

TexLinx Character Limitations

Did you know some data entry fields in TexLinx have character limitations? They do!

Characters are often thought of as people in films or TV shows but characters are also letters, numbers, symbols, and spaces. Anytime you press a button on a keyboard or a keypad creates an electronic character.

The below chart will help you know what the character limitations are for fields found on the Boxes, Files, Disaster Recovery, Microforms, Fiche Circulation, and Imaging Production tabs and what will print on the State Records Center (SRC) labels for your items.

TexLinx Tab	TexLinx Field	Character Limitation	What Prints on SRC Label
BOXES	Agency Box #	15	All 15 characters
BOXES	Beginning File Ending File Range	300	The first 15 characters of the beginning file and the first 15 characters of the ending file
BOXES	Notes	1500	Nothing
FILES	File Name	200	The first 32 characters
FILES	Sub-File Name	200	Nothing
FILES	Notes	900	Nothing
DISASTER RECOVERY	Agency Container #	50	All 50 characters
DISASTER RECOVERY	Notes	500	Nothing
MICROFORMS	Agency Reel #	15	All 15 characters
MICROFORMS	Beginning File Ending File Range	300	The first 18 characters of the beginning file and the first 18 characters of the ending file
MICROFORMS	Notes	1500	Nothing
FICHE CIRCULATION	Notes	500	The first 33 characters
IMAGING PRODUCTION	Contact Phone Number	25	No label is printed
IMAGING PRODUCTION	Agency Reel# / Box # Range and/or barcodes	1000	No label is printed
IMAGING PRODUCTION	Beginning File Ending File Range	300	No label is printed
IMAGING PRODUCTION	Document Preparation	50	No label is printed
IMAGING PRODUCTION	Notes	700	No label is printed