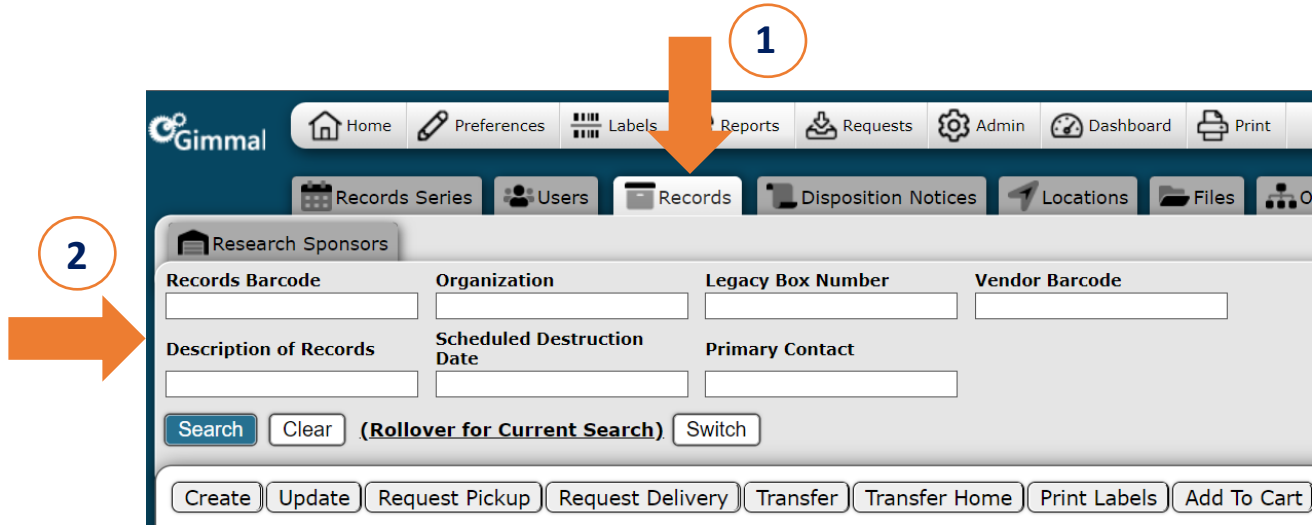


## Transferring a Record to a Location or User

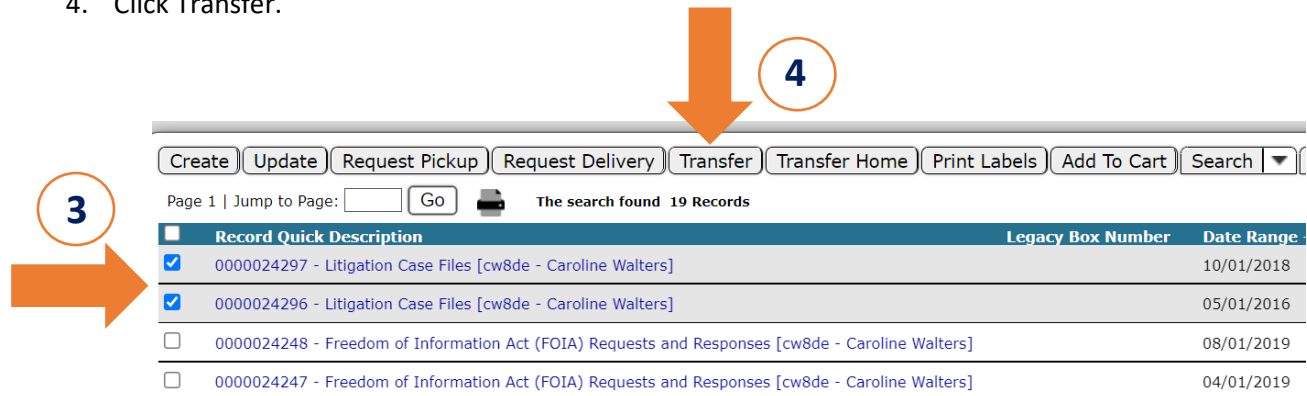
Do not transfer Records to Patterson Pope (off-site storage). This is done by the RIM Office as part of the "Request Pickup" process.

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



The screenshot shows the Gimmel application interface. The top navigation bar includes Home, Preferences, Labels, Reports, Requests, Admin, Dashboard, and Print. Below this is a secondary navigation bar with Records Series, Users, Records, Disposition Notices, Locations, and Files. The main content area is titled "Research Sponsors" and contains a search form with the following fields: Records Barcode, Organization, Legacy Box Number, Vendor Barcode, Description of Records, Scheduled Destruction Date, and Primary Contact. Below the fields are Search, Clear, (Rollover for Current Search), and Switch buttons. At the bottom of the form are buttons for Create, Update, Request Pickup, Request Delivery, Transfer, Transfer Home, Print Labels, and Add To Cart.

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



The screenshot shows the search results table. The top navigation bar includes buttons for Create, Update, Request Pickup, Request Delivery, Transfer, Transfer Home, Print Labels, Add To Cart, and Search. Below the buttons is a search bar and a message: "Page 1 | Jump to Page: [ ] Go [ ] The search found 19 Records". The table has the following columns: Record Quick Description, Legacy Box Number, and Date Range. The first two rows have checkboxes checked, and the last two rows have checkboxes unchecked.

<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


### Transferring to a Location:

1. Select the Locations tab
2. Search for the correct Location.

## Transferring a Record to a Location or User

**Transfer Items**

Items to be transferred:

[Change This List](#) 

Page 1 | Jump to Page:





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

Items will be transferred to this location:

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

**Location/Server Name** **Storage Unit/Room Number**

**(Rollover for Current Search)**



3. Select the button for the correct Location.
4. Click Transfer.

Page 1 | Jump to Page:

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

to this location:

Search button to specify the





**Location/Server Name** **Storage Unit/Room Number** **Location Type**

2400

**(Rollover for Current Search)**

Page 1 | Jump to Page:   **The search found 2 Locations**

Location/Server Name	Storage Unit/Room Number	Storage Location Type	Location Type
<input type="radio"/> 2400 Old Ivy Road	156		Physical
<input type="radio"/> 2400 Old Ivy Road	220A	Approved	Physical




### Transferring to a User:

1. Select the User tab.
2. Search for the correct User.

## Transferring a Record to a Location or User

**Transfer Items**

Items to be transferred:

[Change This List](#) 



Page 1 | Jump to Page:

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

Items will be transferred to this location:

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

Computing ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>



**1** **2**

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

Page 1 | Jump to Page:

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



to this location:

Search button to specify the

Computing ID	First Name	Last Name
jrg8h		

Page 1 | Jump to Page:   The search found 1 User

Computing ID	First Name	Last Name
<input type="radio"/> jrg8h	Jessie	Graham



**3** **4**