

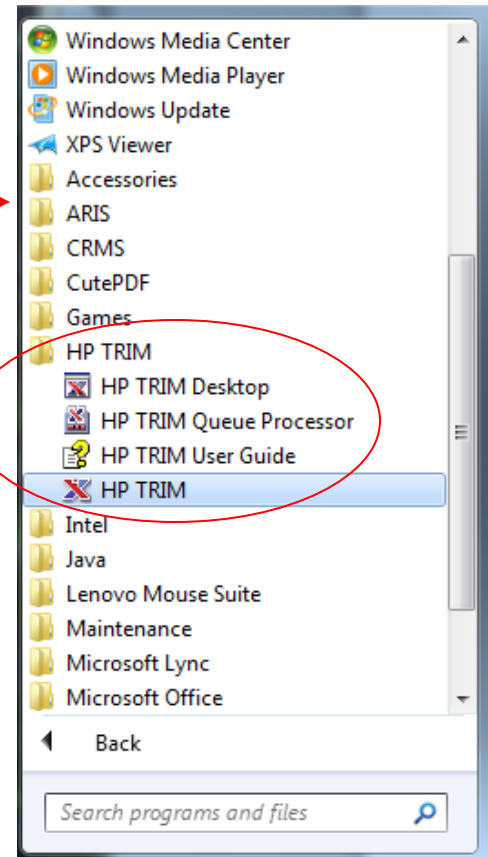
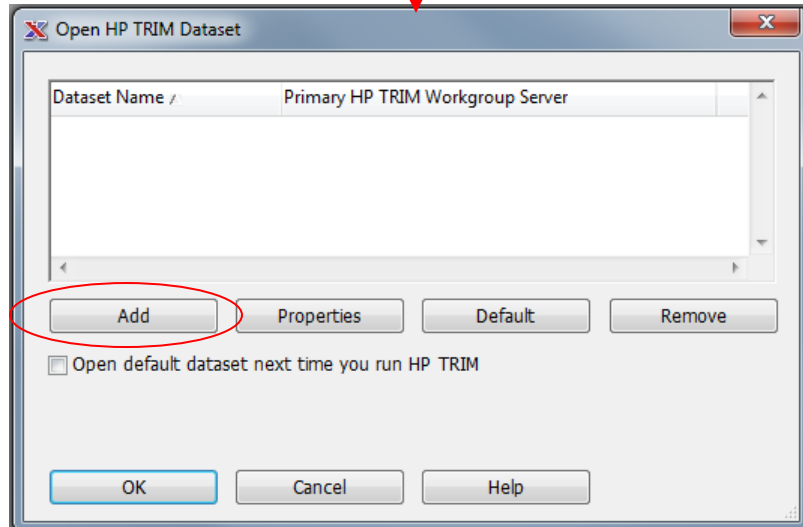
EDRMS TRIM Tip Initial Dataset Selection

Primary Audience: All Users

To Access TRIM:

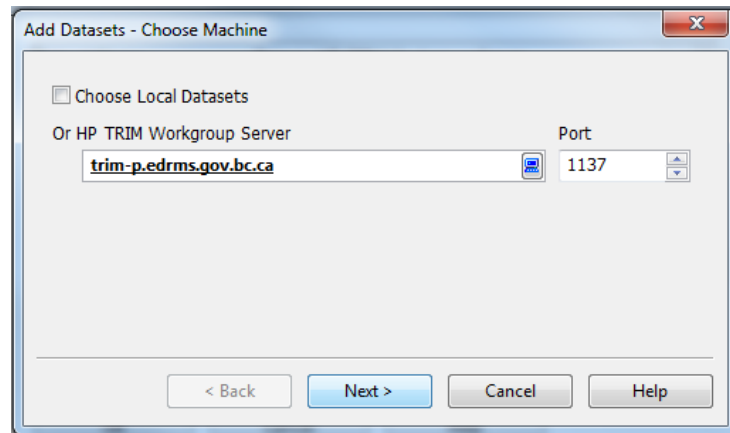
1. Go to Start → All Programs → HP TRIM → HP TRIM

2. In the Open HP TRIM Dataset window, click on the **Add** button.



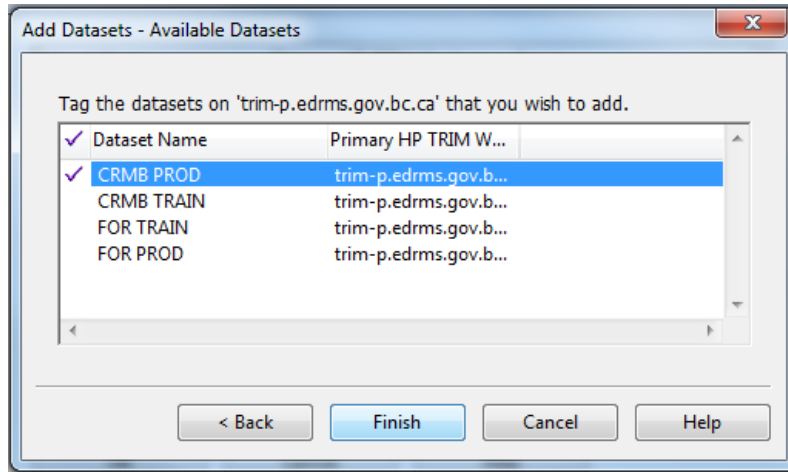
3. In the field under Or TRIM Workgroup Server, type in: **TRIM-?.EDRMS.GOV.BC.CA** where the? Is the first letter of your **IDIR ID** (do not use the entire ID , only the first letter).

4. Click **Next**



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- Highlight the dataset you would normally use (see chart for which dataset your Ministry/Organization uses)



FOR PROD	CRMB PROD
Aboriginal Relations and Reconciliation	Advanced Education
Agricultural land Commission	Cabinet Operations
Agriculture	Children and Family Development
Energy and Mines	Education
Environment	Finance
Forests Lands and Natural Resources	Health
Integrated Land management Bureau	Jobs Tourism and Skills Training
Natural Gas Development	Justice
	Public Safety and Solicitor General - Housing Policy Branch
	Public Service Agency
	Social Development and Social Innovation
	Technology Information and Citizens' Services
	Transportation and Infrastructure

- Click **Finish**.
- In the resulting Open HP TRIM Dataset window, highlight the dataset and click on **Default**.
- Check the box for **Open Default dataset next time you run HP TRIM**. Click on **OK**.

