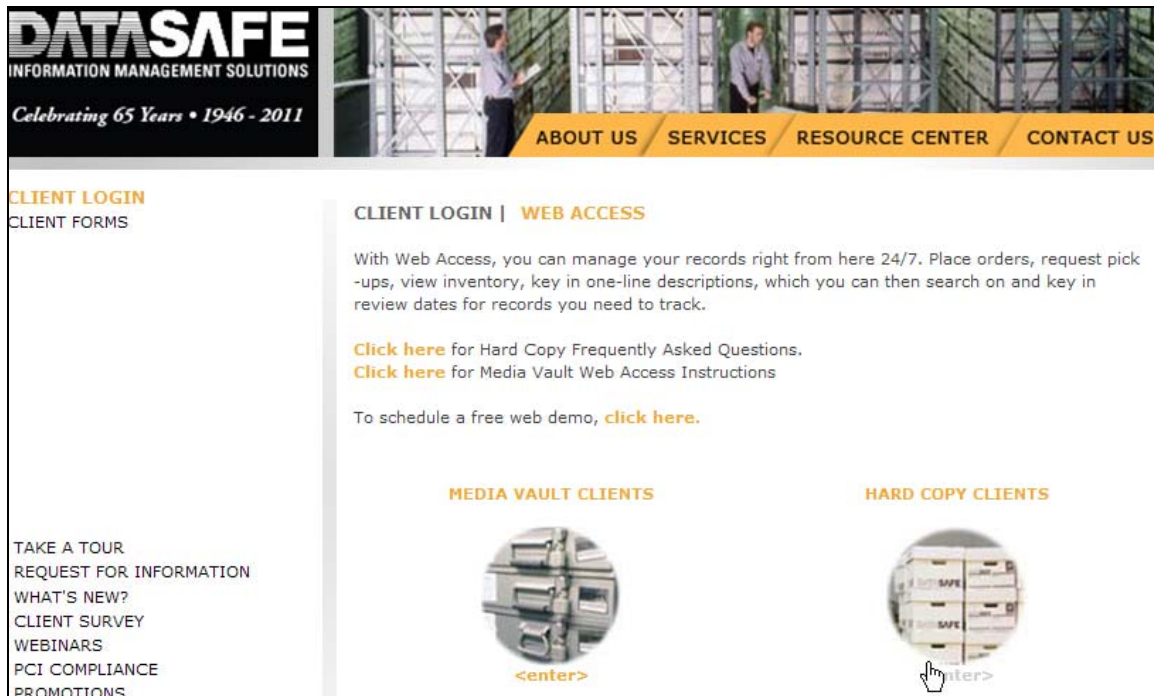


DataSafe Web Access Instructions

Go to www.datasafe.com and click on Web Access.



Select Hard Copy Clients.



Sign in with your User Name and Authorized Subscriber Number.

Ordering From DataSafe

When you need items returned to you from DataSafe, you can order them on the web for delivery the same business day if submitted before 11am or following business day if submitted after and before 5:30 pm. Rush or After Hours orders must be called in. To request boxes, you may key in the box numbers, copy and paste, import a .CSV file or select the boxes you want from query results.

Keying Barcodes – From the Main menu, select Inventory Transactions. In the Search Field, select the item type that matches your search criteria. Select Request from DataSafe. In the Search Field Values enter the box number(s) of the items you wish to request. Once you have keyed all of box number(s) select Process list.

The screenshot shows the DataSafe web application interface. At the top, there is a navigation bar with buttons for Main, User, Add, Reports, Help, and Log Out. Below this, the current customer is identified as DATASAFE and the current user as Idalia Lopez. The main section is titled "Vault Management Criteria" and contains several search fields: "Select Item Type" (set to BOX), "Select Department" (empty), "Select Search Field" (set to Customer Box #), and "Select Task" (with radio buttons for Send to DataSafe, Send off site (multi-column), Verify Outbound, Request Items from DataSafe (selected), Verify Inbound, and Update items (multi-column)). Below the search fields is a "Command Bar" with buttons for Process List, Import from file, Clear Query List, and View Order(s). The "Request Items From Off Site Settings" section shows a list of "Search Field Values": 32170, 32172, and 32173.

You can edit information by clicking on the Edit link. Once updates are complete click save and from the Process List screen select Send Order.

The screenshot shows the DataSafe web application interface displaying a list of item requests. The "Command Bar" has buttons for Send Order, Remove All, and Refresh. The "Item Requests" section contains a table with the following data:

Edit	Remove	Action	Barcode	Customer Box #	Dept./Facility	Item Type
Edit	Remove	Request	0017130259	32170		BOX
Edit	Remove	Request	0017130261	32172		BOX
Edit	Remove	Request	0017130262	32173		BOX

You can select the Delivery Address here and enter comments for this particular request in the Comments field. Select Complete Send Order.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference

Select Delivery Priority Standard Delivery

Charge to Department

Select Service Address Default Service Address

Address 574 Eccles Avenue

Address

City South San Francisco

State CA

Zip 94080

Comments

Your order number will appear, along with your order information.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Detail report in HTML Detail report in PDF

Work order summary

Order for Customer: DataSafe and web user: Idalia Lopez has been submitted under work order # 1256045.

Order Date	01/17/2012 02:12:13 PM
Your Ref	
Deliver To	574 Eccles Avenue South San Francisco, CA 94080
Attention	Idalia Lopez
Required By	01/18/2012 12:00:00 PM - STAN
Dept/Cost Center	

To modify or cancel a service order, please contact Client Services.

Import a file or Copy Paste – From the Main menu, select Inventory Transactions. Select the Item Type that matches your search criteria. Select Request from DataSafe. To copy and paste information, you can copy the data and paste it directly into the body of the Search Field Values. To import, Select Import from file.

The screenshot shows the DATASAFE web application interface. At the top left is the logo "DATASAFE INFORMATION MANAGEMENT SOLUTIONS". To the right are navigation buttons: "Main", "User", "Add", "Reports", "Help", and "Log Out". Below the logo, it says "Current Customer DATASAFE" and "Current User Idalia Lopez". The main section is titled "Vault Management Criteria" and contains several form fields: "Select Item Type" with a text input containing "BOX", "Select Department" with an empty text input, "Select Search Field" with a dropdown menu showing "Barcode", and "Select Task" with five radio button options: "Send to DataSafe", "Send off site (multi-column)", "Verify Outbound", "Request Items from DataSafe" (which is selected), "Verify Inbound", and "Update items (multi-column)". Below this is a "Command Bar" with four buttons: "Process List", "Import from file" (highlighted with a mouse cursor), "Clear Query List", and "View Order(s)".

Browse for your file (must be CSV file), open and import.
Once import is complete, boxes will appear in the Search Field Values field.

This screenshot shows a different part of the DATASAFE interface. The "Command Bar" is at the top with buttons: "Process List" (highlighted with a mouse cursor), "Import from file", "Clear Query List", and "View Order(s)". Below it is a section titled "Request Items From Off Site Settings". Underneath, there is a field labeled "Search Field Values" which contains a list of three numbers: "32170", "32172", and "32173".

Select the Process List link and then select Send Order

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Send Order Remove All Refresh

Item Requests

Edit	Remove	Action	Barcode	Customer Box #	Dept./Facility	Item Type
Edit	Remove Request BOX		0017130259	32170		
Edit	Remove Request BOX		0017130261	32172		
Edit	Remove Request BOX		0017130262	32173		

You can select the Delivery Address here and enter comments for this particular request in the Comments field. Select Complete Send Order.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference

Select Delivery Priority

Charge to Department

Select Service Address

Address

Address

City

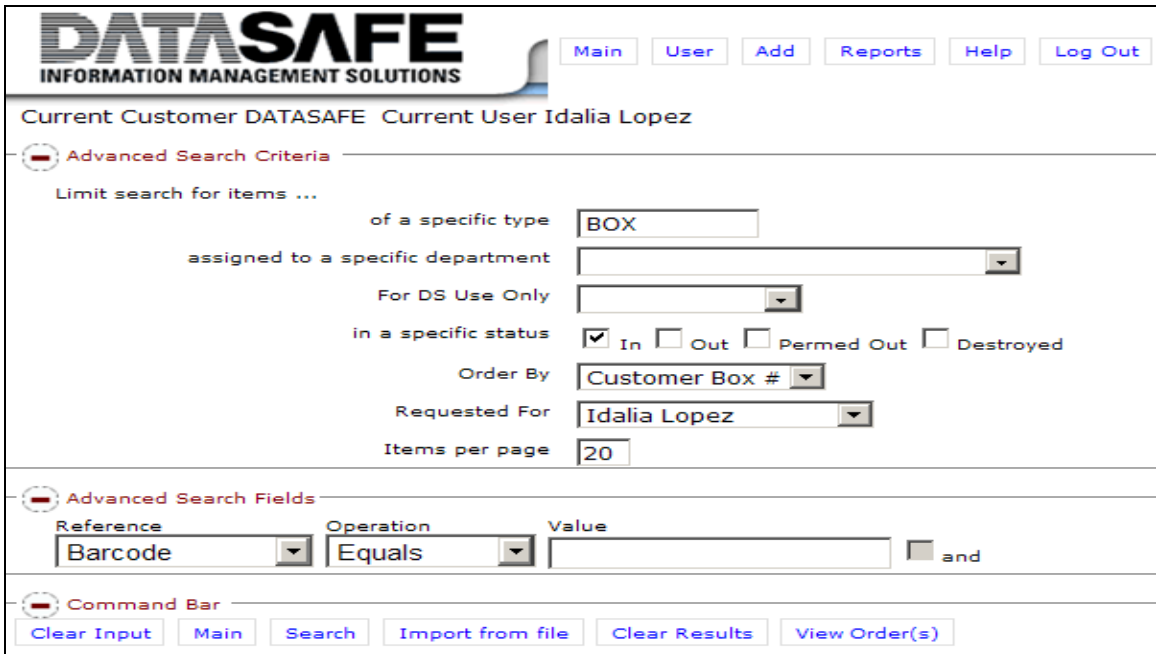
State

Zip

Comments

Your order number will appear, along with your order information.

Order from Query Results – From the Main menu, select Search. If you want to view all items in your inventory that is currently offsite, select “In” as your status. If you want to search by descriptive information or creation date use the Advanced Search fields.



DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Advanced Search Criteria

Limit search for items ...

of a specific type

assigned to a specific department

For DS Use Only

in a specific status In Out Permed Out Destroyed

Order By

Requested For

Items per page

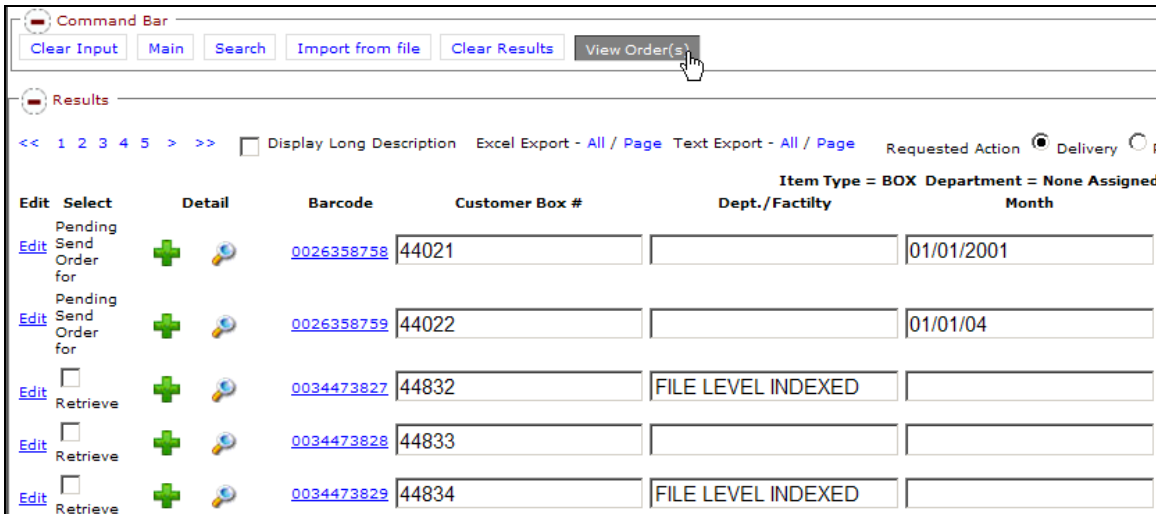
Advanced Search Fields

Reference Operation Value

Command Bar

Clear Input Main Search Import from file Clear Results View Order(s)

Select Search. Once your results appear, find the items to recall and click in the Retrieve box. As you select each item, it will change to Pending Send Order. Once you have selected all the items, click on View Order(s)



Command Bar

Clear Input Main Search Import from file Clear Results View Order(s)

Results

<< 1 2 3 4 5 >> Display Long Description Excel Export - All / Page Text Export - All / Page Requested Action Delivery

Edit	Select	Detail	Barcode	Customer Box #	Dept./Facility	Month
Edit	<input type="checkbox"/>	Pending Send Order for	0026358758	44021		01/01/2001
Edit	<input type="checkbox"/>	Pending Send Order for	0026358759	44022		01/01/04
Edit	<input type="checkbox"/>	Retrieve	0034473827	44832	FILE LEVEL INDEXED	
Edit	<input type="checkbox"/>	Retrieve	0034473828	44833		
Edit	<input type="checkbox"/>	Retrieve	0034473829	44834	FILE LEVEL INDEXED	

From View Order, select Send Order

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Send Order Remove All Refresh

Item Requests

Edit	Remove	Action	Barcode	Customer Box #	Dept./Facility	Item Type = BOX
Edit	Remove Request BOX		0026358758	44021		01
Edit	Remove Request BOX		0026358759	44022		01

You can select the Delivery Address here and enter comments for this particular request in the Comments field. Select Complete Send Order.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference

Select Delivery Priority

Charge to Department

Select Service Address

Address

Address

City

State

Zip

Comments

Your order number will appear, along with your order information.

To Request a Pick-Up - From the Main menu, select Pick Up. Enter the total number of boxes to be picked up in the Quantity field. Select Add Pick Up Request. Select View Order(s).

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Pick up criteria

Select Item Type

Quantity

Command Bar

Add Pickup Request View Order(s)

Pick-up Requests

Pick Up Items

Action	Description	Quantity
Remove Pick Up	BOX	25

Select Send order.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Send Order Remove All Refresh

Pick-up Requests

Pick Up Items

Action	Description	Quantity
Remove Pick Up	BOX	25

You can select the Delivery Address here and enter comments for this particular request in the Comments field. Select Complete Send Order. Your order number will appear, along with your order information.

To Request Materials – From the Main menu, select Miscellaneous. From the Select Task drop down select MT1 – Standard Materials. Enter the total number of boxes in the Quantity field. Please note that materials are sold in sets of 25. Select Add Miscellaneous Request. Select View Order(s).

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Miscellaneous criteria

Select Task: MT1 - Standard Materials

Select Department: [Empty]

Requested For: Idalia Lopez

Quantity: 25

Comments: [Empty]

Command Bar

Add Miscellaneous Request View Order(s)

Miscellaneous Request

Action	Service Code	Description	Quantity	Department	Comments
Remove	Miscellaneous Request	MT1 - Standard Materials	25.000		

Select Send order.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Main User Add Reports Help Log Out

Current Customer DATASAFE Current User Idalia Lopez

Command Bar

Send Order Remove All Refresh

Miscellaneous Request

Action	Service Code	Description	Quantity	Department	Comments
Remove	Miscellaneous Request	MT1 - Standard Materials	25.000		

You can select the Delivery Address here and enter comments for this particular request in the Comments field. Select Complete Send Order. Your order number will appear, along with your order information.

To view Transmittal Lists and Delivery Receipts – From the User Menu, select Status Report. Under Status Report by date, enter the date range that pertains to your order(s). Select View Status Report.

Results that match your criteria will appear.

Work Order	Work Order Status	Date/Time Submitted	Requested By	WO Line Report	Driver Receipt	Signature	Name
1164366	BILLED	06/23/2011 08:54:13 AM	CUSTOMER SERVICE	WO Line Report	Driver Receipt		
1164630	BILLED	06/24/2011 08:05:58 AM	LYNN ESPINA- REYES	WO Line Report	Driver Receipt		
1164646	BILLED	06/24/2011 09:25:44 AM	CUSTOMER SERVICE	WO Line Report	Driver Receipt		PATRICIA
1164838	BILLED	06/27/2011 09:24:07 AM	CUSTOMER SERVICE	WO Line Report	Driver Receipt		
1165103	BILLED	06/28/2011 07:39:22 AM	MIRANDA LECUE	WO Line Report	Driver Receipt		
1165202	BILLED	06/28/2011 02:30:11 PM	Roland Capulong	WO Line Report	Driver Receipt		
1165648	BILLED	06/30/2011 11:50:04 AM	CUSTOMER SERVICE	WO Line Report	Driver Receipt		ALLYSON

From this screen you will be able to view transmittal list and call back notices by clicking on the Image box. You will also be able to view service order summaries, delivery receipts and signatures for completed deliveries.

To Copy and Paste or Import Descriptive information - In this example, the data was copied from an excel spreadsheet.

From the Inventory Transactions, select barcode or box number in the Search Field and select Update items (Multi-column).

If you are copying and pasting the information; copy the data and paste it into the body of the Search Field Values.

If you are importing the information; Select Import from file, browse for your file (must be CSV file), open and import.

Vault Management Criteria

Select Item Type:

Select Department:

Select Search Field:

Select Task:

- Send to DataSafe
- Send off site (multi-column)
- Verify Outbound
- Request Items from DataSafe
- Verify Inbound
- Update items (multi-column)

Command Bar

[Process List](#) [Review & Process List](#) [Import from file](#) [Clear Query List](#) [View Order\(s\)](#)

Update Items (multi-column) Settings

Column Separator: Tab separated Comma separated

Barcode: Select column from import data for this field. (Zero will leave field empty)

Customer Box #: Select column from import data for this field. (Zero will leave field empty)

Dept./Facility: Select column from import data for this field. (Zero will leave field empty)

Month: Select column from import data for this field. (Zero will leave field empty)

Ref 4: Select column from import data for this field. (Zero will leave field empty)

DESC: Select column from import data for this field. (Zero will leave field empty)

Once the data appears, assign the data to the correct fields. Select Process List. Once the update is complete, a pop-up will appear informing you that the update was complete and will display the total number of items that were updated.

The information on these headings (Cross Ref, Desc 1, etc.) can be customized to match your column headings. Please contact your Account Manager for your account set up.

Command Bar

[Process List](#) [Review & Process List](#) [Import from file](#) [Clear Query List](#) [View Order\(s\)](#)

Update Items (multi-column) Settings

Column Separator: Tab separated Comma separated

Barcode: Select column from import data for this field. (Zero will leave field empty)

Customer Box #: Select column from import data for this field. (Zero will leave field empty)

Dept./Facility: Select column from import data for this field. (Zero will leave field empty)

Month: Select column from import data for this field. (Zero will leave field empty)

Ref 4: Select column from import data for this field. (Zero will leave field empty)

DESC: Select column from import data for this field. (Zero will leave field empty)

Search Field Values

```
0017130259, 32170, A, 1, D, 4
0017130261, 32172, B, 2, E, 5
0017130262, 32173, C, 3, F, 6
```

Generate Inventory Report

From the Main menu, select Search. If you want to view everything in your inventory that is currently offsite, select “In” as your status. If you want to search by descriptive information or creation date or return date, use the Advanced Search fields.

The screenshot shows the 'Advanced Search Criteria' section of the DATASAFE application. At the top, the logo 'DATASAFE INFORMATION MANAGEMENT SOLUTIONS' is displayed alongside navigation buttons: 'Main', 'User', 'Add', 'Reports', 'Help', and 'Log Out'. Below the logo, the text reads 'Current Customer DATASAFE Current User Idalia Lopez'. The 'Advanced Search Criteria' section includes the following fields and options:

- Limit search for items ...**
 - of a specific type:
 - assigned to a specific department:
 - For DS Use Only:
 - in a specific status: In Out Permed Out Destroyed
 - Order By:
 - Requested For:
 - Items per page:

The 'Advanced Search Fields' section contains:

- Reference:
- Operation:
- Value:
- and:

The 'Command Bar' at the bottom includes buttons: 'Clear Input', 'Main', 'Search', 'Import from file', 'Clear Results', and 'View Order(s)'.

Once the results appear, you can export either all of the results or the current page to Excel. If your inventory exceeds six thousand items, please contact client services.

This screenshot is identical to the one above, showing the 'Advanced Search Criteria' form. However, it includes an additional 'Results' section at the bottom. The 'Results' section contains the following elements:

- Navigation: << 1 2 3 4 5 > >>
- Options: Display Long Description
- Export options: Excel Export - All / Page, Text Export - All / Page

A mouse cursor is visible over the 'Text Export - All / Page' link.