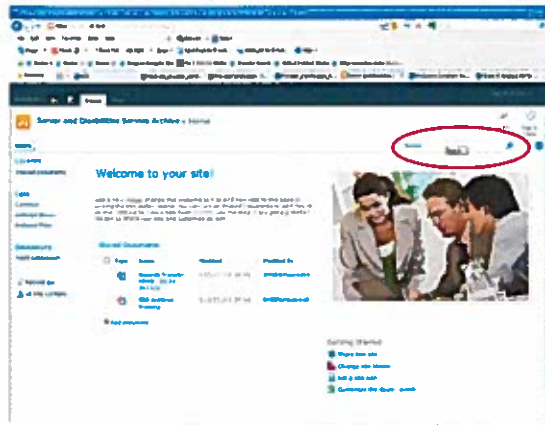# Retrieving a file from the system

- From Home click on the Search this site box and type in the name you are looking for

Search Results

- Figure out which entry you need and click the entry to gather the information such as the barcode of the box so that the file can be recalled easily!