Web SIMPLE Records Manager

User Guide

RMS
Record Management
Software, Inc.

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Table of Contents

Chapter 1 – Overview

Welcome

Welcome to the SIMPLE Records Manager, the leading-edge record management system for record centers of all sizes.

Based decades of record management experience, and featuring leading-edge Microsoft .NET and Microsoft SQL technologies, the SIMPLE Records Manager provides the ability to establish a professional records management program using state of the art tools.

Optional components include:

- Potable Add-on module including a voice prompted bar code scanner and software
- Stationary bar code scanner

Simple Records Manager Features

- Concurrent multiple open windows for easy switching between tasks.
- Track boxes and files including check out/ in and destruction history.
- A full-featured security module protects and controls access to the system.
- User groups allow assignment of personalized access rights to any screen.
- Retention scheduling.
- Smart data entry.
- Legal hold facility to prevent boxes in litigation from being destroyed.
- Unlimited size Memo/ Text Fields.
- Customizable Field Names.
- Bar Coded Labels for boxes, files, and shelves.
- A convenient report generator provides hundreds of useful reports with built in PDF creator.
- Activity Tracking.

Navigating

Tabs
The main tabs serve as the main menu for the SIMPLE Records Manager.

Below the Tabs are links to Technical Support contact and the Web Simple manual.

Open windows

Once modules are opened, clicking that tab returns you to that window as filtered. Open windows for edits and adds are displayed at the bottom of your browser screen. You can click on any tab to quickly move between open modules. Note if you log out of SIMPLE, all open modules automatically close and open windows become inactive.

Filtering

Situated at the top of most Simple Records Manager screens are multiple filters, which you can use to limit the data displayed on the screen list to the information you want for each field. These filters can be used singly or in conjunction to perform a search.

The wildcard character is **%**, meaning **"accept any value"**. It may be used in any part of a query. It may be used with any of the text filters as a key word search. The comments field does not require a wildcard and will search for any embedded text string. For example **%JONES** in a description finds all files with the phrase JONES such as SUSAN JONES or SMITH and JONES.

Windows conventions

The SIMPLE Records Manager uses standard Windows conventions regarding the mouse and keyboard shortcuts: right-clicking on most items brings up an action menu.

At the upper left of any screen containing a list, under the title bar, you will find a chevron symbol. Clicking the chevron expands the list view so that it fills the window.

A button panel is located at the bottom of each screen. The buttons function as follows:

- **Print –**   Click the button to print the data in the active screen in the order displayed. Note all reports create PDF files.

- **Edit** –   Click any row in the active screen to select it, then click Edit to edit it. Or, you can just double click an item in the form.

- **Add –**   Click the button to add a new record to the form or table.

- **Save & Add –**   Click the button to continue adding new records to a form.

- **Delete –**   Click any row in the active screen to select it, then click Delete to remove it. A warning pops up and asks if you are sure.

- **Close –**   Click the button to close the current screen. Or, you may hit the X in the upper right or double click the upper left corner of the screen.

Date Entry

The SIMPLE Records Manager has been programmed for "smart" data entry of dates. Dates are entered in the format MM/DD/YYYY, but you do not need slashes for data entry. For example, typing 05232023 results in 05/23/2023. You can also type 052323.

SIMPLE is programmed such that when entering just two positions of the "year" the software will automatically adjust the full four positions of the year to reflect the correct century. Thus, if you were to enter 01/01/20 or 010120, the software will automatically reformat the date to 01/01/2020. It also has back-ward logic to try and determine dates back into the 1900's. Thus, if you were to enter 12/31/98 or 123198, the software will automatically reformat the date to 12/31/1998.

The logic in "keyed" off of 1950 OR more specifically "50." If the two position date you enter is UNDER 50 it forces the year to 20xx. and likewise, if the date you enter is Over 50, it forces the year to 19xx.

Chapter 2 – Getting Started
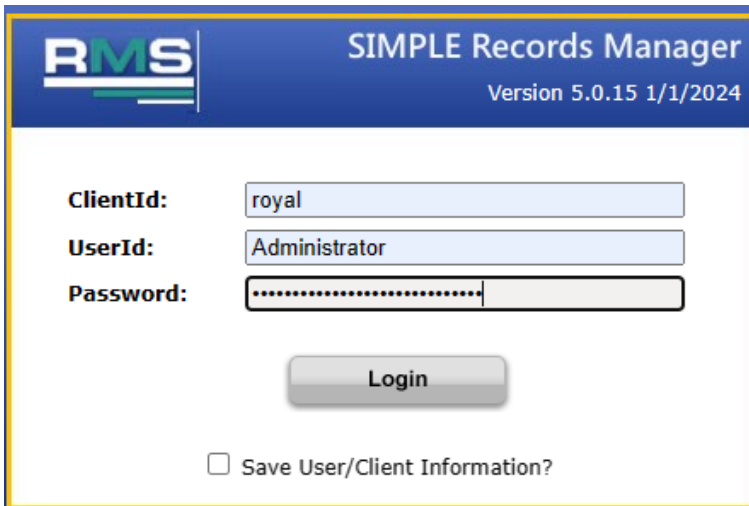
Getting started in the SIMPLE Records Manager is primarily about getting organized. A successful implementation depends more on the organization and quality of your existing data than on how it will be handled by the SIMPLE Records Manager.

The SIMPLE Records Manager assists in automating and streamlining your record keeping functions. It can organize your files, track your archival boxes and aid in establishing a corporate retention policy. But it cannot do any of this until you attend to some simple steps first.

1. Change the field names on the File and Box Information screens
2. Enter Master Information
   User groups and users
   Companies and their associated departments
   Box size codes
   Locations
   Record titles
3. Order labels
4. Pick a test case and begin to enter data.
5. Revisit your field names and make adjustments
6. Conversion services
7. Implementation

Logging in

Launch your browser and type in or click https://app.recordmanagementsoftware.com/login.aspx Note that this is an SSL certified data encrypted link.

Enter the following information to log in:
Client ID – assigned
Used Id
Password

Click Login

If you would like to save your Client ID and password check Save User/ Client Information

Important – When you finish your SIMPLE session you should always click Log Out from the Main Tabs. This ensures greater security and closes your user license.

Step 1 Change the field names in the Box and File Information screens.

Box information screen set up

From the main tabs click Tools. Next, slide your mouse to Software Setup. From the Software Setup slide right and click **Box Screen Setup.**

This feature allows you to change the names of each field related to box information throughout the system and to indicate if you want the system to suggest the next box number each time a box is added. The text in *the boxes* represents the individual field names that appear on the Box Information Screen.

Type over the red field names to change to whatever makes sense to you.

Check **Automatically Suggest Next Box Number** if you want SIMPLE to give you the next Box Number when adding new Boxes. You can also enter a starting Box Number.

Check **Use Max Capacity for Location** if you want SIMPLE to warn you when you exceed the maximum number of spaces for a shelf when adding and editing Boxes.

When you are finished making changes click **Save** This will return you to **the Software Setup Menu**.

File information screen setup

From the main tabs click Tools. Next, slide your mouse to Software Setup. From the Software Setup slide right and click **File Screen Setup**

This feature allows you to change the names of each field related to file information throughout the system and to indicate if you want the system to suggest the next file number each time a file is added. The text in the *boxes* represents the individual field names that appear on the File Information Screen.

Type over the field names to change to whatever makes sense to you.

Check the **Automatically Suggest Next File Number** if you want SIMPLE to give you the next file number when adding new files. You can also enter a starting file number.

When you are finished making changes, click **Save** This will return you to **the Software Setup Menu**.

Step 2 Enter master information

All of the following are accessed from the software setup menu. Click on Tools from the main tabs page. Next, slide your mouse to Software Setup.

Software Setup	Box Screen Setup
Export	File Screen Setup
Mass Destroy Boxes	Box Size Setup
Mass Change Files	Locations
Mass Change Boxes	Companies
	Security Wizard
	Company Information

Security Wizard

When you log into SIMPLE for the first time using the **administrator password** you received, you will be able to create both user groups with common rights and permissions, as well as individual users. A password must be provided after each user is created.

Access Groups

From the main tabs select Tools, and then slide your mouse to Software Setup and click **Security Wizard** to enter Users and their permissions.
Click the **Manage Access Groups** to create and edit **User Groups.**

Security Wizard - Access Groups

[+ Add Access Group] [C Manage Users]

Group Name	Permission(s)
ADMINISTRATOR	Administrator (All Screens and Options)
DATA ENTRY	Boxes, Files
LOOKUP	Boxes, Files, Retention, Reporting
MANAGER	Boxes, Files, Retention, Reporting, Action, Portable

Click Add Access Group at the top of the list to add a new group or click on a group to edit its permissions.

Enter a name for the group, such as power user or look up only.

Click which features the members of this group will be granted access to. You have to click the main heading of a group to grant permissions in that group. Checking a group such as boxes or files and leaving its subcategories unchecked grants users read only rights to that module.

At the bottom, pull down the company and/or department you want to limit access for this group. Leaving company blank allows users in this access group to view all records. Choosing a company, but leaving department blank allows this access group to view all records for a particular company.

Users

Click Manage Users to return the Users screen.

Click Add User at the top of the list to add a new user click on a user to edit its permissions. Enter a User ID and password. Then you have 2 options for granting permissions.

User Information

User Id	SUSAN
Password	
Re-type Password	

This User will be allowed access to the following screens:

Select Security Group: MANAGER

(note: Selecting a Security Group will override settings below if they are changed)

☑ Boxes   ☑ Files   ☐ Tools   ☑ Action

☑ Add Boxes   ☑ Add Files   ☐ Software Setup   ☑ Activity Tracking
☑ Edit Boxes   ☑ Edit Files   ☐ Importing   ☑ Quick In & Out
☑ Delete Boxes   ☑ Delete Files   ☐ Exporting
☑ Check Boxes In   ☑ Check Files In   ☐ Mass Destroy Boxes   ☑ Retention
☑ Check Boxes Out ☑ Check Files Out ☐ Mass Change Files   ☑ Add Retention Files
☑ Destroy Boxes   ☑ Destroy Files   ☐ Mass Change Boxes   ☑ Edit Retention Files
                                                                 ☑ Delete Retention Files
☑ Reporting   ☐ Administrator
                                                              ☑ Portable

note: Selecting 'Administrator' will give the User access to ALL screens and options

This User will be limited to the following information:

Company	
Department	

[Cancel] [Save]
          [Save & Add]
          [Delete]

1. Pull down the security (access) group that this individual will belong to. The user is automatically granted the permissions of that group.

2. Or leave the security group as custom and select the items from the various modules.

At the bottom, pull down the company and/or department you want to limit access for this group. Leaving company blank allows users in this access group to view all records. Choosing a company, but leaving department blank allows this access group to view all records for a particular company.

When a user logs into SIMPLE, only those tabs that the user has been granted permission for will display. For example, a user without access to Retention will not see this tab.

Company and Department

Company and Department fields are special fields designed to help profile your organization. The system is designed to organize information pertaining to each of your operating units. The higher of the two levels is "Company" and the lower level is "Department".

Do not use these fields for a totally different purpose. All of the reports are linked to these two fields, as are all of the sorted records.

You can change the names of these two fields to better reflect your organization. As an example, you might call the higher level (which we refer to as "Company") Division, Agency or City. You might call the lower level (which we call "Department") Office, Branch, etc.

Changing the names does not change how the computer uses these fields.

Company
From the main tabs select Tools, and then slide your mouse to Software Setup and click **Companies**.

Click on Add Company at the top of the list to add a new company.
Click on any of the company codes on the list to edit that company.

The company name filter allows you to select specific companies.

Field definitions
Company – 10 characters a code or acronym for the company
Name – 30 characters that is the full name of the entity

Departments

From the Company list click on Manage Departments to the right of the company to add, edit, and delete departments for that company.

Click on Add Department at the top of the list to add a new department.
Click on any of the department codes on the list to edit that department.
There are 2 filters.

- **Company**
- **Name**

Department	
Company	ROYAL
Department	ACCT
Name	ACCOUNTING
Contact	JAMES HARRIS
Phone	914.542.2587
Fax	914.542.5877
Email	jaharris@royalcorp.com

Cancel   Save
Save & Add
Delete

When you are finished with Departments, click View Companies at the top of the Department List to return to Companies.

Field definitions
Department - 10 characters a code or acronym for the department (required)
Name - 30 characters that is the full name (required)
Contact – 30 characters for the person in charge of this department
Phone – contact's phone number
Fax – contact's fax number
Email – contact's email address

Box size codes

From the main tabs select Tools, and then slide your mouse to Software Setup and click **Box Size Setup**.

Box Sizes

+ Add Box Size   X close window

Size	Name	Cubic Feet	Price
1	ARCHIVE CARTON	1.2000	$0.35
2	TRANSFILE	3.0000	$0.85
3	ROLLLS PLANS DRAWINGS	0.7500	$0.25
L	LEGAL LETTER TOTE	2.0000	$0.70
O	OVERSIZE	4.5000	$2.45
STD	STANDARD BOX	1.2000	$0.35
X	X-RAY CARTON	1.0000	$0.30

This is used to describe the various size containers used. For example, they may be referred to as STD (Standard 10x12x15 box), TRAN (transfer cases), CKS (check size boxes), BLP (blue prints), etc

The SIMPLE Records Manager allows you to define, and update as needed, all of the different boxes size you will be storing.

Click Add Box Size at the top of the list to add a new box size.

Click on any of the box size names on the list to edit that box size information.

Box Size Information	
Box Size	STD
Name	STANDARD BOX
Cubic Feet	1.2000
Price	0.35

Cancel   Save Box Size
Save & Add
Delete

Field definitions:

Box size – 10 characters

Example STD
        TRAN
Name – 30 characters used to describe the type of box.

Example

STANDARD SIZE
TRANSFER CASE

Cubic Feet – 6 positions numeric with 4 decimal positions (not required)

Price – 10 positions numeric with 2 decimal positions (not required)

Locations

From the main tabs select Tools, and then slide your mouse to Software Setup and click **Locations**.

Locations				
Location Name From	4-a-001	To	4-a-010	(Leave 'To' blank for Partial Name Match)

[+ Add Location] [▶ Clear Filters] [▶ Filter Results] [X close window]

Location	Box Size	Shelf Name	Max Shelf
4-A-001	1	ARCHIVE CARTON	10
4-A-002	1	ARCHIVE CARTON	10
4-A-003	1	ARCHIVE CARTON	10
4-A-004	1	ARCHIVE CARTON	10
4-A-005	1	ARCHIVE CARTON	10
4-A-006	1	ARCHIVE CARTON	10
4-A-007	1	ARCHIVE CARTON	10
4-A-008	1	ARCHIVE CARTON	10
4-A-009	1	ARCHIVE CARTON	10
4-A-010	1	ARCHIVE CARTON	10

Click Add Location at the top of the list to add a new location.

Click on any location on the list to edit that location information.

The location filter allows you to list a range of locations. Or you may just put one location in the location name from field to bring up a single location or all locations beginning with a value such as '4-A'

Locations	
Location	4-A-004
Box Size	1
Shelf Name	ARCHIVE CARTON
Max Shelf	10

[Cancel] [Save]
[Save & Add]
[Delete]

Field definitions:

Location **-**　This is a 15 character field used to identify the shelf, etc. where the box is (or will be) stored.

　Example　　A-01-01
　　　　　　　B-01-21 -01

Box Size Code**:**　This is a pull down based on the box size codes set up above.

　　Shelf name **-**The box size name will automatically populate based on the box size code selected.

Max Shelf - This is the maximum number of cartons that the shelf will hold.

Location Codes can be designed to contain all your pertinent location information; for example, the building, floor, aisle, bay and the shelf within the bay, depending on your business requirements. The Location Code field is sufficient in size to accommodate most location codes schemes. It is a good practice to use dashes (-) to separate key elements of the location code.

An example of a typical Location Code configuration is as follows:

Location Code = **A-01-AA-1-A**

Position
　#1 ◀
　#2 ◀
　#3 ◀
　#4 ◀
　#5 ◀

In this hypothetical implementation:

Position #1 represents the building.

Position #2 represents the floors.

Position #3 represents aisles.

Position #4 represents the bays.

Position #5 represents the shelves in a bay.

Company Information

From the main tabs select Tools, and then slide your mouse to Software Setup and click **Company Information**.

Company Information	
Client ID	ROYAL
Company Name	Royal Corporation
Address	500 Washington Avenue
Address (optional)	Suite 350
City	Millersville
State	MA Zip 02145-2178
Country	USA
Contact	Tom Chase
Telephone	432.987.8787 Fax 432.987.8788
Email	tchase@royalcorp.com
Save Cancel	

Here you can enter all the information about your company or organization.
Note that the client id cannot be changed as it is assigned by Record Management Software.

Record Title Codes

Use this to enter your Retention Information. If you have an existing Retention Schedule you will find it very easy to relate your information to the fields on the Retention Information Screen and can proceed to enter your Schedules.

If you do not have an existing Retention Schedule you may want to defer this to a later time. You DO NOT need to have a Retention Schedule to begin entering your File and Box information. Many companies have found that it takes months (and even years) to establish a viable Retention Policy during which time Files and Boxes still need to be catalogued and tracked.

If you do not enter a Retention Schedule at this time you have three options as it relates to calculating destroy dates for your archival Boxes.

- Manually enter a Destroy Date into the field as each Box is entered

- Leave the Destroy Date field empty and the system will automatically set each Box to a "permanent" Destroy Date.

- Or, do either option above, and after you enter a Retention Schedule, click Recalculate Destroy Date and let the system recalculate the dates using the current Retention Schedule.

Refer to Chapter 3 Retention Information, to enter Retention Information.

Step 3 Order labels

It is never too early to start putting bar code labels onto your files and boxes. Many companies defer labeling until they have a need to use a bar code reader, only to discover they have thousands of files and boxes to retroactively label. It costs very little to put a bar coded label on the file or box as it is being filed away (or being Checked Out or In). Carefully think through the process and consider ordering a sufficient quantity of file and box labels.

To Order Labels contact RMS at support@recordmanagementsoftware.com or 914.725.5900.

Step 4 Pick a test case

You are now ready to start entering your file and box information. Before you commit yourself to hundreds and even thousands of records, choose one department or one type of record as a test case.

Enter 30 to 50 records to determine the viability of the fields and the related information. Print test reports and perform searches to see how easy (or hard) it is to find typical department information.

WHEN ALL ELSE FAILS: enter the information into the memo field. The information is in the system and can always be searched. *Never leave out something important just because you cannot decide which field to enter it into.*

Similarly, the expanded text field can be used in very creative ways.

For example, someone created a document using Microsoft Word. You can open the original document, highlight the text and copy it into the Window's clipboard. Then enter the Simple Records Manager, position yourself in the Memo Field for that file, and paste the entire document into the Memo Field (Expanded Text). Having done so, each and every word is Searchable.

Step 5 Revisit Your Field Names and Make Adjustments

After working your way through the test case you may need to revisit the field names, make changes as needed, and edit the records that have already been entered.

Step 6 Conversion Services or Manual Entry

You are now ready to move ahead and enter your company information into the system.

If you have existing computer records you may want to consider having us convert it into the SIMPLE database. Provide us with your data in an Excel worksheet, Access database, SQL database, ASCII *delimited format* or other standard format. Contact us at support@recordmanagementsoftware.com or call us at 914.725.5900 to work through the details and receive a price quote.

Step 7 Implementation

During the information gathering stage, begin the process of introducing the software to the various departmental managers. Show them samples of the reports they can expect to receive, how to interface with the computer, and other aspects of the system.

During this early stage of using the software start thinking about how the software and your existing manual procedures blend together. You'll look at your manual procedures relating to files and boxes coming in, being requested and checked out and back in, how files are moved to boxes for long term storage, how you interface with your offsite storage facility, to name a few issues.

Implementing the SIMPLE Records Manager is not an EVENT — it is a PROCESS. It takes time to transition from familiar manual procedures to the automated system. Don't rush it. It takes time for each piece to fit together.

Chapter 3 – Retention Information

Building a retention schedule is optional. Click **Retention** on the main tabs to access this module.

You can enter the destroy date for each box or, you can leave the Destroy Date Field blank and SIMPLE will enter 12/31/9999 into the destroy date.

The SIMPLE Records Manager automatically calculates when a box is eligible for destruction using the information as established in the retention schedule. The calculation relates to boxes (not files) and uses the information entered when adding or editing a box.

For this calculation to occur you must first establish (build) a retention schedule for each item to be calculated — within each department, within each company.

Typically, you build your retention schedule based upon information gathered from your administration and legal departments wherein they instruct you as to how long each type of record is to be retained, as well as how each item is to be destroyed (i.e., recycle, shred, etc.).

You may also have certain types of records that are common to all departments that are configured without regard to each department. In any case, you must complete the process of entering your retention schedule before SIMPLE can assist you in this calculation.

What is the basis of the Retention calculation?

As each box is added, SIMPLE looks to see if you have filled in the following fields:

Company Code (or whatever you may have renamed this field)
Department Code (or whatever you may have renamed this field)
To Date
Record Title Code

Having entered the above four pieces of box information, SIMPLE checks to see if a retention schedule exists for that company, department and record title code. If so, and if you have entered a To Date, SIMPLE then uses the total number of years and months as indicated for the matching records title code and adds it to the To Date.

Example: If you had a record title code established as follows:

Company   =   ACME
Department   =   ACCTG
Record Title Code =   101.10 PAID INVOICES
Total Retention   =   6 (Years)

And you are adding a box, you are entering the following:

Company   =   ACME
Department   =   ACCTG
To Date   =   06/30/2023
Record Title Code =   101.10 PAID INVOICES

Tab through the destroy date field (leaving it empty). SIMPLE calculates the destroy date as being 06/30/2027.

06/30/2021 + 6 years = 06/30/2029

Other Considerations

SIMPLE realizes there might be times when you want to override the automatic process of the system calculating the destroy date. This is especially can be true if a particular box of records is part of some pending litigation or audit. In this case, you might want to enter a date of your choosing without regard to what would normally be calculated by the software.

You can enter the desired date into the destroy date field. Having done so, SIMPLE will NOT perform the calculation — it accepts the date you entered.

If you leave the destroy date field empty and there is NO MATCHING item in your retention schedule, SIMPLE automatically enters the date 12/31/9999 into the destroy date field, indicating that the record is permanent.

From the main tabs click **Retention** to bring up the **Retention List.**

The filters on this screen are as follows:

- **Record Series**
- **Record Title**
- **Company** – pull down to select.
- **Department -** pull down to select
- **Vital Records Only** – click the radio button

Click **Filter Results** once your choices are in place. To start over click **Clear Filters** this will erase all filters. **Note** – only the first 250 records are displayed.

There is a Set Order Pull down for Record Series or Record Title code.

Retention Information Screen

Add a retention record

Click Add Record Title at the top of the Retention list

Type the information you want to add and click Save when finished or Save & Add to continue adding record titles.

If you want to cancel your add just click Close Window.

Edit a retention record

After finding the record series you want to edit, click on the record series to the left of the retention list. This brings up the retention information screen.

Click Edit at the top of the retention information screen.

Use the mouse and/or Tab key to move between the fields you want to change

To save your changes, click Save. Or to enter new boxes click Save & Add.

To cancel your changes, click Cancel.

Delete a retention record

After finding the record series you want to edit, click on the record series to the left of the retention list. This brings up the retention information screen.

Click Edit at the top of the box information screen.

Click Delete.

Recalculate Destruction Date for Boxes

From the Main Tabs click Ret**ention. Next click** Recalculate Destruction Date for Boxes.

Retention Schedule - Box Destroy Date Recalculation

○ Recalculate Specific Title Code

○ Recalculate All Title Codes

(Select Company for following two options)

○ Recalculate Single Department

○ Recalculate All Departments

☐ Print only Boxes with changed Destroy Dates

[Cancel]   [Continue]

Having had reason to change your retentions via the Retention Information Screen, you can then recalculate the destruction dates as then being carried in you box inventory database. This allows you to choose the Record Title Code and Company or the Record Title Code, Company and Department.

Click C**ontinue** to have destruction date recalculated and a report printed.

Re-Calculated Retentions Report

08/27/2012

Company	Department	Box Number	Box Contents	Prev Date	New Date	Results		
ROYAL	ACCT	11236	GENERAL LEDGER	12/31/2016	12/31/2014	DOWN	Years = -2	Months = 0
ROYAL	ACCT	12569	GENERAL LEDGER	06/30/2016	06/30/2014	DOWN	Years = -2	Months = 0
ROYAL	ACCT	12487	GENERAL LEDGER	12/31/2015	12/31/2013	DOWN	Years = -2	Months = 0
ROYAL	ACCT	70001	GENERAL LEDGER	06/30/2017	06/30/2015	DOWN	Years = -2	Months = 0
ROYAL	ACCT	70004	GENERAL LEDGER	12/31/2018	12/31/2016	DOWN	Years = -2	Months = 0
ROYAL	ACCT	70003	GENERAL LEDGER	06/30/2018	06/30/2016	DOWN	Years = -2	Months = 0
ROYAL	ACCT	70002	GENERAL LEDGER	12/31/2017	12/31/2015	DOWN	Years = -2	Months = 0
ROYAL	ACCT	10501	GENERAL LEDGER	06/30/2013	06/30/2011	DOWN	Years = -2	Months = 0
ROYAL	ACCT	10127	GENERAL LEDGER	12/31/2013	12/31/2011	DOWN	Years = -2	Months = 0
ROYAL	ACCT	10254	GENERAL LEDGER	06/30/2013	06/30/2011	DOWN	Years = -2	Months = 0
ROYAL	ACCT	10130	GENERAL LEDGER	12/31/2013	12/31/2011	DOWN	Years = -2	Months = 0
ROYAL	ACCT	11485	GENERAL LEDGER	06/30/2015	06/30/2013	DOWN	Years = -2	Months = 0
ROYAL	ACCT	10132	GENERAL LEDGER	12/31/2014	12/31/2012	DOWN	Years = -2	Months = 0
ROYAL	ACCT	10131	GENERAL LEDGER	06/30/2014	06/30/2012	DOWN	Years = -2	Months = 0

Field Explanations

R**ecord Series:** A 50 character field, used to identify the record series to which this record title belongs. You can have more than one record title associated with each record series.

Example: FINANCIAL RECORDS
PERSONNEL RECORDS
LITIGATION RECORDS

Record Title: A 50 character field used to identify the record title being established.

Example: PAID INVOICES
EMPLOYMENT APPLICATION
ORDER TO SHOW CAUSE

Company: Pull down to select. This allows you to be specific in establishing retentions as they relate to each company. For clients with only one company, this will automatically populate.

Department: Pull down to select. This allows you to be specific in establishing retentions as they relate to each department.

Original/Copy: A 15 character field used to indicate if an original of a copy of the record is to be retained. This could be different department by department.

<div align="center">

Example: ORIGINAL COPY

</div>

Vital Records: A check box used to indicate if these records are considered as being "Vital". If these are vital records click on this field, if not, leave blank.

<div align="center">

Example: X   (These are Vital Records)
          Blank   (Not Vital Records)

</div>

Vital Schedule: A 30 character field used to enter the "name" of the vital schedule to which these records are associated.

<div align="center">

Example: CUSTOMER RECORDS

</div>

Vital Program: A 30 character field used to specify the vital records program to which these records are associated.

<div align="center">

Example: CUSTOMER OUTSTANDING INVOICES

</div>

Cycle Begins: A 30 character field used to describe when the retention actually begins for this record title.

<div align="center">

Example: AFTER MONTH END
              AFTER AUDIT
              WHEN CONTRACT IS COMPLETED
              WHEN PROJECT IS FINISHED

</div>

Media: A 30 character field used to indicate the type material to be retained.

<div align="center">

Example: MAGNETIC TAPES
           HARD COPY RECORDS
           MICROFICHE

</div>

Office – Years: A 2 digit numeric field used to indicate (in years) how long the records for this record title is to be held in the office before sending for long term storage.

<div align="center">

Example: 10 (Years)
           1 (Year)

</div>

Office – Months: A 2 digit numeric field used to indicate (in months) how long the records for this record title is to be held in the office before sending for long term storage.

<div align="center">

Example: 6 (Months)
           1(Month)

</div>

Office – Years and **Office – Months:** These fields work together to describe (in years and months) how long the records are to be held in the central filing area, records center or to be held by your offsite storage company.

Office – Permanent: A check box to indicate that this box is never to be destroyed. This takes precedence over years and months information.

Center – Years: A 2 digit numeric used to indicate (in years) how long the records for this record title are to be held in the central filing area, records center or to be held by your offsite storage company.

Example: 2 (Years)
                                           1 (Year)

Center – Months: A 2 digit numeric field used to indicate (in months) how long the records for this record title are to be held in the central filing area, records center or to be held by your offsite storage company.

                              Example: 6 (Months)
                                           1 (Month)

Center – Years and **Center – Months:** These fields work together to describe (in years and months) how long the records are to be held in the central filing area, records center or to be held by your offsite storage company.

Center – Permanent: A check box to indicate that this box is never to be destroyed. This takes precedence over years and months information.

Retention – Years: A 2 digit numeric field used to indicate (in years) how long (in total) the records for this record title are to be held.

                              Example: 2 (Years)
                                           1 (Year)

Retention – Months: A 2 digit numeric field used to indicate (in months) how long the records for this record title are to be held (in total).

                              Example: 6 (Months)
                                           1 (Month)

Retention – Years and **Retention – Months:** These fields work together to describe (in years and months) how long the records are to be held in the central filing area, records center or to be held by your offsite storage company.

Retention – Permanent: A check box to indicate that this box is never to be destroyed. This takes precedence over years and months information.

Definition: This field is used to enter the definition as it pertains to this record title.

                              Example: ALL ORIGINAL TIME CARDS MUST BE
                              SIGNED BY BOTH THE EMPLOYEE AND SUPERVISOR AND
                              SUBMITTED TO THE PAYROLL DEPARTMENT AT THE END
                              OF EACH PAY PERIOD.

Regulation: This field is used to enter the regulation or company policy as it pertains to this record title.

                              Example: COMPANY POLICY PER-103, FEDERAL
                              REGULATION 132.44 AND STATE REGULATION 236.89
                              REQUIRE ALL ORIGINAL TIME CARDS TO BE RETAINED
                              FOR 7 YEARS.

Chapter 4 - Boxes

The **Box list** displays the status of stored boxes and provides access to sub-screens for various box management activities. To access this screen, click the **Boxes Tab.**

The status of each box is represented by a Box Status symbol tin the far left side of the display. The symbol legends, which can be accessed by holding your mouse over the '**?**', are as follows:

- **Green dot** – box is currently in the record center.
- **Gray arrow** – box has been checked out.
- **Gray open arrow** – box has been permanently removed.
- **Red X** – box has been destroyed.

Locate boxes

The filters on this screen are as follows:

- **Box number** –from/to. You may enter all or part of box number in the from field.
- **Box contents**
- **To Whom**
- **Comments**
- **Company** – pull down to select.
- **Department -** pull down to select.

- **Record Title -** pull down to select.
- **Box Location –** From/ to - Pull down to select or click Search Criteria to use the Box Location Search described below.
- **Destroyed -** pull down to select All – all boxes, Live – live boxes only, Destroyed – destroyed boxes only, or Permed Out – permanently removed boxes only.
- **Checked Out Only** - click to select checked out boxes only.
- **Only Legal Hold** – click to select boxes on legal hold.
- **Date Received From**
- **Date Received To** – note leaving this blank lists all boxes after the date received from
- **From Date**
- **To Date**
- **Destroy Date**

The wildcard character is **%**, meaning **"accept any value"**. It may be used in any part of a query. It may be used with any of the above text filters as a key word search. The comments field does not require a wildcard and will search for any embedded text string. For example, **%LEDGER** in Box Contents finds all boxes with the phrase LEDGER such as GENERAL LEDGER or CASH RECEIPTS LEDGER.

Set Order

Box Number ▼
Box Number
Box Contents
Box Location
Company
Department
Received
From Date
To Date
Destroy Date
Record Title
Box Number (true ordering, filtered only)

Pull down to set order.

Click **Filter Results** once your choices are in place. To start over click **Clear Filters** this will erase all filters. **Note** – only the first 250 boxes are displayed.

Box Information Screen

Remember Key Fields	Refresh Key Fields	X close window

Box Information

Box Number	10150	Edit Box

Company	ROYAL ⌄	Box Is	In
Department	SALES ⌄	To Whom	
Received	11/02/2021	Box Contents	EXPENSE REPORTS
From Date	04/01/2021	Record Title	EXPENSE REPORTS ⌄
To Date	06/30/2021	Box Location	4-A-006 ⌄ add
			Search Options (click to view/hide)
Destroy Date	06/30/2026	Box Size	1
Legal Hold	☐	Legal Hold

Includes accountant's audit report

Save	Save & Add	Cancel Edit
Check Out	Delete	Destroy Box
View Files	See Box History	

Add a box

Click Add New Box at the top of the box list

Type the information you want to add and click Save when finished or Save & Add to continue adding boxes.

To remember key fields…

When entering a large number of boxes that have a lot of repeated information within them, this feature allows you to tell the system to remember key fields.

Enter the data: the Company, Department, Box Description, Date Received, and the Record Title Code.

Click the **Remember Key Fields** from the top of the Box Information Screen

To insert this information into a new box, click Save & Add. Then click the **Refresh Key Fields button** and the saved information is inserted into the new box.

If you want to cancel your add, just click Close Window.

Edit a box

After finding the box you want to edit, click on the box number to the left of the box list. This brings up the box information screen.

Click Edit Box at the top of the box information screen.

Use the mouse and/or Tab key to move between the fields you want to change

To save your changes, click Save. Or to enter new boxes click Save & Add.

To cancel your changes, click Cancel Edit.

Box Location Search

To the left of the Search button is the text box. Fill in the text and select one of the following options:

> **First 500** – No text required - the first 500 locations will be available via the pull down.
> **Contains** – The location pull down will be populated with a Location that contains the entered search text.
> **Equals** - The location pull down will be populated with a Location that is an exact match with the entered search text.
> **Starts With** - The location pull down will be populated with a Location that starts with the entered search text.
> **Ends With** - The location pull down will be populated with a Location that ends with the entered search text.
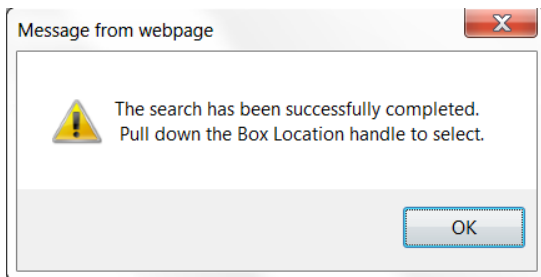
After entering your search criteria, click **Search** and use the pull down the Box Location handle to select your desired location.

Important – when adding multiple boxes using Save & Add, the Box Location pull down maintains your search criteria eliminating location searches on subsequent new boxes.

Delete a box

After finding the box you want to delete, click on the box number to the left of the box list to bring up the box information screen.

Click Edit Box at the top of the box information screen.

Click Delete.

Note – this deletes the box from the SIMPLE database. It is better to destroy boxes – see below.

Check Box Out

After finding the box you want to check out, click on the box number to the left of the box list to bring up the box information screen.

Click Edit Box at the top of the box information screen.

The prompt on the face of this button changes based upon the status of the box.
If the box is checked out the button displays "Check Box In". Likewise, if the box is available the button will be display "Check Box Out".

Then click Check Box Out.

Enter the name of the individual to whom the box is being sent and the date the box is being checked out. The date will default to today's date and you may change it.

You can also instruct the software to check out all of the files that are contained within this box. To do so, select the **Yes** radio button that goes with the questions "*Checkout all files that belong to this box?*"

Mass Check Out Boxes

This method allows you to filter on boxes and click on multiple boxes that you want to check out for one person.

In the upper left of the Box list, click on Mass CheckOut. This opens the Mass Check Out Boxes screen, which is very similar to the main Boxes list with the same ability to set order and filter on criteria.

Filter on the boxes you want to select. Then click the radio box in the left **Select** column to choose boxes to check out. Note if a box is checked out, upon selecting that box, a warning will pop up informing you that the box is already checked out.

 Or you can click **Select All Boxes** to check out all the boxes on your filtered list. Then on the top of the form click **Choose Selected Boxes**. SIMPLE will not select any checked out boxes on your list and a pop up warning will appear. This builds a select list of boxes to be checked out and you can continue adding to the list. Finally, click **Check Out Selected Boxes** to check out the boxes.

You will be presented with the pop up checkout information window to enter the name of the individual to whom the boxes are being sent and the date the boxes are being checked out. The date will default to today's date and you may change it.
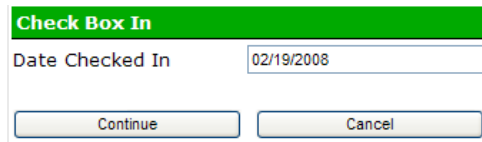
You can also instruct the software to check out all of the files that are contained within this box. To do so, select the **Yes** radio button that goes with the question "*Checkout all files that belong to this box?*"

Check Box In

After finding the box you want to check in, click on the box number to the left of the box list to bring up the box information screen.

Click Edit Box at the top of the box information screen.

The prompt on the face of this button changes based upon the status of the box.
If the box is checked out the button displays "Check Box In". Likewise, if the box is available the button will be display "Check Box Out".
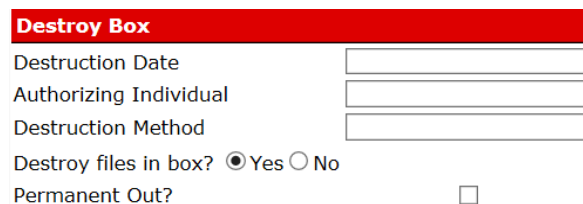
Check Box In

Date Checked In	02/19/2008

Continue	Cancel

Then click Check Box In
You can enter the date that this box was returned and click **Continue** to check the box in. The date will default to today's date and you may change it.

Destroy Boxes – includes Perm Out of Boxes

After finding the box you want to destroy, click **Edit** button, then **Destroy Box** from the Box Information Screen.

Destroy Box

Destruction Date	
Authorizing Individual	
Destruction Method	
Destroy files in box?	◉ Yes ○ No
Permanent Out?	☐

Use this screen to enter the date the box will be or has been destroyed, the individual that authorized this destruction, and the method of destruction. By checking Permanent Out, the box and its associated files will be designated as permanently removed.
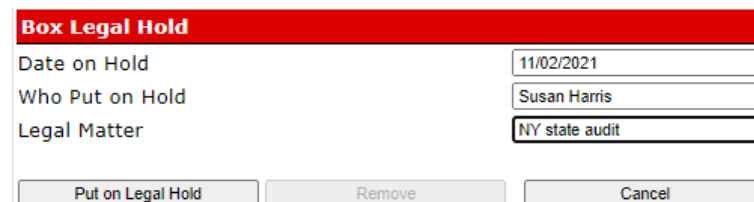
You can also tell SIMPLE to destroy the files that were contained in this box by clicking Yes to the question "Destroy files in box?". Click **Continue** button to destroy the box, or click **Cancel** button to return to the Box Information Screen.

When the box is destroyed or permed out, the box information is saved into a separate database along with other boxes that have been destroyed/ permed out. Also review Box Reports and the Mass Destroy Box Utility. The Mass Destroy Boxes Utility is a much better way to destroy or permanently remove groups of boxes. See Chapter 9.

Legal Hold

If a box is on legal hold, then it cannot be permanently removed, destroyed, or deleted. It can be edited, checked out, etc. Only a user with rights to edit boxes and destroy boxes can place boxes on legal hold.

Boxes can be placed on Legal Hold by selecting a box and clicking Edit in the Box Information screen (see figure on page 25). Then click the Legal Hold button on the right. After placing a box on Legal Hold, the dialogue box will appear.

Box Legal Hold

Date on Hold	11/02/2021
Who Put on Hold	Susan Harris
Legal Matter	NY state audit

Put on Legal Hold	Remove	Cancel

Field explanations
Date on Hold - date field
Who Put on Hold – 200 characters
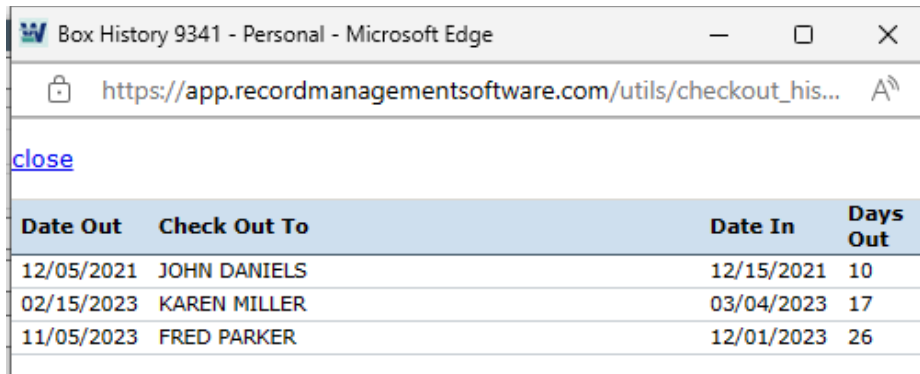Legal Matter - 1000 characters – not required

If a box is on Legal Hold, the Legal Hold button will be checked in the Box Information Screen. You can see who put a box on legal hold by clicking the Legal Hold button in the box edit screen.

To remove a box from legal hold, edit the box and click the Legal Hold button, which pops up the dialogue box and click Remove.

Notes -
- Only users with permission to destroy boxes can add or remove boxes from Legal Hold.
- For any box on Legal Hold, the Delete and Destroy Box buttons are greyed out in Edit mode.
- The Mass Box Destroy facility will not destroy any boxes on Legal Hold.
- In the Box Report, if a box is on legal hold, then in the Box Number column, the text Legal Hold appears below the box number.
- The Boxes Eligible for Destruction Report will not include boxes on Legal Hold.

Box History

From the Box Information Screen, click **See Box History**. A browse window shows the box's entire history of being checked out, to whom the box was checked out to, how long it was gone, and when it was returned. If a box is currently checked out, this information does not appear on this list until it is checked back in.

See files

Click **See Files** to display the files that are contained within this box. When you click this button the File List Screen appears allowing you to view, change, and delete files that are contained within this box.

Recall destroyed/ permed out boxes / see info

From the box list, filter on the box you want to recall or see its related info by pulling down the Destroyed filter to Destroyed or Permed Out or All. Click on the box number to the left which brings up the following screen.

Click yes to recall the box.

Field Explanations

- **Note**: The following information refers to original field names that the software provides. If you have changed any of the field names, they may no longer correspond to the information that follows.

Box Number: A 15 character field. It is recommended that you assign each box a unique box number. When using a numerical box number, the system can automatically assign the box number. For more information on automatically suggesting box number, please see Box Screen Setup. However, you can enter anything which makes sense to you

> Example: 1500001
>   ABC-100-90
>   PER-1000

Company: Pull down to select. This is the higher of the two levels provided (Company and Department). For clients with only one company, this will automatically populate.

Department: Pull down to select. This is the lower of the two levels provided (Company and Department).

Box Is: A 10 character field that displays the status of the box.

> IN indicates Box is IN
> OUT indicates Box is OUT

On: A standard date field that displays the date the box was checked out.

> Example: 07/20/2021
> (The date the Box was checked out)

Date Received: A standard date field used to record the date the box was transferred to the central filing room or records center.

> Example: 06/01/2021

To Whom - A 50 character field that displays to whom the box is checked out to.

> Example: SMITH, MARY
>   JOHNSON, WILLIAM

From Date: A standard date field used to record the earliest date of the material within this box.

> Example: 01/04/2023

To Date: A standard date field used to record the latest date of the material within this box.

> Example: 06/20/2023

Destroy Date: A standard date field used to indicate when this box can be destroyed. If you have setup your retention schedule you can leave this field blank to automatically **calculate** the destroy date for you. The software looks into the retention schedule that you have created and if it finds a record where the company, department and record title code match, it then adds the total years and months to the to date for the box.

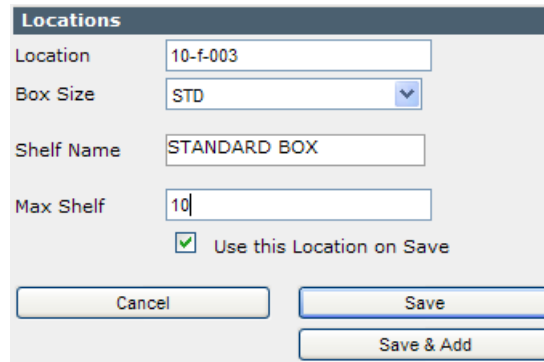> Example: 12/30/2027
>   12/31/9999 (Permanent)

Box Contents: A 50 character field used to record a brief description of what is being stored within the box.

> Example: Paid Invoices 1000-1999

Record Title Code: A 50 character field used to enter the record title code as used the by the retention schedule. This is a pull down of record titles for this department or you may select all record titles. This field should not be confused with the records series.

> Example: Accounts Payable
>   Payroll Records

Box Location: Pull down to select where the box is located. If the location is not set up, click the add button next to the location field. This pops up the location entry window described in Chapter 2. You can have SIMPLE use this new location by checking Use this Location on Save. It is checked by default.

Box Size: This will automatically populate based on the location selected.

Memo Field: Enter additional box information. Information entered into this field will print on your reports and can be key word searched.

> Example: THIS BOX REPRESENTS THE FINAL DRAFT OF THE PURCHASE AGREEMENT BETWEEN THE FOLLOWING PARTIES:
> UNION BANK S.A.
> FRED WILSON LTD.
> SUNSHINE PROPERTIES

Chapter 5- Files

The **Files List** displays the status of files and provides access to sub-screens for various file management activities. To access this screen, click the **Files Tab**

The status of each file is represented by a File Status symbol in the far left side of the display. The symbol legends, which can be accessed by holding your mouse over the '**?**', are as follows:

- **Green dot** – file is currently in the record center.
- **Blue dot -** file is in a checked out box
- **Gray arrow** – file has been checked out.
- **Gray open arrow** – file has been permanently removed
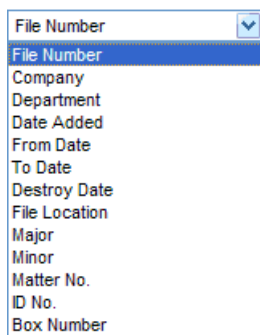- **Red X** – file has been destroyed.

Locate files

The filters on this screen are as follows:

- **File number**
- **Box number**
- **Major**
- **Minor**
- **Matter No.**

- **ID No.**
- **To Whom**
- **Comments**
- **Company** – pull down to select.
- **Department -** pull down to select.
- **File Location -** pull down to select.
- **Destroyed -** pull down to select All – all boxes, Live – live boxes only, or Destroyed – destroyed boxes only.
- **Checked Out Only** - click to select checked out boxes only.
- **Date Received**
- **From Date**
- **To Date**
- **Destroy Date**

The wildcard character is **%**, meaning **"accept any value"**. It may be used in any part of a query. It may be used with any of the above text filters as a key word search. The comments field does not require a wildcard and will search for any embedded text string. For example, **%JONES** in Major Description finds all files with the phrase JONES such as SUSAN JONES or SMITH and JONES, INC.

Set Order

Pull down to set order.

Click **Filter Results** once your choices are in place. To start over click **Clear Filters** this will erase all filters.
Note – only the first 250 files are displayed.

File Information Screen

Add a file

Click Add New File at the top of the file list

Type the information you want to add and click Save when finished or Save & Add to continue adding files.

To remember key fields

When entering a large number of files that have a lot of repeated information within them, this feature allows you to tell the system to remember key fields.

Enter the data: Company, Department, File Date, Major Description, Box Number, and Box Location.

Click the **Remember Key Fields** from the top of the File Information Screen

To insert this information into a new file, click Save & Add. Then click the **Refresh Key Fields button** and the saved information is inserted into the new file.

If you want to cancel your add, just click Close Window.

Edit a file

After finding the file you want to edit, click on the File number to the left of the File list. This brings up the File information screen.

Click Edit File at the top of the File information screen.

Use the mouse and/or Tab key to move between the fields you want to change

To save your changes, click Save. Or to enter new Files click Save & Add.

To cancel your changes, click Cancel Edit.

Delete a File

After finding the file you want to delete, click on the File number to the left of the File list to bring up the File information screen.

Click Edit File at the top of the File information screen.

Click Delete.

Note – this deletes the File from the SIMPLE database. It is better to destroy Files – see below.
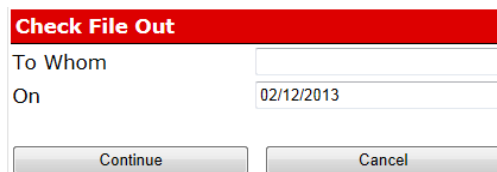
Check File Out

After finding the file you want to check out, click on the File number to the left of the File list to bring up the File information screen.

Click Edit File at the top of the File information screen.

The prompt on the face of this button changes based upon the status of the File.
If the File is checked out the button displays "Check File In". Likewise, if the File is available the button will be display "Check File Out".

Then click Check File Out.

Enter the name of the individual to whom the File is being sent and the date the File is being checked out. The date will default to today's date and you may change it.

Mass Check Out Files

This method allows you to filter on files and click on multiple files that you want to check out for one person.

In the upper left of the Files list, click on Mass CheckOut. This opens the Mass Check Out Files screen, which is very similar to the main Files list with the same ability to set order and filter on criteria.

Choose the Files that you want to check out

Filter on the files you want to select. Then click the radio box in the left **Select** column to choose files to check out. Note if a box is checked out, upon selecting that box, a warning will pop up informing you that the file is already checked out.

Or you can click **Select All Files** to check out all the boxes on your filtered list. Then on the top of the form click **Choose Selected Files**. SIMPLE will not select any checked out files on your list and a pop up warning will appear. This builds a select list of boxes to be checked out and you can continue adding to the list. Finally, click **Check Out Selected Files** to check out the files.

You will be presented with the pop up checkout information window to enter the name of the individual to whom the files are being sent and the date the files are being checked out. The date will default to today's date and you may change it.

Check File In

After finding the file you want to check in, click on the File number to the left of the File list to bring up the File information screen.

Click Edit File at the top of the File information screen.

The prompt on the face of this button changes based upon the status of the File.
If the File is checked out the button displays "Check File In". Likewise, if the File is available the button will be display "Check File Out".

Then click Check File In

You can enter the date that this File was returned and click C**ontinue** to check the File in. The date will default to today's date and you may change it.

Destroy Files

After finding the file you want to destroy, click on the File number to the left of the File list to bring up the File information screen.

Click E**dit** button, then D**estroy File** from the File Information Screen.

 Use this screen to enter the date the file will be or has been destroyed, the individual that authorized this destruction, and the method of destruction.

Click C**ontinue** button to destroy the file, or click C**ancel** button to return to the File Information Screen.

When the file is destroyed, the file information is saved into a separate database along with other files that have been destroyed.

File History

From the File Information Screen, click **See File History**. A browse window shows the file's entire history of being checked out, to whom the file was checked out to, how long it was gone, and when it was returned. If a file is currently checked out, this information does not appear on this list until it is checked back in.

Date Out	Check Out To	Date In	Days Out
12/05/2022	JOHN DANIELS	12/15/2022	10
04/22/2023	MONICA PETERS	05/11/2023	19
11/15/2023	ANN WELBY	12/05/2023	20

Recall destroyed files

From the file list, filter on the file you want to recall or see its related info by pulling down the destroyed filter to Destroyed or Permed Out or All. Click on the file number to the left which brings up the following screen.

File Recall
Destroyed Date: 12/31/2023
Destroyed By: DAVE SMITH
This File is currently Destroyed. Do you wish to recall it?
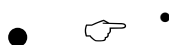No   Yes

Click yes to recall the file.

Field Explanations

☛ • N**ote:** The following information refers to original field names that the software provides. If you have changed any of the field names they may no longer correspond to the information that follows.

File Number:A 15 character field. It is recommended that you assign each file a unique file

number. When using a numerical file number, the system can automatically assign the file number. For more information on automatically suggesting file number, please see File Screen Setup. However, you can enter anything which makes sense to you.

Example: 125487
         ABC-100-90

Company: Pull down to select. This is the higher of the two levels provided (Company and Department). For clients with only one company, this will automatically populate.

Department: Pull down to select. This is the lower of the two levels provided (Company and Department).

File Is: A 10 character field used to indicate the IN/OUT status of the file.

      IN Indicates File is IN
      OUT indicates File is OUT

On: When the file is checked out this field displays the date the file is checked out.

Example: 06/20/2023

To Whom: When the file is checked out, this 20 character field displays to whom the file is checked out.

Example: MARY SMITH
         WILLIAM JOHNSON

File Date: A standard date field used to record the date the file was created or the date the file was transferred to the central filing room or the records center.

Example: 07/11/2023

Destroy Date: A standard date field used to indicate when this file can be destroyed.

Example: 12/31/2027
         12/31/9999 (Permanent)

From Date: A standard date field used to record the earliest date of the material within this file. If this file contains information starting in January 04, 2007 and continues to March 20, 2007 you enter:

Example: 01/04/2023

To Date: A standard date field used to record the last date of the material within this file.

Example: 06/20/2023

Major: A 50 character field used to record the "more important" topic of the file. For a law firm, this could be their client's name. For a medical facility it could be the patient's name. Information entered into this field prints on your reports and can be key word searched.

Example: SMITH, MARY
         WILSON, JOHN

Minor: A 50 character field used to record additional descriptive information for this file. For a law firm, this could be a brief description of the case. For a medical facility it could be the procedure performed. Information entered into this field prints on your reports and can be key word searched.

           Example: LEASE CONTRACTS
                                  EKG & EEG PROCEDURES

Matter: A 20 character field used to record any internal referencing for this file. For a law firm, this could be the firms' case number. For a medical facility it could be the patient's identification number.

           Example: ABC-9031
                                  328-58-2225

ID No: A 10 character field optional field for further identification. In a law firm, it could be used for the attorney handling the matter initials. In a medical group, they might enter the initials of the primary physician. Or you might want to use this field for the initials of the person entering the data.

File Location: A 15 character field to describe the location of the file, whether it is on a shelf or in a file cabinet.

Box Number: A 15 character field used to record the box number when the file is being stored in a box. If the file is not being stored in a box, leave this field empty.

Box Location: A 15 character field used to record where the box is located if being stored in a box. If the file is not being stored in a box, leave this field empty. This will automatically populate based on the box number entered.

Memo Field: Enter additional file information. Information entered into this field prints on your reports and can be key word searched.

           Example: THIS FILE REPRESENTS THE FINAL DRAFT
                     OF THE PURCHASE AGREEMENT BETWEEN THE
                     FOLLOWING PARTIES:
                          UNION BANK S.A.
                          SECOND FEDERAL SAVINGS

Definitions

Active File/Open File: This is a file that is being stored on open shelving or in a file cabinet. It has not been sent to long term storage.

Inactive/Closed File: This is a file that has been removed from the shelf and placed into a box for long term storage. Thus, any file that has a box number is considered as being inactive and/or closed.

Chapter 6- Reports and Labels

Reports are accessed by clicking the Reports tab from the main tabs page.

General conventions

SELECTING REPORTS

Click Reports. From the pull down menus, select the group of report from which you will select; either

- Reports
  - Files
  - Boxes
- Labels
  - Files
  - Boxes
- Other Reports
  - Box & File Counts
  - Box & File Pull List
  - Retention

Reports are divided into 3 panes, which are explained in greater detail in the appropriate box and file report sections.

The top pane allows you to select by pulling down a range of companies and/ or departments to be included as well as a range of file numbers or box numbers

The middle pane is a pull down for the report type followed by additional options for the report type selected.

The bottom pane is a selection of fancy versus list format. And there is a pull down of what order you want the outputted report to be in.

When you are ready to execute a report, click continue at the bottom of the screen. All reports will automatically preview on your screen. Click the Print button at the top of the report to send the report to an **Adobe PDF** file. While report is generating, the Print button will display 'Generating Print File' Click New Report to return to the report definitions.

Clicking cancel at the bottom of the report definitions will also return you the reports menu.

Fancy Format

For this format, the computer *draws* the form onto the paper, with all the lines and boxes, and then prints the information in each of the boxes provided. In this format the system can usually fit no more than three or four files (or boxes, etc.) per printed page. Although this takes longer to print it makes for the best presentation.

File Report

10/21/2022

Ordered By File Number

Secondary Order File Number

File Number 1417	Date Added 03/16/2006	Destroy Date 12/31/2020	Major PETERSON INDUSTRIES		
File Location FILE CAB D-9	From Date 07/19/2005	To Date 02/14/2006	Minor COPYRIGHT INFRINGEMENT SUIT		
Company ROYAL	File Is IN	On 01/01/0001	Matter No. 87655		ID No. WALLING
Department LEGAL	To Whom			Box Number	Box Location
	Status CLOSED				
Includes all depositions and pleadings					
File Number 1425	Date Added 05/06/2006	Destroy Date 02/28/2021	Major KERRINGTON, THOMAS		
File Location	From Date 03/14/2005	To Date 03/14/2005	Minor NEW EMPLOYEE HIRE		
Company ROYAL	File Is OUT	On 04/16/2008	Matter No. 1232-98		ID No.
Department HR	To Whom GARY BRENNAN			Box Number 10047	Box Location 2-F-001
	Status CLOSED				
hired as sales rep for the southern Florida territory					

List Format

This format is more like the traditional computer print outs, wherein the information is printed in columns. More information is displayed on each page and thus makes the most efficient use of paper.

Box Report

10/21/2022

Ordered by Box Contents

Secondary Order Box Number

Box Number	Record Title Box Contents	Company Department	From Date To Date	Received Destroy Date	Box Location Box Is	On To Whom
29-08		ROYAL LEGAL	/ / / /	/ / 12/31/9999	 IN	/ /
10079	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	ROYAL ACCT	01/01/2008 03/31/2008	04/24/2008 03/31/2015	2-F-003 IN	/ /
10052	EMPLOYEE DISCHARGE EMPLOYEE TERMINATIONS AND DISMASSALS	ROYAL HR	01/01/2007 12/31/2007	01/23/2008 12/31/9999	4-A-001 OUT	04/30/2008 SUSAN PIERCE
10011 (Legal Hold)	EXPENSE REPORTS EXPENSE REPORTS	ROYAL SALES	01/01/1999 03/31/1999	02/01/2000 03/31/2104	4-A-007 IN	/ /
10029	EXPENSE REPORTS EXPENSE REPORTS	ROYAL SALES	03/01/2007 04/30/2007	02/01/2007 04/30/2012	4-A-007 IN	/ /
10040	EXPENSE REPORTS EXPENSE REPORTS	ROYAL SALES	05/01/2007 07/15/2007	02/01/2008 07/15/2012	4-A-007 OUT	02/14/2008 CHUCK HAGGER
10101	EXPENSE REPORTS EXPENSE REPORTS	ROYAL SALES	07/16/2007 09/30/2007	01/08/2007 01/01/2012	4-A-001 IN	/ /
10150 (Legal Hold)	EXPENSE REPORTS EXPENSE REPORTS	ROYAL SALES	04/01/2021 06/30/2021	11/02/2021 06/30/2026	4-A-006 IN	/ /
10162	EXPENSE REPORTS EXPENSE REPORTS	ROYAL SALES	10/01/2007 12/31/2007	01/08/2008 12/31/2012	4-A-008 IN	/ /

File Report Menu

From the Main Tabs click **Reports,** slide your mouse down to **Reports,** and across to click **Files.**

The file reports are divided into 3 panes.

In the top pane you can choose to limit the report to a range of companies and or a range of departments by pulling down the handle to the right. You can specify the range of file numbers to include on the report. You can also choose a range of box numbers. Leaving any of these ranges blank will print all files for that range. For example, specifying a range of companies and leaving the range of departments blank will print all files for those companies selected.
Lastly, there is a check box to NOT include closed files

The second pane displays parameter for each report and those are detailed below. There are also filters to choose a range of major descriptions or received dates.

The third pane allows you to select whether to use fancy format or list format. It also allows you to specify 2 orders that the files are printed, first by one order and then a secondary order.

Orders of the file reports

File number

- Company
- Department
- Date Added
- File Location
- Major
- Minor
- Matter No.
- ID No.
- To Whom
- Box Number

File Number	⌄
File Number	
Company	
Department	
Date Added	
File Location	
Major	
Minor	
Matter No.	
ID No.	
To Whom	
Box Number	

Note the secondary sort order also includes To Date.

File Report

This is a general files report with utilizing the parameters described above; all files, one company or range of companies, one department or range of departments.

Report Type (select one):	Optional Parameters (select a Report Type for different options):
File Report ⌄	(All options available for this report are above)

Files Checked Out Report

This is a report of your files currently checked out. There is a parameter to specify which individuals to include. Leaving the To Whom blank lists all checked out files.

Report Type (select one):	Optional Parameters (select a Report Type for different options):
Files Checked Out ⌄	"To Whom" From [ ] To [ ]

Files Eligible for Destruction

This is a report of files eligible for destruction. There are parameters to specify which destruction dates should be included.

Pull down the number of signature blocks to be included from none to 3.

Authorized By:	Dated:

Then select use default wording shown at left for the signature blocks or choose custom wording to create your own.

File History Report

The File History report allows you to print the activity for all files or a specific file, and/or for all individuals or all individuals. You can select either just files currently checked out, files checked in or the entire history of those files selected. The report utilizes both the standard primary and secondary orders and is only in list format.

Note if you select just Files Checked In, the date filters change to Dates Checked In.

Files Destroyed Report

This report lists all files destroyed / permanently removed for a specified range of dates.

Box Report Menu

From the Main Tabs click **Reports;** slide your mouse down to **Reports,** and across to click **Boxes.**

The box reports are divided into three panes like the file reports.

In the top pane you can choose to limit the report to a range of companies, and/ or a range of departments and/ a range of record titles by pulling down the handle to the right. You can specify the range of box numbers to include on the report. Leaving any of these ranges blank will print all boxes for that range. For example, specifying a range of companies and leaving the range of departments blank will print all boxes for those companies selected.

The second pane displays parameter for each report and those are detailed below.

The third pane allows you to select whether to use fancy format or list format.

The box reports offer additional formatting features beyond fancy or list format.

- You can choose to include the file information associated with each box specified
- You can print expanded text with the list format only.
- You can choose not to print the box location.

It also allows you to specify 2 orders that the boxes are printed.

Order of box reports

- Box Number
- Company
- Department
- Received Date
- Box Location
- Box Contents
- To Whom
- Record Title Code
- Box Number (true ordering)
- Destroy Date

Note the secondary sort order also includes To Date.

Box Report

This is a general box report utilizing the parameters described above with parameters all boxes or range of boxes, one company or range of companies, one department or range of departments. There are additional parameters for a range of box contents, a range of dates received, and a range of locations. Note the location range includes the box location search described in Chapter 4 Boxes. You can also limit the report to Only Boxes on Legal Hold. Or you can search for Only Boxes Without Files.

Boxes Checked out Report

This is a report of your boxes currently checked out. There is a parameter to specify which individuals to include. Leaving the To Whom blank lists all checked out boxes.

Boxes Eligible for Destruction Report

This is a report of boxes eligible for destruction. There are parameters to specify which destruction dates should be included. Leaving the beginning destruction date blank and filling in only the destruction to date will list all boxes eligible for destruction up to and including the to date.

Pull down the number of signature blocks to be included from none to 3.

 Then select use default wording shown at left for the signature blocks or choose custom wording to create your own.

Boxes Eligible For Destruction Report

Starting with Department ROYAL - ACCT up to and including ROYAL - ACCT

Starting with Destroy Date 01/01/1980 through 12/31/2007

Ordered by Box Number

Box Number	Record Title Box Contents	Company Department	From Date To Date	Received Destroy Date	Box Location Box Is	On To Whom
10037	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	ROYAL ACCT	01/01/2000 12/31/2000	01/09/2005 12/31/2007	IN	/ /
10042	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	ROYAL ACCT	07/01/2000 12/31/2000	01/09/2005 12/31/2007	IN	/ /

Authorized By:	Dated:	Authorized By:	Dated:	Authorized By:	Dated:

View Destruction Recap Report At the top of the page displaying the Boxes Eligible For Destruction is a button to view the box destruction recap report; Which summarizes in company and department order the total number of boxes eligible for destruction.

Destruction Recap Report

Box Destruction Recap

Company Code	Company Name	Department Code	Department Name	Boxes
ROYAL	ROYAL CORPORATION	ACCT	ACCOUNTING	2
			Total Boxes	2

Box History Report

The Box History report allows you to print the activity for all boxes or a specific box, and/or for all individuals or all individuals. You can select either just boxes currently checked out, boxes checked in or the entire history of those boxes selected. The report utilizes both the standard primary and secondary orders and is only available in list format.

Report Type (select one):	Optional Parameters (select a Report Type for different options):
Box History ▾	"To Whom" From [　　　　] To [　　　　] ○ Just Boxes Currently Checked Out ◉ Include History ○ Just Boxes Checked In Dates Checked Out Between [　　　　] And [　　　　]

Note if you select just Boxes Checked In, the date filters change to Dates Checked In.

Report Type (select one):	Optional Parameters (select a Report Type for different options):
Box History ▾	"To Whom" From [　　　　] To [　　　　] ○ Just Boxes Currently Checked Out ○ Include History ◉ Just Boxes Checked In Dates Checked In Between [　　　　] And [　　　　]

Boxes Destroyed Report

This report lists all boxes destroyed and/ or permanently removed for a specified range of dates. You can select all boxes destroyed (includes permanently removed boxes), destroyed boxes only, or permanently removed boxes only.

Report Type (select one):	Optional Parameters (select a Report Type for different options):
Boxes Destroyed ▾	Destroyed Date Between [　　　　] And [　　　　] 　　　　　　　　　　　◉ All Destroyed Destroyed　　　　　○ Destroyed Only 　　　　　　　　　　　○ Perm Out Only

Labels

Note: To print labels, you need Adobe Acrobat/ Reader 7.0 or higher or equivalent. Adobe Reader is available free of charge at http://www.adobe.com/ .

File Labels

From the Main Tabs click **Reports;** slide your mouse down to **Labels,** and across to click **Files.**

File Labels

Select criteria for File Labels to print:

All Files

Select Print Order — File Number

Select Type of Label — Standard Label - Fits on Tab of File Folder

Begin Printing at Label

⦿ Label 1	○ Label 2
○ Label 3	○ Label 4
○ Label 5	○ Label 6
○ Label 7	○ Label 8
○ Label 9	○ Label 10
○ Label 11	○ Label 12
○ Label 13	○ Label 14
○ Label 15	○ Label 16
○ Label 17	○ Label 18
○ Label 19	○ Label 20
○ Label 21	○ Label 22
○ Label 23	○ Label 24
○ Label 25	○ Label 26
○ Label 27	○ Label 28
○ Label 29	○ Label 30

This label is 3 7/16" x 2/3" - 2 across - 30 per sheet
Order RMS Form Number - 332458 - Show Example

Please indicate what you want printed on the second line of the Label(s)

⦿ File Number Only
○ Major
○ Minor
○ Matter No.

Cancel   Submit

Sample Layouts
There are 3 types of labels

Standard File Label
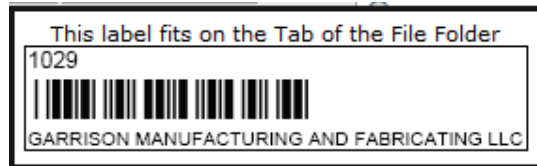
Fits on tab of file folder
3 16/1 7"x 2/3" - 30 per sheet.

This label fits on the Tab of the File Folder
1029
GARRISON MANUFACTURING AND FABRICATING LLC

Expanded File Label

This label contains more descriptive file information and can be placed anywhere on the file folder.
4 1/4"x 2" - 10 per sheet

File Number
1027   9008
                              10-A-001

RECORD MANAGEMENT SOFTWARE LEGAL	RMS LEGAL
GOLDMAN INDUSTRIES TAX RETURNS	
1234 PARTNER	

File Date	File From Date	File To Date	File Destroy Date
12/17/2007	01/01/2005	01/31/2005	12/31/9999

Supplemental File Label

This label is commonly used with color coded file labels.
4" x 1" - 20 per sheet.

There are several selections that need to be chosen from the window above.

File Criteria
Select criteria for File Labels to print. There are four methods to select those files for which a new label is to be printed.
All Files
File Number Range
Date Added Range
Choose Individual Files
Pre-Print Labels

All Files
Selecting this option defaults to creating labels for all files.

File Number Range
This method provides for entering a range of file numbers.

Enter a beginning and ending file number to be included in for printing.

Date Added Range
This method provides for entering a range of file dates

Enter a beginning and ending date to be included for printing.

Choose Individual Files
This method is the most versatile in that it allows you to click on the individual files that you want a label printed for.

Having selected this method, first choose the order you want to see the files in by pulling down Select File Order. The choices are
        -File Number
        -Date Added
        -Major Description
        -Minor Description
        -Matter No.

Next click Select Files and you will be presented with a list of files.

Choose individual Files for which to print Labels

File Number		Company		Major		Minor	
File Location		Department		ID No.		Matter No.	
Date Added		From Date		To Date		Destroy Date	
Box Number							

[Clear Filters] [Filter Results]

[Select All Files] [Choose Selected File(s)] [Finished]

Select	File Number	File Location	Major	Date Added	To Whom	File Is	Minor	Matter No.	ID No.	From Date	To Date	Destroy Date	Box Number
☐	1417	FILE CAB D-9	PETERSON INDUSTRIES	03/16/2006		/ /	COPYRIGHT INFRINGEMENT SUIT	87655	WALLING	07/19/2005	02/14/2006	12/31/2020	
☐	1425		KERRINGTON, THOMAS	05/06/2006	GARY BRENNAN	04/16/2008	NEW EMPLOYEE HIRE	1232-98		03/14/2005	03/14/2005	02/28/2021	10047
☐	1426		TOLIVER, KATHERINE	05/06/2006		/ /	NEW EMPLOYEE HIRE			08/07/2005	08/07/2005	02/28/2021	10047
☐	1427		DAWSON, CHARLES	05/06/2006		/ /	NEW EMPLOYEE HIRE			09/22/2005	09/22/2005	02/28/2021	10047
☐	1428		QUINTANA, MARIA	05/06/2006		/ /	NEW EMPLOYEE HIRE			10/04/2005	10/04/2005	02/28/2021	10047
☐	1429		LEASE - CHICAGO SALES OFFICE	03/09/2007	MIKE ROBERTS	02/27/2008	700 PALENTINE DRIVE	8765	LYNCH	02/01/2006	01/31/2012	12/31/2015	10099
☐	1431	FILE CAB 5 -G	EMPLOYEE PROFIT SHARING PLAN	04/04/2006		/ /	BENEFICIARY STATEMENTS			01/01/2005	12/31/2005	12/31/9999	999
☐	1433	FILE CAB 3 -C	SEC REGISTRATIONS AND FILINGS	01/22/2007	HANK WALLING	04/30/2008	ESTABLISHMENT OF KELVIN, LLC	1287-0145	WALLING	04/05/2006	04/25/2006	12/31/9999	
☐	1437		LEASE - BOSTON SALES OFFICE	03/09/2007	MIKE ROBERTS	02/27/2008	999 STORROW DRIVE	9876	LYNCH	05/01/2007	04/30/2010	12/31/9999	10099

You are presented with filters very similar to those on the files list:
- File number
- File location
- Date added
- Box number
- Company
- Department
- Major description
- Minor description
- ID No.
- Matter No.
- Box contents
- From Date
- To Date
- Destroy Date

Filter on the files you want to select. Then click the radio box in the left **Select** column to choose files to print labels for. **Or** you can click **Select All Files** to print labels for all the files on your filtered list. Then on the top of the form click **Choose Selected Files**. You will see a pop up confirmation that these files have been added to your list of files to print labels for. You can then clear the filters and filter on different criteria to find more boxes. The **key** is before changing the filters you must click **Choose Selected Files** to add files to your list. When you have built your list of files for labels, click **Finished** at the top of the form. You then can select print order, type of label, and which label on the sheet to start on.

Pre- Print Labels

This feature provides for preprinting file labels for use by your departments. Instruct them to place a bar-coded label onto each file as it is created. When the files come into the records center, they are ready for processing with our Portable Bar Code Reader – Add-On Module.

File Labels

Select criteria for File Labels to print:

| Pre-Print Labels ▾ | Number of Labels: 0 | Company: ▾ |
| | ☑ Yes, automatically put File(s) into the database | Department: ▾ |

Indicate how many labels you want and whether you want the file automatically put into the database. If you choose automatically put the File(s) into the database then you are given the option to select the company and department for those files. **Note**: company is required with this option.

Select Print Order

Pull down Select Print Order you to indicate the order of the file labels to be printed.

Select Type of Label

Standard File Label
Fits on tab of file folder
3 16/1 7"x 2/3" - 30 per sheet.
This label prints the File Number and a Bar Code on the first line of the label. You are given the option of having nothing on the second line, or Major Description, Minor Description, or Matter Number.

Make your choices. Indicate which label you want to start printing at and then click **Submit**, or **Cancel** to return to the Reports Menu. You will be presented with a new window of a PDF document of labels to send to your printer. You can see a sample layout of the label by moving your mouse over the Show Example line.

Expanded File Label
This label contains more descriptive file information and can be placed anywhere on the file folder. It includes all file information fields except comments.
4 1/4"x 2" - 10 per sheet

Make your choices. Indicate which label you want to start printing at and then click Submit, or **Cancel** to return to the Reports Menu. You will be presented with a new window of a PDF document of labels to send to your printer. You can see a sample layout of the label by moving your mouse over the Show Example line.

Supplemental File Label
This label is commonly used with color coded file labels.
4" x 1" - 20 per sheet.

This option allows you to indicate, field by field, which pieces of information you want to include on the label. You choose the fields via the next screen.

You may click on the individual fields or just click on All of the above to include all fields.

Make your choices. Indicate which label you want to start printing at and then click Submit, or **Cancel** to return to the Reports Menu. You will be presented with a new window of a PDF document of labels to send to your printer. You can see a sample layout of the label by moving your mouse over the Show Example line.

Box Labels

From the Main Tabs click **Reports;** slide your mouse down to **Labels,** and across to click **Boxes**.

Box Label Formats

There are 2 types of box labels. Both are 4 1/4" x 5 1/2", 4 per page.

Standard Format

This prints in portrait mode and includes all the basic data from the box information screen.

This option prints the Box Labels in Portrait mode. 4 labels per Page.

Special Format

This is a special layout of the box label that prints in landscape mode and includes the basic data from the box information screen plus the first 200 characters of the expanded text field.

There are several selections that need to be chosen from the window above.

This is a special layout that provides for printing the first 200 characters of text from the Box Expanded Text field. This prints in Landscape mode.

Box Criteria
Select criteria for Box Labels to print. There are four methods which can be used to select those boxes for which a new label is to be printed.
All Boxes
Box Number Range
Date Added Range
Choose Individual Boxes

All Boxes
Selecting this option defaults to creating labels for all boxes.

Box Number Range
This method provides for entering a range of box numbers.

Enter a beginning and ending box number to be included in for printing.

Date Added Range
This method provides for entering a range of box dates

Enter a beginning and ending date to be included for printing.

Choose Individual Boxes
This method is the most versatile in that it allows you to click on the individual boxes that you want a label printed for.

Having selected this method, first choose the order you want to see the boxes in by pulling down Select Box Order. The choices are
        -Box Number
        -Date Received
        -Box Contents
        -Box Location
        -Record Title

Next click Select Boxes and you will be presented with a list of boxes.

You are presented with filters very similar to those on the box list:

- Box number
- Box location from/to including search criteria feature described in Chapter 4 Boxes.
- Record Title
- Company
- Department
- Destroy
- Received date
- To Date
- From Date
- Box contents

Filter on the boxes you want to select. Then click the radio box in the left **Select** column to choose boxes to print labels. **Or** you can click **Select All Boxes** to print labels for all the boxes on your filtered list. Then on the top of the form click **Choose Selected Boxes**. You will see a pop up confirmation that these boxes have been added to your list of boxes to print labels for. You can then clear the filters and filter on different criteria to find more boxes. The **key** is before changing the filters you must click **Choose Selected Boxes** to add boxes to your list. When you have built your list of boxes for labels, click **Finished** at the top of the form. You then can select print order, type of label, and which label on the sheet to start on.

Select Print Order

Pull down Select Print Order you to indicate the order of the file labels to be printed.
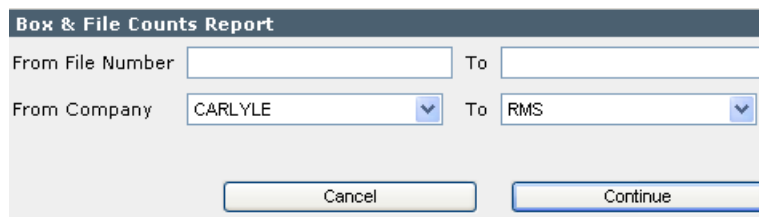
Select Type of Label

Select either standard or special landscape format as described at the beginning of the box labels section.

Make your choices. Indicate which label you want to start printing at and then click **Submit**, or **Cancel** to return to the Reports Menu. You will be presented with a new window of a PDF document of labels to send to your printer. You can see a sample layout of the label by moving your mouse over the Show Example line.

Other Reports

Box and file counts

This report counts the total number of boxes and files for each company and department. It includes filters for ranges of file numbers and companies.

Box & File Counts

03/15/2019

		Number of Boxes	Cubic Feet	Number of Files	Cost
ROYAL - ROYAL CORPORATION					
-					
	ARCHIVE CARTON - 1	2	2.40	1	0.70
	Department Total:	2	2.40	1	0.70
ACCT - ACCOUNTING					
	ARCHIVE CARTON - 1	8	9.60	1	2.80
	LEGAL LETTER TOTE - L	2	4.00	0	1.40
	ROLLLS PLANS DRAWINGS - 3	3	2.25	0	0.75
	TRANSFILE - 2	5	15.00	0	4.25
	Department Total:	18	30.85	1	9.20
HR - HUMAN RESOURCES					
	ARCHIVE CARTON - 1	1	1.20	6	0.35
	LEGAL LETTER TOTE - L	1	2.00	0	0.70
	Department Total:	2	3.20	6	1.05
LEGAL - LEGAL					
	-	1	0.00	0	0.00
	TRANSFILE - 2	1	3.00	16	0.85
	Department Total:	2	3.00	16	0.85
PAYROLL - PAYROLL					
	TRANSFILE - 2	2	6.00	0	1.70
	Department Total:	2	6.00	0	1.70
SALES - SALES					
	-	1	0.00	0	0.00
	ARCHIVE CARTON - 1	5	6.00	0	1.75
	TRANSFILE - 2	2	6.00	0	1.70
	Department Total:	8	12.00	0	3.45
	Company Total	34	57.45	24	16.95
	Grand Total	34	57.45	24	16.95

Box and file pull list

Select whether you want boxes and/or files included in this report. You may enter a range of dates of when the boxes and files were checked out. After you enter your dates, select the order of the report, and click **Continue**.

There is a pull down for the order of the report

Retention reports

These are a series of reports to list your retention information in either list format or fancy format.

- Choose the report from the pull down. This will also set the order of the report.
- Enter any ranges of data.
- Select list or fancy format.
- Click continue.

Retention Information

Ordered by Record Series

10/21/2022

Record Series Record Title Code	Company Department	Office Retention	Record Center Retention	Total Retention	Original/Copy Media
AP ACCOUNTS PAYABLE	ROYAL ACCT	2 Yrs 0 Mths	5 Yrs 0 Mths	7 Yrs 0 Mths	
AR ACCOUNTS RECEIVABLE	ROYAL ACCT	2 Yrs 0 Mths	0 Yrs 0 Mths	5 Yrs 0 Mths	
CERTIFICATES CERTIFICATES OF INCORPORATION	ROYAL LEGAL	0 Yrs 0 Mths	0 Yrs 0 Mths	PERMANENT	
COMMISIONS COMMISIONS	ROYAL SALES	2 Yrs 0 Mths	5 Yrs 0 Mths	7 Yrs 0 Mths	
DISCHARGE EMPLOYEE DISCHARGE	ROYAL HR	4 Yrs 0 Mths	5 Yrs 0 Mths	PERMANENT	
EXPENSE EXPENSE REPORTS	ROYAL SALES	2 Yrs 0 Mths	3 Yrs 0 Mths	5 Yrs 0 Mths	
GL GENERAL LEDGER	ROYAL ACCT	2 Yrs 0 Mths	8 Yrs 0 Mths	9 Yrs 0 Mths	
MEDICAL CLAIMS MEDICAL / HEALTH CLAIMS	ROYAL HR	2 Yrs 0 Mths	6 Yrs 0 Mths	8 Yrs 0 Mths	
MINUTES MINUTES		2 Yrs 0 Mths	0 Yrs 0 Mths	PERMANENT	
PERSONNEL PERSONNEL FILES	ROYAL HR	3 Yrs 0 Mths	12 Yrs 0 Mths	15 Yrs 0 Mths	

Note – The Vital Schedule and Vital Schedule Reports only lists those records flagged as Vital, See Chapter 3 Retention for more information about vital records.

Chapter 7 – Activity Tracking

From the Main Tabs click Action, and then pull down to **Activity Tracking** and across to click one of the following choices.

Activity Tracking	Manage Activity
	Update Activity Codes
	Print Activity Report

Activity Tracking provides for summarizing all records center activity, including special events you describe and record. This feature is also known as Department Charge Back.

The SIMPLE Records Manager accumulates the following activities. You do not need to record them as they occur on a day-to-day basis.

These Activities are:

FILES – RECEIVED FOR STORAGE	BOXES – RECEIVED FOR STORAGE
FILES – CHECKED OUT	BOXES – CHECKED OUT
FILES – RETURNED	BOXES - RETURNED
FILES – DESTROYED	BOXES - DESTROYED

Ask SIMPLE to automatically count these events for a specified range of dates.

Activity Codes

Click **Update Activity Codes** to list the Activity Codes.

Activity Code List

Activity Code [   ]

| ▶ Clear Filters | ▶ Filter Results | + Add Activity Code | X close window |

Pages 1 2

Code	Description	Unit of Measurement	Standard Time	Standard Rate
00100	FILES - RECEIVED FOR STORAGE	PER FILE	0.00	0.00
00105	FILES - CHECKED OUT	PER FILES	0.00	0.00
00110	FILES - RETURNED	PER FILE	0.00	0.00
00115	FILES - INDEXED	PER FILE	0.00	0.00
00120	FILES - RESEARCHED	HOUR	0.00	0.00
00125	FILES - INTERFILED	PER FILE	0.00	0.00
00130	FILES - COMPUTER RECORDS UPDATED	HOUR	0.00	0.00
00135	FILES - BOXED FOR LONG TERM STORAGE	HOUR	0.00	0.00
00140	FILES - RETURNED FROM OFFSITE STORAGE	PER FILE	0.00	0.00
00145	FILES - RETURNED TO OFFSITE STORAGE	HOUR	0.00	0.00
00150	FILES - DESTROYED	HOUR	0.00	0.00
00155	FILES - APPLYING BAR CODED LABELS	PER FILE	0.00	0.00
00200	BOXES - RECEIVED FOR STORAGE	PER BOX	0.00	0.00
00205	BOXES - CHECKED OUT	PER BOX	0.00	0.00
00210	BOXES - RETURNED	PER BOX	0.00	0.00

There is a filter for Activity Code.

Click on the code to update the Codes to reflect Units, Standard Time and Standard Rate you want associated with each of these events. Of course, you can add as many additional activity codes as you like by clicking Add Activity Code.

As it relates to time, if you enter whole numbers like 10,000, 20,000, etc. the person getting the report should think in terms of minutes, whereas, if you entered .1, .2, the person reviewing the report should think in terms of an hour. Thus you need to decide how you want to record these events.

Suggestion: Enter the time as parts of an hour. Thus 1/2 hour would be .5. This makes it easier to understand the Department Totals.
When finished, you can create and enter your own custom codes to allow for recording differing events. Think how you might use this to track other activities you may want to account for. Time Management Studies is a possibility.

Note SIMPLE includes a pre-set list of Activity Codes. In order for Activity Tracking to automatically calculate counts for the above events, you must not change or delete those billing codes. You may change the billing code description.

Field Definitions

Code: The billing code.

Description: A description of the activity.

Unit of Measurement: each, boxes, hours, etc.

Standard Time: The time to complete the task or activity.

Standard Rate: The rate in dollars to 2 decimal places.

Manage Activity
Click **Manage Activity Codes** to list the Activity entered.

Work Order	Company	Department	Date	Billcode	Billcode Description	Total Amount
101022	ROYAL	ACCT	10/10/2022	00250	BOXES - DESTROYED	25.00
101022	ROYAL	ACCT	10/10/2022	00210	BOXES - RETURNED	4.00
101222	ROYAL	SALES	10/12/2022	00205	BOXES - CHECKED OUT	7.50
101322	ROYAL		10/13/2022	00200	BOXES - RECEIVED FOR STORAGE	15.00
101422	ROYAL	ACCT	10/14/2022	00200	BOXES - RECEIVED FOR STORAGE	27.50
101422	ROYAL	ACCT	10/14/2022	00265	BOXES - PALLETS RECEIVED	40.00
101922	ROYAL	ACCT	10/19/2022	00105	FILES - CHECKED OUT	6.75
101922	ROYAL	ACCT	10/19/2022	00210	BOXES - RETURNED	4.00

The filters on this screen are as follows:

- **Work Order**
- **Company** – pull down to select.
- **Department -** pull down to select

To record an Activity click **Add Activity**. To update a previously entered Activity, click a work order to edit.

Activity Tracking	
Company	ROYAL
Department	LEGAL
Work Order	0508009
Date	05/05/2008
Billing Code	00600 - PICKUP FROM DEPARTMENT

Billing Code Information:

Units: HOUR
Description: PICKUP FROM DEPARTMENT

Quantity	12.0000		
Rate	3.000		
Amount	36.00		
Sales Tax	0.0000	Time Cost	0.00
Total Amount	36.00	Total Time	0.00

Cancel   Save   Save & Add

Delete

Field Explanations

Company: Pull down to select the company to which this activity applies.

Department: Pull down to select the department to which this activity applies.

Work Order: Enter the work order or ticket number for this activity. This is a required field and cannot be left blank.

Date: Enter the date to which this activity applies. This is a required field and cannot be left blank.

Billing Code: Pull down to select the billing code for this activity. Each Activity is given a code (number), which is then used to locate and update the activity as it occurs. The "scroll window" allows you to pick the desired Activity Code and includes its description. If you do not see the desired activity code, you may need to leave this function and add the code. To add the code, select Update Activity Codes from the Action Menu.

SIMPLE automatically enters the Description, Units, Standard Time and Standard Cost fields. The Standard Time and Standard Cost fields can be overridden.

Description: The above operation automatically displays the description.

Units/Unit of Measurement: A precisely defined quantity in terms of which measurement of quantities of the same kind can be expressed. It is entered automatically by in the input of the billing code.

Quantity: Enter the Quantity that applies.

Amount: Automatically calculated as Quantity times Rate
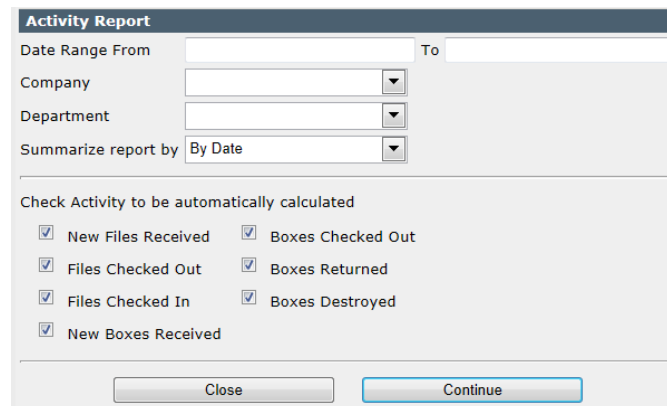
Sales Tax: The tax rate in decimals. For example, 7.5% is entered .075.

Having entered the above data, SIMPLE automatically calculates the Total Amount, Total Time and Total Cost as follows:

Total Amount = Amount plus (Amount times Sales Tax)

Total Time = Quantity times Standard Time Total Cost = Quantity times Standard Cost

Print Activity Reports

Select the Company, Beginning Date, Ending Date and any or all other options desired.

Click **Continue** to create the report or **Close** to cancel.

Field Options

Date Range: From - Enter the beginning time period. This is a required field.
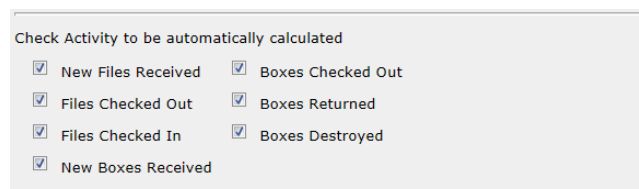
To - Enter the ending time period. This is a required field.

Company: Pull down to select the company. If left blank the report includes all companies.

Department: Pull down to select the department. If left blank, the report includes all departments.

Summarize Report By: There are 2 choices. You can have the Activity Report summarize activities by Date or by Billing Code. The report does this on a company then department basis.

Check Boxes: Indicate which items are automatically calculated for the report.

New Files Received: When checked, SIMPLE counts all files received within the dates specified, by department and date. When the report is printed you see one line printed showing the total files received for each date involved.

Files Checked Out: When checked, SIMPLE counts all files checked out within the dates

specified, by Department and Date. The report reflects the total files checked out for each date involved.

Files Returned: When checked, SIMPLE counts all files checked in within the dates specified, by department and date. The report prints one line showing the total files checked in for each date involved.

New Boxes Received: When checked, SIMPLE counts all boxes received within the dates specified, by department and date. The report prints one line showing the total boxes received for each date involved.

Boxes Checked Out: When checked, SIMPLE counts all boxes checked out within the dates specified, them by department and date. The report prints one line reflecting the total boxes checked out for each date involved.

Boxes Returned: When checked, SIMPLE counts all boxes checked in within the dates specified, by department and date. The report shows one line for the total boxes returned for each date involved.

Boxes Destroyed: When checked, the SIMPLE counts all boxes destroyed within the dates specified, by department and date. The report prints the total boxes destroyed for each date involved.

After you have finished entering your choices, click continue to execute the report.

Activity Report

10/13/2022

For period covering 10/01/2022 through 10/31/2022

Date	Quantity	Billing Code	Description	Units	Standard Time	Total Time	Standard Cost	Total Cost
ROYAL ROYAL CORPORATION								
10/13/2022	6.0000	00200	BOXES - RECEIVED FOR STORAGE	PER BOX	0.0000	0.00	2.50	15.00
Department Totals ◆						0.00		15.00

Date	Quantity	Billing Code	Description	Units	Standard Time	Total Time	Standard Cost	Total Cost
ACCT ACCOUNTING								
10/10/2022	2.0000	00210	BOXES - RETURNED	PER BOX	0.0000	0.00	2.00	4.00
	5.0000	00250	BOXES - DESTROYED	PER BOX	0.0000	0.00	5.00	25.00
10/14/2022	1.0000	00265	BOXES - PALLETS RECEIVED	PER PALLET	0.0000	0.00	40.00	40.00
	11.0000	00200	BOXES - RECEIVED FOR STORAGE	PER BOX	0.0000	0.00	2.50	27.50
10/19/2022	2.0000	00210	BOXES - RETURNED	PER BOX	0.0000	0.00	2.00	4.00
	3.0000	00105	FILES - CHECKED OUT	PER FILES	0.0000	0.00	2.25	6.75
Department Totals ◆						0.00		107.25

Date	Quantity	Billing Code	Description	Units	Standard Time	Total Time	Standard Cost	Total Cost
SALES SALES								
10/12/2022	3.0000	00205	BOXES - CHECKED OUT	PER BOX	0.0000	0.00	2.50	7.50
Department Totals ◆						0.00		7.50
Company Totals ◆						0.00		129.75

Chapter 8 – Quick In and Out

This feature allows you to quickly check in/out boxes and files. From the Main Tabs click Action, and then pull down to **Quick In and Out** and across to click one of the following choices.

Quick In And Out	Check Boxes Out
	Check Boxes In
	Check Files Out
	Check Files In
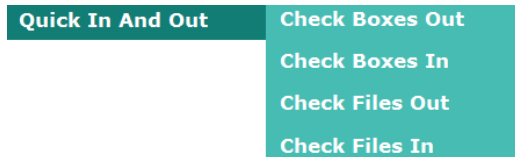
Quick In and Out is also designed for use with a Stationary Bar Code Reader. Contact RMS at info@recordmanagementsoftware.com or 914.725.5900 for comparative prices and compatibility prior to purchasing new Bar Coding equipment.

An important caveat is that the box numbers and file numbers must be unique to use this module. Entering a box or file number that is a duplicate will result in a warning and you will have to look up the box or file in their respective screens and perform the check in or out there.

Quick Boxes Out

Quick Box Out

To Whom _____
On _____
Also Check Out Files belonging to Boxes? ● Yes ○ No

[Cancel] [Continue]

From the Main Tabs, click Action and then pull down to **Quick In and Out** and across to click **Check Boxes Out**.

Enter the name of the individual to whom these boxes are being checked out. The date field is populated with today's date and you may change it.

Select whether to flag the files that belong to this box as also being checked out. Then click **Continue**.

Quick Boxes Out

Boxes will be Checked Out with the following information:

To Whom	ROBERT OLSEN
On	08/23/2012
Include Files?	Yes

Box Number	_____	[Check Out]	[View Box Info]

Box Number Entered	_____
Description	_____

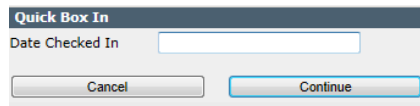| Company	_____	Department	_____
Received	_____	Destroy Date	_____
From Date	_____	To Date	_____

[Finished]

Enter each box number that is being checked out, one at a time. You may just hit the Enter key on the keyboard or click Check Out. As each new number is entered SIMPLE checks to be sure it

is a valid box number and displays the box's information. If the entered box number is a valid number, SIMPLE checks the box out.

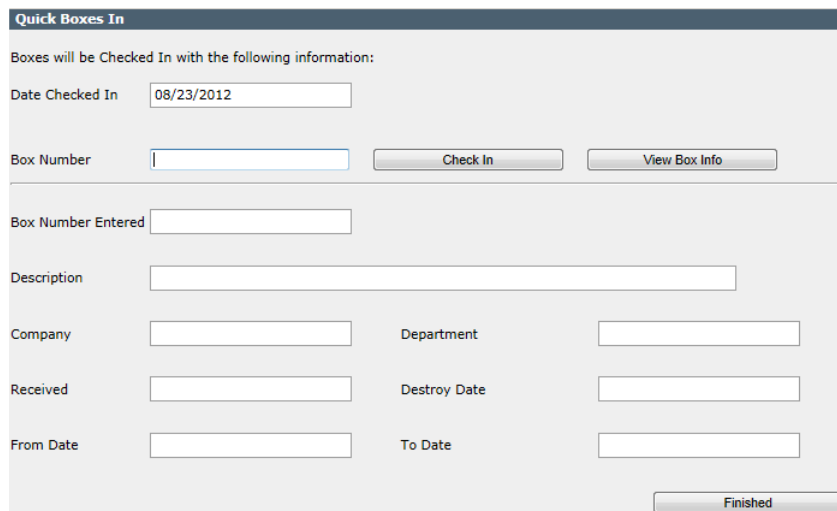If you are using a stationary bar code reader, scan in the bar code for each box being checked out.

As each box number is entered and checked out its box information is displayed. If you wish to verify the box information first in keyboard entry, click View Box Info before clicking Check Out.

When you are finished checking boxes out click **Finished**.

Quick Boxes In

From the Main Tabs, click Action and then pull down to **Quick In and Out** and across to click **Check Boxes In**. The date is populated with today's date and you may change it. Then click continue.

Enter each box number being checked in, one at a time. You may just hit the Enter key on the keyboard or click Check In. As each box number is entered SIMPLE checks to be sure it is a valid box number and displays the box's information. If the entered box number is a valid number, the system checks the box in.

If you are using a stationary bar code reader, scan in the bar code for each box being checked in. As each box number is entered and checked in its box information is displayed. If you wish to verify the box information first in keyboard entry, click View Box Info before clicking Check In.

When you are finished checking boxes in, click **Finished.**

Quick Files Out

From the Main Tabs, click Action and then pull down to **Quick In and Out** and across to click **Check Files Out**.

Enter the name of the individual to whom the files are being checked out. The date is populated with today's date and you may change it. Then click **Continue**.

Enter each file number that is being checked out, one at a time. You may just hit the Enter key on the keyboard or click Check Out. As each file number is entered the system checks to be sure it is a valid file number and displays the file's information. If the entered file number is a valid number, SIMPLE checks the file out.

If you are using a stationary bar code reader, scan in the bar code for each file being checked out.

As each file number is entered and checked in its file information is displayed. If you wish to verify the file information first in keyboard entry, click View File Info before clicking Check In.

When you are finished checking files out click **Finished**.

Quick Files In

From the Main Tabs, click Action and then pull down to **Quick In and Out** and across to click **Check Files In**. The date is populated with today's date and you may change it. Then click **Continue**.
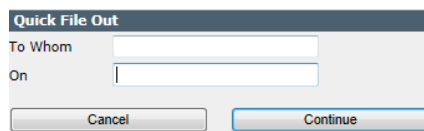
Enter each file number that is being checked in, one at a time. You may just hit the Enter key on the keyboard or click Check In. As each file number is entered SIMPLE checks to be sure it is a valid file number and displays the file's information. If the entered file number is a valid number, SIMPLE checks the file in.
If you are using a stationary bar code reader, scan in the bar code for each file being checked in.

As each file number is entered and checked in its file information is displayed. If you wish to verify the file information first in keyboard entry, click View File Info before clicking Check In.
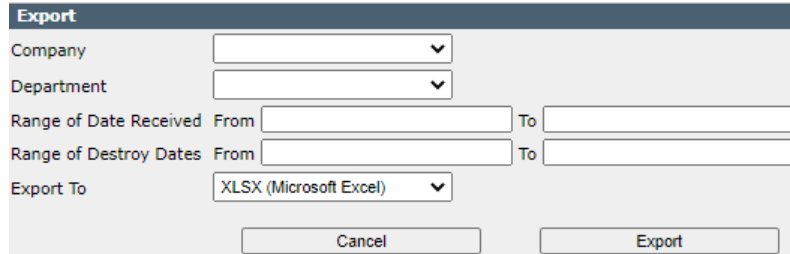
When you are finished checking in files click Finished.

Chapter 9 Tools / Other Utilities

Export

From the Main Tabs click **Tools**, and then **Export.**

This utility allows you to export any or all of your data for boxes, files, and retentions.

This screen presents you with many parameters to export your data. By leaving the filters blank, all data will export.
You can use these filters in conjunction to limit the data to export.
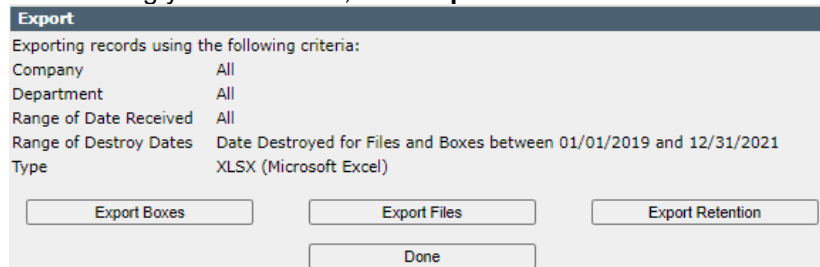
        Company – pull down to select the company.
        Department – pull down to select a department for the company selected or leave blank to export all data for the selected company.
        Range of Dates Received
        Range of Destroy Dates

Then pull down next to Export To to select either Microsoft Excel or CSV – comma separated values.
After making your selections, click **Export** to continue.

The **Export** screen gives you buttons to export:
        Boxes
        Files
        Retention

You must click each button to export that data.
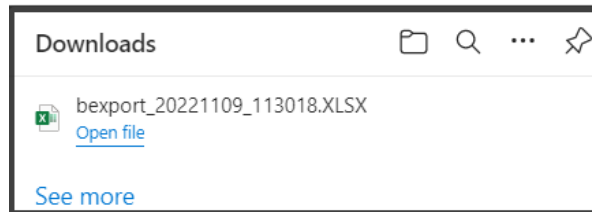
Then you are presented with the standard Windows File Download screen. This will automatically save the file to the Downloads folder on your computer. Please make note of the file name.

Mass Destroy Boxes

From the Main Tabs click **Tools**, and then **Mass Destroy Boxes**.

Important – this utility will destroy <u>all</u> boxes meeting the criteria below. Before mass destroying boxes you should first run a Boxes Eligible for Destruction report making certain that only the boxes you wish to destroy are listed and get authorization to destroy these records.

Pull down to select all boxes for a specific company and/or department, and
all boxes whose destroy date is prior to or the same as the date entered. If you leave company blank then all boxes prior to or the same as the date entered will be destroyed. The records are removed from the active inventory and put into the Boxes Destroyed History File.

Fill in the following fields:

Destruction Date – the actual date that the records are destroyed.

Individual Authorizing Destruction

Method of Destruction – Shred, Recycle, etc.

Optionally, if you choose **Yes** to *"Destroy Files as contained in the Boxes?"*, SIMPLE destroys all files then being stored in each box. If you specify **No**, the record of the file remains active in the database.

 WARNING!!: If you click **Permanent Out?,** this utility will permanently remove **all** boxes for the selected company and department regardless of their destroy date. See Permanently Remove Boxes below.

Destroy Boxes

Click **Continue**. SIMPLE first warns you that all boxes with a destroy date prior to and including the date entered will be destroyed and then destroys the boxes and /or associated files.

Then it prints the Certificate of Destruction. A Destruction Pull List is available by clicking Destruction Pull List by clicking the button at the top of Certificate of Destruction preview page. Remember all reports in SIMPLE print to PDF files.

Recall of destroyed boxes can be performed by looking up a destroyed box, editing it, and clicking recall from destruction. Please see Chapter 4 Boxes for more information.

Print	Destruction Pull List

Certificate of Destruction

08/24/2012

Company: ROYAL
Department: ACCT

On 05/10/2012 TOM CHAPMAN authorized the destruction of all Boxes whose Destroy Date was less than, or equal to, 12/31/2011 and further asked that we SHRED them.

Box Number	Record Title Box Contents	Company Department	From Date To Date	Received Destroy Date	Box Location Box Is
10148	ACCOUNTS PAYABLE ACOUNTS PAYABLE JOURNALS	ROYAL ACCT	01/01/2004 06/30/2004	03/21/2005 06/30/2011	4-A-001 IN
10193	ACCOUNTS PAYABLE ACOUNTS PAYABLE JOURNALS	ROYAL ACCT	07/01/2004 12/31/2004	08/12/2005 12/31/2011	4-A-001 IN
Total Boxes Destroyed at this time → 2					

Destruction Pull List

08/24/2012

Box Location	Box Number Box Contents	Company Department	From Date To Date	Received Destroy Date	Initial as each Box is removed
4-A-001	10148 ACOUNTS PAYABLE JOURNALS	ROYAL ACCT	01/01/2004 06/30/2004	03/21/2005 06/30/2011	Removed By:
4-A-001	10193 ACOUNTS PAYABLE JOURNALS	ROYAL ACCT	07/01/2004 12/31/2004	08/12/2005 12/31/2011	Removed By:
Total Boxes Destroyed at this time → 2					

I herein certify the above listed Boxes have been physically removed from Inventory and have been Destroyed in accordance with written instructions provided

Signature:_____   Date: _____

Signature:_____   Date: _____

Permanently Remove Boxes

⚠ **Warning**

Note all boxes for this Company/Department will be permanently removed regardless of Destroy to this Date entered.

Cancel	Continue

Click **Continue**. SIMPLE first warns you that **all boxes** belonging to this company and/or department will be permanently removed and then perms out the boxes and /or associated files. Like mass destroy boxes above, SIMPLE prints the Certificate of Destruction and a Destruction Pull List is available by clicking Destruction Pull List by clicking the button at the top of Certificate of Destruction preview page.

⚠ **WARNING!!**: Permanent Removal of boxes is different than Box Destruction and permanently removes all boxes for the company and/or department selected regardless of the box destroy date. This includes boxes with permanent destroy dates.

Recall of permanently removed boxes can be performed by looking up a permed out box, editing it, and clicking recall from Permanent Removal. Please see Chapter 4 Boxes for more information.

Mass change box information

From the Main Tabs click **Tools**, and then **Mass Change Box Information.**

This feature provides for finding boxes in your box inventory using one or more pieces of information and then changing information in one or more fields.

⚠️**WARNING**!! Be sure that you really want to make these changes prior to making any mass changes as once done, there is no Undo Edit.

Box Number Range

You can limit the mass change of boxes based on a range of box numbers by inputting a from box number and a to box number. Leaving these fields blank allows mass change to search through al boxes.

Compare On

This is where you enter the information needed to find the boxes. This is referred to as the *"search argument."*
You can use one or more of the fields to help in isolating just those boxes needing editing.
Note: You can also include fields that are presently empty by clicking on the box to the left of the field which is now blank. In doing so, the computer includes those boxes for which the specified field(s) are empty as well as the other information entered.
     Enter the information needed to find the boxes to which changes are to be made.

Example: Find all the Boxes for Company WIDGET and Department 100 that were received on 01/15/11. Then put PAYROLL RECORDS into the Box Description.

Change To

This is where you would enter the new information to be added to those matching boxes.

Note: You can also "blank out" fields by clicking on the box to the left of the field to be changed. This causes the information in these fields to be removed.

Show Affected Boxes

This button displays the boxes selected to verify these are the correct boxes to which the changes apply.

If you are satisfied you have the correct boxes to which the changes are to be made, then click **Make Changes**. A report will appear of the changes. Click Close to return to the Tools menu.

To use this process for just finding boxes enter multiple pieces of information and then click **Show Matching Boxes**. Leave the **Change To** fields blank.

Mass Change File Information

From the Main Tabs click **Tools**, and then **Mass Change File Information.**

This feature provides for finding files in your file inventory using one or more pieces of information and then changing information in one or more fields.

⚠️ **WARNING!!** Be sure that you really want to make these changes prior to making any mass changes as once completed there is no Undo Edit possible.

Compare On

Enter the information needed to find the files. You can use one or more fields to help in isolating just those files needing to be changed.

Example: Find all of the files for Company Widget and Department 100 that were received on 01/15/ 2011. Put CONTRACTS into the Major Description and ABC100 into the Matter Number field.

Note: You can also include fields that are presently empty by clicking on the box to the left of the field which is now blank. In doing so, SIMPLE includes those files for which the specified field(s) are empty as well as the other criteria entered.

Change To

Enter the new information to be added to those matching files. You can also change information including the verity fields you are searching on, i.e. you can find all of the files belonging to Company WIDGET and change them to Company ACME.

Note: You can also blank out fields by clicking on the box to the left of the field to be changed.

This causes the information in these fields to be removed.

Show Affected Files

Click **Show Affected Files** after completing the **Compare On** and **Change To** fields. SIMPLE shows the files selected, so you can verify that these are the correct files to which the changes apply.

If you are satisfied you have the correct files to which the changes are to applied, click **Make Changes**. A report will appear of the changes. Click Close to return to the Tools menu.

You can use this process for just finding files using multiple criteria and then clicking **Show Matching Files**. Leave the **Change To** fields blank and when finished click **Cancel**.

Import

Please contact Record Management Software at support@recordmanagementsoftware.com for a quote to import your existing data. We can convert most standard formats including Microsoft Excel, Microsoft Access, SQL Server, CSV, etc.

Chapter 10 - Portable Module

The SIMPLE Records Manager already facilitates using a stationary bar code reader to check out and checking in your files and boxes. This is accomplished via the Quick OUT and IN menu item.

The Portable Add-on module adds much more. In addition, it provides for building a database of all your locations. This could be shelves onto which files or boxes are being stored, drawers of a file cabinet, open filing shelves, vault storage shelves, to name a few.

SIMPLE provides for printing a bar coded label for each location.

It also comes with one voice prompting, laser, portable bar code reader which can be used to do the following:

- Put new files away — directly onto the storage shelf.
- Put new boxes away — directly onto the storage shelf.
- Check files and boxes out.
- Check files and boxes back in.
- Mass move files and boxes to new locations;
- Move files from a storage shelf directly into a box for long term storage.

Use of the optional portable bar code reader with the Simple Records Manager is simple and practical, and provides tremendous savings as compared to collecting data manually.

You can preprint box labels and give them to each department instructing them to be sure they put a bar coded box label onto each box prior to calling for a pickup.

Some law firms create a bar coded label and put it onto the side of each office door. Then once or more a week someone goes from office to office by scanning the label on the door **and each and every file they find in that office.** Then they upload the portable bar code reader which automatically updates each file's location to reflect the office it was found in.

Likewise, some insurance companies put a bar coded label onto the side of each desk in their claims and underwriting departments and daily go from desk to desk scanning every file. Then they upload the portable bar code reader which automatically updates each files location to reflect which claims adjuster or underwriter that has the file.

All in all, this can be a most valuable add on to the SIMPLE Records Manager.

This is an Optional Purchase. Contact RMS at support@recordmanagementsoftware.com or 914.725.5900 for current prices on software and equipment, and label options.

Portable

Upload Barcode Reader

Print Company and Department Bar Codes

Locations

From the Main Tabs Page, click **Portable** pull down to the **Portable Main Menu**.

Upload Barcode Reader

From the main Tabs Page, click **Portable**. Then pull down and click Upload Bar Code Reader.

These instructions describe the proper method for uploading the Portable Bar Code Reader supplied by RMS. If you are using a portable code reader of your own choosing, these instructions will not apply.

Our Portable bar code reader connects via the USB cable provided. The cable may be connected to any available USB port on your computer. Once connected the USB cable can stay plugged in — no need to remove it.

Upload Bar Code Reader	LT 5000
Step 1 - Plug USB cable into bottom of Reader	Step 1: Plug the USB cable into the back of the reader
Step 2 - Turn the Reader On and you will see a message that says: "TRICODER SWxxxx, HIT ANY KEY"	Step 2: Turn the reader on and you will see the main menu
Step 3 - If prompted, select option 2 on Reader, low speed USB	Step 3: Press the 2 key on the reader –'DATA UPLOAD'
Step 4 - Press ENTER Key in the lower-right corner	You should now see the data being transferred from the barcode reader in the window below. When it stops you can press the 'Finish' button on the bottom of this screen.
Step 5 - The Reader asks "DATA COLLECTION?", press "NO" key in the lower-left corner	
Step 6 - The Reader asks "DATA UPLOAD?", press "YES" key in the lower-right corner	
You should now see the data being transfered from the bar code reader in the window below. When it stops, you can press the "Finish" button.	

Cancel   Finish

Once the portable bar code reader is connected to the USB cable you are ready to upload the scanned information following the directions on the screen. Click Finish to upload the data.

UPLOADING PORTABLE BARCODE READER

02/15/2013 10:16:40AM

	Company	Department	File Number	Box Number	Person	Location	Date Out	Date In	Action	Comments
Success	RMS			9047		4-a-004	/ /	/ /	ADD BOX	
Error	RMS			9042		4-a-004	/ /	/ /	ADD BOX	Duplicate Box Number
Success	RMS			9048		4-a-003	/ /	/ /	ADD BOX	
Success				9051	MIKE		02/15/2013	/ /	BOX OUT	
Success				10066	MIKE		02/15/2013	/ /	BOX OUT	
Error				10528		10-B-008	/ /	02/15/2013	BOX IN	Invalid Location
Success				9021			/ /	02/15/2013	BOX IN	
Success				10406		4-a-008	/ /	/ /	MOVE BOX	
Success				10047		10-C-011	/ /	/ /	MOVE BOX	
Success	rms		1099			4-A-001	/ /	/ /	ADD FILE	
Success	rms		1101			filecab-a24	/ /	/ /	ADD FILE	
Success			1336				/ /	02/15/2013	FILE IN	
Success			1075				/ /	02/15/2013	FILE IN	
Success			1360			FILECAB-6	/ /	/ /	MOVE LOCATION FILE	
Success			1341			FILECAB-6	/ /	/ /	MOVE LOCATION FILE	
Success			1338	10120			/ /	/ /	MOVE BOX FILE	
Success			1335	10120			/ /	/ /	MOVE BOX FILE	
Total Successful:										15
Total Errors:										2
Total Overall:										17

The uploaded information appears in a report that you may preview and print. Review the printed output to be satisfied all of the scanned information has been up-loaded. There may be some errors that need attending to and these will be explained in the Comments column.

If you are comfortable everything has been uploaded, you need to erase the information in the bar code reader. You do as follows:

1. "Erase the File?" Click **Yes** located in the lower right of the bar code reader.

2. Disconnect the bar code reader.

Print Company and Department Bar Coded Labels

From the main Tabs Page, click **Portable**. Then pull down and click **Print Company and Department Bar Codes.**

These labels are 4" x 3 1/3", 6 per page.

Note: To print labels, you need Adobe Acrobat/ Reader 9.0 or higher. Adobe Reader is available at http://www.adobe.com/ .

Company labels

This feature provides for "preprinting" box labels that can be given to each company with instructions that they put one of these labels onto each box prior to calling for the boxes to be picked up. If they do so, you can then use the portable bar code reader to put the boxes away and add them to the SIMPLE Records Manager inventory.

This feature differs from printing department bar codes in that the department number is not included.

1. Choose which company you now would like to print bar coded labels for. You make that selection from the list of companies provided. Leave Department blank.
2. Indicate how many labels you want to print.
3. Select the starting label position.
4. Click **Submit**. You will be presented with a PDF document of your labels to print.

Department labels

This feature provides for "preprinting" box labels that can be given to each department with instructions that they put one of these labels onto each box prior to calling for the boxes to be picked up. If they do so, you can then use the portable bar code reader to put the boxes away and add them to the SIMPLE Records Manager inventory.

Deparment Labels

Company	RMS
Department	PAYROLL
Number of Labels	12

Begin Printing at Label

- ● Label 1
- ○ Label 2
- ○ Label 3
- ○ Label 4
- ○ Label 5
- ○ Label 6

Note: Selecting only Company will produce Company Labels

[Cancel] [Submit]

As all departments are connected to their respective company you must first select the COMPANY from the list of companies provided. In most cases, you will be managing records for your company only. However, the system has been created to give you the ability to manage records for as many companies as may be needed. Also, you may have changed the field names and what we refer to as "Company" you may have named something else.

1. Choose which company you now would like to print bar coded labels for. You make that selection from the list of companies provided.

2. Next, you need to choose which department you want to print bar coded labels for from the list of departments provided.

3. Indicate how many labels you want to print.

4. Select the starting label position.

5. Click **Submit**. You will be presented with a PDF document of your labels to print.

RMS
Company

PAYROLL
Department

10728

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Locations

From the main Tabs Page, click **Portable**. Then pull down and click **Locations**.

Locations			
Location Name From	4-a-001	To	4-a-015	(Leave 'To' blank for Partial Name Match)

+ Add Location ▶ Clear Filters ▶ Filter Results **X** close window

Print Location Report / Labels

Location	Box Size	Shelf Name	Max Shelf
4-A-001	1	ARCHIVE CARTON	10
4-A-002	1	ARCHIVE CARTON	10
4-A-003	1	ARCHIVE CARTON	10
4-A-004	1	ARCHIVE CARTON	10
4-A-005	1	ARCHIVE CARTON	10
4-A-006	1	ARCHIVE CARTON	10
4-A-007	1	ARCHIVE CARTON	10
4-A-008	1	ARCHIVE CARTON	10
4-A-009	1	ARCHIVE CARTON	10
4-A-010	1	ARCHIVE CARTON	10
4-A-011	1	ARCHIVE CARTON	10

Click Add Location at the top of the list to add a new location.

Click on any location on the list to edit that location information.

The location filter allows you to list a range of locations. Or you may just put one location in the location name from field to bring up a single location or all locations beginning with a value such as '4-A'

Locations	
Location	4-A-004
Box Size	1
Shelf Name	ARCHIVE CARTON
Max Shelf	10

Cancel   Save
Save & Add
Delete

Field definitions:

Location **-** This is a 15 character field used to identify the shelf, etc. where the box is (or will be) stored.

Example   A-01-01
               B-01-21 -01

Box Size Code**:** This is a pull down based on the box size codes set up above.

Shelf name **-**The box size name will automatically populate based on the box size code selected.

Max Shelf -This is the maximum number of cartons that the shelf will hold.

Location Codes can be designed to contain all your pertinent location information; for example, the building, floor, aisle, bay and the shelf within the bay, depending on your business requirements. The Location Code field is sufficient in size to accommodate most location codes schemes. It is a good practice to use dashes (-) to separate key elements of the location code.

An example of a typical Location Code configuration is as follows:

Location Code = **A-01-AA-1-A**

Position

#1 ◄
#2 ◄
#3 ◄
#4 ◄
#5 ◄

In this hypothetical implementation:

      Position #1 represents the building.

      Position #2 represents the floors.

      Position #3 represents aisles.

      Position #4 represents the bays.

      Position #5 represents the shelves in a bay.

Later you can print a bar coded label for each location.

Print Shelf Labels

From the main Tabs Page, click **Portable**. Then click **Locations**. On the top left of the list click Print Location Report/Labels.

1. Pull down Print Shelf Labels and choose which size (Type of Label) you desire. You are offered two sizes, Standard and Large size.
   Standard Shelf Labels are 3 7/16" x 2/3" (332256)   3 across/10 down

   Large Shelf Labels are   4" x 3 1/3" (331705)   2 across/3 down

2. Pull down to choose the desired box size. Choosing an item from the box size pull down window limits the labels printed to just those matching this box size.

3. You can also choose to print **All Locations** or a specified range. You can choose a specific range of locations by using the pull downs at the top of the form to select a beginning and ending location.

4. When you have completed the above click **Submit** to print the labels. You will be presented with a PDF document of your labels to print.

5. Click cancel to return the main Portable menu.
Standard Shelf Labels

10-A-001	10-A-002
10-A-003	10-A-004
10-A-005	10-A-006
10-A-007	10-A-008
10-A-009	10-A-010
10-A-011	10-B-001

Large Shelf Labels

10-A-001

LETTER SIZE

Copyright RMS 2013

10-A-002

ARCHIVE CARTON

Copyright RMS 2013

Print Location Report

From the main Tabs Page, click **Portable**. Then click **Locations**. On the top left of the list click Print Location Report/Labels.

Print Locations
Select Location(s) to Print:

Select Location(s) to Print:

All Box Size Location(s) ▼   Beginning | All Box Size Location(s) ▼   Ending | All Box Size Location(s) ▼

☐ Print Only Open Locations

Print Location Report ▼

Cancel   Submit

1. Pull down to choose the desired box size. Choosing an item from the box size pull down window limits the report printed to just those matching this box size.

2. You can also choose to print **All Locations** or a specified range. You can choose a specific range of locations by using the pull downs at the top of the form to select a beginning and ending location.

3. You can limit the report to only open locations by clicking Print Only Open Locations

4. When you have completed the above click **Submit** to print the report. Remember all reports in SIMPLE output to PDF files.

Location

01/19/2022

Location	Shelf Name	Size	Max	Filled	Opened
10--C-020	ARCHIVE CARTON	1	10	0	10
10-A-001	ARCHIVE CARTON	1	10	8	2
10-A-002	ARCHIVE CARTON	1	10	10	0
10-A-003	ARCHIVE CARTON	1	10	10	0
10-A-004	ARCHIVE CARTON	1	10	9	1
10-A-005	ARCHIVE CARTON	1	10	10	0
10-A-006	ARCHIVE CARTON	1	10	5	5
10-A-007	ARCHIVE CARTON	1	10	4	6
10-A-008	ARCHIVE CARTON	1	10	1	9
10-A-009	STANDARD CARTON	STD	15	0	15
10-A-010	OVERSIZE	O	20	19	1
10-A-011	XRAY CARTONS	XRAY	12	2	10
10-A-012	ARCHIVE CARTON	1	10	4	6
10-A-013	ARCHIVE CARTON	1	10	6	4
10-A-027	ARCHIVE CARTON	1	10	3	7
10-A-030	ARCHIVE CARTON	1	10	10	0
10-A-031	ARCHIVE CARTON	1	0	0	0
10-A-032	STANDARD CARTON	STD	10	7	3
10-A-033	STANDARD CARTON	STD	10	5	5
10-B-001	ARCHIVE CARTON	1	12	12	0
10-B-002	ARCHIVE CARTON	1	10	9	1
10-B-004	ARCHIVE CARTON	1	10	5	5
10-B-005	ARCHIVE CARTON	1	10	6	4
10-B-010	ARCHIVE CARTON	1	10	3	7
10-B-011	ARCHIVE CARTON	1	12	4	8

Order Labels

You can order labels from Record Management Software. For pricing and to place an order, contact us at support@recordanagementsoftware.com or 914.725.5900

Stock Number	Type Label	Dimensions	Labels per Sheet	Sheets per Box	Total Labels
331907	Box	4 ¼" X 5 ½"	4	250	1000
331705	Box - preprint	4" X 3 1/3"	6	250	1500
332458	Shelf - Standard	3 7/16" X 2/3"	30	250	7500
331705	Shelf - Large	4" X 3 1/3"	6	250	1500
332458	Folder- Standard	3 7/16" X 2/3"	30	250	7500
331806	Folder - Expanded	4 ¼" X 2"	10	250	2500
331503	Folder- Supplemental	4" X 1"	20	250	5000

Portable Bar Code Reader Instructions

Overview

For technical instructions about your Portable Bar Code Reader (*above*), consult the associated user manual. It discusses changing/ charging batteries, installing the hand strap, using the rubber case provided technical specifications, and other technical information.

Instructions on uploading scanned data can be found above – *Portable Upload.*

The reader is programmed to process

- *new boxes coming in*
- *boxes returning*
- *checking out boxes*
- *moving boxes to new locations*
- *new files coming in*
- *files returning*
- *checking out files*
- *moving files to new locations*
- *packing files into a box*

The scanning for these functions can be commingled. That is, you can scan *new boxes coming in*, and then *boxes returning*, and then go back and scan some more *new boxes coming In*. You do not need to upload the reader after each process; the reader keeps the data safely organized. When it is uploaded, the Simple Records Manager processes everything that was scanned and stores the data, maintaining the organization.

General Operation

Turning the Reader On

LT 5000
1. Turn the reader on using the **On/Off** key located in the upper left corner of the keypad.

2. When the unit powers up, it displays **TRICODER KT 5000 –** with a menu.

3. Press 1 **Data collection.**

4. It next displays **Program No.? Key [0-3]?** Enter 1 for program 1.

- • **NOTE**: You will always use Program 1 unless directed otherwise by technical support.

LT 54

1. Turn the reader on using the **On/Off** key located in the upper left corner of the keypad.

2. When the unit powers up, it displays **DMA TRICODER W2017 E – HIT ANY KEY**. The exact message may differ from unit to unit, but the point is to **hit any key** to continue.

3. It next displays **Data collection? Key [Yes/No]?**

4. Click **Enter/Yes** key located to the lower right of the keypad to enter the data collection mode.

5. It next displays **Program No.? Key [0-3]?** Enter 1 for program 1.

- • **NOTE**: You will always use Program 1 unless directed otherwise by technical support.

Selecting the Program

If there is data in the scanner from a previous session, you will automatically be returned to the prompt you were at. For example: if you turn the reader off while scanning *boxes returning* (or it turns itself off after 5 minutes idle), when you turn the unit on again you will be prompted for **Location**, or whatever field you were in. You can then either continue scanning *boxes returning* or press the **End** key located on the right side of the keypad to hear the menu choices. If the reader is not storing data (meaning previous data was uploaded) you will then be asked, **Program No.? Key [0-3]?**.

Reader Menu Items

Program 1 provides for functions regarding boxes and files.

Box Menu

- New Boxes
- Check Out Boxes
- Check In Boxes
- Move Boxes

File Menu

- New Files
- Move Files
- Box Files

- Check In Files
- Check Out Files

1. When you are in any of these functions and wish to return to the Menu, click **End** on the right side of the keypad.
2. If you want to leave the menus and turn the reader off, answer **NO** to each of the Menu items until you hear, "**Finished?**", then enter **Yes**.
3. Or you can press the **F1** function key on the top row of the keypad, which will return you to the **Data collection? Key [Yes/No]?** display.
4. You can then just turn the reader off.

Voice Prompting

The reader is programmed for audio. As each prompt appears in the window of the reader you will hear what you are supposed to scan. If you want to turn the voice portion OFF, proceed as follows:

1. Press **SHIFT** key and Release.
2. Press **F1** key and Release.
3. Press **S** key and Release.

If you want to turn the voice portion ON do the following:

1. Press **SHIFT** key and Release.
2. Press **F1** key and Release.
3. Press **V** key and Release.

Scanning a bar code

To scan a bar code, point the reader at the label and squeeze the trigger or press the green bar just above the keypad (older models).

For most users, resting your thumb on the bar and pressing as needed seems to be the most comfortable way of using of the reader. When the green bar is pressed, the laser beam will project from the top of the reader.

STOP   **DANGER!** *NEVER* **look into the beam!**

It may take some practice to hold the reader in the right position so that the beam hits the bar code correctly. The reader is designed so that you can look at the reader's window while scanning a bar code. This way, you can see in the window what was just scanned. You will consequently be holding the reader tilted slightly upward rather than pointing exactly at the bar code. Just be sure the laser beam extends clear across the bar code and overlaps on both sides.

Box Menu

New Boxes

When you hear, "**New boxes?**" and answer **Yes** by clicking **Enter**. The reader displays **Location**, and you will hear the word, "**Location**" spoken.

Overview of New Box Entry Procedure

1. After locating a shelf onto which new boxes can be put, turn on the reader, choose Program # 1.

2. Go to **Data collection**.

3. If you already have data in the scanner, you will automatically be returned to the previous prompt, as described above.

4. If there is **no** data in the scanner you will be prompted to select a function, i.e., **New boxes?**, **Boxes returning?**, **Files returning?**, **Finished?**. Choose **New boxes** by pressing the green **ENTER/YES** key.

   ▪ **Box**: The reader first prompts you for the Box Number. Scan the Assigned Box Number bar code on the label.

   ▪ **Client:** The reader then prompts you for the Client Number. Scan the client bar code on the label.

   ▪ **Department**: The reader next prompts you for the Department Number. Scan the Department Number bar code on the label. This field may often be empty, as not all clients will want to track their boxes by department. If empty, you can either scan the bar code or click **Enter**.

   ▪ **Location**: Scan the bar code on the shelf onto which your first box is to be placed.

   When finished scanning the Location bar code, the reader automatically returns to the **Box** prompt.

6. If you are putting more than one box onto the same shelf you can either scan the shelf label again, or click **Enter** and the reader will recall the last shelf scanned. So, if you are storing 30 boxes for the same department, you need to scan the department bar code only once. But always remember to scan a **new** department bar code when you switch to another department. NOTE: This feature works similarly in all the fields.

7. When finished scanning all new boxes, click **End** and you will head the next menu prompt, "**Boxes returning?**"

8. You can *scan new boxes* and stop – and then, without uploading, you can scan *boxes returning*, or *Files returning*.

9. When you are finished scanning, you can upload the reader at your convenience.

Boxes Checkout

When you hear "**Check out box?**" and answer **Yes** by clicking **Enter**, you receive a visible and audible "**Box**" prompt.

Box Number

At the box prompt, the Box Number is scanned from the box label. When you are finished checking out boxes and ready to go to the Menu, click **End**.

Person

This prompts you to scan or type in the name of the person to whom the box is being checked out.

Boxes Returning

When you hear, "**Check in box?**" and answer **Yes** by clicking **Enter**, you again receive a

visible and audible "**Box**" prompt.

Box

At Boxes Returning **Box** prompt, the box number is scanned from the box label, as above. When you are finished returning boxes and ready to go to the Menu, click **End**.

Location

At this prompt, the SIMPLE Records Manager expects you to scan the bar code label on the shelf onto which you will be placing the first of the returned boxes. If you are returning the box to the same shelf just hit Enter and leave location blank.

Move Boxes

The **Move Boxes** prompt allows you to scan boxes that are already in the database to new locations, and generates the necessary audit trail.

When you hear, "**Move box?**" and answer **Yes**, you receive a visible and audible "**Box**" prompt.

The **Box** and **Location** prompts function similarly to those prompts in Boxes Returning with the location being required to be scanned for each box moved.

File Menu

New Files

This function is used when putting new files into boxes. The prompts are:

- File #
- Box # - this is optional
- Client
- Dept – this is optional
- Location – this carries forward

Move Files

This function is used when putting moving existing files to different locations. The prompts are:

- File location
- File #

Box Files

This function is used when putting existing open files into boxes. The prompts are:

- File #
- Box – this carries forward.

Files Returning

When you hear, "**Check In Files?**" and answer **Yes**, you next see the first prompt. The prompts are:

- File #

- File location – leave blank if the file is being returned to its original location

When you are finished stowing the files and ready to go to the Menu, click **End**.

Check Out Files

This function is used when retrieving files from boxes. The prompts are:

- File #

- Person – this carries forward.