

## iRIMS Course Description

### Records Classifier Training

One Day Session

This course is appropriate for iRIMS users who are responsible for maintaining the office filing system. Consult with your Records Coordinator before registering for this course.

This course introduces users to iRIMS and teaches users how to perform records management tasks using iRIMS. It covers how to log in, set up preferences, search and retrieve information from the system, and how to set up favourites. It also discusses how to open and close files and folders; how to apply retention and transfer records to the Records Centre; and how to retrieve folders and boxes from the Records Centre using iRIMS.

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.
- Insert files and folders, and print folder labels.
- Create transfers and boxes, print box labels, and assign folders to boxes.
- Retrieve folders and boxes from the Records Centre.
- Print or export search results.

#### **Prerequisites:**

For schedules of these courses, see [Training Opportunities](#).

**Module 1:** Introduction to Records Management

**Module 2:** Administrative and Operational Records Classification Systems

**Module 3:** Processing Transfers to Storage and Final Disposition