

iRIMS Course Description

End User Training

Half Day Session

This course is appropriate for all iRIMS users. This is a half-day session.

The course introduces users to iRIMS. It covers how to log in, set up preferences, search and retrieve information from the system, and how to set up favourites. At the end of the course, participants will be able to:

- Log in to iRIMS.
- Set up preferences.
- Navigate through the different screens.
- Use the simple, advanced, and saved search features.
- Print or export search results

Prerequisites:

For more information about this course, see [Training Opportunities](#).

Module 1: Introduction to Records Management