

Document Warehouse System

Administrator Manual

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SYSTEM ACCESS

To access the Document Warehouse System, open a web browser and navigate to <http://eofi.net/rcwarehouse>.

The image shows a 'System Login' form. It has two input fields: 'User ID' and 'Password', each with a corresponding text input box. Below the input boxes is a dark blue rectangular button labeled 'Log In'.

You will be prompted to enter your system credentials. Enter your User ID and Password and click the [Log In] button.

It is important to note that your credentials for the Document Warehouse System are separate from your Caesars Active Directory credentials and EOF Portal Application login information. If you do not have access to the system, you will need to contact an existing Document Warehouse System administrator.

MENU & NAVIGATION

MAIN MENU

The screenshot shows the main menu of the EOF RC Warehouse Inventory System. The menu is organized into several categories:

- Records**
 - Activity Monitor
 - Record Search
 - Box Search
 - Requests
- Boxes & Labels**
 - Create Boxes
 - RC Boxes
 - Label Reprints
- Administration**
 - Users
 - User Groups
 - Devices
 - Casinos
 - Departments
 - Record Types
 - Warehouses
 - Warehouse Storage
 - Outlets
- Manage Requests**
 - Requests

In the top right corner of the menu area, there are two buttons: "Allen Hall" and "Logout". The background of the menu window features a grayscale photograph of a long aisle in a warehouse, with shelves on both sides filled with boxes.

Upon logging in, you will see the system splash screen with a menu on the left with your username and a [Logout] button in the title bar at the top of the page. *Based on your level of access, you may not see all of the options in the main menu.*

PASSWORD CHANGE

To change your password, click on your username in the title bar and follow the prompts.

Within the main menu, there are four sub-menu categories: [Records], [Boxes & Labels], [Administration], and [Manage Requests]. This manual will cover each of these categories, followed by a brief rundown of the two mobile applications that interact with the system.

Records

Document Warehouse System

ACTIVITY MONITOR

Scan Activity (LAST 15 MINUTES...)			
Device Name	Scan Time	Barcode (Box ID)	Location
EOFRCWD0000031	6/3/2016 9:57am	B00007723	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:57am	B00007726	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:56am	B00008622	LCN005571 - RC Box Room
EOFRCWD0000031	6/3/2016 9:55am	B00008628	LCN005571 - RC Box Room
EOFRCWD0000031	6/3/2016 9:55am	B00007730	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:54am	B00008626	LCN005571 - RC Box Room
EOFRCWD0000031	6/3/2016 9:53am	B00008633	LCN005571 - RC Box Room
EOFRCWD0000031	6/3/2016 9:52am	B00007725	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:52am	B00007727	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:51am	B00008619	LCN005571 - RC Box Room
EOFRCWD0000031	6/3/2016 9:50am	B00007712	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:50am	B00007710	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:49am	B00007744	LCN005580 - Hospitality Accounting
EOFRCWD0000031	6/3/2016 9:48am	B00008197	LCN005583 - Casino Accounting - Slots
EOFRCWD0000031	6/3/2016 9:47am	B00007718	LCN005580 - Hospitality Accounting

To access the activity monitor, click the [Activity Monitor] option on the main menu.

The activity monitor page will display all of the scan activity within the last 15 minutes. This screen is useful for determining whether or not the devices are syncing with the system appropriately or to remotely monitor scanning progress.

RECORD SEARCH

Search Records

Property	All Properties		
Record Type	All Record Types		
Start Range	06-June	3	2016
End Range	06-June	3	2016
<input type="button" value="Search"/>			

To search document records, select [Record Search] from the main menu. Complete the form specifying [Property], [Record Type], [Start Range] and [End Range] and click [Search].

Search Results

Property	Record Type	Start Date	End Date	Box ID	Current Location
PLV	Table Games Daily Audit	4/4/2013	1/18/2038	T766103909	Ballys Warehouse Row 3 - Bay 7 - Shelf 3
PLV	Tips and Voids	5/27/2016	6/1/2016	B00008626	RC Box Room
BLV	City Ledger and Comps	5/29/2016	6/1/2016	B00007722	Hospitality Accounting
CLV	City Ledger and Comps	5/30/2016	6/1/2016	B00007725	Hospitality Accounting
HLV	City Ledger and Comps	5/31/2016	6/1/2016	B00007730	Hospitality Accounting
FLV	City Ledger and Comps	6/1/2016	6/1/2016	B00007732	Hospitality Accounting
FLV	Tips and Voids	6/27/2016	6/30/2016	B00008622	RC Box Room

The search results presented will display all of the boxes that contain records which meet your search criteria. Click on a specific box within the search results to view details about the box including its current location, all records included in the box and its transaction history.

Box Details

Box ID	B00008626
Current Location	RC Box Room
Last Activity	6/3/2016
Property	PLV - Paris Las Vegas
Record Type	Tips and Voids
Originator	Hospitality Accounting
Start Date	5/27/2016
End Date	6/1/2016
Box History	6/3/2016 9:54am - LCN005571 - RC Box Room

BOX SEARCH

Search Boxes

Box Barcode	<input type="text" value="B00008626"/>
<input type="button" value="Search"/>	

To search for a specific box by its barcode, select [Box Search] from the main menu. Enter the barcode in the space provided and click [Search]. If the box is found in the system, the system will display details about the box including its current location, all records included in the box and its transaction history.

Box Details

Box ID	B00008626
Current Location	RC Box Room
Last Activity	6/3/2016
Property	PLV - Paris Las Vegas
Record Type	Tips and Voids
Originator	Hospitality Accounting
Start Date	5/27/2016
End Date	6/1/2016
Box History	6/3/2016 9:54am - LCN005571 - RC Box Room

REQUESTS

To place a records retrieval request, select the [Requests] option from the main menu.

Request Records

Property	All Properties		
Record Type	All Record Types		
Start Range	05-May	1	2016
End Range	06-June	1	2016
<input type="button" value="Search"/>			

Open Requests

Request Date	Deliver To	Status
9/2/2015 2:02pm	Allen Hall	Delivered

You will be presented with a search form to search for records. You will also see any open requests you have in the system. Enter your search criteria and click [Search].

REQUESTS (CONTINUED)

Search Results

(Select a specific record to add an individual box to your record request...)

Property	Record Type	Start Date	End Date	Box ID	Current Location
PLV	Table Games Daily Audit	4/4/2013	1/18/2038	T766103909	Ballys Warehouse Row 3 - Bay 7 - Shelf 3
PLV	Tips and Voids	5/27/2016	6/1/2016	B00008626	RC Box Room
BLV	City Ledger and Comps	5/29/2016	6/1/2016	B00007722	Hospitality Accounting
CLV	City Ledger and Comps	5/30/2016	6/1/2016	B00007725	Hospitality Accounting
HLV	City Ledger and Comps	5/31/2016	6/1/2016	B00007730	Hospitality Accounting
FLV	City Ledger and Comps	6/1/2016	6/1/2016	B00007732	Hospitality Accounting
FLV	Tips and Voids	6/27/2016	6/30/2016	B00008622	RC Box Room

[Add All Boxes to Request](#)
[Request Unlisted Boxes](#)

To request all boxes returned from your search results, simply click the [Add All Boxes to Request] option. To select an individual box, click the box you wish to request and then click [Request Box] after you've verified the contents match your requirement:

Box Details

[Request Box](#)
[Back to List](#)

Box ID	B00007722
Current Location	Hospitality Accounting
Last Activity	6/3/2016

Property	BLV - Ballys Las Vegas
Record Type	City Ledger and Comps
Originator	Hospitality Accounting
Start Date	5/29/2016
End Date	6/1/2016

Box History	6/3/2016 8:48am - LCN005580 - Hospitality Accounting
-------------	--

REQUESTS (CONTINUED)

As you add records to your request, the current records requested will appear within the green current request details box:

Current Request (7 Boxes)

Property	Record Type	Start Date	End Date	Box ID
PLV	Table Games Daily Audit	4/4/2013	1/18/2038	T766103909
PLV	Tips and Voids	5/27/2016	6/1/2016	B00008626
BLV	City Ledger and Comps	5/29/2016	6/1/2016	B00007722
CLV	City Ledger and Comps	5/30/2016	6/1/2016	B00007725
HLV	City Ledger and Comps	5/31/2016	6/1/2016	B00007730
FLV	City Ledger and Comps	6/1/2016	6/1/2016	B00007732
FLV	Tips and Voids	6/27/2016	6/30/2016	B00008622

Cancel Request **Finalize Request**

Within the current request details box, you may [Cancel Request] which empties your request queue or you can click [Finalize Request] to advance to the request submission form.

Request Unlisted Boxes

If the database has no record of the documents you require, you may click the [Request Unlisted Boxes] button to make a manual request in the system.

REQUESTS (CONTINUED)

Once you've selected [Finalize Request] or [Request Unlisted Boxes], you will be brought to the screen below:

The screenshot shows a user interface for a 'Finalize Request' form. At the top, the title 'Finalize Request' is displayed in red. Below it, there are four input fields: 'Deliver To' with the value 'Allen Hall', 'Address / Location' (empty), 'Urgency' with the value 'Standard', and a large 'Comments (Optional)' text area which is currently empty. At the bottom of the form is a dark blue rectangular button labeled 'Submit Record Request'.

To send your request to the courier queue, specify the [Deliver To], [Address / Location], and [Urgency] information. You are also provided a [Comments] space to send a detailed message to the courier.

IMPORTANT – If you are making a manual request (*i.e. records not found in system*), you MUST complete a detailed description of the records needed in the [Comments] section.

Once complete, click [Submit Record Request] and your request will be added to the system queue.

Boxes & Labels

Document Warehouse System

CREATE BOXES

Open Boxes (Allen Hall)

[Start New Box](#)

Name	Barcode	Last Activity
Test Box Only	B00007602	12/21/2015

To create a new STANDARD box in the system, select the [Create Boxes] option on the main menu. This page will display any boxes currently being worked in the system as well as an option to start a new box. Start a new box by clicking the [Start New Box] button.

Create Box

Description

Box Location

Create Box

Enter a [Description] for your new box and select the boxes current location from the list of locations available to your profile. Click [Create Box] to create the box in the system. Contact an administrator if the location you need is not on the list.

Note: The [Description] field is an identifier used by you and/or your department when adding records to a box. Once your box has been sent to the warehouse, it is no longer used as an identifier.

CREATE BOXES (CONTINUED)

Upon creating a new box (or after selecting an existing open box from the list), you will arrive at the box contents screen:

The screenshot shows two stacked interface panels. The top panel is titled "Box Contents" and displays basic box information: Box Barcode (B00008816), Description (My New Box of Test Records), Location (Casino Accounting - Cage), and Started By (Hall, Allen). It also states "No records in box." The bottom panel is titled "Add Record to Box" and contains fields for Record Type (1042), Property (BLV - Ballys Las Vegas), Start Date (MM DD YYYY), and End Date (MM DD YYYY). A large "Add Record" button is at the bottom.

Box Contents	
Box Barcode	B00008816
Description	My New Box of Test Records
Location	Casino Accounting - Cage
Started By	Hall, Allen
No records in box.	

Add Record to Box	
Record Type	1042
Property	BLV - Ballys Las Vegas
Start Date	MM DD YYYY
End Date	MM DD YYYY
Add Record	

From this screen, you can view / edit the records currently listed in the box or add records to the box. To add records, complete the [Record Type], [Property], [Start Date] and [End Date] fields in the form and click [Add Record].

CREATE BOXES (CONTINUED)

Box Contents

Complete this Box [Edit Box Information](#)

Box Barcode B00008816
Description My New Box of Test Records
Location Casino Accounting - Cage
Started By Hall, Allen

Record Type	Property	Start Date	End Date	
1042	ILV	1/1/2009	1/2/2009	Delete
1042	BLV	1/4/2009	1/5/2009	Delete

As records are added to the box, they will appear within the [Box Contents] display. To unlist / remove a record from a box, click the [Delete] link within the appropriate box field.

You may click the [Edit Box Information] from the box contents menu to update the description and / or current location of the box:

Edit Box Information

Description

Box Location

[Update Box Information](#)

CREATE BOXES (CONTINUED)

You do not have to complete a box in one session. In fact, the system is built so that you can add records to a box for an indefinite period of time until the box is complete. To create a new box or access the contents of a different open box, click the [Create Boxes] option from the main menu.

Open Boxes (Allen Hall)

[Start New Box](#)

Name	Barcode	Last Activity
My New Box of Test Records	B00008816	6/3/2016
Test Box Only	B00007602	12/21/2015

You will now see the new box you just created as well as any other open boxes to which you or your department are currently adding records. Click on a box in the list to add more records and / or complete the box.

Box Contents

[Complete this Box](#) [Edit Box Information](#)

Box Barcode	B00008816
Description	My New Box of Test Records
Location	Casino Accounting - Cage
Started By	Hall, Allen

Record Type	Property	Start Date	End Date	
1042	ILV	1/1/2009	1/2/2009	Delete
1042	BLV	1/4/2009	1/5/2009	Delete

Once you have added all of the records to your box the box is ready to be sent to the document warehouse, click [Complete this Box] from the [Box Contents] menu.

CREATE BOXES (CONTINUED)

Are you sure you want to complete this box? **Yes** **No**

IMPORTANT – A confirmation dialog box will appear verifying that you wish to complete your box. Once you click [Yes], you will no longer be able to add records to this box.

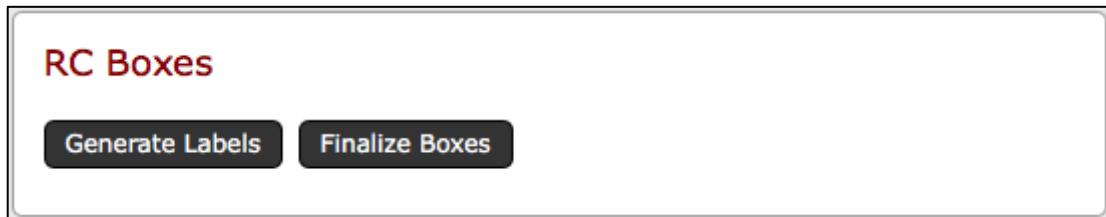
Upon clicking [Yes], you will notice that the box is no longer listed in your [Open Boxes] queue. You will also be presented with a dialog that allows you to print the barcode label for the box:

Label generated! Click here to print label: **Print** **Close**

Click [Print] to generate the box labels. Attach the labels to the short sides of the box.

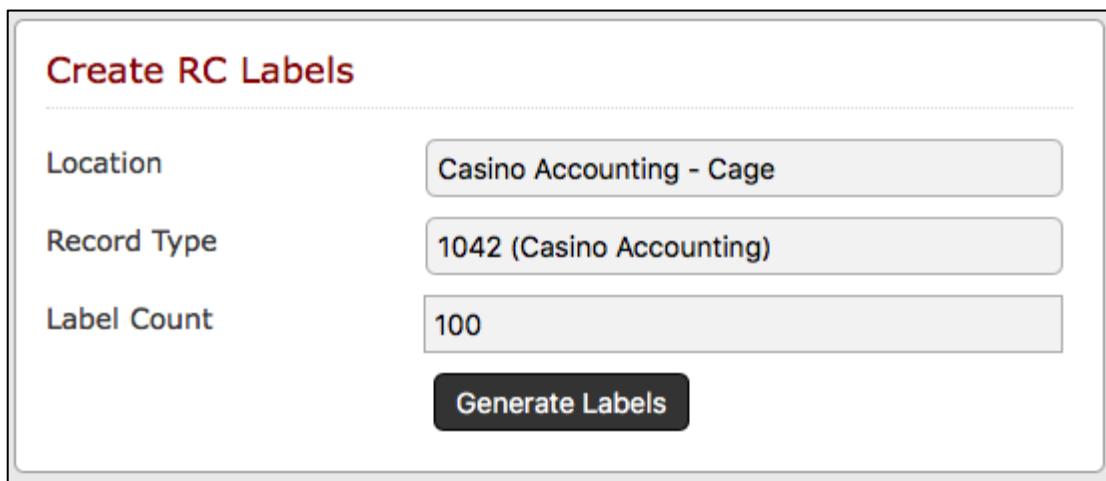


RC BOXES



The [RC Boxes] option on the main menu allows users to generate RC Box Labels in the system in bulk and then make those boxes active in the system after records are added and the box is ready to be moved to the warehouse and searchable through other system functions. As the labels are generated in bulk for activation at a later date, this option differs from the standard [Create Boxes] option.

To create new labels, click the [Generate Labels] button. To make completed boxes (labeled with pre-generated labels) active in the system, click [Finalize Boxes].

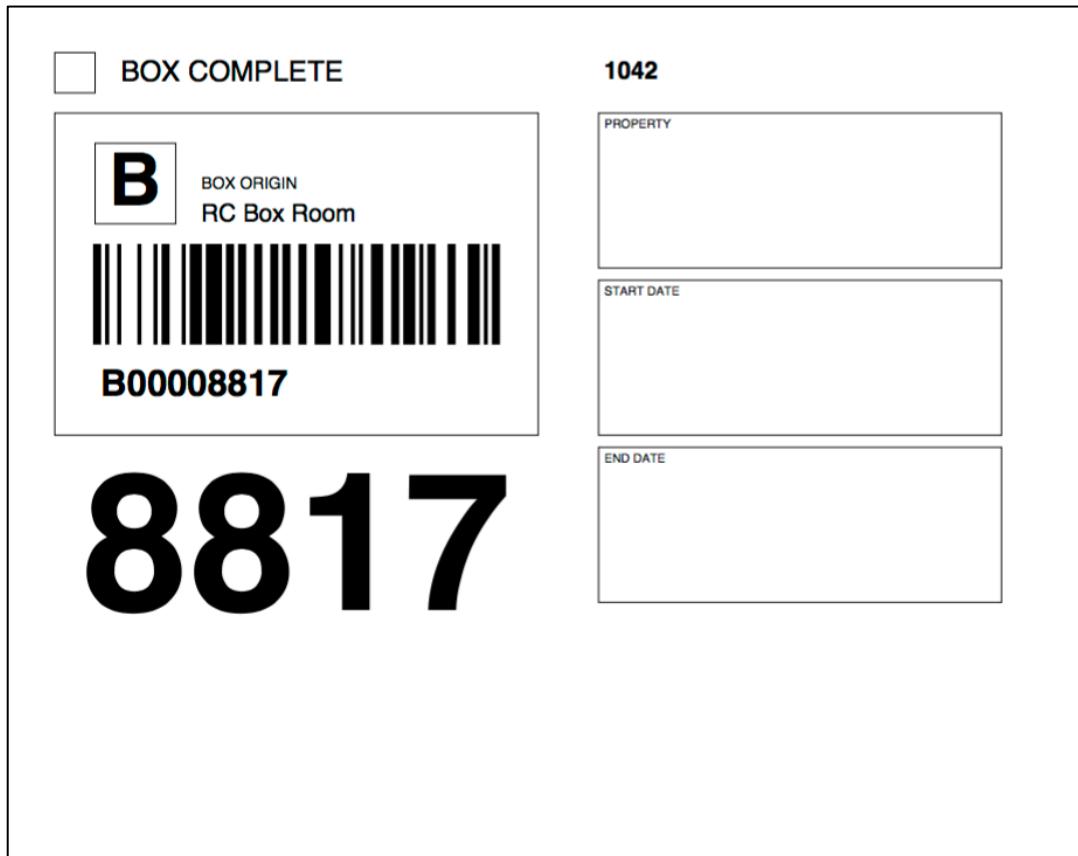


After selecting [Generate Labels], select the [Location] (typically the RC Box room), [Record Type], and the number of labels [Label Count] that you want to generate and click [Generate Labels]. Print the batch of labels and retain them until you begin creating new boxes of the record type selected.

IMPORTANT – While barcodes have been created in the system, these boxes are not active records until the box has been completed within the RC Box mobile application.

CREATE RC BOXES (CONTINUED)

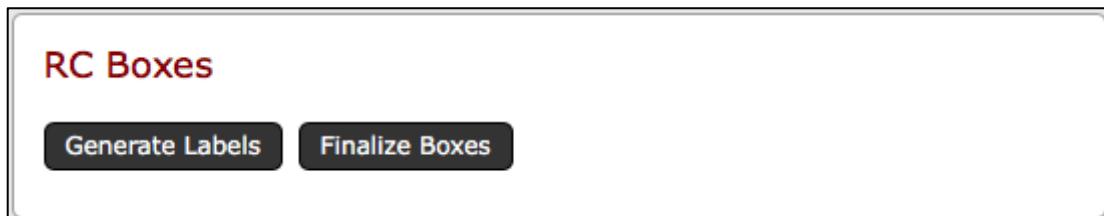
When physically creating a new RC box, build the box and attach the label to the short side of the box. Complete the [Property] and [Start Date] fields with a black marker in large letters.



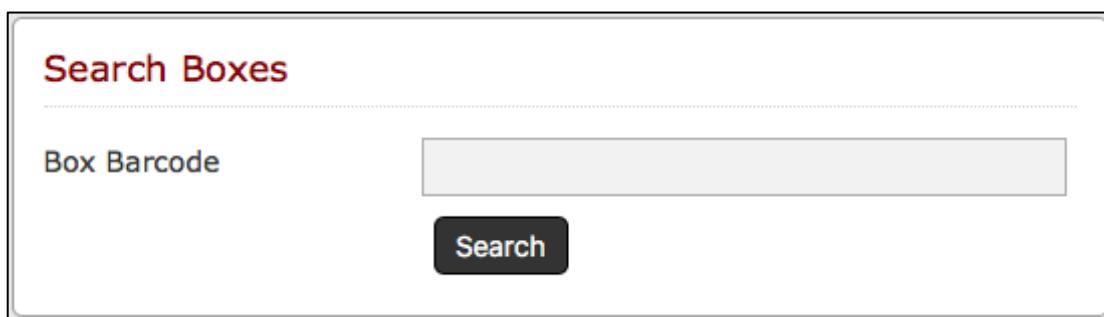
Once a box is full, complete the [End Date] field with a black marker and mark the [Box Complete] box on the label.

IMPORTANT – You may utilize the [Finalize Boxes] option in the system **OR** the RC Box mobile application to complete the box in the system. (*Instructions are located later in this manual.*)

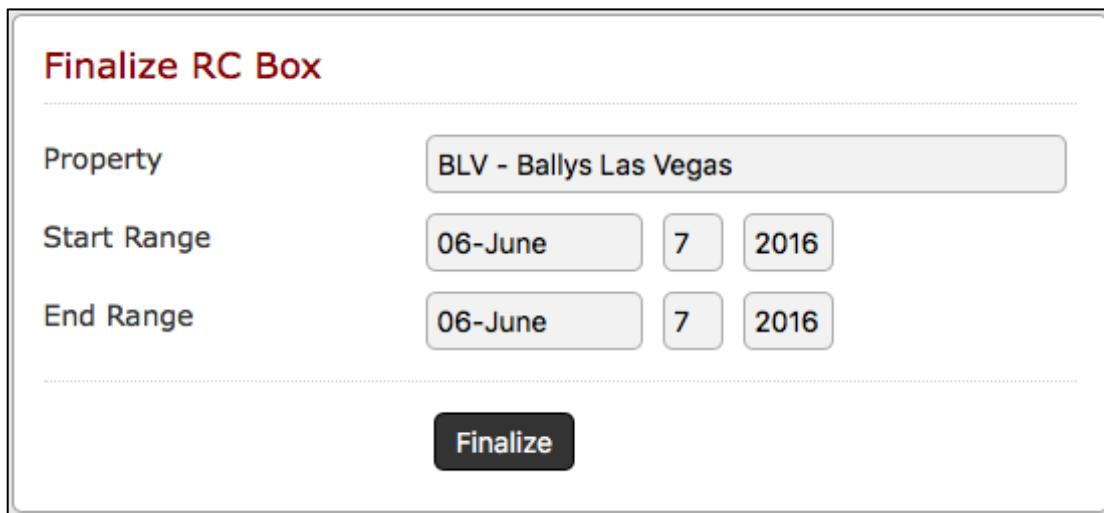
CREATE RC BOXES (CONTINUED)



To finalize a box using the web system, click [RC Boxes] on the main menu and then [Finalize Boxes] when prompted.



Enter the full box barcode (or if the barcode is a system generated BXXXXXXX type barcode, you can enter the final digits from the barcode, omitting the B000... from the number) and click the [Search] button.



When prompted, select the appropriate [Property], [Start Range], and [End Range] for the records in the box and click the [Finalize] button. The box will now be active in the system and is ready to be moved / tracked through use of the Courier Mobile Application.

LABEL REPRINTS

Outlet Labels

Outlets Locations Boxes Printfiles

To print or reprint any labels in the system, click on the [Label Reprints] option on the main menu. From here, select the specific type of labels you want to print by clicking the [Outlet], [Locations], or [Boxes] option along the top of the label reprint menu.

Outlet Labels

Outlets Locations Boxes Printfiles

Outlet Name	Barcode	Type
Antwone Williams	LCN005591	Courier
Casino Accounting - Cage	LCN005582	Originator
Casino Accounting - Slots	LCN005583	Originator
Casino Accounting - Specialty/CIE	LCN005584	Originator
Casino Accounting - WSOP	LCN005594	Originator

[Outlets] are any labels that represent a person or location where a box is temporarily stored that is NOT a warehouse location. These labels include specific couriers, box originators, temporary locations such as internal audit as well as locations that mark a box as having been destroyed.

LABEL REPRINTS (CONTINUED)

Warehouse Location Labels

Outlets Locations Boxes Printfiles

Warhouse
Ballys Warehouse - Row 1
Ballys Warehouse - Row 2
Ballys Warehouse - Row 3
Ballys Warehouse - Row 4
Ballys Warehouse - Row 5
Ballys Warehouse - Row 6

[Locations] are any warehouse locations where boxes are retained and available to be pulled by different departments / requestors until their destruction date.

Reprint Box Label

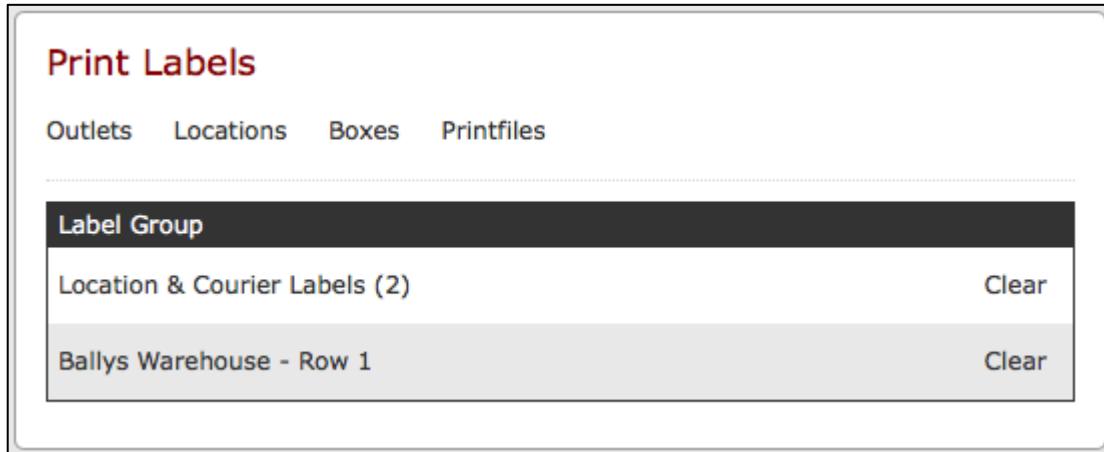
Outlets Locations Boxes Printfiles

Barcode

Reprint Label

To reprint a specific box label, click the [Boxes] option from the [Label Reprints] menu and enter the specific box barcode for reprint. Click the [Reprint Label] button to search the system for the requested barcode. If found, the label will be made available for reprint.

LABEL REPRINTS (CONTINUED)



Once you have selected label(s) to be reprinted, you will arrive at the [Printfiles] sub-menu. Click on the label group you wish to print to access the labels requested.

Once you have successfully reprinted your labels, select the [Clear] option to remove them from the menu. This action does NOT remove the labels from the system – only the reprint queue.

Administration

Document Warehouse System

USERS

To access the user menu, click [Users] from the main menu. You will be presented with a list of active system users:

System Users			
View Active		View Inactive	
User Name	Employee ID	User Group	Active
Arvizu, Diego	800556702	Records Coordinators	Yes
Casino Accounting, GROUP	1000	Casino Accounting	Yes
Colombo, Jason	800214491	Admin	Yes
Financial Reporting, GROUP	1001	Financial Reporting	Yes
Fukuyama, Kealey	800438060	Admin	Yes

To view the users no longer active in the system, click [View Inactive] at the top of the system users menu.

To edit a user, click on the appropriate user in the list.

Edit User - 1000

First Name	<input type="text" value="GROUP"/>
Last Name	<input type="text" value="Casino Accounting"/>
User Group	<input type="text" value="Casino Accounting"/>
Status	<input type="text" value="Active"/>
Reset Password?	<input type="text" value="No"/>
New Password	<input type="text" value="Password1"/>
<input type="button" value="Update User"/>	

Update the selected users data and click [Update User] to save your changes.

USERS (CONTINUED)

System Users

[View Active](#) [View Inactive](#) [Add User](#)

To add a new user to the system, select [Add User] from the system users menu.

Add User

Use 800# for individual employees or 1011 for group accounts. Also for group accounts, use GROUP as first name.

Employee ID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
User Group	<input type="text" value="Box Office"/>
Initial Password	<input type="text" value="Password1"/>
Status	<input type="text" value="Active"/>

Add User

Complete the required fields on the [Add User] page and click the [Add User] button to activate the new user in the system.

IMPORTANT – Use an employee’s 800# for individual employees or the next sequential 4-digit group number (listed at the top of the form) for a group account. When creating a group account, use “GROUP” as the first name to assist with identification and sorting within the system.

USERS GROUPS

Clicking [User Groups] on the main menu will open the active user groups page. From here you can view all active user groups in the system. To view archived / inactive groups, click on the [View Inactive] menu item.

User Groups

[View Active](#) [View Inactive](#) [Add Group](#)

Group Name	Active
Admin	Yes
Box Office	Yes
Casino Accounting	Yes
Financial Reporting	Yes
Hospitality Accounting	Yes

Every user account belongs to a user group. These groups control permissions and access to various parts of the document warehouse system. To edit an existing group, click on the appropriate group from the list.

To create a new user group in the system, click [Add Group] at the top of the active user groups box.

Add User Group

Group Name

Status

[Add Group](#)

Enter a unique [Group Name] and initial [Status] and click [Add Group] to create a new user group in the system.

USERS GROUPS (CONTINUED)

Upon creating a new group or clicking on a group to edit it, you will be taken to the edit user group page:

The screenshot shows a form titled "Edit User Group". It has three main sections: "Group Name" with a value of "Admin", "Status" with a value of "Active", and "Permissions" which is a list of checkboxes. Under "Permissions", the following items are checked: View Activity Monitor, Conduct Record Search, Conduct Box Search, Box Requests, Create Boxes (Non-RC Group), and Create RC Boxes & Labels.

Edit User Group	
Group Name	Admin
Status	Active
Permissions	<input checked="" type="checkbox"/> View Activity Monitor <input checked="" type="checkbox"/> Conduct Record Search <input checked="" type="checkbox"/> Conduct Box Search <input checked="" type="checkbox"/> Box Requests <input checked="" type="checkbox"/> Create Boxes (Non-RC Group) <input checked="" type="checkbox"/> Create RC Boxes & Labels

From this page you can edit the [Group Name] and active / inactive [Status] as well as the [Permissions], [Record Types], [Casinos], and [Can Create From] locations accessible by the users within the selected user group.

- PERMISSIONS – These are the system functions accessible by this user group.
- RECORD TYPES – These are the record types that this user group can create.
- CASINOS – These are the casinos from which this user group can create records.
- CAN CREATE FROM – These are the departments for which this user group can create records.

When you've successfully updated this user group, click the [Update Group] button.

IMPORTANT – The “Admin” group should always be granted access to all areas of the application within the [Permissions] section. Create a level of sub-admin group to limit someone’s access within the system.

NOTE – It may be necessary for a user to log out and log back in if they don't notice immediate changes to their permissions level.

CASINOS

Clicking on [Casinos] from the main menu will bring you to the properties page. This page displays the different casino properties managed within the system and currently listed as active. Clicking [View Inactive] to view the currently inactive properties.

Properties		
Property Code	Property Name	Active
BAC	Ballys Atlantic City	Yes
BLV	Ballys Las Vegas	Yes
CAC	Caesars Atlantic City	Yes
CCR	Chester	Yes
CLV	Caesars Las Vegas	Yes

All records managed within the system refer to the property that the record concerns. To edit a property, click on the property in the list.

Edit Property	
Property Code	<input type="text" value="BAC"/>
Property Name	<input type="text" value="Ballys Atlantic City"/>
Status	<input type="text" value="Active"/>
<input type="button" value="Update Property"/>	

Update the [Property Code], [Property Name], and/or active [Status] and click the [Update Property] button to edit the casino property data in the system.

CASINOS (CONTINUED)

To add a casino property to the system, select [Add Property] from the properties menu.

The screenshot shows a modal dialog box titled "Add Property". It contains three input fields: "Property Code" (empty), "Property Name" (empty), and "Status" (set to "Active"). Below the fields is a dark blue "Add Property" button.

Add Property	
Property Code	<input type="text"/>
Property Name	<input type="text"/>
Status	Active
<input type="button" value="Add Property"/>	

Complete the [Property Code], [Property Name], and [Status] fields and click [Add Property] to insert a new casino into the system.

DEPARTMENTS

Clicking on [Departments] from the main menu will bring you to the departments page. This page displays the different departments managed within the system and currently listed as active. Clicking [View Inactive] to view the currently inactive departments.

Departments	
	Active
Box Office	Yes
Casino Accounting	Yes
Financial Reporting	Yes
Hospitality Accounting	Yes
Human Resources	Yes

All records managed within the system refer to the department that the record concerns. To edit a department, click on the department in the list.

Edit Department

Department Name	<input type="text" value="Box Office"/>
Status	<input type="text" value="Active"/>
<input type="button" value="Update Department"/>	

Update the [Department Name] and/or active [Status] and click the [Update Department] button to edit the department data in the system.

DEPARTMENTS (CONTINUED)

To add a department to the system, select [Add Department] from the properties menu.

The screenshot shows a modal dialog box titled "Add Department". It contains two input fields: "Department Name" and "Status". The "Status" field is pre-filled with "Active". Below the fields is a dark blue "Add Department" button.

Field	Value
Department Name	(Empty)
Status	Active

Complete the [Department Name] and [Status] fields and click [Add Department] to insert a new department into the system.

RECORD TYPES

Clicking on [Record Types] from the main menu will bring you to the record types page. This page displays the different record types managed within the system and currently listed as active. Clicking [View Inactive] to view the currently inactive record types.

Record Types				
Department	Description	Retain For	Active	
Casino Accounting	1042	7	Yes	
Tax Accounting	1042 Tax Returns	7	Yes	
Tax Accounting	1042S Tax Forms	7	Yes	
Tax Accounting	11C	7	Yes	
Payroll	3rd Party Sick	7	Yes	

All record types managed within the system refer to the type of record being stored. To edit a record type, click on the specific record type in the list.

Edit Record Type

Name	<input type="text" value="1042"/>
Department	<input type="text" value="Casino Accounting"/>
Retention (Years)	<input type="text" value="7"/>
Status	<input type="text" value="Active"/>
Update Record Type	

Update the [Name], [Department], [Retention (Years)], and/or active [Status] and click the [Update Record Type] button to edit the record type data in the system.

RECORD TYPES (CONTINUED)

To add a record type to the system, select [Add Record Type] from the record type menu.

The screenshot shows a dialog box titled "Add Record Type". It contains four input fields: "Name" (empty), "Department" (Box Office), "Retention (Years)" (empty), and "Status" (Active). Below the fields is a black button labeled "Add Record Type".

Add Record Type	
Name	<input type="text"/>
Department	Box Office
Retention (Years)	<input type="text"/>
Status	Active

Add Record Type

Complete the [Name], [Department], [Retention (Years)], and [Status] fields and click [Add Record Type] to insert a new record type into the system.

WAREHOUSES

Clicking on [Warehouses] from the main menu will bring you to the warehouses page. This page displays the different warehouses managed within the system and currently listed as active. Clicking [View Inactive] to view the currently inactive warehouses.

Warehouses

[View Active](#) [View Inactive](#) [Add Warehouse](#)

Name	Active
Ballys Warehouse	Yes
Bermuda Warehouse	Yes
Houston 1	Yes
Houston 2	Yes
Rio Basement	Yes

All warehouses managed within the system refer to the warehouses where records are stored until requested or destroyed. To edit a warehouse, click on the appropriate warehouse in the list.

Edit Warehouse

Name

Status

[Update Warehouse](#)

Update the [Name] and/or active [Status] and click the [Update Warehouse] button to edit the warehouse data in the system.

WAREHOUSES (CONTINUED)

To add a warehouse to the system, select [Add Warehouse] from the warehouses menu.

The screenshot shows a dialog box titled "Add Warehouse". It contains two input fields: "Name" and "Status". The "Name" field is empty, and the "Status" field contains the value "Active". Below the fields is a dark blue button labeled "Add Warehouse".

Complete the [Name] and [Status] fields and click [Add Warehouse] to insert a new warehouse into the system.

WAREHOUSE STORAGE

Clicking on [Warehouse Storage] from the main menu will bring you to the storage locations page. This page displays the different warehouse storage locations managed within the system and currently listed as active. Clicking [View Inactive] to view the currently inactive storage locations.

IMPORTANT – Outlets and warehouse storage locations are different. Warehouse storage locations are bins and shelves in a warehouse. Outlets are couriers, originator and delivery locations.

Warehouse	Rows	Bays	Shelves
Ballys Warehouse	16	454	2270
Bermuda Warehouse	0	0	0
Houston 1	16	240	1200
Houston 2	16	240	1200
Rio Basement	15	225	900

To view an existing warehouse location, click on the corresponding warehouse in the list.

Warehouse	Row	Bays	Shelves
Ballys Warehouse	1	36	180
Ballys Warehouse	2	36	180
Ballys Warehouse	3	36	180
Ballys Warehouse	4	36	180
Ballys Warehouse	5	36	180

WAREHOUSE STORAGE (CONTINUED)

To add a row, click the [Add Row] option after clicking a warehouse location.

Add Rows - Ballys Warehouse

Start Row	17
End Row	
Bays per Row	
Shelves per Bay	

Add Rows

Enter the [Start Row], [End Row], [Bays per Row], and [Shelves per Bay] information and click the [Add Rows] button to add complete rows to this warehouse location. After adding the rows, the corresponding labels will be accessible from the printfiles menu on the [Label Reprints] page.

IMPORTANT – The next available row number will be auto-populated in the [Start Row] field.

Storage Locations

Warehouse	Row	Bays	Shelves
Ballys Warehouse	1	36	180
Ballys Warehouse	2	36	180
Ballys Warehouse	3	36	180
Ballys Warehouse	4	36	180
Ballys Warehouse	5	36	180

To view the number of shelves and bays within a particular warehouse row, click on a row from the storage locations > warehouse page.

WAREHOUSE STORAGE (CONTINUED)

Storage Locations			
	Back	Add Bays / Shelves	
Warehouse	Row	Bay	Shelves
Ballys Warehouse	1	1	5
Ballys Warehouse	1	2	5
Ballys Warehouse	1	3	5
Ballys Warehouse	1	4	5
Ballys Warehouse	1	5	5

To add bays / shelves to a specific warehouse row, click the [Add Bays / Shelves] option after clicking a warehouse row from the previous menu.

Add Bays - Ballys Warehouse (Row 1)

Start Bay	<input type="text" value="37"/>
End Bay	<input type="text"/>
Shelves per Bay	<input type="text"/>
<input type="button" value="Add Bays / Shelves"/>	

Complete the [Start Bay], [End Bay], and [Shelves per Bay] fields and click [Add Bays / Shelves] to add bay & shelf locations to a row.

IMPORTANT – The next corresponding bay available will be auto-populated in the [Start Bay] field.

OUTLETS

Clicking on [Outlets] from the main menu will bring you to the outlets page. This page displays the different outlets managed within the system and currently listed as active. Clicking [View Inactive] to view the currently inactive outlets.

IMPORTANT – Outlets and warehouse storage locations are different. Warehouse storage locations are bins and shelves in a warehouse. Outlets are couriers, originator and delivery locations.

Outlets			
View Active		View Inactive	
Outlet Name	Barcode	Type	Active
Antwone Williams	LCN005591	Courier	Yes
Casino Accounting - Cage	LCN005582	Originator	Yes
Casino Accounting - Slots	LCN005583	Originator	Yes
Casino Accounting - Specialty/CIE	LCN005584	Originator	Yes
Casino Accounting - WSOP	LCN005594	Originator	Yes

To edit an outlet, click on the selected outlet in the list.

Edit Outlet

Outlet Name	<input type="text" value="Casino Accounting - Cage"/>
Outlet Type	<input type="text" value="Originator"/>
Status	<input type="text" value="Active"/>
<input type="button" value="Update Outlet"/>	

Update the [Outlet Name], [Outlet Type] and/or active [Status] and click the [Update Outlet] button to edit the outlet data in the system.

OUTLETS (CONTINUED)

- ORIGINATOR outlets refer to outlets that create boxes of records.
- COURIER outlets refer to individuals who transport records between outlets and warehouse locations.
- TEMPORARY outlets refer to individuals or departments that request records for review and then send records back to warehouse locations via the courier team.
- DESTRUCTION outlets refer to destroyed documents that are no longer available for retrieval in the system.

Outlets

[View Active](#) [View Inactive](#) [Add Outlet](#)

To add an outlet to the system, select [Add Outlet] from the outlets menu.

Add Outlet

Outlet Name	<input type="text"/>
Outlet Type	Originator
Status	Active

Add Outlet

Complete the [Outlet Name], [Outlet Type] and [Status] fields and click [Add Outlet] to insert a new outlet into the system.

Manage Requests

Document Warehouse System

MANAGE REQUESTS

Clicking on [Requests] from the main menu will bring you to the open requests page. This page displays any requests currently open & active in the system.

Open Requests				
		Open Requests	Delivered	Recently Closed
Request Date	Deliver To	Location	Status	
3/22/2016 6:25pm	GROUP Casino Accounting-Cage/Slots	Boxes to be Sent to Ballys Warehouse	Requested (Standard)	
5/11/2016 10:02am	Sean Rosenthal	Bermuda	Requested (Standard)	
5/13/2016 5:08pm	Deloitte	Flamingo LV - Internal Audit	Requested (Standard)	
5/17/2016 12:10pm	Deloitte	Flamingo LV - Internal Audit	Requested (Standard)	
5/26/2016 2:41pm	Sean Rosenthal	Bermuda 1st Floor	Requested (Urgent)	
6/2/2016 9:20am	warehouse	warehouse	Requested (Standard)	

Clicking [Delivered] will display a list of requests currently in a DELIVERED (currently at a temporary outlet location) status.

Clicking [Recently Closed] will display a list of requests that have been recently closed or returned to their warehouse storage after being at a temporary location.

Clicking on an individual request will allow the user to view the details of the request as well as update the request status and other details in the system. (*Next Page...*)

MANAGE REQUESTS (CONTINUED)

Update Request

Status	Requested (Standard)
Deliver To	GROUP Casino Accounting- Cage/Slots
Location	Boxes to be Sent to Ballys Warehouse
Comments	We have over 100 boxes that were pulled for a GCB request last year for NNV that need to be sent back to the warehouse. Currently they are seating in two cubicles by the cage area with labels that state Boxes that need to be sent to warehouse Thank you

Update

Update the [Status], [Deliver To], [Location], and [Comments] fields and click [Update] to update the request in the system. These fields relay information to the courier teams via the mobile courier application.

Request Details

Request ID	60
Requested By	GROUP Casino Accounting
Request Time	3/22/2016 6:25pm
Last Activity	3/22/2016 6:25pm

This request has no tracked boxes. Boxes will be added into the system once they are located.

The request details section of the page displays current status information regarding the selected records request.

RC Box Mobile Application

Document Warehouse System

FINALIZE RC BOX

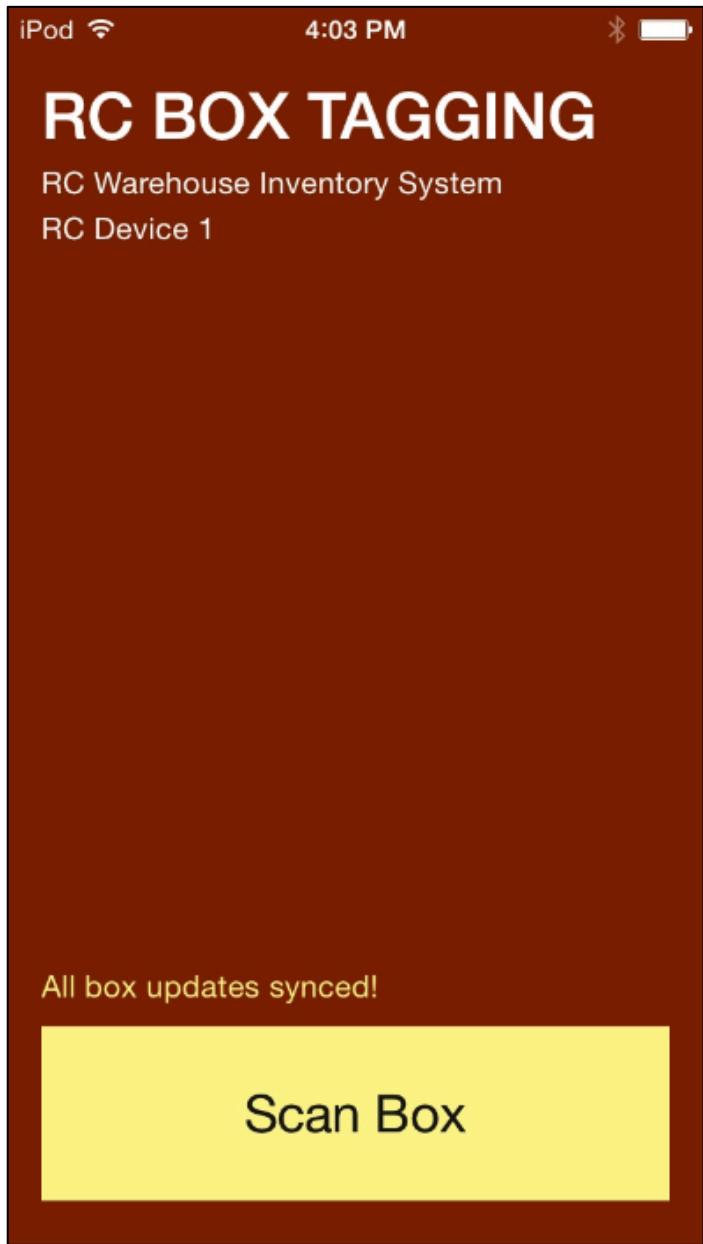
Once all records have been added to a non-standard RC box, you must utilize the RC BOX MOBILE APPLICATION to finalize it in the system.

IMPORTANT – If the box information doesn't immediately update in the system, check to see that you are logged into the wireless network.



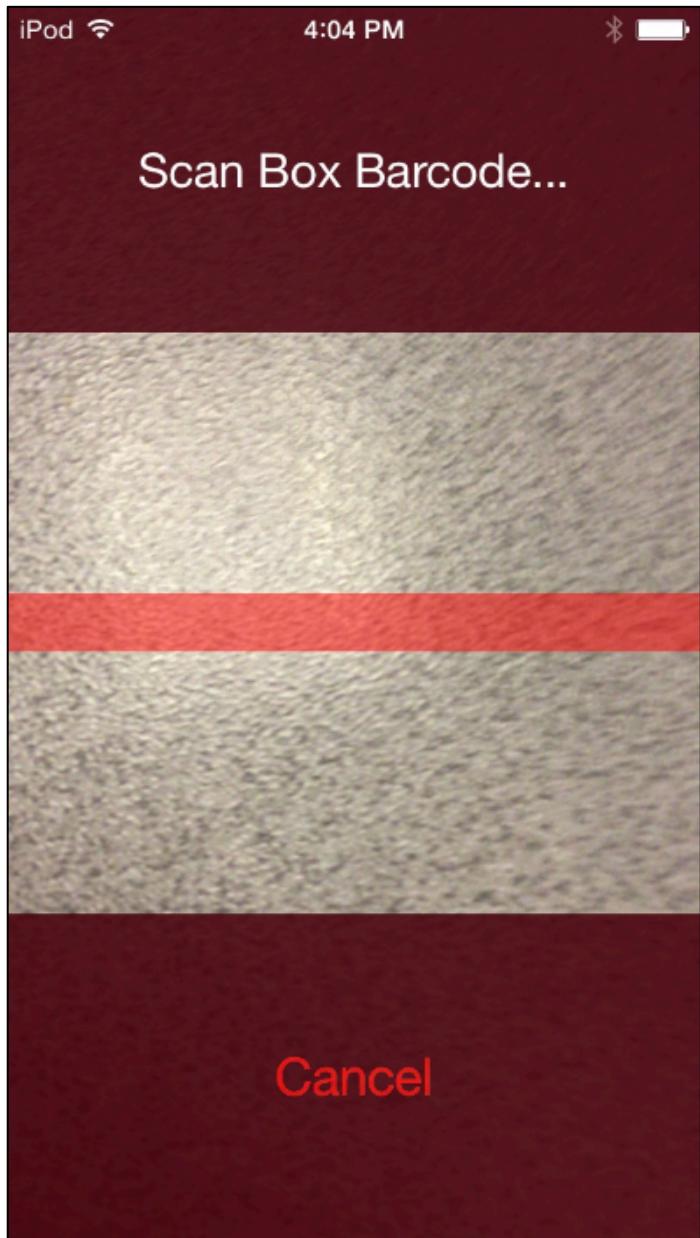
If not already opened on the device, tap the BatchScanner icon on the device home screen.

FINALIZE RC BOX (CONTINUED)



Tap the [Scan Box] button at the bottom of the main RC BOX TAGGING screen.

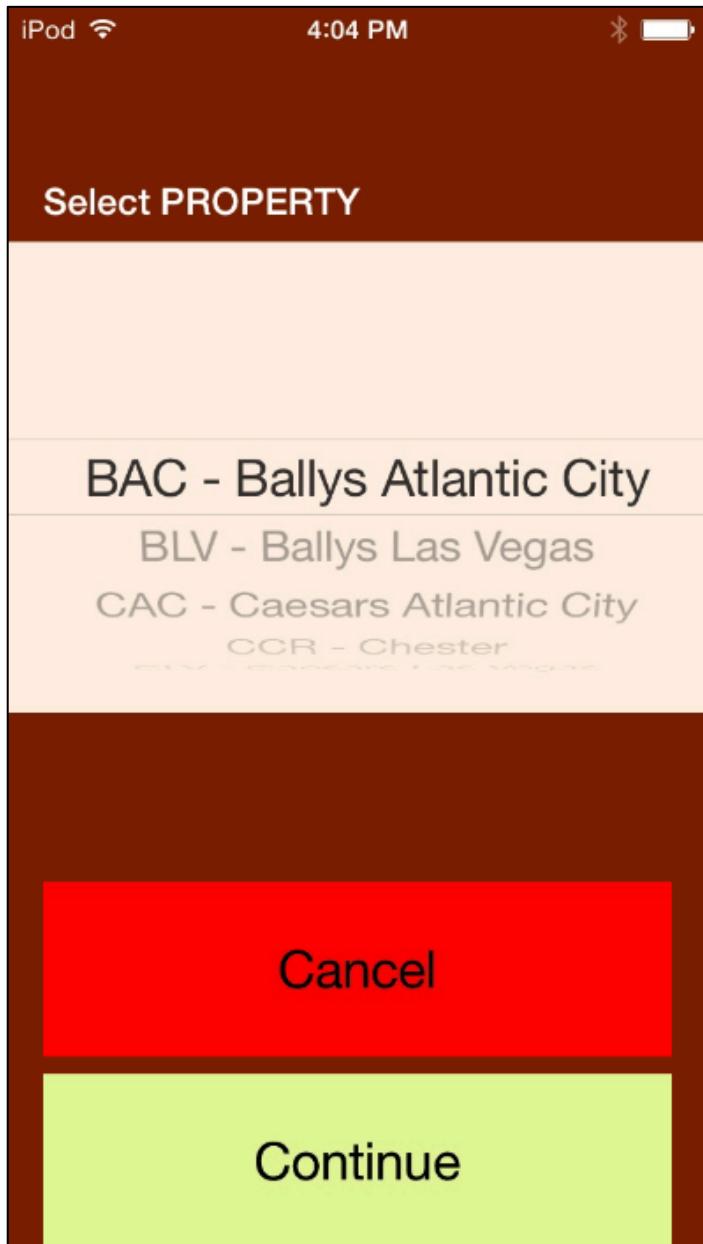
FINALIZE RC BOX (CONTINUED)



Scan the barcode on the newly completed box by aligning the red line across the label's barcode and allowing the device to focus on the barcode. You should hear a beep once the label is scanned.

NOTE – If a label doesn't scan because the device isn't focused on it, point the device to the floor and allow it to re-focus and then try again.

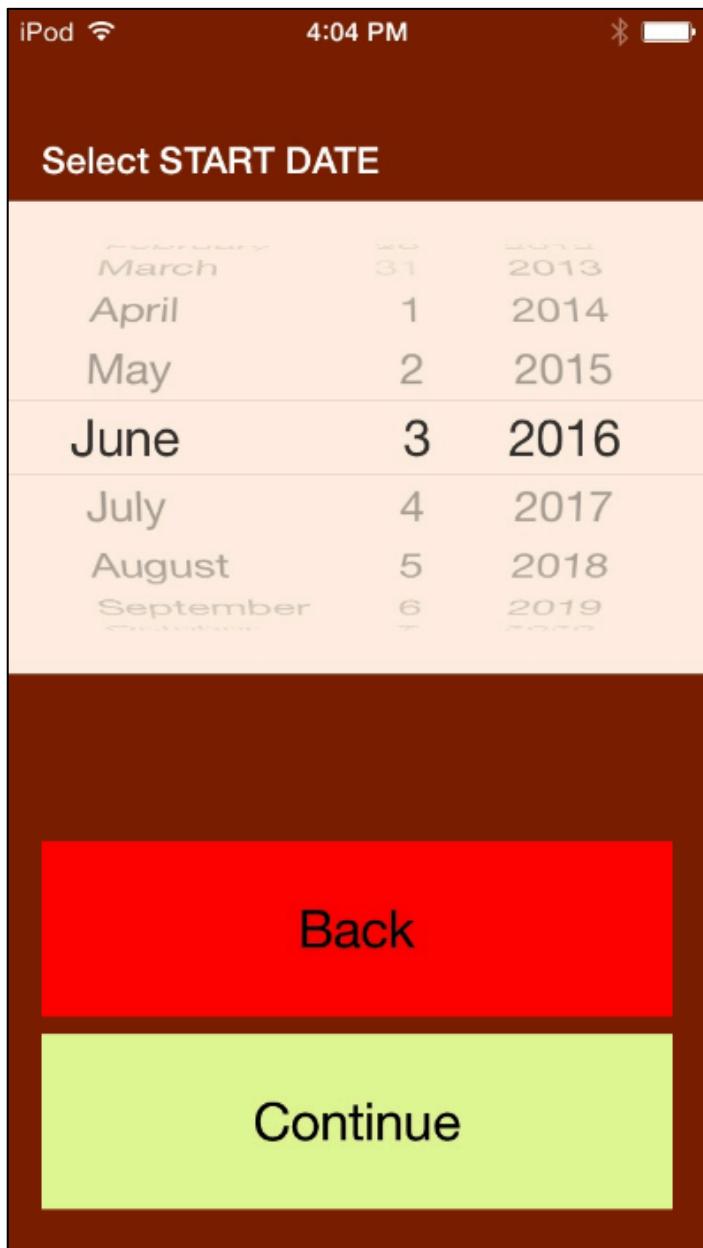
FINALIZE RC BOX (CONTINUED)



Use the spinner control to select the appropriate property and tap the [Continue] button. This information should match the information recorded on the box label.

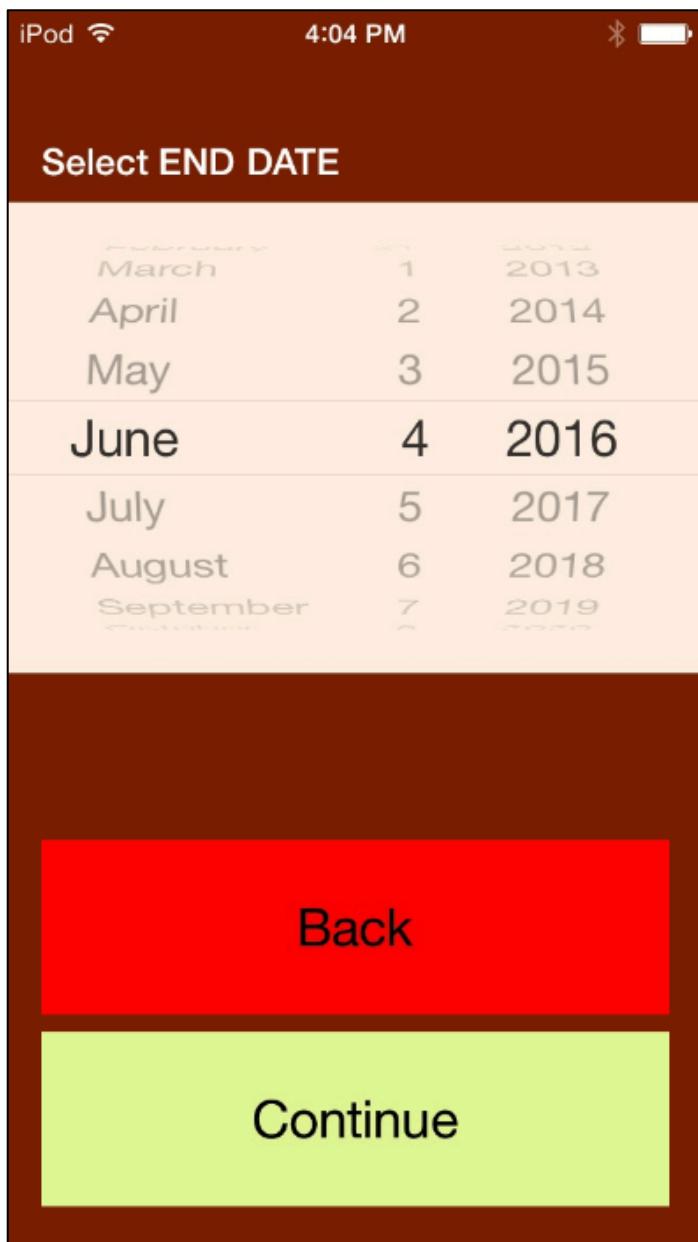
Tapping [Cancel] will return the application to the main menu without recording any data.

FINALIZE RC BOX (CONTINUED)



Use the spinner control to record the appropriate [Start Date] for the records contained within the box and tap the [Continue] button. This information should match the information recorded on the box label.

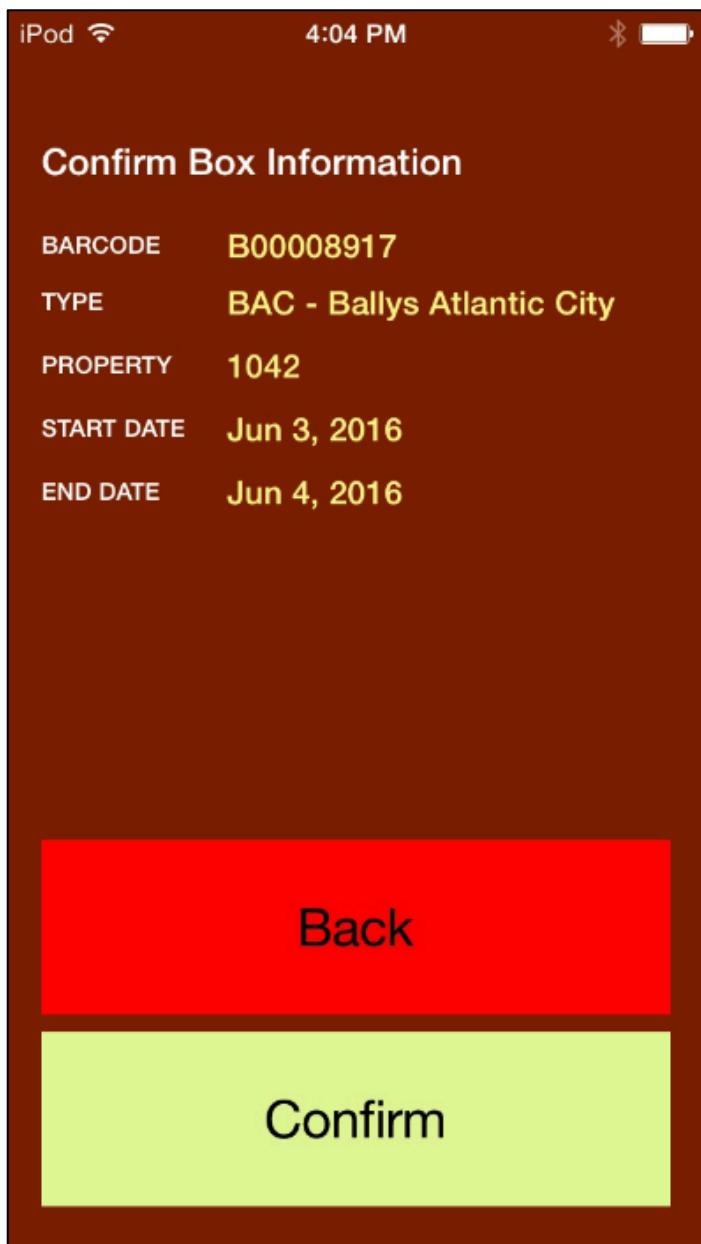
Tapping the [Back] button will return the application to the property select screen.

FINALIZE RC BOX (CONTINUED)

Use the spinner control to record the appropriate [End Date] for the records contained within the box and tap the [Continue] button. This information should match the information recorded on the box label.

Tapping the [Back] button will return the application to the [Start Date] screen.

FINALIZE RC BOX (CONTINUED)



Verify that the information recorded matches the actual contents of the box and the information listed on the box label and tap the [Confirm] button. The application will return to the main menu and update you when the information has been synced with the system.

Tapping the [Back] button will return the application to the [End Date] screen. You can use the [Back] buttons to update any incorrectly recorded information prior to confirming the data.

Courier Mobile Application (Batch Scanner)

Document Warehouse System

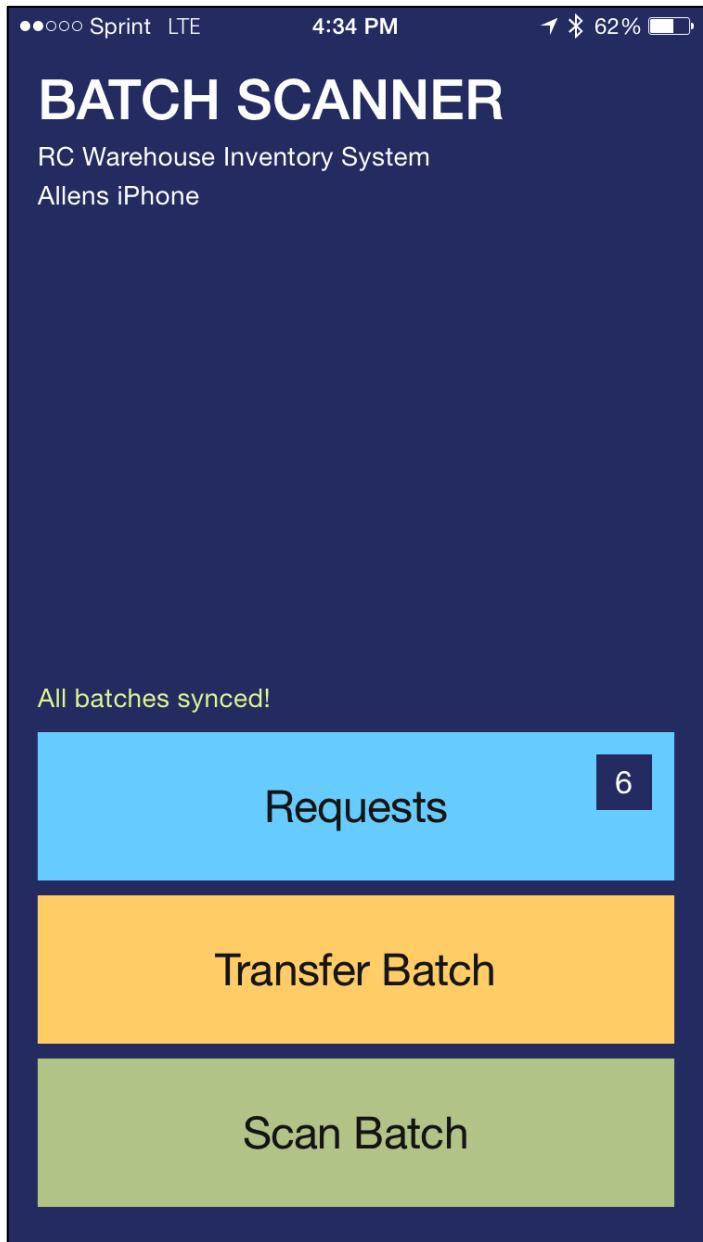
BATCH SCANNER MOBILE APPLICATION

Couriers are provided with a specialized application to help them manage requests and record the locations of boxes as they are transported between outlets and warehouse locations.



If not already opened on the device, tap the BatchScanner icon on the device home screen.

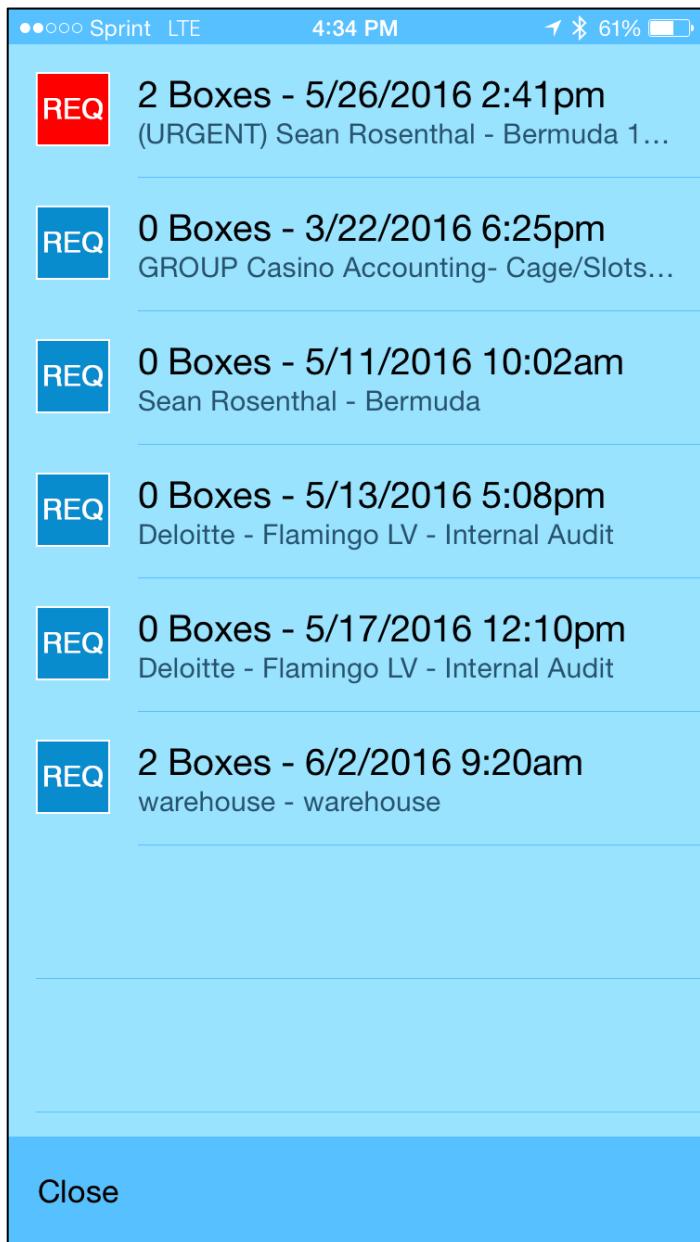
BATCH SCANNER - HOME SCREEN



The application home screen displays several useful pieces of information including the device name, status of batch updates and the number of open requests (located in the top-right corner of the [Requests Button]).

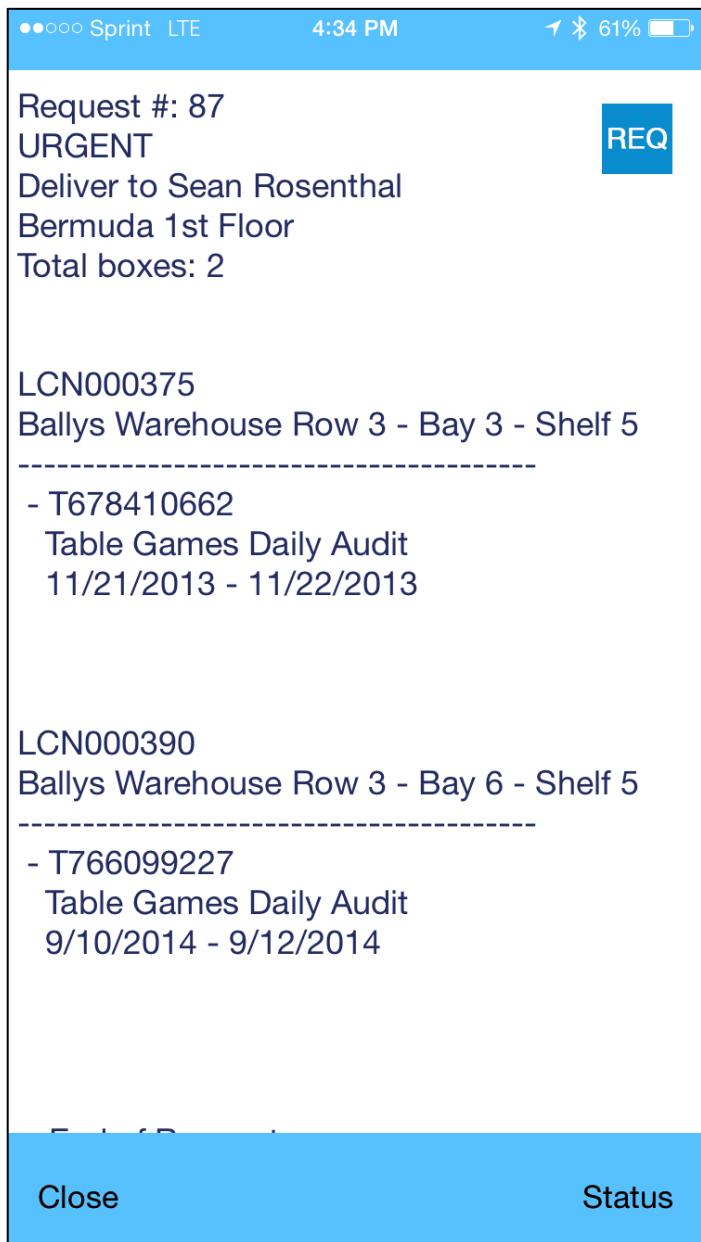
BATCH SCANNER – MANAGE REQUESTS

To view all requests in the system that require courier attention, tap the [Requests] button on the application home screen.



This screen displays all requests currently needing transportation between outlets / locations.

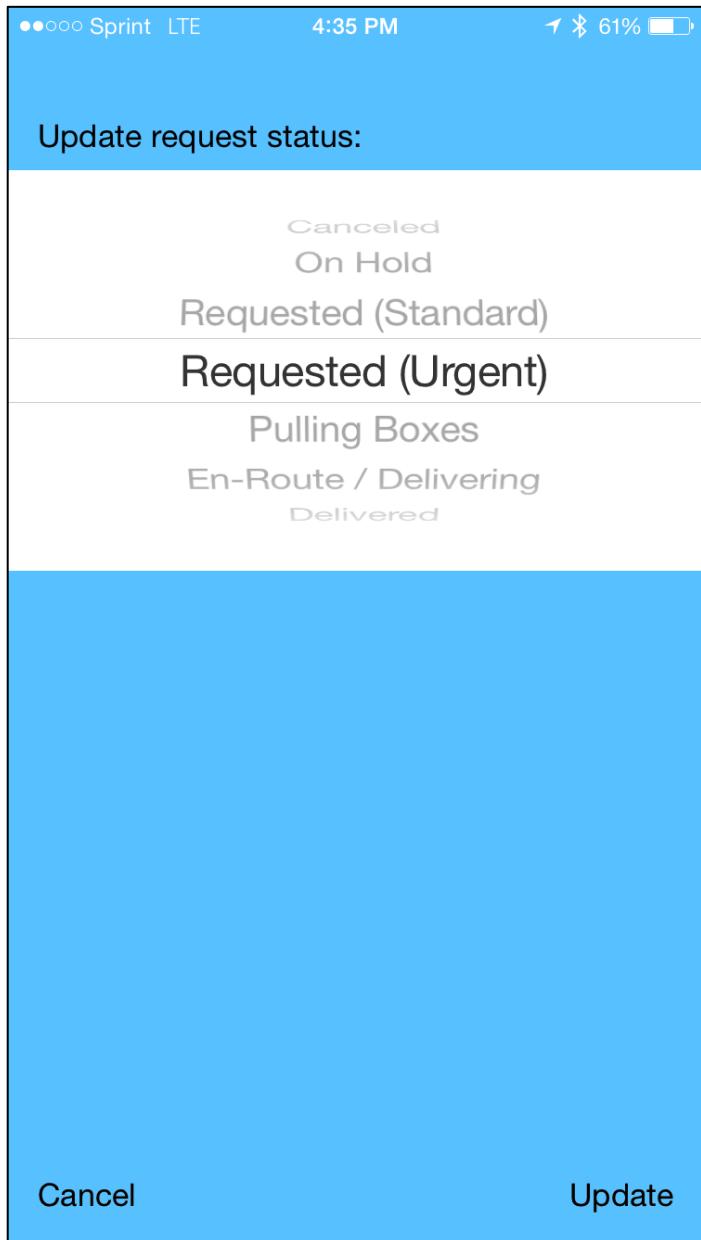
Tap on an individual request on the list to view details or [Close] to return to the application home screen.

BATCH SCANNER – MANAGE REQUESTS (CONTINUED)

The request details screen displays information about each box contained in the request in addition to any notes from the requestor to the courier.

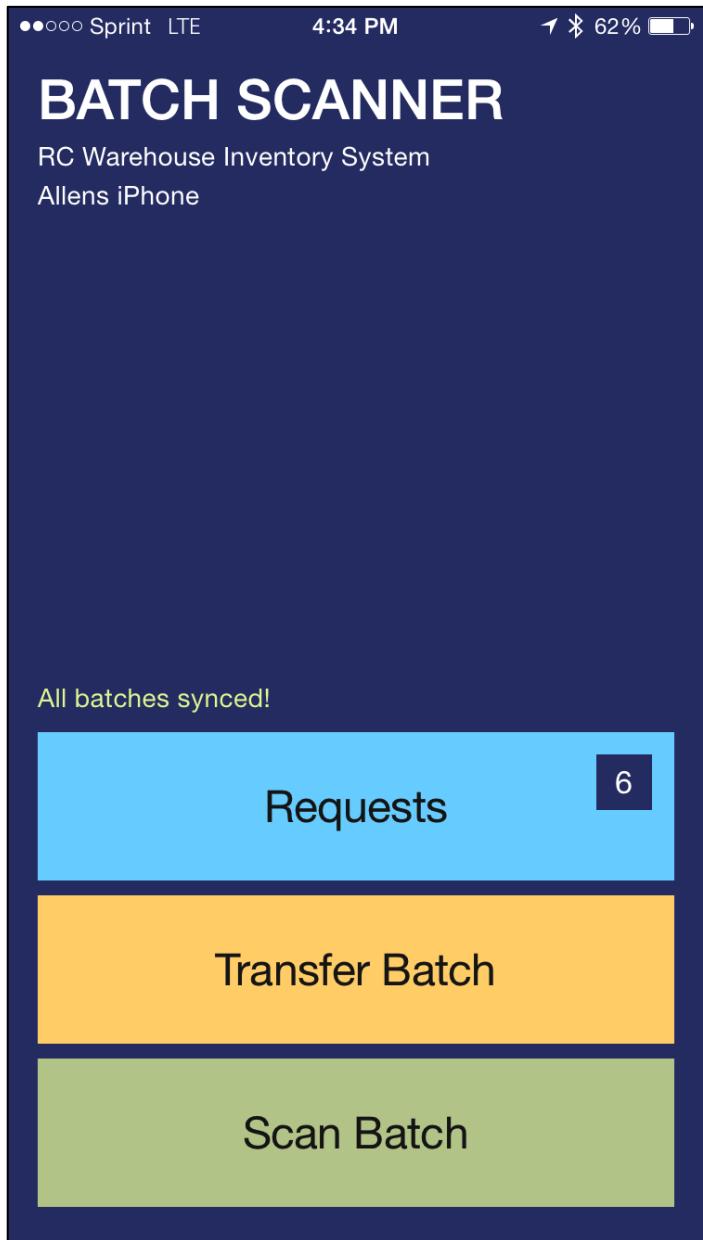
Tap [Close] to return to the application home screen or [Status] to update the status of the request in the system.

BATCH SCANNER – MANAGE REQUESTS (CONTINUED)



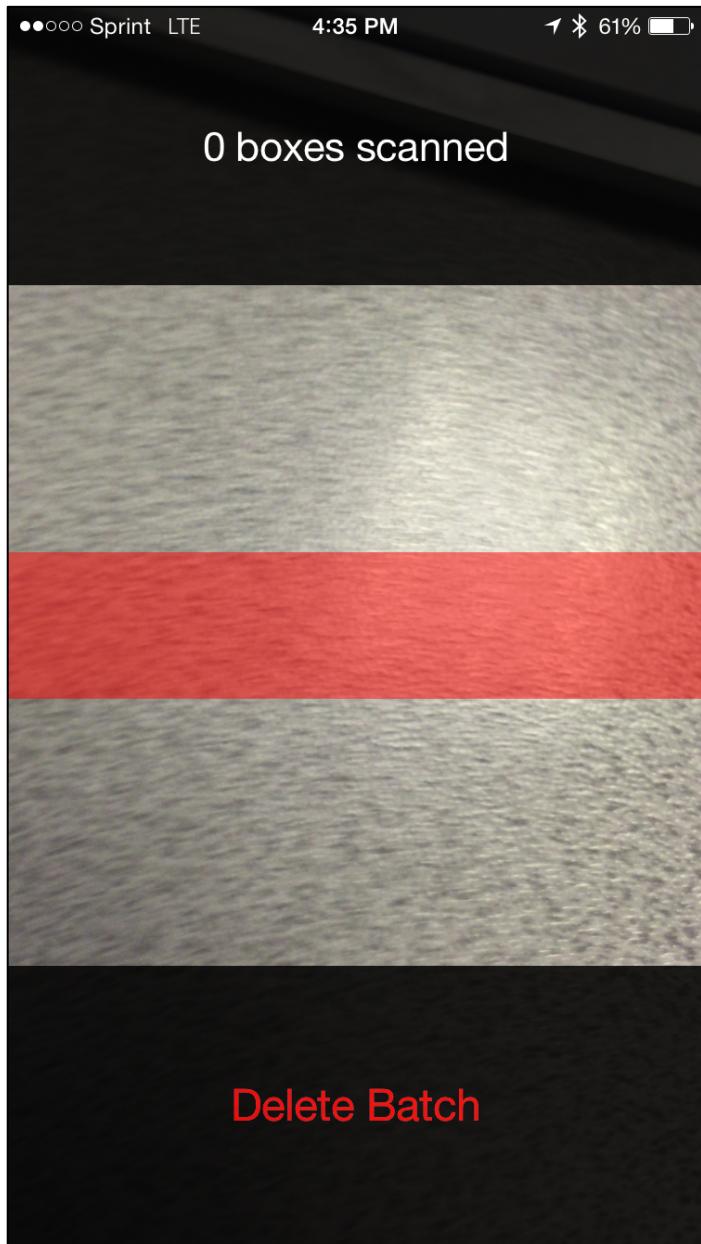
To update the status of the request in the system, move the spinner to the new status and tap [Update]. Tapping [Cancel] returns the application to the previous screen without changing the status of the request.

BATCH SCANNER – SCAN BOXES



To update the location of boxes in the system, tap the [Scan Batch] button on the application home screen.

BATCH SCANNER – SCAN BOXES (CONTINUED)

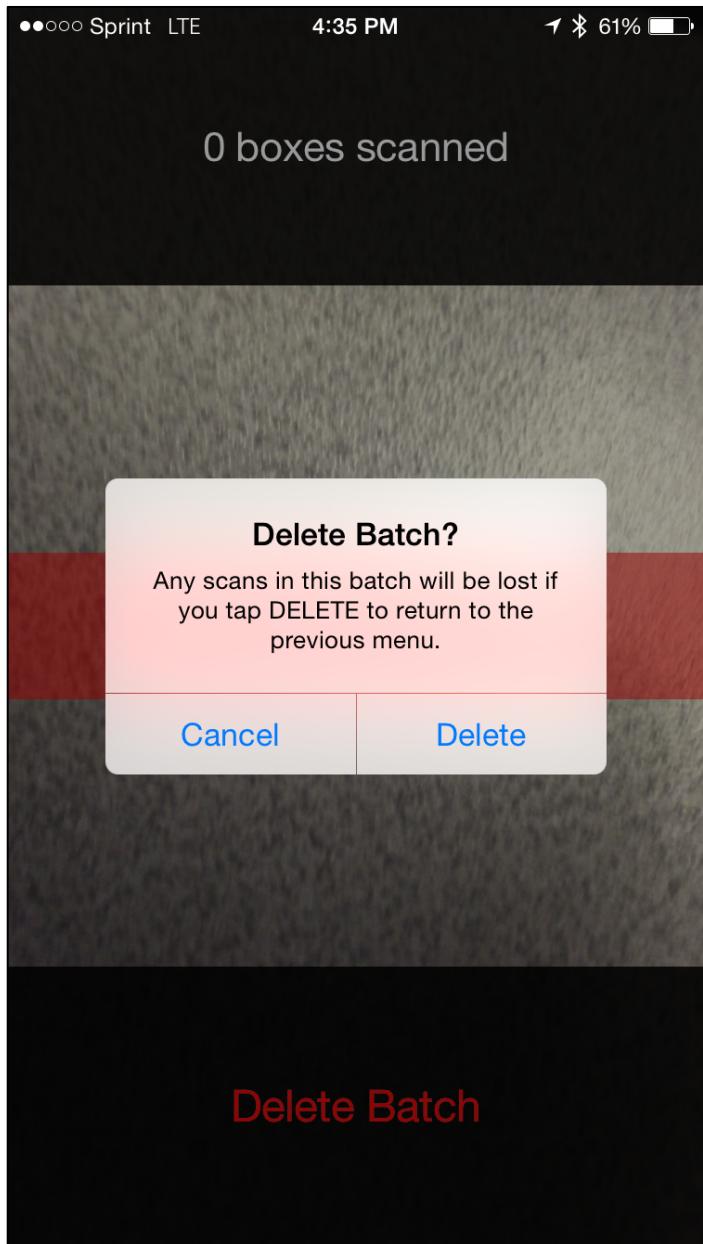


Scan one or many box barcodes followed by an outlet or warehouse location barcode.

Once the system detects an outlet or location barcode, the application will return to the application home screen and upload the batch to the system. Once the batch is synced, the document warehouse system will show the boxes scanned as located in the new outlet or warehouse location.

BATCH SCANNER – SCAN BOXES (CONTINUED)

To cancel a batch, tap the [Delete Batch] button BEFORE scanning a location / outlet barcode.



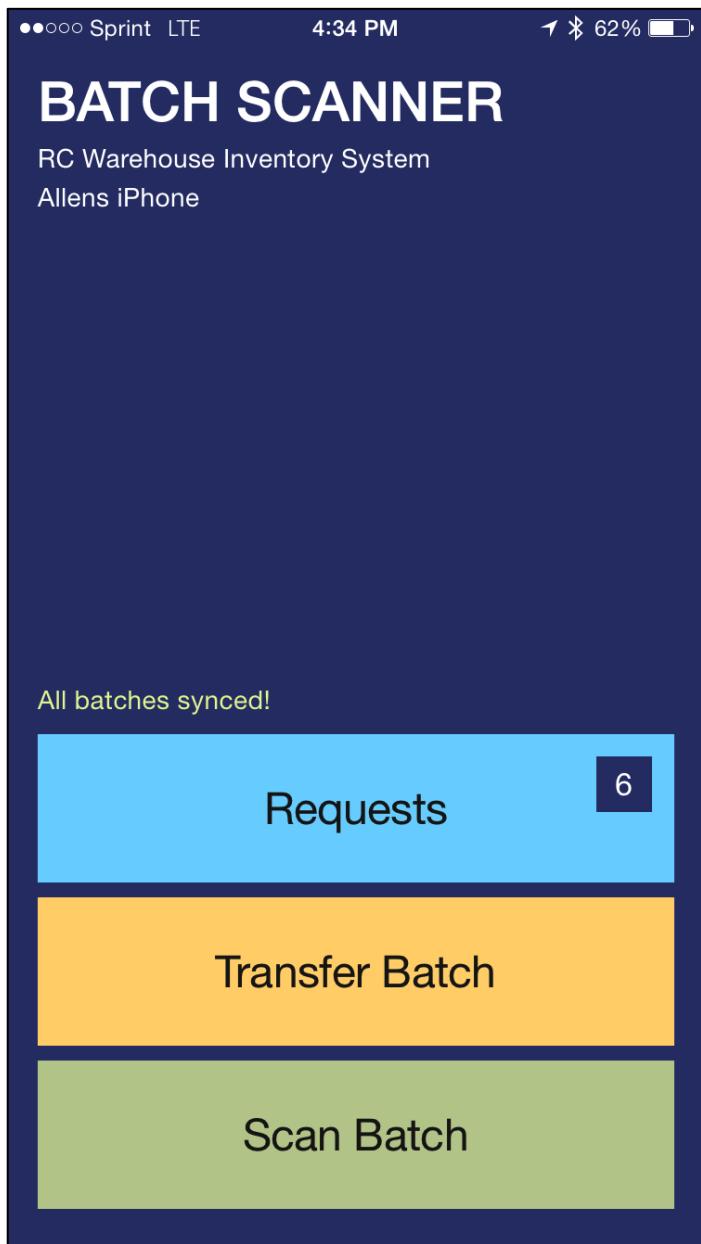
The application will prompt you to confirm the deletion of the current batch by tapping [Delete]. Tapping [Cancel] will allow you to continue scanning your batch.

BATCH SCANNER – SCAN BOXES (CONTINUED)

Important notes about scanning batches:

- “Outlets” are all locations and individual that aren’t warehouse storage bins.
- “Location” refers to a storage bin in a warehouse.
- Always scan boxes followed by a location or outlet barcode. For as many boxes as you are moving to a single outlet / location, scan the boxes and then the outlet / location.
- Couriers should carry a (preferably laminated) copy of their outlet barcode and scan boxes to themselves when transporting between warehouse location / outlet.
- If you’re not certain that a batch was correctly scanned to a location / outlet, scan it again! This ensures that all boxes are recorded in their correct place and taking this action does not impair the system at all.
- Periodically, boxes in warehouse bins can be ‘inventoried’ by scanning all of the boxes in the bin and then the location barcode to ensure that all boxes are accurately recorded in the system. This could be useful in situations where boxes may have been relocated inappropriately without being scanned in the system.

BATCH SCANNER – TRANSFER BATCH



Batches that are currently assigned to a courier can be automatically loaded by clicking the [Transfer Batch] button and then selected from the list of batches being transported. Once selected, the batch will be loaded into the application awaiting a new outlet / location scan.

This function can be useful when moving large numbers of boxes to one location as it prevents rescanning all boxes.