

TRIM Upgrade Message

We will be upgrading our version of TRIM from our present V.5.2 to V.5.2.3 next week over three days from September 14 -16.

As a TRIM user, the following information is for you so please read further!

1. While the following is the usual practice it is worth repeating. Over those days, September 14-16, please leave your workstation powered-on even if you are logged off or away from the office. This part is important for the upgrade to happen.
2. If you have used Top Drawer, please remove any draft documents you may have under your Top Drawer folder. If you have never used this feature and don't know what this means just ignore this bullet! Check them into TRIM, delete them, or copy them to a LAN drive.
3. CITS staff may need to manually remove the old version of TRIM from your workstation if you have an "old XP" PC. If you have a new "refreshed" XP PC or an old NT4 PC this step is not required. CITS staff will be in Victoria and will access your PC remotely if needed.
4. You can use your PC during the 3 days. But please avoid leaving your PC unattended with something unsaved (of course this is usual practice as well but worth repeating). If CITS needs to access your PC to do some work while you are logged on, they will contact you either via a message on your PC or via phone or email and ask you if this is ok. They will try a couple of times. Otherwise they will assume no one is home and access the PC to uninstall old TRIM software if required.
5. You can use TRIM on Wednesday the 14th – unless, of course, CITS calls and asks to remove it as noted above.
6. On Thursday the 15th, TRIM will not be available at all. The TRIM server will be taken offline to upgrade it as well.
7. On Friday the 16th, all going well of course, you will be able to use TRIM again from your PC.
8. If things go badly and TRIM is not working on your PC, you will be able to use TRIM Context instead from the terminal server. Please click on the following link for the guide to access TRIM Context via terminal server. If you like, you could start now using it this way. Click here for the guide <http://www.for.gov.bc.ca/his/edrms/TRIMTermServerLogonGuide.htm>.

9. During the day on the 14th and 15th, some workstations will have TRIM removed (as noted above). At night on the 15th (and 16th if need be), workstations will have the new version installed over the network.
10. When you go to use the new version of TRIM for the first time it will act as if it's the 1st time. So see the hints below at the end of this document.
11. We will send this message again next Tuesday. But we are sending it now as a heads up!
12. Questions? – Please contact the usual crew: David Young, Caroline Barron, Ann Cummings, or Fred Beinhauer.

Hints

Logging on TRIM for the first time

If this is the 1st time you have used TRIM Context on this PC (or terminal server) please be patient as you will get the usual server timeout.

- Logon as usual. Launch TRIM Context.
- After a few minutes, when the pop-up appears (saying connection failed), click **Ok** and then click on **Advanced** and **uncheck Local**. It should say **SLIPPER** for the server name. If not, overtype the server name with SLIPPER. Then select your dataset (FOR PROD).
- As you have done in the past, set your preferences for using TRIM.
- It will remember your settings the next time you logon.
- If you use Top Drawer for the first time (instead of TRIM Context) follow the same steps as above.