

FILETRAIL[®]

...because Paper Happens[®]

Will Striker, www.rf-it.eu, 0487645846

Indeling

Privilege Properties	
Name	Create Records
Description	Create New Records
<hr/>	
Member Of...	Available Groups
[Grp] Administrators [S] [Grp] File Managers [Grp] Label Printing / File Room Backup	[Grp] Everyone [S] [Grp] General Staff [Usr] Admin, _System [Usr] Allan, Carrie [Usr] Anaya, Angelica [Usr] Arritt, Tracey [Usr] Barton, Olivia [Usr] Bentz, Doug [Usr] BK/FC File Room, Felipe [Usr] Bloemhof, Karen [Usr] Bolger, Hannelore [Usr] Bottalico, Kristie [Usr] Brownell, James [Usr] Byers, Melody [Usr] Chavez, Patricia [Usr] Clary, Elizabeth [Usr] Coleman, Penny [Usr] Collins, Kimberley [Usr] Cooney, Maryann [Usr] Demutskiy, Alex
Remove >>	<< Add
S = System	

Request Items / Tasks

Steps: **[1] Request Info.** > [2] Select Items > [3] Submit Request

Enter Request Information

Deliver To: Biggs, Jocelyn



Request: Fax - [Task]



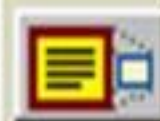
Fax To Attention of:

R System Admin

Fax Number

R

Explain which page(s) to Fax (or ALL)?



Email with questions:

Next >>

My FileRoom

File Room Activity	
CheckOut Requests	11
Items In Circulation	4
Task Requests	2
Creation Requests	2
Items to Re-file	2
My Portable Scanning	4
Overdue Items	6
Missing Items	5

Retrieve from Archive	
Order a Retrieval	6
Receive Retrieval	0

Transmit to Archive	
Stage for Archiving	0
Order a Pickup	3
Transmit to Archives	0

[Refresh](#)



My FileRoom | Search | Create | My Account | SCAN | Administration
CheckOut Requests | Task Requests | Creation Requests | RFID Tagging | System Labels | Reports | New Features

Archive - Order a Retrieval



Filing Location:

NEW Archive Retrieval Orders for Filing Location: Central Files

Order From: ACME Archives // Gardena								
Items	Bar Code(s)	Request Information				Order Priority ?	Permanent Removal	Order
		Requester	Details	Cancel	Priority			
Box # -	1067-11543	[not requested]				Standard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Folder # F-102901	F-102901	Joe Burch	info	<input type="button" value="Cancel"/>	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>
Folder # F-102902	F-102902	Joe Burch	info	<input type="button" value="Cancel"/>	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>
Box # -	1067-11542	[not requested]				Rush	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Folder # F-102905	F-102905	Joe Burch	info	<input type="button" value="Cancel"/>	Urgent	Rush	<input type="checkbox"/>	<input type="checkbox"/>
Folder # F-102906	F-102906	Sue Herrera	info	<input type="button" value="Cancel"/>	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>
Folder # F-102907	F-102907	Sue Herrera	info	<input type="button" value="Cancel"/>	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>
Folder # F-102908	F-102908	Tina Jordan	info	<input type="button" value="Cancel"/>	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>


Organization	Politie ↳ Venlo
Category	n/a
Media	 Box  Folder

Current Location	In  Box # - at ACME Archives // Gardena
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BAR CODE	F-102902 
RFID	

Folder Information

Electronic Files

Electronic Attachments	1040 Form (PDF 34.65 KB)  Loan Application Chest x-ray (Jul 30 2002)
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Retention Information

Retention Basis Date	
Record Series	
Override Destruction Date	
Override Destruction Notes	

B

C

Records Information

BAR CODE	ABC1
Date Opened	1/27/2003
Date Closed	

Client-Matter Information

? Client-Matter Number	27933 - Deaconess Medical Center ...102970 - Managed Care Project
Client Name	Deaconess Medical Center
Billing Attorney	Jones, Bob
Matter Name	Managed Care Project
Responsible Attorney	Menendez, Julio

Notes and Comments

Comments

History

H

Field History

Field: Address

Current Value	Modified By	Date
10 BOOKSTAFF ROAD	_System Admin	4/8/2003 6:47:32 PM

Historical Value	Modified By	Date
10 BOOKSTAVER LANE	FTConnect	12/13/2002 7:59:53 AM

Close

Chain of Custody

FileTrail - Item History - Microsoft Internet Explorer

[View this Item](#) | [Edit this Item](#) | [History](#) | [Refresh](#)

Item History

0037408226- ANDREA ROSATO

Date	Type	Current Location	Home Location	Modified By
1/14/2003 3:29:03 PM	Transfer	_System Admin	BK & FC File Room	Carrie Allan
1/14/2003 3:28:13 PM	Transfer	Carrie Allan	BK & FC File Room	Stephen Whitaker
12/16/2002 5:13:16 PM	Transfer	Stephen Whitaker	BK & FC File Room	Melody Byers
12/16/2002 12:05:47 PM	Transfer	Melody Byers	BK & FC File Room	Eric Gomez
12/16/2002 12:04:26 PM	Transfer	Eric Gomez	BK & FC File Room	Melody Byers
12/16/2002 11:59:19 AM	Transfer	Melody Byers	BK & FC File Room	Eric Gomez
12/16/2002 11:57:48 AM	Transfer	Eric Gomez	BK & FC File Room	James Hauenstein
12/16/2002 11:56:57 AM	CheckOut	James Hauenstein	BK & FC File Room	Lawrence Rivaes

Close

ok



Found Missing Item

50278-0287 Burgess
Correspondence, vol. 3

Pending Requests: 3

Next Requestor:
Jim Smith at Office 32-118
requested on 2/27/2007

Esc

Action