

USER MANUAL
ARMS
(ARCHIVAL RECORDS
MANAGEMENT SYSTEM)

INTRODUCTION

ARMS stand for Archival Records Management System is a web based application which helps user to identify and locate archival materials. ARMS contain only information about location of the archival material and not the actual records. Having identified relevant material, a user would usually arrange to visit the repository concerned to consult the documents, or request further information or copies where such services are available. In addition, it also manages reservations as well as retrieval and return of items to or from repository.

STEPS:

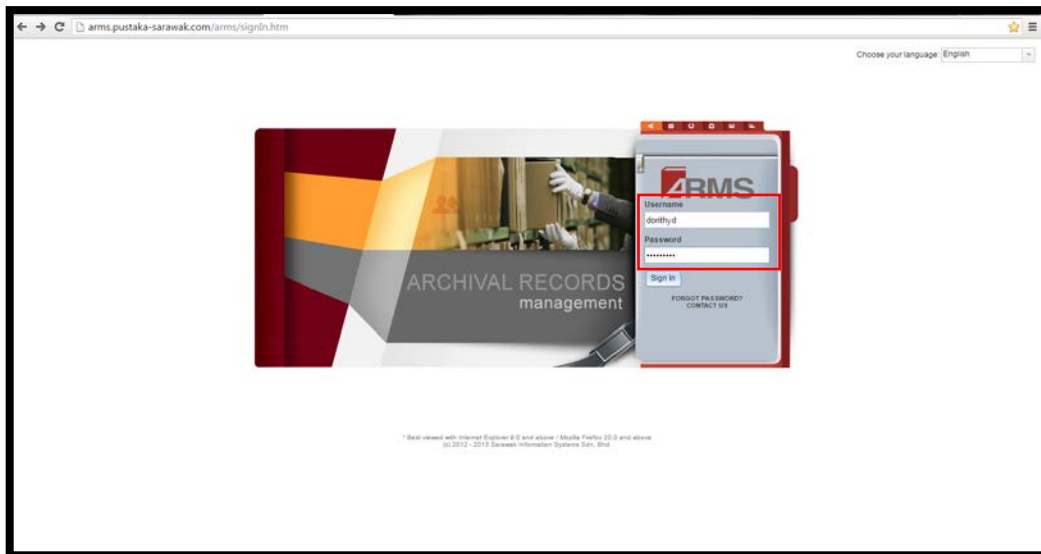
1. Go to main page of **Pustaka Negeri Sarawak** website <http://www.pustaka-sarawak.com>



2. Select **services**, then click **Online Services** and choose **ARMS**



- You need to login using your registered **username** and **password** to access ARMS and information needed. Click **SIGN IN** (for registered member **ONLY**).

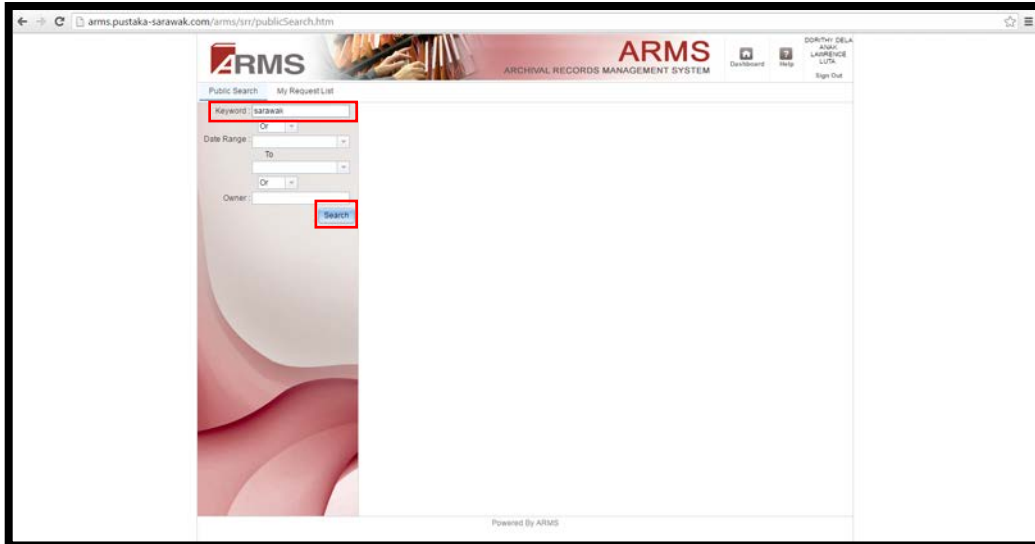


- If you are not registered as member, click button "SIGN UP" and fill up the form. Field with * are compulsory to be fill.

A screenshot of the "Online Member Registration Form" on the ARMS website. The form is divided into several sections: "Personal Profile", "Contact Information", and "User Account". The "Personal Profile" section includes fields for Salutation, Full Name, IC No & Passport, Gender, Birth Date, Race, Profession, Preferred Language, and a Load Avatar button. The "Contact Information" section includes fields for Email Address, Contact (Handphone, Office, Home), Street, Postcode, Country, State, and City. The "User Account" section includes a User ID field. There are two blue callout boxes on the right side of the form providing additional instructions and notes. The browser's address bar shows the URL arms.pustaka-sarawak.com/arms/public/community/online/registration.htm.

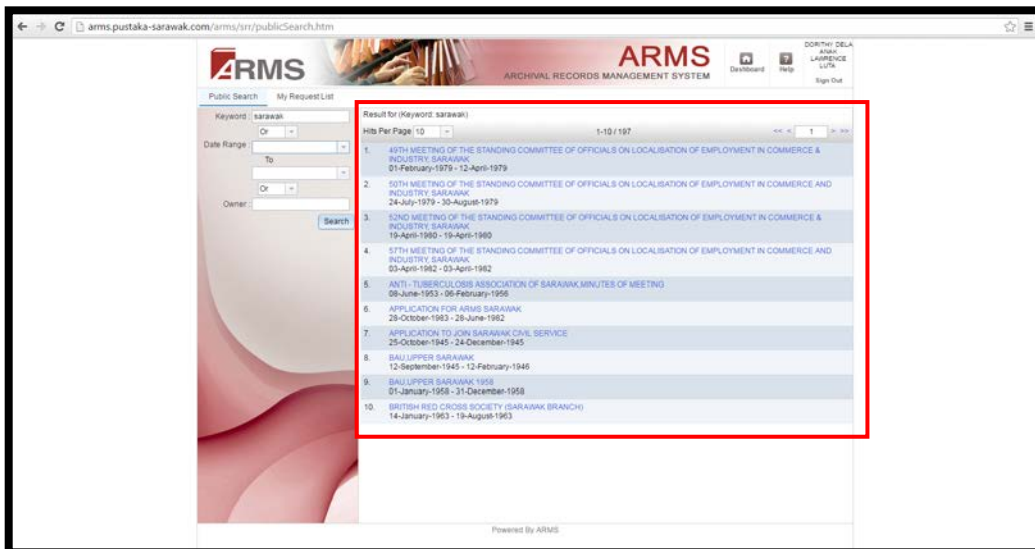
ARMS "SIGN UP" page

5. After register in as member, users are able to do **RESERVATION** of archival materials and records which are available for viewing and with **OPEN** status. Type name of files or document and click **SEARCH**. Search can be done by keyword and date range.

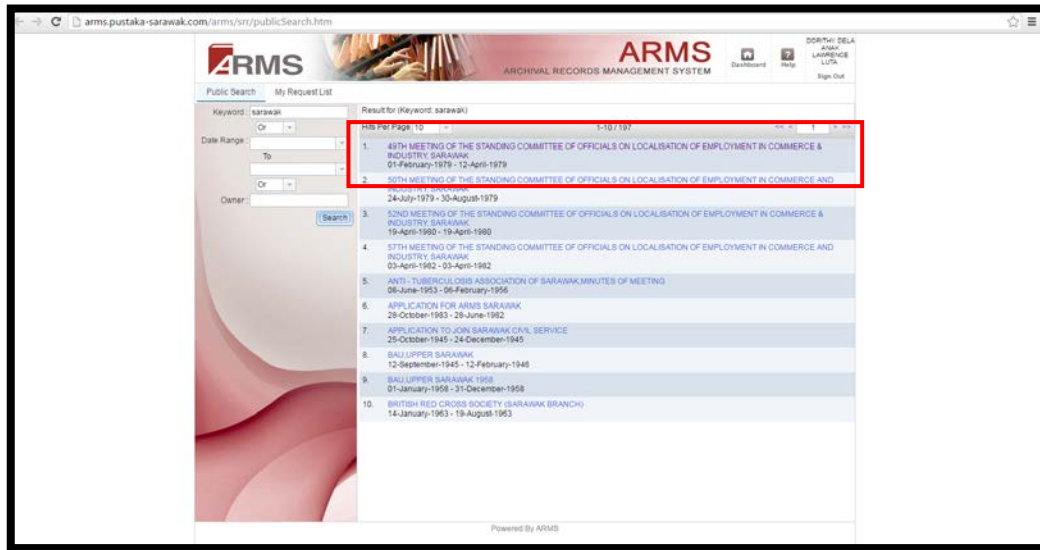


Type **KEYWORD** for searching the archival materials

6. List of related document appear related to search

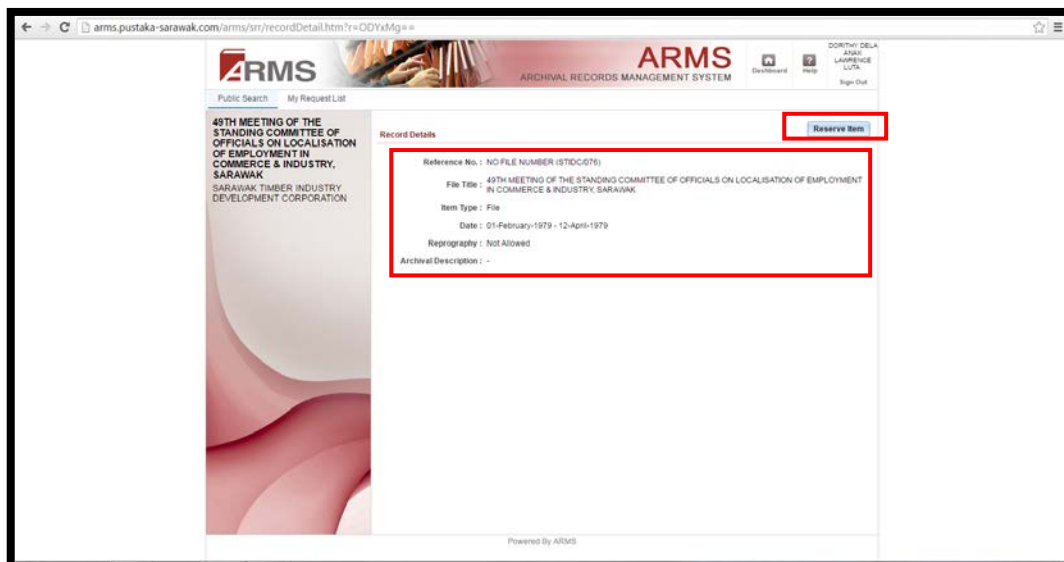


7. Select on the title intended to **RESERVE** item.



Click item for **RESERVATION**

8. Details of item to **RESERVE** appear and user may click on **RESERVE ITEM** button



Click **RESERVE ITEM**, in order to reserve the item.

9. The **RESERVE ITEM** are available in **MY REQUEST LIST**