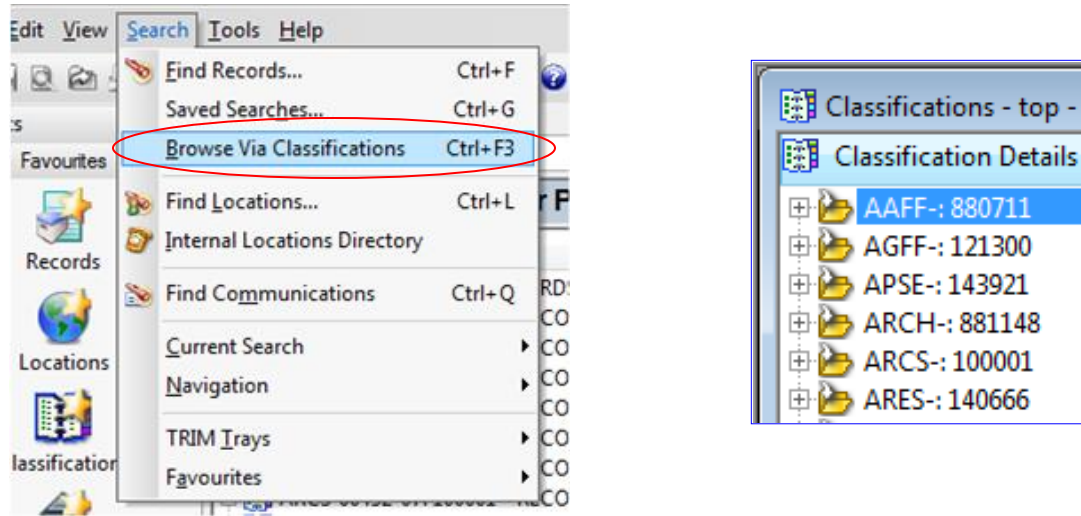


EDRMS TRIM Tip Browse Classifications

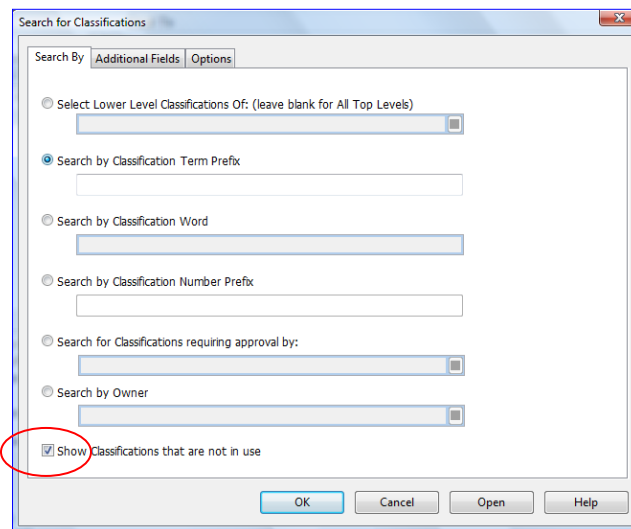
Primary Audience: All Users

To view *ARCS* and your branch's *ORCS* classifications in TRIM:

1. From TRIM Desktop choose **Search > Browse Via Classifications** from the menu bar. This brings up the classification systems to which you have access (i.e., *ARCS* and *ORCS*).

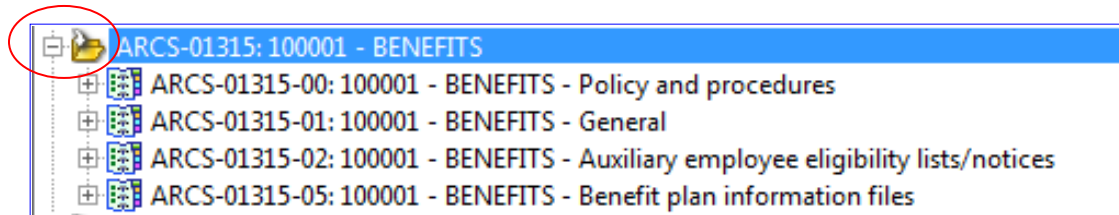


2. Refine the search. In the **Search for Classifications** dialogue box select **Search by Classification Word** or **Search by Classification Number Prefix**. **Search by Classification Word** searches for a word or phrase in titles and notes. **Search by Classification Number Prefix** search by the first part of a classification number (e.g., ARCS-0014). Uncheck **Show Classifications that are not in use** to exclude obsolete classifications that have been discontinued or superseded by a current classification.

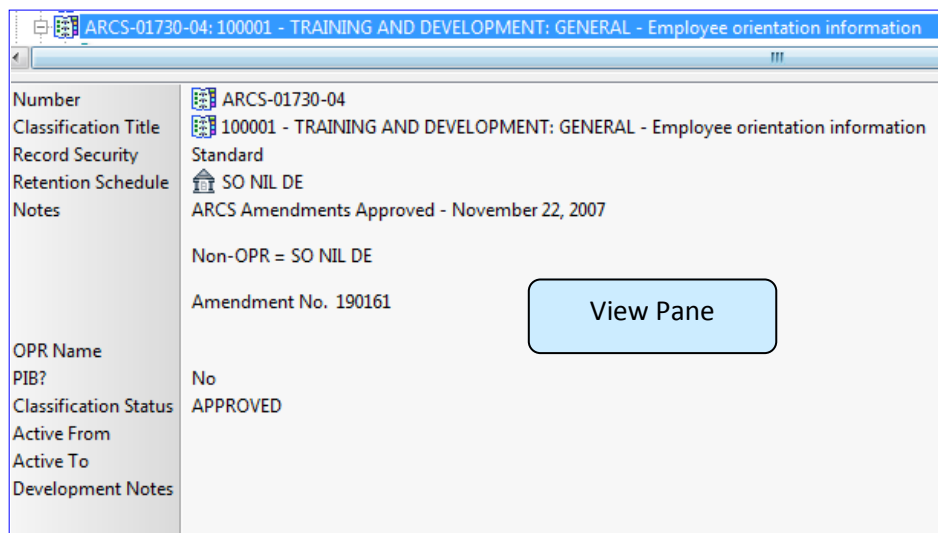


EDRMS TRIM Tip Browse Classifications

- In the list of search results, the arrow icon appears beside primary classifications. Clicking on the '+' symbol beside a primary will change it to a '-' symbol and list all the secondaries for that primary.



- The view pane displays information about a highlighted entry in the search results. To add or delete fields in the view pane, right click anywhere on the white pane or the grey panel and click on **Customize**.



Note: The book icon appears beside secondary classifications (i.e., classifications assigned to folders). Clicking on the '+' symbol beside a secondary will change it to a '-' symbol and list all the files created under it, to which you have access.

