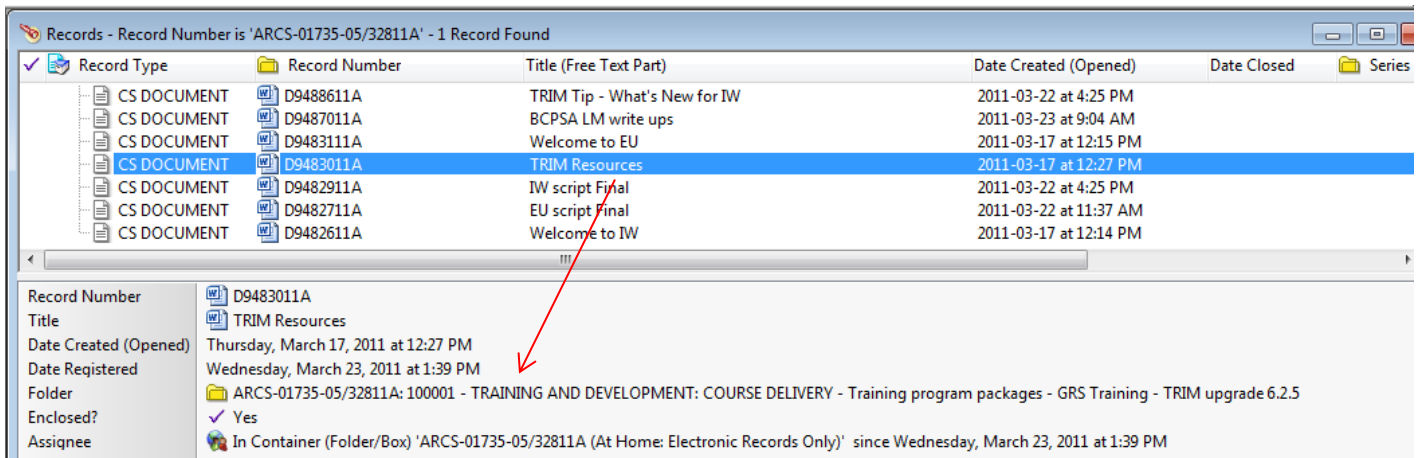
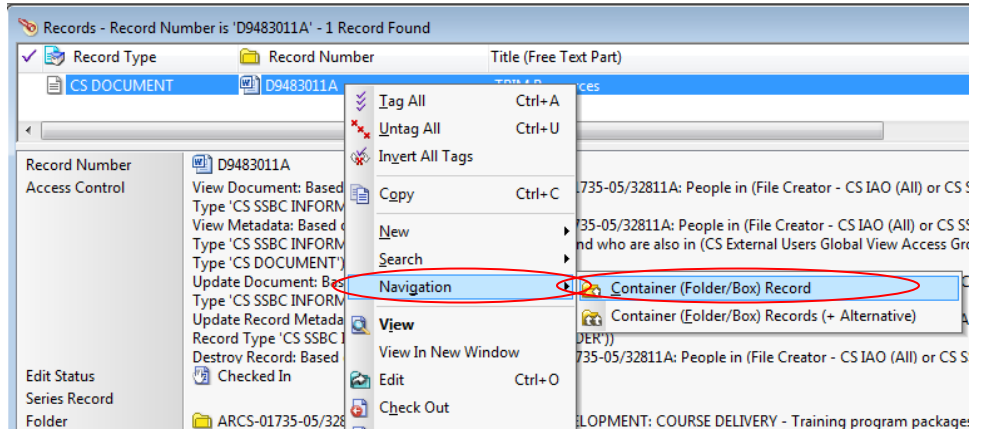


EDRMS TRIM Tip Getting Around in TRIM

Primary Audience: All Users

TRIM allows you to move between folders and documents in your search results list without conducting a new search.

To see what folder a document is in, highlight the document in your search results > right click > select **Navigation**. Click on **Container (Folder/Box) Record**. You can also access the **Navigation** menu by clicking on **Search** > **Navigation** in the TRIM menu bar. Alternatively,

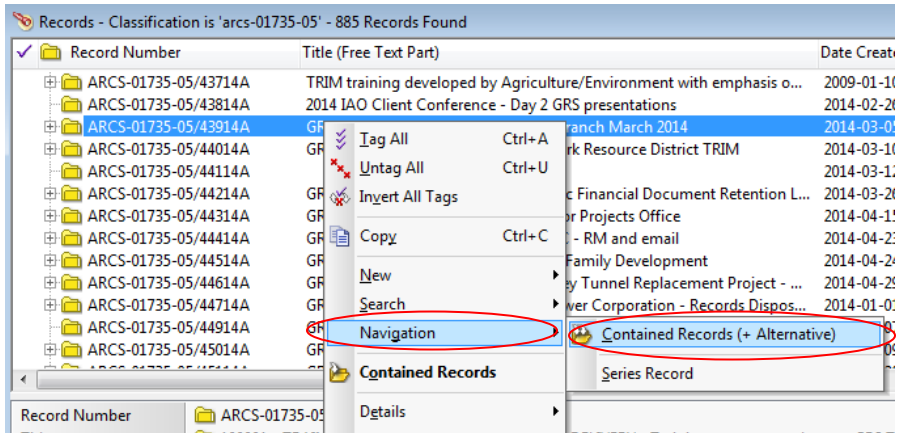


Alternatively, you can move from a document to its folder by highlighting the document and double clicking on the Folder field in the view (lower) pane.

EDRMS TRIM Tip Getting Around in TRIM

To see what documents are in a folder, highlight the folder in your search results > right click > select **Navigation**. Click on **Contained Records** to take you to the records contained in the folder.

You can also access the contained records by clicking directly on **Contained Records** from the drop down right click menu. Both of these methods allow you to sort the resulting display of contained records.



You can also click on the '+' symbol beside the folder to expand the folder and show the contained records. This method will not allow you to sort the contained records.

TRIM allows you move back and forth between the searches you have done in a given session.

Use the Previous and Next buttons as illustrated below. A button will be greyed out if there are no searches available.



If you are working in TRIM Context, you can move between searches by minimizing and maximising the tabs in the tab bar at the bottom or top of the TRIM Context window. To activate the tab bar, go to View—Tab Bar, and select Top or Bottom.

