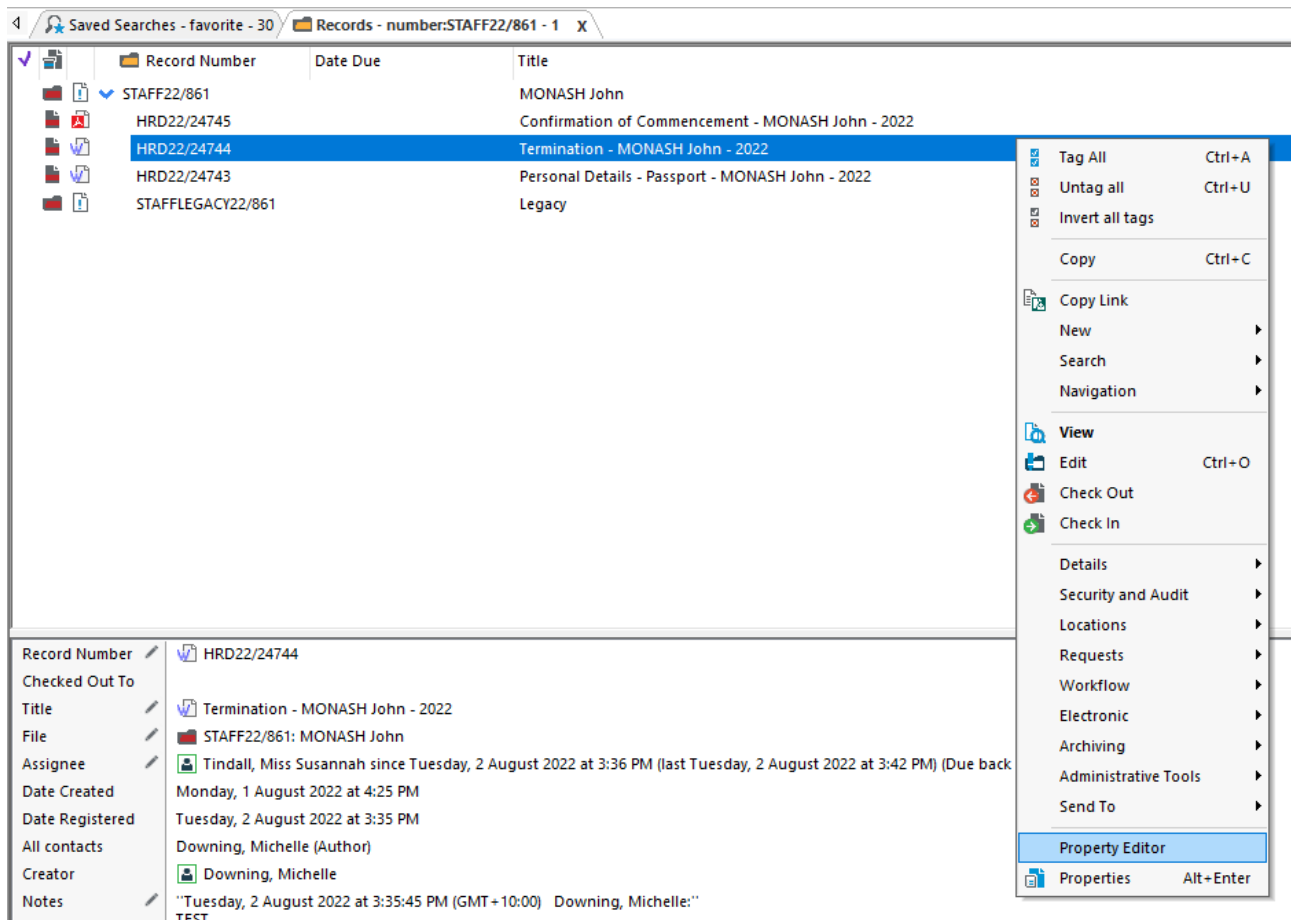# TRIM Upgrade 2022
Property Editor

In 10.1, users are able to edit multiple additional property fields in the same location. Previously this required multiple steps, such as through 'Dates', attaching a Contact, or applying a Retention Schedule.

The majority of users are unlikely to use this feature so this change will only impact a small number of users

ACCESSING THE PROPERTY EDITOR

1. Right-click on the File or Document you need to edit, then select 'Property Editor'

2. A box will appear with the available fields to edit.

   Note: This will vary depending on the item type you are using, so you may see more or less fields here.
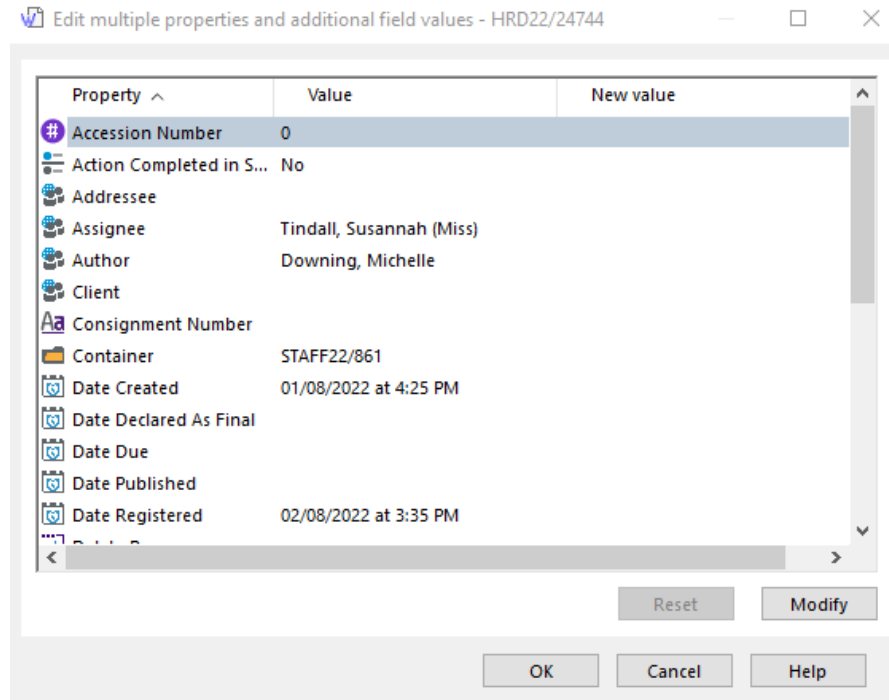
3. Select the property you want to edit by highlighting, then selecting 'Modify'
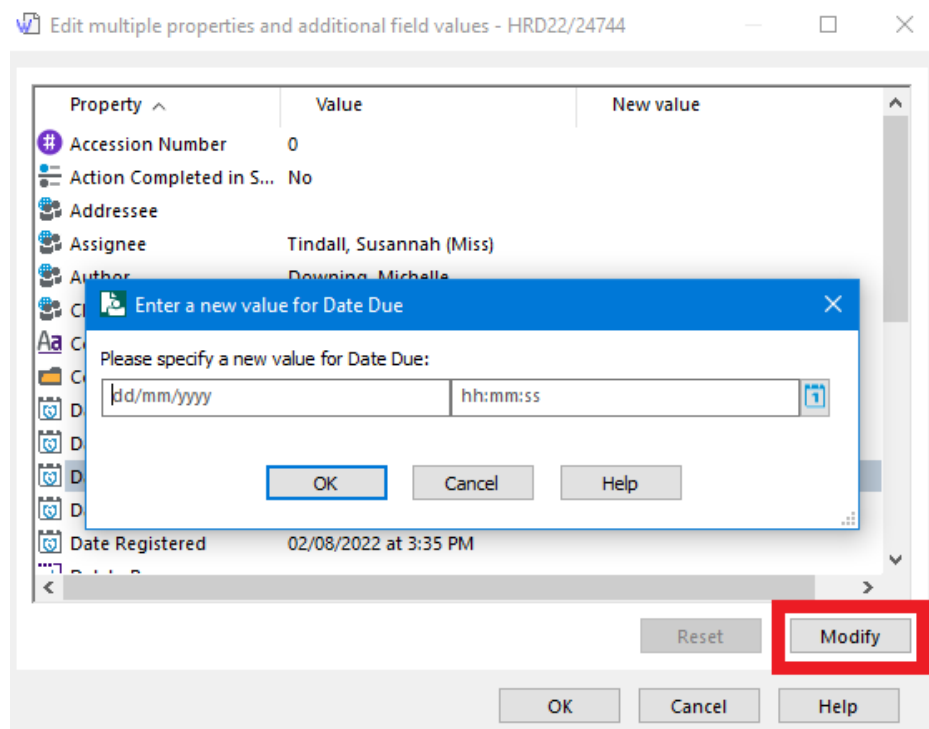
4. Select OK to save the new value
5. Repeat Step 3 for as many properties as necessary
6. Select OK to save the new values and update the File or Document.