

***Spike* Records Management System**

Implementation & Operation Manual

Spike Records Management System: Implementation & Operation Manual

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Chapter 1. Records Management System

The Records Management System covers three sets of files:-

- Administrative Files - Buff
- Child Files - Blue
- Staff Files - Green

1.1. Overview

The Administrative Records Management System is an alphanumeric system which uses both letters and numbers. The structure is based on a limited number of Keywords (subject headings) which provide the access points to related groups of file titles.

There are three operational lists for the system:-

- The Keyword List
- The Administrative File List, and
- The Indexing List (or Thesaurus)

The *Keyword List* is an alphabetical list of Keywords (or subject headings). It contains a brief description of the type of information to be placed under each Keyword. It also gives a cross-reference to related Keyword areas.

The *Indexing List* is a thesaurus of terms which are commonly used in your business. Its purpose is to assist you to quickly identify the Keyword grouping where information can be either filed or found.

The *Administrative File List* is the actual list of files grouped under keywords and includes the alphanumeric code which serves as the actual shelf address.

1.2. Creating An Admin File

Find your way into the *Spike*; Program by double-clicking on the *Spike*; Icon on your desktop or accessing through the Start Menu, Programs and then *Spike*;. When *Spike* has been loaded, a range of choices will appear on the Task Bar.

Place your cursor on Records Management and click your mouse.

Select Admin Files at the top of the Menu.

A prompt box titled "Select Indexable Heading" will appear with two separate heading choices - *All Terms* and *Keywords*.

Select *Keywords*.

Place mouse-controlled cursor onto arrow of dropdown selection box and click to open *Keyword List*.

- Scroll down the list until appropriate 'Keyword' is visible then click on the highlighted 'Keyword' to open it.

A prompt box will appear with the 'Keyword' displayed at the top.

- Two tabs will appear in the prompt box- one will be *Other Headings*, the other *Admin Files*.

Click on *Admin Files* and a sequential list of files titles will appear.

- Scroll down the list to the next available vacant file title box and double click with your mouse to open.
- Type in the new file title. The next sequential file number for that 'Keyword' group will automatically be assigned to your new file title.

Click the OK button to save the record.

- Take a blank file (lateral, wallet or concertina as required).
- Using the guides marked on the EndTab file, place the alphanumeric code eg. A108 and the newly printed 'file-title' label on the file. See "Printing Administrative File Labels" in Chapter 3.[14] of this manual.
- You have now created a new file.

1.3. Making Up The Next Part Of The File

Each number is unique to a file except where the file is to be broken into "parts" e.g. A103 Bank Statements - Operating Account can become part 1 and part 2. This may be due to the file becoming too bulky. In this case a specific date range is given to both parts of the file and the part 1 is archived out of the system and part 2 is left as the current record.

Find your way into the *Spike*; Program (see Chapter 1.[3] - 'CREATING AN ADMIN FILE').

Place your cursor on Records Management and click your mouse.

- Select Admin Files / Keywords and open ACCOUNTING Admin Files.
- Scroll down A103 Bank Statements - Operating Account. Add a date range eg. Bank Statements - Operating Account *upto 31/12/98*

and click OK.

- Scroll to the next blank line and double click with your mouse.
- Type in the File Title eg. Bank Statements - Operating Account *from 1/1/99*

and click OK.

(please note *ITALICS* are only used to highlight the changes)

- Depress Tab key to bring you to *File No.* Override the number showing on your screen and enter the number 10 in its place.
- Tab to the next box which is *Part No.* Override the number in the box (it should be 1) and enter the number 2 in its place.

NB: THE PROGRAM WILL ONLY ALLOW THE SAME FILE NUMBER TO BE USED IF IT BECOMES A PART NUMBER.

- When you have done this, click OK at bottom of screen. You have successfully created a part 1 and part 2 file.
- Place an alphanumeric code (e.g. A103) TOGETHER with the appropriate PART number (i.e. 1, 2 or 3) at the bottom of the file along with the newly printed label. If the file is PART 1, place the newly printed PART 1 file title label over the top of the previous one.
- Part 1 may now become a Non-Current record. (See Archiving of Records in Chapter 1.[6] of this manual.)

It is worth noting that this procedure only takes place for records which MUST be kept for financial, legal or other formal purposes. In all other cases we advise that you generate a file using the next number in the sequence.

To keep your system clear of clutter it is advisable to “cull or prune” outdated information on a regular basis.

1.4. Finding A File

Select the appropriate Keyword according to subject matter by:

- Perusing the shelf guides,
- Consulting the printed keyword list or
- Consulting the computerised Keyword index. For example, the Keyword for financial matters is *ACCOUNTING (A1)*

Locate the File title and number by:

- perusing the files on the shelf for the chosen 'Keyword',
- consulting the printed 'File List' or
- consulting the computerised 'File List'.

Retrieve the file from the appropriate location. eg. *A101* is the unique file identifier and shelf location of the file.

NB: Remember that only CURRENT files are kept in the Records Management cabinet. If it is an 'archived' file it will be in the appropriate Archive Box.

Use an Outguide to indicate that the file has been temporarily removed from the shelf.

1.5. Archiving A File

Peruse the file contents and ensure that all papers on the file have a continuing value for financial, legal or reference purposes.

NOTE: If there are papers on the file which are still “current”, (i.e. will need to be accessed on a regular basis during the rest of the calendar and/or financial year) they should be removed and placed on a new Part of the file. See Procedures for “Making a New Part of a File”

Find your way into the *Spike*; Program (see Chapter 1.[3] - CREATING AN ADMIN FILE).

Place your cursor on Records Management and click your mouse.

- Open Admin Files / Keywords. Place cursor on arrow and click to open. Scroll to appropriate Keyword, click to open.
- Select Admin Files. Double click on the file title (or correct part file) to be archived. The Admin File Update Box will appear. Select the Non-current record prompt by clicking on the box.
- Type in the relevant Box number to record the actual “off-shelf” location of the file being archived.
- Click OK and the term “archived” will appear next to the file title.
- Print a new “Admin Files Archive Box Label” which includes the newly archived file. (See instructions, Chapter 3.[14]for Printing Labels.)
- Remove the file from the shelf and place into the Archive Box.

1.6. Adding Terms To The Indexing List

Ensure that the new terms(s) adequately and succinctly represent(s) the nature of the topic or issue that you wish to include in the Indexing List.

Find your way into the *Spike*; Program

Place your cursor on Records Management and click your mouse.

- Select Admin. Files. A prompt box titled “Select Indexable Heading” will appear.
- Click on All Terms.
- Double click the “New” button to generate an Indexable Heading Update window.
- Type in your new term. It can be more than one word provided it doesn’t exceed 50 characters. In this case we will enter the term “STATIONERY”. Enter the term “STATIONERY” in upper case and OK. A box will appear with the new term and two blank spaces below. The first blank space has the letters “NP See” appearing in it. Go to the next blank space and double click your mouse within the space. A drop down box will appear. Type in the first three letters of the Keyword under which you intend to place this file e.g. SUPPLIERS. Enter will accept this term as the authorised Keyword.
- Your new entry of *Stationery* will now appear in the Indexable Headings List with *Suppliers* as the reference point.

Chapter 2. Child And Staff Files

2.1. Overview

The Child and Staff files are arranged alphabetically by Surname and can be identified by the label and the three letter codes that appear on each file. These letter codes are the first three letters of the surname of the child or staff member.

The Child File System uses blue folders and the Staff File System uses green folders.

2.2. Making Up A Child Or Staff File

Find your way into the *Spike*; Program

Place your cursor on Records Management and click your mouse.

- Select either Staff or Child. Open program select NEW and click once. A screen will open enabling you to type in Surname and details of either the Staff or Child member. There are extra options for addresses and telephone numbers in the Staff area. Once all information has been inserted select OK.
- Take a new Blue (for Child) or Green (for Staff) Lateral file.
- Use the first three letters of the surname to create an alpha Records Management code;

(e.g. BRO for a person with the surname Brown).

- Using the EndTab guides attach the alpha code and the file name label to the file.
- File alphabetically by surname of Staff Member or Child.

2.3. Creating Other Labels

Find your way into the *Spike*; Program

Place your cursor on Records Management and click your mouse.

- Select Labels.
- Place cursor on arrow, click to open.
- A Select Label Type drop down box will appear with a series of Label Titles ranging from Archive Boxes to Past Children (these are Past Children by Date of Birth Labels).
- Select appropriate Label e.g. if you wish to create a new label for a Lever Arch Folder then select "Box & Lever Arch". Click once. A Label Type Screen will open
- Select the next available blank line and double click. A Label Update Screen will open. Type in your new Label Title and select OK.

Chapter 3. Printing Lists & Labels

3.1. Overview

All outputs, i.e. Lists & Labels are called REPORTS. Labels for Administrative, Child and Staff Files can be produced. Lists of files and indexing terms, Lists of children and staff and a variety of Labels for Archive Boxes and other Office Organisation are printed using the appropriate sub menus available with the Records Management Tab.

Most reports follow the same procedure. Once you have made your choice then a window will appear asking if you would like to print or see the report on the screen first. This window will also alert you if special stationery is needed.

Some reports will prompt you to further information such as the date last printed or a specific child's name. An example of the report which covers most of the options you will be presented with is Admin File Labels - New. This report is used for newly created or amended files. The procedure is produced below because it is similar to many other reports.

3.2. Printing Administrative File Labels

Find your way into the *Spike*; Program

Place your cursor on Records Management and click your mouse.

- Select Reports / Admin Files / File Labels - New.
- A prompt box showing the day's date will open. You now have the option of accepting the default date, or inputting an earlier date. This latter option is particularly useful when only one or two labels are amended at any one time and you have delayed your actual printing for efficiency of time and labels.
- Note that the "Output to Printer" is the default option and to proceed immediately with your printing choose the OK button. To view the labels before printing, choose the Display button, and after displaying the new labels, use the *File/Print option in the top left hand corner of the screen to proceed.
- *The File/Print option is given when-ever "Display - OK" option is used.*

Appendix A. Troubleshooting

We hope this manual has been helpful, but no document can answer every question you may have

A.1. Help Is Only A Phone Call Away!

If you experience any problems that you cannot find the answer to in this manual or in the manual for your computer, contact the *Spike*; Help Desk.

The phone number is 08 8273 4660.

The Help Desk operates from 9am to 6pm Monday to Friday.