

TRIM QUICK REFERENCE CARD

Standard Search

Search for Recaps in TRIM

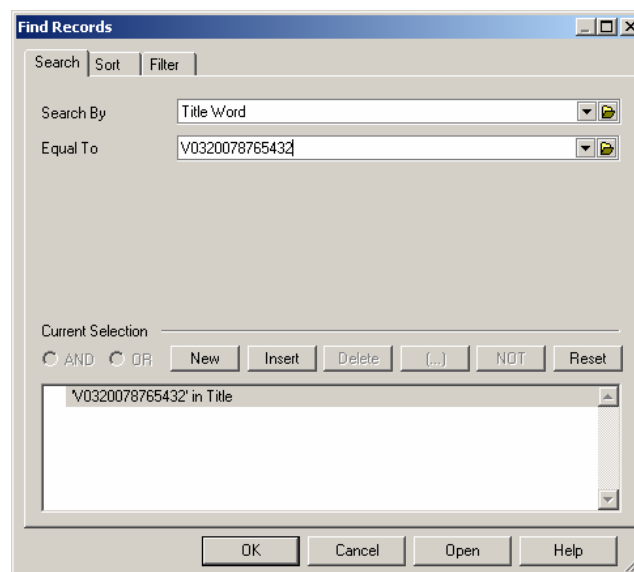
- From the main menu, click Search -, Find Records OR



Press the Find Button on the Toolbar **OR**

Press Ctrl F on the Keyboard.


- The Find Records dialog box will appear:



- Select 'Title Word' in the Search By field ***
- Key the Recap Number into the Equal To field.
- Click OK.

****Search By Field*

The Search By area is where you select the Search Method; that is the TRIM field that you wish to search across. TRIM has a large number of fields to select from when searching. You can select the Search Method via the KwikSelect or the Drop Down List.

The KwikSelect will open the Search Methods dialog box. This dialog box reveals all of TRIM's Search Methods divided into logical categories. Access to all the search methods available in a category by clicking the .

The Drop Down List will reveal a listing of (up to) the last 25 recently used Search Methods. The items within the Drop Down List are in a most recently used order.

Once you have selected the Search Method, TRIM will display the appropriate search value options.

1. Quick Find Method

The Quick Find Function is available on the Search Toolbar. It will only allow you to search across one Search Method.



1.1 Select Title word in the Quick Find Field.

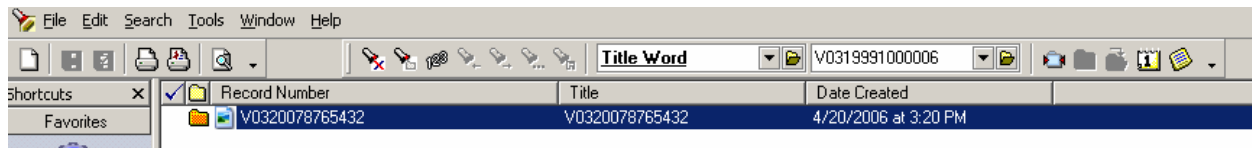
The Search Method can be selected using the KwikSelect or the Drop Down List. The Drop Down List reveals a listing of up to the last 25 Search Methods used with the Quick Search. The Search Value may be typed directly into the Field or you may use the KwikSelect or Drop Down List. The Drop Down List reveals a listing of up to the last 25 Search Values used, with the selected Search Method, via the Quick Search.

1.2 Key the Recap number into the second field.

Once you have filled in both fields, press Enter on the Keyboard and the search results will be displayed.

2. Viewing & Printing Recap


The recap you searched for will be returned in the TRIM listpane.





2.1 Double-Click the record to display the recap image in the viewer.



2.2 The recap can then be printed from the viewer via File- Print or by clicking on the print icon.

Print - 

Rotate Image - 

Magnify Image - 

Need Help

For assistance, please contact the FMS Helpdesk at 729-2670 or FMSHelpdesk@gov.nl.ca