

Requesting Records

After you have already created the Patron Request...

Add an Action

Choose Action Type: Order Records from Storage. The Requested Date should be now – you can simply click the calendar icon and then click OK to fill in the current date and time. Update the Need By date with the date and time the patron is coming in to view the records.

The screenshot shows a web application window titled "APPX - iaraapp01vl.state.in.us:8060:20534". The main content area is titled "Request - Action" and displays a form for a patron request. The patron's name is "Goodman, Cindy" with email "fcrecorder@rtcol.com" and phone "574-223-7710". The request was made on "09/22/2017 10:19" with the description "Following up on microfilm that we have. She is looking for specific books. I told her that their microfilm is...".

The "Action" section contains the following fields:

- Action Type:** Order Records from storage
- Requested:** 09/25/2017 10:20 (with a calendar icon)
- Need By:** 09/27/2017 10:23 (with a calendar icon)
- Ordered:** 09/25/2017 10:22 (with a calendar icon)
- Completed:** MM/DD/CCYY hh:mm (with a calendar icon)
- Assigned To:** Claire Horton
- Status:** Pending (dropdown menu)

Below the action fields is a table titled "Records Included" with columns: Status, Ordered, Received, Return Ordered. The table is currently empty. To the left of the table are four buttons: "Add Records", "Remove All", "Order All", and "Receive All". Below the table, it shows "Selected: 0", "Ordered: 0", and "Received: 0".

At the bottom of the form is a "Result Summary" section. At the very bottom of the window are four buttons: "Patron Details", "Request Details", "Request Records", and "OK" and "Cancel".

Click OK.

Click Add Records.

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File Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Action Record Request

Container Search Criteria

Keywords

Bibl. Level \ Lvl ID

Barcode Container ID

Select records to be ordered from search results: Display Results up to Number of Results Found: 0

Container Type	Container/Item ID	Concise Description	Area Codes	Location Code	Container Spot	Accession ID
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Select View Search Record

Container(s) Selected

The following records are selected to be ordered: Selected Records: 0

Container/Item ID	Receipt Number	Barcode	State	Status	From	Thru	Beginning Value	Ending Value	Description
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Unselect View Selected Record

Accept Selected Cancel

You will now have a table in which you can search by keyword, series id, barcode, or container id to find the records you want. This table does not have as many search options as the container table. You should use the Container Table to do the actual research and determine which records you may want to see; then use this table to request them.

You can click on any of the fields to sort by that field. Click [View Search Record](#) to see a detailed view of the box.

To select records, highlight one or more, and then click Select.

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File Options Help

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Action Record Request

Container Search Criteria

Keywords Search

Bibl. Level \ Lvl ID Container ID

Display Results up to 1000

Number of Results Found: 434

Select records to be ordered from search results:

Container Type	Container/Item ID	Concise Description	Area Codes	Location Code	Container Spot	Accession ID
Box		Dubois - Fulton County	30-STK-STK	STK- 65- M- 08		
Box	2	County Correspondence, Fulton - Wh	30-STK-STK	STK- 66- G- 06		
Box	3	Fulton - LaPorte County,	30-STK-STK	STK- 66- Q- 01		
Box	3	86-118. Applications for Approval.	30-STK-STK	STK- 67- U- 05		
.4 c.f. MS Box	12	Special Needs Request Forms, Adams	30-STK-STK	STK- 68- L- 02		
Box		Dubois, Delaware, Fulton, Franklin,	30-STK-STK	STK- 68- Q- 02		
Paper	25	Inventory of County Archives of Ind	30-RREF-RRE	STKR- 01- A- 05		
3x5 Short Lid Box	66	INDEX TO INHERITANCE TAX RECORDS. F	30-RREF-RRE	STKR- 03- K- 04		2001423
3x5 Short Lid Box	65	INDEX TO INHERITANCE TAX RECORDS. F	30-RREF-RRE	STKR- 03- K- 04		2001423
.4 c.f. MS Box	5	HISTORICAL RECORDS SURVEY - INVENTO	30-RREF-RRE	STKR- 04- N- 03		1943003
3 in Drop Front ...	34	QUADRANGLE. FRANKTON 1958, FREEDOM	30-RREF-RRE	STKR- 06- H- 04		2009571
Box		Fulton County	30-RREF-RRE	STKR- 06- Q- 07		
Custom Box	2	Fulton County	30-RREF-RRE	STKR- 06- Q- 07		1998097
Custom Box	1	Fulton County	30-RREF-RRE	STKR- 06- Q- 07		1998097
Custom Box	5	Fulton County	30-RREF-RRE	STKR- 06- Q- 07		1998097
Custom Box	3	Fulton County	30-RREF-RRE	STKR- 06- Q- 07		1998097
Custom Box	4	Fulton County	30-RREF-RRE	STKR- 06- Q- 08		1998097

Select View Search Record

Container(s) Selected

The following records are selected to be ordered: Selected Records: 0

Container/Item ID	Receipt Number	Barcode	State	Status	From	Thru	Beginning Value	Ending Value	Description
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Unselect View Selected Record

Accept Selected Cancel

This will move the records to the lower table. You can continue to select more records, or you can click Accept Selected.

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File Options Help

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Action Record Request

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Keywords Search

Bibl. Level \ Lvl ID Container ID

Display Results up to 1000

Number of Results Found: 434

Select records to be ordered from search results:

Container Type	Container/Item ID	Concise Description	Area Codes	Location Code	Container Spot	Accession ID
Box	16	Decatur Co. Rural Electric Membersh	30-STK-STK	STK- 64- Q- 01		
Custom Box	1	Abstracts of Taxable Property. Adam	30-STK-STK	STK- 65- D- 05		2017353
Box		Dubois - Fulton County	30-STK-STK	STK- 65- M- 08		
Box	2	County Correspondence, Fulton - Wh	30-STK-STK	STK- 66- G- 06		
Box	3	Fulton - LaPorte County,	30-STK-STK	STK- 66- Q- 01		
Box	3	86-118. Applications for Approval.	30-STK-STK	STK- 67- U- 05		
.4 c.f. MS Box	12	Special Needs Request Forms, Adams	30-STK-STK	STK- 68- L- 02		
Box		Dubois, Delaware, Fulton, Franklin,	30-STK-STK	STK- 68- Q- 02		
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3x5 Short Lid Box	66	INDEX TO INHERITANCE TAX RECORDS. F	30-RREF-RRE	STKR- 03- K- 04		2001423
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.4 c.f. MS Box	5	HISTORICAL RECORDS SURVEY - INVENTO	30-RREF-RRE	STKR- 04- N- 03		1943003
3 in Drop Front ...	34	QUADRANGLE. FRANKTON 1958, FREEDOM	30-RREF-RRE	STKR- 06- H- 04		2009571
Box		Fulton County	30-RREF-RRE	STKR- 06- Q- 07		
Custom Box	5	Fulton County	30-RREF-RRE	STKR- 06- Q- 07		1998097
Custom Box	3	Fulton County	30-RREF-RRE	STKR- 06- Q- 07		1998097
Custom Box	4	Fulton County	30-RREF-RRE	STKR- 06- Q- 08		1998097

Select View Search Record

Container(s) Selected

The following records are selected to be ordered: Selected Records: 2

Container/Item ID	Receipt Number	Barcode	State	Status	From	Thru	Beginning Value	Ending Value	Description
1		109B000018497K	PERMANENT	COMPLETED	1937				
2		111B000018499M	PERMANENT	COMPLETED	1940				

Unselect View Selected Record

Accept Selected Cancel

This will bring you back to the main action form. Click Order All.

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File Action Action Options Help

Save Cancel New Edit View Delete Ack Del Menu New Sess End Sess

Request - Action ? ✓ ✕

Patron: Goodman, Cindy / fc recorder@rtcol.com / 574-223-7710

09/22/2017 10:19 Following up on microfilm that we have. She is looking for specific books. I told her that their microfilm is...

Archives & History

Action

Action Type Order Records from storage

Requested * 09/25/2017 10:20 **Need By** 09/27/2017 10:23 **Status** * Pending

Ordered 09/25/2017 10:22 **Completed** MM/DD/CCYY hh:mm

Assigned To Claire Horton

Description * Ordered records from storage.

Records Included

Status	Ordered	Received	Return Ordered
Waiting to be Ordered			
Waiting to be Ordered			

Add Records **Remove All** **Order All** **Receive All**

Selected: 2 Ordered: 0 Received: 0

Result

Summary

Patron Details **Request Details** **Request Records** **Save** **Cancel**

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Request - Action

Patron: Goodman, Cindy / fcrcorder@rtcol.com / 574-223-7710

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Archives & History

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Requested *09/25/2017 10:20 **Need By** 09/27/2017 10:23 **Status*** Pending

Ordered 09/25/2017 10:22 **Completed** MM/DD/CCYY hh:mm

Assigned To Claire Horton

Description

Add Note to Email

Add Reco
Remove
Order A
Receive All

* Click order if note not needed

Order Cancel

Selected: 2 Ordered: 0 Received: 0

Result Summary

Patron Details Request Details Request Records Save Cancel

CH INA PTR IN Chg

You may add a note, which will be included in the email the page receives.

Once you click Order, an email is sent to the page. The page has been instructed to check his or her email throughout the day.

The page will retrieve the records, and will put them on the Records Retrieved shelf. The Page will Receive the records in AXAEM when they are on the shelf.

At this point, you will receive an email that says you have been unassigned from an action. This will indicate to you that the records you requested are now in the ready reference room.

Returning Records

When you are finished with the records, place them on the Records to be Returned shelf.

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File Action Options Help

Inter End Cancel Back New Edit View Delete Ack Del Go To Chg Attr Menu 1st Rec Page Up Up 1 Rec Dn 1 Rec Page Dn Last Rec Next Rec Rescroll Redisplay New Sess

Request Actions

Patron: Test, Claire / cehorton12@gmail.com / 3174097885

Request: 10/02/2017 07:40 testing ordering records

Archives & History

	Requested/Started	Due / Completed	Status	Action Type / Staff Assigned
View	10/02/2017 07:42	MM/DD/CCYY hh:mm	Pending	*Return Records to storage
	MM/DD/CCYY hh:mm	MM/DD/CCYY hh:mm		*Claire Horton
Select	10/02/2017 07:41	10/02/2017 08:02	Completed	*Order Records from storage
	10/02/2017 07:42	MM/DD/CCYY hh:mm		*Claire Horton

Add New Action **OK** **Cancel**

An Action will have already been automatically created for you that says Return Records to Storage.

Double-click on the Action. You can leave the Pickup By date blank, because everything will be returned that day.

Click Return. This sends an email to the page that the records are ready to be picked up. The page will then click "Returned" when the records are back on the shelf, which completes the action.