

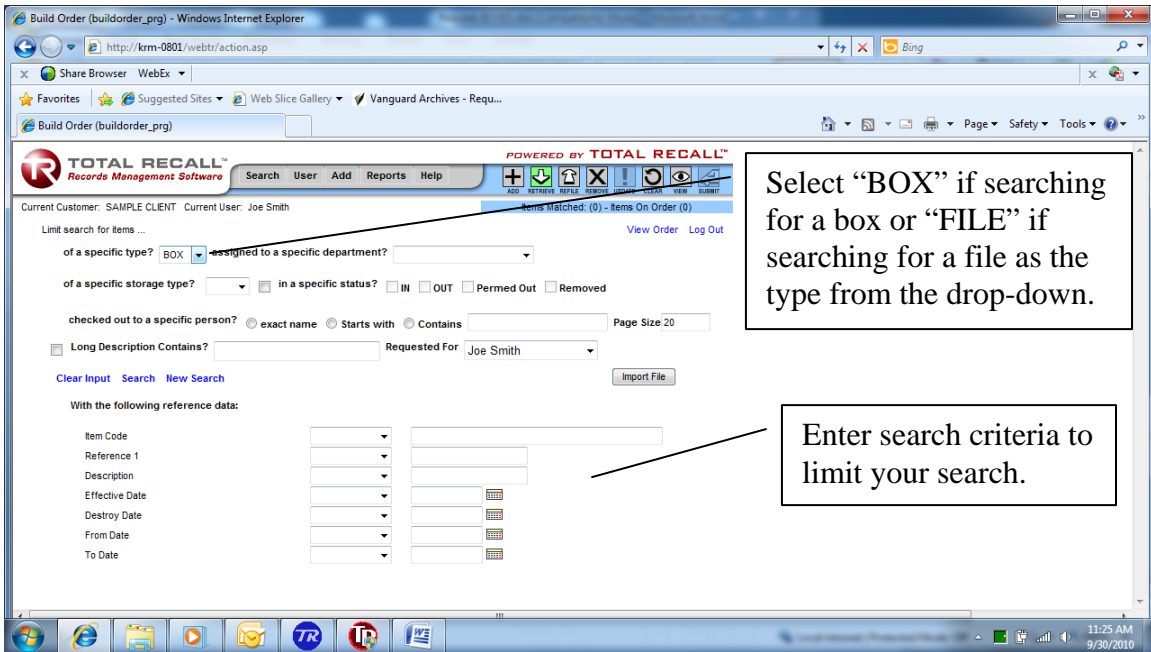
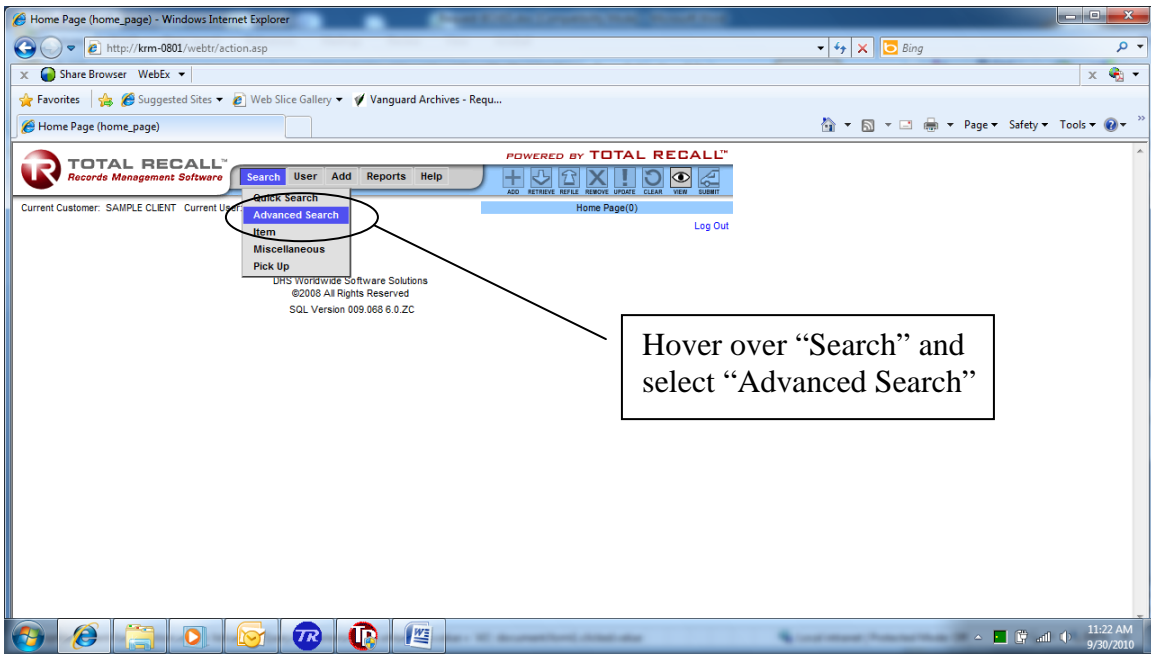


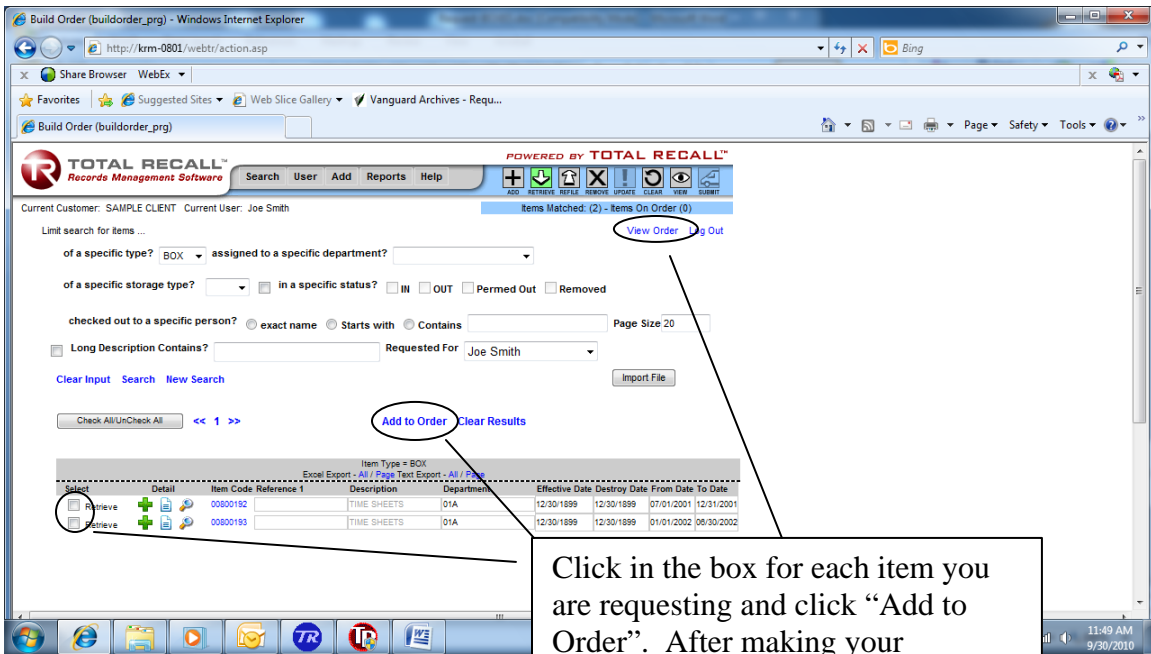
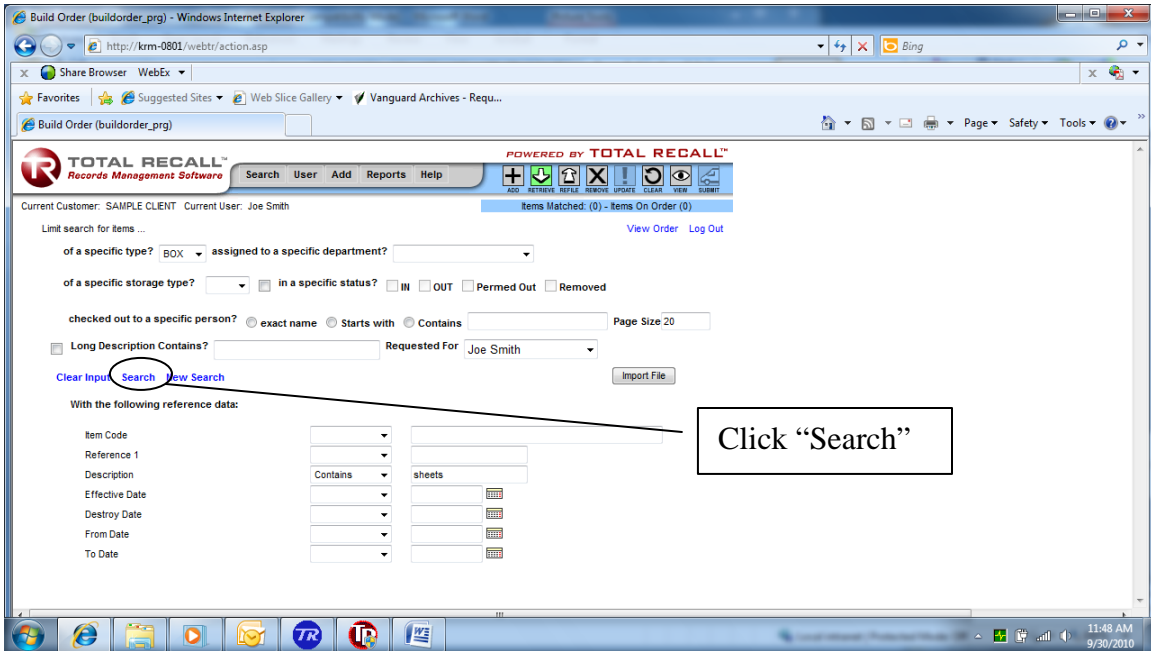
INSTRUCTIONS FOR WEB-ACCESS

Advanced Search-Box/File Requests

1. Go to www.kentrecords.com and log in using your user ID and password.







All Pending Orders (viewallorders) - Windows Internet Explorer

http://krm-0801/webtr/action.asp

Share Browser WebEx

Search User Add Reports Help

POWERED BY TOTAL RECALL™

Current Customer: SAMPLE CLIENT Current User: Joe Smith

On Order(2)

Go to Top Save and Continue Send Order Log Out

Check All/Uncheck All

Item Type = BOX

Edit	Select	Request	Item Code	Parent Item Code	Customer Name	Reference 1	Description	Effective Date	Destroy Date	From Date	To Date	Department	Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Request BOX	00800192		SAMPLE CLIENT		TIME SHEETS	12/30/1899	12/30/1899	07/01/2001	12/31/2001	01A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Request BOX	00800193		SAMPLE CLIENT		TIME SHEETS	12/30/1899	12/30/1899	01/01/2002	06/30/2002	01A	

To remove an item, simply click on the check box and click "Save and Continue".

If this completes your order, Click "Send Order". If you would need to request more boxes, repeat the search and selection process.

11:57 AM 9/30/2010

Delivery Setup (mainmenu) - Windows Internet Explorer

http://krm-0801/webtr/action.asp

Share Browser WebEx

Search User Add Reports Help

POWERED BY TOTAL RECALL™

Current Customer: SAMPLE CLIENT Current User: Joe Smith

On Order (2)

Customer Order Reference:

Select Delivery Priority: Standard Delivery

Charge to Department: UTA OPERATIONS

Select Delivery Address: GR Grand Rapids Office

Address: 1234 Main St.
Address: Suite 401
City: Grand Rapids
State: MI
Zip: 49306

Add Comments Below

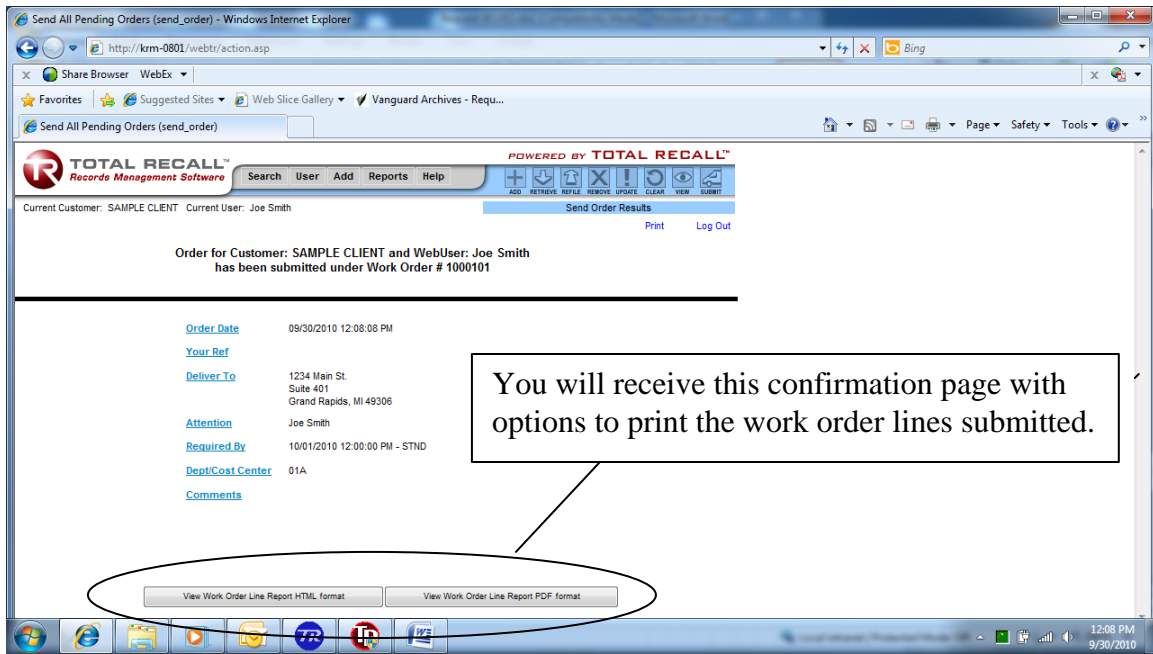
Clear Comments

Complete Send Order

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SQL Version 009.068 6.0.ZC

Select delivery preference from the drop-down, verify address, insert comments and click "Complete Send Order" and you order will be processed.

12:05 PM 9/30/2010



- For STAT (rush) requests, please call (616) 459-6681 rather than using web access.
- For after hours requests, please page (616) 444-0837 and enter the phone number where you can be reached.
- For technical questions about web access, please email support@kentrecords.com or call (616) 459-6681.