

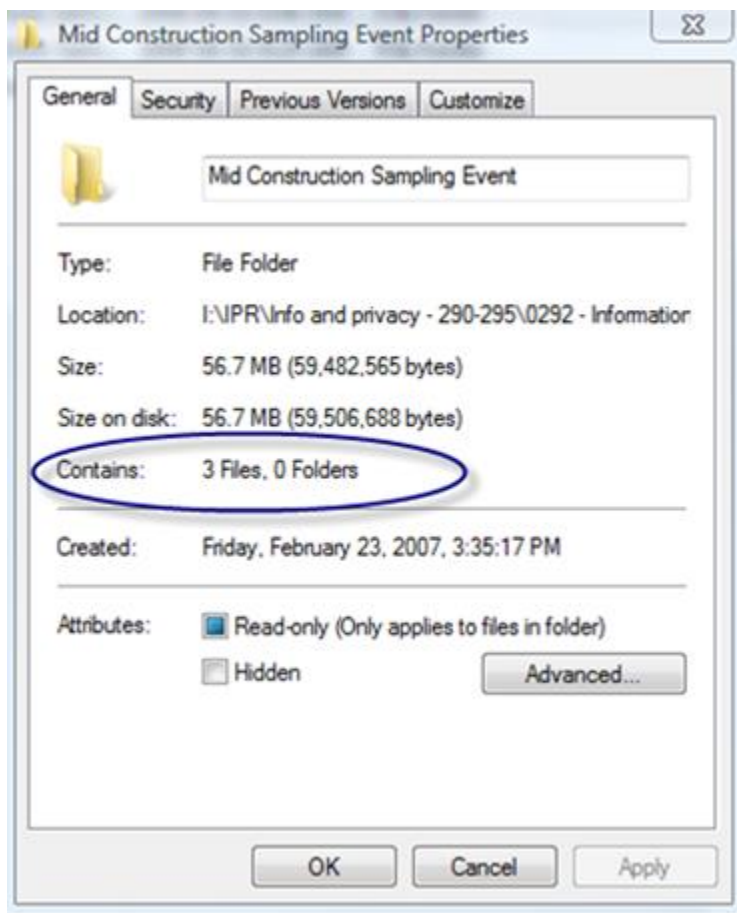
### Primary Audience: Information Workers

First you will want to ensure the electronic e-folder has been created in TRIM, copy the Record Number.

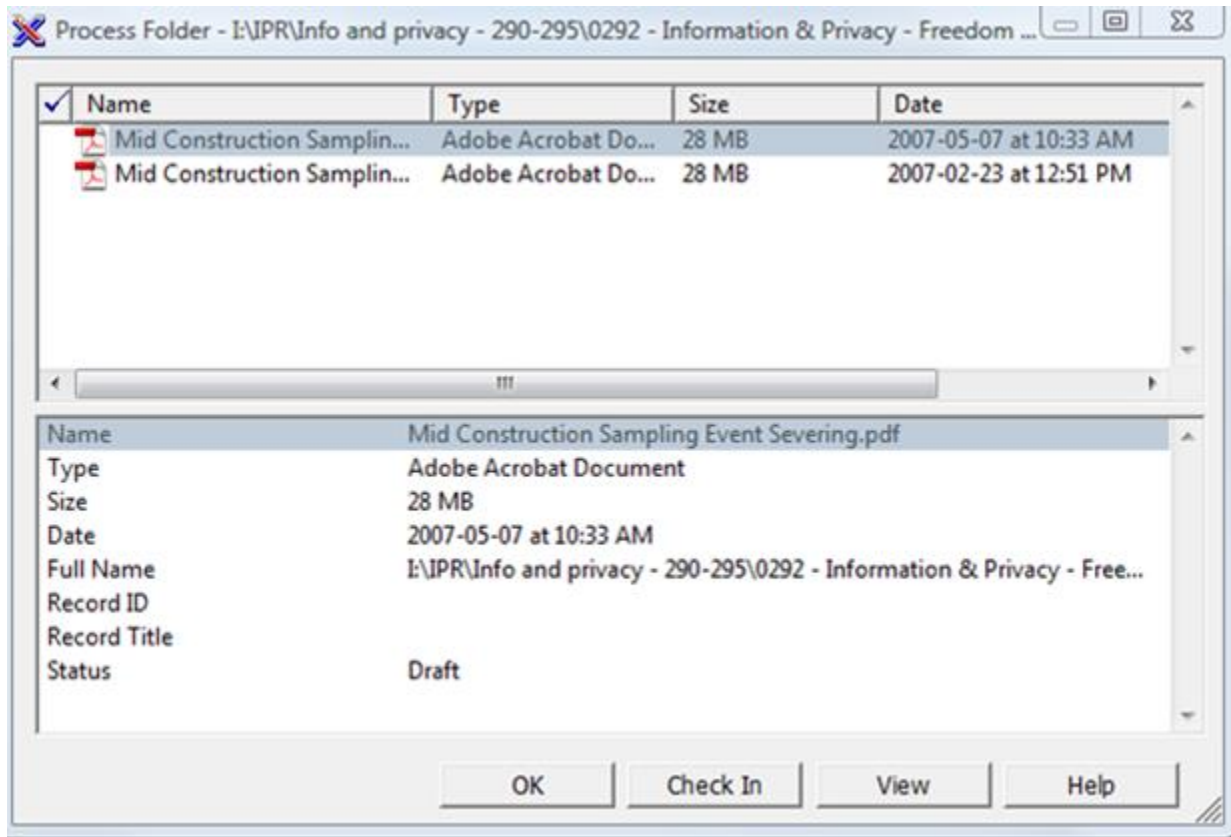
Find the folder or documents on the LAN that you want to migrate and follow these steps;



Right Click on LAN folder, check the number of documents in the folder



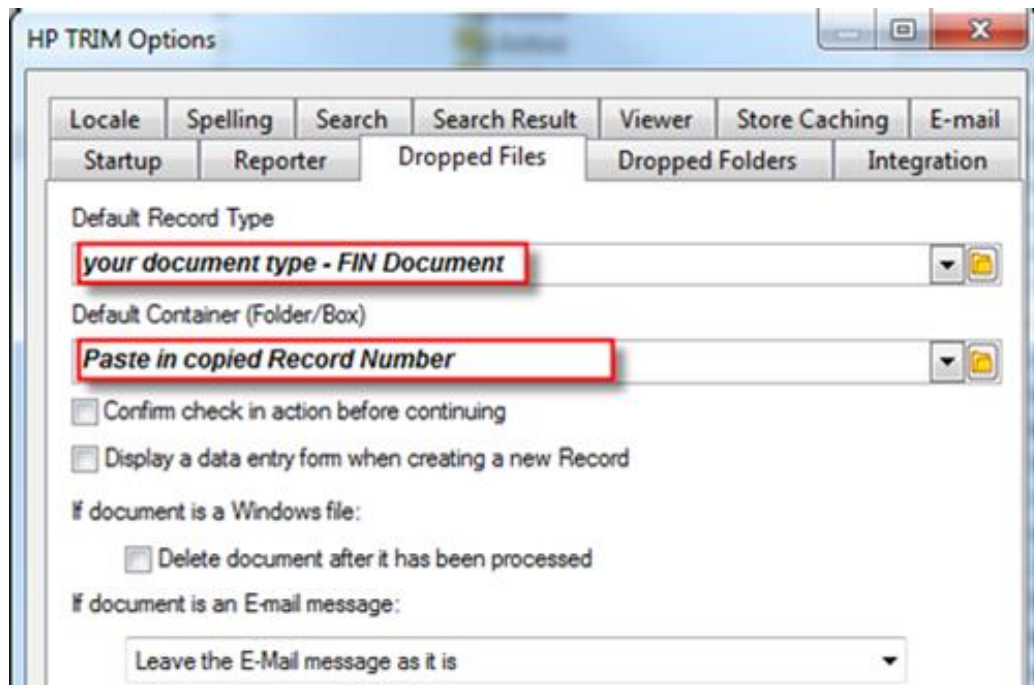
Select each folder separately (check for sub folders, the migration from the LAN to TRIM must be done at the lowest folder level) >Right click > send to > TRIM




This is the processing window and will show all documents within the folder to migrate. Right Click > Options

This will bring up the Document Queue Options. Your Default Record Type will be the Document Type for your ministry,

The Default Container needs to be changed to the appropriate folder to match that which you are migrating. Once your default container has been selected you can then select the OK button. You can paste the Record Number you copied (the first instructions in this document)



Make sure you UNCHECK the Confirm check in action.... if you leave this checked you will be prompted to confirm every document as it goes to TRIM.

Once you select OK you will automatically return to the Process Folder, you will then (with all documents **tagged** Right Click > Check In .

The status of the documents in Process Folder will have two draft columns, once TRIMMED one will change to **original** the second will say **draft**.

Once the records have been TRIMMED the corresponding folder on the LAN can be deleted, it is suggested that you leave overnight so that a backup can be done should there be any network issues.

**IMPORTANT:** Remember to go back to TRIM > Tools > Options – Dropped Files tab and remove the default container that you pasted for this LAN to TRIM migration, if you don't remove this folder, all future records will file to this folder until that information has been removed. Remember to **OK** and the default container field should be blank.