**GIMMAL**

**Initial Log-in update – Previous Infolinx users ONLY**

NEW WEBSITE ADDRESS

https://rutgers.gimmal.com

1. After your initial log in you will need to update your location information.
2. On the bottom of the page please COPY and SELECT the 10 digit USER BARCODE # located next to your name (Please see screenshot).

A screenshot of a computer

Description automatically generated

1. Please click on the DASHBOARD icon on the top of the page (see screenshot for visual assistance)
   1. Select the Preferences bar on the left hand side of the pop up screen
   2. Scroll down so that the FILES and BOXES (blue ribbon) is showing
   3. PASTE your 10 digit USER BARCODE # into the following boxes
      1. File - Default current location
      2. Files - Default request location
      3. Boxes - Default current location
      4. Boxes - Default request location
   4. Click on the Save button in the top right corner of your pop-up window
   5. Click on the X to close the pop-up window

A screenshot of a computer

Description automatically generated

Paste your User # into the 4 highlighted boxes

1. You are now ready to use the application.