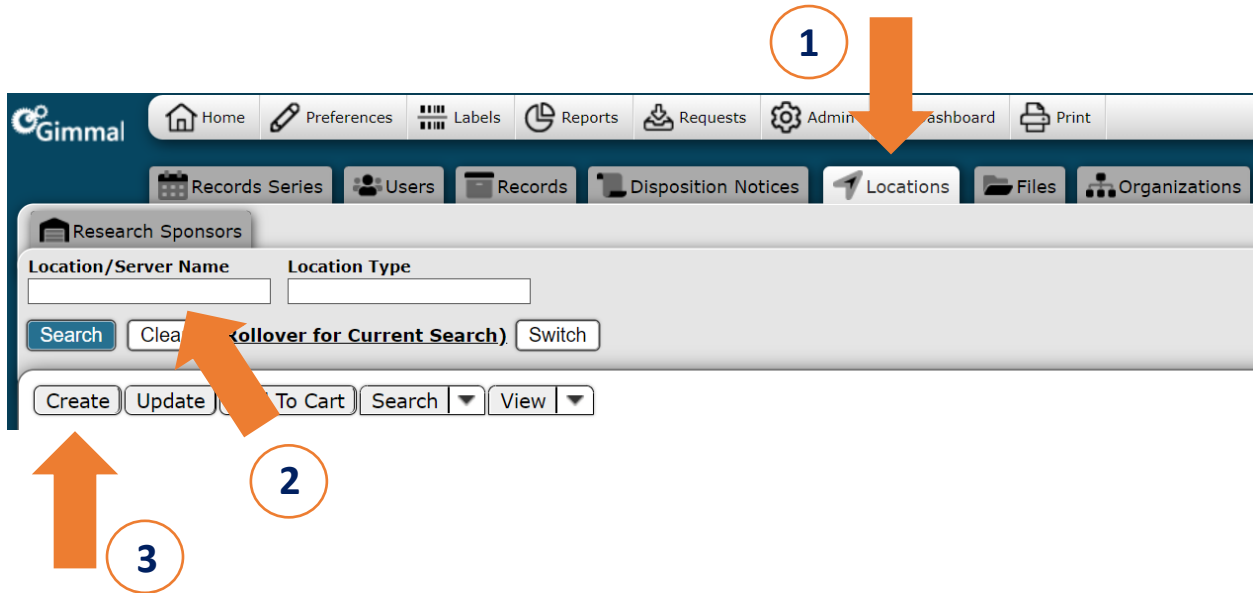


Creating a Location in URMA

1. Start on the Locations tab.
2. Search for your Location to see if it already exists.
3. If your Location cannot be found, click Create.



4. Select the **Location Type**.

The screenshot shows the 'Create Location' form. The title is 'Create Location'. Below the title, it says 'Fields marked with an * are required.' The form has several fields: '*Location Type:' with a dropdown menu open showing 'Electronic' and 'Physical'; '*Location/Server Name:' with a text input field; 'RIM Approval Status:' with a dropdown menu; '*Contact Name:' with a text input field; and '*Contact Email Address:' with a text input field. A red arrow labeled '4' points to the '*Location Type:' dropdown menu.

For Physical Locations:

- If Physical is selected, the Storage Unit/Room Number and Address fields will appear.

RIM Approval Status: not editable; approval is determined by RIM Office evaluation

Location/Server Name: enter the name of the building

Storage Unit/Room Number: enter the room number where records are stored

Contact Name: the first and last name of the person who manages the space

Creating a Location in URMA

Contact Email Address: the email address of the person who manages your space

Address: enter the street address of the location for potential pick-up and/or delivery purposes

Attachment: leave blank; used by RIM Office

Is Hub Location: leave blank

Is Archive Location: leave blank

Make Home on Transfer: leave blank

For Electronic Locations:

RIM Approval Status: leave blank; approval is determined by RIM Office evaluation.

Location/Server Name: enter the Name of the Server (i.e. what comes before the file path in the name)

Contact Name: the first and last name of the person who manages your server; typically, a local IT support person

Contact Email Address: the email address of the person who manages your server space

Is Hub Location: leave blank

Is Archive Location: leave blank

Make Home on Transfer: leave blank