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Archives and Records Centers Information System (ARCIS)

Creating an ARCIS Records Request using the Copy Function

Slide 2 - Slide 2

This module demonstrates the process of using the Archives and Records Centers Information System (ARCIS) customer agency portal to create a reference request by copying a previously created request. This process will save time when submitting multiple requests for records or containers from the same records transfer.

If not already complete, view the module "*Submitting an ARCIS Records Request*" prior to watching this module.

Use the Back and Continue buttons near the bottom of the screen to navigate this presentation.

Duration: 4 minutes

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Continuous improvement efforts may result in minor differences between items shown in this module and the actual production system.

However, the differences will be minor and should not affect the value of this module in demonstrating how to use ARCIS.

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During this module we will use the following scenario.

You need boxes 8, 9, and 10 from records transfer PT-015-2008-000817.

You have already completed data entry and submitted a request for box 8.

You now would like to submit requests for boxes 9 and 10 without making redundant data entries.



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My Reference Requests

 **Reference Request - In Progress**
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".

 **Reference Request - Processed**
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

- Select "New Reference" to initiate a new Reference Request.
- Select "Query" to search for Reference Requests.
- Select "Copy Reference Request" to copy a Reference Request to the newly initiated Reference Request.

Locate the request you just created and submitted for box 8 of transfer PT-015-2008-000817.

Reference Request # Query 1 - 5 of 5+

Reference Request #	Request Category	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request
ARR1-77816952	Transfer	09899999	DON GREENLEE	Reference Received	FRC - Philadelphia	9/9/2008	Copy
ARR1-77903801	Transfer	09899999	Sam Smith	Reference Received	FRC - Philadelphia	9/6/2008	Copy
ARR1-77804801	Transfer	09899999	Sam Green	Reference Received	FRC - Philadelphia	9/4/2008	Copy
ARR1-77487838	Transfer	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008	Copy
ARR1-77487834	Transfer	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008	Copy

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My Reference Requests






 **Reference Request - In Progress**
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 **Reference Request - Processed**
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

- Select **"New Reference"** to initiate a new Reference Request.
- Select **"Query"** to query for a specific Reference Request. Please note that queries are **Case Sensitive**.
- Select **"Copy Reference Request"** to initiate a new Reference Request from a previously submitted Reference Request. Before selecting this option, you may want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

Reference Requests - In Progress

1 - 5 of 5+

Reference Request #	Request Category	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request
ARR1-77816952	Transfer	09899999	DON GREENLEE	Reference Received	FRC - Philadelphia	9/9/2008	
ARR1-77903801	Transfer	09899999	Sam Smith	Reference Received	FRC - Philadelphia	9/6/2008	
ARR1-77804801	Transfer	09899999	Sam Green	Referenc			
ARR1-77487838	Transfer	09899999	Don Greenlee	Referenc			
ARR1-77487834	Transfer	09899999	Don Greenlee	Referenc			

Click the Copy Reference Request icon for the box 8 request.

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These are Series of Help Texts.
The fields marked with * are required fields.
Please do not use **Browser Back Button**.
Please review the Reference Request prior to submission.
Check **Application Help** section for more information.

Reference Request
Save and Finish Later Cancel

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to submit the request.

The fields from the copied request are transferred to the new request except:
A new Reference Request # is generated
The Container # is blank
The Status is Reference Initiated
The Submitted Date is blank

Request Details
*Reference Request #: ARR1-77816955
*Record Group: 015
Agency: Department of Veterans Affairs
*Last Name: Greenlee
First Name: Don
Charge Account: 09899999
*Nature of Service: Temporary Loan of R
*Service Level: Standard

Reference Details
Request Category: Transfer
Records Transfer #: PT-015-2008-000817
Container #:
Case/File Information: Claim folder AB 2008
Whole Container:
Of Units: 1
Security Classification: Standard
Security Classification:

Shipment Details
*Recipient Name: DON GREENLEE
*Address Line 1: Don Lane
Address Line 2:
City: St.Louis
State: MO
Zip Code:

Status Details
*Status: Reference Initiated
Submitted Date:
*Shipping Method: USPS
Shipping Account #:
*Records Center: FRC - Philadelphia

Continue to Review and Submit

To complete this request, enter the new container number and edit the Case/File Information.

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Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816955	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 9	Address Line 2:	*Shipping Method: USPS
*Last Name: Greenlee	Case File Information: Claim folder AB 2006	City: St. Louis	Shipping Account #:
First Name: Don	Whole Container:	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 60302	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Comments:

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR-17819655	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Release
*Record Group: 015	Records Transfer #: 1 - JF 5-2004-000017	Address Line 1: 655 Are	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 9	Address Line 2: (X:000000)	*Shipping Method: USFS
*Last Name: Greenlee	Case/File Information: Claim folder 88 2008	City: St. Louis	Shipping Account #:
First Name: Don	Whole Container: <input checked="" type="checkbox"/>	State: MO	*Records Center: PRC Philadelphia
Charge Account: UL809090	# Of Units: 1	Zip Code: 60302	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Comments:

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Reference Request

[Save and Finish Later](#) [Cancel](#) [Continue to Review and Submit](#)

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Click the **Continue to Review and Submit** button.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816955	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 9	Address Line 2:	*Shipping Method: USPS
*Last Name: Greenlee	Case File Information: Claim folder AB 2006	City: St. Louis	Shipping Account #:
First Name: Don	Whole Container: <input checked="" type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 60302	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

Comments:

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These are Series of Help Texts.
The fields marked with * are required fields.
Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.
Please review the Reference Request prior to submitting.
Check **Application Help** section for more guidelines on how to create a Reference Request.

Reference Request

Click on "Edit" to update the Reference Request.
Click on "Save and Finish" to continue later.
Click on "Submit" to submit the reference request.

After review, click the Submit button to submit this request for box 9.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77816955	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 9	Address Line 2:	Shipped Date:
Last Name: Greenlee	Case File Information: Claim folder CE 2006	City: St.Louis	Reason Not Found:
First Name: Don	Whole Container: Yes	State: MO	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	Shipping Method: USPS
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Phil
		Fax#:	<input type="button" value="Back"/> <input type="button" value="Continue"/>

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Successful Submission

Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #: ARR-77813055

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Reference Request

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR-77813055	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Referenced Received
Record Group: 115	Records Transfer #: 115 2006 0001 1	Address Line 1: Animas Ave	Submitted Date: 9/16/08
Agency: Department of Veterans Affairs	Container #: 3	Address Line 2: (900 X 606) (X:0; Y:0)	Shipped Date:
Last Name: Greenlee	Casefile Information: Clair folder CE 200C	City: St. Louis	Reason Not Found:
First Name: Lon	Whole Container: Yes	State: MO	Not Found Comments:
Charge Account: 0589999	# Of Units: 1	Zip Code: 60302	Shipping Method: USPS
Nature of Service: Temporary Loan of Records	Security Classification Type: Transfer	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	
Comments:			

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Successful Submission

Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #: ARR1-77816955

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Reference Request

Request Details	Records Transfer #: PT-015-2008-000817	Address Line 1: Don Lane	Status Details
Reference Request #: ARR1-77816955	Container #: 9	Address Line 2:	Status: Reference Received
Record Group: 015	Case File Information: Claim folder CE 2006	City: St. Louis	Submitted Date: 9/9/2008
Agency: Department of Veterans Affairs	Whole Container: Yes	State: MO	Shipped Date:
Last Name: Greenlee	# Of Units: 1	Zip Code: 603022	Reason Not Found:
First Name: Don	Security Classification Type: Standard	Country: USA	Not Found Comments:
Charge Account: 09899999	Security Classification:	Phone#:	Shipping Method: USPS
Nature of Service: Temporary Loan of Records		Fax#:	Shipping Account #:
Service Level: Standard			Records Center: FRC - Philadelphia

Comments:

The reference request for box 9 has been submitted successfully to the Federal Records Center.
Return to the Reference Requests list applet page to repeat this process for box 10.

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My Reference Requests






 **Reference Request - In Progress**
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".

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- Select **"New Reference"** to initiate a new Reference Request.
- Select **"Query"** to query for a specific Reference Request. Please note that queries are **Case Sensitive**.
- Select **"Copy Reference Request"** to initiate a new Reference Request from a previously submitted Reference Request. Before selecting this option, you may want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

Reference Requests - In Progress

New Reference Query 1 - 5 of 5+

Reference Request #	Request Category	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request
> ARR1-77816955	Transfer	09899999	DON GREENLEE	Reference Received	FRC - Philadelphia	9/9/2008	
> ARR1-77816952	Transfer	09899999	DON GREENLEE	Reference Received	FRC - Philadelphia	9/9/2008	
> ARR1-77903801	Transfer	09899999	Sam Smith	Reference Received	FRC - Philadelphia	9/6/2008	
> ARR1-77804801	Transfer	09899999	Sam Green	Reference Received	FRC - Philadelphia	9/4/2008	
> ARR1-77487838	Transfer	09899999	Don Greenlee	Reference Received	FRC - Philadelphia	8/29/2008	

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Please review the Reference Request prior to submitting.
Check **Application Help** section for more guidelines on how to create a Reference Request.

Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816959	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #:	Address Line 2:	*Shipping Method: USPS
*Last Name: Greenlee	Case File Information: Claim folder CE 2006	City: St.Louis	Shipping Account #:
First Name: Don	Whole Container: <input checked="" type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

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Please review the Reference Request prior to submitting.
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Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816959	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2:	*Shipping Method: USPS
*Last Name: Greenlee	Case File Information: Claim folder CE 2006	City: St.Louis	Shipping Account #:
First Name: Don	Whole Container: <input checked="" type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

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These are Series of Help Texts.
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 Please do not use **Browser Back Button** Local Back Buttons in the forms whenever possible.
 Please review the Reference Request prior to submitting.
 Check **Application Help** section for more guidelines on how to create a Reference Request.

Reference Request

Save and Finish Later Cancel Continue to Review and Submit

Click on "Save and Finish" to continue later.
 Click on "Cancel" to cancel the operation.
 Click on "Continue to Review and Submit" to review and submit the Reference Request.

Animation
(900 x 535)
(X:0; Y:0)

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR: 77813959	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Release
*Record Group: 015	Records Transfer #: 77-015-2003-000017	*Address Line 1: Donna	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2:	*Shipping Method: USPS
*Last Name: Greenlee	Case/File Information: Claim folder 8/2003	City: St. Louis	Shipping Account #:
First Name: Don	Whole Container: <input checked="" type="checkbox"/>	State: MO	*Records Center: HRC - Philadelphia
Charge Account: 01800000	# of Units: 1	Zip Code: 60022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Transfer	Country: USA	
*Service Level: Standard	Security Classification:	Phone#: <input type="text"/>	
		Fax#: <input type="text"/>	

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Please review the Reference Request prior to submitting.
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Reference Request

Click on "Save and Finish" to continue later.
Click on "Cancel" to cancel the operation.
Click on "Continue to Review and Submit" to review and submit the Reference Request.

Request Details	Reference Details	Shipment Details	Status Details
*Reference Request #: ARR1-77816959	Request Category: Transfer	*Recipient Name: DON GREENLEE	*Status: Reference Initiated
*Record Group: 015	Records Transfer #: PT-015-2008-000817	*Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2:	*Shipping Method: USPS
*Last Name: Greenlee	Case File Information: Claim folder 2006	City: St.Louis	Shipping Account #:
First Name: Don	Whole Container: <input checked="" type="checkbox"/>	State: MO	*Records Center: FRC - Philadelphia
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	
*Nature of Service: Temporary Loan of R	Security Classification Type: Standard	Country: USA	
*Service Level: Standard	Security Classification:	Phone#:	
		Fax#:	

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 Please review the Reference Request prior to submitting.
 Check **Application Help** section for more guidelines on how to create a Reference Request.

Reference Request

[Edit](#) [Save and Finish Later](#) [Submit](#)

Click on "Edit" to update the Reference Request.
 Click on "Save and Finish" to continue later.
 Click on "Submit" to submit the reference request.

Review the request and submit.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77816959	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Reference Initiated
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: Don Lane	Submitted Date:
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2:	Shipped Date:
Last Name: Greenlee	Case File Information: Claim folder FG 2006	City: St.Louis	Reason Not Found:
First Name: Don	Whole Container: Yes	State: MO	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	Shipping Method: USPS
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
Fax#:			

Comments:

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Successful Submission

Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #: ARR-77813050

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Reference Request

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR-77813050	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Referenced Received
Record Group: 115	Records Transfer #: 115 2006 0001 1	Address Line 1: Animas Ave	Submitted Date: 8/26/08
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2: (900 X 600) (X:0; Y:0)	Shipped Date:
Last Name: Greenlee	Casefile Information: Clair folder 19 2000	City: MO	Reason Not Found:
First Name: Lon	Whole Container: Yes	State:	Not Found Comments:
Charge Account: 0589999	# Of Units: 1	Zip Code: 60302	Shipping Method: USPS
Nature of Service: Temporary Loan of Records	Security Classification Type: Transfer	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	
Comments:			

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Successful Submission

Your reference request has been submitted successfully and will be processed by a NARA Representative as quickly as possible.

Reference Request #: ARR1-77816959

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Reference Request

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77816959	Request Category: Transfer	Recipient Name: DON GREENLEE	Status: Reference Received
Record Group: 015	Records Transfer #: PT-015-2008-000817	Address Line 1: Don Lane	Submitted Date: 9/9/2008
Agency: Department of Veterans Affairs	Container #: 10	Address Line 2:	Shipped Date:
Last Name: Greenlee	Case File Information: Claim folder FG 2006	City: St.Louis	Reason Not Found:
First Name: Don	Whole Container: Yes	State: MO	Not Found Comments:
Charge Account: 09899999	# Of Units: 1	Zip Code: 603022	Shipping Method: USPS
Nature of Service: Temporary Loan of Records	Security Classification Type: Standard	Country: USA	Shipping Account #:
Service Level: Standard	Security Classification:	Phone#:	Records Center: FRC - Philadelphia
		Fax#:	

Comments:

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My Reference Requests

 **Reference Request - In Progress**
Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".

 **Reference Request - Processed**
Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

Reference requests have now been submitted for boxes 8, 9, and 10 from transfer PT-015-2008-000817.

- Select "New Reference" to initiate a new Reference Request.
- Select "Query" to query for a specific Reference Request.
- Select "Copy Reference Request" to copy data from an existing Reference Request to a new one. This option, you may want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

Reference Requests - In Progress

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Reference Request #	Request Category	Charge Account	Recipient Name	Status	Records Center	Submitted Date	Copy Reference Request
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