ARCIS Training Videos Acknowledgement Form

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| **Training**  **Module** | **Title** | **Time** | **Date**  **Completed** |
| 1 | Understanding the 4 Interdependent Components | 9 min 19 sec |  |
| 2 | ARCIS Home Page Explanation and Personal Profile Tour | 18 min 18 sec |  |
| 3 | Records Transfers - Explanation of each capability | 5 min 56 sec |  |
| 4 | Records Transfers - Explanation of Statuses and relationship to My Workspace and FRC Workspace | 2 min 24 sec |  |
| 5 | Records Transfers - Create a new transfer ‐ basic, with explanation of each field/value | 28 min 55 sec |  |
| 6 | Records Transfers - Create a new transfer using the copy function | 3 min 51 sec |  |
| 7 | Records Transfers - Using the optional agency internal approval process | 6 min 44 sec |  |
| 8 | Records Transfers - Query functionality ‐ tips and tricks | 8 min 21 sec |  |
| 9 | Reference Requests - Explanation of each capability | 2 min 27 sec |  |
| 10 | Reference Requests - Explanation of Statuses and relationship to My Workspace and FRC Workspace | 3 min 41 sec |  |
| 11 | Reference Requests - Create a new reference request‐basic, with explanation of each field/value | 23 min 46 sec |  |
| 12 | Reference Requests - Create a new reference request using the copy function | 7 min 01 sec |  |
| 13 | Reference Requests - Query functionality ‐ tips and tricks | 4 min 23 sec |  |
| 14 | Reference Requests – Lot Creation – order multiple files or boxes in a single data entry session | 11 min 47 sec |  |
| 15 | User Admin - Create new user with explanation of each access control and capability | 22 min 16 sec |  |
| 16 | User Admin - Create new user via copy profile | 3 min 33 sec |  |
| 17 | User Admin - Modify existing user and inactivation/re‐activation of user | 4 min 14 sec |  |
|  | **Total** | 2 hours, 47 minutes  hours |  |

**To start click on this link:**

[https://www.youtube.com/playlist?list=PLugwVCjzrJsX7jEADMCpD3kEL1avVK6Su](http://www.youtube.com/playlist?list=PLugwVCjzrJsX7jEADMCpD3kEL1avVK6Su)

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| **Name:** |  |
| **Agency:** |  |
| **Signature** |  |

By signing this form, you acknowledge that you have watched the 16 ARCIS training videos.