

EDRMS TRIM Tip

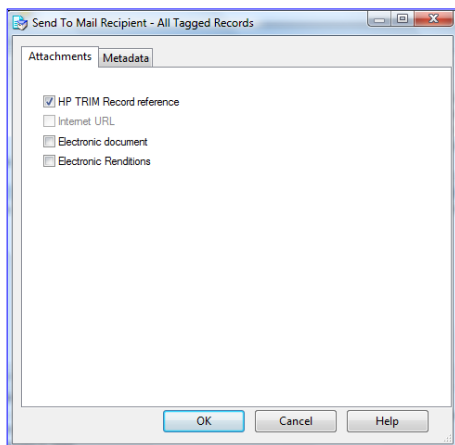
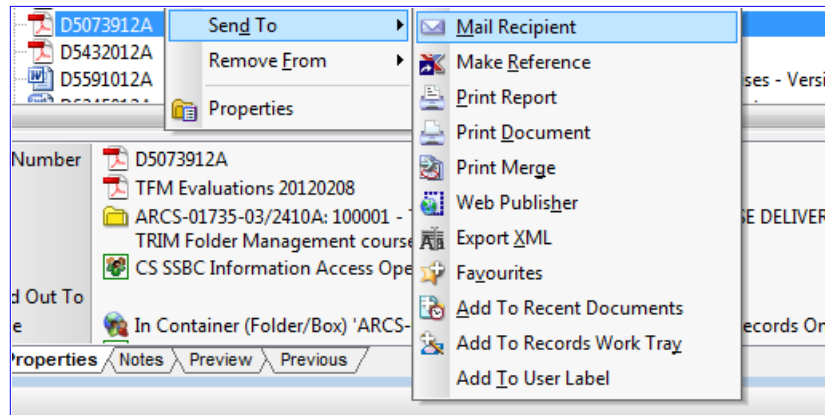
Requesting Deletion of Records in TRIM

Primary audience: All Users

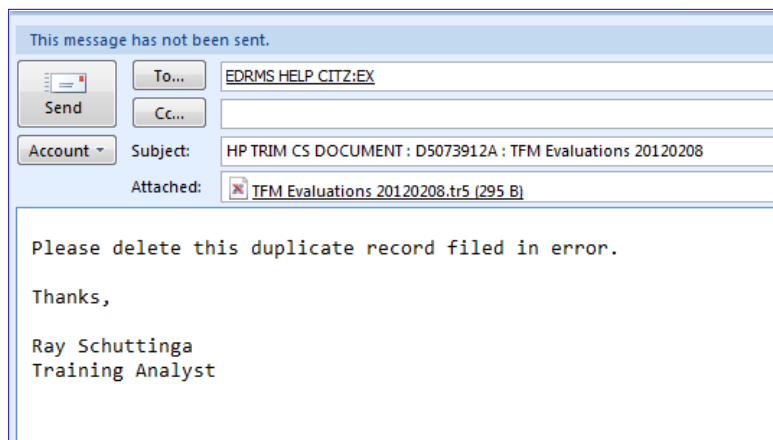
To request the deletion of a record (document, folder, or box) from TRIM, send an email message with a TRIM reference to [EDRMS Help](#).

For a single record:

1. Search for the record you want deleted.
2. Right-click on the record and select **Send To | Mail Recipient** from the fly out menu.



3. In the **Attachments** tab, check in the **HP TRIM Record Reference** box.
4. Put the reason for the deletion in the body of the e-mail (e.g. 'duplicate' OR 'created in error') and send the message to EDRMS Help.

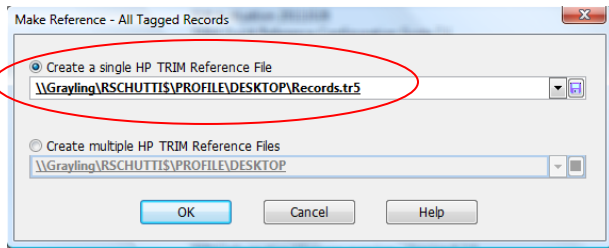
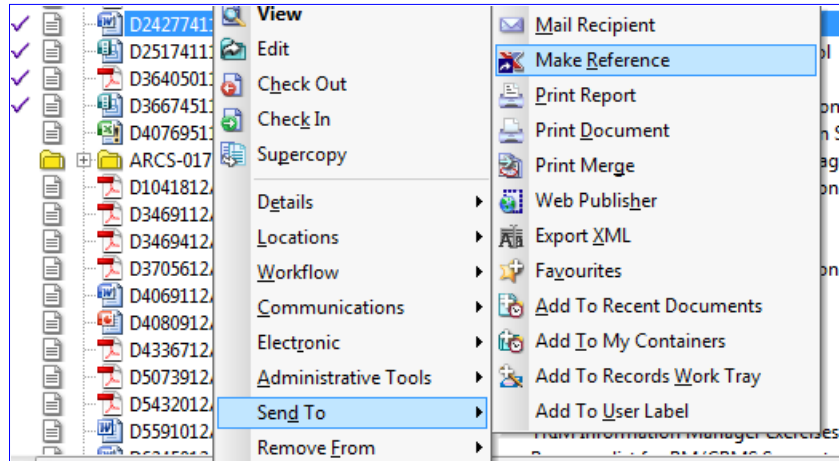


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Requesting Deletion of Records in TRIM

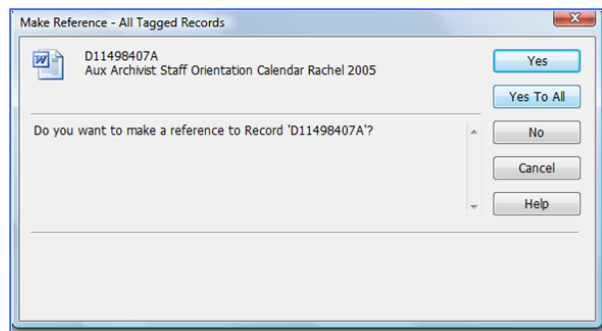
For multiple records:

1. Search for and tag the records you want deleted.
2. Right-click on one of the tagged records and select **Send To | Make Reference** from the fly out menu. Click **OK** to the **All Tagged Rows** prompt. Select **Create a single HP TRIM Reference File**.



3. Follow the screen prompts to save the Records to your desktop or H: drive with the .tr5 file name extension.

4. Click **OK** and then **Yes to All** in the **Make Reference – All Tagged Records** prompt.



5. Create a new email addressed to [EDRMS Help](#) and put the reason for the deletion in the body of the email message (e.g. 'duplicate' OR 'created in error'). Click the **Insert** tab on the Outlook toolbar and select **Attach File**. Browse for and locate the .tr5 file. Click **Insert** and send the email.

Remember to delete the reference from your desktop or H: drive.