

Printing Labels in URMA

- URMA labels should be printed on Avery 5168 label stock.

1. Search for the Records using the Quick Search fields.

1

2. Check the box(es) to the left of the Records.

3. Click Print Labels.

3

2

| <input type="checkbox"/> | Record Quick Description | Legacy Box Number | Date Range |
|-------------------------------------|--|-------------------|------------|
| <input checked="" type="checkbox"/> | 0000024297 - Litigation Case Files [cw8de - Caroline Walters] | | 10/01/2018 |
| <input checked="" type="checkbox"/> | 0000024296 - Litigation Case Files [cw8de - Caroline Walters] | | 05/01/2016 |
| <input type="checkbox"/> | 0000024248 - Freedom of Information Act (FOIA) Requests and Responses [cw8de - Caroline Walters] | | 08/01/2019 |
| <input type="checkbox"/> | 0000024247 - Freedom of Information Act (FOIA) Requests and Responses [cw8de - Caroline Walters] | | 04/01/2019 |

4. Select the type of label you need:

- UVA Research Box – for Records with a Record Type of “Research”
- UVA Standard Box – for all non-research Records

4

Print Labels - Choose Design

Selected Items to Print:

Page 1 | Jump to Page: Go

| Barcode | Record Description |
|------------|---|
| 0000024296 | 0000024296 - Litigation Case Files [cw8de - Caroline Walters] |
| 0000024297 | 0000024297 - Litigation Case Files [cw8de - Caroline Walters] |

Choose the Design you wish to print:

Starting Position

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5. Select the correct Starting Position for the label sheet (leave as 1 for a new/full sheet).
6. Click Print.

Print Labels - Choose Design

Selected Items to Print:

Page 1 | Jump to Page: Go

| Barcode | Record Description |
|------------|---|
| 0000024296 | 0000024296 - Litigation Case Files [cw8de - Caroline Walters] |
| 0000024297 | 0000024297 - Litigation Case Files [cw8de - Caroline Walters] |

Choose the Design you wish to print: UVA Standard Box Label ▾

Starting Position:


5 ↑

6 ↗

7. View the .pdf of the labels. Click Print in your browser to send to printer. [Note: your browser print icon/option may look different than what is shown here].


7 ↓

UVA_Standard_Box_Label 1 / 1 | 100% + | [Print] [Close]



Organization: 20014 - CO-Records & Information Management

URMA Tracking # 0000024296



Records Series #/Name: Litigation Case Files

Date Range: 5/1/2016 -9/30/2019

Scheduled Destruction Date: **6/3/2025**

Primary Contact Name: cw8de - Caroline Walters