RAMS 9.4 Web – Capturing and Viewing Records

Contents
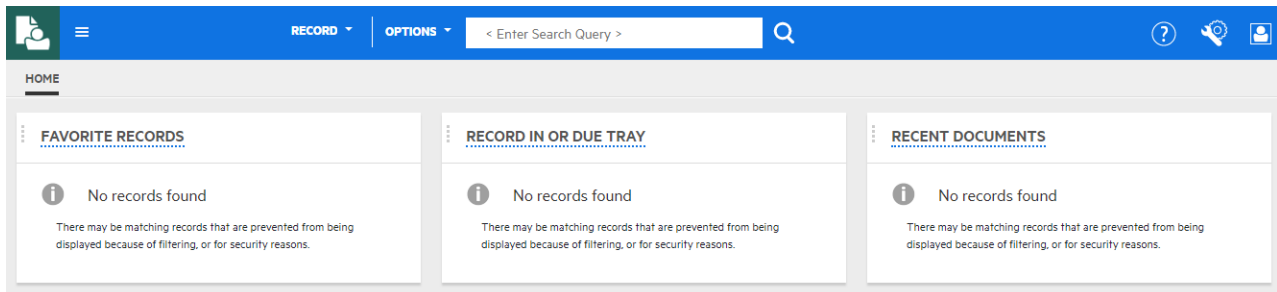
Login Process

1. Go to the RAMS Web Application: https://rams.unsw.edu.au

2. The UNSW Multi Factor Authentication will ask to approve the connection when working remotely (from home).

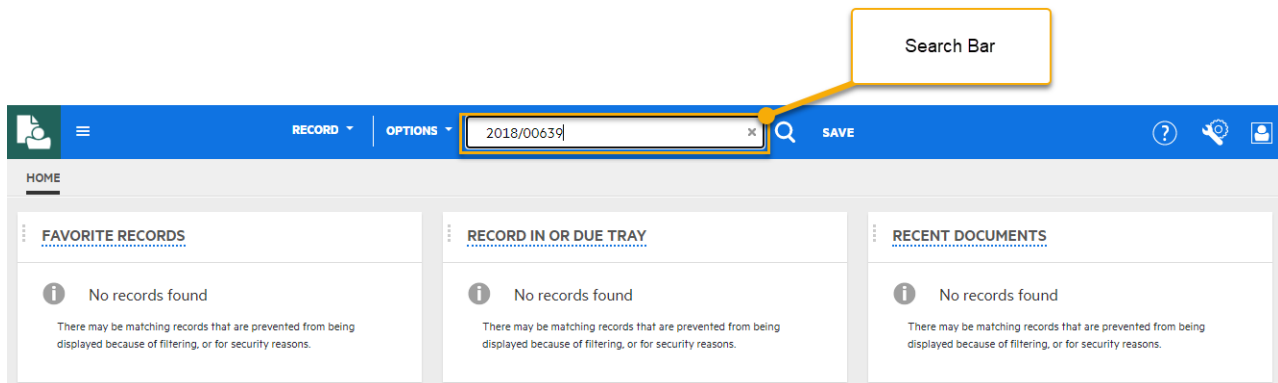3. The RAMS Web Application opens once the connection has been approved in the Microsoft Authenticator application.
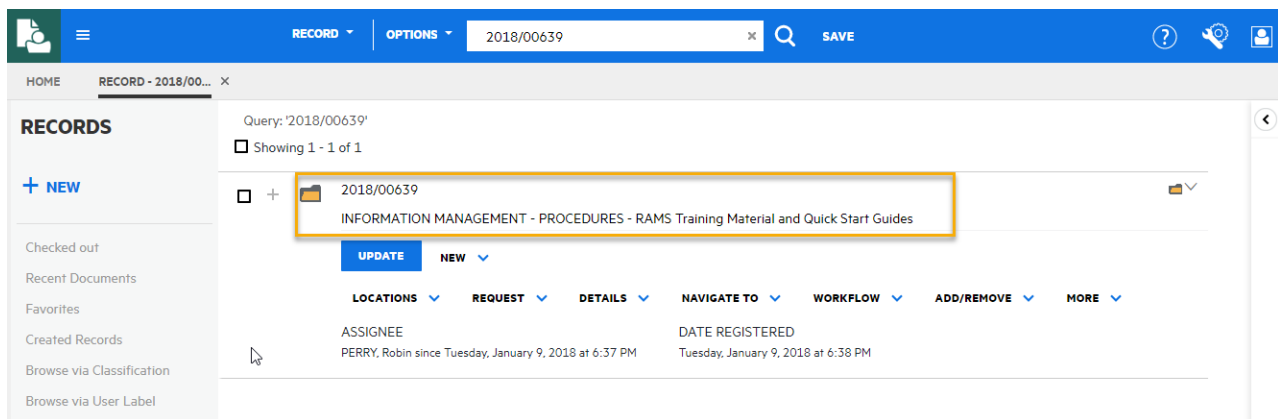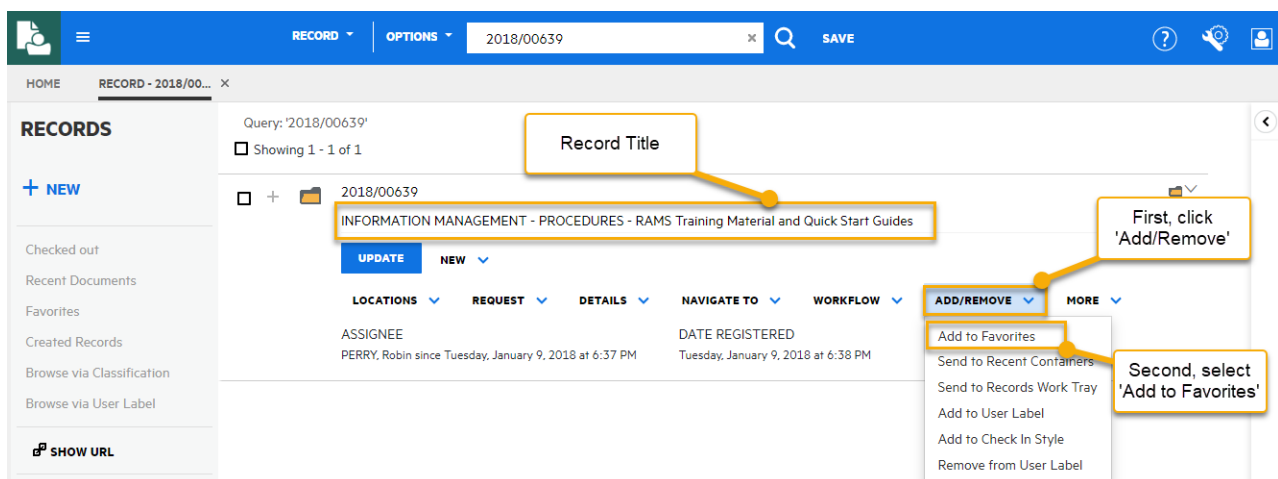
Adding Records to your Favorite Records Tray

4. Type the record number or the title in the **'Search Bar'** located at the top of the web application and hit **'Enter'** to run the search.
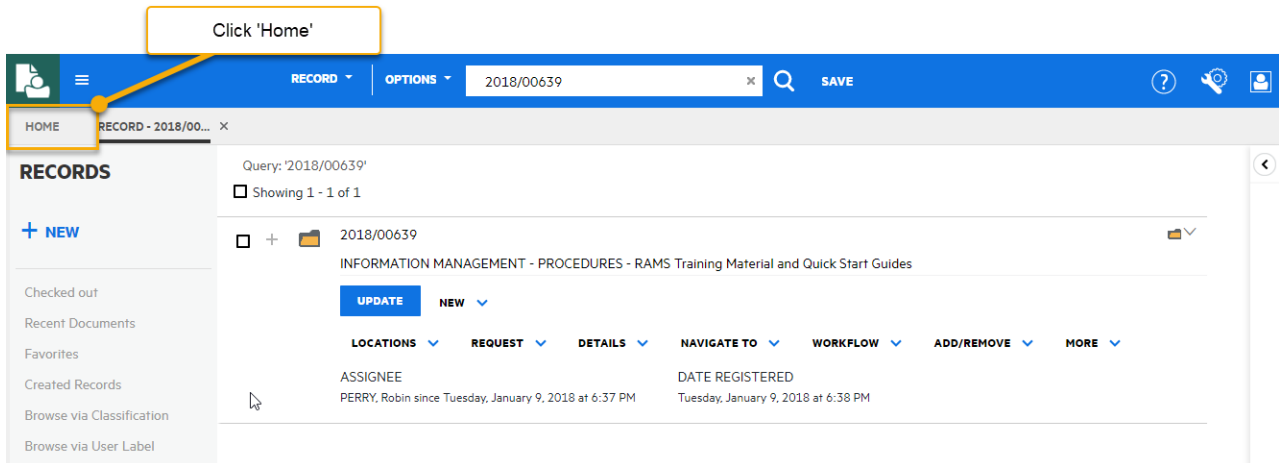

5. The container or record is displayed in the search result. If multiple results are displayed, click once on an item to select it which will open more options, as below.
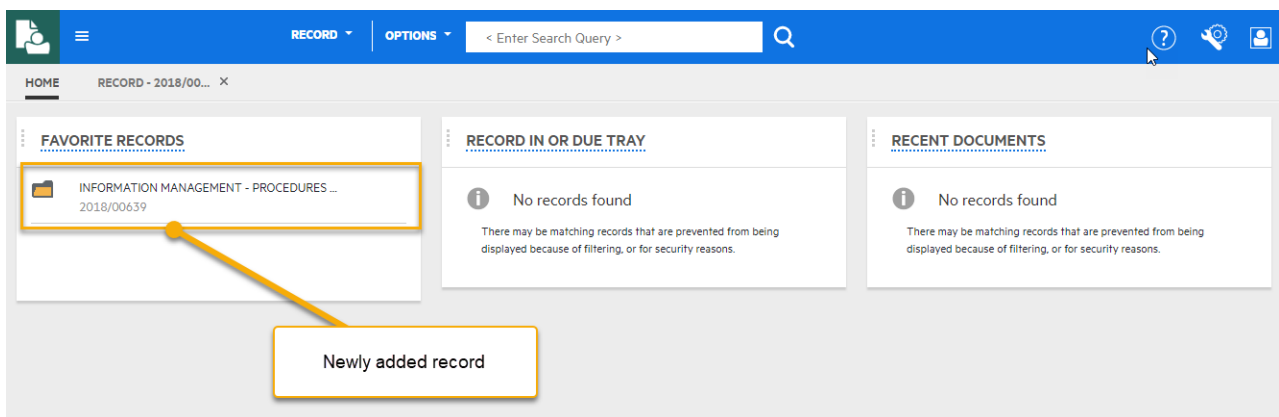

6. Click the drop down in the **'Add/Remove'** section, then select **'Add to Favorites'** to add the record to the **'Favorite Records'** tray.
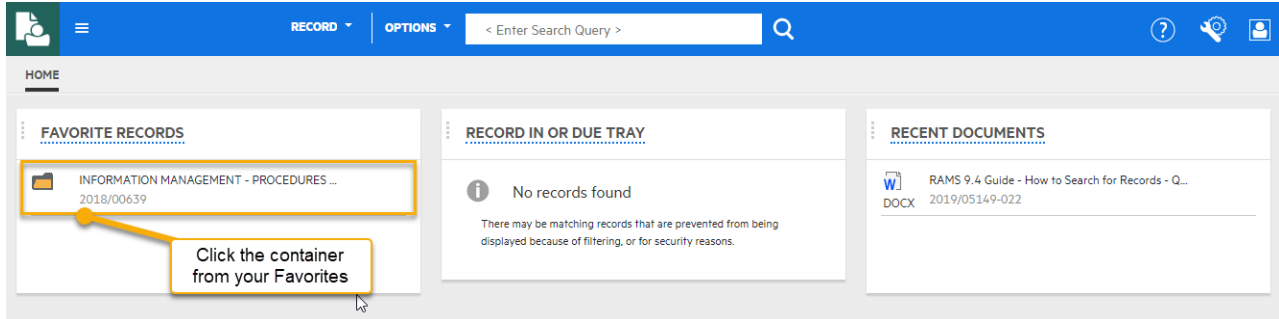
7. Select **'Home'** to return to the home page.

8. The selected record will appear in the **'Favorites Records'** tray.
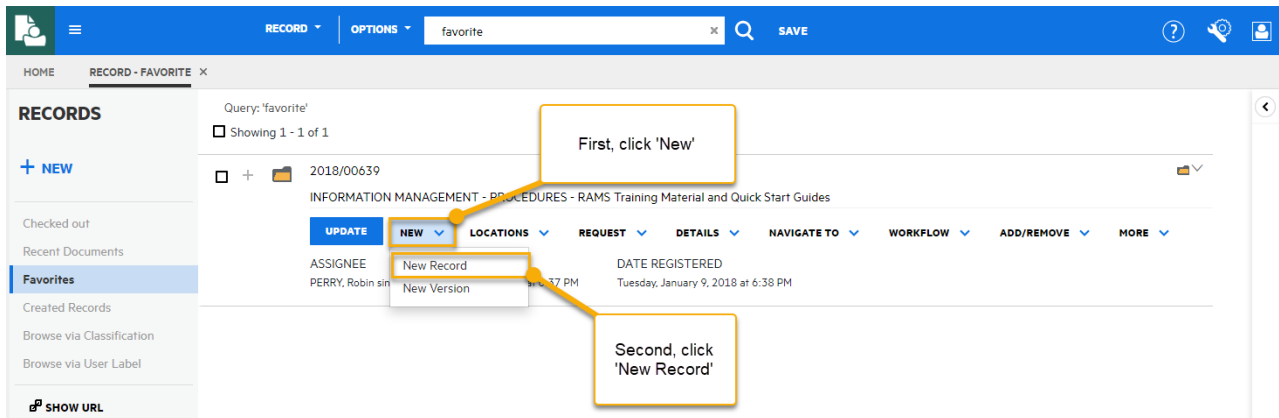
Save a Document

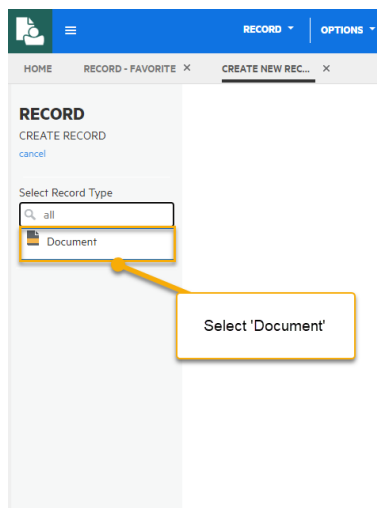You can save a document into RAMS as a **New Record**.

9. Click on the container located in your **'Favorites Records'** to access the available actions that can be conducted on the record.

10. To save a document as a new record into RAMS, from the list of actions under the container title select **'New'**, then **'New Record'**.

11. Select **'Document'** record type.

12. The RAMS document registration screen opens. Enter the record title in the **'Title (Free Text Part)'**. Then, **'Drag & Drop'** the document into the **'Attach electronic document'** field.

13. Wait for confirmation that the document has been successfully uploaded. Click '**Save**' to register the record.

14. The document has been successfully saved into RAMS and given its unique ID number.

2018/00639-011

DOCX Getting started with RAMS - Capturing Records with RAMS Web - August 2022

| UPDATE | NEW ⌄ | ➔ | ⬇ | LOCATIONS ⌄ | REQUEST ⌄ | DETAILS ⌄ | NAVIGATE TO ⌄ | WORKFLOW ⌄ | ADD/REMOVE ⌄ | MORE ⌄ |

ASSIGNEE
In container '2018/00639 (At home: Records)' since Thursday, October 6, 2022 at 2:18 PM

DATE REGISTERED
Thursday, October 6, 2022 at 2:18 PM

15. Select **'Home'** to return to the main screen. The newly added record now shows in your **'Recent Documents'** tray.

FAVORITE RECORDS

📁 INFORMATION MANAGEMENT - PROCEDURES - RAMS Training Material an...
2018/00639

RECORD IN OR DUE TRAY

ℹ No records found

There may be matching records that are prevented from being displayed because of filtering, or for security reasons.

Newly registered document

RECENT DOCUMENTS

W Getting started with RAMS - Capturing Records with RAMS Web - August 20...
DOCX 2018/00639-011

W RAMS 9.4 Guide - How to Search for Records - Quick Search Bar - 2022
DOCX 2019/05149-022
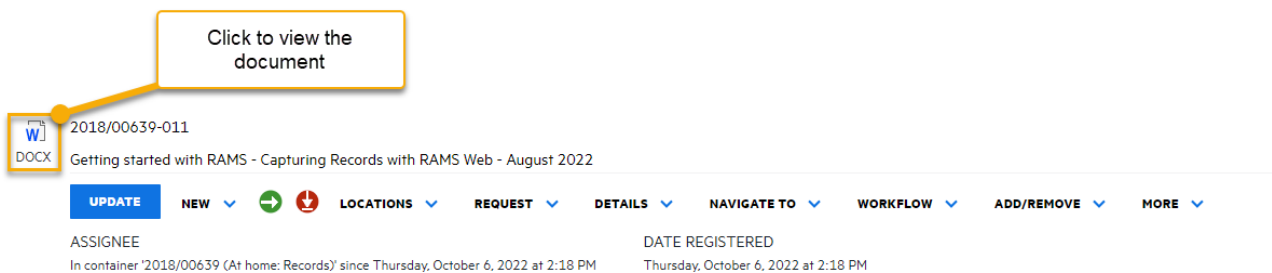
Viewing a Document

16. Click the document from the **'Recent Documents'** list or type the record number in the search bar and press **'Enter'** to retrieve the record.
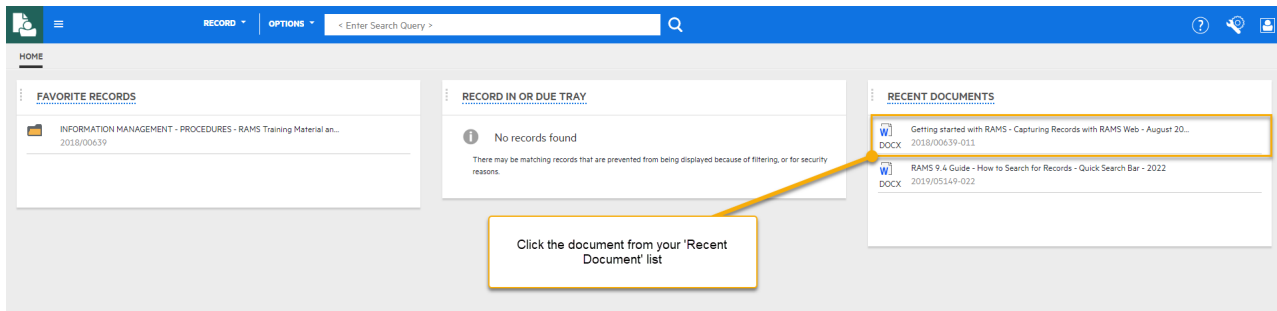
17. Click the **'Document'** icon to view it. The icon typically has the file extension in the picture if it's a known extension type.


The document will open in the RAMS Web Application document viewer.

18. To see previous Revisions of the document (if there are any) or to Close the document viewer, click the **x** in the top right of the Web Application screen.
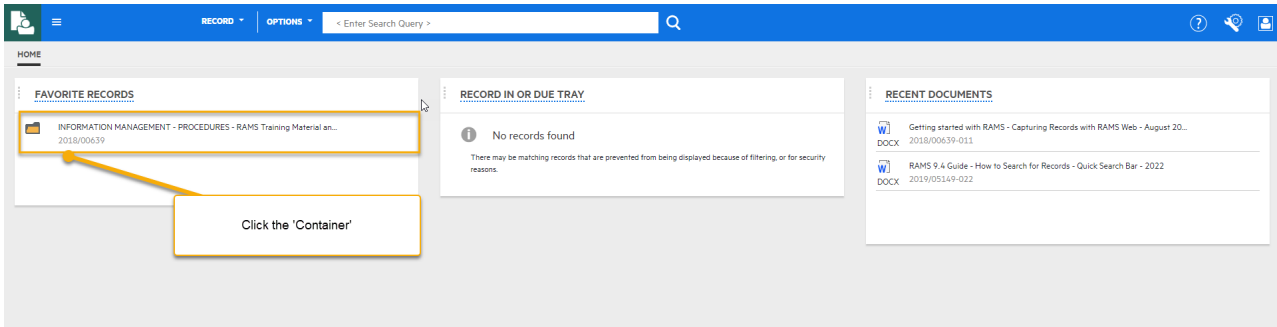

19. If you prefer to view the document in its native application, click the **'Download'** icon to download a copy to the downloads folder in Windows/Apple device.
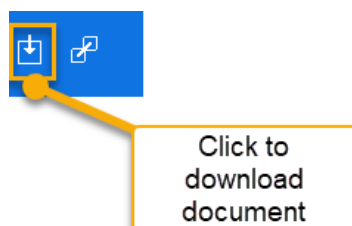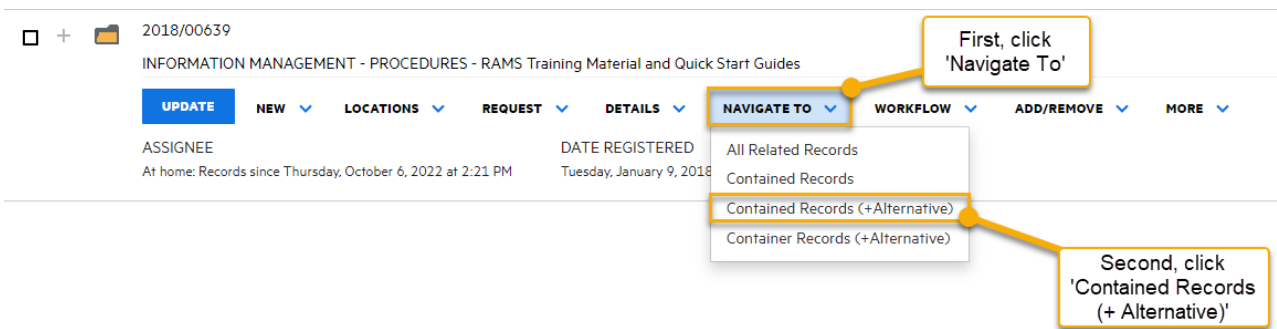
Viewing all Documents contained within a RAMS Container

20. Click on the container located in your **'Favorites Records'** tray.

21. Select **'Navigate To'**, then **'Contained Records + Alternative'**.

22. The list of documents held inside the container will display in the results screen.