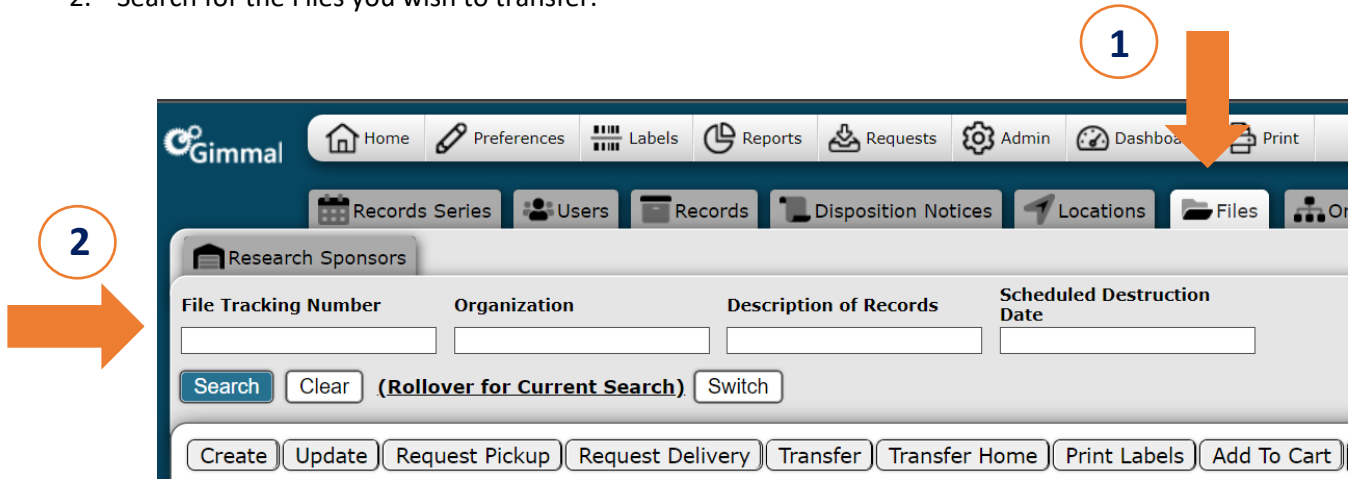


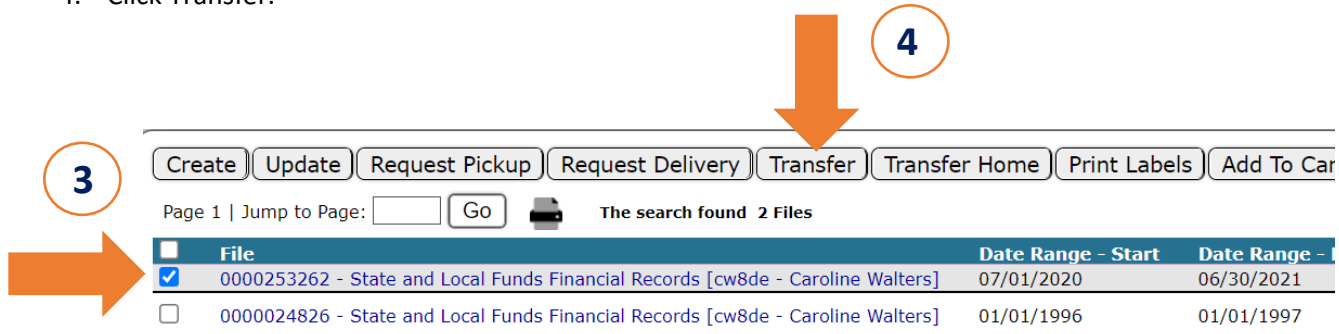
Transferring Files to a Record (Box)

- Email Records & Information Management (RIM) at records@virginia.edu for a consultation before using Files for the first time.
- In most cases, Files will only ever be transferred to a Box (Record). If you need to transfer a File to a User or Location, contact RIM first.
- All electronic records must be entered on the Records tab. Do not enter electronic records on the Files tab.

1. Click the Files tab.
2. Search for the Files you wish to transfer.

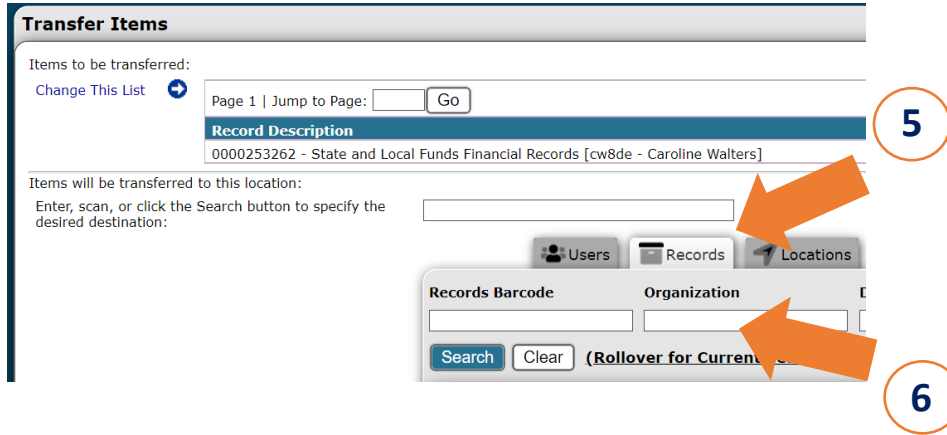


3. Click the checkbox to the left of each File.
4. Click Transfer.




5. Select the Records tab.
6. Search for the correct Record (box).

Transferring Files to a Record (Box)



Transfer Items




Items to be transferred:

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| Record Description |
|---|
| 0000253262 - State and Local Funds Financial Records [cw8de - Caroline Walters] |

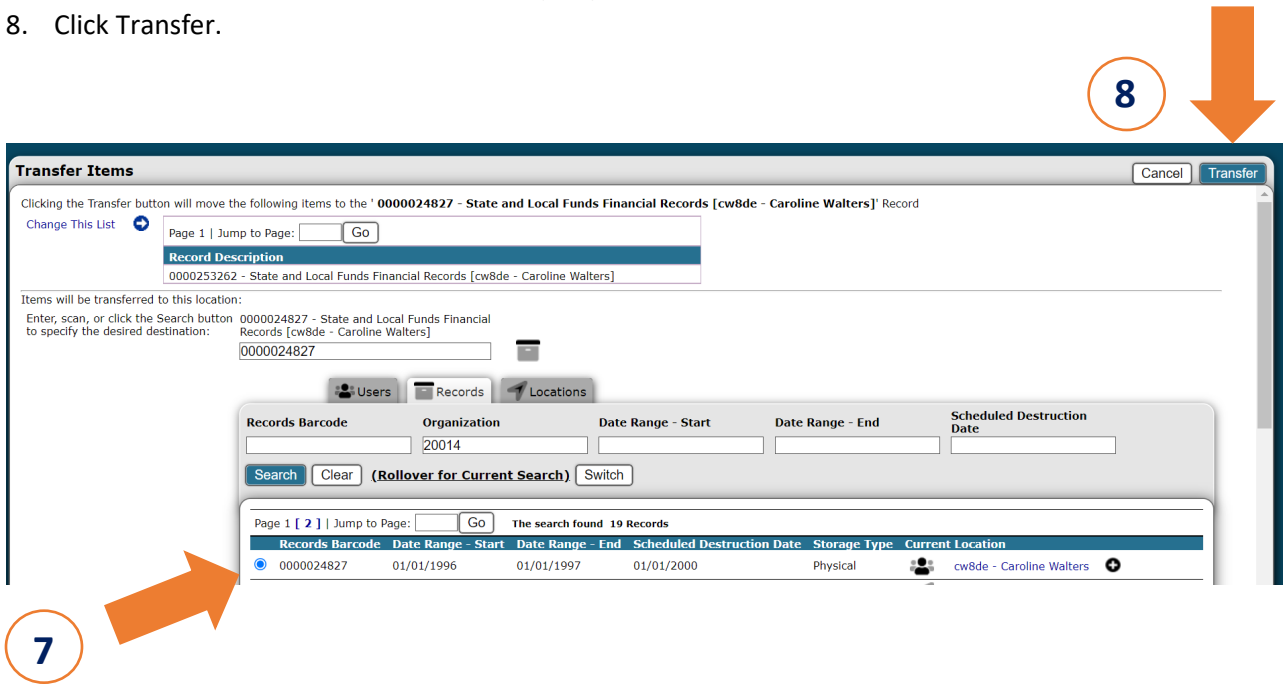
Items will be transferred to this location:

Enter, scan, or click the Search button to specify the desired destination:


Records Barcode **Organization**

7. Select the button for the correct Record (box).
8. Click Transfer.



Transfer Items




Clicking the Transfer button will move the following Items to the '000024827 - State and Local Funds Financial Records [cw8de - Caroline Walters]' Record

Change This List  Page 1 | Jump to Page: Go

| Record Description |
|---|
| 0000253262 - State and Local Funds Financial Records [cw8de - Caroline Walters] |

Items will be transferred to this location:



Enter, scan, or click the Search button to specify the desired destination: 000024827

Records Barcode **Organization** **Date Range - Start** **Date Range - End** **Scheduled Destruction Date**

 20014

Page 1 [2] | Jump to Page: Go The search found 19 Records

| Records Barcode | Date Range - Start | Date Range - End | Scheduled Destruction Date | Storage Type | Current Location |
|--|--------------------|------------------|----------------------------|--------------|--|
| <input checked="" type="radio"/> 000024827 | 01/01/1996 | 01/01/1997 | 01/01/2000 | Physical |  cw8de - Caroline Walters  |