

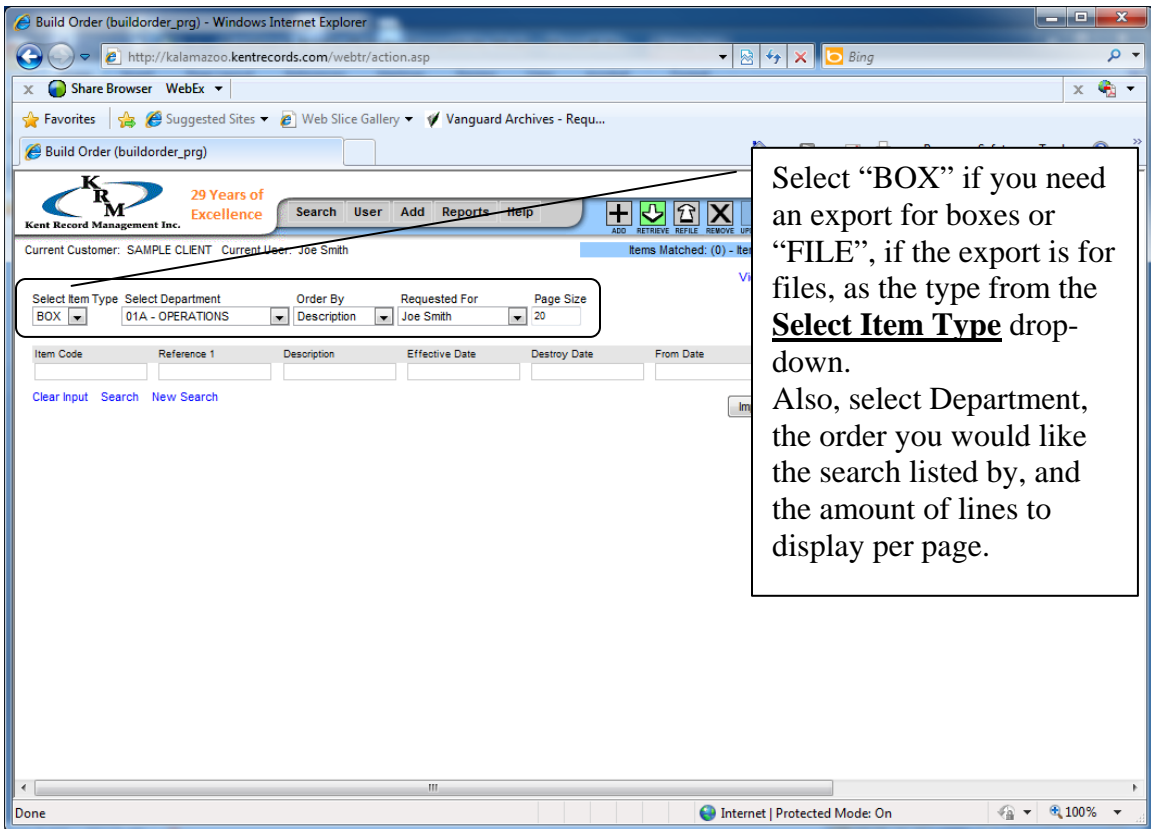
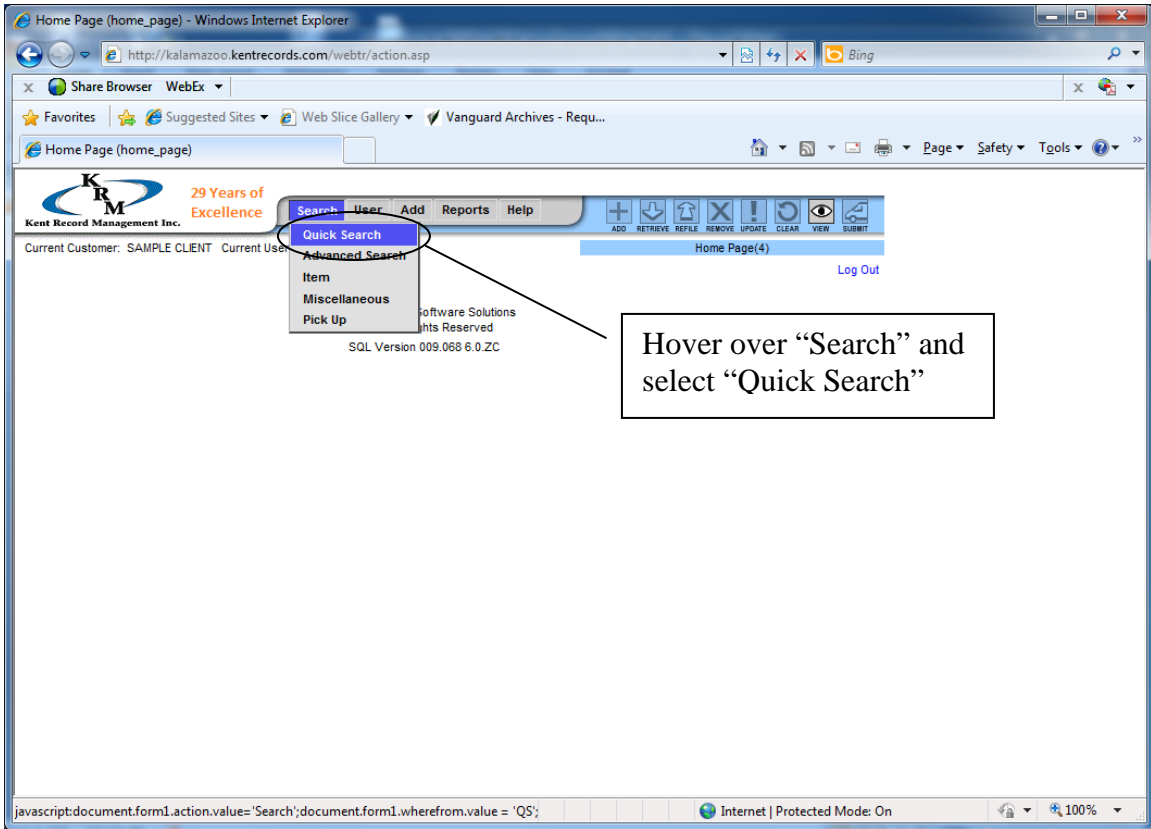


INSTRUCTIONS FOR WEB-ACCESS

Export to Excel – Box/File Inventory

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





Build Order (buildorder_prg) - Windows Internet Explorer

https://trweb.kentrecords.com/webtr/action.asp

Kent Record Management Inc. 29 Years of Excellence

Search User Add Reports Help

Current Customer: SAMPLE CUSTOMER Current User: MARLENE DEMO

Items Matched: (0) - Items On Order (0)

Select Item Type: BOX Select Department: 003 - HUMAN RESOURCES Order By: MARLENE DEMO Requested For: MARLENE DEMO Page Size: 50

Item Code Description Effective Date Expire Date From Date To Date

Clear Input Search New Search

Import File

View Order Log Out

Internet | Protected Mode: On 120%

After entering the search criteria, click "Search"

Build Order (buildorder_prg) - Windows Internet Explorer

https://trweb.kentrecords.com/webtr/action.asp

Kent Record Management Inc. 29 Years of Excellence

Search User Add Reports Help

Current Customer: SAMPLE CUSTOMER Current User: MARLENE DEMO

Items Matched: (4) - Items On Order (0)

Select Item Type: BOX Select Department: 003 - HUMAN RESOURCES Order By: MARLENE DEMO Requested For: MARLENE DEMO Page Size: 50

Item Code Description Effective Date Expire Date From Date To Date

Clear Input Search New Search

Check All/Uncheck All << 1 >>

Display Long Descriptions

Add to Order Clear Results

Item Code = BOX

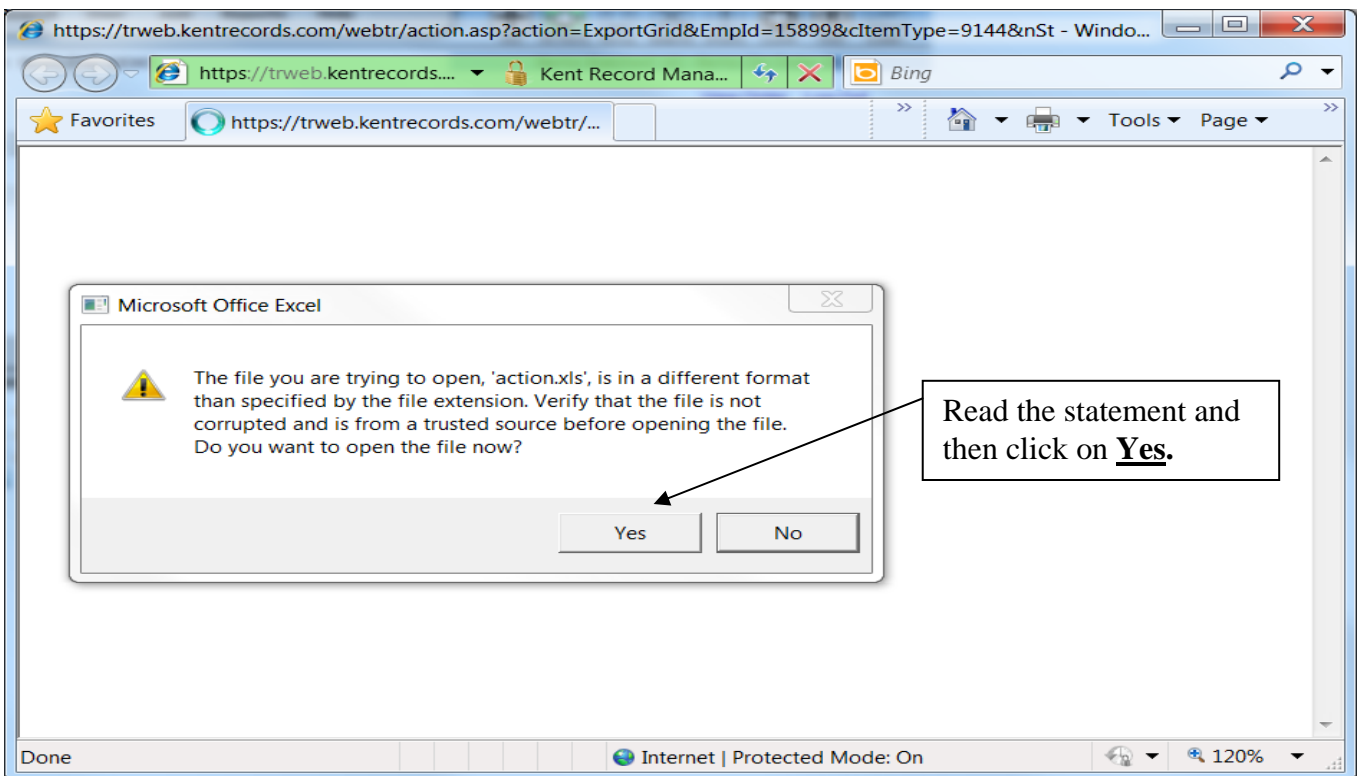
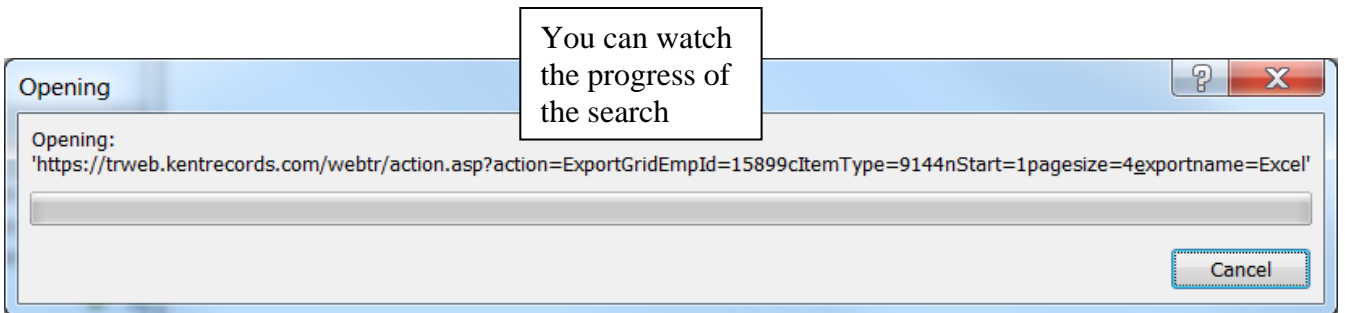
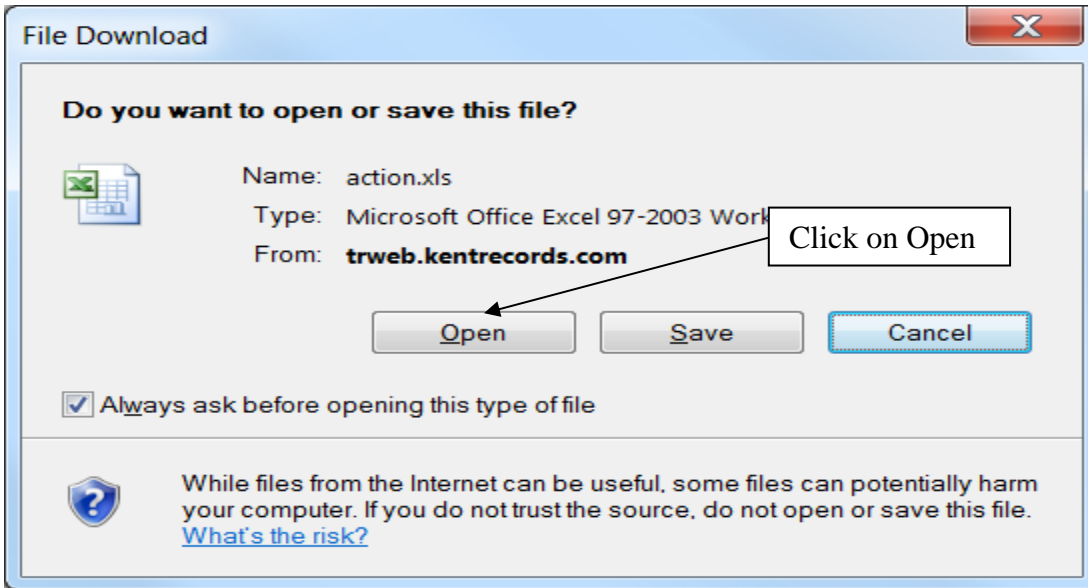
Excel Export - All / Page Text Export - All / Page

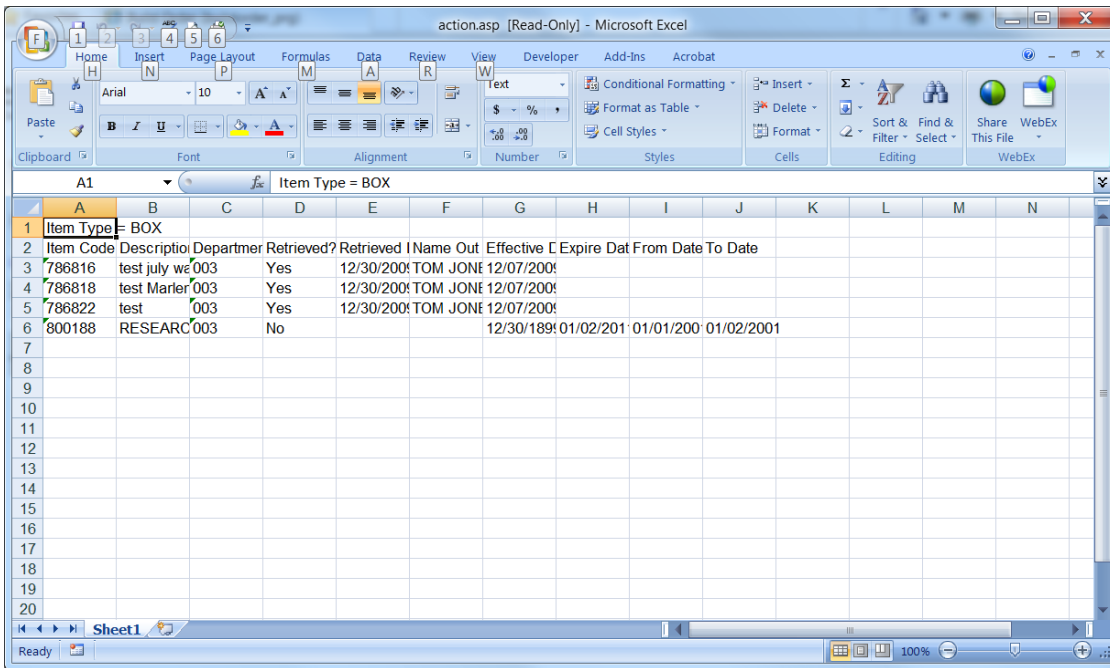
| Select | Detail | Item Code | Description | Department | Effective Date | Expire Date | From Date | To Date |
|--------------------------------------|--------|-----------|-----------------------|------------|----------------|-------------|------------|------------|
| Retrieved By TOM JONES On 12/30/2009 | | 786816 | test july warm | 003 | 12/07/2009 | | | |
| Retrieved By TOM JONES On 12/30/2009 | | 786816 | test Marlene was here | 003 | 12/07/2009 | | | |
| Retrieved By TOM JONES On 12/30/2009 | | 786822 | test | 003 | 12/07/2009 | | | |
| <input type="checkbox"/> Retrieve | | 800188 | RESEARCH NOTES | 003 | 12/30/1899 | 01/02/2011 | 01/01/2001 | 01/02/2001 |

Done

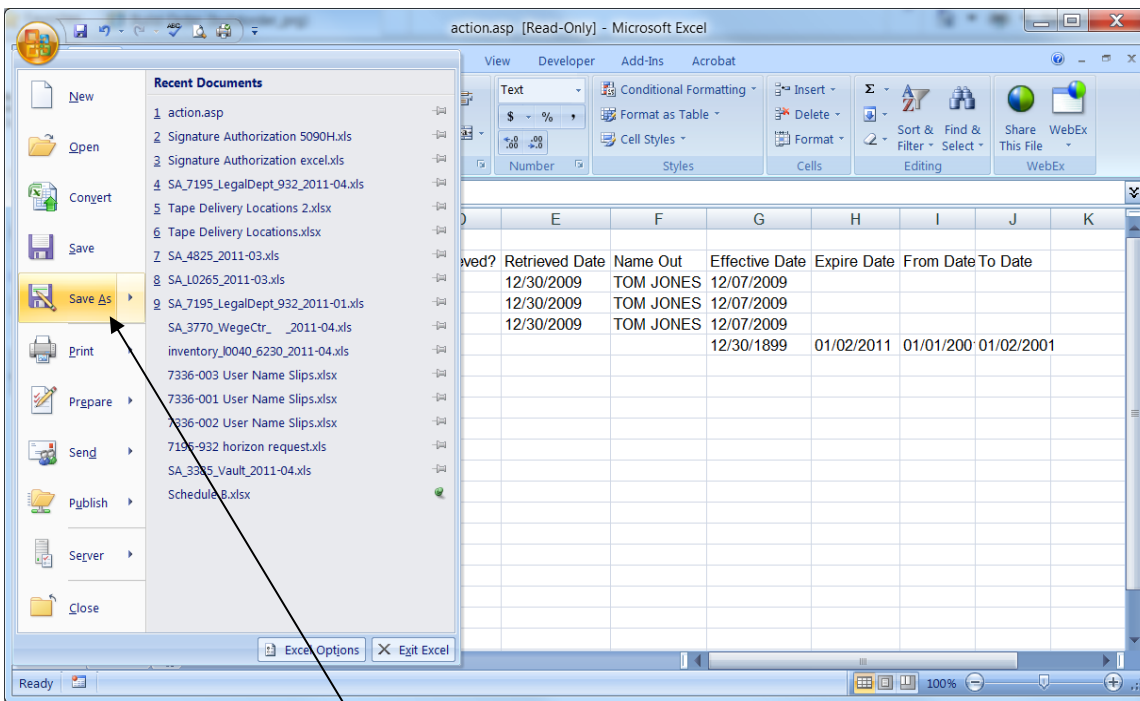
Internet | Protected Mode: On 120%

After the inventory loads, click on All to start the inventory download.





When the download is done you will see this screen.



This is the file to save to your computer. You can search, sort or format to your needs.

Grand Rapids

- 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.

Lansing

- For STAT (rush) requests, please call (517) 484-1555 rather than using web access.
- For after hours requests, please page (517) 341-9438 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.

Kalamazoo

- For STAT (rush) requests, please call (269) 341-9770 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.