



BUSINESS DATA RECORD SERVICES

WEB USER GUIDE VAULT MEDIA STORAGE

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Updated 03/03/2011

LOG-IN SCREEN

To log in the user will be required to enter a User ID and Password (Fig. 1), issued by Business Data Record Services. Choose or use the <Enter> key. If an incorrect User ID or Password is entered, a message “User ID or Password Invalid” will display. If this occurs, re-enter the correct information.

Log-In Screen

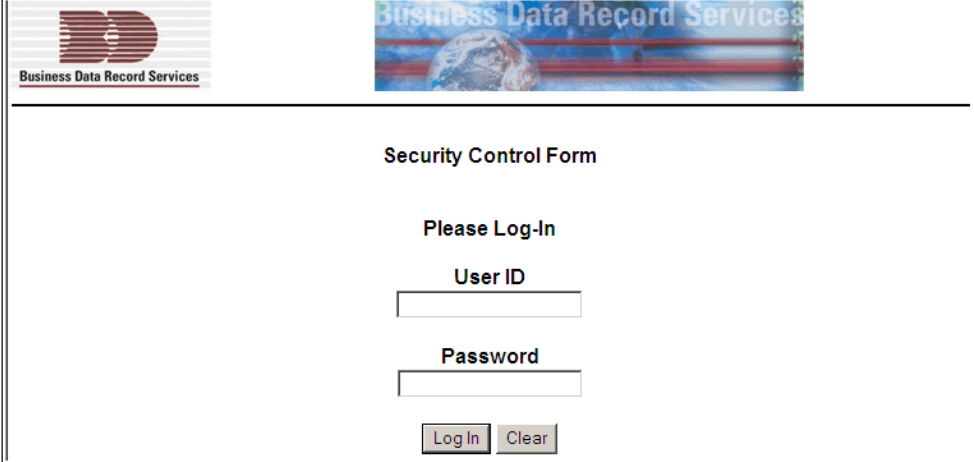


Fig. 1

HOME PAGE

The Home Page displays the Customer Number and the User Name of the individual that is currently logged in as well as the web menu options as shown in Fig. 2.



Fig. 2

Rotation Services

The **Rotation Services** menu gives the user the ability to **request media** stored at the BDRS vault.

Query

The **Query** menu allows the user to conduct a detailed search for media using a variety of search criteria.

User

The **User** menu contains options pertaining to the user such as viewing pending orders, a web status report, and a user log-out feature.

Reports

The **Reports** menu contains a variety of reports the user can preview, print, or export.

ROTATION SERVICES – REQUEST FROM OFF SITE SCREEN

The Request From Off Site option allows the user to search for media that matches certain criteria and then select the media for retrieval. Go to the **Rotation Services Menu** and choose the **Request From Off Site** option to open a request page as shown in Fig. 1.

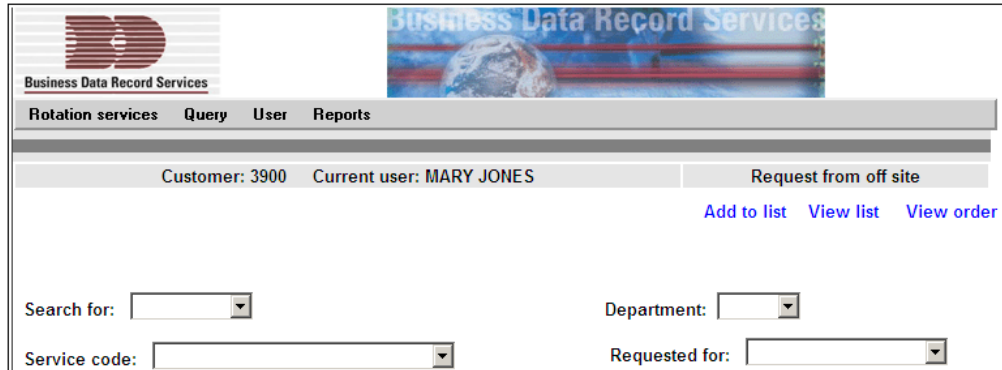


Fig. 1

Select the Item Type in the **‘Search For’** field and the applicable Service Code in the **‘Service Code’** field (this code will designate the retrieval charge and the inventory status for the media requested) as shown in Fig. 2. **These are required fields.**

The user has the ability to search for inventory for a specific department by choosing the department in the **‘Department’** drop-down field or can view all departments by the leaving the **‘Department’** drop-down field blank.

NOTE: *The Requested For field is not applicable for the customer.*

*Request From
Off Site
Screen*

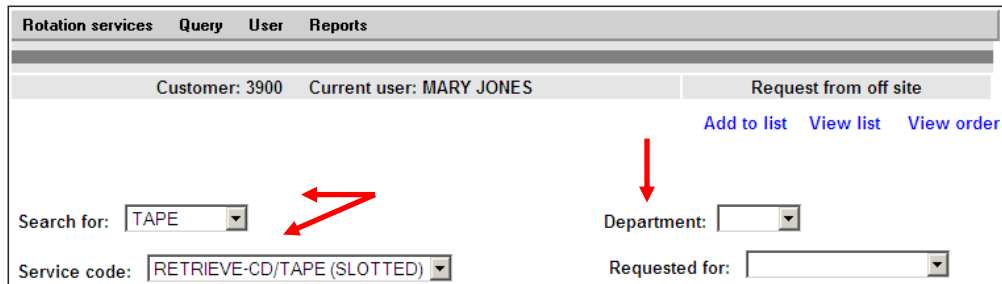


Fig. 2

Once the Item Type and Service Code have been selected, a series of search fields will display as shown in Fig. 3. These fields are detailed below.

Fig. 3

Parent ID This field is not applicable for the customer.

ID This is the unique BDRS barcode number (12 or 14 characters, do not enter the dashes).



NOTE: For *TMS media* this is the *Customer VolSer number prefixed with the Customer Number*.

Barcode ID This is the **last segment** of the BDRS barcode number following the Customer and Department Number (5 digits for a case or 7 digits for a tape).



NOTE: For *TMS media* this is the *6 digit VolSer number*.

Description This is the 40 character description provided if applicable by the customer.

VW Barcode This is the **OLD** 6 digit BDRS barcode number prior to converting to the new BDRS barcode label format 12/01/2007.

VW Previous Location and VW Parent ID These fields are not applicable for the customer.

To search for an item(s), enter the search criteria in the field where the data is

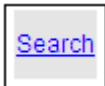


contained as shown in Fig. 4 and click on the link.

NOTE: Either the exact data must be entered or if entering partial search criteria, the system will search the field for media that “begins with” the data entered, it will not search for data contained anywhere within the field.

Searching for
an Item(s)

Fig. 4



Previous searches will remain in the results grid and new searches will simply append to as each new search is performed.



Previous searches will clear from the results grid as each new search is performed.



This link will clear the search criteria entered as well as any results in the results grid.

After a search has been completed, all matching records will display in the results grid as shown in Fig 5.

Search Results

Select	Parent ID	Child ID	Item Type	Department	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Location	Out Name	Out Date	Return Date
<input checked="" type="checkbox"/> Request		39001890000020	TAPE	189	0000020	2004 YEAR END BACKUP	000094	007-010-A012	-	0007017A00003	-		

Fig. 5

In Fig. 6, the first column indicates whether or not the user wants to request



the item for retrieval. To request the item(s), check the Request box.

To select all items in the list, click on the [Select](#) link.

The remaining columns display the item(s) information.

Retrieving an Item(s)

Parent ID	ID	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Search	New search
			2004				Clear	

Select	Parent ID	Child ID	Item Type	Department	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Location	Out Name	Out Date	Return Date
<input checked="" type="checkbox"/> Request		39001890000020	TAPE	189	0000020	2004 YEAR END BACKUP	000094	007-010-A012	-	0007017A00003	-		

Fig. 6

Once all items have been selected for retrieval, click on the [Add to list](#) link (Fig. 7). These items will then be added to a list.

NOTE: Items that have been added to a list have not yet been placed on an order, refer to the Rotation Services – View List Screen section to continue processing the request.

Adding Requested Items to a List

Parent ID	ID	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Search	New search
			2004				Clear	

Select	Parent ID	Child ID	Item Type	Department	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Location	Out Name	Out Date	Return Date
<input checked="" type="checkbox"/> Request		39001890000020	TAPE	189	0000020	2004 YEAR END BACKUP	000094	007-010-A012	-	0007017A00003	-		

Fig. 7

To view items that have been added to a list, the user can click on the [View list](#) link while in the Request From Off Site screen (Fig. 8).

NOTE: Items that have been added to a list have not yet been placed on an order, refer to the Rotation Services – View List Screen section to continue processing the request.

The user can also view the current list by going to the **Rotation Services Menu** and selecting **View List**.

Viewing a List

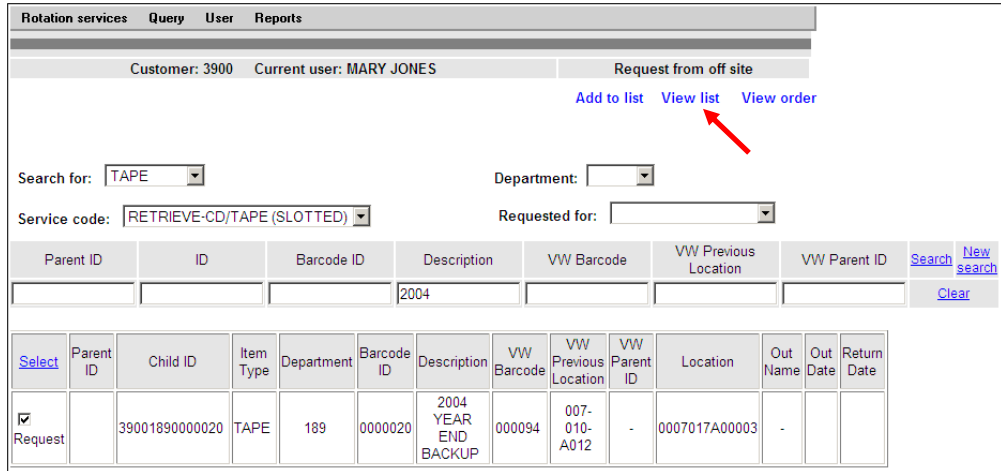


Fig. 8

ROTATION SERVICES – VIEW LIST SCREEN

The View List screen (Fig. 1) displays media that has been marked for retrieval and added to a list. Go to the **Rotation Services Menu** and choose the **View List** option.

NOTE: Items currently in the View List screen have not yet been placed on an order.

View List Screen

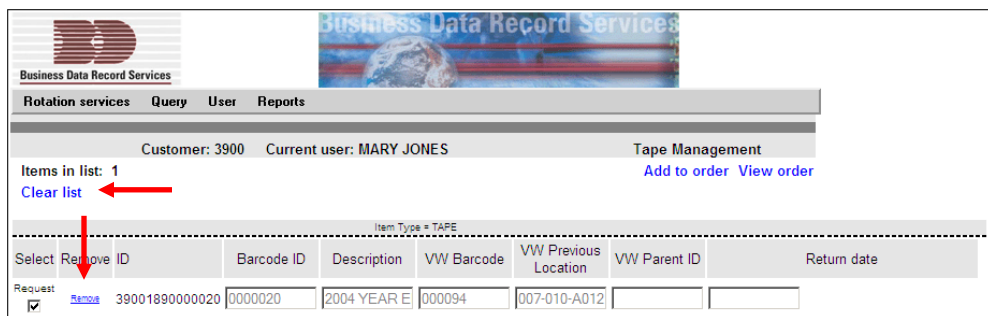


Fig. 1

[Clear list](#)

This link removes all items from the current list.

[Remove](#)

Choose this link to remove an item(s) from the current list.

When all items have been reviewed and are ready to be placed on an order, click on the **Add to order** link (Fig. 2). All media currently on the list will then be added to a pending order.

NOTE: Once the items have been added to an order they will no longer appear in the View List screen.

*Add to Order
Link*

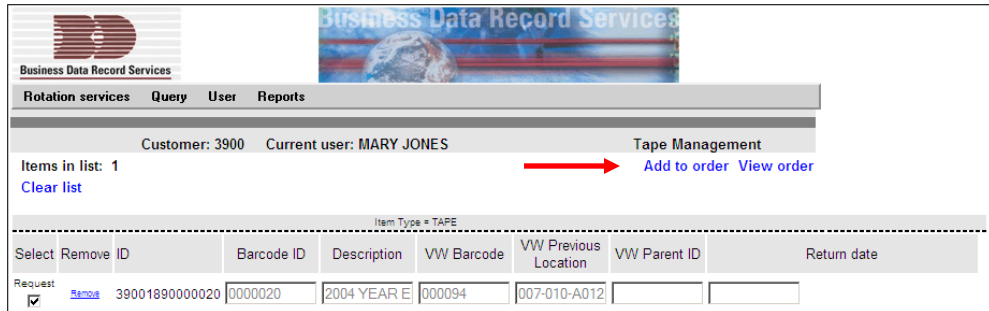


Fig. 2

Click on the **View Order** link (Fig. 3) to view items that have been added to an order. For further detail regarding the View Order(s) screen refer to the section User Menu - View Order(s) Screen.

*View Order
Link*

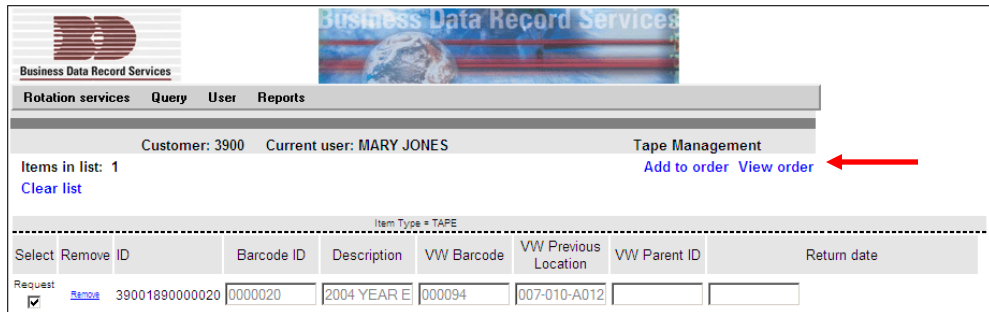


Fig. 3

ROTATION SERVICES – MISCELLANEOUS SCREEN

Use the **Miscellaneous** option in the **Rotation Services Menu** to request barcode labels, transmittal forms, or to request a pick up.

NOTE: *Services requested in the Miscellaneous screen will not appear in the View List screen.*

Select the service required from the **‘Services’** drop-down and enter the applicable **‘Quantity’** (Fig. 1).

NOTE: *The Requested For field is not applicable for the customer.*

Click on the [Add to order](#) link to add requested services to a pending order.

Click on the [View Order](#) link to view items that have been added to an order.

For further detail regarding the View Order(s) screen refer to the section User Menu - View Order(s) Screen.

*Miscellaneous
Screen*

Business Data Record Services

Rotation services Query User Reports

Customer: 3900 Current user: MARY JONES Request - Miscellaneous

Items matched: 0 [Add To Order](#) [View Order](#)

Requested For

Services Quantity

Fig. 1

QUERY MENU – ADVANCED SEARCH SCREEN

The Query Menu offers an Advanced Search feature that allows the user to conduct a detailed search for media that matches specified criteria. Go to the **Query Menu** and choose the **Advanced Search** option. Details pertaining to the selected records will display and media can be requested from the search results.

To build a Query, the user must first select the Item Type in the **‘Search For’** field. Once an Item Type is specified, additional fields will appear as shown in Fig. 1.

The user can select to search for media of a certain **Inventory Status**. The user also has the ability to search for inventory for a specific department by choosing the department in the **‘Department’** drop-down field or can view all departments by leaving the **‘Department’** drop-down field blank.

Query Screen

Business Data Record Services
Rotation services Query User Reports

Customer: 3900 Current user: MARY JONES Query - Tape management

Items matched: 0 Search

Search for: TAPE

Retrieved Not Retrieved Both

ID Equals

From Date Equals

To Date Equals

Effective Date Expiration Date Equals

Department

Barcode ID Contains

Description Contains

VW Barcode Contains

VW Previous Location Contains

VW Parent ID Contains

Fig. 1

Retrieved Media that has been temporarily retrieved and is currently OUT to the customer. (This option is not available at this time).

Not Retrieved Media that is currently IN storage at BDRS.

Both Will include both retrieved and not retrieved media (default status).

The user can search for data in the following fields as displayed in Fig. 2. These fields are detailed below.

Query Screen

Fig. 2

ID

This is the unique BDRS barcode number (12 or 14 characters, do not enter the dashes).



NOTE: For *TMS media* this is the *Customer VolSer number prefixed with the Customer Number*.

From Date and To Date

This field is not applicable for the customer.

Effective Date and Expiration Date

The ***Effective Date*** reflects the date the item was added to inventory. The ***Expiration Date*** is the **Return Date** of the item provided by the customer (this date is only applicable if the customer has set up a rotation schedule with BDRS in advance).

Department

This field will display the ***Department(s)*** the user is authorized for.

Barcode ID This is the **last segment** of the BDRS barcode number following the Customer and Department Number (5 digits for a case or 7 digits for a tape).



NOTE: For **TMS media** this is the **6 digit VolSer number**.

Description This is the 40 character description provided if applicable by the customer.

VW Barcode This is the **OLD** 6 digit BDRS barcode number prior to converting to the new BDRS barcode label format 12/01/2007.

VW Previous Location and VW Parent ID These fields are not applicable for the customer.

To build a Query, select the operators to be used (Fig. 3), and enter the information that is to be matched in the field to the right of the operator. Each of the operators and their functions are detailed below.

NOTE: Not all operators will be available for all fields.

Search Operators

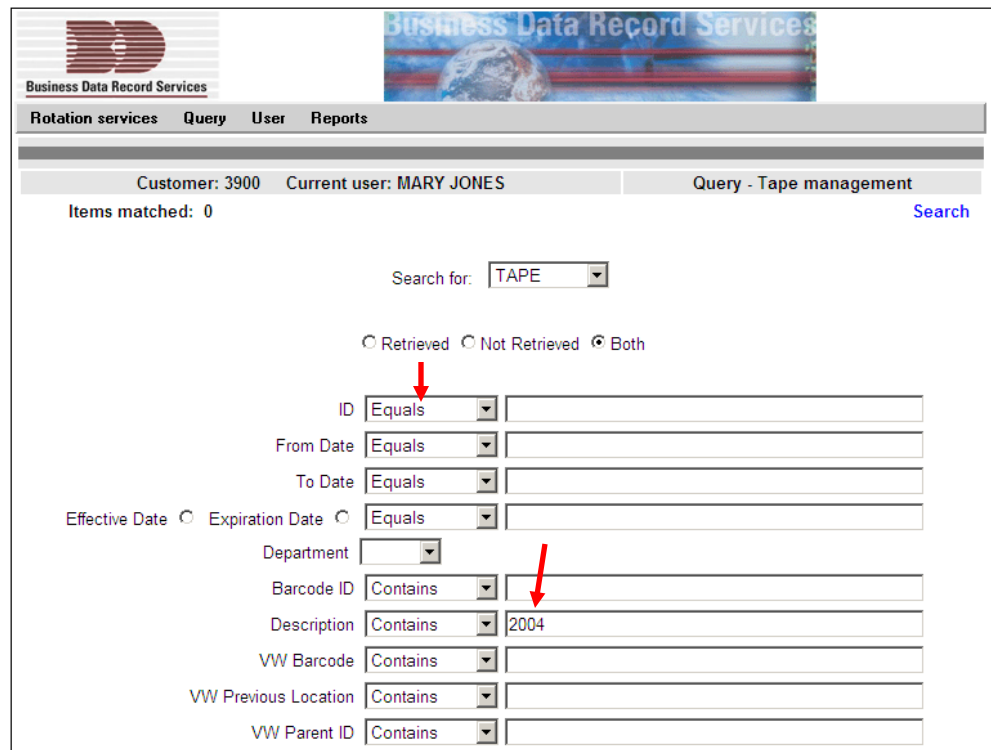


Fig. 3

Contains The field **Contains** will search on any letter/number or combination of letters/numbers contained within the field selected.

Equals The field **Equals** searches for a field result that is an exact match to the data that has been entered.

Greater Than The field **Greater Than** returns all results greater than the data entered.

Less Than The field **Less Than** returns all results less than the data entered.

Between The field **Between** searches for all results between a beginning and ending entry. To use the Between operator, enter the first criteria, separate with a comma, then enter the last criteria. (Example: 100,200 would return all items between 100 and 200.)

After all search criteria is entered, click on the Search link (Fig. 4) to list all matching records in the BDRS inventory.

The screenshot displays the BDRS search interface. At the top, there is a navigation bar with 'Rotation services', 'Query', 'User', and 'Reports'. Below this, the user information shows 'Customer: 3900' and 'Current user: MARY JONES'. The search title is 'Query - Tape management'. The search results area shows 'Items matched: 0'. A search criteria section includes a 'Search for:' dropdown menu set to 'TAPE'. Below this are radio buttons for 'Retrieved', 'Not Retrieved', and 'Both', with 'Both' selected. The search criteria section contains several fields with dropdown menus for operators and text input boxes for values: 'ID' (operator: Equals), 'From Date' (operator: Equals), 'To Date' (operator: Equals), 'Effective Date' (operator: Equals), 'Expiration Date' (operator: Equals), 'Department' (operator: Equals), 'Barcode ID' (operator: Contains), 'Description' (operator: Contains, value: 2004), 'VW Barcode' (operator: Contains), 'VW Previous Location' (operator: Contains), and 'VW Parent ID' (operator: Contains). A red arrow points to a 'Search' button in the top right corner of the search area.

Fig. 4

Items matching the search criteria will appear as shown in Fig. 5.
To navigate pages, click on one of following links;

[Top](#) [Prior](#) [Next](#) [Bottom](#)

NOTE: For searches with multiple results, the user may change the sort order of the records by clicking on one of the blue column headers.

Query Results

Submit?	Action	ID	Start Date	End Date	Effective Date	Expiration Date	Record Series	Department	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID
<input type="checkbox"/>	RETRIEVE-CD/TAPE (SLOTTED)	39001890000020	//	//	02/15/2005	//	--	189	0000020	2004 YEAR END BACKUP	000094	007-010-A012	--

Fig. 5

In Fig. 6, the **Submit?** column indicates whether or not the user wants to request the item for retrieval. To request the item(s), check the box. To

[Submit?](#)

select all items in the list click on the [Submit?](#) link. Next, select the action to be performed for the designated item by choosing from the drop-down list in the **Action** column. This action will designate the retrieval charge and the inventory status for the media requested.

Retrieving an Item(s)

Submit?	Action	ID	Start Date	End Date	Effective Date	Expiration Date	Record Series	Department	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID
<input type="checkbox"/>	RETRIEVE-CD/TAPE (SLOTTED)	39001890000020	//	//	02/15/2005	//	--	189	0000020	2004 YEAR END BACKUP	000094	007-010-A012	--

Fig. 6

Once all items have been selected for retrieval, click on the [Add to list](#) link (Fig. 6). The items will then be added to a list.

NOTE: Items that have been added to a list have not yet been placed on an order, refer to the *Rotation Services – View List Screen* section to continue processing the request.

To view items that have been added to a list, the user can view the current list by going to the **Rotation Services Menu** and selecting **View List**.

NOTE: Items that have been added to a list have not yet been placed on an order.

USER MENU – LOG OUT OPTION

When all tasks are complete, the user should log out. Go to the **User Menu** and choose the **Log Out** option.

***NOTE:** Any order not yet submitted to BDRS will be kept in 'holding' even after the user logs out. The order will not be submitted to BDRS until submitted in the View Order(s) screen. Click on the Send order link to submit a pending order (Fig. 1).*

The screenshot displays the Business Data Record Services web application. At the top, there is a navigation menu with options: **Rotation services**, **Query**, **User**, and **Reports**. Below the menu, the user information is shown: **Customer: 3900** and **Current user: MARY JONES**. To the right, there is a **Pending orders** section with two links: [Save and continue](#) and [Send order](#). A red arrow points to the [Send order](#) link. Below this is a section titled **Tape Management On Order** with a sub-header **Item Type = TAPE**. A table lists the order details:

Select	Parent ID	Child ID	Item Type	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Return Date
<input checked="" type="checkbox"/>		39001890000020	TAPE	0000020	2004 YEAR END BACKUP	000094	007-010-A012		

Below the table is a **Miscellaneous** section with a table:

Select	Service Code	Quantity	Requested For	Customer
<input checked="" type="checkbox"/>	Add PICK UP MEDIA	10		3900

Fig. 1

USER MENU – VIEW ORDER(S) SCREEN

Media requests can be reviewed by the user before submitting the order to BDRS to be processed. Go to the **User Menu** and choose the **View Order(s)** option.

View Order Link

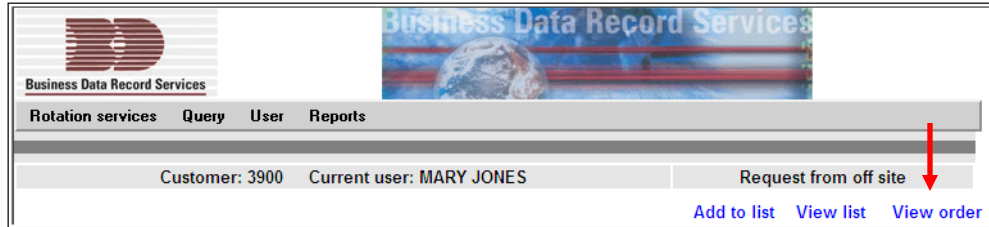


Fig. 1

The pending order can also be viewed at any time by clicking on the [View Order](#) link while in the Request From Off Site, Miscellaneous, or Advanced Search screens (Fig. 1).

When viewing a pending order (Fig. 2), items may be removed from the order by unchecking the box in the ‘**Select**’ column. To update any changes, click on the [Save and continue](#) link.

To send the order, click on the [Send order](#) link.

NOTE: Once the order has been sent to BDRS it will no longer appear in the View Order(s) screen.

View Order(s) Screen

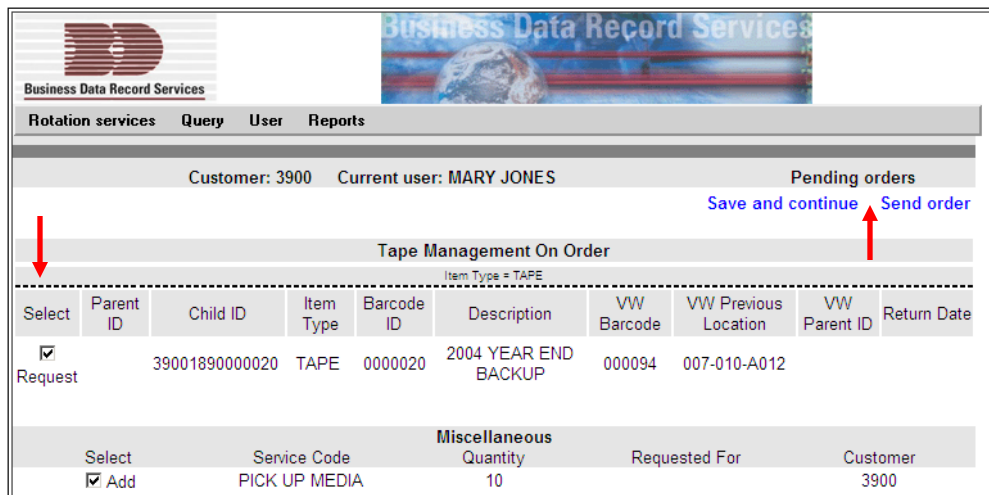


Fig. 2

Submitting an Order

Once the user has clicked on the **Send order** link, the Delivery/Address Setup screen will appear (Fig. 3). The **Delivery/Address Setup** screen is where the order's delivery options are set. These options are detailed below.

Delivery / Address Setup Screen

Business Data Record Services
Rotation services Query User Reports
Customer: 3900 Current user: MARY JONES Delivery/Address Setup
Select Transportation Option: DELIVERY-NEXT DAY
Select Pre-defined Delivery Site: DEPT 189 - IT
Department:
Address: 201 9TH AVENUE SW
Address:
City: NEW BRIGHTON
State: MN
Zip: 55112
Comments
PLEASE SEND WITH OUR NEXT SCHEDULED ROTATION DELIVERY.
Send Order

Fig. 3

Select Transportation Option

This option allows the user to select from the drop-down the type of delivery required for the order. **NOTE: For Same Day delivery, requests must be received no later than 11:00am (M-F). This is a required field.**

Select Pre-Defined Delivery Site

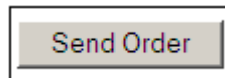
This option allows the user to select from the drop-down the delivery address (to be set up by BDRS in advance). **This is a required field.**

Department

This field will display the Department(s) the user is authorized for. **NOTE: This field is not applicable, do not select a department number.**

Comments

Enter in the Comments box when delivery is required (ex. *AM* or *PM* Delivery or *With Next Rotation*). The user can also enter any other special comments relating to the order such as when ordering barcode labels to specify which type (Case or Tape).



Choose the **Send Order** tab once all delivery information has been entered. The order has now been submitted to BDRS for processing.

USER MENU – WEB STATUS REPORT

The Web Status report option allows the web user to view any web orders submitted to BDRS for a specific date range. Go to the **User Menu** and select the **Web Status Report** option.

Web Status Report

Business Data Record Services

Rotation services Query User Reports

Customer: 3900 Current user: MARY JONES Web Status Report - Input [Submit](#)

Enter Beginning Date: ↔ Enter Ending Date: ↑

Fig. 1

Enter the Beginning Date either by typing in the field or by using the calendar icons. By default, the current date is automatically populated in the Ending Date field, but this date can be changed (Fig. 1).

Click on the [Submit](#) link to view the report once the date range has been entered.

Sample Web Status Report

Business Data Record Services

Rotation services Query User Reports

Customer: 3900 Current user: MARY JONES Web Status Report - Output

Web No	Work Order No	Date/Time Submitted	Date/Time Imported	Requested By
727	0349487	02/14/2011 10:02:38 AM	02/14/2011 10:03:10 AM	MARY JONES

Fig. 2

The report will list a Web No for each order submitted to BDRS along with the Date/Time and the User that submitted each order. Once BDRS receives and imports the order, the Work Order No and Date/Time Imported information will appear (Fig. 2).

REPORTS MENU

The Reports menu currently has 3 types of reports **Expired (Return Date)**, **Inventory by Type and Workorder**. These reports can be previewed, printed or exported by the user.

The user has the ability to select inventory for a specific department by choosing the department in the **'Department'** drop-down field or can view all departments by the leaving the **'Department'** drop-down field blank (Fig. 1).

- Expired (Return Date)** This report provides inventory for a specific Item Type based on the Return Date Range entered.
- Inventory by Type** This report provides inventory for a specific Item Type and Inventory Status (Not Retrieved, Retrieved, or Permed Out) based on the criteria entered.
- Work Order** This report provides a list of all Work Orders created by BDRS based on the Date Range entered.

Order By (Sort) Options

The user has the ability to sort the report data as shown in Fig. 1. A description for each field is detailed below.

Order By Options

Business Data Record Services
Rotation services Query User Reports

Customer: 3900 Current user: MARY JONES Inventory Report by Type

Search For - Order By

Search For: TAPE Department: Department Order By: Order By

Enter Beginning ID#: Enter Ending ID#: Sele

Enter Beginning and Ending Reference Value

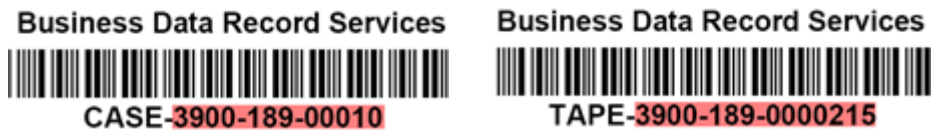
Barcode ID Barcode ID

- View Report
- Export - Excel
- Export - XML
- Export - CSV

ID #
Barcode ID
Description
VW Barcode
VW Previous Location
VW Parent ID
Return Date
Effective Date

Fig. 1

ID This is the unique BDRS barcode number (12 or 14 characters, do not enter the dashes).



NOTE: For *TMS media* this is the *Customer VolSer number prefixed with the Customer Number*.

Barcode ID This is the **last segment** of the BDRS barcode number following the Customer and Department Number (5 digits for a case or 7 digits for a tape).



NOTE: For *TMS media* this is the *6 digit VolSer number*.

Description This is the 40 character description provided if applicable by the customer.

VW Barcode This is the **OLD** 6 digit BDRS barcode number prior to converting to the new BDRS barcode label format 12/01/2007.

VW Previous Location and VW Parent ID These fields are not applicable for the customer.

Return Date This is the date the item should be returned to the customer (this date is only applicable if the customer has set up a rotation schedule with BDRS in advance).

Effective Date This date reflects the date the item was added to the BDRS inventory.

Status Options

The user has the ability to search for media of a certain inventory status as shown in Fig. 2. **NOTE:** This option is available for the Inventory by Type Report only.

Status Options

The screenshot shows the Business Data Record Services interface. At the top, there is a logo and the text 'Business Data Record Services'. Below this is a navigation bar with 'Rotation services', 'Query', 'User', and 'Reports'. The main header area displays 'Customer: 3900', 'Current user: MARY JONES', and 'Inventory Report by Type'. The search section is titled 'Search For - Order By' and includes several input fields: 'Search For:' with a dropdown menu set to 'TAPE', 'Department:' with a dropdown menu, 'Order By:' with a dropdown menu, 'Enter Beginning ID#:' with a text input field, 'Enter Ending ID#:' with a text input field, and 'Select Status:' with a dropdown menu. The 'Select Status:' dropdown is open, showing three options: 'Not Retrieved', 'Retrieved', and 'Permed Out'. A red arrow points to the 'Not Retrieved' option. Below the search fields are two more input fields for 'Barcode ID' and a section for 'Enter Beginning and Ending Reference Value'. At the bottom right, there are four radio button options: 'View Report', 'Export - Excel', 'Export - XML', and 'Export - CSV'.

Fig. 2

The status options are detailed below.

Not Retrieved Media that is currently **IN** storage at BDRS.

Retrieved Media that has been **temporarily** retrieved and is currently **OUT** to the customer, media that has been **permanently** retrieved by the customer, or media that has been destroyed (shredded) by BDRS.

Permed Out Media that has been **permanently** retrieved by the customer or destroyed (shredded) by BDRS.

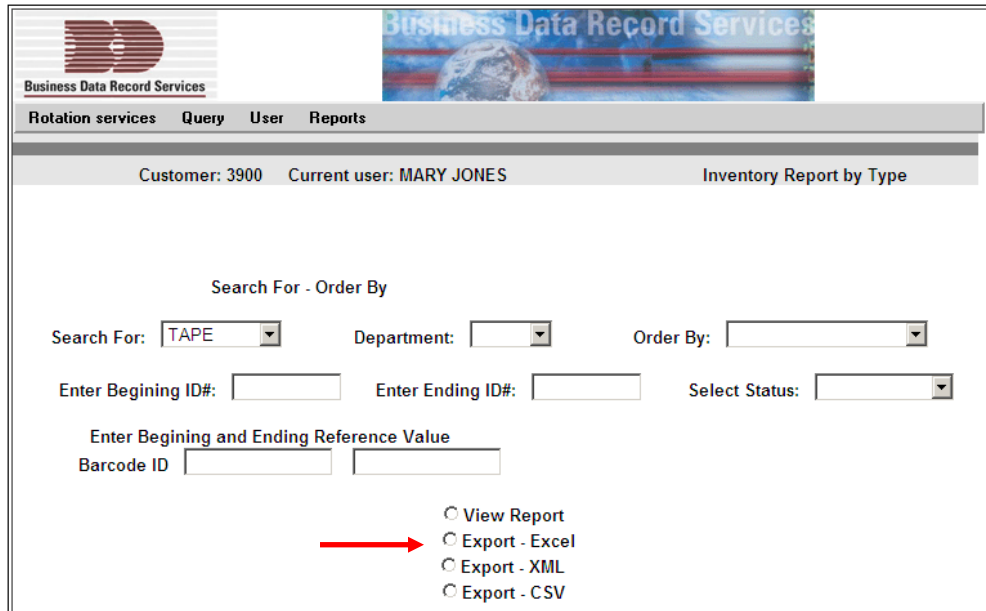
NOTE: Leaving the status blank will return all media regardless of status.

Report Output Options

The user has the ability to preview (and print) or export report data as shown in Fig. 3. A description for each output option is detailed below.

NOTE: This option is available for the *Expired and Inventory Reports only*.

Report Output Options



The screenshot shows the Business Data Record Services web application interface. At the top, there is a navigation menu with 'Rotation services', 'Query', 'User', and 'Reports'. Below the menu, the user information is displayed: 'Customer: 3900', 'Current user: MARY JONES', and 'Inventory Report by Type'. The main content area is titled 'Search For - Order By' and contains several search and filter fields: 'Search For:' with a dropdown menu showing 'TAPE', 'Department:' with a dropdown menu, 'Order By:' with a dropdown menu, 'Enter Beginning ID#:' with a text input field, 'Enter Ending ID#:' with a text input field, and 'Select Status:' with a dropdown menu. Below these fields is a section titled 'Enter Beginning and Ending Reference Value' with two text input fields labeled 'Barcode ID'. At the bottom right of the form, there are four radio button options: 'View Report', 'Export - Excel', 'Export - XML', and 'Export - CSV'. A red arrow points to the 'Export - Excel' option.

Fig. 3

- View Report** This option will print preview the report selected. The user has the option to then print this report from the preview screen.
- Export - Excel** Select this option to open a **File Download** dialog box that gives the option to save as a Microsoft Excel worksheet. Choose **<Save>**, then specify a File Name and Location to save the report to.
- Export - XML** XML is a markup language for documents containing structured information. Select this option to open a new browser window with the resulting XML code. Choose **File > Save As** to specify a File Name, Location, and Format.
- Export - CSV** Select this option to open a new browser window. Choose **File > Save As** to specify a File Name, Location, and Format.

Creating And Viewing An Expired (Return Date) Report

The Expired Report provides inventory for a specific Item Type based on the Return Date range entered (this date is only applicable if the customer has set up a rotation schedule with BDRS in advance).

The user must first select the Item Type in the ‘**Search For**’ field. **This is a Required field.** Choose the ‘Department’ and ‘Order By’ if applicable. The Beginning and Ending Dates will bring back results for media within the Return Date range specified. Choose how the report should be viewed (Fig. 1).

Report Output Options

Fig. 1

When View Report is selected, the report in Fig. 2 will display. When complete, close the report window to return to the reports menu.

Sample Expired Report

Inventory Report Expired for Type = TAPE - # Records Retrieved = 5								
ID #	Department	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Return Date	Effective Date
39001890000117	189	0000117	WINDOWS 2003 STANDARD R2 - JUNE 2006	000144	011-007-0001	--	01/10/2011	06/19/2006
39001890000108	189	0000108	WINDOWS 2003 STANDARD R2 DISK 2 - FEB 06	000133	011-007-0001	--	02/11/2011	03/16/2006
39001890000110	189	0000110	WINDOWS 2003 STANDARD R2 DISK 2 X64 EDIT	000135	011-007-0001	--	01/10/2011	03/16/2006
39001890000109	189	0000109	WINDOWS 2003 STANDARD R2 X64 EDITION - F	000134	011-007-0001	--	02/11/2011	03/16/2006
39001890000118	189	0000118	WINDOWS 2003 STANDARD R2 X64 EDITION - J	000145	011-007-0001	--	01/04/2011	06/19/2006

Fig. 2

Creating And Viewing An Inventory Report

The Inventory Report by Type provides inventory for a specific Item Type and Inventory Status (Not Retrieved, Retrieved, or Permed Out) based on the criteria entered.

The user must first select the Item Type in the ‘Search For’ field. **This is a Required field.** Choose the ‘Department’, ‘Order By’, and ‘Status’ if applicable. Then choose how the report should be viewed (Fig. 1).

NOTE: ID# and Barcode ID ranges are optional.

Report Output Options

Business Data Record Services

Rotation services Query User Reports

Customer: 3900 Current user: MARY JONES Inventory Report by Type

Search For - Order By

Search For: TAPE Department: Department Order By: Description

Enter Beginning ID#: Enter Ending ID#: Select Status:

Enter Beginning and Ending Reference Value
Barcode ID

View Report
 Export - Excel
 Export - XML
 Export - CSV

Fig. 1

When View Report is selected, the report in Fig. 2 will display. When complete, close the report window to return to the reports menu.

Sample Inventory Report

Inventory Report for Type = TAPE - # Records Retrieved = 295											
ID #	Department	Barcode ID	Description	VW Barcode	VW Previous Location	VW Parent ID	Return Date	Effective Date	Retrieved By	Permed Out	
39001890000136	189	0000136	0101	000037	224-001-H001	--	--	01/06/2004	--	--	
39001890000078	189	0000078	0201	000038	224-001-A001	--	--	01/06/2004	--	--	
39001890000079	189	0000079	0202	000039	224-001-A001	--	--	01/06/2004	--	--	
39001890000080	189	0000080	0301	000040	224-001-A001	--	--	01/06/2004	--	--	
39001890000081	189	0000081	0402	000042	224-001-A001	--	--	01/06/2004	--	--	
39001890000083	189	0000083	0404	000044	224-001-A001	--	--	01/06/2004	--	--	
39001890000084	189	0000084	0405	000045	224-001-A001	--	--	01/06/2004	--	--	
39001890000085	189	0000085	0406	000046	224-001-A001	--	--	01/06/2004	--	--	
39001890000086	189	0000086	0407	000047	224-001-A001	--	--	01/06/2004	--	--	
39001890000158	189	0000158	0408	000048	224-001-F001	--	--	01/06/2004	--	--	
39001890000087	189	0000087	0409	000049	224-001-A001	--	--	01/06/2004	--	--	
39001890000088	189	0000088	0410	000050	224-001-A001	--	--	01/06/2004	--	--	
39001890000089	189	0000089	0411	000051	224-001-A001	--	--	01/06/2004	--	--	

Fig. 2

Creating And Viewing A Workorder Report

The Workorder Report details the services for workorders based on the date range specified.

Enter the Beginning and Ending Dates to view the BDRS workorders within the date range specified (this is the date the service was provided). Choose how the report should be viewed (Fig. 1).

Report Output Options

Fig. 1

When View Report is selected, the workorder list for the date range specified (Fig. 2) and the workorder detail for the workorder selected (Fig. 3) will display.

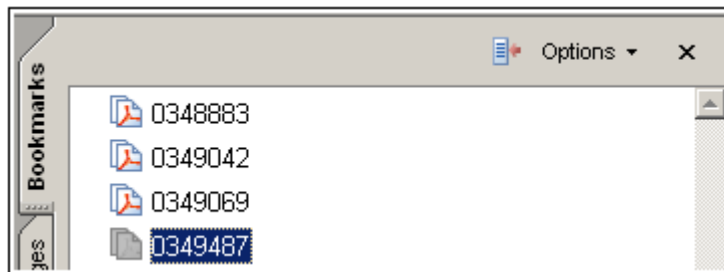


Fig. 2

Sample Workorder Report

Work Order Number	Status	Create Date	Close Date	Work Order Price	Transportation	
0349487	O	2/14/2011		\$0.00	908	
Department		Requested By		Due Date		
		MARY JONES		2/15/2011		
Delivery Address		WO Description				
201 9TH AVENUE SW NEW BRIGHTON, MN 55112		Web Server Import				
Line #	TR ID	Parent ID	Index 1	Index 2	Index 3	Service Code
1						
2	39001890000020		0000020	2004 YEAR END		941

Fig. 3

Services requested under the Rotation Services - Miscellaneous menu option will appear as a blank line on the report (see Line 1 in Fig. 3). When complete, close the report window to return to the reports menu.