



iRIMS Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

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Using Barcode Scanners

A lot of you might be wondering why there is a barcode on every folder or box label that is printed from iRIMS. No, it's not there just for looks! It's actually there to be put to good use and automate some of your records management functions. This iRIMS Tip will cover the main usage of barcode scanners in iRIMS, provide some ideas for other usages, and will give some examples on the different kinds of compatible scanners that can be purchased.

Barcode Scanning with iRIMS

First of all, what do the barcodes on the labels actually represent? Every box, or folder that is created in iRIMS has a unique identifier assigned to it (*Folder ID, Box ID*). That unique identifier is converted into the **Barcode 39** font at the bottom of the labels (see **Figure 1.1**).

One of the main uses for the barcodes in iRIMS is to automate the records transfer process. The manual method of transferring records is to fill out the box inventory forms, and list all of the folders in the box.

The automated method would be to create your box in iRIMS, use the barcode scanner to scan the folders into the box and have iRIMS generate your box inventory listing (see **Figure 1.3**). This is assuming that all of your active files are created in iRIMS and you have the appropriate labels on the folders.

If you have any questions on using the barcode scanners to perform transfers, please contact Records Management at 873-7231.

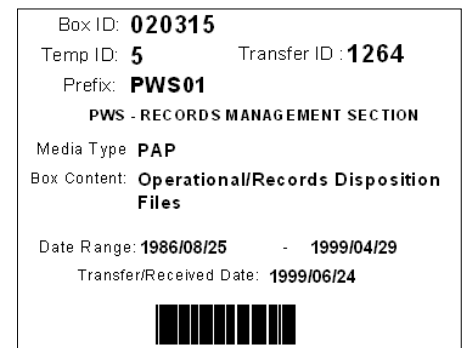


Figure 1.1 – Box Label

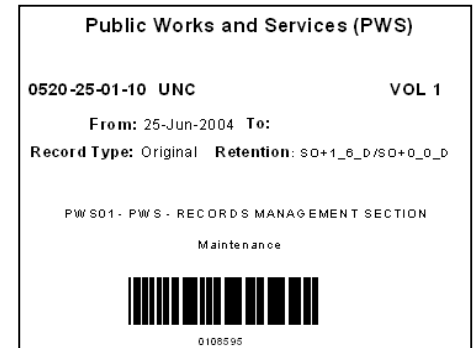


Figure 1.2 – Folder Label



Box Inventory Listing

Box ID	Temp #	Transfer ID	Date Received	Facility Area Locator	From Date	To Date	Box Content	RDA	Box Retention
051877	5	3244	27-May-2004	RC-YK Q13-04-05	10-Aug-1984	20-Nov-2002	Operational Records	RDA 2003-02; 1996-03	SO+1_75_D/SO+0_0_D
Prefix	File Number	Folder	File Subject	Comment	From	To	Type	Retention	
PWS01	0562-04-1998-02	VOL 1	Executive Corporate Services to MACA		24-Aug-1998	02-Sep-1998	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-07-1998-13	VOL 1	HSS Policy and Planning		26-Aug-1998	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-12-1996-18	VOL 1	NWTHC Executive		14-Nov-1996	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0558-13-1999-01	VOL 1	PWS Maintenance Hay River		21-Apr-1999	20-Oct-2000	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-12-1996-12	VOL 1	NWTHC Human Resources		10-Aug-1984	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0558-13-1998-03	VOL 1	PWS Project Management		01-Sep-1998	11-Sep-2000	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-14-1999-01	VOL 1	RWED Finance and Administration		17-May-1999	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-06-1999-01	VOL 1	FMBS Audit Division		28-May-1999	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-04-1998-07	VOL 1	Executive Corporate Human Resource Services Personnel Secretarial		26-Jan-1999	20-Jan-2000	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-07-1999-06	VOL 1	HSS Policy and Planning		04-Jun-1999	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0559-13-1998-03	VOL 1	PWS Petroleum Products Division		28-Jan-1999	20-Nov-2002	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-07-1996-13	VOL 1	HSS Financial Management Services		04-Jun-1998	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0558-13-1998-02	VOL 1	PWS Project Management		20-Aug-1998	10-Sep-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0558-13-1998-01	VOL 1	PWS Purchasing Division		30-Jul-1998	04-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0562-03-1999-07	VOL 1	ECE Management Services		14-Jun-1999	17-Nov-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0558-13-1999-03	VOL 1	PWS Purchasing Backlog Fort Smith		17-Jun-1999	27-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	
PWS01	0558-03-1999-01	VOL 1	ECE		13-Jan-1997	28-Oct-1999	Orig	SO+1_75_D/SO+0_0_D	

Figure 1.3 – Box Inventory Listing

Other Scanner Uses

“Mini” Charge Out / Charge In System

If your office has a centralized approach to managing records, you can use the barcode scanner to create a charge out/in system. iRIMS has a circulation module built into it that allows for files to be charged in or out. Please contact Patrick Bisailon at 873-7231 if you would like to setup a circulation system in iRIMS for your department or division.

You can also use a basic excel spreadsheet to scan the *Folder ID* along with recording the name of person that the folder will be charged out to. Once the file is returned, a “find & replace” can be performed with the *Folder ID* to charge the file back in.

Office Inventory

Have you ever wondered what files are actually on your shelves? You can easily perform an office inventory of all files that are in your possession by scanning the *Folder ID* into a basic Excel spreadsheet. From there, PW&S Records Management can take that information and generate a wide variety of reports for you.

This can also be done if you wanted to assign specific location codes to your files. iRIMS has location codes for each department that have been determined by the iRIMS Working Group. Over time, files may have shifted floors, divisions, or even disappeared! Again, by scanning the *Folder ID* into an Excel spreadsheet, PW&S Records Management can use that information to create reports, and perform batch updates in iRIMS to update the location of those files or other fields.

Barcode Scanner Types

There are a wide variety of barcode scanners out on the market. If you do decide to purchase a scanner, make sure that it is *decoded*, and can read the *Barcode 39 Font*. Below is a listing of some of the recommended barcode scanners that can be used with iRIMS:

Unitech MS210K Barcode Scanner

<http://www.ute.com/products/ms210.html>

Average Cost: \$140.00

***PW&S Records Management has purchased this scanner as a “loaner” scanner for temporary use by departments.*



Cobra LS 2208 Barcode Scanner

http://www.symbol.com/products/barcode_scanners/hh_ls2200roll.html

Average Cost: \$249.00



For more information on purchasing or using barcode scanners please contact Records Management at 873-7231 or email Patrick_Bisailon@gov.nt.ca