

## REQUESTING BOXES/FILES

In order to request boxes, you will go through the search process previously described.

The screenshot displays the Infolinx VEB application interface. The search criteria are SRC Box Barcode 'rcb6190224' and Agency/Locality 'Library of Virginia'. The results table shows one entry with a checkbox for selection.

SRC Box Barcode	Agency/Locality	Department	Sub-Department	Retention Series System Description	Records Series Number	Records Series Title	Schedule Number	Schedule Title	Agency/Locality Box #	Contents/Range	From Range	To Range	From Date	To Date	Cutoff Date
<input type="checkbox"/>	RCB6190224	Library of Virginia	Building Committee	000147	000147	Information Technology Assistance Records	GS-113	Information Technology Records	15	Jane's test box	06/06/2010	06/06/2011	06/06/2011		

Click the checkbox next to the box or boxes you want to request.

Infolinx - Corey Smith - External Users - Windows Internet Explorer provided by Virginia IT Partnership

http://mla/infolinx/default.aspx

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2.4.4.135 INFOLINX\_PRODUCTION on LOCALHOST

Home Preferences Label Queues View Requests Admin Dashboard Logout Help

Users Retention Schedules Retention Series Citations SRC Boxes SRC Files Supply Requests

SRC Box Barcode Agency/Locality Department Sub-Department Records Series Number Agency/Locality Box # Contents/Range

Search Here:

Cutoff Date Media Type Transfer Number (legacy) Create Date Created By Description Last Transferred Date

Current Search: Find all SRC Boxes where SRC Box Barcode Equals 'rcb6190224' AND ((Agency/Locality Equals Library of Virginia)).

Request New Update View Labels Search

Click here for a Printable Version of your current search

Page 1 The search found 1 SRC Box

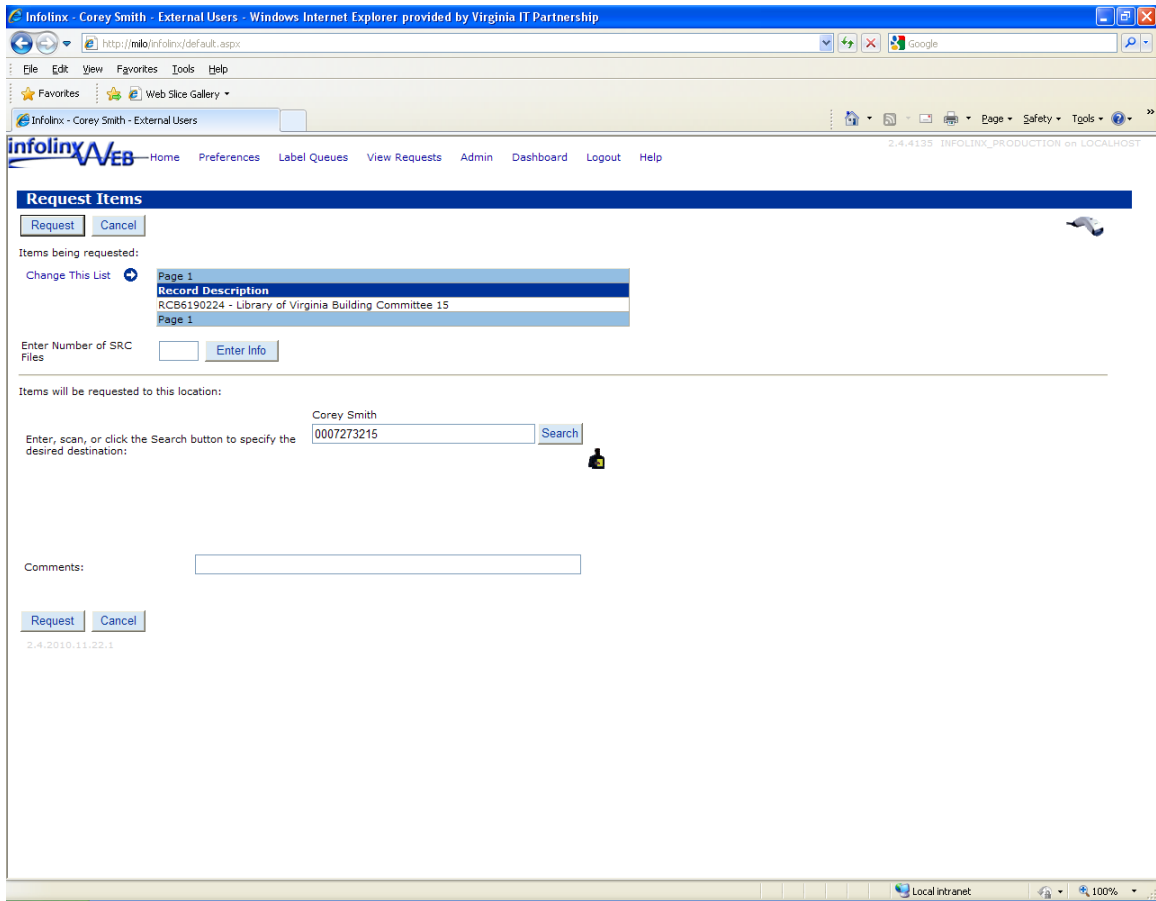
SRC Box Barcode	Agency/Locality	Department	Sub-Department	Retention Series System Description	Records Series Number	Records Series Title	Schedule Number	Schedule Title	Agency/Locality Box #	Contents/Range	From Range	To Range	From Date	To Date	Cutoff Date
<input type="checkbox"/> RCB6190224	Library of Virginia	Building Committee		000147	000147	Information Technology Assistance Records	GS-113	Information Technology Records	15	Jane's test box	06/06/2010	06/06/2011	06/06/2011		

Page 1 The search found 1 SRC Box

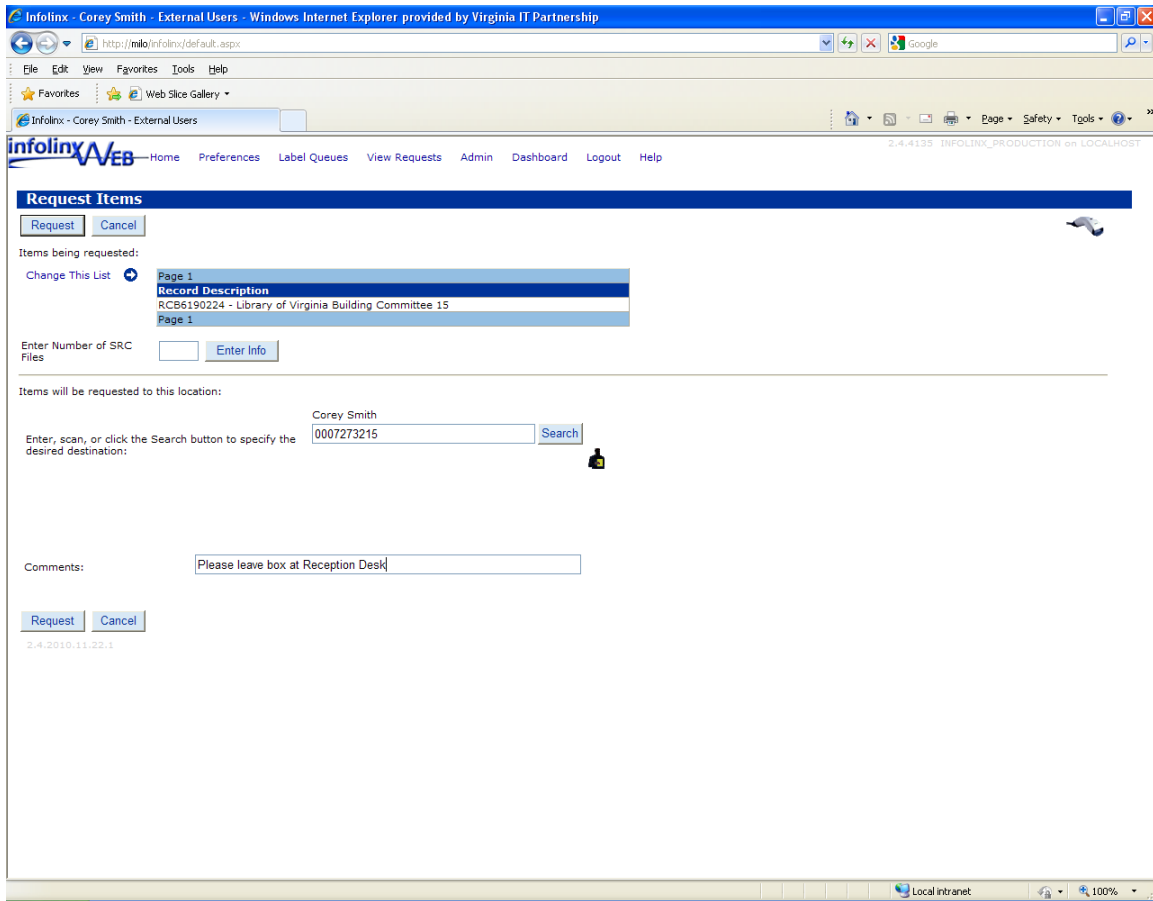
3.4.2010.11.22.1

Local intranet 100%

Click the “Request” button.

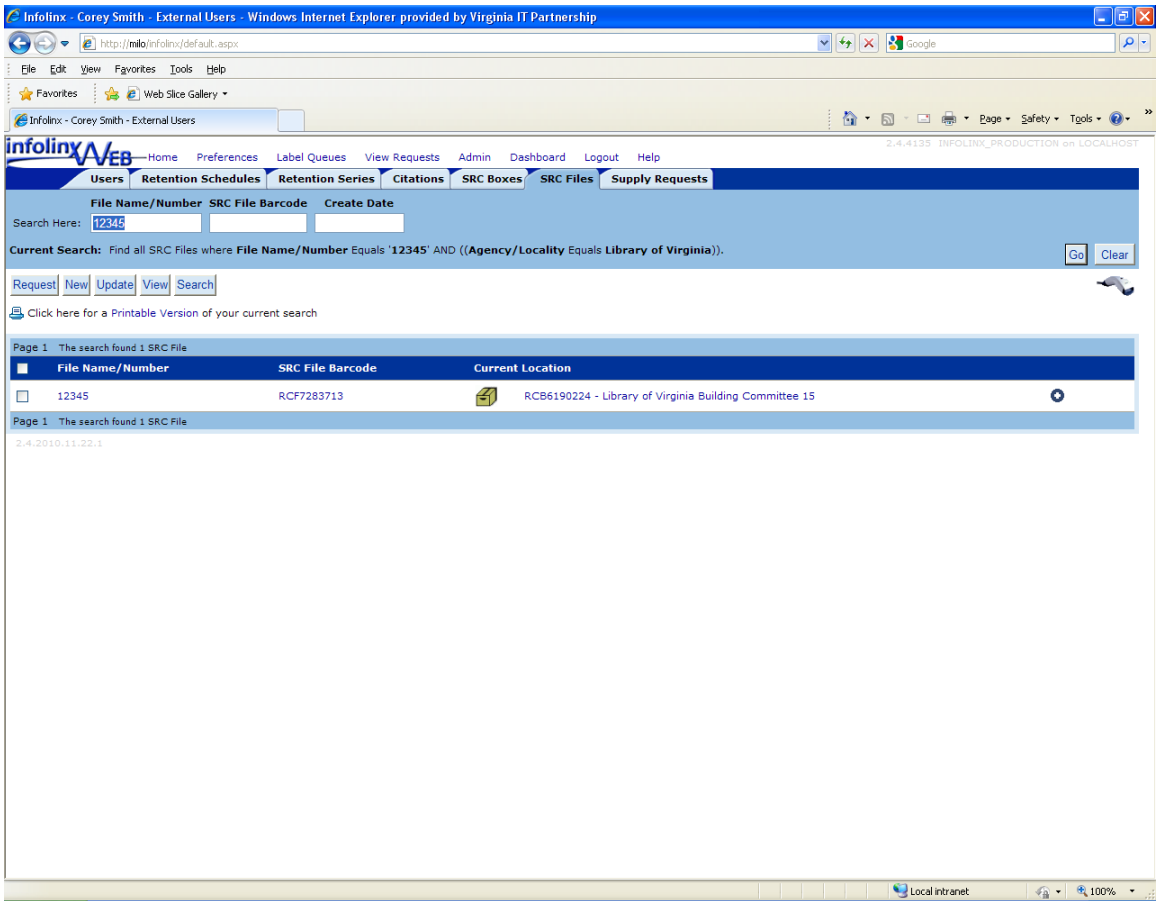


You will be prompted to make sure all the information is correct. If it is, click “Request.” Otherwise, click “Cancel,” and you’ll be returned to the home page. If there are special delivery instructions or other information that we need to know, enter that into the “Comments” field above the “Request” and “Cancel” buttons.

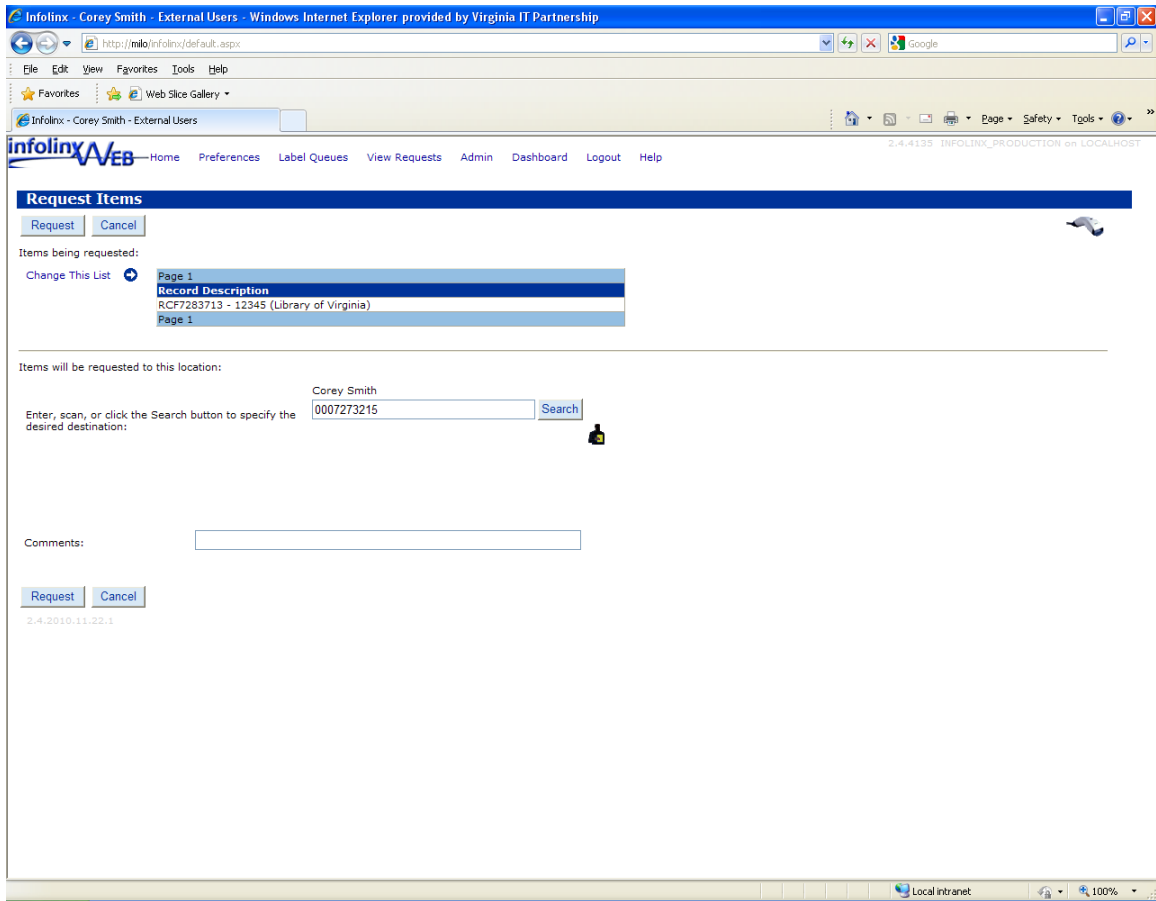


There are two possibilities for requesting an SRC File.

If the file is one that you have created before sending the records to the SRC, you will likely know the barcode number or file number. From the SRC Files tab, you will search the same way you would on the SRC Boxes tab.



You would then mark the checkbox next to the file number and click “Request.”



You will be taken to the same Request screen that you previously saw when requesting a box. Click “Request,” and that request will be submitted to the SRC.

If you want to request a file that is in an existing box at the SRC, you will first have to create a File record for that file, within its box. See instructions for creating an SRC File. After you have created that file, you will use the same steps outlined above for requesting the file. For any files you create for boxes that are at the SRC, we will print out the file barcode label and attach it to the file before that file is delivered or mailed to your office.

When a box or file is requested, we will receive electronic notification of the pending request. Those will be processed similarly to our current paper requests. However, using Infolinx will cut out some of the issues we’ve had with faxed requests.