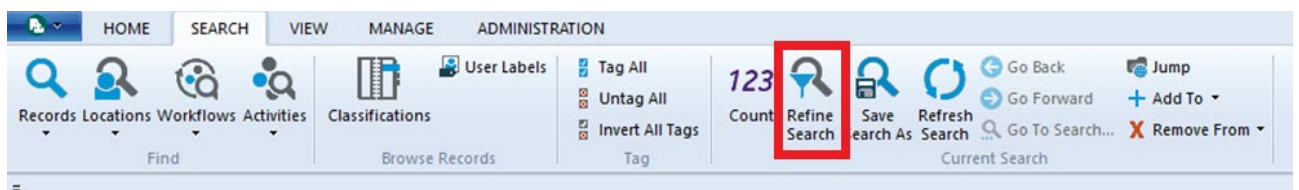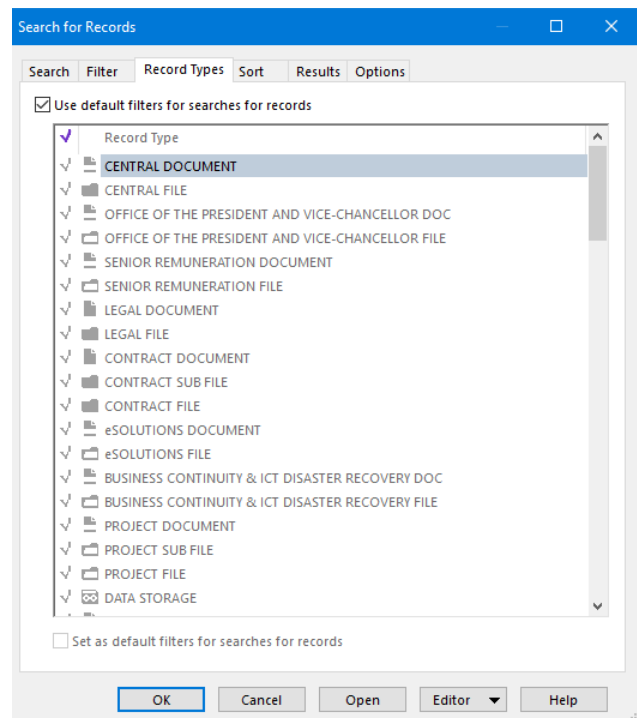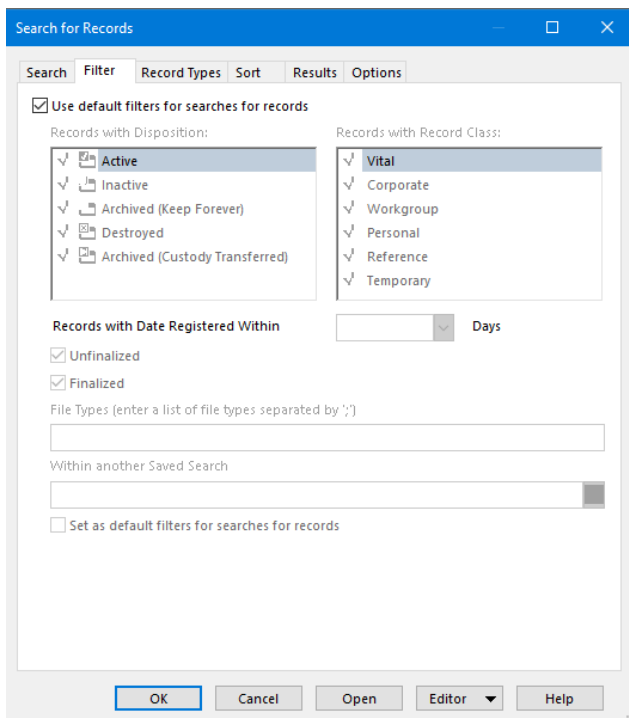# TRIM Upgrade 2022
# Refining a search

## REFINING A SEARCH

**1)** Run the search

**2)** On the 'Search' ribbon, select 'Refine search'



**3)** From here either;

    a.  Refine by disposition – this is the status of the record, i.e. Active, Destroyed, Archived etc.

    b.  Refine by item type – this is the type of results you want to see, i.e. Central Files, HR Files etc.



**4)** On both of these screens, the options will be greyed out. To amend this, untick the box 'Use default filters for searches for results' on either screen.

**5)** Continue refining as necessary, then select OK to run the refined search.