



Quick Start Guide – General User

Gimmel Physical

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Version History

Version	Approved By	Effective Date	Description of Change
3.8	Alex Caldas	11/10/2020	Created for Gimmel Version 3.8
3.11	Will Irwin	10/11/2021	Created for Gimmel Physical v3.11
3.11	Terry Butler	03/02/2022	Updated screen shots and format

Quick Start Guide

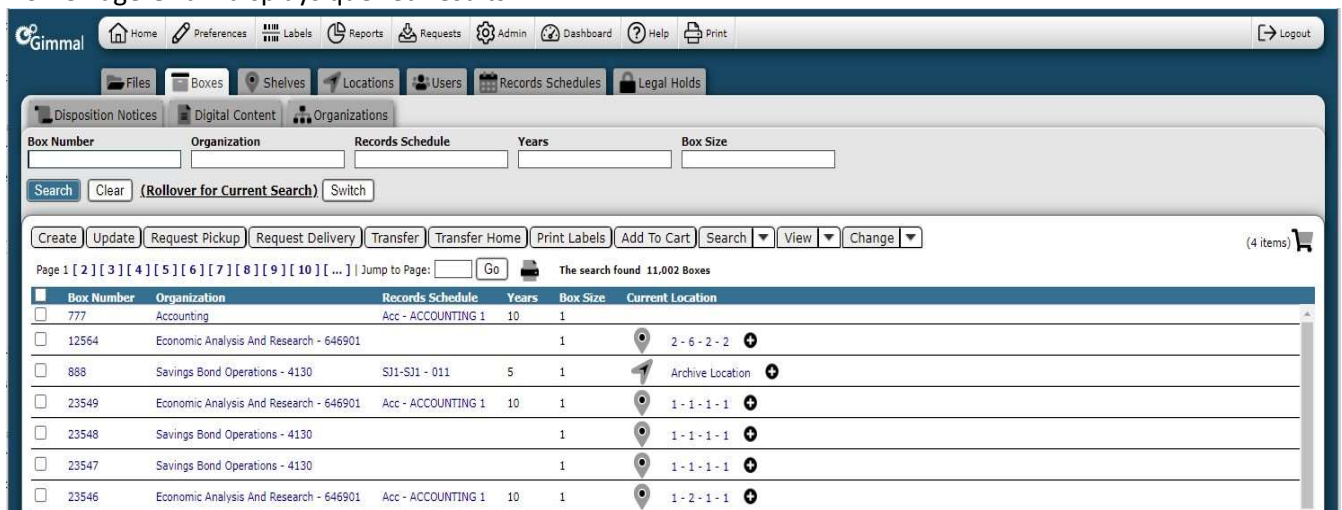
Top Level Menu – provides access to the various indicated functions

Data Tabs – used to access the various items being tracked

Quick Search – used to query within tabs

Action Menu – provides access to listed actions

Home Page Grid – displays queried results



The screenshot displays the Gimmel application interface. At the top, there is a navigation bar with icons for Home, Preferences, Labels, Reports, Requests, Admin, Dashboard, Help, and Print. Below this is a secondary menu with icons for Files, Boxes, Shelves, Locations, Users, Records Schedules, and Legal Holds. The main content area features a search form with fields for Box Number, Organization, Records Schedule, Years, and Box Size. Below the search form is an action menu with buttons for Create, Update, Request Pickup, Request Delivery, Transfer, Transfer Home, Print Labels, Add To Cart, Search, View, and Change. A pagination bar shows "Page 1" and "The search found 11,002 Boxes". The main data grid has the following columns: Box Number, Organization, Records Schedule, Years, Box Size, and Current Location. The grid contains several rows of data, including items with box numbers 777, 12564, 888, 23549, 23548, 23547, and 23546.

Box Number	Organization	Records Schedule	Years	Box Size	Current Location
777	Accounting	Acc - ACCOUNTING 1	10	1	
12564	Economic Analysis And Research - 646901			1	2 - 6 - 2 - 2
888	Savings Bond Operations - 4130	SJ1-SJ1 - 011	5	1	Archive Location
23549	Economic Analysis And Research - 646901	Acc - ACCOUNTING 1	10	1	1 - 1 - 1 - 1
23548	Savings Bond Operations - 4130			1	1 - 1 - 1 - 1
23547	Savings Bond Operations - 4130			1	1 - 1 - 1 - 1
23546	Economic Analysis And Research - 646901	Acc - ACCOUNTING 1	10	1	1 - 2 - 1 - 1

General User Tasks

Finding Items

1. Click on the desired Tab.
2. To use the quick search, enter a value for the field you would like to search by in the Quick Search and press the Enter key or click the Search button.
3. Desired results will be returned in the grid format.

Requesting Items

1. Find the desired records as described above in Finding Items.
2. Click on the check box next to the desired item(s).
3. Click on the Request Delivery button in the Action Menu.
4. Click on the desired destination in the Recent Request Destinations grid or specify the desired destination on the resulting Request Items screen.
5. Click on the Request button on the Request page.
6. Click on the OK link in the resulting Request Results page.