RECORDS REPORT SYSTEM

Data Entry Tips

Use these data entry tips along with the "RRS Data Entry Instructions."

1. Get connected.

To add, edit, and delete records on the Records Report System ("RRS"), and to print any of the ten RRS reports, you need to be on a computer that is connected to the State's Next Generation Network **("NGN"**). Check with your department's RRS coordinator or IT personnel.

2. Request your login and password.

Complete the **RRS Login Request Form**, which is available on OIP's web site. The RRS Page for Agencies has other information and materials as well.

3. Log in and explore the RRS.

Once you have your login and temporary password, use your NGN-connected computer to go to the RRS Agency Login Site. Enter your user ID and temporary password to log in.

The welcome screen includes a list of **ten RRS reports** that you can generate for any department. It also has a link to the **public** RRS website on the Internet, and a link to the OIP's RRS page and more help.

The **"Records Management" box** on the left of the welcome screen gives you several options. You can **add, edit, and delete your RRS records** by clicking on "Records report."

To add, edit, or delete your **department's locations**, select "Agency location." Do NOT delete a location if it is still in use by another agency within your department).

To enter annual information about your **department's UIPA-related lawsuits**, select "Lawsuit info."

Select **"Change password"** to replace your temporary password with a new password of your choice.

Select **"Logout"** when you are ready to end your RRS session.

4. Delete records that your agency no longer maintains.

If your agency has identified records that it no longer maintains, you can delete these records one at a time. In the Records Management box on the welcome screen, select **"Records report."** You will see a table listing all of your **department's RRS records.**

You can **sort these records** by RSN (each record has a unique Record Sequence

Number), by record name, by form number, by officer name, by officer phone, or by Agency Edit Complete (YES means the agency has completed its edit and the public can view the report for this record, and NO means the agency is still reviewing the record and the public cannot view the report for this record).

You can view any of these records by selecting **"View"** in the third column from the right.

To delete a record, select **"Delete"** in the far right column. You will then see the full report for that record, and you will be asked to "confirm delete." Click on **"confirm delete"** at the bottom of the report to delete the record.

5. Edit records as needed.

Records should be edited to update any fields on the report, such as officer information, form numbers, location, retention, and access classification.

In the Records Management box on the welcome screen, select **"Records report."** You will see a table listing all of your **department's RRS records.** Locate the record you want to edit and select "Edit" in the second column from the right.

Follow the RRS **"Data Entry Instructions"** to complete the fields you are editing. If the field has an arrow to the right of the field, click on that arrow to see the **pulldown menu**, then select the correct menu item for that record.

Be sure to use the **TAB KEY between fields** to navigate from one field to another. Do NOT hit the Enter key. You can always use the mouse to select a field as well. When you are done editing the record, select **"EDIT"** at the bottom of the screen.

6. Add records as needed.

In the Records Management box on the welcome screen, select **"Records report."** You will see a table listing all of your **department's RRS records.** To add a record, select **"Add"** (above the list of records).

Follow the RRS **"Data Entry Instructions"** for completing the fields for the record you are adding. If the field has an arrow to the right of the field, click on that arrow to see the **pulldown menu**, then select the correct menu item for that record.

Be sure to use the **TAB KEY between fields** to navigate from one field to another. Do NOT hit the Enter key. You can always use the mouse to select a field as well.

The last field, "Agency Edit Complete," indicates if all fields for the record have been completed and reviewed for accuracy. Select "No" if the agency is still editing and approving. Select "Yes" if the agency has completed the editing and approval.

IMPORTANT: Whether the Agency Edit Complete field is "Yes" or "No," be sure to select **"ADD"** at the bottom of the screen. You can always go back and edit the record again.