

→ then enter a folder name, keywords for indexing, media type and click **Submit**.

You cannot create AO (sub-folders) for electronic records; it is not necessary, since the ARIMS provides full-text search capability for all electronic records stored in the system.

## Create Multiple Folders – Names Added For Hard Copy Records

URLs & Folders → Folders → Create Folders

1. To create “Multi-Part Folders” or folders that all have the same name go to **URLs & Folders** → **Folders** → then **Create Folders**. You must first have the **Hard Copy** check box selected. Select the **Multi-part** checkbox, enter the number of folders to be created into the Count textbox field, and select whether or not you wish to display the “count” or number of folders in the folder name.
2. Review the list of folders to be added, delete any that are not correct, and then click **Submit**.
3. If you are creating hard copy folders, the **Print Labels** screen will be displayed.

## Print New Labels

URLs & Folders → Folders → List Folders

To print Folder **Labels**, click the **URLs & Folders** tab → then select **Folders** → then **List Folders**. On the **List Folders** screen, select the **Office Symbol** and **ORL**, click the **Hard Copy** button so only hard copy folders are selected. Click the checkboxes next to folders for which you wish to print labels → then click the **Print Label** button. The **Print Label** screen is displayed. Two labels are created: one label shows the record number and title information for the folder, and the second label has a barcode used to track the folder through its life cycle if it is a Long-Term (6+) retention or Permanent record. Both labels are to be placed on the folder. Click the **Create** button to generate a PDF file of the labels to print and the use the printer icon to print out the labels. Margins on all four sides should be set at 0.25 inches. Do not exit the screen until you have checked the printed labels.

## Using the BULK ARCHIVE TOOL (BAT)

You must already have an approved ORL and electronic folders created to use the BAT. The BAT is located under the **Upload** tab. The BAT will set up the electronic folders you created, on an individual/shared drive that you designate, or in your MS Outlook Email System. You can then drag and drop electronic records into these folders, then upload mirror images including all metadata into the ARIMS/ARIMS-C Army Electronic Archive (AEA) for secure long-term storage. Please see the BAT User’s Guide in the References section of the ARIMS Homepage for more details.

## Search for Records

On the **Search** tab, select **Search for Records** on the left menu. The page provides dropdown pick lists for ACOM/ASCC/DRU, Unit, and Office Symbol, followed by text boxes for other search options.

NOTE: It can take up to 24 hours for records to be indexed in the system. See the **List Folders** option under the **URLs & Folders** tab for immediate access to the **uploaded** records.

- If no text is entered in the **Subject** field, the folder and document checkboxes are ignored. If text is entered in the Subject field, the folder and document checkboxes are both searched together. If **Record Type** is used and the **ALL** checkbox is not checked, you cannot search on the **Event** and **Calendar**, or the **Permanent** and **Time-Based** options at the same time.
- If the **Date Submitted Range** is used, it must contain a beginning date, but the ending date is optional. You cannot enter an ending date without a beginning date.
- Optional – Select an **ACOM/ASCC/DRU, RHA,** and/ or **Unit** from the dropdown lists to narrow the search.
- Click the **Electronic Records** or **Hardcopy Records** option to search for a specific record media type, or use the default **ALL Records** to search the whole index.

# ARIMS

## QUICK REFERENCE GUIDE

### Special Guide for AO and RC Users - April 11, 2013

**AO = Action Officer.** Is responsible for managing the records he/she creates or receives on behalf of the Army that are used for office business operations. An AO can use ARIMS/ARIMS-C to create a draft or proposed Office Records List (ORL) to categorize the records created in his/her office.

**RC = Records Coordinator.** Serves one or more office/ unit and usually acts as liaison between the office/unit and the servicing Records Manager and/or Records Holding Area Manager, prepares ORLs, coordinates the transfer of long-term/ permanent records to the AEA/RHA, resolves indexing problems, and serves as POC for access and release of the office/unit records stored in the system for which he/she is responsible.



Users are invited to send comments and suggested improvements to [records@conus.army.mil](mailto:records@conus.army.mil)

## New User Registration

Users register with ARIMS/ARIMS-C using their AKO/AKO-S credentials (username and password). Registrants with valid AKO/AKO-S accounts not requiring sponsorship are processed instantly. Categories of users who do not require sponsorship are: Active Army, Army Reserve, Individual Ready Reserve, Army National Guard, DA Civilians, and Non Appropriated Funds (NAF) DA Civilians.

NOTE: Army Reserve and Individual Ready Reserve with no UIC assignment will need a sponsor.

User categories that require sponsorship include: Army contractors, Local Nationals, members of other military services and DoD and civilian agencies, etc.

## New ARIMS/ARIMS-C User Registration Not Requiring Sponsorship

My Account → My Account Overview

How to register in ARIMS / ARIMS-C:

1. On the ARIMS/ARIMS-C home page, use the **CAC Login** or **AKO-S USERNAME / PASSWORD** fields to enter log in.
2. Log in from the **User Log-in** to get to your **My Account** page → select the **My Account** tab from the upper navigation menu → and then **My Account Overview** in the left menu which will then bring you to your Profile page.

## ARIMS Sponsor Requirements

An ARIMS sponsor must:

- Be registered in AKO under the UIC where records you submit to ARIMS are to be assigned. ARIMS will use the AKO sponsor's UIC as your UIC assignment.
- Possess a "Full" account in AKO with one of the following codes: Active Army (AA), Army Reserve (RE), National Guard (NG), Dept of the Army Civilian (DA), or NAF DA Civilian (NF).

## Identifying Your Records Manager

My Account → My Account Overview

- Login with your CAC or User Name/Password. Select the **My Account** tab from the upper navigation menu → and then **My Account Overview** in the left menu. There you will find your RM/RA from the User Profile page.

## Unit Access Request (Multi-Hatted Users)

Manage → User Role Change → Unit Access Request

Some users have recordkeeping responsibilities for more than one Army organization. ARIMS/ARIMS-C only allows the registered user's profile to reflect the user's official unit of assignment as provided in AKO/AKO-S; however, a user will be able to select other units for which he/she can perform recordkeeping duties. You must already be a registered user in ARIMS/ARIMS-C to be able to support multiple organizations.

1. To submit a request for access to another unit/office symbol, select the **Manage** tab from the upper navigation menu → select **Manage Access Request** in the left menu → select **Unit Access Request** in the blue navigation bar.
  2. The **Unit Access Request** page allows users to request access to other units or to additional office symbols within the same unit. Requesters will be notified of access approval or denial via email. Users needing access to more than 10 office symbols and/or units combined should contact their RM (for AO, RC, and RHAM access) or RA (for RM and RHAM-RM access) to submit a request via an online help desk ticket on your behalf.
- NOTE: A request is automatically denied after 30 days if no one has approved it. You will need to submit another request if no action is taken within the 30 day timeframe.
3. Select the **ACOM/ASCC/DRU, Unit, Office Symbol,** and **Role** from the pull-down menus and enter a **Reason for the Request** in the narrative box → then click the **Submit** button at the bottom of the page.

## Search ACRS

The Search screen allows you to search for record categories by Keyword and/or Record Series, Sub-series, and Duration. You do not need to be logged into ARIMS to use the Search.

- To start a new search, select the Keyword and/or Record Series, Sub-series, or Duration from the pull-down menus → Click the **Submit Search** button. For more information about disposition codes, click the **Explanation of Disposition Codes** link.

The Search Tab also provides access the ACRS crosswalk and allows you to List/Export Records Series. The ACRS

crosswalk provides detailed references to old RRS-A record instructions.

When logged in the following additional functionalities are available: Search Records which allows you to Find Records in the ARIMS Master Index (see also Search for Records section), and Admin Search which allows you to search for users or Units.

## Create Office Records List (ORL)

ORLs & Folders → Office Records List

An ORL contains the list of record instructions for which an office creates the records and is responsible for. **Only one ORL can be created per office symbol per year.** Each record instruction in the ORL must be approved by your Records Manager. You can create an ORL from **scratch**, **copy** an existing ORL, or use a **library** of pre-built ORLs. To access these functions, click on the **ORLs & Folders** tab → **Office Records List** in the left menu → choose the method of creating an ORL from the blue navigation bar.

Once you create a new ORL and enter all of the Record Sub-series to the ORL, use the **Submit as Proposed** button to send it to your Records Manager / Records Administrator for approval. For step-by-step instructions on creating ORLs see the ARIMS User Guide under the Reference links section on the ARIMS Homepage.

## Creating Folders – Electronic or Hard Copy

ORLs & Folders → Folders → Create Folders

You may only create folders based on approved record sub-series within the ORL of the office symbol for which you are performing recordkeeping tasks.

1. To create a folder, select the **ORLs & Folders** tab on the upper menu → select **Folders** in the left menu → select **Create Folders** from the blue navigation bar.
2. Select the Office Symbol and ORL for which you wish to create a folder. Select the appropriate ORL, Record Series, and Sub-series, as well as other identifying information. To create multiple folders, enter additional names, with one name per line. Click on the **Add Folders** button and then **Submit** them to the system.
3. You may also create AO (sub-folders) for hard copy folders by selecting **Folders** → and **List Folders** from the blue navigation bar. Click the title of a folder to view the **Folder Details** screen → then click the **Create AO Folder** button at the top of the page to display the **Create AO Folder** screen