

EDRMS TRIM Tip

Sorting Document Content Searches in TRIM 7.2.1

Primary Audience: End Users

TRIM 7.2.1 has a bug that prevents it from sorting the result set properly when a document content or email content search is done and has a large number of records as results. If the document content is searched and a column header is clicked to sort the result set, although it may look like the sort has been done, only approximately 40 records have been put in order.

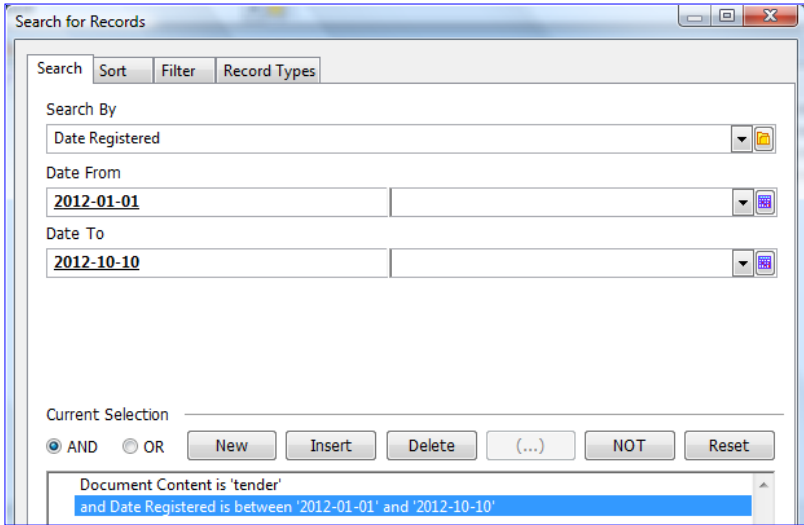
If the search is set up and a sort selected from the **Find Records – Sort** tab, the sort will not be carried out.

Workarounds for the sorting - Choose one of the following

Compound Search - Can be used to reduce the number of results

Start with a compound search consisting of the **document content** search term and another field. Be aware that the more complex the compound search, the longer it will take to run. Clicking on a column header of the search results will result in the sort being carried out.

Date registered used in conjunction with **document content** is one of the best compound searches to use. **Date registered** also helps to limit the search and speed the search process.



Work Tray - Can be used to sort a large number of results for document content

Put the search results into the work tray and sort on one of the columns. In the example, date created was used as the sort field.

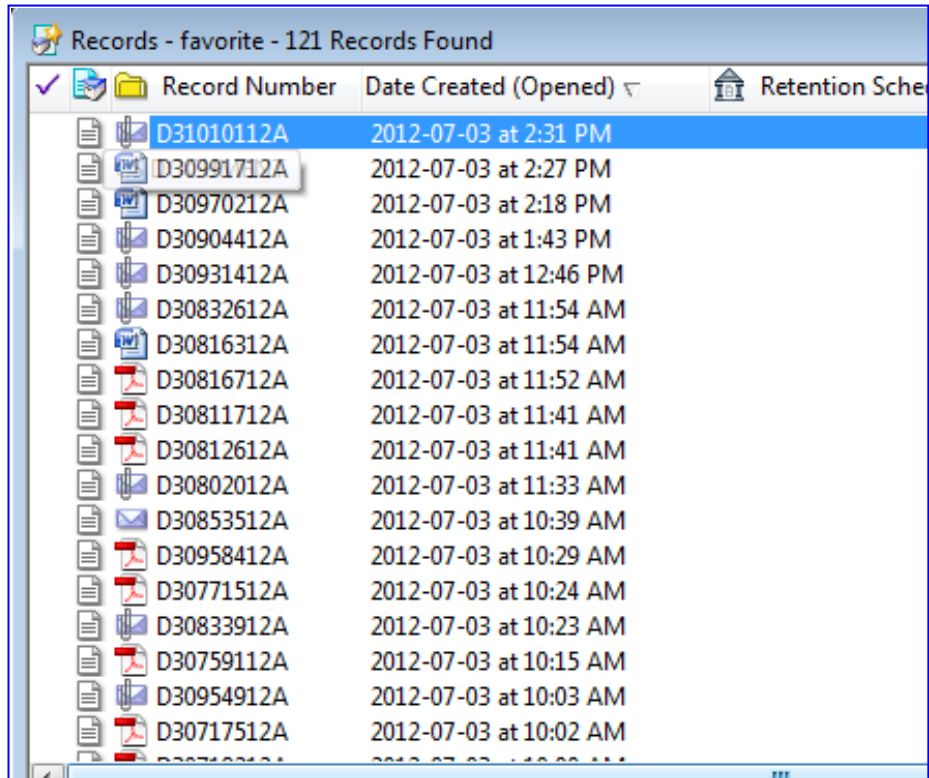
Record Number	Date Created (Opened)	Retention Schedule
D30962112A	2007-10-17 at 4:48 PM	
D30962512A	2007-10-18 at 11:20 AM	
D30883912A	2008-01-08 at 4:26 PM	
D30884112A	2008-01-09 at 10:30 AM	
D30884312A	2008-01-09 at 10:41 AM	
D30692712A	2009-07-20 at 4:18 PM	
D30683512A	2009-11-16 at 2:27 PM	
D30689212A	2009-12-14 at 1:17 PM	

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Favourites

Putting the result set into the favourites and sorting also works but it is a much longer process to get the records into favourites.



Record Number	Date Created (Opened)	Retention Schedule
D31010112A	2012-07-03 at 2:31 PM	
D30991712A	2012-07-03 at 2:27 PM	
D30970212A	2012-07-03 at 2:18 PM	
D30904412A	2012-07-03 at 1:43 PM	
D30931412A	2012-07-03 at 12:46 PM	
D30832612A	2012-07-03 at 11:54 AM	
D30816312A	2012-07-03 at 11:54 AM	
D30816712A	2012-07-03 at 11:52 AM	
D30811712A	2012-07-03 at 11:41 AM	
D30812612A	2012-07-03 at 11:41 AM	
D30802012A	2012-07-03 at 11:33 AM	
D30853512A	2012-07-03 at 10:39 AM	
D30958412A	2012-07-03 at 10:29 AM	
D30771512A	2012-07-03 at 10:24 AM	
D30833912A	2012-07-03 at 10:23 AM	
D30759112A	2012-07-03 at 10:15 AM	
D30954912A	2012-07-03 at 10:03 AM	
D30717512A	2012-07-03 at 10:02 AM	