

URMA

University Records Management Application

Updated October 2015

USING URMA

Section IX:

Printing Labels

(only needed for PHYSICAL records)



PRINTING LABELS

(only needed for PHYSICAL records)

BEFORE PLACING THE LABEL ON THE BOX VERIFY THAT EACH LABEL MATCHES THE CONTENTS OF THE BOX. DO THIS BY REVIEWING THE RECORDS DESCRIPTION OF EACH BOX IN URMA AND CONFIRMING THE URMA TRACKING NUMBER MATCHES THE LABEL.

By checking the box to the left of each record, select either a single record or multiple records from the **Home Page Grid** (as shown below):

The screenshot displays the URMA web application interface. At the top, there is a navigation bar with icons for Home, Preferences, Labels, Reports, Requests, Admin, Dashboard, Help, and Print. Below this is a secondary navigation bar with buttons for Records Schedules, Users, Records, Disposition Notices, Storage Locations, Files, Shelves, and Organizations. A search bar is located below the navigation, with fields for Organization Assigned, Primary Contact (containing 'sel5b'), Vendor Barcode, Legacy Box Number, URMA Tracking Number, Description of Records, and Scheduled Disposition Date. A 'Search' button and a '(Rollover for Current Search)' link are present. Below the search bar, there are buttons for Activity, Search and View, Create and Update, Data Removal, and Cart. The main content area shows a table of search results. The table has columns for Storage Type, Legacy Box Number, Date Range - Beginning, Date Range - Ending, Scheduled Disposition Date, Record Quick Description, Hold Retention, and Current Location. The table contains 12 rows of data, all of which are Physical records with a Legacy Box Number of 'sel5b' and a Scheduled Disposition Date of '07/01/2015'. The Current Location for all records is 'sel5b - Sue Breeden (22011)'. A 'Print' icon is visible in the top right corner of the table area.

Storage Type	Legacy Box Number	Date Range - Beginning	Date Range - Ending	Scheduled Disposition Date	Record Quick Description	Hold Retention	Current Location
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012400: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012401: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012402: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012403: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012404: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012405: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012406: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)
<input checked="" type="checkbox"/>	Physical	05/05/2009	05/05/2012	07/01/2015	0000012407: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breeden (22011)

Alternatively, you may print a label for a single record from within the **View A Record** screen (as shown below):

In either case, click on the  button, and select **LABELS** from the drop down box. A screen similar to the one shown below will be displayed. You have the option to either **PRINT** the label(s) immediately or you can **SEND TO QUEUE** for printing later.

Select the "Design you wish to print":

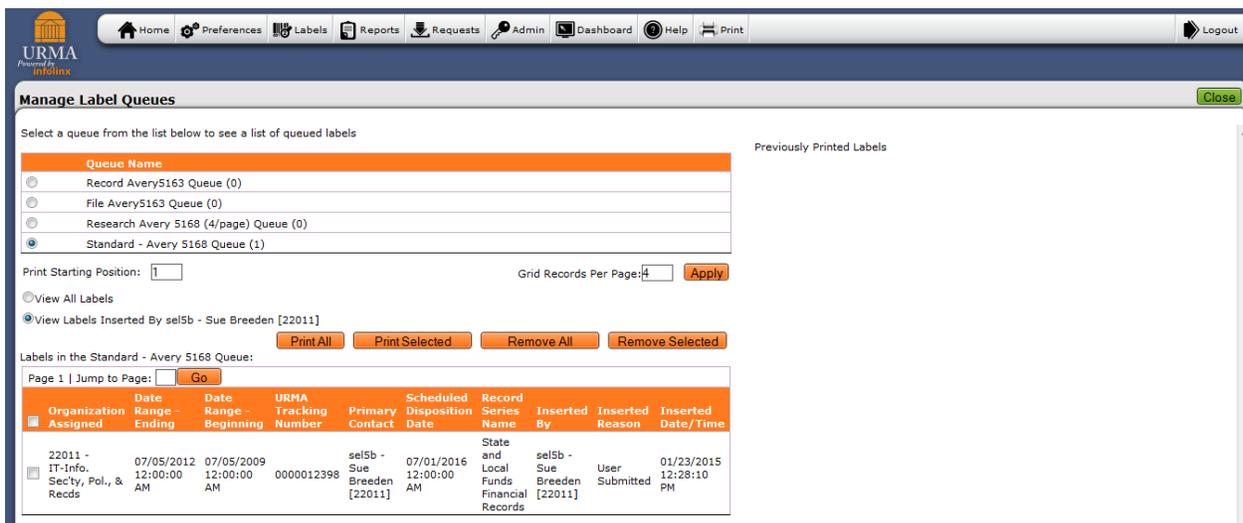
- for STANDARD records, select **Standard Avery 5168 (4/page)**
- for RESEARCH records, select **Research Avery 5168 (4/page)**

While not needed, should you wish to print a label for **removable media**, select **AVERY 5163 (10/page)**.

If you have a partially-used label sheet, you can indicate which STARTING POSITION you would like to print (see screen below to see how positions are numbered). If these are all the records that need labels, select **PRINT**. A pdf of the labels will appear and you can print from that screen. The labels print in **landscape** mode. **Be sure to change printer properties to print in landscape.**



To print labels at a later time, select the desired label type from the “Choose the Design you wish to print” menu and press the **SEND TO QUEUE** button near the top right. When you are ready to print labels that have been sent to the queue, click on the **Labels** tab on the **Navigation/Top menu** and the **Manage Label Queues** screen below will be displayed.



Select the queue name for the labels you want to print:

- For **STANDARD** records, the queue will be **Standard Avery 5168 (4/page)**
- For **RESEARCH** records, the queue will be **Research Avery 5168 (4/page)**

A list of the records in the queue will be displayed. You can select to **View All Labels**, or just **View Labels Inserted by you**. If you have a partially used label sheet, you can indicate which **STARTING POSITION** you would like to print (See labels above for layout). **Do not** change the **Grid Records Per Page** number. You can

PRINT ALL to print all labels in this queue, or you can select specific records to print. You also have the option to remove labels from the queue.

Once you make your selection and hit PRINT, a pdf of the labels will be displayed and you can print from that screen

 <p>Organization: 22011 - IT-Info. Sec'y, Pol., & Reeds URMA Tracking # 0000012398  Records Series #/Name: State and Local Funds Financial Records Date Range: 07/05/2009 -07/05/2012 Scheduled Destruction Date: 07/01/2016 Primary Contact Name: sel5b - Sue Breeden [22011]</p>	 <p>Organization: 22011 - IT-Info. Sec'y, Pol., & Reeds URMA Tracking # 0000012400  Records Series #/Name: State and Local Funds Financial Records Date Range: 07/05/2009 -07/05/2012 Scheduled Destruction Date: 07/01/2016 Primary Contact Name: sel5b - Sue Breeden [22011]</p>
 <p>Organization: 22011 - IT-Info. Sec'y, Pol., & Reeds URMA Tracking # 0000012399  Records Series #/Name: State and Local Funds Financial Records Date Range: 07/05/2009 -07/05/2012 Scheduled Destruction Date: 07/01/2016 Primary Contact Name: sel5b - Sue Breeden [22011]</p>	 <p>Organization: 22011 - IT-Info. Sec'y, Pol., & Reeds URMA Tracking # 0000012401  Records Series #/Name: State and Local Funds Financial Records Date Range: 07/05/2009 -07/05/2012 Scheduled Destruction Date: 07/01/2016 Primary Contact Name: sel5b - Sue Breeden [22011]</p>