



Transferring files

The University of Sydney
Australia

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File Transfer

File Number * Record Number 1

File Title 200338946 - CLARKE, STEPHEN

Current Record Location [Records Management Services Compactus A14]

Person * 2

- Clarke, Jillian (Mrs)
- Clarke, Kieran Michael (Mr)
- Clarke, Michelle (Ms)
- Clarke, Stephen (Mr) 3

* = mandatory

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1. Search for the file you want to transfer.
2. Type in the name of the person who you are transferring the file to
3. Highlight the correct person.
4. Click <Save>.

Don't forget, you still have to put the file in the internal mail.

For any questions, contact the ARMS helpdesk (ext. 69537).
To organise more training in Records Online, contact the Training Officer (ext. 13395).

