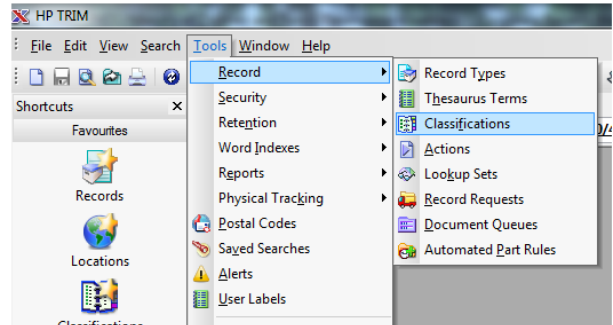


# EDRMS TRIM Tip Printing Classifications

**Primary Audience:** All Users

To print ARCS or ORCS classifications in TRIM:

1. Open HP TRIM
2. Click on **Tools – Records – Classifications** in the TRIM Menu bar.
3. Press F7 and refine your search. Tick the Radio button for **Search by Classification Word** or **Search by Classification Number Prefix**. If you tick the **Search by Classification Term Prefix** radio button, you can search by the first word appearing in a primary or secondary classification. Check the **Show Classifications that are not in use** box only if you want to include inactive classifications.

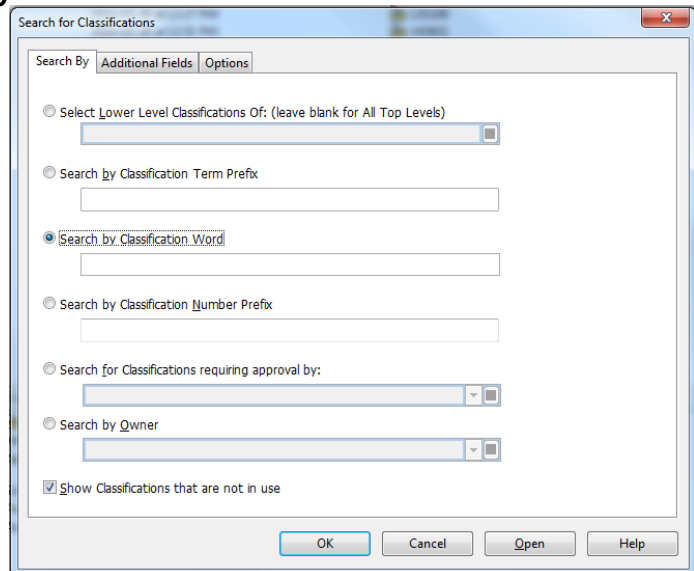


4. To search for a primary with its associated secondaries, tick **Search by Classification Number Prefix** and enter the full primary classification number. Click **OK**.

**Search by Classification Number Prefix**

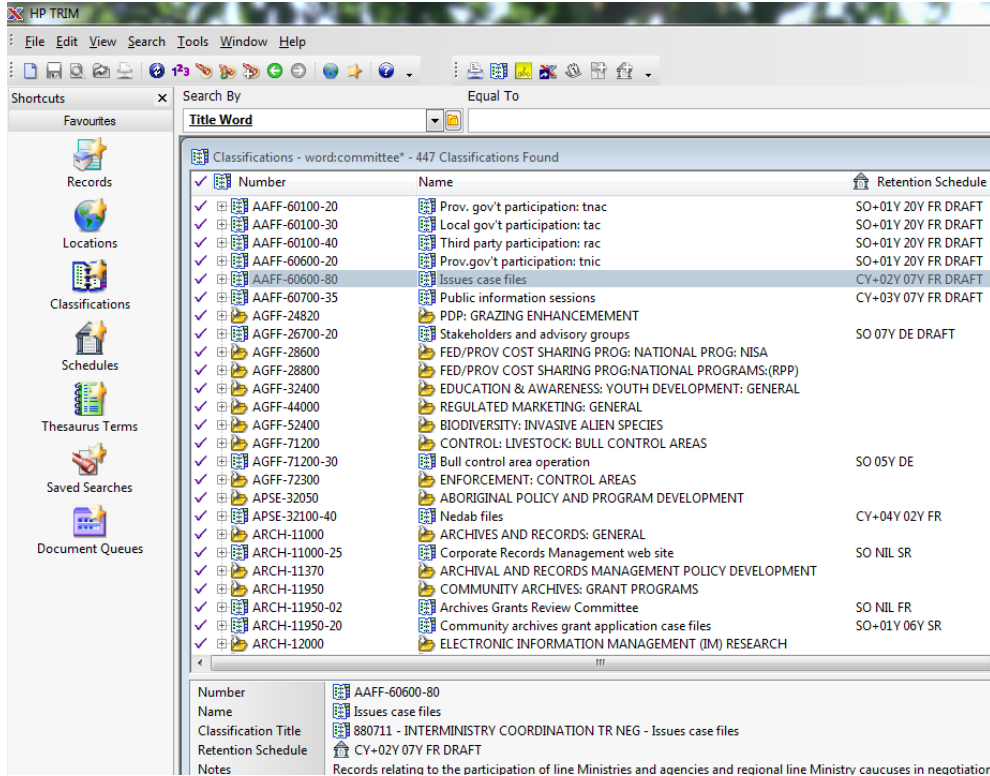
5. To search for a primary block, tick **Search by Classification Word** and enter the title word that is common to that primary block. Click **OK**. Search by classification Word searches record title and notes fields. To extend your search, use the wildcard character at the end of your search word.

**Search by Classification Word**

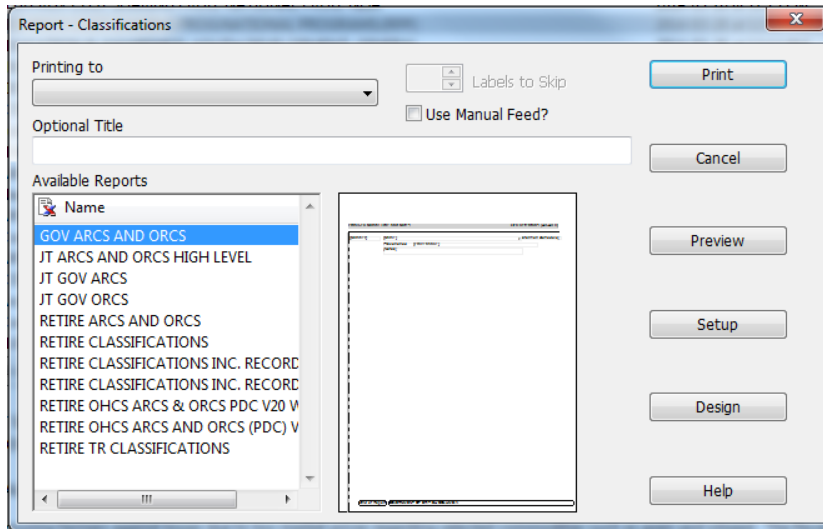


# EDRMS TRIM Tip Printing Classifications

- Sort the list pane of your search result. Tag the relevant primary and secondary classifications and click **Print Report** in the TRIM toolbar.



- Highlight the **GOV ARCS AND ORCS** report from the list of available classification reports. This report will show all primary and secondary descriptive elements. From here you can click on **Preview** to view the report or **Print** to print the report. Use the Optional Title field to describe what you are printing (e.g., *ARCS Committee Classifications*).



# EDRMS TRIM Tip Printing Classifications

## 8. To Print an entire ORCS or ARCS.

- Tick the **Search by Classification Number Prefix** radio button and enter the ARCS/ORCS four letter code (e.g., ARCS). Click **OK**.
- Right-click and **Tag All** classification records.
- Right-click and select **Send To / Print Report**.
- Click **Yes** to the **All Tagged Rows** prompt.
- Highlight the **GOV ARCS AND ORCS** report for the list of available classification reports. From here you can select **Preview** to view the report or **Print** to print it.

