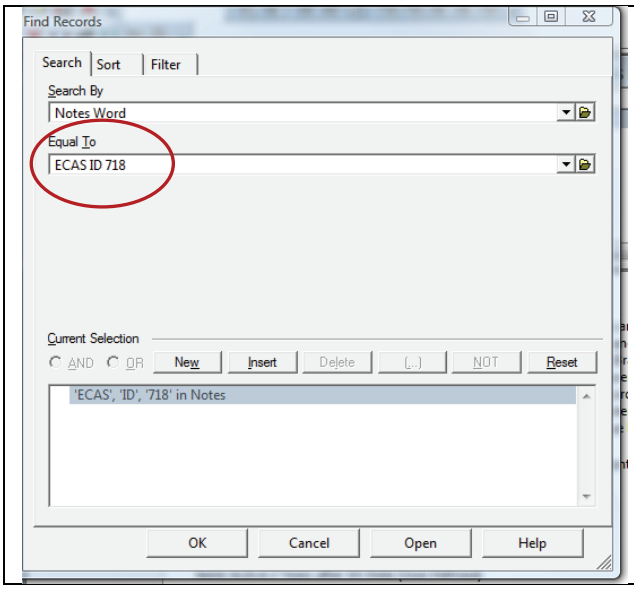
**Audience: All staff dealing with licensees**

The scenario is: a licensee would contact their local district office with the classification number **FOR-19400-46** and the **ECASid #**. Given either of these two numbers the local MoF records person can pin-point the TRIM'd attachments and email them to the requestor. **ECAS id numbers are recorded in the Notes field of the TRIM record display.**

## Find ECAS attachment using the saved search – Method 1 – the short way

<table>
<tr>
<td> 


</td>
<td>From the standard TRIM screen select Search -> Saved Searches<br><br>Start typing Find – a dialog box will pop up and Click OK</td>
</tr>
<tr>
<td> 
</td>
<td>The search has to be run using the default parameters before you can change to the ECAS ID that you want to search on.<br><br>From the list of displayed search, highlight Find ECAS ID by number.<br><br>Right click on this search and navigate to Open. This will run the query using a default ECAS ID number.</td>
</tr>
</table>




When the default search result is displayed, use the F7 key to open the search to change the search parameter.

Change the ECAS ID number to the one that you are looking for and click OK.

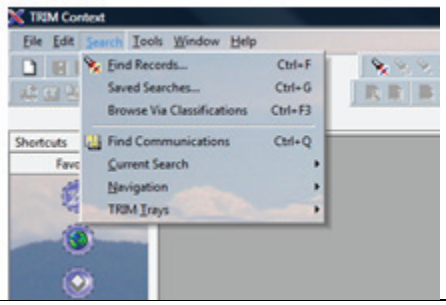
***The search will run using the ECAS ID number and the results will be displayed on the screen***

## Search for an ECAS attachment in TRIM – Method 2 – the long way

The scenario is: a licensee would contact their local district office with the classification number **FOR-19400-46** and their **ECASid #**. Given either of these two numbers the local MoF records person can pin-point the TRIM'd attachments and email them to the requestor. **ECAS id numbers are recorded in the Notes field of the TRIM record display.**

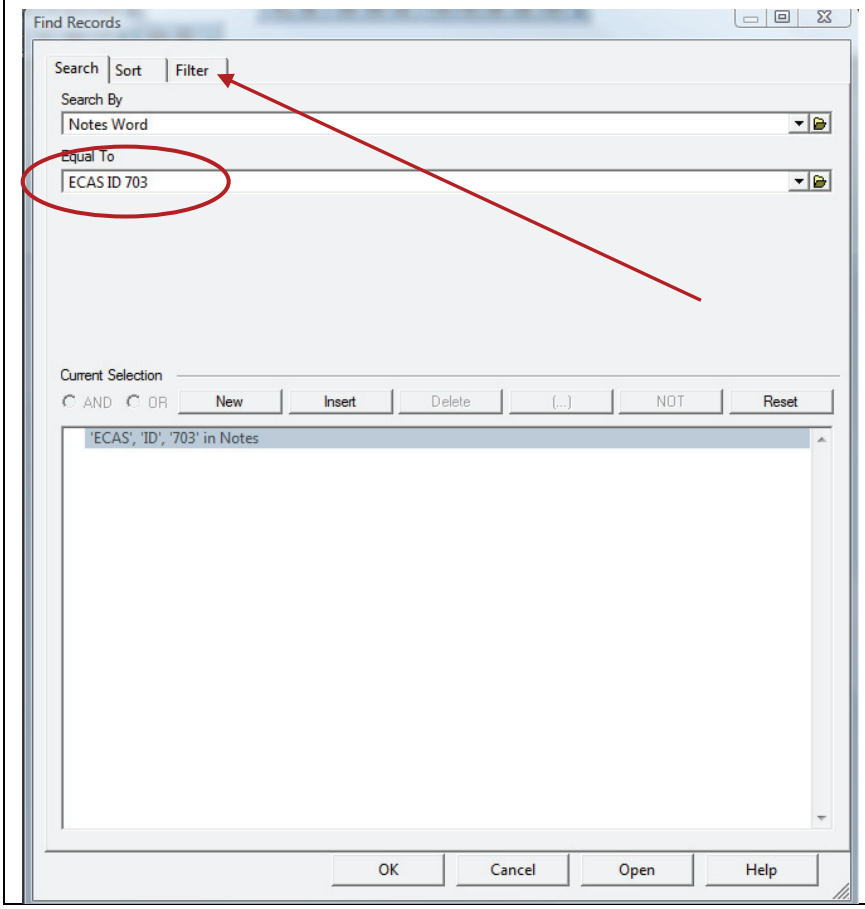
## How to find, access and send and ECAS attachment to a licensee

Use the standard TRIM search to find the ecas id and classification number for the record type H-Revenue Branch.




From the main TRIM screen, select Search->Find records

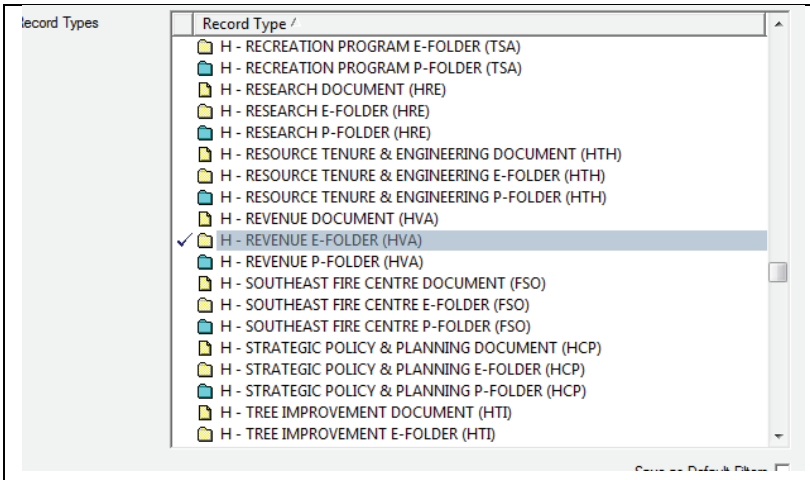
In the Find records screen, set up the following query:




The classification number will be FOR-19400-46 for all the ECAS attachments

Use Notes word – ECAS ID NNN where NNN is the ecas id number.

Then click on the Filter Tab to filter the search to HVA electronic folders.



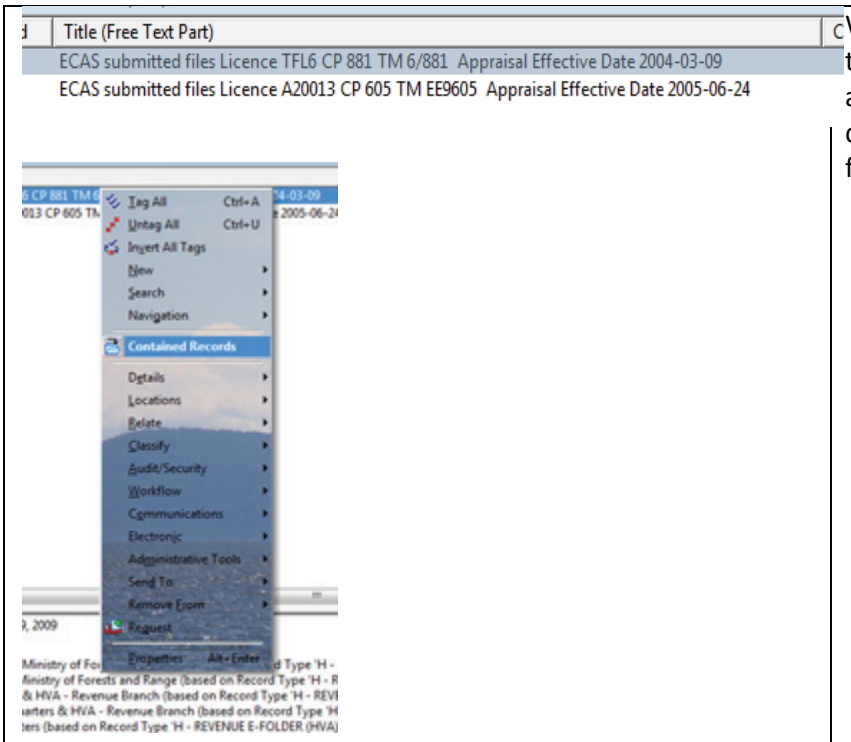

In the resulting window:

Click on the top column header to sort the record types.

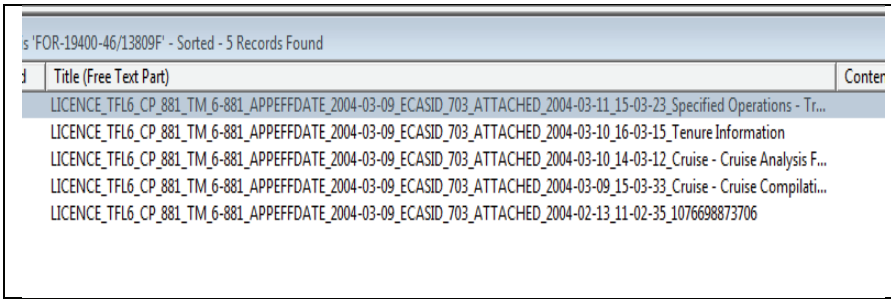
Right click and select – Untag all

Navigate down the list until you reach H-Revenue Branch E-Folder (HVA) and tag that folder.

Click the OK button at the bottom of the screen and the search will run.




When the results are displayed on the screen, right click on the folder and select Contained records to display the documents inside the folder.




Highlight the document requested by the licensee, right click on it and follow the instructions for either emailing it or viewing it ...