Transferring a Record to a Location or User

Do not transfer Records to Patterson Pope (off-site storage). This is done by the RIM Office as part of the “Request Pickup” process.

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

3. Click the checkbox to the left of each Record (box).
4. Click Transfer.

Transferring to a Location:

1. Select the Locations tab
2. Search for the correct Location.
Transferring a Record to a Location or User

1. Select the button for the correct Location.
2. Click Transfer.

Transferring to a User:

1. Select the User tab.
2. Search for the correct User.
Transferring a Record to a Location or User

3. Select the button for the User.
4. Click Transfer.