



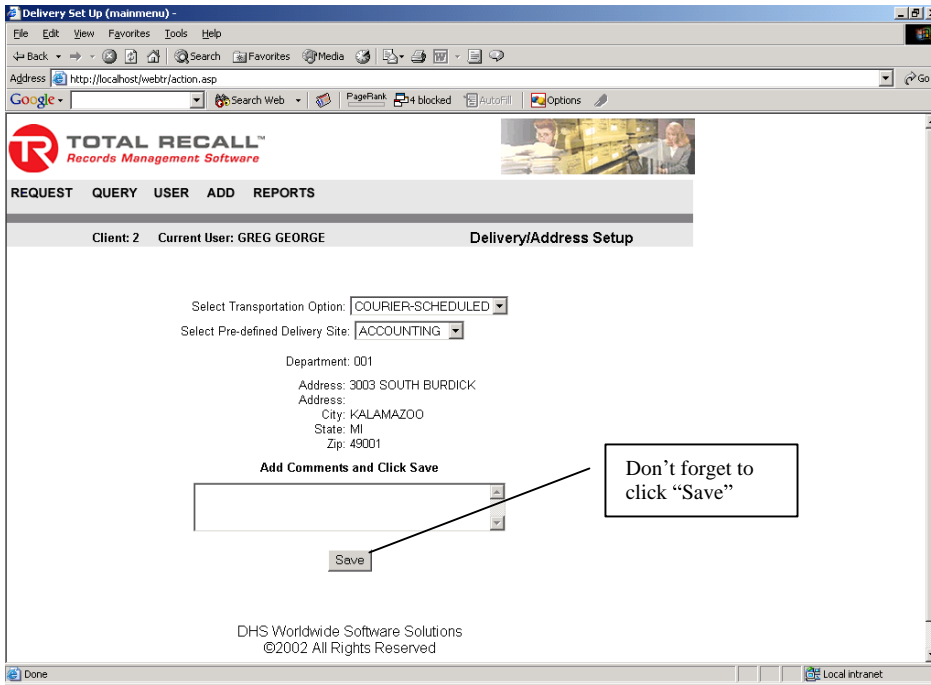
INSTRUCTIONS FOR WEB-ACCESS

Indexed Items Requests

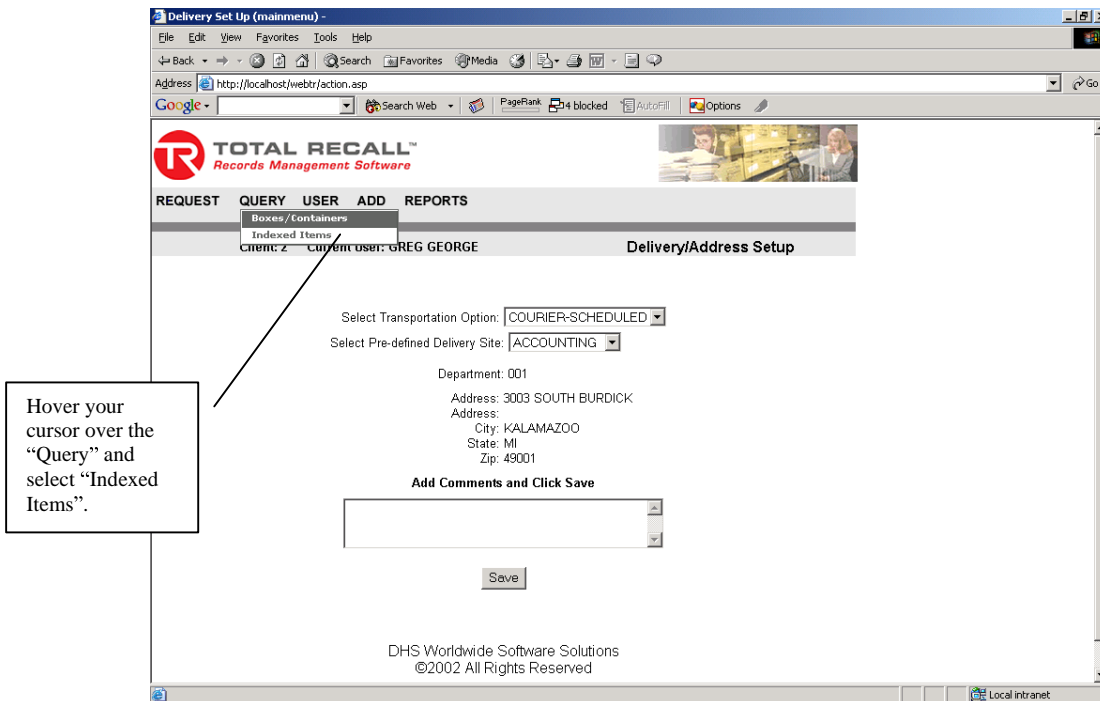
Log in using your user name and password.

A screenshot of a web browser window titled "Login -". The browser's address bar shows "http://localhost/webtrj". The page content includes the "TOTAL RECALL" logo with the tagline "Records Management Software" and a small photograph of two people. Below this is a "Security Control Form" with the heading "Please Log-In". The form contains two input fields: "User ID" and "Password". Below these fields are two buttons: "Log In" and "Clear". At the bottom of the page, there is a copyright notice: "DHS Worldwide Software Solutions ©2002 All Rights Reserved Version 6.7c 11/03/2003". The browser's status bar at the bottom shows "Done" and "Local intranet".

Transportation and department should be filled in. If not, click on the drop-down boxes and select the correct options. If you need new boxes and/or labels, or have any additional instructions, type the request in the “Add Comments” text box and click “Save”.



Now hover over “Query” and select “Indexed Items”.



Now enter the name of the person who is expecting the requested items (if not you) in the “Requested For” box. If you would like to limit the search, enter key words in the appropriate box(s) and click on “List”.

Client: 2 Current User: GREG GEORGE Query - Indexed Items

Items matched: 0

Requested For:

Retrieved Not Retrieved Both

Container Bar Code: Equals

File Bar Code: Equals

From Date: Equals

To Date: Equals

Effective Date: Expiration Date: Equals

Department: 001

Description: Contains

Item Id: Contains

Reference 1: Contains

Reference 2: Contains

List Permed Out

5. Now you should see files that match your search criteria. To select the desired file(s), change the “No” button to “Yes” for each file you need delivered and click “Add to Order”. (Make sure Retrieval-File is the option selected under “Action”.)

Customer: L0155 Current User: GREG GEORGE Query - Indexed Items

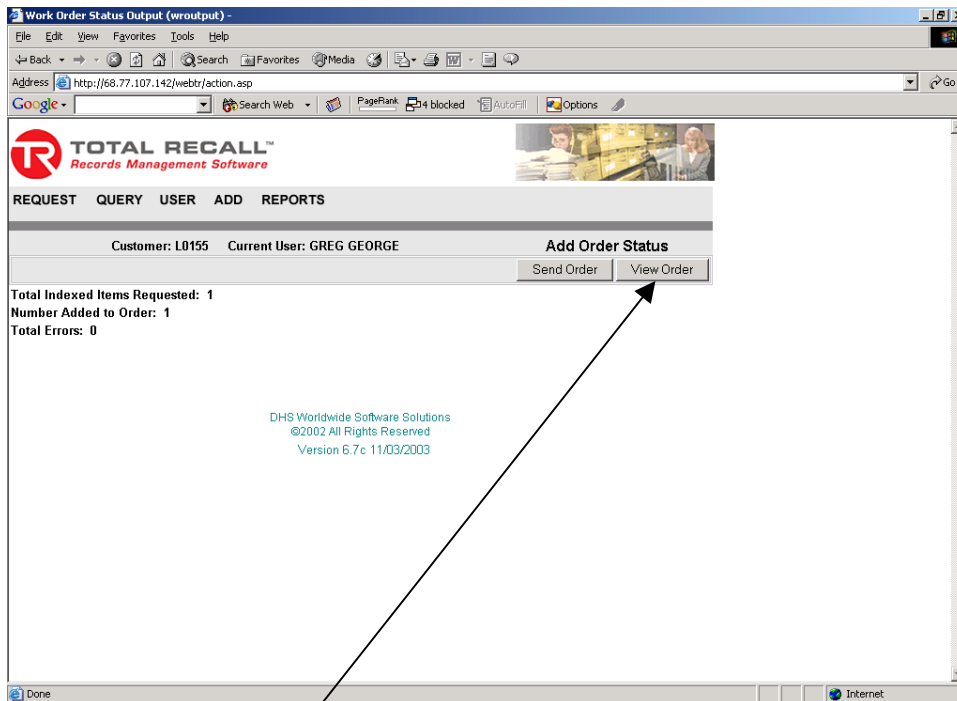
Items matched: 17

Add To Order Send Order View Order

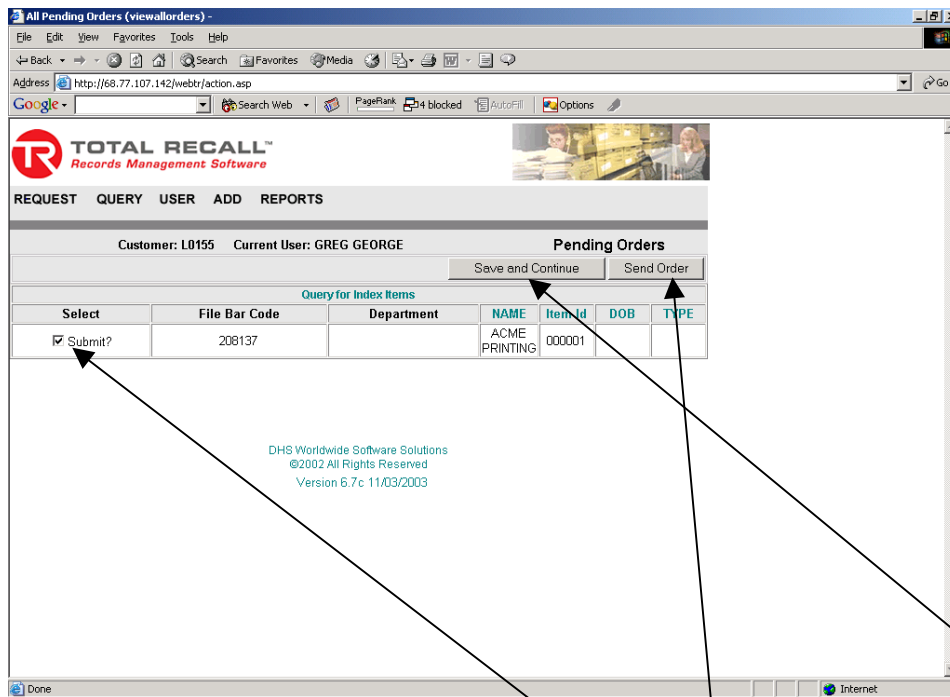
Top Prior Next Bottom

Details	Submit?	Action	Container Bar Code	File Bar Code	From Date	To Date	Effective Date	Expiration Date	Record Series	Department	NAME	Item Id	DOB	TYPE
1	<input type="radio"/> Yes <input checked="" type="radio"/> No	RETRIEVAL-FILE	622034	208137	//	//	04/26/2004	//	--	--	ACME PRINTING	000001	--	--
2	<input type="radio"/> Yes <input checked="" type="radio"/> No	RETRIEVAL-FILE	622034	208138	//	//	04/26/2004	//	--	--	BROTHER FAX	000002	--	--
3	<input type="radio"/> Yes <input checked="" type="radio"/> No	RETRIEVAL-FILE	622035	208139	//	//	04/26/2004	//	--	--	CAT	000001	--	--
4	<input type="radio"/> Yes <input checked="" type="radio"/> No	RETRIEVAL-FILE	622035	208140	//	//	04/26/2004	//	--	--	DOOR DOORS	000002	--	--
5	<input type="radio"/> Yes <input checked="" type="radio"/> No	RETRIEVAL-FILE	622031	208508	//	//	05/05/2004	//	--	--	JONES, DAVE	000001	--	--
6	<input type="radio"/> Yes <input checked="" type="radio"/> No	RETRIEVAL-FILE	622037	210133	//	//	05/07/2004	//	--	--	GREG GEORGE	000001	7/23/65	LEG
7	<input type="radio"/> Yes <input checked="" type="radio"/> No	RETRIEVAL-FILE	625659	214575	//	//	06/01/2004	//	--	--	Customer File	000001	--	Missy Shindorf

6. When you click on “Add To Order” you will see the following screen. If any selected files are already out, this will be indicated here as an error.



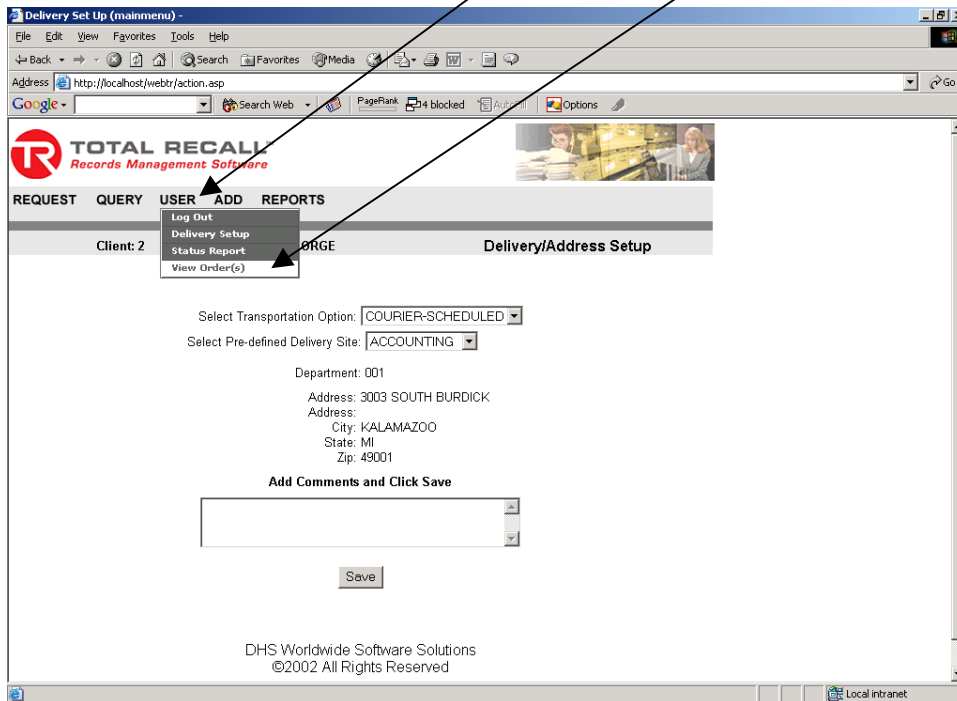
7. By selecting “View Order”, you can see the list of selected items waiting to be sent to Kent.



To remove a selected item, remove the check mark next to submit and click on “Save and Continue”.

If the order is file complete and correct, you can click on “Send Order” and the files will be delivered on your next scheduled delivery or will be pulled for you to pick up.

If you think you will be adding requests for the next delivery, simply Log-off the system by hovering over “User” and clicking on “Log-out”. When you are ready to send the order to KRM, log-in, hover over “User” and select “View Orders”.



Click on “Send Order” and the order will be sent to Kent for processing and delivery on next scheduled delivery.

