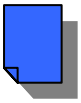
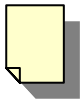
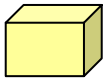
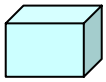
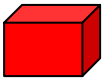
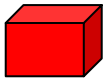
Changes in TRIM: September, 2005

A new(er) TRIM is coming – Tower Software as issued an upgrade to their software.

This is an upgrade from our present v5.2.2 to v5.2.3, so this is not a new Version but rather a Service Pack upgrade. Nevertheless, the appearance of TRIM has changed and this summary sheet will highlight those changes.

Screen Icons

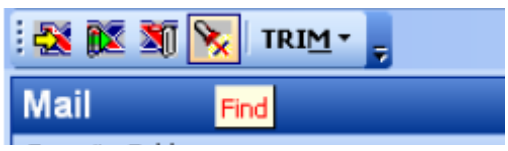
The most dramatic change will be the colour of the icons representing the various record types – attached is a sheet showing those changes but they can be summarized as follows

Record Type	Old Icon	New Icon
PFolder		
EFolder		
Edocument		
Offsite Box		
Onsite Box		

E-mail

TRIM in Outlook

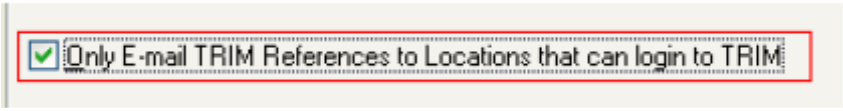
TRIM in Outlook now has an additional "Find" button on the Toolbar. This will display the TRIM Context Desktop dialog, which allows users to see their recent documents, browse through Classifications and perform a search of TRIM. This allows users that use TRIM Context solely for email management to perform all necessary tasks from within Outlook.



It is now also possible to register items created using the Post function in Outlook
A TRIM menu has now also been added to the TRIM Context toolbar on individual messages. This allows the user to use keyboard shortcuts to access the Catalog on Send and the Attach TRIM Record options.

Send to Mail Recipient
When sending record from TRIM Context to many recipients via E-mail it can be difficult because not everyone may have access to TRIM database to make a decision whether to send a record reference or attach the actual electronic document. While attaching the document uses up more network resources, at least it ensures that all recipients can read it, even if they don't have access to TRIM Context.

To overcome this problem TRIM Context now checks each recipient that is selected against the TRIM Logins. It then automatically sends a reference to the TRIM users and the electronic document to recipients that don't have a TRIM login.



This setting can be found on the Locations tab in the System Option dialog. It will take effect when the TRIM Context send mail dialog is used to send a record reference via E-mail. If the user selects to send the Electronic Document, this setting will not apply.