ERA Training Opportunities

April 17, 2013

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Today's Agenda

- ☐ Training Assistance

- ☐ Ask an ERA SME Webinar

- ☐ Video FAQs

- ☐ Latest News

Thanks!!

To the Federal Community for using ERA!

Current Support

ERA Home Page at

http://www.archives.gov/records-mgmt/era/

THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Scheduling Records

Welcome to the Creating a Records Schedule tutorial.

In this tutorial you will:

- Learn how to create a Records Schedule
- Explore the fields on the General Information tab
- Become familiar with the Item information, Executive Summary, Contact Information, Related Access, and Attachments tabs
- Learn how to save a Records Schedule

http://www.archives.gov/era/training/

BACK   NEXT

Current Support

ERA Help Desk

877-372-9594 or
ERAHelp@nara.gov

Agency Visits

New Training Opportunities

☐ Training Assistance

- ■ AC 21.2013

- ■ Opportunity for agencies to request training assistance for specific scheduling and transfer actions.

- ■ Must complete request at http://www.archives.gov/records-mgmt/era/

New Training Opportunities

☐ Training Assistance Prerequisites

- ■ Participants in the training must have active ERA Accounts

- ■ Participants must have completed the online training for their user roles.

- ■ Participants must have actual work to do in ERA, such as creating a specific schedule or creating a specific request

New Training Opportunities

□ Training Assistance Review Process

- Agencies should submit requests by May 17

- NARA will review the request and determine the most appropriate training method

- At this time, the training will be free

New Training Opportunities

□ "Ask an ERA SME" webinar

- ■ May 15, 2013 @2:00 to 3:30 pm EDT

- ■ Register at: https://nara.ilinc.com/register/hyfthfj

- ■ News and ERA Tips

- ■ Subject matter experts available to answer questions

- ■ Webinar to be conducted as a pilot

New Training Opportunities

☐ Video FAQs

- Short videos covering various aspects of ERA

- Available for viewing or downloading

- We welcome topic suggestions!
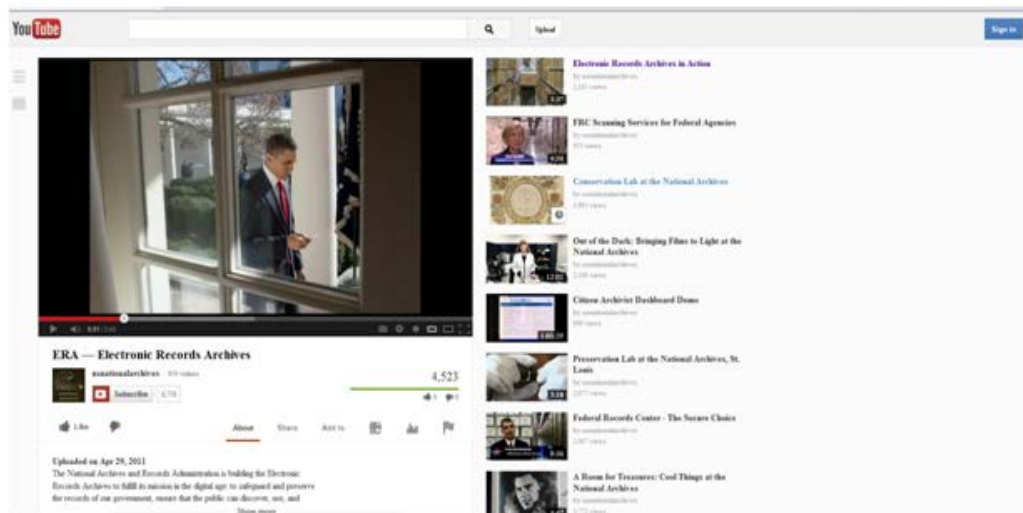
Latest News

- New search capability
  - See next slide

- Improvements to the annual move process
  - Annual Move Coordinating Group
  - Annual.move@nara.gov mail box for questions and concerns
  - Better spreadsheet information

- ERA User Experience Survey available this week.

ERA

Search   Create   Tools

Search

Search   Advanced Search

Hide Input

Search for: Records Schedule (RS)   Keyword(s)   Results per page   10

Records Schedule Number: Status:
Appraiser Manager 2 Concurred
Approved
Approved Schedule Working Version
Modified Approved Version

Agency or Establishment: -- Select one --

Record Group/Scheduling Group: Schedule Subject:

Manual Title: Manual Citation:

Created By:

Date Type: Creation Date   From: To:

Search   Reset

Search Results For : Records Schedule (RS)

Back to Top   Records Schedule (RS):

Download Full Search Results

Download Brief Search Results

1 thru 10 of 126

<< first < prev   1   2   3   4   5   6   7   8   9   ...   13   next >   last >>

Records Schedule Number	Status	Agency or Establishment	Record Group/Scheduling Group	Schedule Subject	Major Subdivision	Created By	Creatio Date
DAA-NU-2011-0124	Approved	Department of the Navy	NU Navy Undifferentiated	SSIC 3760 FLIGHT RECORDS AND REPORTS		Staden Matthew	03/2
DAA-NU-2011-0002	Approved	Department of the Navy	NU Navy Undifferentiated	SSIC 11011 – Real Estate Records/Real Property		Staden Matthew	02/2
DAA-0526-2010-0001	Approved	Department of	0526 Records of the	NCIS Security Training, Assistance,	Chief of Naval	Barth	08/(

Contact

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Or your appraisal or accessioning archivist

Or the ERA Help Desk at 877-372-9594 or
ERAHelp@nara.gov