

## Creating a New SRC File

Infolinx allows you to create files within a box, in addition to the box itself. Being able to create files allows users to request files within a box as opposed to the entire box.

1. Log into Infolinx and go to the **SRC Boxes** tab.
2. Search for and select the box you want to create a file in by clicking on the **SRC Box Barcode**.
3. Within the box record scroll down the page to the contents section of the box.
4. To create a new file, click on **Add New**.

If there are already files in that box, they will be listed below the contents header.

5. The **Agency/Locality**, **Department** and **Sub-Department** information carry over from the box record. Do not change these fields.
6. Enter the **File Name/Number**.
7. After you have entered all the information, select:
  - Save & New, if you are continuing to enter additional boxes
  - Save & View, if you want to look at the record you have just created
  - Save & Close, if you want to save the record and return to the SRC Boxes screen
  - Close, if you want to return to the SRC Boxes screen without saving the record

### Tips

- Once you've created files within a box, they will display on the box record.
- After files have been created in Infolinx, you'll have to add labels to the SRC File label queue. This works in the same way as manually adding boxes to the box label queue.

From the SRC Files tab, select any files that need labels, then click Labels.

You'll either send the labels to the queue or select Print.

- When requesting files from boxes that are already in storage at the SRC, you'll need to *create file records for them before you can request them*. After you've created the file, SRC staff will print out the barcode label and attach it to the file before it goes out for delivery.

### Questions?

If you've created a SRC File that needs to be removed from Infolinx, send a list of the SRC File Barcode numbers and a request for deletion to [Matt Ball](#).

Once a SRC File has been deleted, it cannot be restored. If a file is deleted that is going to be returned to SRC storage, it will have to be re-entered into Infolinx and given a new barcode.