Updating a SRC Box

1. Log into Infolinx and go to the **SRC Boxes** tab.

2. Search for and select the box you want to update by clicking on the checkbox and then **Update** button or clicking on the **SRC Box Barcode** number to open the box. From within the box, click **Update.**

3. The screen that appears looks similar to the New SRC Box screen. After you've made any necessary changes, click **Update** and the changes will be saved.

    If you click **Cancel** the changes will not be saved and you will return to the SRC Boxes tab.

    Infolinx will not allow you to save changes to a box that is past its Scheduled Destroy Date.

Updating a SRC File

1. Log into Infolinx and go to the **SRC Files** tab.

2. Search for and select the file you want to update by clicking on the checkbox and then the **Update** button or clicking on the **File Name/Number** to open the file. From within the file, click **Update**

3. After you've made any necessary changes, click **Update** and the changes will be saved.

    If you click **Cancel** the changes will not be saved and you will return to the SRC Files tab.

Questions?

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

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