# Working with OneDrive and RAMS

UNSW OneDrive is a convenient tool for storing draft documents and collaborating with colleagues, but it is not suitable for managing University records. This document outlines how you can capture your records from OneDrive into RAMS (the Records & Archives Management System).

Accessing OneDrive locally

OneDrive features automatic local copy synchronisation, which means that your documents and folder structures on OneDrive are replicated on your computer. They can be accessed through *Windows Explorer*.
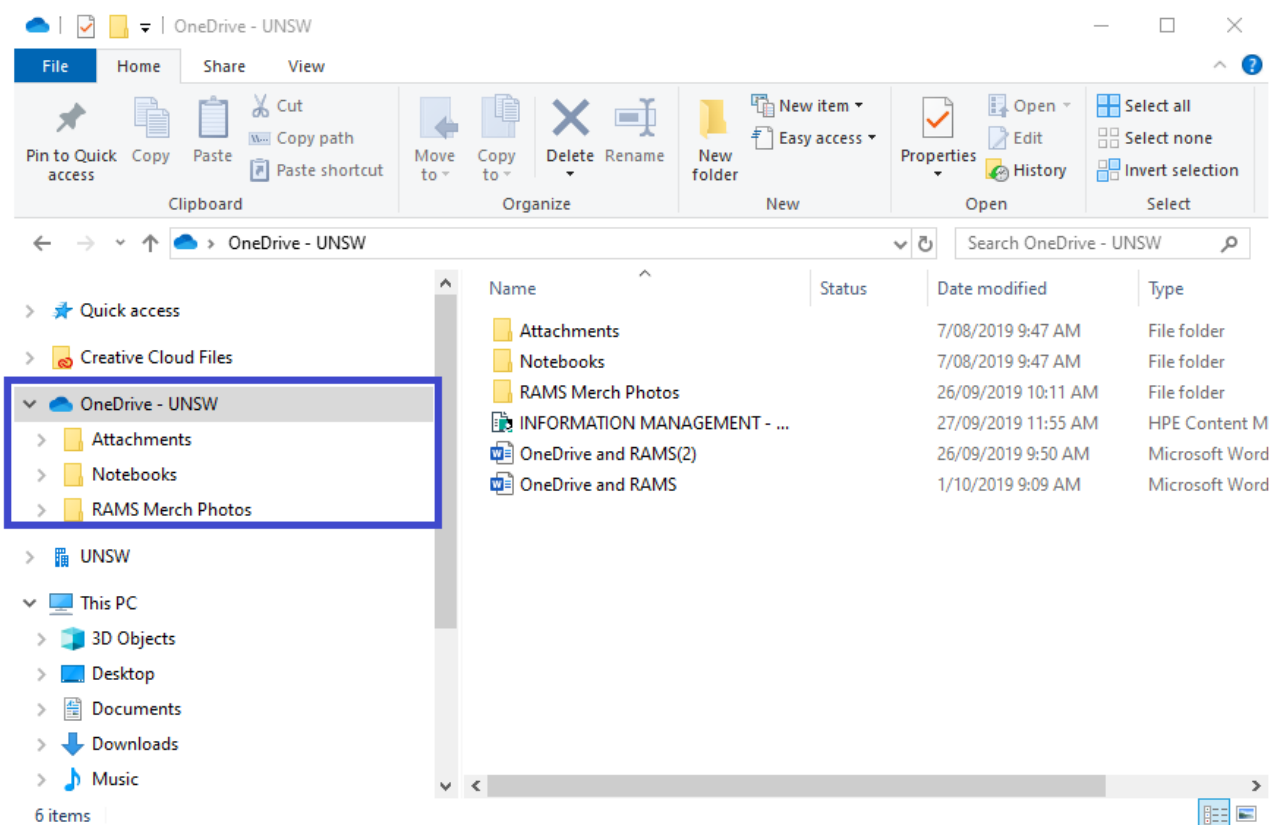
Getting your records into RAMS

Create a shortcut to your RAMS container

1. Right-click on your RAMS container and select **Send To** > **Save Reference** (or Ctrl+M)
2. Navigate to the corresponding local OneDrive folder and select **Save**. This will create a container shortcut (.tr5) file
3. From OneDrive, double-click the shortcut to open RAMS and take you to the RAMS container

Capture individual records

1. Drag and drop records across from OneDrive directly into their RAMS container
2. Check the document has a meaningful title and select **OK**

Capture multiple records

1. Select multiple records in OneDrive and drag them into their RAMS container
2. In RAMS, tag all records so a purple tick appears in the left column (Ctrl+A)
3. Right-click on one of the tagged records and select **Check In**
4. Check each document has a meaningful title and select **OK**
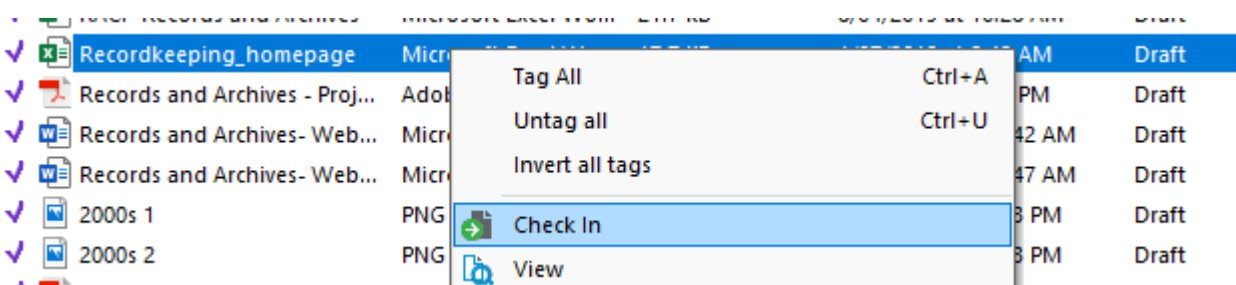
Working on a RAMS document in OneDrive

1. Right-click on the RAMS record and select **Check Out**
2. Select **Local file, as…** and navigate to your OneDrive folder, then select **OK**. This document is now available to edit, share and use
3. Once you have finished working on the record in OneDrive, use the shortcut to navigate back into RAMS
4. Right-click on the record in RAMS and select **Check In**. Click **OK** to save the OneDrive version as a new revision on top of the existing record