



RAMS 9.4 Web – Capturing and Viewing Records

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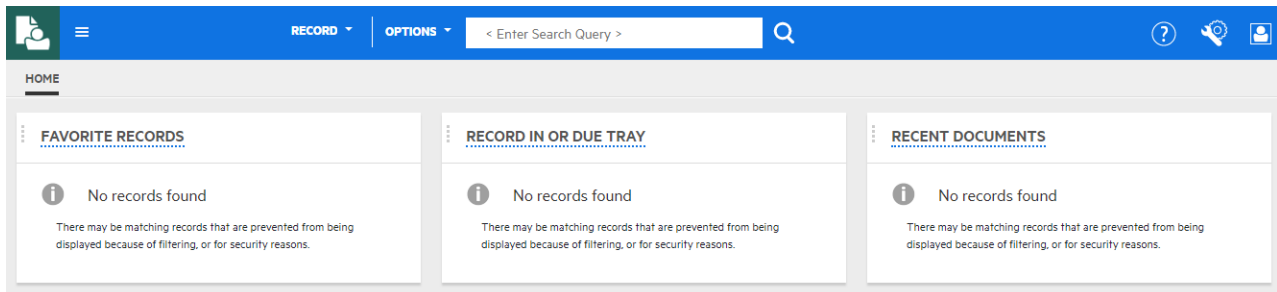
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Login Process

1. Go to the RAMS Web Application: <https://rams.unsw.edu.au>
2. The [UNSW Multi Factor Authentication](#) will ask to approve the connection when working remotely (from home).

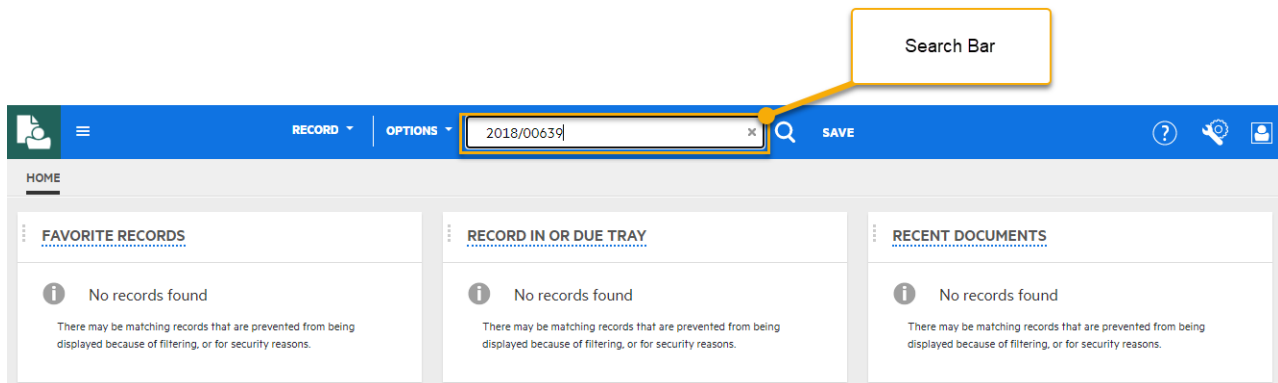
The screenshot shows a dialog box titled "Approve sign in request". Inside the dialog, there is a Microsoft Authenticator icon and the text: "Open your Microsoft Authenticator app and approve the request to sign in." Below this, there is a link: "I can't use my Microsoft Authenticator app right now" and another link: "More information". A yellow callout box points to the dialog with the text: "Open Microsoft Authenticator app to approve the connection". At the bottom of the dialog, there is a grey box with the text: "Refer to [UNSW Identity Manager](#) to reset your password."

3. The RAMS Web Application opens once the connection has been approved in the Microsoft Authenticator application.

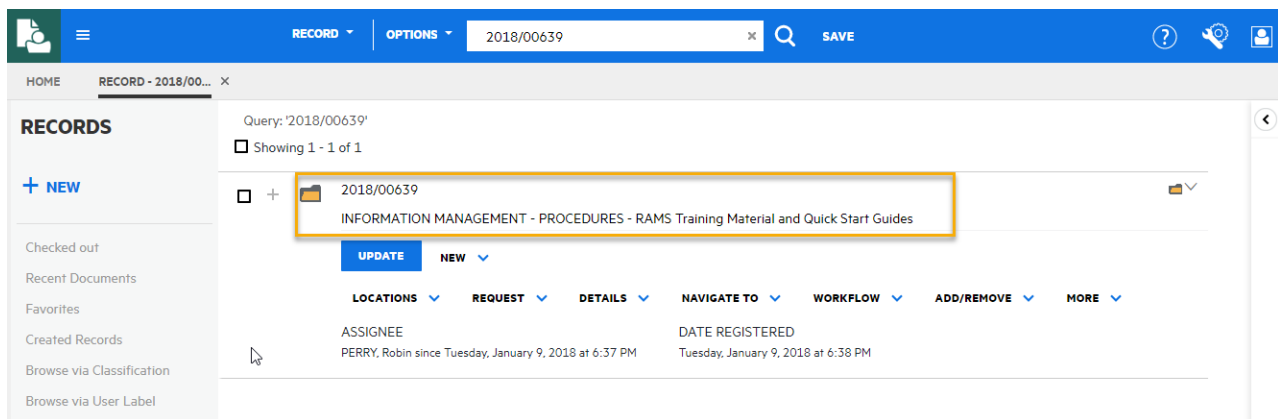


Adding Records to your Favorite Records Tray

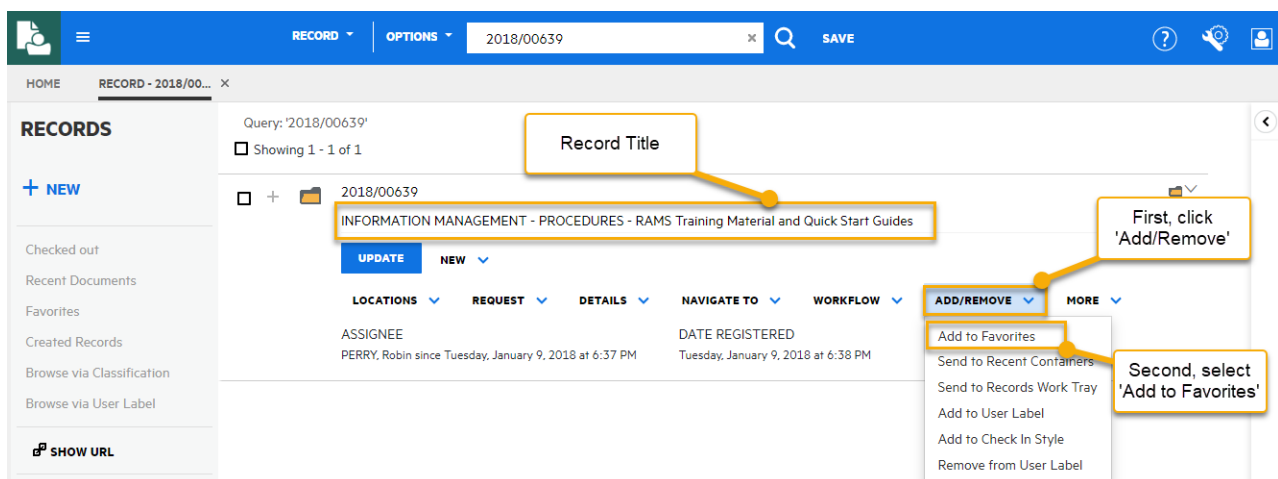
4. Type the record number or the title in the **'Search Bar'** located at the top of the web application and hit **'Enter'** to run the search.



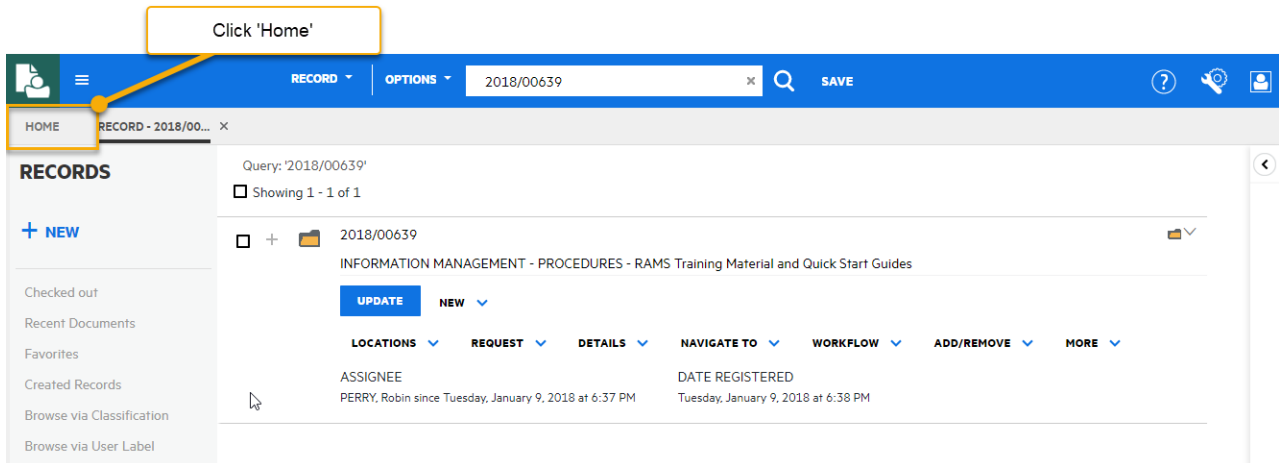
5. The container or record is displayed in the search result. If multiple results are displayed, click once on an item to select it which will open more options, as below.



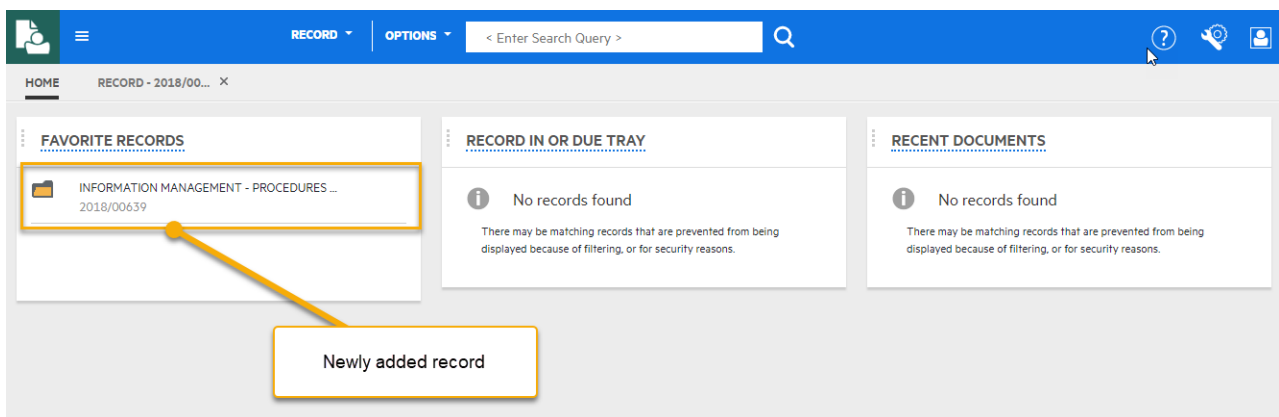
6. Click the drop down in the **'Add/Remove'** section, then select **'Add to Favorites'** to add the record to the **'Favorite Records'** tray.



7. Select 'Home' to return to the home page.



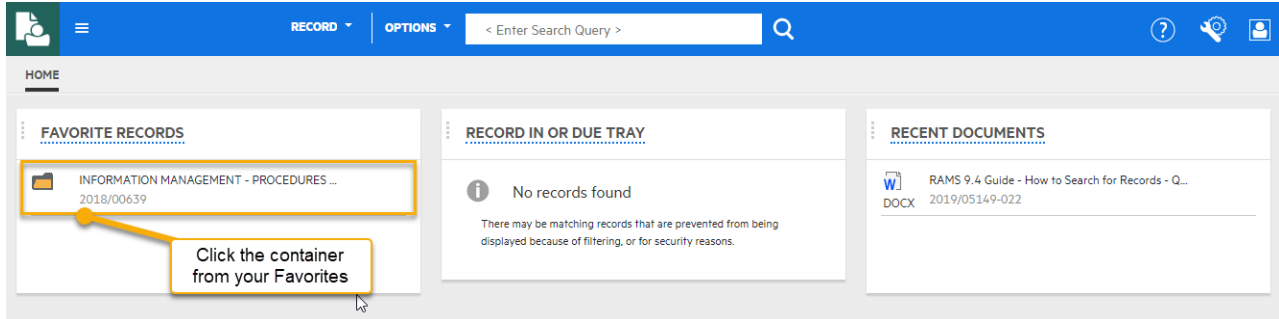
8. The selected record will appear in the 'Favorites Records' tray.



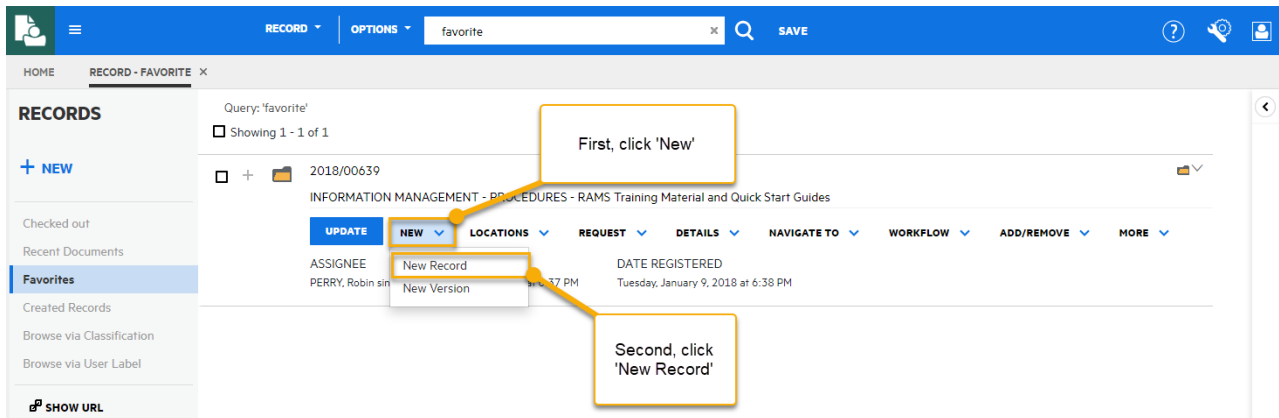
Save a Document

You can save a document into RAMS as a **New Record**.

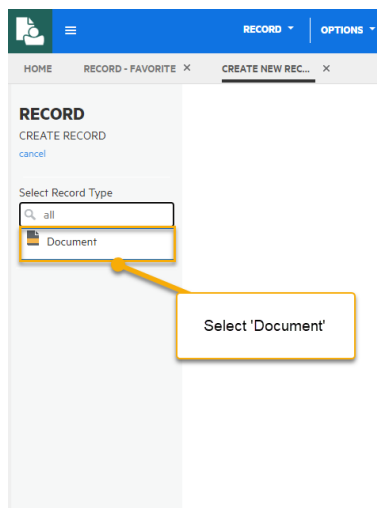
9. Click on the container located in your **'Favorites Records'** to access the available actions that can be conducted on the record.



10. To save a document as a new record into RAMS, from the list of actions under the container title select **'New'**, then **'New Record'**.



11. Select **'Document'** record type.



12. The RAMS document registration screen opens. Enter the record title in the 'Title (Free Text Part)'. Then, 'Drag & Drop' the document into the 'Attach electronic document' field.

The screenshot shows the 'NEW DOCUMENT' registration form. The 'Title (Free Text Part)' field is highlighted with a yellow box and a callout that says 'First, enter the document title'. The text 'Setting started with RAMS - Capturing Records with RAMS Web - August 2022' is entered in this field. Below the title field, there are fields for 'Container', 'Author', 'Addressee', 'Date Created', and 'Document Category'. The 'Attach electronic document' field is also highlighted with a yellow box and a callout that says 'Second, 'Drag & Drop' the document into this box'. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

13. Wait for confirmation that the document has been successfully uploaded. Click 'Save' to register the record.

This close-up shows the 'Attach electronic document' field with a callout: 'First, the document upload bar needs to reach 100%'. Below the field, a progress bar is shown for a file named 'Process - Installing RAM...' with a size of 245.82 KB. The progress bar is at 100%. A 'REMOVE' button is next to the file name. Below the progress bar, there are 'SAVE' and 'CANCEL' buttons. A callout points to the 'SAVE' button: 'Second, click 'Save' to commit the record'.

14. The document has been successfully saved into RAMS and given its unique ID number.

2018/00639-011
DOCX Getting started with RAMS - Capturing Records with RAMS Web - August 2022

UPDATE NEW LOCATIONS REQUEST DETAILS NAVIGATE TO WORKFLOW ADD/REMOVE MORE

ASSIGNEE: In container '2018/00639 (At home: Records)' since Thursday, October 6, 2022 at 2:18 PM
DATE REGISTERED: Thursday, October 6, 2022 at 2:18 PM

15. Select 'Home' to return to the main screen. The newly added record now shows in your 'Recent Documents' tray.

HOME

FAVORITE RECORDS: INFORMATION MANAGEMENT - PROCEDURES - RAMS Training Material an... 2018/00639

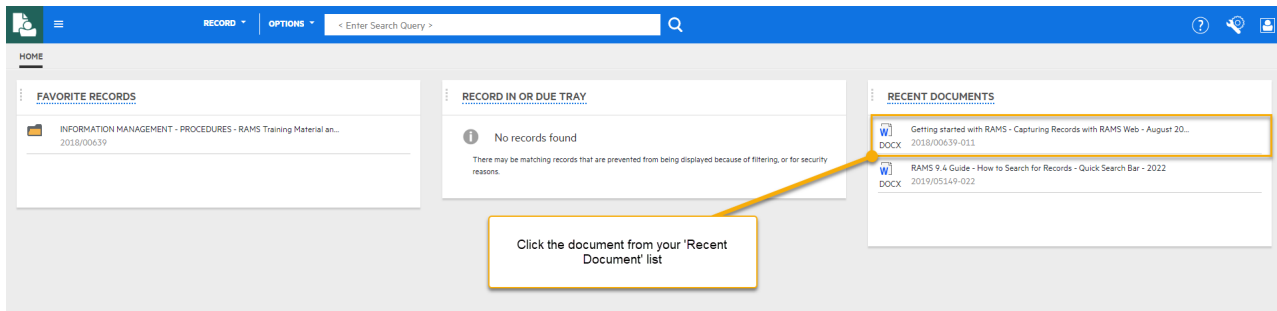
RECORD IN OR DUE TRAY: No records found. There may be matching records that are prevented from being displayed because of filtering, or for security reasons.

RECENT DOCUMENTS: Getting started with RAMS - Capturing Records with RAMS Web - August 20... 2018/00639-011; RAMS R & Guide - How to Search for Records - Quick Search Bar - 2022 2019/05149-022

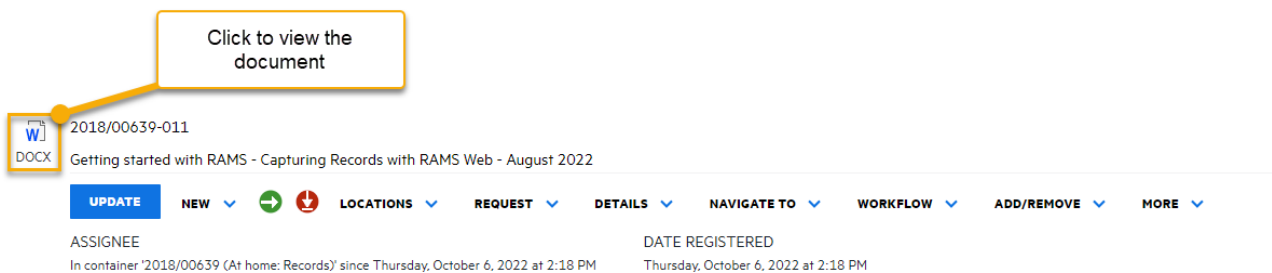
Newly registered document

Viewing a Document

16. Click the document from the **'Recent Documents'** list or type the record number in the search bar and press **'Enter'** to retrieve the record.



17. Click the **'Document'** icon to view it. The icon typically has the file extension in the picture if it's a known extension type.

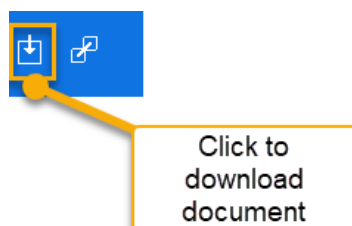


The document will open in the RAMS Web Application document viewer.

18. To see previous Revisions of the document (if there are any) or to Close the document viewer, click the **x** in the top right of the Web Application screen.

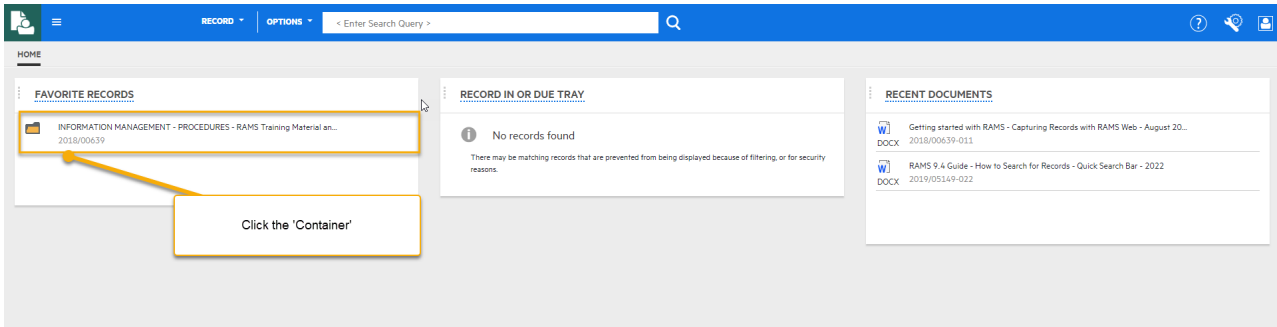


19. If you prefer to view the document in its native application, click the **'Download'** icon to download a copy to the downloads folder in Windows/Apple device.

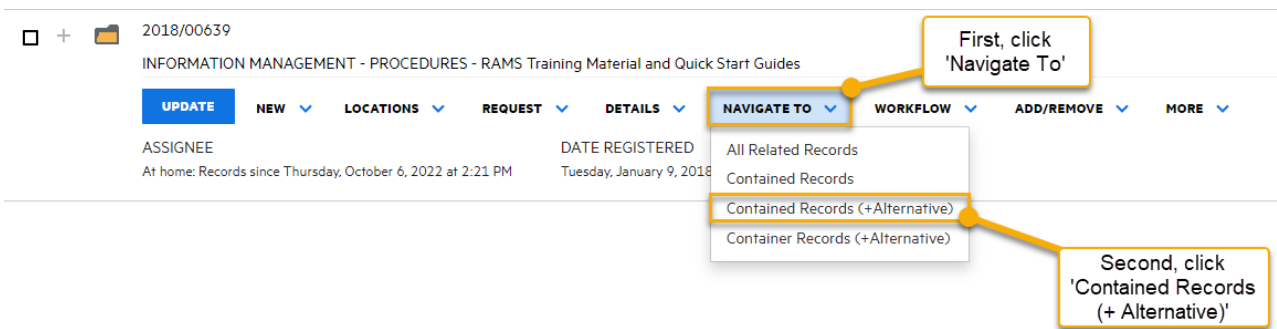


Viewing all Documents contained within a RAMS Container

20. Click on the container located in your 'Favorites Records' tray.



21. Select 'Navigate To', then 'Contained Records + Alternative'.



22. The list of documents held inside the container will display in the results screen.

