USING URMA

Section VII:

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ENTERING ELECTRONIC RECORDS  
*(STANDARD OR RESEARCH RECORDS)*

Remember that there are two storage types available in URMA: Physical and Electronic. ELECTRONIC records are digital ones, including electronic office documents, electronic mail (email), data in application databases, etc.

If you are entering ELECTRONIC records, you will need to know if these records are stored on **REMOVABLE MEDIA** (CDs, DVDs, USB sticks, internal hard drive of laptop or desktop computer, external drive, etc.) or on a **SERVER/SERVICE** (a shared network drive).

If you need assistance determining any of the data needed to complete the entry, please contact your LSP or technical support person in your department.

**Electronic Records on Server/Service**

- Select **RECORDS** on the Item Type tabs menu.
- Click the down arrow on the CREATE and UPDATE action button and select CREATE.
- The Create a New Record screen will appear.
- Select ELECTRONIC from the Storage Type drop down box.
- The screen below will be displayed. Notice that the only difference at this point is the addition of the field ELECTRONIC STORAGE TYPE.
Using the drop down arrow, **select Server/Service** for the Electronic Storage Type.

At this point, you will need to enter the **HOST** (name of server where data resides). HOSTS are limited by ORG CODES so only HOSTS specific to your organization will be displayed. If no HOSTS are listed from which to choose, you will need to ADD the HOST. (See instructions below).

**FILE/FOLDER PATH** (the location on the host where the records are located; generally a directory and file name).

**SIZE** (a number limited to 9 digits).

**UNITS** (KB, MB, GB, TB).
To Add a Host from this screen, click on the ADD button next to the Host field.

The Create a New Host screen will be displayed:

Be sure to fill in the information as completely as possible. The ADMINISTRATOR for the host is the LSP or IT professional who provides technical assistance with the server space.

A new host may also be added before creating your Record by selecting HOST on the Item Type Tabs menu:

Click the down arrow on the CREATE and UPDATE action button and select CREATE. The Create a Host screen will be displayed, as described above. Again, be sure to fill in the information as completely as possible.

Please note that the remaining fields are identical to those used when entering PHYSICAL Records. If you are entering Electronic Standard Records, refer back to Section IV (Entering Physical Standard Records) and follow those instructions if you need assistance in completing the remaining fields. If you are entering Electronic Research Records, refer back to Section V (Entering Physical Research Records) and follow those instructions if you need assistance in completing the remaining fields.