

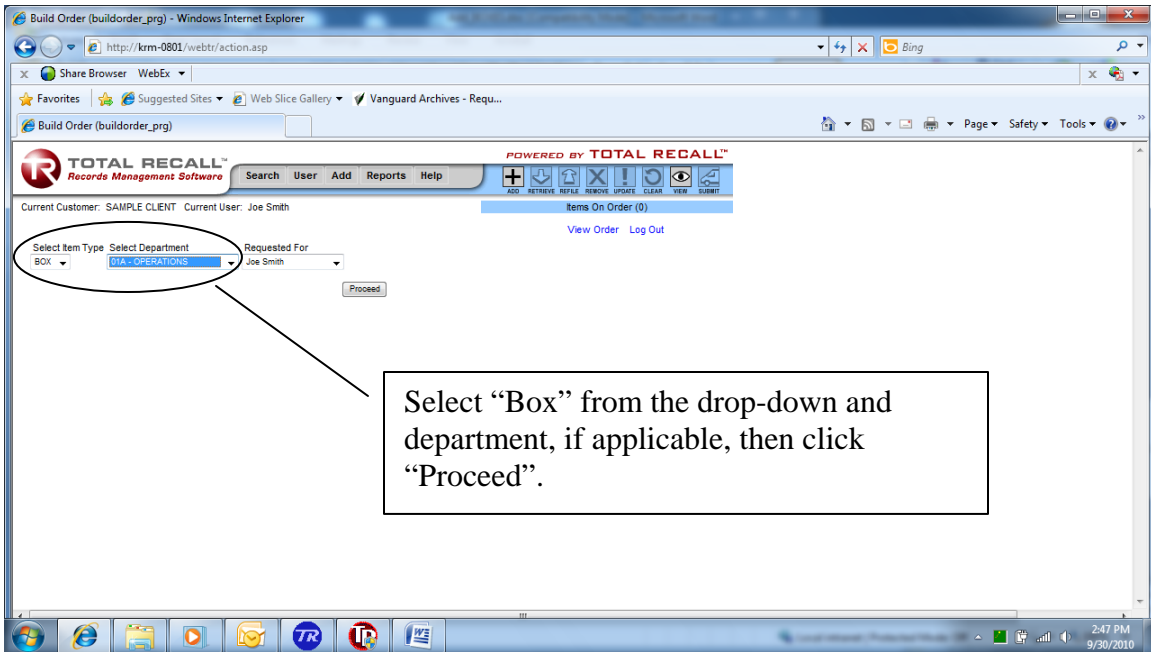
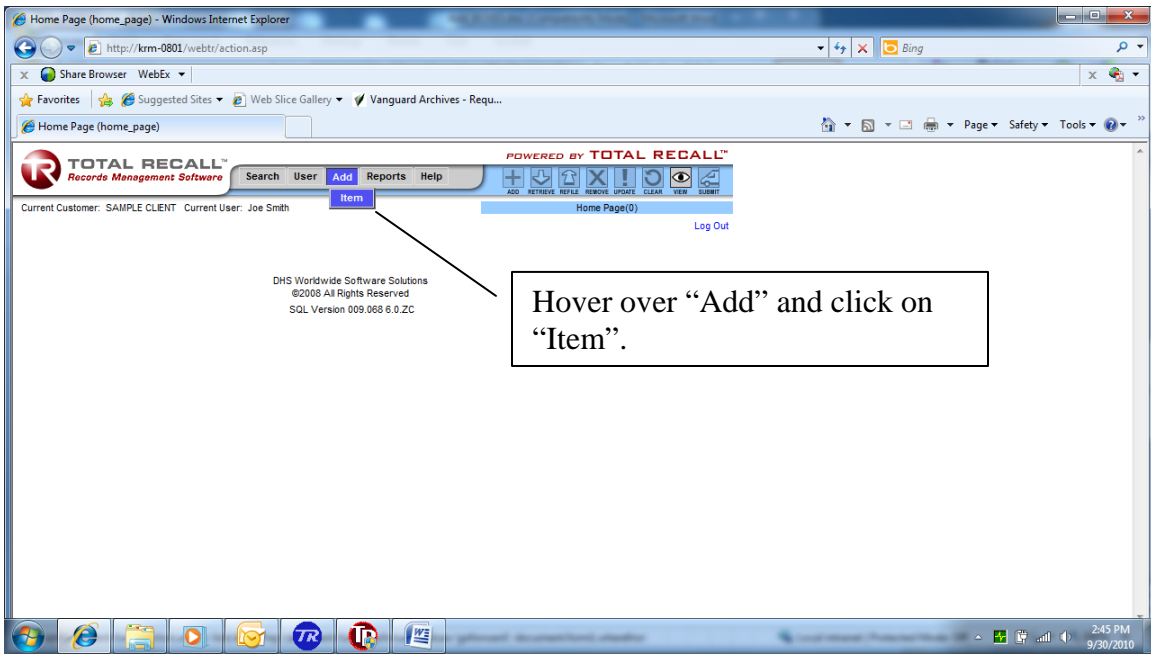


INSTRUCTIONS FOR WEB-ACCESS

ADDING BOXES

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

Go to Top

Check All/Uncheck All

Save and Continue Send Order Log Out

Item Type = BOX

Edit	Select	Item Code	Parent Item Code	Customer Name	Reference	Description	Effective Date	Destroy Date	From Date	To Date	Department	Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01034308		SAMPLE CLIENT	A/P	Payables 2005 A-B	12/31/2015	01/01/2005	03/31/2005	01A		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01034309		SAMPLE CLIENT	A/P	Payables 2005 C-G	12/31/2015	01/01/2005	03/31/2005	01A		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01034310		SAMPLE CLIENT	A/P	Payables 2005 H-P	12/31/2015	01/01/2005	03/31/2005	01A		

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

If the order is complete, click on "Send Order". If you need to add more at a different time, click on "Save and Continue" before clicking on "Log Out". The boxes will remain in pending status until you click "Send Order".

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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 (3)

Customer Order Reference:

Select Delivery Priority: Standard Delivery

Charge to Department: UTA - OPERATIONS

Select Delivery Address: Kzoo Kalamazoo Office

Address: 5678 Backwoods Ln.
City: Vicksburg
State: MI
Zip: 49097

Add Comments Below

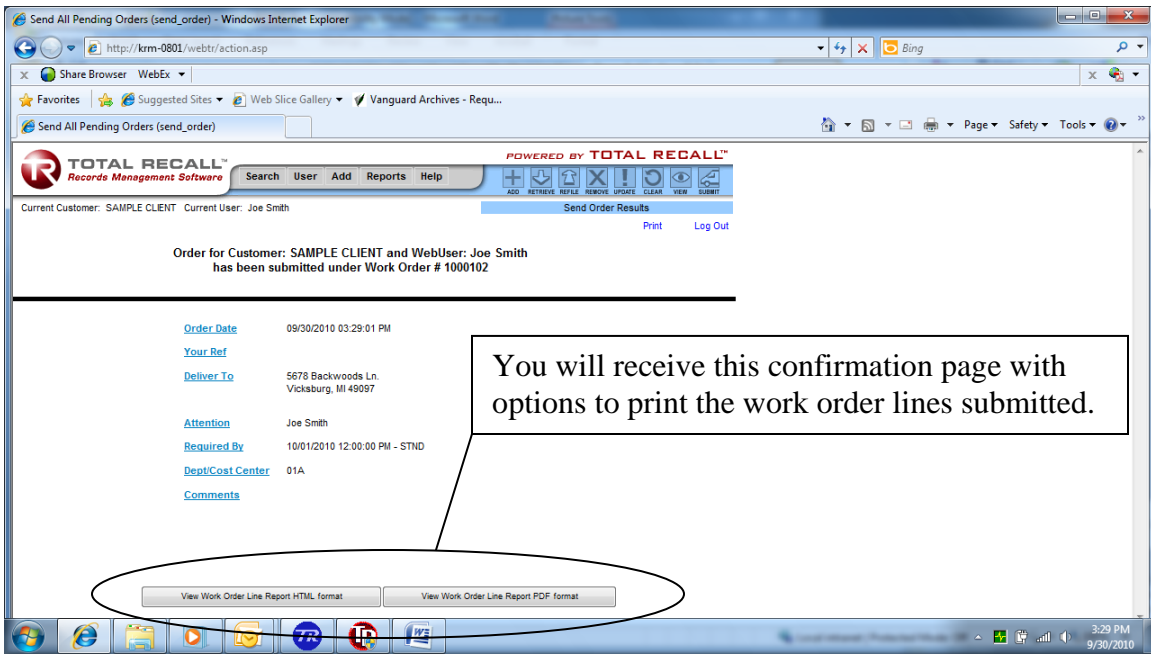
Clear Comments

Complete Send Order

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SQL Version 009.066.6.0.ZC

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

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- For technical questions about web access, please email support@kentrecords.com or call (616) 459-6681.