

Space Management System - User Manual.

Table of contents

Intro	3
Getting help	3
Log in to your Account	3
Resetting your Password.	3
Adding a Level to the Organization Structure.	4
Adding an Element to Organization Hierarchy.	6
Adding a Location.	12
Adding a Facility.	15
Adding an Area.	17
Adding a Staff.	18
Managing Roles.	19
Managing Privileges.	19
Managing Locators.	22
Managing Physical Object Types.	25
Managing Physical Objects.	26
Managing Storage Requests.	30
Managing Transfers.	38
Managing Borrowings	48
Managing RSI (Record Series Identifiers)	52
Managing Classifications	56
Managing System Configurations	59
Managing Reports - PO Labels	61

Created with the Personal Edition of HelpNDoc: [Produce online help for Qt applications](#)

•

Created with the Personal Edition of HelpNDoc: [Produce electronic books easily](#)

Log in to your Account.

To get started, enter your user-name and password. If you forgot your user-name or password you can always reset it.

1. Enter your user-name
2. Enter your password
3. Click on **Log in**

[Login to your account](#)

Please fill your user name and password.

Username

Password

Login ➔

Forgot your password ? [You can reset it.](#)

Created with the Personal Edition of HelpNDoc: [Free Qt Help documentation generator](#)

Resetting your Password.

You can reset your forgotten password by following these steps:

- 1. not activated**

Login to your account

Please fill your user name and password.

Username

Password

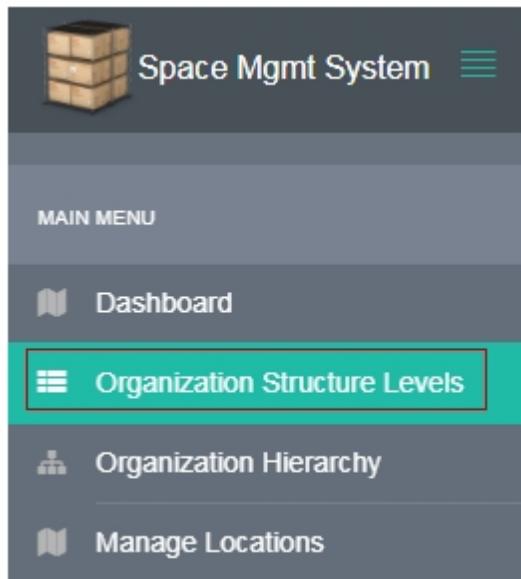
Forgot your password ? [You can reset it.](#)

Created with the Personal Edition of HelpNDoc: [Free EBook and documentation generator](#)

Adding a Level to the Organization Structure.

To add a new level, Use the following instructions.

1. Click on **Organization Structure Levels**.



2. Click on **Add**.

#	Code	Name	Short Name	Is Active	Add
					<input type="button" value="Add"/>

- Insert name.
- Insert short name.

- Insert code.
- Click on **Is Active** to activate the level.
- Unclick on **Is Active** to make level inactive.
- Click on **Save**.

Name*	Name (عربية)*	Short Name*	Short Name (عربية)*
Department	قسم	Dept	قسم
Code*	<input checked="" type="checkbox"/> Is Active	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Dept			

The level is not activated below.

Name*	Name (عربية)*	Short Name*	Short Name (عربية)*
Department	قسم	Dept	قسم
Code*	<input type="checkbox"/> Is Active	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Department code			

3. Click on **Edit** to edit the fields of level. Then click on **Save** to save the changes.

					Add
#	Code	Name	Short Name	Is Active	
1	Root	Root	Root	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

4. Click on **Delete** to delete the level.

					Add
#	Code	Name	Short Name	Is Active	
1	Root	Root	Root	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

5. Click on **Confirmation** to confirm the action.



Confirming the Action

Are you sure of this action ?

Cancel

Confirmation

6. The level is active when it's **Green**.

#	Code	Name	Short Name	Is Active	Add
1	Root	Root	Root	Active	Edit Delete

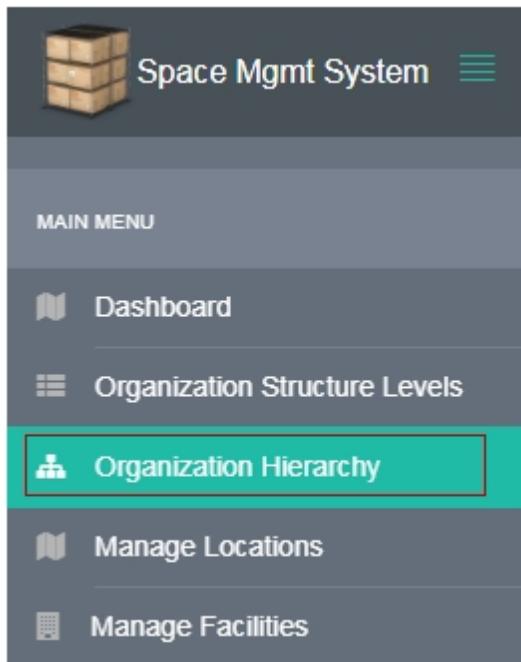
7. The level is inactive when it's **Red**.

#	Code	Name	Short Name	Is Active	Add
1	Root	Root	Root	Inactive	Edit Delete

Created with the Personal Edition of HelpNDoc: [Full-featured Help generator](#)

Adding an Element to Organization Hierarchy.

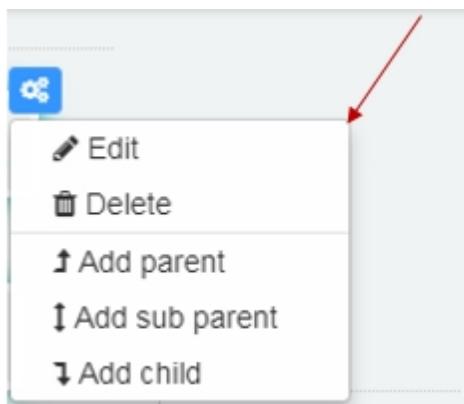
1. Click on **Organization Hierarchy**.



2. Click on the blue icon.



3. Click on **Edit** to edit an existed element, Click on **Delete** to delete an existed element. You can also add a **Parent**, a **Sub Parent** and a **Child** to the hierarchy.



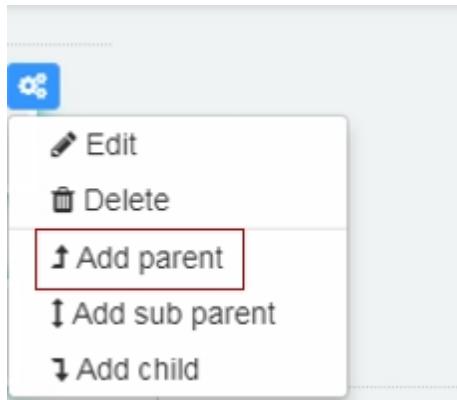
4. After clicking on **Edit**, fill in the required fields.

- Insert name.
- Insert short name.
- Insert level.
- Insert Description.
- Insert SPOC (Single point of contact). is a person or a department serving as the coordinator or focal point of information concerning an activity or program. used in many cases where information is time-sensitive and accuracy is important.
- Insert code, which is an abbreviation of the selected name.
- Click on **Is Active** to activate the new hierarchy element.
- Unclick on **Is Active** to make new hierarchy element inactive.
- Click on **Save Changes**.

Name*	Name (નામ)		
<input type="text" value="ITFC"/>	<input type="text"/>		
Short Name*	Short Name (ક૷ુટિયા)		
<input type="text" value="ITFC"/>	<input type="text"/>		
Level*	SPOC	Code*	
<input type="text" value="Entity"/>	<input checked="" type="checkbox"/> Is Active	<input type="text"/>	<input type="text" value="ITFC"/>
Description	Description (બિયા)		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Close"/>		<input type="button" value="Save Changes"/>	

5. To add a parent, Click on **Add Parent**.

Note: meaning of a parent, sub parent and child are described below.



Then fill in the required fields.

- Insert name.
- Insert short name.
- Insert level.
- Insert Description.
- Insert SPOC.
- Insert code.
- Click on **Is Active** to activate the new hierarchy element.
- Unclick on **Is Active** to make new hierarchy element inactive.
- Click on **Save Changes**.

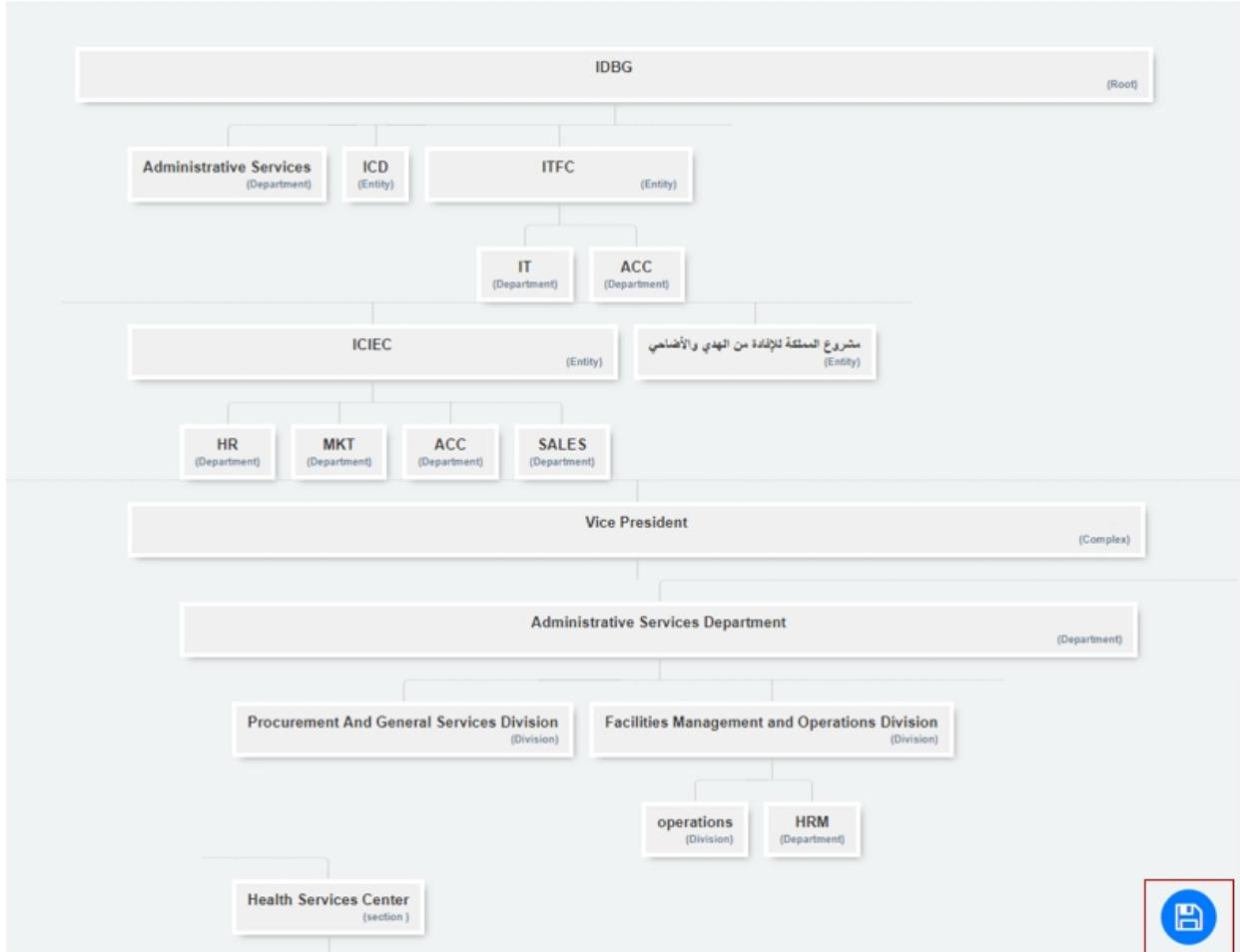
To add a **Sub Parent** or a **Child**, repeat the same steps described above.

Name*	Name (નામ)	
<input type="text" value="28..."/>	<input type="text"/>	
Short Name*	Short Name (કુટુંબ)	
<input type="text"/>	<input type="text"/>	
Level*	SPOC	Code*
<input type="text"/>	<input type="checkbox"/> Is Active <input type="text"/>	<input type="text"/>
Description	Description (વર્ણન)	
<input type="text"/>	<input type="text"/>	
<div style="display: flex; justify-content: space-around;"> Close Save Changes </div>		

Name✓	Name (નામ)	
<input type="text" value="Marketing"/>	<input type="text"/>	
Short Name✓	Short Name (કોર્ટ નામ)	
<input type="text" value="MKT"/>	<input type="text"/>	
Level✓	SPOC✓	Code✓
<input type="text" value="Department"/>	<input checked="" type="checkbox"/> Is Active <input type="text"/>	<input type="text" value="mkt"/>
Description	Description (બ્રાચ્યાર્ડ)	
<input type="text"/>	<input type="text"/>	

Close Save Changes

6. To save all changes, Click on the **Save Icon**.



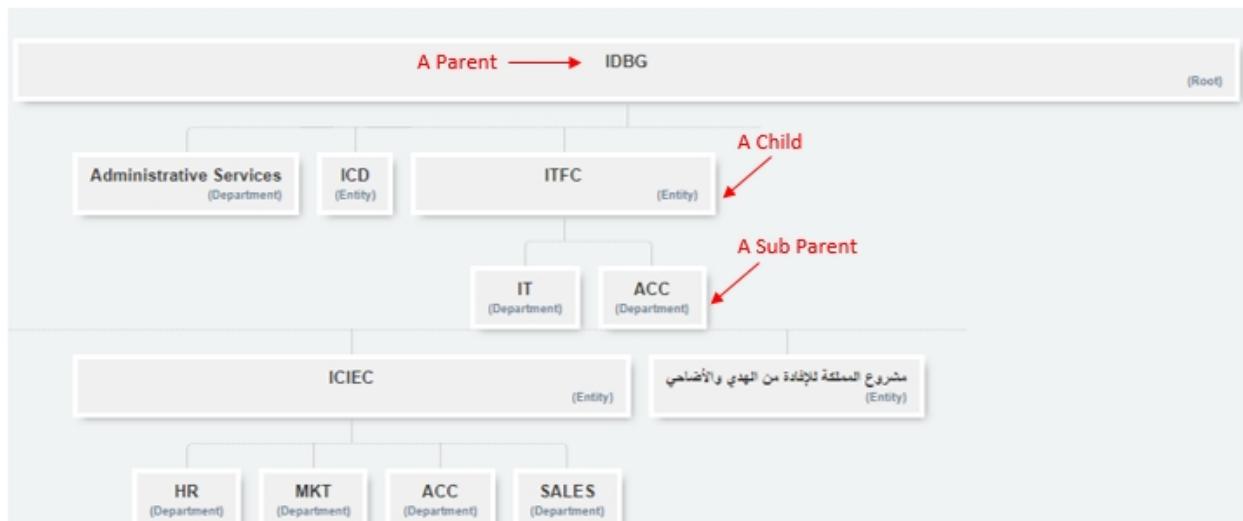
7. A **Parent** describes a self-referencing relationship. IDBG is a **Parent** in the hierarchy. A **Parent** can have unlimited number of childes.

8. A **Child** is located in the middle between the **Parent** and the **Sub Parent**. ITFC is a **Child** in the hierarchy.

A **Child** can have only one parent.

9. A **Sub Parent** describes a self-referencing relationship. ACC department is a **Sub Parent** in the hierarchy.

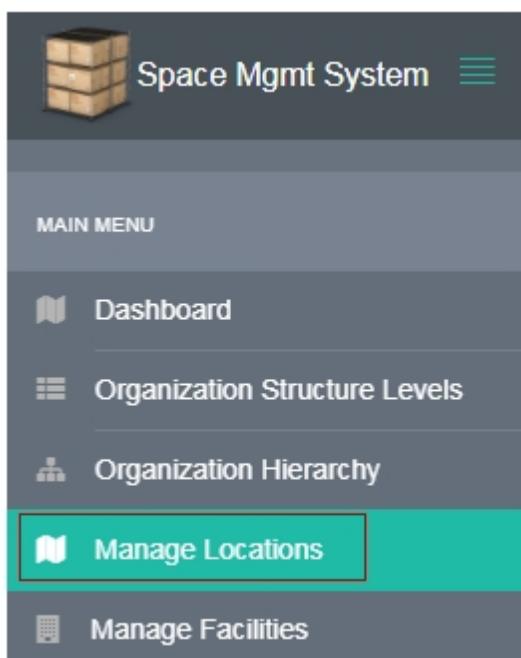
A **Child** can have unlimited number of **Sub Parents**.



Created with the Personal Edition of HelpNDoc: [Easy to use tool to create HTML Help files and Help web sites](#)

Adding a Location.

1. Click on Manage Locations.



2. To add a new location, Click on Add.

#	Name	Short Name	MailRoom Code	Supervisors	Is Active	Add
1	JEDDAH	JED	default MR location	admin admin	Active	Edit Delete

3. After clicking on Add, fill in the required fields.

Location Info Section

- Insert name.
- Insert short name.
- Select supervisors of the location.
- Click on **Is Active** to activate the location info.

MailRoom Info Section

- Insert MailRoom code.
- Insert MailRoom name.
- Insert MailRoom description.
- Select MailRoom supervisors.
- Select MailRoom operators.
- Click on **Is Active** to activate the MailRoom info.
- Unclick on **Is Active** to make the MailRoom info inactive.
- Click on **Save**.

Location Info

Name*

Name (નામ)

Short Name*

Short Name (શorthાનમ)

Supervisors*

admin admin
kamel ahmad

Is Active

MailRoom Info

MailRoom Code*

MailRoom Name*

MailRoom Name (નામ)

MailRoom Description

MailRoom Description (બ્રિફ)

MailRoom Supervisors*

admin admin

MailRoom Operators*

admin admin

Is Active

Add

Save

Cancel

After filling all the required fields, click on **Save**.

Location Info

Name*	Name (ج.ع)*	Short Name*	Short Name (ج.ع)
JEDDAH	سج	JED	

Supervisors*

admin admin
 kamel ahmad

Is Active

MailRoom Info

MailRoom Code*	MailRoom Name*	MailRoom Name (ج.ع)
1220	default mail room	

MailRoom Description*

MailRoom IDB groundfloor

MailRoom Description (ج.ع)

MailRoom Supervisors*

admin admin

MailRoom Operators*

admin admin

Is Active

4. Click on **Edit** to edit the location.

						Add
#	Name	Short Name	MailRoom Code	Supervisors	Is Active	
1	JEDDAH	JED	1220	admin admin	Active	Edit Delete

5. Click on **Delete** to edit the location.

						Add
#	Name	Short Name	MailRoom Code	Supervisors	Is Active	
1	JEDDAH	JED	1220	admin admin	Active	Edit Delete

Then click on **Confirmation** to confirm the action.



Confirming the Action

Are you sure of this action ?

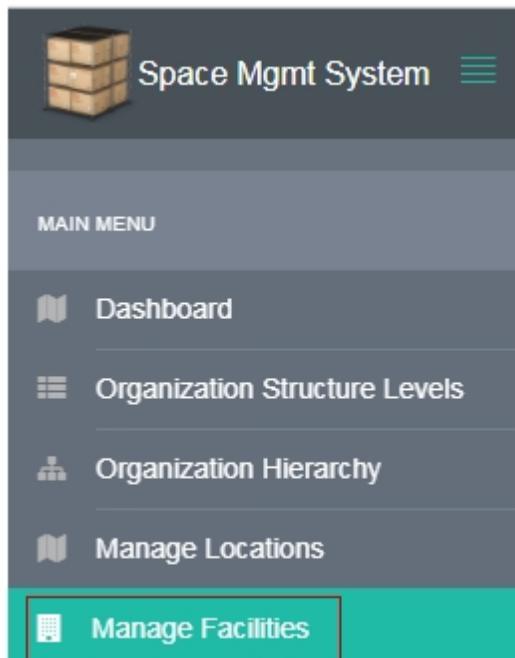
Cancel

Confirmation

Created with the Personal Edition of HelpNDoc: [News and information about help authoring tools and software](#)

Adding a Facility.

1. Click on **Manage Facilities**.



2. To add a facility, Click on **Add**.

#	Location	Name	Short Name	Record Center Supervisors	Description	Is Active	
1	JEDDAH	IDBHQGroundfloor	IDBHQ Ground			Active	Edit Delete

3. After clicking on **Add**, fill in the required fields.

- Insert name.
- Insert short name.
- Insert description.
- Select Location.
- Select record center supervisor.
- Click on **Is Active** to activate the facility.
- Unclick on **Is Active** to make the facility inactive.

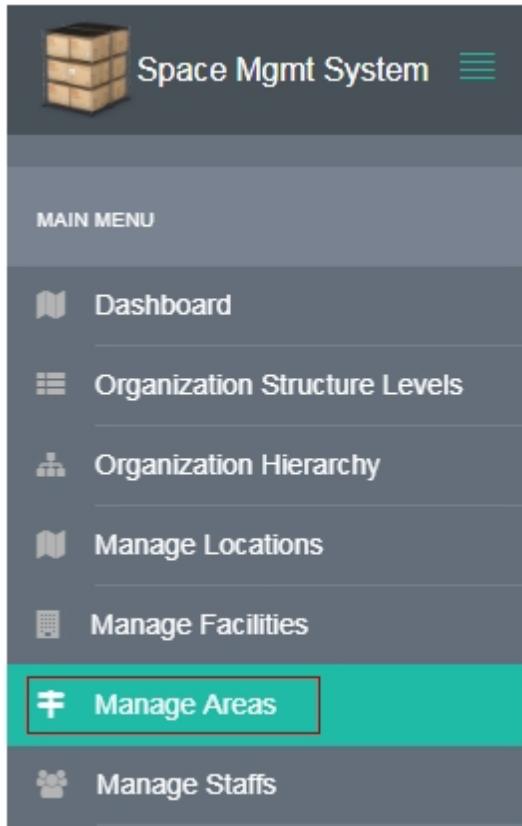
				Add
Name*	Name (عَرَبِي)	Short Name*	Short Name (عَرَبِي)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Description	<input type="text"/>			
Location*	Record Center Supervisors*	<input type="checkbox"/> Is Active		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

After filling the required fields, click on **Save**.

				Add
Name✓	Name (عَرَبِي)	Short Name✓	Short Name (عَرَبِي)	
<input type="text" value="Khomra"/>	<input type="text"/>	<input type="text" value="IST"/>	<input type="text"/>	
Description✓	<input type="text" value="Istanbul facility"/>			
Location✓	Record Center Supervisors✓	<input checked="" type="checkbox"/> Is Active		
<input type="text" value="JEDDAH"/> JEDDAH JED-Khomra-KH01 JED-Khomra-KH03 مَسْتَوْجُ الْحَمْرَةِ الْأَنْوَرِ الْأَمْرِي مَسْتَوْجُ الْحَمْرَةِ الْأَنْوَرِ الْأَرْبَضِي usa	<input type="text" value="admin admin"/>	<input checked="" type="checkbox"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

Adding an Area.

1. Click on Manage Areas.



2. To add an area, Click on **Add**.

#	Name	Facility	Short Name	Description	Is Active	Add
1	HQ Records Center	IDBHQGroundfloor	HQ RC		Active	Edit Delete

3. After clicking on **Add**, fill in the required fields.

- Insert name.
- Insert short name.
- Insert description.
- Select facility.
- Click on **Is Active** to activate the area.
- Unclick on **Is Active** to make the area inactive.

Add

Name*	Name (عَرَبِي)*	Short Name*	Short Name (عَرَبِي)*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	Description (عَرَبِي)		
<input type="text"/>	<input type="text"/>		
Facility*	<input type="text"/> <input type="checkbox"/> Is Active		
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

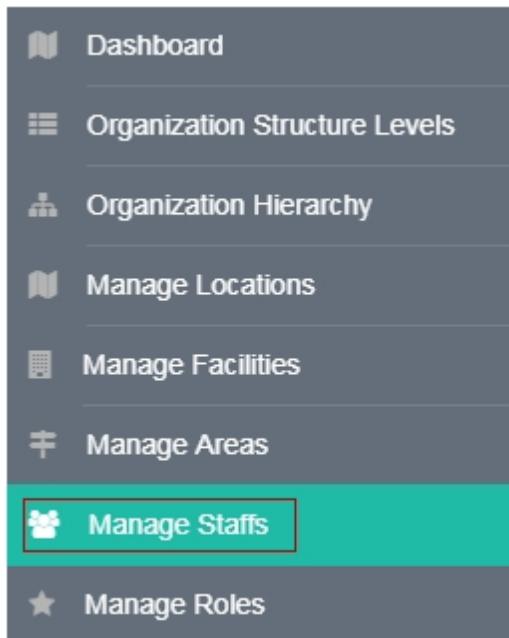
After filling in the required fields, click on **Save**.

Name*	Name (عَرَبِي)	Short Name*	Short Name (عَرَبِي)
<input type="text" value="Istanbul"/>	<input type="text"/>	<input type="text" value="Ist"/>	<input type="text"/>
Description	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Facility*	<input type="text" value="Jeddah"/> <input type="text" value="IDBHQGroundfloor"/> <input type="text" value="Off-site Records Center IDBG"/> <input type="text" value="Jeddah"/> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> Is Active </div>		
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

Created with the Personal Edition of HelpNDoc: [Full-featured Kindle eBooks generator](#)

Adding a Staff.

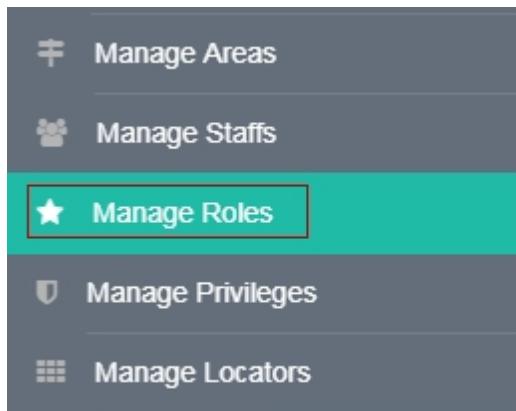
- Click on **Manage Staffs**.



Created with the Personal Edition of HelpNDoc: [Easy to use tool to create HTML Help files and Help web sites](#)

Managing Roles.

1. Click on **Manage Roles**.



2. Click on **Add**, to add a new role.

#	Name	Is Active
1	Admin	Active
2	LocationSupervisor	Active
3	RecordCenterSupervisor	Active

3. Click on

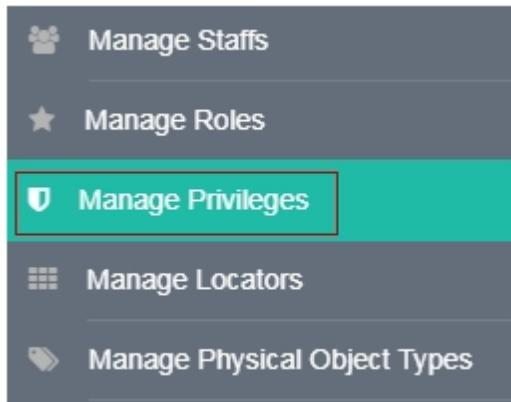
- Insert name.
- Click on **Is Active** to activate the role.
- Unclick on **Is Active** to make role inactive.
- Click on **Save**.

A screenshot of a modal dialog box for adding a new role. The 'Name*' field contains 'RecordCenterOperator'. The 'IsActive' checkbox is checked. At the bottom are 'Save' and 'Cancel' buttons.

Created with the Personal Edition of HelpNDoc: [Full-featured EBook editor](#)

Managing Privileges.

1. Click on **Manage Privileges**.



2. Select a role by clicking on the **Role Drop Down List**.

The image contains two screenshots of a role selection interface.

Screenshot 1: A dropdown menu titled "Role:" is open. The "Admin" option is highlighted with a blue background. To the right of the dropdown, there is a checked checkbox inside a red circle, indicating it is selected. Below the dropdown, under the heading "Web Pages:", there are two sections: "%Manage Locations" and "%Manage Facilities", each with "Read" and "Write" checkboxes.

Screenshot 2: A dropdown menu titled "Role:" is open, showing a list of roles: Admin, LocationSupervisor, RecordCenterSupervisor, MailRoomOperator, MailRoomSupervisor, SuperAdmin, Manager, and RecordCenterOperator. The "Admin" option is highlighted with a blue background. An arrow points to the "Admin" option. Below the dropdown, there are three sections: "%Manage Facilities", "%Manage Areas", and "%Manage Locations", each with "Read" and "Write" checkboxes.

3. After selecting the role, you can determine if the selected role can read or write, by clicking on **Read** or **Write** or both.

The **Admin** has the privilege to read and write all functions, other roles might not share the same privilege.

Role:

Admin

 **Web Pages:**

- %Manage Locations
 - Read Write
- %Manage Facilities
 - Read Write
- %Manage Areas
 - Read Write
- %Manage Staffs
 - Read Write
- %Manage Roles
 - Read Write
- %Manage Privileges
 - Read Write
- %Manage Locators
 - Read Write
- %Manage Physical Object Types
 - Read Write
- %Physical Objects
 - Read Write
- %Storage Requests
 - Read Write

After selecting the privileges of the selected role, click in **Save**.

%Organization Structure Levels

- Read Write

%Manage Classifications

- Read Write

%Organization Hierarchy

- Read Write

%System Configurations

- Read Write

An example of the privileges of another role, which is the **Record Center Operator**.

Role:
RecordCenterOperator

Web Pages:

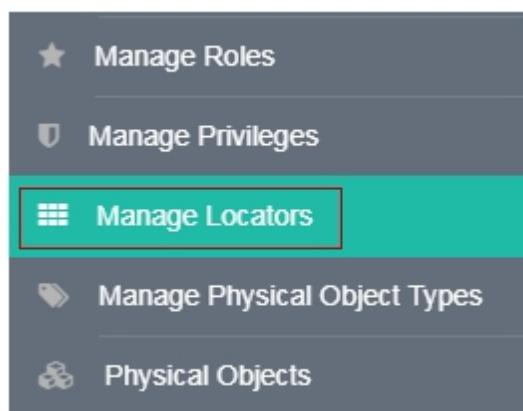
- %Manage Locations
 - Read Write
- %Manage Facilities
 - Read Write
- %Manage Areas
 - Read Write
- %Manage Staffs
 - Read Write
- %Manage Roles
 - Read Write
- %Manage Privileges
 - Read Write
- %Manage Locators
 - Read Write
- %Manage Physical Object Types
 - Read Write
- %Physical Objects
 - Read Write
- %Storage Requests
 - Read Write

Then click on **Save**.

Created with the Personal Edition of HelpNDoc: [Easily create HTML Help documents](#)

Managing Locators.

1. Click on **Manage Locators**.



2. Click on **Search for Locators**.



3. After clicking on **Search for Locators**, fill in the fields.

- Insert facility.
- Insert locator type.
- Insert area.
- insert minimum free space.
- Click on **Empty Locators** to show only the empty locators, based on your search criteria.
- Click on **Non Empty Locators** to show only the non empty locators, based on your search criteria.
- Click on **All** to show all locators, based on your search criteria.
- Click on **Search**.

The screenshot shows the 'Search for locators' interface with the following fields filled:

- Facility:** All
- Area:** All
- Locator type:** All
- Min Free Sapce:** An empty input field with a minus sign (-) and a plus sign (+).
- Show:** A row of three buttons: **Empty locators** (highlighted in red), **None Empty locators**, and **All**.
- Search:** A blue button with a magnifying glass icon.

When you click on show **Empty Locators**, you'll not be able to fill the Min Free Space field.

The screenshot shows the 'Search for locators' interface with the following fields filled:

- Facility:** All
- Area:** All
- Locator type:** All
- Min Free Sapce:** An empty input field with a minus sign (-) and a plus sign (+).
- Show:** A row of three buttons: **Empty locators** (highlighted in red), **None Empty locators**, and **All**.
- Search:** A blue button with a magnifying glass icon.

You'll be able to fill the **Min Free Space** when you click on **Non Empty Locators** or **All**

Locators.

Search for locators

Facility	Area
All	All
Locator type	Min Free Sapce
All	- +
Show	
By name...	Empty locators <input checked="" type="checkbox"/> None Empty locators <input type="checkbox"/> All <input type="checkbox"/>
Search	

Search for locators

Facility	Area
All	All
Locator type	Min Free Sapce
All	- +
Show	
By name...	Empty locators <input type="checkbox"/> None Empty locators <input checked="" type="checkbox"/> All <input type="checkbox"/>
Search	

After clicking on **Search**, a list of locators will appear.

Search for locators

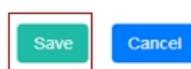
1. default locIDBHQGroundKhomraR01C01		2. default locIDBHQGroundKhomraR01C03	
Locator type: Internal Area Khomra Space Used 0 / 4	Facility Is Active <input checked="" type="checkbox"/>	Locator type: Internal Area Khomra Space Used 0 / 4	Facility Is Active <input checked="" type="checkbox"/>
3. default locIDBHQGroundKhomraR02C02		4. default locIDBHQGroundMS001A	
Locator type: Internal Area Khomra Space Used 0 / 4	Facility Is Active <input checked="" type="checkbox"/>	Locator type: External Area HQ Records Center Space Used 0 / 16	Facility Is Active <input checked="" type="checkbox"/>
5. default locIDBHQGroundMS001C		6. default locIDBHQGroundMS001D	
Locator type: Internal Area HQ Records Center Space Used 0 / 16	Facility Is Active <input checked="" type="checkbox"/>	Locator type: Internal Area HQ Records Center Space Used 0 / 16	Facility Is Active <input checked="" type="checkbox"/>

4. To generate new locators, click on **Generate Locators**.



Fill in the required fields.

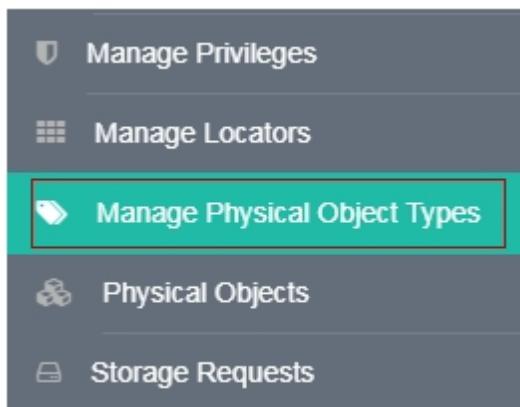
- Select facility.
- Select area.
- Select locator type.
- Insert total space.
- Insert start row.
- Insert start column.
- Insert row number.
- Insert column number.
- Inserting the code style is optional.
- Click on **Save**.

 A screenshot of a 'Generate Locators' dialog box. It contains several input fields and buttons. At the top right is a 'Generate Locators' button. Below it are four input fields: 'Facility*' (with a dropdown arrow), 'Area*' (with a dropdown arrow), and 'Locator type*' (with a dropdown arrow). Underneath these are two sets of numerical input fields: 'Total Space*' and 'Start Row*' (with dropdown arrows), and 'Start Column*' and 'Rows Num*' (with dropdown arrows). To the right of these are 'Columns Num*' and another set of dropdown arrows. Below these fields is a 'Code Style' section with five input boxes containing placeholder text: '{LocationShortName}', '{FacilityShortName}', '{AreaShortName}', '{RowNumber}', and '{ColumnNumber}'. A note below the code style section says: '① You can leave the text boxes empty or fill them with separators like (-, .) or whatever you like.' At the bottom are 'Save' and 'Cancel' buttons.


Created with the Personal Edition of HelpNDoc: [Full-featured Help generator](#)

Managing Physical Object Types.

1. Click on **Manage Physical Object Types**.



2. Click on **Add** to add a new physical object.

#	SN Prefix	Name	Can't be borrowed	Allowed Sub Types	
1	454545	BOX	<input checked="" type="checkbox"/>	Physical Document	Edit Delete

3. Fill in the required fields.

- Insert name.
- Select icon.
- Insert serial number prefix.
- Decide whether the physical object **can't be borrowed** or **is container**.
- From **Allowed Sub Types**, pick the sub icon.
- Click on **Save**.

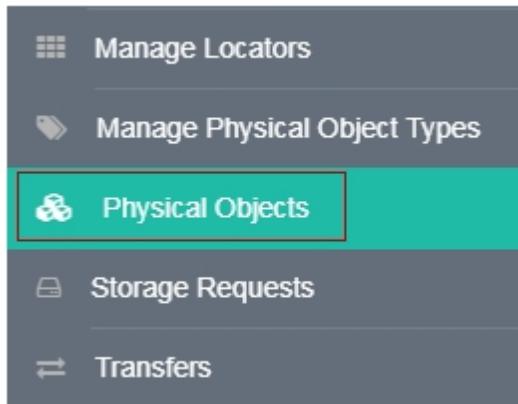
Add					
Name*	Name (નામ)	Icon*			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Description	Description (વર્ણન)				
<input type="text"/>	<input type="text"/>				
Serial Number Prefix*	<input type="text"/> <input type="checkbox"/> Can't be borrowed <input type="checkbox"/> Is Container <input type="checkbox"/> BOX <input type="checkbox"/> Physical Document <input type="checkbox"/> CD <input type="checkbox"/> CD1 <input type="checkbox"/> કુદાન <input type="checkbox"/> small box				
	Save	Cancel			

Save	Cancel
----------------------	------------------------

Created with the Personal Edition of HelpNDoc: [Easily create EPub books](#)

Managing Physical Objects.

1. Click on **Physical Objects**.



2. Click on **search for Physical Objects** to search.

A screenshot of a search interface. At the top right is a blue 'Add' button. Below it is a search bar with the placeholder text 'Search for physical objects'. To the right of the search bar is a small blue '+' icon. Below the search bar are two empty horizontal input fields.

Fill in the required fields.

- Insert title.
- Select facility.
- Select locator type.
- Select classification.
- Select organization item.
- Select type.
- Select required action.
- Insert locator code.
- Select From Year, To Year
- Decide to show only containers, only items or all.
- Decide if the physical object **can't be borrowed**, **can be borrowed** or All.
- Click on **Search**.

Add

Search for physical objects

Title	Facility	Locator type
<input type="text"/>	<input type="text"/> All	<input type="text"/> All
Classification	Organization Item	
<input type="text"/> All	<input type="text"/> All	
Type	Required Action	Locator Code
<input type="text"/> All	<input type="text"/> All	<input type="text"/>
From Year	To Year	Show
<input type="text"/> dd/MM/yyyy	<input type="text"/> dd/MM/yyyy	<input type="checkbox"/> Only Containers <input type="checkbox"/> Only Items <input type="checkbox"/> All
Show		
<input type="checkbox"/> Can't be borrowed <input type="checkbox"/> Can be borrowed <input type="checkbox"/> All		
Search		

After Clicking on **Search**, a list of the physical objects will appear.

1. <input type="checkbox"/> Title Box03Box03Vouchers Type BOX - Classification Required Action	Locator Code default locIDBHQGroundKhomraR01C02 Duration - Organization Item ICD Description	/ /
2. <input type="checkbox"/> Title Box0500 Type BOX - Classification Required Action	Locator Code default locIDBHQGroundMS004A04 Duration 31/01/2018 - 31/01/2018 Organization Item Description	/
3. <input type="checkbox"/> Title Box06 Type BOX - Classification Required Action	Locator Code default locIDBHQGroundMS002D Duration 01/02/2018 - 02/02/2018 Organization Item Description	/
4. <input type="checkbox"/> Title 02نون Type - Classification Required Action	Locator Code default locIDBHQ GroundGF-181016 Duration - Organization Item Description voucher From 001 To 099 From 100 To 199 From 200 To 299 From 300 To 500000	/
5. <input type="checkbox"/> Title Box08 Type CD - Classification Required Action	Locator Code default locIDBHQ GroundGF-181918 Duration - Organization Item Description	/
6. <input type="checkbox"/> Title PD003email Type Physical Document - Classification Required Action	Locator Code default locIDBHQGroundMS001B Duration 18/02/2018 - 20/02/2018 Organization Item Description	/

3. Click on the **Add** icon to add a child to the physical object parent to an existed one.

Add inside this

1. <input type="checkbox"/> Title Box03Box03Vouchers Type BOX - Classification Required Action	Locator Code default locIDBHQGroundKhomraR01C02 Duration - Organization Item ICD Description	
---	---	--

Fill in the child fields to be added to the parent.

- Insert title suffix.
- Select type.
- Select facility.
- Select From Year, To Year.
- Insert locator.
- Select classification.
- Select organization item.
- Insert description.
- Click **Save**.

Parent Physical Object

Title: Box03Box03Vouchers Locator Code: default locIDBHQGroundKhomraR01C02 Description:

Title Suffix Type* Facility*

From Year To Year Locator

Classification Organization Item

Description

Save Cancel

4. Click on the **Edit** icon to edit the fields of a physical object.

1. Title Box03Box03Vouchers Type BOX - Classification Required Action	Locator Code default locIDBHQGroundKhomraR01C02 Duration - Organization Item ICD Description	
---	---	--

You can set a physical object as parent by clicking of the reversed arrows.

Title Box0500 Type BOX - Classification Required Action	Locator Code default locIDBHQGroundMS004A04 Duration 31/01/2018 - 31/01/2018 Organization Item Description	
Title Box06 Type BOX - Classification Required Action	Locator Code default locIDBHQGroundMS002D Duration 01/02/2018 - 02/02/2018 Organization Item Description	

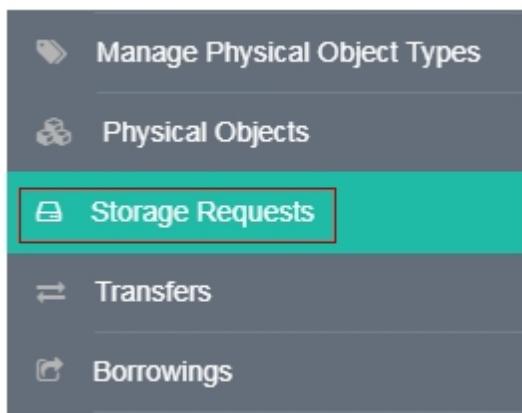
5. Click on **Delete** icon to delete a physical object.

1. Title Box03Box03Vouchers Type BOX - <input checked="" type="checkbox"/> Classification Required Action	Locator Code default locIDBHQGroundKhomraR01C02 Duration - Organization Item ICD Description	+ / Edit / Delete
--	---	---

Created with the Personal Edition of HelpNDoc: [Free Qt Help documentation generator](#)

Managing Storage Requests.

1. Click on **Storage Requests**.



2. Click on **New Request** to generate a new storage request.

The screenshot shows a list of storage requests on the right and a sidebar on the left. The sidebar includes a 'New Request' button (highlighted with a red box) and a 'STATUSES' section with three options: 'Waiting Manager Approval', 'Waiting RCS Approval', and 'Approved'. The main area lists three previous requests:

Search requests	
return	19/02/2018 - 11:09AM
Manager:	12345677
Facility:	IDBHQ Ground
dispose	15/02/2018 - 1:18PM
Manager:	98765432
Facility:	IDBHQ Ground
storing	15/02/2018 - 1:14PM
Manager:	98765432
Facility:	IDBHQ Ground

No request has been selected.

Fill in the required fields.

- Insert facility.
- Insert manager name.
- Insert title.
- Select classification.
- Select type.
- Select From Year, To Year.
- Insert description.

- Click on **Save**.

Storage Request

Facility* Manager Title*

Physical Objects

+ Add New

1. Classification Type*

Select ...

From Year To Year

dd/MM/yyyy dd/MM/yyyy

Description

+ Add Sub Physical Object

Save Cancel

3. You can add an additional physical object, by Clicking on **Add New**. It's shown below 2 physical objects.

Storage Request

Facility* Manager Title*

Physical Objects

+ Add New

1. ×

Classification <input type="text"/>	Type* <input type="text"/>
From Year <input type="text"/>	To Year <input type="text"/>
Description <input type="text"/>	

+ Add Sub Physical Object

2. ×

Classification <input type="text"/>	Type* <input type="text"/>
From Year <input type="text"/>	To Year <input type="text"/>
Description <input type="text"/>	

+ Add Sub Physical Object

4. You add a sub physical object, Click on **Add sub physical object**.

Storage Request

Facility*

Manager

Search by name

Title*

Physical Objects

+ Add New

1.

Classification

Select ...

Type*

From Year

dd/MM/yyyy

To Year

dd/MM/yyyy

Description

+ Add Sub Physical Object

Save

Cancel

5. The physical object and sub physical object.

Storage Request

Facility*

Manager

Title*

Physical Objects

[+ Add New](#)
1. Physical Object

Classification

Type*

From Year

To Year

Description

[+ Add Sub Physical Object](#)
1.2. Sub Physical Object

Classification

Type*

From Year

To Year

Description

6. Click on a certain request, to **Accept**, **Reject** or **Edit** it.

The screenshot shows a user interface for managing space requests. On the left, there's a sidebar with a 'New Request' button and a 'STATUSES' section containing three items: 'Waiting Manager Approval' (with a blue icon), 'Waiting RCS Approval' (with a grey icon), and 'Approved' (with a green checkmark icon). The main area displays a list of requests:

- return** 19/02/2018 - 11:09AM
Manager: 12345677
Facility: IDBHQ Ground
- dispose** 15/02/2018 - 1:18PM
Manager: 98765432
Facility: IDBHQ Ground
- storing** 15/02/2018 - 1:14PM
Manager: 98765432
Facility: IDBHQ Ground

To the right of the list is a modal dialog titled 'Accept' with three buttons: 'Accept' (green), 'Reject' (red), and 'Edit'. Below the dialog, a note for the first request is shown: 'return Facility: IDBHQGroundfloor Manager: 12345677'. A red arrow points from the 'Accept' button in the dialog to the 'Accept' button in the note. To the right of the note is a 'Storage Contents' section with a file icon and a list of details: '1. Description Classification mail Type Physical Document Duration -'.

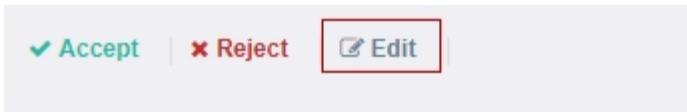
7. To accept a request, write a note then Click on **Accept**.

This screenshot is similar to the previous one but includes a note in the 'Accept' dialog. The note reads: 'Notes✓ | [empty text area] | Accept | Cancel'. The 'Accept' button is highlighted in green. The rest of the interface is identical to the first screenshot, showing the request list and the 'Storage Contents' section.

8. To reject a request, write a note then Click on **Reject**.

This screenshot shows the rejection process. The 'Accept' dialog has been replaced by a 'Reject' dialog, which contains a 'Notes' field with an empty text area and two buttons: 'Reject' (red) and 'Cancel'. The 'Reject' button is highlighted in red. The rest of the interface remains the same, displaying the request list and the 'Storage Contents' section.

9. To edit a request, Click on **Edit**.



return

Facility: IDBHQGroundfloor

Manager: 12345677

Storage Contents

1. *Description*

Classification mail

Type Physical Document

Duration -

Then fill the required fields.

- Select facility.
- Insert manager name.
- Insert title.
- Select classification.
- Select type.
- Select From Year, To Year.
- Insert description.
- Click on **Save**.

Storage Request

Facility✓

Manager

Title✓

Physical Objects

+ Add New

1. *

Classification <input type="text" value="mail"/>	Type* <input type="text" value="Physical Document"/>
From Year <input type="text" value="dd/MM/yyyy"/>	To Year <input type="text" value="dd/MM/yyyy"/>
Description <input type="text"/>	

+ Add Sub Physical Object

Save **Cancel**

10. To check the requests that are waiting for the manager approval, Click on **Waiting Manager Approval**.

New Request

Search requests

STATUSES

- Waiting Manager Approval
- Waiting RCS Approval
- Approved

return	19/02/2018 - 11:09AM
Manager: 12345677	
Facility: IDBHQ Ground	
dispose	15/02/2018 - 1:18PM
Manager: 98765432	
Facility: IDBHQ Ground	
storing	15/02/2018 - 1:14PM
Manager: 98765432	
Facility: IDBHQ Ground	

11. To check the requests that are waiting for the RCS approval, Click on **Waiting RCS Approval**.

The screenshot shows a user interface for managing space requests. On the left, there's a sidebar with a blue header 'New Request'. Below it, under 'STATUSES', there are three items: 'Waiting Manager Approval' (with a person icon), 'Waiting RCS Approval' (with a document icon, highlighted with a red border), and 'Approved' (with a checkmark icon). On the right, there's a search bar labeled 'Search requests' and a list of requests. The first request in the list is 'return' (Manager: 12345677, Facility: IDBHQ Ground, Date: 19/02/2018 - 11:09AM). The second request is 'dispose' (Manager: 98765432, Facility: IDBHQ Ground, Date: 15/02/2018 - 1:18PM). The third request is 'storing' (Manager: 98765432, Facility: IDBHQ Ground, Date: 15/02/2018 - 1:14PM). A red vertical line highlights the 'Waiting RCS Approval' status in the sidebar and points to the 'Waiting RCS Approval' entry in the list.

return	19/02/2018 - 11:09AM
Manager: 12345677	
Facility: IDBHQ Ground	
dispose	15/02/2018 - 1:18PM
Manager: 98765432	
Facility: IDBHQ Ground	
storing	15/02/2018 - 1:14PM
Manager: 98765432	
Facility: IDBHQ Ground	

12. To check the approved requests, Click on **Approved**.

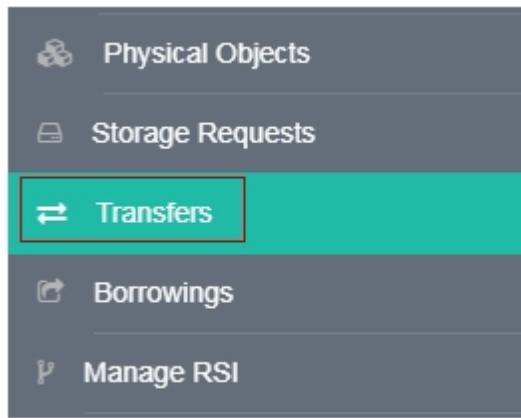
This screenshot is similar to the previous one, showing the same interface for managing space requests. The 'Approved' status (checkmark icon) is highlighted with a red border in both the sidebar and the list of requests. The requests listed are the same as in the previous screenshot: 'return', 'dispose', and 'storing', each with its respective manager information and date.

return	19/02/2018 - 11:09AM
Manager: 12345677	
Facility: IDBHQ Ground	
dispose	15/02/2018 - 1:18PM
Manager: 98765432	
Facility: IDBHQ Ground	
storing	15/02/2018 - 1:14PM
Manager: 98765432	
Facility: IDBHQ Ground	

Created with the Personal Edition of HelpNDoc: [Easy to use tool to create HTML Help files and Help web sites](#)

Managing Transfers.

1. Click on **Transfers**.



2. Click on **New Transfer**.

New Transfer		Search transfers
STATUSES		
* Created	mail	15/02/2018 - 1:20PM Request type: Normal Target facility: IDBHQGroundfloor
✓ Approved	boxes	12/02/2018 - 1:28PM Request type: Normal Target facility: IDBHQGroundfloor
✗ Rejected	box44	11/02/2018 - 10:57AM Request type: Normal Target facility: Istanbul
	dsfsdf	07/02/2018 - 8:13AM Request type: Normal Target facility: IDBHQ0016

No transfer has been selected.

3. Fill in the required fields.

- Insert title.
- Select request type.
- Select target facility.
- Insert description.
- Select physical object.
- Click on **Save**.

New Transfer

Title*

Request type*

Target facility*

Description

Physical objects to transfer

+ Add New

1.

x

Select physical object:

transfers.searchPhysicalObject

Description

Save

Cancel

You can add a new physical objects to a transfer by Clicking on **Add New**.

New Transfer

Title*	Request type*	Target facility*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description <input type="text"/>		

Physical objects to transfer

+ Add New

□ 1.

Select physical object:

transfers.searchPhysicalObject

Description



□ 2.

Select physical object:

transfers.searchPhysicalObject

Description



Save

Cancel

You can delete a physical object by clicking on the **Delete Icon**.

New Transfer

Title*	Request type*	Target facility*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description <input type="text"/>		

Physical objects to transfer

[+ Add New](#)



Select physical object:

transfers.searchPhysicalObject

Description



- Click on **Created** to check the created transfers list.

New Transfer

STATUSES

- * Created**
- ✓ Approved**
- ✗ Rejected**

Search transfers

mail	15/02/2018 - 1:20PM
Request type: Normal	
Target facility: IDBHQGroundfloor	
boxes	12/02/2018 - 1:28PM
Request type: Normal	
Target facility: IDBHQGroundfloor	
box44	11/02/2018 - 10:57AM
Request type: Normal	
Target facility: Istanbul	

- Click on **Approved** to check the approved transfers list.

The screenshot shows the 'New Transfer' screen. On the left, there's a sidebar with 'STATUSES' and three options: 'Created' (marked with a blue asterisk), 'Approved' (which is highlighted with a red border), and 'Rejected'. On the right, there's a search bar labeled 'Search transfers' and a list of transfer requests:

Transfer Details	Date
mail Request type: Normal Target facility: IDBHQGroundfloor	15/02/2018 - 1:20PM
boxes Request type: Normal Target facility: IDBHQGroundfloor	12/02/2018 - 1:28PM
box44 Request type: Normal Target facility: Istanbul	11/02/2018 - 10:57AM

6. Click on **Rejected** to check the rejected transfers list.

The screenshot shows the 'New Transfer' screen with the 'Rejected' status selected (highlighted with a red border). The sidebar and transfer list are identical to the previous screenshot.

7. Click on a certain transfer to Accept, Reject or edit it.

The screenshot shows the 'New Transfer' interface. On the left, there's a sidebar with 'STATUSES' and three options: * Created (highlighted with a blue background), ✓ Approved, and ✗ Rejected. The main area has a search bar 'Search transfers' and a table of transfer requests:

New Item122 (Picture)	mail	15/02/2018 - 1:20PM
Source: Included file	Request type: Normal Target facility: IDBHQGroundfloor	
boxes	12/02/2018 - 1:28PM	
	Request type: Normal Target facility: IDBHQGroundfloor	
box44	11/02/2018 - 10:57AM	
	Request type: Normal Target facility: Istanbul	

On the right, there's a panel with 'Accept', 'Reject', 'Edit' buttons, and a detailed view of a selected transfer:

15/02/2018 - 10:20AM
mail
Request type: Normal
Target facility: IDBHQGroundfloor
Description:

Physical objects to transfer

1. **Title** PD003email
Serial Number PD003

8. Click on **Accept** to accept a transfer.

After specifying a locator for a physical object and writing a note, click on **Accept**.

Accept | Reject | Edit |

Specify a locator for physical objects

PD003email

Search by locator code

Notes

Accept Cancel

15/02/2018 - 10:20AM

mail

Request type: Normal

Target facility: IDBHQGroundfloor

Description:

Physical objects to transfer

- 1. **Title** PD003email
- Serial Number** PD003
- Facility** IDBHQGroundfloor
- Classification**
- Type** Physical Document
- transfers.duration** 18/02/2018 - 20/02/2018
- Description**

9. Click on **Reject** to reject a transfer.
Write a note and then click on **Reject**.



Notes

Reject

Cancel

15/02/2018 - 10:20AM

mail

Request type: Normal

Target facility: IDBHQGroundfloor

Description:



Physical objects to transfer

1. **Title** PD003email

Serial Number PD003

Facility IDBHQGroundfloor

Classification

Type Physical Document

transfers.duration 18/02/2018 - 20/02/2018

Description

10. Click on **Edit** to edit a transfer.

✓ Accept | **✗ Reject** **Edit**

15/02/2018 - 10:20AM

mail

Request type: Normal

Target facility: IDBHQGroundfloor

Description:



Physical objects to transfer

1. **Title** PD003email

Serial Number PD003

Facility IDBHQGroundfloor

Classification

Type Physical Document

transfers.duration 18/02/2018 - 20/02/2018

Description

Fill in the required fields, then Click on **Save**.

New Transfer

Title*	Request type*	Target facility*
mail	Normal	IDBHQGroundfloor
Description		
<input type="text"/>		

Physical objects to transfer

+ Add New

1.

x

Select physical object:

PD003email

Description

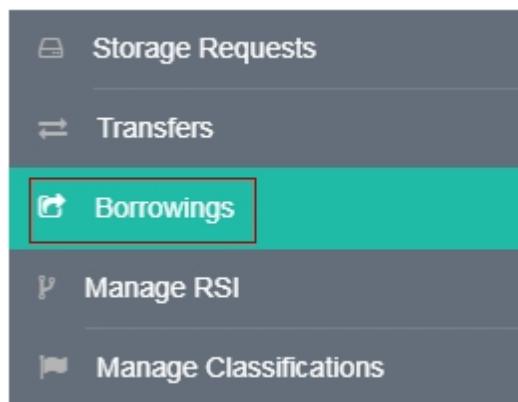
Save

Cancel

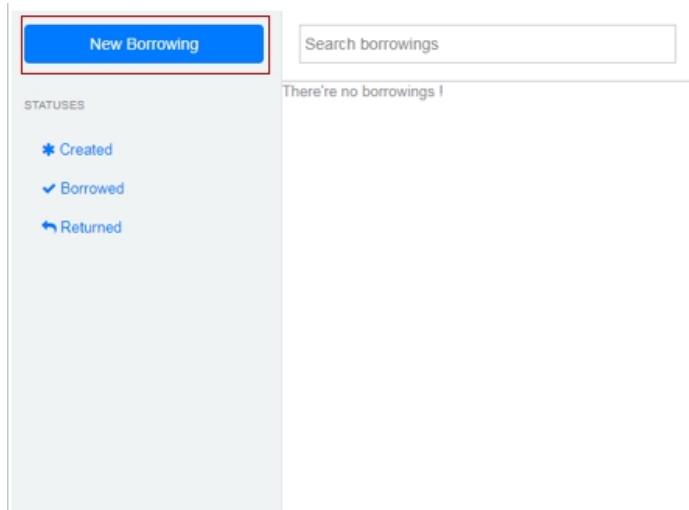
Created with the Personal Edition of HelpNDoc: [Easily create Web Help sites](#)

Managing Borrowings

1. Click on **Borrowings**.



2. Click on **New Borrowing** to create a new borrowing.



No borrowing has been selected.

3. Fill in the required fields.

- Insert title.
- Select request type.
- Select facility.
- Insert name of borrower staff.
- Insert description.
- Select/search physical object.
- Insert return date.
- Click in **Save**.

New Borrowing

Title*

Request type*

Facility*

Borrower Staff

Search by name

Description

Physical objects to borrow

+ Add New

1.

Select physical object

Search by title

Return Date

dd/MM/yyyy

Description

Save

Cancel

You can add a new physical object to borrow, Click on **Add New**, and the second physical object will appear below.
Then Click on **Save**.

Physical objects to borrow

+ Add New

1.

Select physical object

Search by title

Description

Return Date

dd/MM/yyyy

2.

Select physical object

Search by title

Description

Return Date

dd/MM/yyyy



Save

Cancel

4. Click on **Created** to view the created borrowing list.

New Borrowing

Search borrowings

There're no borrowings !

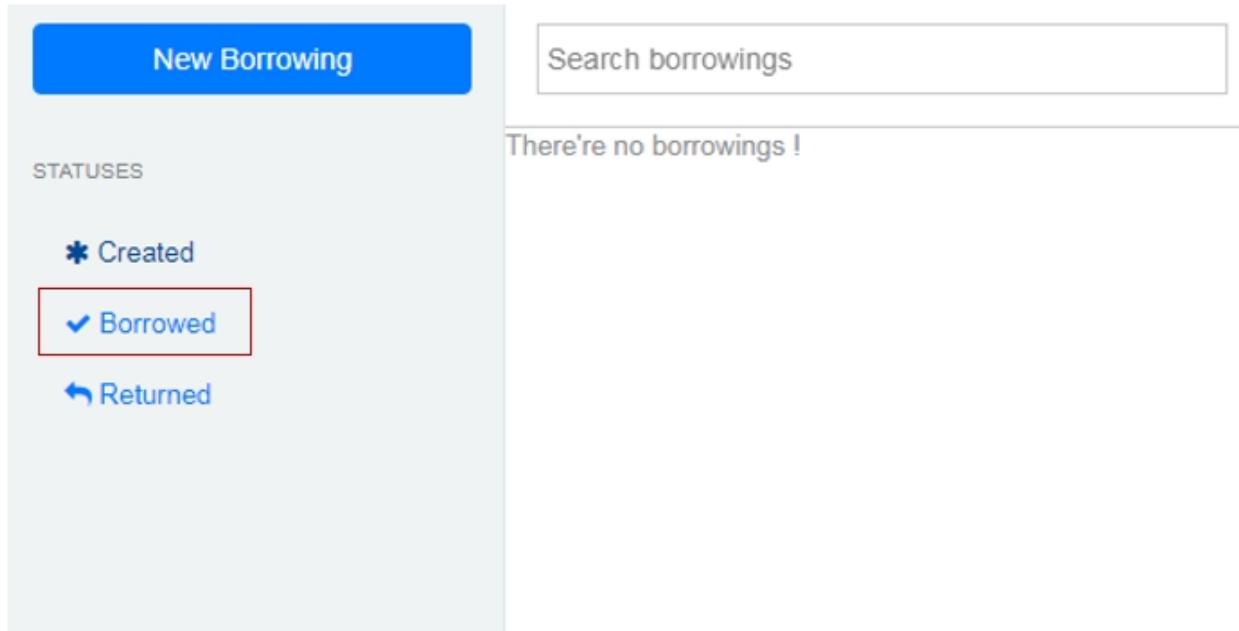
STATUSES

* Created

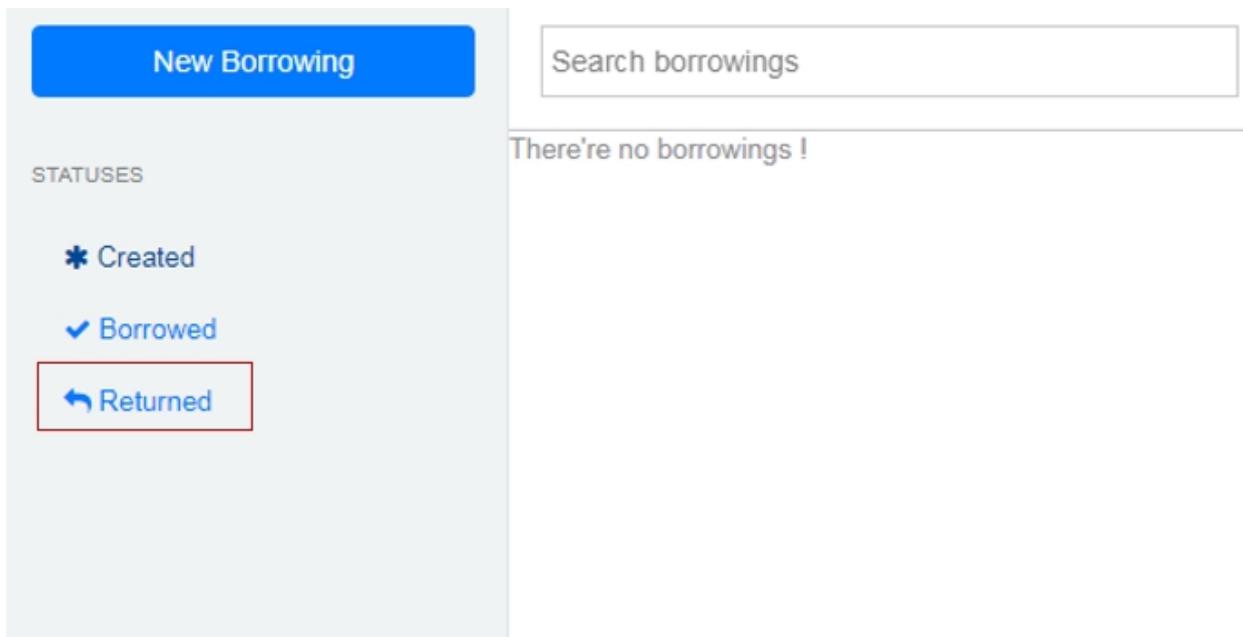
Borrowed

Returned

5. Click on **Borrowed** to view the borrowing list.



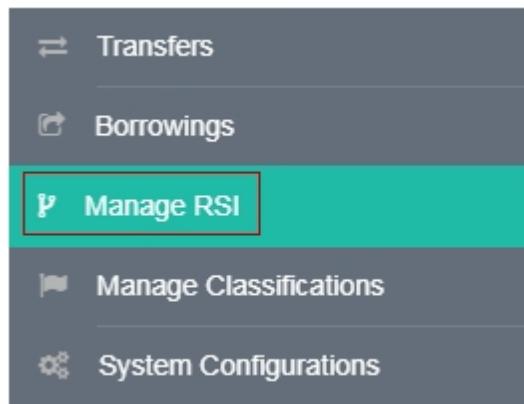
6. Click on **Returned** to view the returned borrowing list.



Created with the Personal Edition of HelpNDoc: [Free Kindle producer](#)

Managing RSI (Record Series Identifiers)

1. Click on **Manage RSI**.



RSI (Record series identifiers), Record series are units of files or documents arranged according to a filing system or kept together because they:

- Relate to a particular subject or function.
- Result from the same activity.
- Document a specific kind of transaction.

If you have recorded the **RSI** for a particular record, you can retrieve that record in the future by using the **RSI** as your search term.

-

2. Click on **Add** to add a new RSI.

#	Title	Create Date	Last Update Date	Is Active	
1	mail	15/02/2018 - 1:37PM		Active	Edit Delete
2	CD4	15/02/2018 - 1:41PM	19/02/2018 - 12:36PM	Active	Edit Delete

Fill in the required fields.

RSI Info

- Insert title.
- Click on **Is Active** to Activate RSI.

Stages

- Insert title.
- Select required action.

- Select stage type.
- Select triggering date.
- Click on **Is Active** to activate stage.

RSI Info

Title* Is Active

Stages

1...

① (Press and move to reorder, or click to expand\collapse)

P 1. Title*	Required Action*	Conditions Group	+
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Is Active	

Actions:

Buttons: Save

3. Click on **Add icon** to add a new condition.

RSI Info

Title* Is Active

Stages

1...

① (Press and move to reorder, or click to expand\collapse)

P 1. Title*	Required Action*	Conditions Group	+
<input type="text"/>	<input type="text"/>		

Actions:

Buttons: Save

Fill in the required fields.

- Insert selected field.
- Select comparison value.
- Click on **Save**.

1... (Press and move to reorder, or click to expand\collapse)

P 1. Title* Required Action*

Stage Type* Triggering Date dd/MM/yyyy Is Active

Conditions Group

1. Selected Field* Comparation Value

Example of filled fields.

(Press and move to reorder, or click to expand\collapse)

Conditions Group

1. Title

1. Selected Field Contains Comparison Value

Title	Contains	Box
-------	----------	-----

4. Click on **Add New Stage after this One** or **Add New Stage** to add stages.

2... (Press and move to reorder, or click to expand\collapse)

P 2. Title* Required Action* Conditions Group

Stage Type* Triggering Date dd/MM/yyyy Is Active

5. Click on **Delete Stage** to delete a certain stage.

2...

ⓘ (Press and move to reorder, or click to expand/collapse)

P 2. Title*	Required Action*	Conditions Group	+
<input type="text"/>	<input type="text"/>		
Stage Type*	Triggering Date <input type="text"/> dd/MM/yyyy	<input type="checkbox"/> Is Active	
✖ Delete Stage + Add New stage after this one			
+ Add New stage			

6. Click on **Delete** to delete RSI.

#	Title	Create Date	Last Update Date	Is Active	Add
1	mail	15/02/2018 - 1:37PM		Active	Edit Delete
2	CD4	15/02/2018 - 1:41PM	19/02/2018 - 12:36PM	Active	Edit Delete

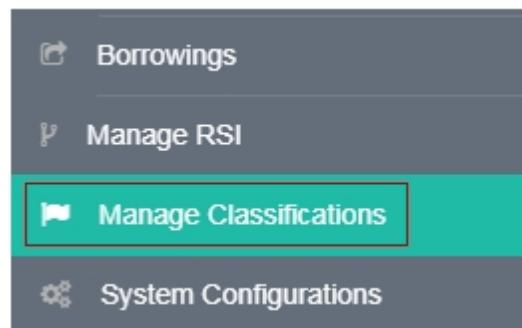
7. Click on **Edit** to edit RSI.

#	Title	Create Date	Last Update Date	Is Active	Add
1	mail	15/02/2018 - 1:37PM		Active	Edit Delete
2	CD4	15/02/2018 - 1:41PM	19/02/2018 - 12:36PM	Active	Edit Delete

Created with the Personal Edition of HelpNDoc: [News and information about help authoring tools and software](#)

Managing Classifications

1. Click on **Manage Classifications**.



2. Click on **Add** to add a new classification.

		Add
1.	Name mail <i>Status</i> Active <i>RSI</i> <i>Storage Medium</i> Electronic <i>Disposition Authority</i> <i>Description</i> null	<i>File Number</i> 500 <i>Status Date</i> 24/01/2018 <i>Essential</i> Non vital records <i>Update Cycle Period</i>
2.	Name fax <i>Status</i> Active <i>RSI</i> <i>Storage Medium</i> Electronic <i>Disposition Authority</i> <i>Description</i> null	<i>File Number</i> fax <i>Status Date</i> 13/02/2018 <i>Essential</i> To be determined <i>Update Cycle Period</i>

Fill in the required fields.

- Insert name.
- Insert file number suffix.
- Insert Disposition Authority.
- Select RSI.
- Select essential level.
- Select storage medium.
- Update cycle period.
- Select status.
- Select status date.
- Click on Selectable.
- Insert description.
- Click on **Save**.

Add		
Name	Name (সূচী)	File Number Suffix*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Disposition Authority	RSI	Essential*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Storage Medium*	Update Cycle Period	Status*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status Date*	<input type="text"/> dd/MM/yyyy <input type="checkbox"/> Selectable	
Description	Description (সূচী)	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

3. Click on the **Add** icon to add a sub classification.

1.	Name mail Status Active RSI Storage Medium Electronic Disposition Authority Description null	File Number 500 Status Date 24/01/2018 Essential Non vital records Update Cycle Period	
2.	Name fax Status Active RSI Storage Medium Electronic Disposition Authority Description null	File Number fax Status Date 13/02/2018 Essential To be determined Update Cycle Period	

4. Click on the Edit icon to edit a classification.

1.	Name mail Status Active RSI Storage Medium Electronic Disposition Authority Description null	File Number 500 Status Date 24/01/2018 Essential Non vital records Update Cycle Period	
2.	Name fax Status Active RSI Storage Medium Electronic Disposition Authority Description null	File Number fax Status Date 13/02/2018 Essential To be determined Update Cycle Period	

Fill in the required fields.

You can set a classification as parent by clicking on the reversed arrows.

Parent Classification 

Name: fax	File Number: fax	Description:
Name	Name (μετα)	File Number Suffix*
Disposition Authority	RSI	Essential*
Storage Medium*	Update Cycle Period	Status*
Status Date*	<input type="text"/> dd/MM/yyyy <input type="checkbox"/> Selectable	
Description	Description (μετα)	

1. **Name** mail
Status Active
RSI
Storage Medium Electronic
Disposition Authority
Description null

File Number 500
Status Date 24/01/2018
Essential Non vital records
Update Cycle Period



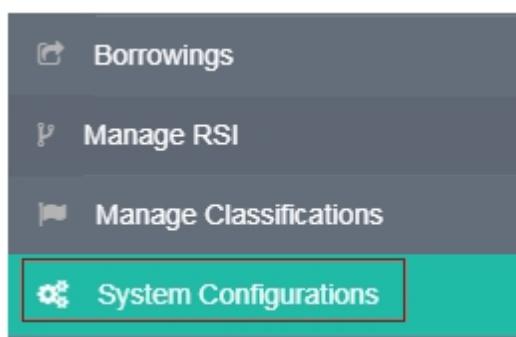
5. Click on Delete icon to delete a classification.

1.	<p>Name mail Status Active RSI Storage Medium Electronic Disposition Authority Description null</p>	<p>File Number 500 Status Date 24/01/2018 Essential Non vital records Update Cycle Period</p>	+ / ✓ / ✖
2.	<p>Name fax Status Active RSI Storage Medium Electronic Disposition Authority Description null</p>	<p>File Number fax Status Date 13/02/2018 Essential To be determined Update Cycle Period</p>	+ / ✓ / ✖

Created with the Personal Edition of HelpNDoc: [Full-featured EPub generator](#)

Managing System Configurations

1. Click on **Manage System Configurations**.



Fill in the required fields.

Active Directory Configurations

- Insert the active directory path

Default Admin Configuration

- Insert the default admin name, the selected admin will get the Administrative Priviliges.

Notifications Configurations

- Insert the number of days in notify after days.
- Click on **Notify RCS delayed Borrowing** if you want the RCS to be notified when a delay occurs.
- Click on **Notify Staff delayed Borrowing** if you want a staff to be notified when a delay occurs.
- Insert the sender address.

- Insert the sender name.
- Click on **Enable Email Messages** to enable it.

SMTP (Simple Mail Transfer Protocol) Configurations

- Insert host user name.
- Insert SMTP host.
- Insert SMTP port.

Sync Data

Sync Active Directoy Groups

Active Directory Configurations

Active Directory Path

Default Admin Configurations

Default Admin UserName

98765432

Notifications Configurations

Notify After Days

4

Notify RCS Delayed Borrowing Notify Staff Delayed Borrowing

Sender Address

noreply@SpaceManagement.com

Sender Name

SpaceManagement

Enable Email Messages

SMTP Configurations

Host UserName	Smtp Host	Smtp Port
noreply@SpaceManagement.com	96.44.171.107	26

Save **Cancel**

An example of filled fields.

2. Click on **Sync Active Directoy Groups** and results will appear in Manage Staff section, then on **Save**.

Sync Data

Active Directory Configurations

Active Directory Path✓
<path>LDAP://cn=user1,cn=users,dc=domain,dc=com</path>

Default Admin Configurations

Default Admin UserName✓
98765432

Notifications Configurations

Notify After Days
4

Notify RCS Delayed Borrowing

Notify Staff Delayed Borrowing

Sender Address
noreply@SpaceManagement.com

Sender Name
SpaceManagement

Enable Email Messages

SMTP Configurations

Host UserName
noreply@SpaceManagement.com

Smtp Host
96.44.171.107

Smtp Port
26

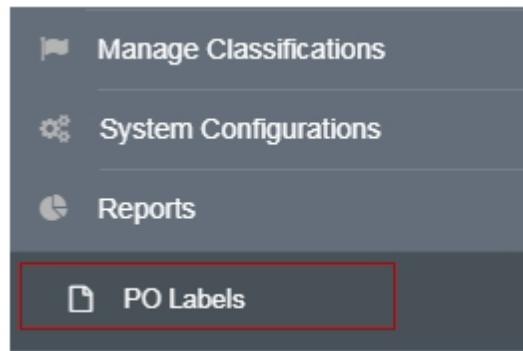
Created with the Personal Edition of HelpNDoc: [News and information about help authoring tools and software](#)

Managing Reports - PO Labels

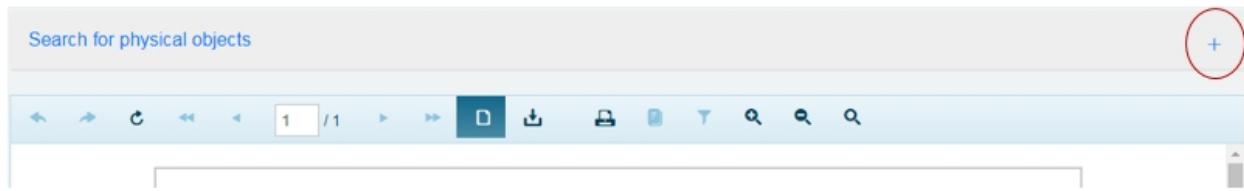
1. Click on Reports.



2. Click on PO Labels.



3. Click on the (+) sign to search for physical objects.



4. Fill in the required fields.

- Insert title
- Choose a facility
- Choose the locator type
- Choose a classification
- Choose the organization item.
- Choose the type of the physical object
- Choose the required action
- Insert the locator code
- Insert the date
- Select what to show from (Only Containers, Only Items or All)
- Select what to show from (Can't be borrowed, Can be borrowed or All)
- Click on **Search**

Search for physical objects

Title	Facility	Locator type			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Classification	Organization Item				
<input type="text"/>	<input type="text"/>				
Type	Required Action	Locator Code			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
From Year	To Year	Description			
<input type="text"/> dd/MM/yyyy	<input type="text"/> dd/MM/yyyy	<input type="text"/>			
Show	Show				
<input type="button" value="Only Containers"/>	<input type="button" value="Only Items"/>	<input type="button" value="All"/>	<input type="button" value="Can't be borrowed"/>	<input type="button" value="Can be borrowed"/>	<input type="button" value="All"/>
<input type="button" value="Search"/>					

Created with the Personal Edition of HelpNDoc: [Free EPub producer](#)
