Zasio Training Questions

1. How do I know what my box numbers are?
   a. After the training session yesterday and the comments about box numbers, we have changed this so that when you enter a box, the system will generate a box number for you at that time and you will be able to then write the box number on it with a Sharpie.
2. How do I see the retention applied to a box?
   a. Boxes are automatically given a disposition date based on the schedule number assigned to the box. You will still need to review boxes up for disposal as part of the quarterly disposal process, and you will still need to approval all boxes you would like to be destroyed.
3. Can I change the retention of a box?
   a. If you need to change the disposition date of a box you will need to send an email to sos.recordscenter@nebraska.gov and we can update the retention on that box, if there is a valid reason.
4. Can I send a spreadsheet to upload boxes?
   a. If you are entering 25 or more boxes at one time email sos.recordscenter@nebraska.gov to get a spreadsheet upload template to send those boxes for upload.
5. Can I send a spreadsheet to upload files?
   a. If you are entering 25 or more files at one time email sos.recordscenter@nebraska.gov to get a spreadsheet upload template to send those files for upload.
6. How do I indicate what the box numbers are before I get labels?
   a. Please use a sharpie or other marker to indicate the box number for Drew when he comes to pick up those boxes.
7. How do I notify Records Management that Boxes are ready to be picked up or returned?
   a. As always email Sos.recordscenter@nebraska.gov
8. Is it ok to log onto the new website now, before July 28 to look around?
   a. No, please do not go into the new website until we give the okay at the latest on Tuesday morning. The data in there right now is test data and permissions are not set up as they will be then so it will be confusing when we do go live.
9. Is the term 'bar code' the same as 'box number'?
   a. Barcode and box number are mostly the same. Barcode is just the box number with %00 in front.
10. Are we no longer adding a Box Records Sheet to the inside the box?
    a. It is not required but if you want to continue to do this, you are welcome to.
11. The concept of 'files' is great, however sometimes we have many small files that go in one box. Right now I copy and paste the info into the 'Description' area from our own internal tracking system that is organized around the Box Records Sheet. Can I continue copy that info into the 'Description' area?
    a. We will be providing a spreadsheet for boxes that have over 25 files in them that you can input the data and then we will be able to import that information into the system.
12. At the training yesterday, I heard mention of way to bring in file info into the records site without re-typing it. How do we do that?
    a. The information is retained after you add a file, so if there are only minor differences, you'd just have to make those changes. Otherwise as above, we can import file information into the box, using the provided spreadsheet.

13. Can I Create a box without sending it over to Records Management?
    a. If you want to create a box before it is ready to go to Records Management you can save it as a draft and continue to update that box until it is ready for storage.