TRIM sends you mail notifications when an action is current and when an action is overdue.

If a new action or procedure is assigned and made current to you, you will receive a TRIM mail notification via email. You will also receive a notification if the action becomes overdue. The message will reflect this.

The content of the email will include a tr5 attachment reference. You will need to double click on the attachment and select Open.

This will launch TRIM Desktop or the TRIM Full Client to show the document that has the action/procedure placed against it for your easy access.
In addition to the mail notification the document is located in your “Due Tray” until you complete your action/procedure.

Refer to:

- TCS17 - What to do with TRIM Mail Notifications
- TCS18 - Action Tracking - How to Apply an Action or Procedure to a Document
- TCS19 - Action Tracking - How to Modify Attached Actions and Procedures