

The **Intro to iRIMS Series** provides introductory information about iRIMS that is applicable to all audiences.

Box & Folder Requesting from GNWT Record Centres

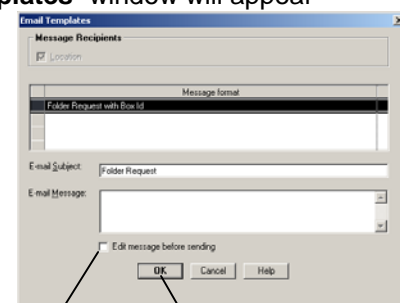
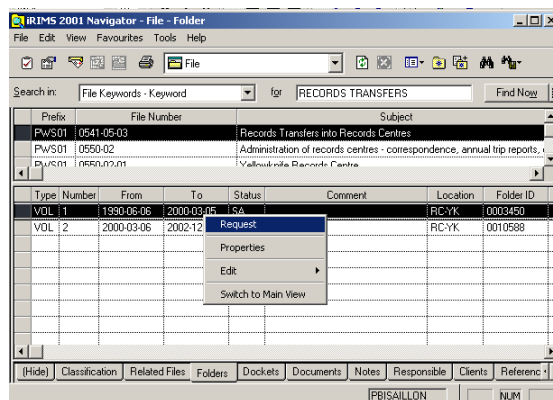
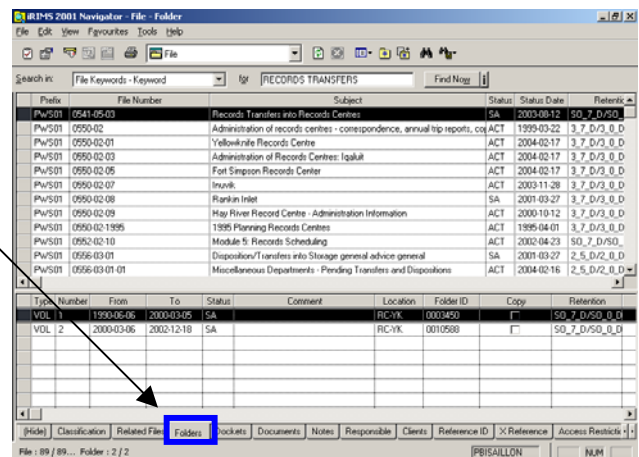
Are you tired of filling out forms when you would like to request a file or a box from the Records Centre? If so, then this iRIMS tip will show you how to use iRIMS to do all the work for you. This tip will cover the various items that can be requested from the Records Centre and will provide a brief overview on the procedures to request them.

Please Note: The iRIMS request function is only available to users that do not access iRIMS through Citrix. Currently, only the Yellowknife Region has been converted over and is not using Citrix to access iRIMS anymore. We are actively working towards finding alternative solutions for providing the same services to all other regions.

Folder Requesting

In order to request folders from the Records Centre, these folders have to be entered into iRIMS. It is recommended that you speak with your Records Coordinator to find out if your Department is entering folders into iRIMS as not all Departments are at this stage yet.

- 1) The first step to request a folder is performing a search in iRIMS to find it. **(See iRIMS Tip # 2 for Searching)** Once you locate the file that you are looking for ensure that your **"Folders"** tab is open so you can see how many volumes are associated to that file.
- 2) The Folder **"From & To"** dates can be used to determine which volume you would like to request.
- 3) Highlight the Folder and perform a **"Right Click"** on your mouse.
- 4) Select the **"Request"** menu item and the **"Email Templates"** window will appear

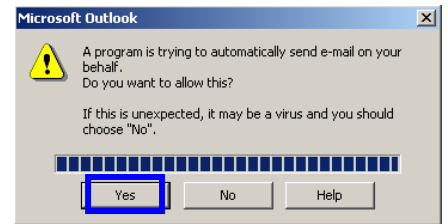
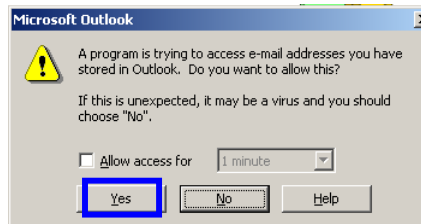
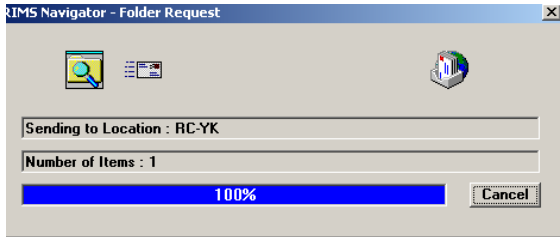


Click OK to send the request

Click this box if you would like to edit the request

Tip: If there are multiple **Folders** under the highlighted **File Number** and the “**Request**” icon is selected then all **Folders** will be requested.

Once the “**OK**” button is selected the following screens may appear. (These are generated from Microsoft Outlook. Click **YES** on both questions to send the request)



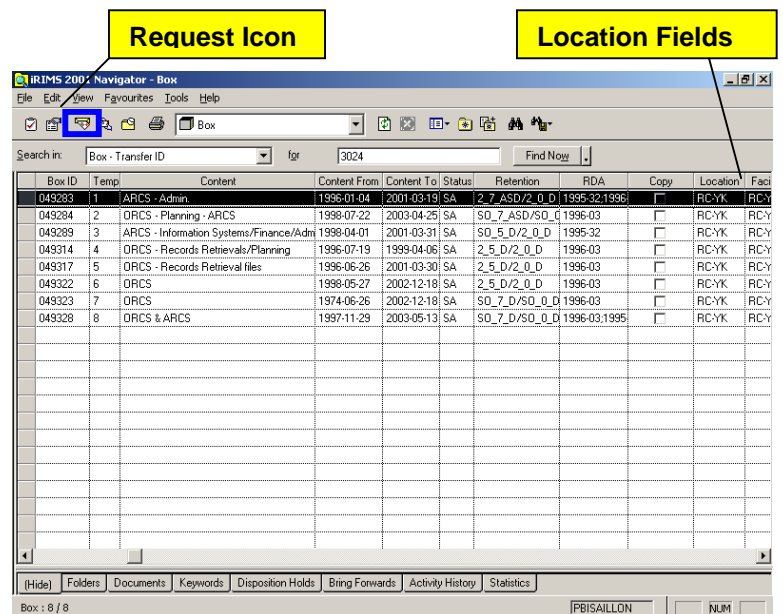
- 5) If you would like confirmation that your request went through, you can verify your “**Sent Items**” in Microsoft Outlook to see if the email was sent.

Box Requesting

The process for requesting boxes is essentially the same as requesting folders. The only differences are:

- You are searching for **Boxes** rather than **Folders**
- The “**Request**” Icon can be used instead of performing the “**Right Click**”

- 1) Perform a search in the “**Box View**” to find the box that you would like to request.
- 2) Ensure that the box is at the Records Centre by verifying the “**Box Location & Facility**”
- 3) Once you determine which box you would like to request, click on the “**Request Icon**” from the main toolbar.
- 4) Follow the same steps as listed above in the “**Folder Request**” process. The same screens will appear and the email request will also be in your “**Sent Items**”.



Please Note: There may be some specific departmental procedures on requesting records from the Record Centres. It is recommended that you speak with your Departmental Records Coordinator to find out if there are any procedures that may apply.