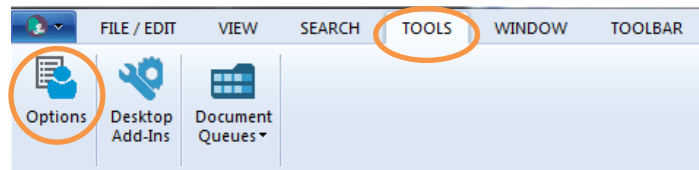


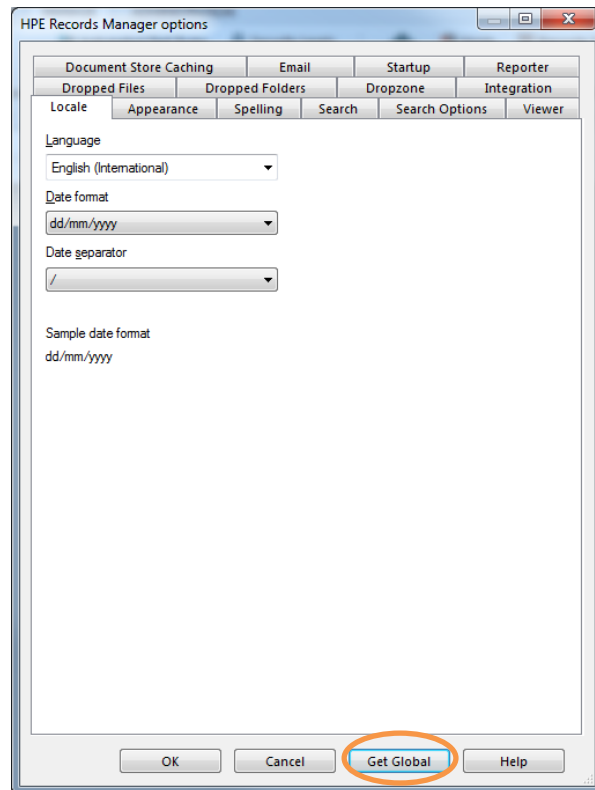
Global Settings

Before you start using TRIM it is recommended to get Global Settings. The Global Settings have been set for you by the Administrator, and will assist in the view and expected behavior of TRIM.

To get Global Settings, select the **TOOLS** menu tab at the top of the TRIM screen, then select **Options**.

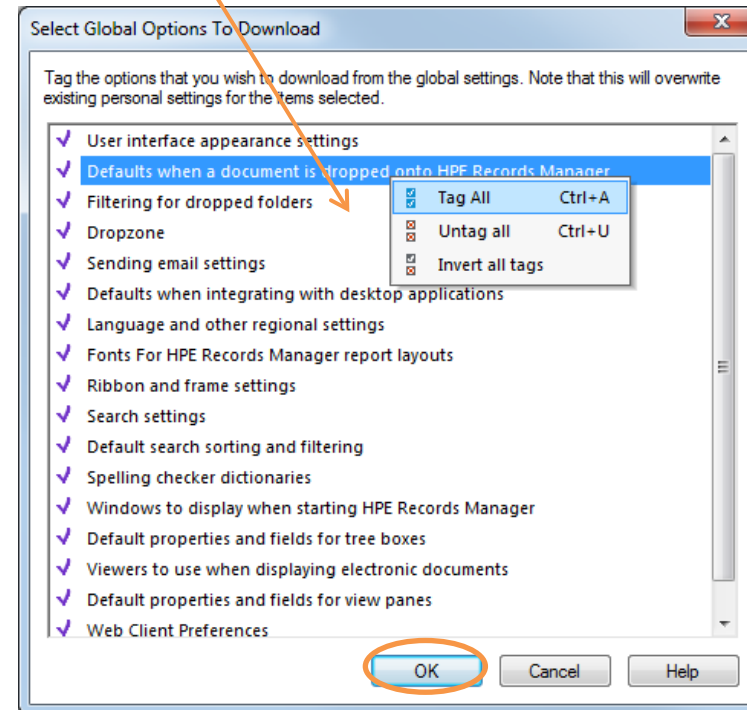


When the below window appears, select **Get Global**.

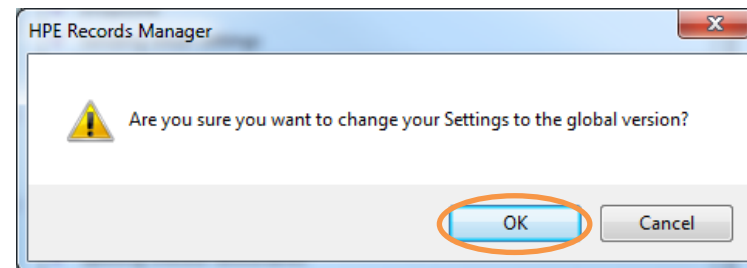


The 'Select Global Options To Download' window will appear.

Right click anywhere in the 'Select Global Options To Download' window, and select **Tag All**. Then select **OK**.



When the below window appears, select **OK**:

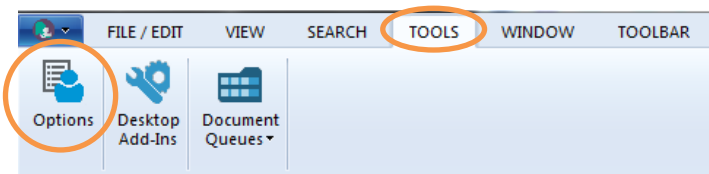


Lastly, click **OK** to close the 'HPE Records Manager options' window.

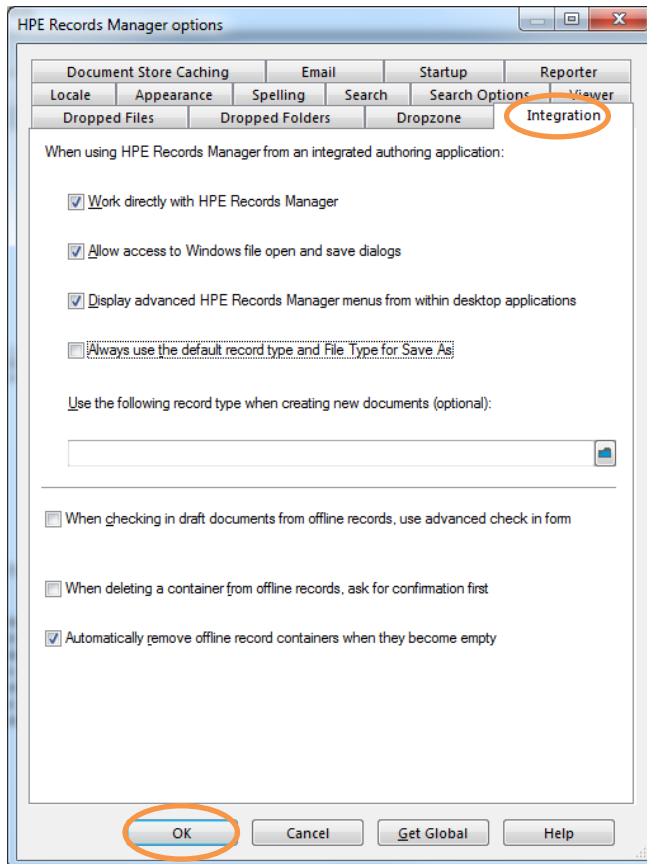
Integration Settings

Please follow the below instructions to ensure your TRIM Integration Options are configured correctly:

Select the **TOOLS** menu tab at the top of the TRIM screen, then select **Options**.

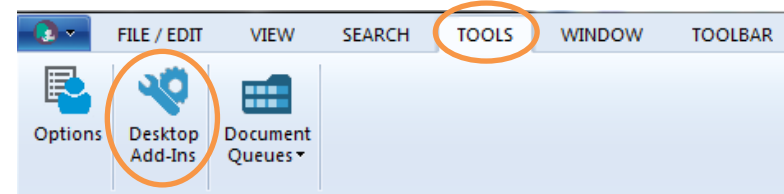


Select the **Integration** tab and ensure boxes are checked as shown below, then click **OK**.



Desktop Add-In Settings

TRIM can integrate with Microsoft Applications to allow you to save direct to TRIM from the application itself. To check your Microsoft Office Integration is turned on, select the **TOOLS** menu tab button at the top of the TRIM screen, then select **Desktop Add-Ins**.



Ensure boxes are checked as shown below, and then click **OK**.

