

Central Records System (CRS)

CRS is a tool used to manage records (official files) within the University.

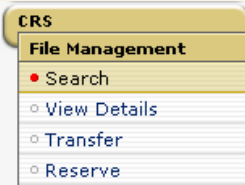
CRS stores descriptions of physical files, but not the contents of the physical files. You must **Reserve** or **Borrow** a file to see the contents.

Opening CRS

Visit <http://anubis.anu.edu.au/>

Use your HORUS/OLAMS password

Select **CRS**



Search

Search by **Name** for student files and by **File Title/Description** for all other files.

If you can't find what you are looking for ask the relevant records office for help.

Enter	To find...
John (in Name field)	John Smith or Bethany John
Build	Builder, Building, Builds, Building Permit
%Legal	Illegal, Paralegal, Illegally
Jo%n	John, Joan, Joiner, Jones, Johnson

Smith%Fred	Smith, Fred; Smith, James Frederick; Smith Fredrickson; Smithson, Alfred
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Many files have personal names in the form of Surname,Firstname in the **File Title/Description** field. If Paul%Citizen does not work, try Citizen%Paul.

View Details

View Details is often used to see whether a file is currently borrowed (I or S) and what has happened to the file in the past. This information is in the History Details section.

Transaction Type (**Tran Type**) codes:

- I = Issued. The file has been lent out to the person in the Borrower column.
- R = Returned. The file was returned (after previously being Issued).
- S = Transfer. A borrower has loaned their file to another borrower.
- C = Flagged. The file has been marked for attention by Student Records before it is issued or returned.

Action By shows who entered the data in the system.

Tran Type	Action By	Borrower	Issued	Returned
I	Cross,Deb(U4031391)	JIM FRITZ	20/11/2006	

↑ This file has been out (Issued) with Jim Fritz since November 20. Deb Cross entered the transaction into CRS. The file has not yet been returned.

Transfer (was called Slip Transfer)

When you borrow files they become YOUR responsibility. If you loan the file to others you **MUST** use **Transfer** to register the file with the new borrower (if they give it back to you later use Transfer again).

If a Borrower asks you to record a transfer on their behalf put their name in the **Notified By** field.

Reserve (was called Resubmit)

Use **Reserve** when you want to borrow a file no sooner than 2 business days in the future. For more urgent requests see **Borrowing Files**.

Reserved files will be delivered to you as close as possible to the date you requested.

Borrowing Files

Make sure the file isn't already out with a Borrower (**View Details**). If it is, contact the Borrower and negotiate a **Transfer** with them.

If you don't need the file for at least 2 business days **Reserve** the file.

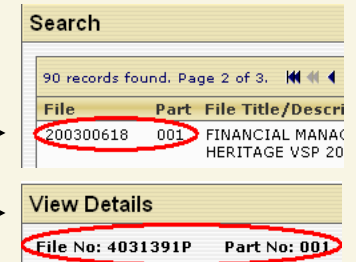
If you can't **Transfer** or **Reserve**:

Request **student files** by phoning ext 52282

Request **all other files** by emailing a File Retrieval Request form (<http://www.anu.edu.au/records/recordsforms.php>) to records@anu.edu.au

File Numbers

File (and part) numbers can be found on the search results screen or on the view details screen.



Hint: Double click on any file number and type Ctrl C to copy it. Type Ctrl V to paste the number into any CRS field.

Need Help?

Select the help icon in the top right corner of any CRS screen.

University Records

W: <http://www.anu.edu.au/records/>
E: records@anu.edu.au
P: 6125 3560

Student Records (Student files only)

W: http://www.anu.edu.au/sas/student_files/
P: 6125 5946