TRIM Upgrade 2022
Installing Content Manager 10.1

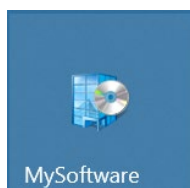## HOW TO INSTALL AND ACCESS TRIM (CONTENT MANAGER 10.1)

From Monday August 15, staff will no longer be able to access HPE Content Manager 9.4 and will need to install the new version of TRIM, Content Manager 10.1.
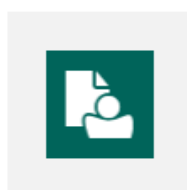
BEFORE THE UPGRADE

- Ensure your computer or laptop has the most current Windows software update. This can be checked via 'Update and Security' in 'Settings' in the Start menu. If necessary, select 'Check for updates' and download as required
- Open MySoftware to ensure this is opening and updating as expected
- Document any custom ribbon settings
- Shut down your computer or laptop on the Friday night to prepare for the update and ensure an ease of installation on Monday morning

INSTALLING CONTENT MANAGER TO YOUR DESKTOP

1) Go to 'MySoftware/Software Centre'

MySoftware

2) Search for TRIM or Content Manager. Double-click on the icon.

Content Manager
(TRIM)

10.1.1.0447

3) Select 'Install TRIM'.
   <u>Note</u>: This will take several minutes.

Applications > Application details

Content Manager (TRIM)

Install

"Restart required after installation"

Status **Available**
Version: **10.1.1.0447**
Date published: **Not specified**

Restart required: **Might be required**
Download size: **184 MB**
Estimated time: **Not specified**
Total components: **1**
Date Modified: **20/07/2022**

4) IMPORTANT STEP!
   Before opening Content Manager for the first time, restart your computer. This finalises the installation.

5) After logging back onto the PC, it is then OK to open Content Manager.

ACCESSING VIA MOVE

Current MoVE link will remain the same, but the new icon and name will appear.

MONASH University

Search Results: 'Content Manager' (1)

Apps

Content Manager
10.1