

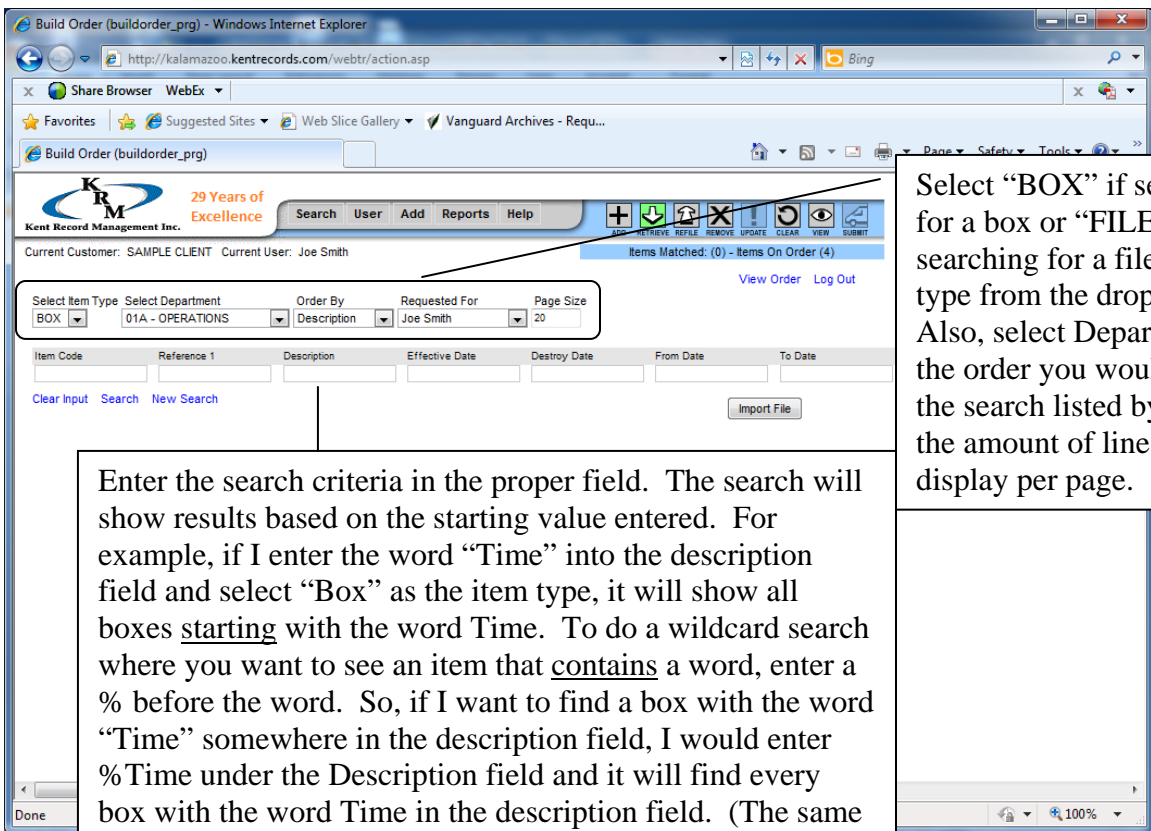
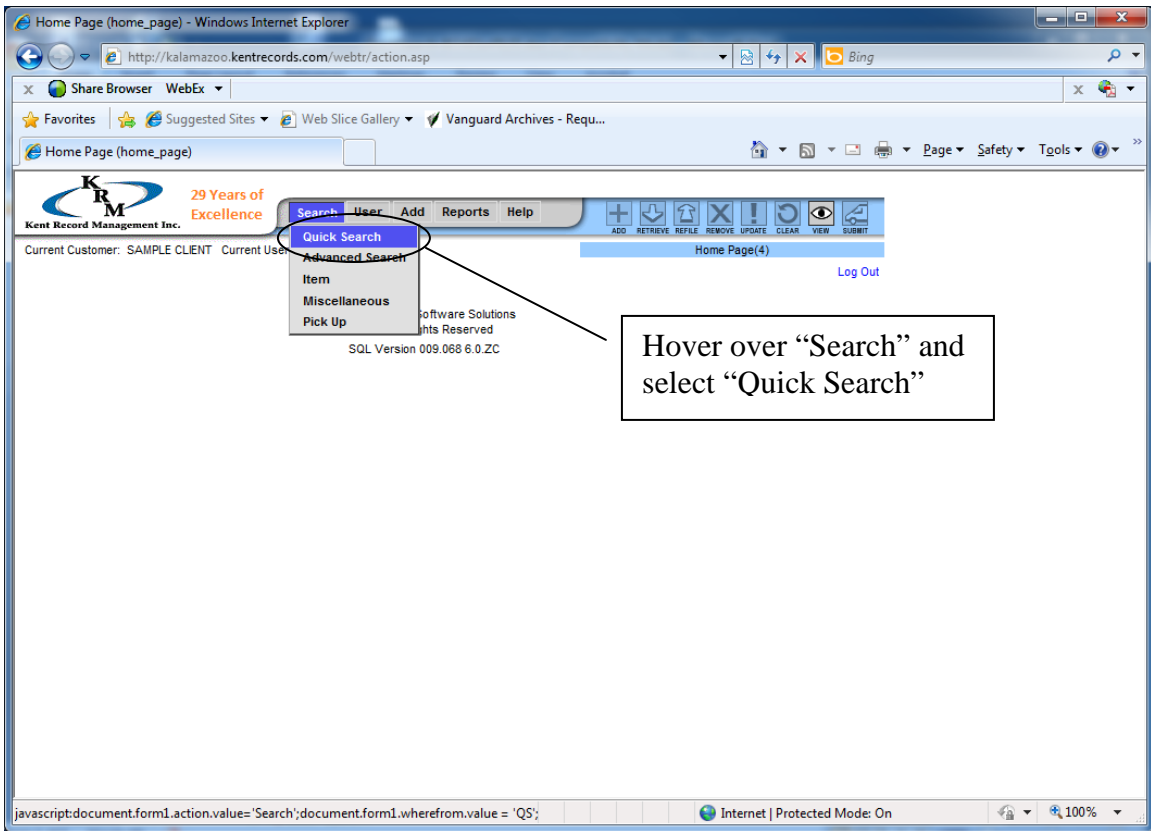


INSTRUCTIONS FOR WEB-ACCESS

Quick Search Box/File Requests

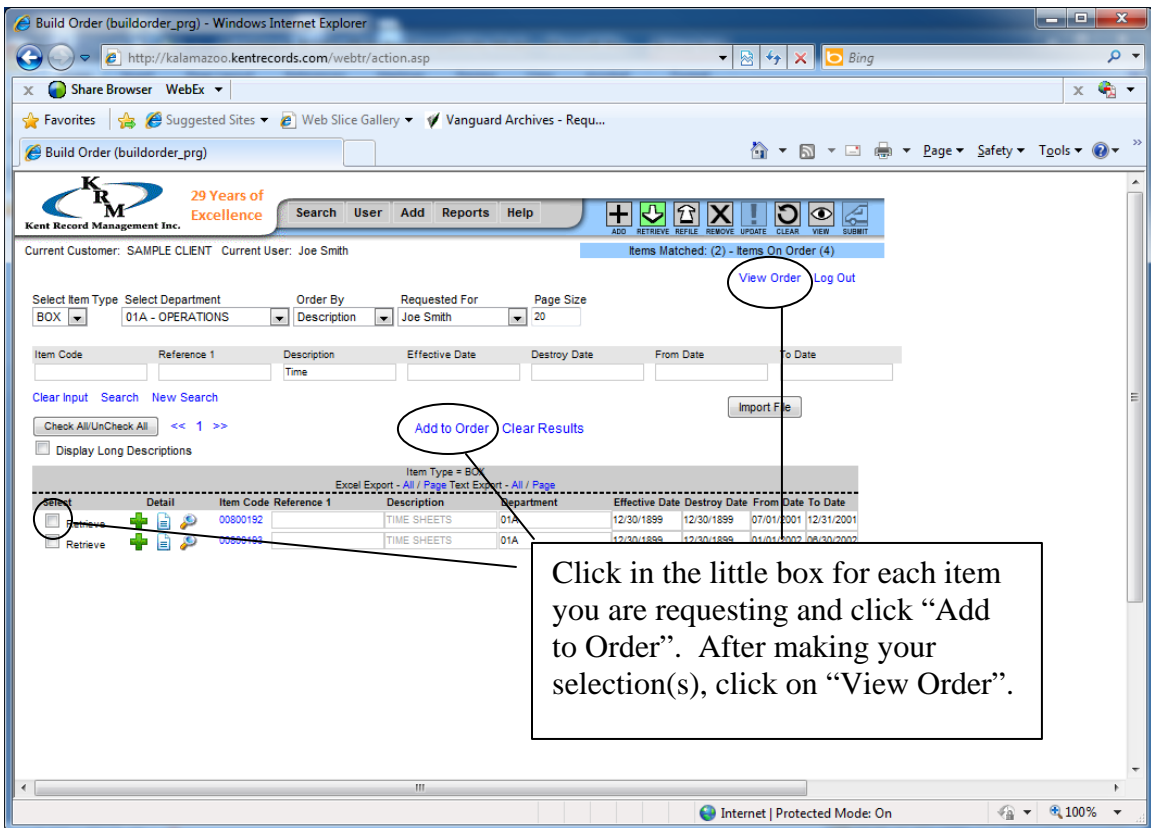
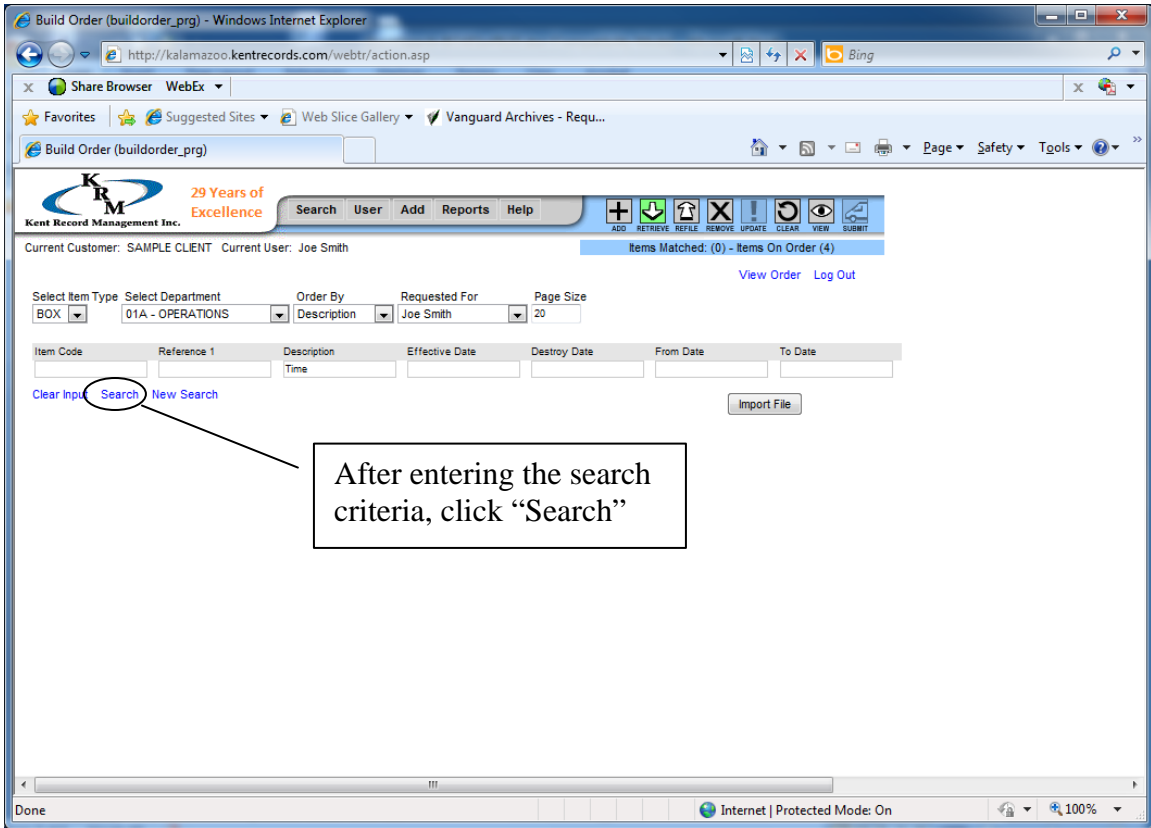
Go to www.kentrecords.com and log in using your user ID and password.





Enter the search criteria in the proper field. The search will show results based on the starting value entered. For example, if I enter the word "Time" into the description field and select "Box" as the item type, it will show all boxes starting with the word Time. To do a wildcard search where you want to see an item that contains a word, enter a % before the word. So, if I want to find a box with the word "Time" somewhere in the description field, I would enter %Time under the Description field and it will find every box with the word Time in the description field. (The same method is used when searching for a file item type.)

Select "BOX" if searching for a box or "FILE" if searching for a file as the type from the drop-down. Also, select Department, the order you would like the search listed by, and the amount of lines to display per page.



All Pending Orders (viewallorders) - Windows Internet Explorer

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

Share Browser WebEx

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Records Management Software

Search User Add Reports Help

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 | 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 00800192 | | SAMPLE CLIENT | | TIME SHEETS | 12/30/1999 | 12/30/1999 | 07/01/2001 | 12/31/2001 | 01A | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Request 00800193 | | SAMPLE CLIENT | | TIME SHEETS | 12/30/1999 | 12/30/1999 | 01/01/2002 | 09/30/2002 | 01A | |

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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.

Delivery Setup (mainmenu) - Windows Internet Explorer

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

Share Browser WebEx

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Records Management Software

Search User Add Reports Help

Current Customer: SAMPLE CLIENT Current User: Joe Smith

On Order (2)

Customer Order Reference:

Select Delivery Priority: Standard Delivery

Charge to Department: 01A 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

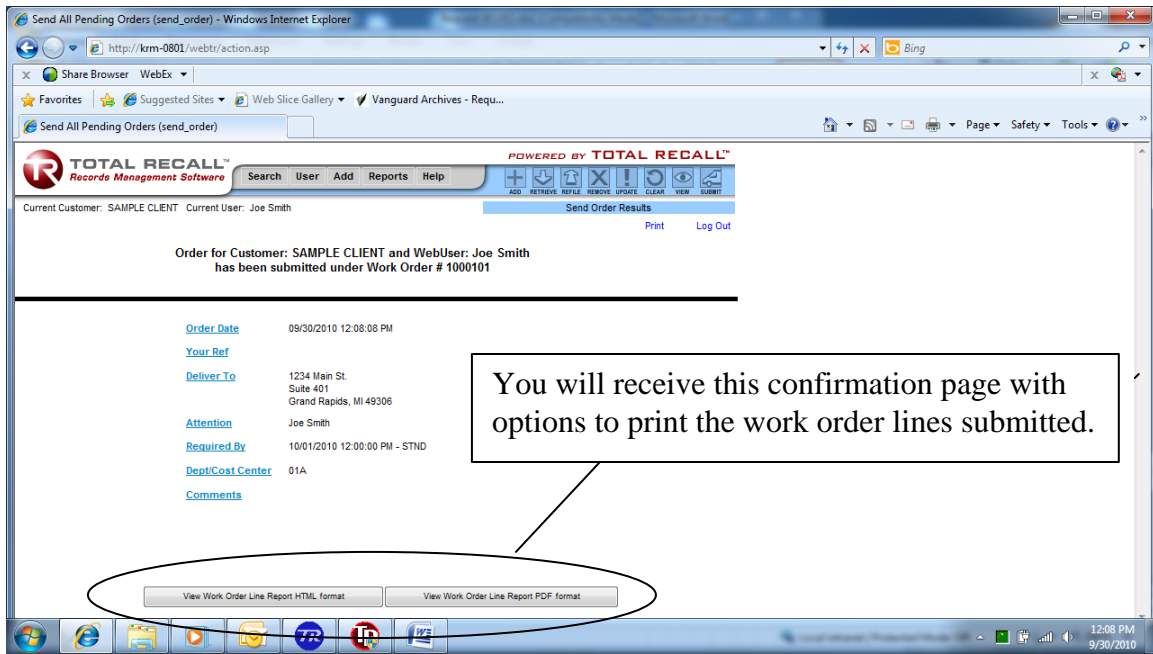
Clear Comments

Complete Send Order

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



- 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.