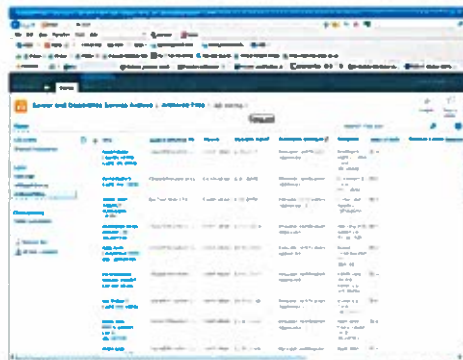


Your single file is in the system!

- You will see a long list of various files
- From this screen you can sort by title, retention schedule, inclusive dates, barcode etc.



Closing a Box so it can go to Archives

- When you are done with a box you **MUST** close the box
- Simply change the box status to Ready to be archived
- A report will generate with the list of files in the box to be included, all the paperwork will be created and can then be passed to Gayle or Tim so they can call for pick up!

