

## Printing Labels in URMA

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

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

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

## Printing Labels in URMA

### Print Labels - Choose Design

Selected Items to Print:

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| 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



- 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].

