

## **Frequently Asked Questions**

### **1. What are the benefits of Artemis website?**

- View Records Management Service (RMS) Retention Schedules
- Search for Record Series in Retention Schedules based on various criteria
- Electronic Submission of Records Disposition Requests to Records Management Services (RMS) for approval.
- Track Approval Status of Disposition Requests Online.
- Confirm the Final Disposition Records to Records Management Services (RMS) Online.
- Download Images of submitted Disposition Requests at any stage in the work flow.

### **2. Is there a fee to use this website?**

There is no charge to use this system.

### **3. How do I register for Artemis website?**

Please use “New Agencies Register Here” link on the web site.

### **4. What are the System Requirements for using the Artemis website?**

#### **Hardware:**

- Windows PC
- Document Scanner or Multi-Function Copier/Printer/Scanner (MFP)
- Printer

**Internet Connection:** Broadband Connection

**Internet Browser:** MS Internet Explorer 11 or Edge or Google Chrome

**Software:** Adobe Acrobat Reader or equivalent PDF viewing software

#### **Requirements for pre-scanned images that will be uploaded:**

- Image Format: TIFF
- Color Mode: Black & White
- Compression: CCIT G4
- Resolution: Minimum 300dpi

**5. What do I do if I've forgotten my password?**

Use the "Forgot Password" link in the login Screen to retrieve your password.

**6. Who do I contact if I have questions that are not answered here?**

Please contact Artemis Hot-line (609) 292-8711.