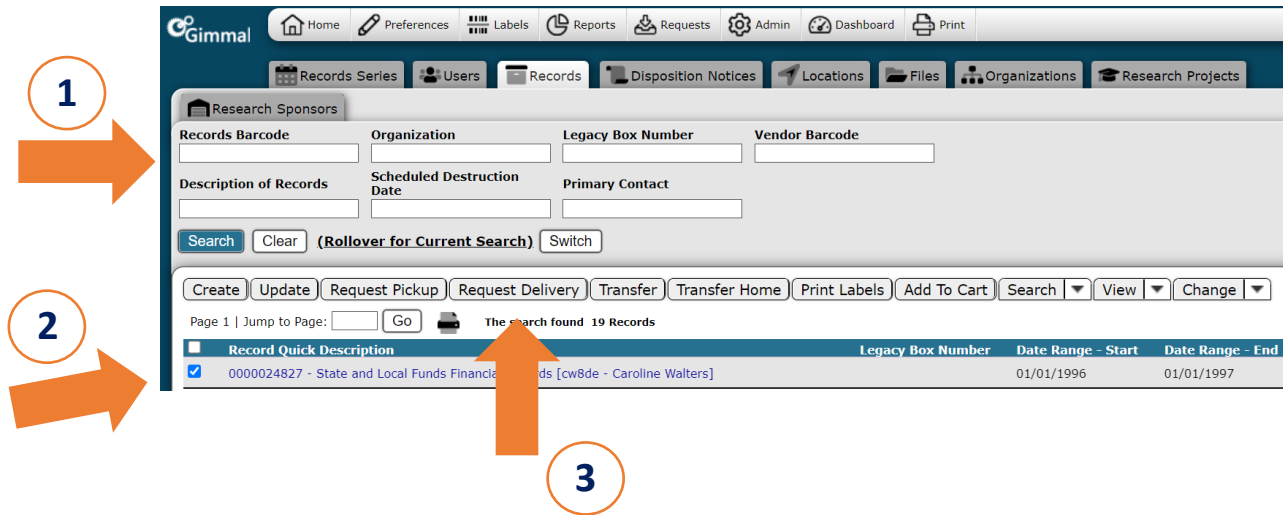


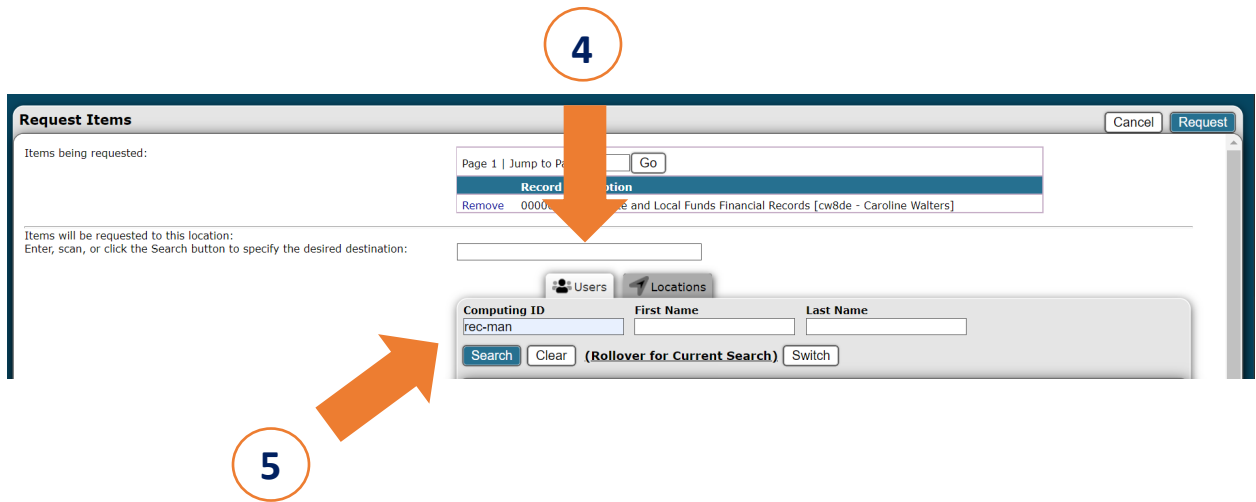
Recalling Boxes from Patterson Pope

Request the delivery through URMA

1. Locate the records you wish to transfer on the Records tab.
 - Note: search all boxes assigned to your Organization(s) by putting the cursor in any Quick Search field and hitting Enter.
2. Click the checkbox on the left for each box you wish to recall from Patterson Pope.
3. Click Request Delivery.



4. Click the Users tab.
5. Enter your computing ID and click Search.
 - You may search for and select another URMA user, if needed.



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6. Click the button to the left of the User.
7. Add comments, if needed to the Comments text box.
8. Click the Request button.

The screenshot shows the 'Request Items' window. At the top right are 'Cancel' and 'Request' buttons. Below the title bar, there's a text area for comments (annotated with a blue circle '7' and an orange arrow pointing up). In the center, there's a search box for 'Users' with fields for 'Computing ID' (containing 'rec-man'), 'First Name' (containing 'URMA'), and 'Last Name' (containing 'Test'). A 'Search' button is to the left of the 'Clear' button, and a 'Switch' button is to the right. Below the search box is a table with one row: 'rec-man', 'URMA', 'Test'. An orange arrow points up to the 'rec-man' cell, which is annotated with a blue circle '6'. Below the search box is a table titled 'Request Transfer Destinations' with columns: 'Item Description', 'Item Barcode', and 'Tab'. The first row contains 'rec-man - URMA Test', '0000012448', and a user icon. At the bottom right, there's a 'Comments:' text box (annotated with a blue circle '7' and an orange arrow pointing up) and an 'Ok' button (annotated with a blue circle '8' and an orange arrow pointing down).

9. The Request Results screen will appear. Click OK.

The screenshot shows the 'Request Results' window. At the top right is an 'Ok' button. Below the title bar, there's a message: '1 request was added to the waitlist'. Below the message is a text box containing: 'Cancel Request The '0000024827 - State and Local Funds Financial Records [cw8de - Caroline Walters]' Record is not available at this time because it is not at its home location. You have been added to the waitlist.' An orange arrow points down to the 'Ok' button, which is annotated with a blue circle '9'.

10. URMA will generate a notification to Records & Information Management (RIM). A staff member will contact you to confirm your request.
11. RIM will notify Patterson Pope of the delivery request.
12. Patterson Pope will contact you to establish a delivery date and time.
13. Email records@virginia.edu to confirm that the boxes were delivered.