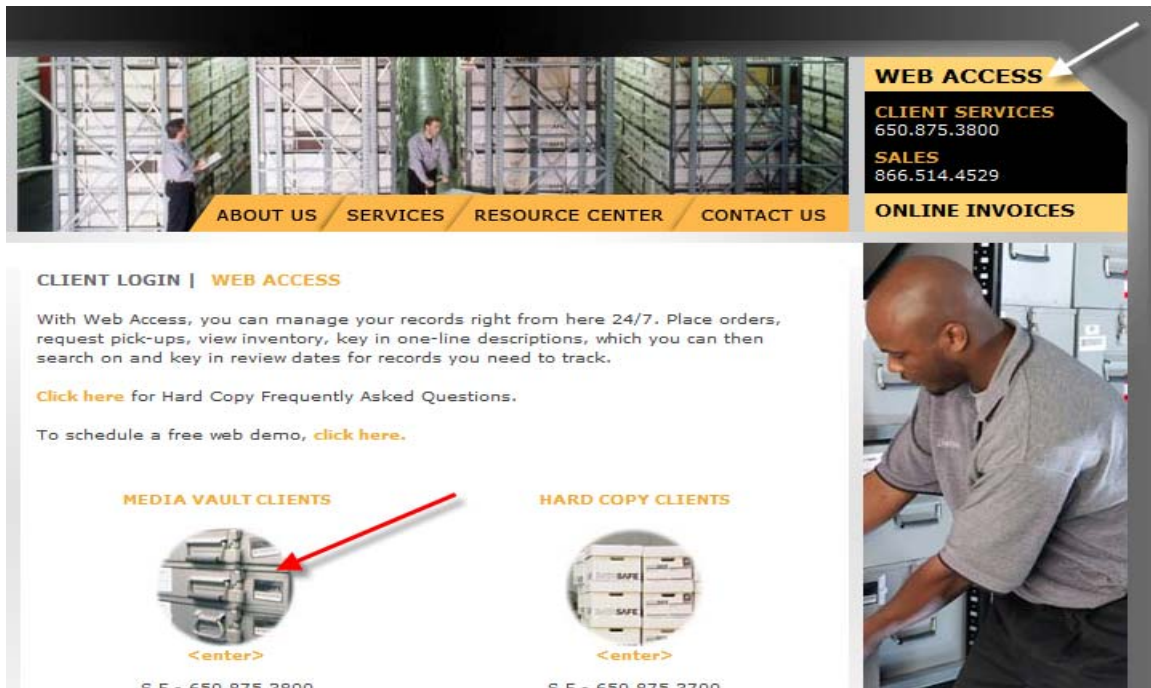


DataSafe Web Access Instructions

Go to www.datasafe.com and click on Web Access, then Media Vault Clients.



Sign in with your User Name and Authorized Subscriber Number.

From the web, you can create the transmittal list you will use to send your media, request media to be returned to you, run and download inventory reports and edit and maintain descriptive information associated with your media. This document will give you instructions on how to accomplish these tasks.

Throughout this document, we will refer to Item Type; this refers to the kind of barcode associated with your media or closed container. As there are many different ways to store media and many different ways to reference media, we have decided on the following:

Media – Items stored in a container at DataSafe. The barcode contains the first five numbers of your account and then a seven digit number. There are no alphas.

J Tape – Tape that has a barcode ending in the letter “J”. This tells us that the tape is stored in a tape slot, rather than a container.

TMS – Does not have a DataSafe barcode, but a factory created barcode added by you.

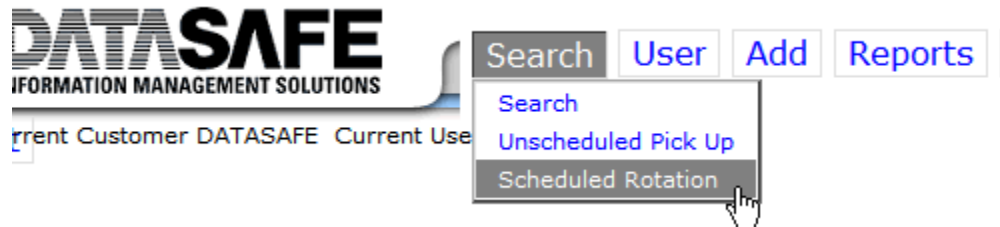
Container – When you store at the closed case level, rather than the individual tape level, you will receive and send closed, locked containers. These barcodes will always begin with C.

Transport Containers – These are used to transport media between your office and ours. You never need to add Transport Containers to a Transmittal List or an order.

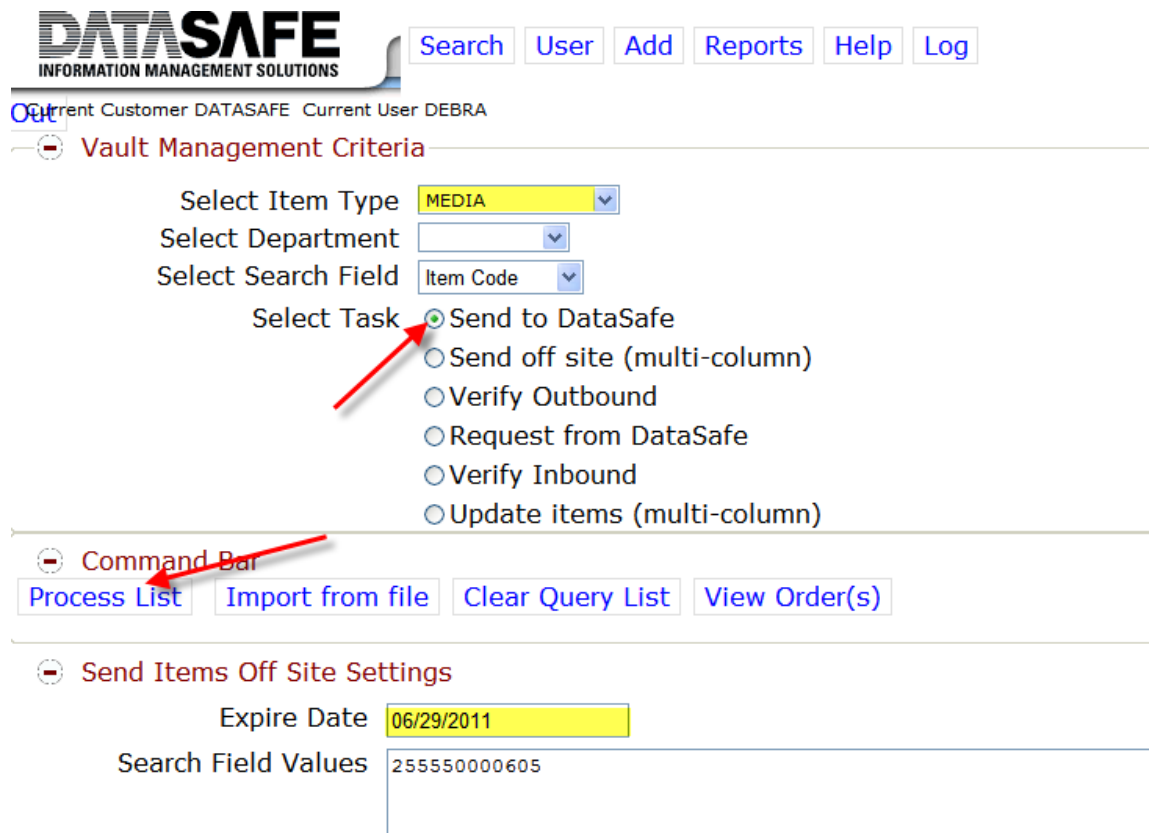
To Create A Transmittal List

You can add new tapes or return existing tapes or containers to storage by creating a transmittal list. You can populate descriptive information and return dates by keying the information, copying and pasting the information or importing from a .CSV files. When you send the Transmittal List to DataSafe, please print two (2) copies; the Delivery Representative will sign one and leave as your receipt and will bring the second one to DataSafe with the media.

Keying – if you have only a few items and do not wish to populate any descriptive information, this is the fastest method. Click on the Search link and select Scheduled Rotation



Select your Item Type (Media, Tape, TMS or Container) and leave at Search Field Barcode, select Send to DataSafe. Select your return date from the calendar by double-clicking in the Expire Date field, key or wedge scan the barcode and click on Process List.



You can edit any descriptive information in the Process List Screen by clicking on Edit. When done, click on Send Order.

Command Bar

Send Order Remove All Refresh

Item Requests

Item Type = MEDIA I

Edit	Remove	Action	Item Code	Creation Date
		Global Edit --		<input type="text"/> ↓ <input type="text"/>
Edit	Remove	Add	255550000605	<input type="text"/> <input type="text"/>
	MEDIA			

From the drop down Select Delivery Priority, select Transmittal List then Complete Send Order

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference

Select Delivery Priority Transmittal List ↓

Charge to Department ↓

Select Delivery Address Default Delivery Address ↓


Address 574 Eccles Avenue

Print your Transmittal List (you may have to disable your pop-up blocker to print).

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

[Search](#) [User](#) [Add](#) [Reports](#) [Help](#) [Log Out](#)

Current Customer DATASAFE Current User DEBRA Items Matched: (0) Items On Order: (0)

Command Bar
[Detail report in HTML](#) [Detail report in PDF](#) 

Work order summary

Order for Customer: DataSafe and web user: DEBRA has been submitted under work order # 1143149

Order Date	06/28/2011 10:12:34 AM
Your Ref	
Deliver To	574 Eccles Avenue South San Francisco, CA 94080
Attention	DEBRA
Required By	06/28/2011 10:12:34 AM - TLST
Dept/Cost Center	
Comments	

To Copy and Paste information for Transmittal List (including descriptive information and/or multiple return dates). In this example, the data was copied from an excel spreadsheet.

From the Scheduled Rotation, select the Item Type, leave Barcode as default search field and select Send off site (Multi-column). If copying from an excel spreadsheet, leave at Tab Separated. Assign the data to the correct field and click on Process List. 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.

Select Item Type

Select Department

Select Search Field

Select Task

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

Command Bar

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

Send Items Off Site (multi-column) Settings

Column Separator Tab separated Comma separated

Item Code Select column from import data for this field. (Zero will leave field empty)

Return Date Select column from import data for this field. (

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

Desc 1 Select column from import data for this field. (Zero will leave field empty)

Desc 2 Select column from import data for this field. (Zero will leave field empty)

Creation Date Select column from import data for this field. (Zero will leave field empty)

Search Field Values

255550000615	7/5/2011	S03642	SF Office	6/10/2011
255550000616	7/5/2011	S05483	SJ Office	6/10/2011
255550000617	7/5/2011	S06698	Palo Alto	6/10/2011
255550000618	7/5/2011	LD3222	SF Office	6/10/2011
255550000619	7/5/2011	LD2633	Davis	6/10/2011

After clicking on Process List, you can review your data and make any changes by clicking on the Edit link. Otherwise, click on Send Order, select Transmittal from the drop down and Complete Send Order. Print your Transmittal List (you may have to disable your pop-up blocker).

Client: Customer DATASAFE Current User: DEBRA Items Matched: (0) Items On Order: (5)

Command Bar
[Send Order](#) [Remove All](#) [Refresh](#)

Item Requests

Item Type = MEDIA	Department = None Assigned						
Global Edit	Cross Ref	Desc 1	Desc 2	Creation Date	Department	Return	
Edit Remove Add MEDIA	SO3642	SF Office		6/10/2011		07/05/2011	
Edit Remove Add MEDIA	SO5483	SJ Office		6/10/2011		07/05/2011	
Edit Remove Add MEDIA	SO6698	Palo Alto		6/10/2011		07/05/2011	
Edit Remove Add MEDIA	LD3222	SF Office		6/10/2011		07/05/2011	
Edit Remove Add MEDIA	LD2633	Davis		6/10/2011		07/05/2011	

Importing data from .CSV file – Select item type and item code and Send to offsite (multi column). Click on Import from file and browse for file then import. Change from Tab to Comma Separated and then continue as if adding from Copy and Paste.

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

Send Items Off Site (multi-column) Settings

Column Separator Tab separated Comma separated

Item Code Select column from import data for this field. (Zero will leave field empty)

Return Date MONTH/DAY/YEAR (MM/DD/YYYY) Select column from import data for this field.

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

Desc 1 Select column from import data for this field. (Zero will leave field empty)

Desc 2 Select column from import data for this field. (Zero will leave field empty)

Creation Date Select column from import data for this field. (Zero will leave field empty)

Search Field Values
 255550000615,7/5/2011,SO3642,SF Office,6/10/2011
 255550000616,7/5/2011,SO5483,SJ Office,6/10/2011
 255550000617,7/5/2011,SO6698,Palo Alto,6/10/2011
 255550000618,7/5/2011,LD3222,SF Office,6/10/2011
 255550000619,7/5/2011,LD2633,Davis,6/10/2011

Ordering From DataSafe

When you need items returned to you from DataSafe, you can order them on the web if you want them on the following business day (order before 3:30 pm) or if you want them delivered on your next scheduled service day. Rush or After Hours orders must be called in.

To request items, you may either select from query results, import a .CSV file or simply key in the barcodes of the items you want.

Keying Barcodes – From the Search menu, select Scheduled Rotation. Select the Item Type and leave the Item Code as the default Search Field. Select Request from DataSafe. Enter the barcodes of the items you wish to request and Process list.

DATA SAFE
INFORMATION MANAGEMENT SOLUTIONS

Search User Add Reports Help Log

Current Customer DATASAFE Current User DEBRA

Vault Management Criteria

Select Item Type: MEDIA

Select Department: []

Select Search Field: Item Code

Select Task:

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

Command Bar

Process List Import from file Clear Query List View Order(s)

Request Items From Off Site Settings

Search Field Values
255550000003
255550000009

You can edit any of the information by clicking on the Edit link. From the Process List screen select Send Order.

Current Customer DATASAFE Current User DEBRA

Command Bar

Send Order Remove All Refresh

Item Requests

Item Type = MEDIA

Edit	Remove	Action	Item Code	Cross Ref	Desc
			Global Edit -->	<input type="text"/>	<input type="text"/>
Edit	Remove	Request	255550000003	Rosa 3	Tape 3
			MEDIA		
Edit	Remove	Request	255550000009	Carlos R	Driver 3
			MEDIA		

Then select the type of delivery you want from the drop down list. Next Day Delivery will have a transportation charge in addition to the activity charges and Add to Scheduled Delivery will not have a transportation charge. You can select the Delivery Address here and put any comments in the Comments field. Select Complete Send Order.

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference

Select Delivery Priority

Charge to Department

Select Delivery Address

Address

Address

City

State


Zip

Comments

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

[Detail report in HTML](#)

[Detail report in PDF](#)

 **Work order summary**

Order for Customer: DataSafe and web user: DEBRA
has been submitted under work order # **1142826**

Order Date	06/13/2011 03:04:21 PM
Your Ref	
Deliver To	574 Eccles Avenue South San Francisco, CA 94080
Attention	DEBRA
Required By	06/14/2011 05:00:00 PM - VUDL
Dept/Cost Center	
Comments	

Import a file – From the Search menu, select Scheduled Rotation. Select the Item Type and leave the Item Code as the default Search Field. Select Request from DataSafe. Select Import from file.

INFORMATION MANAGEMENT SOLUTIONS Search User Add Reports Help Log

Current Customer DATASAFE Current User DEBRA

Vault Management Criteria

Select Item Type MEDIA

Select Department

Select Search Field Item Code

Select Task

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

Command Bar

Process List Import from file Clear Query List View Order(s)

Request Items From Off Site Settings

Search Field Values

Browse for your file and import.

Command Bar

Process List Import from file Clear Query List View Order(s)

Request Items From Off Site Settings

Search Field Values

255550000608
255550000609
255550000610
255550000611

Click on the Process List link and then select Send Order

Command Bar

[Send Order](#) [Remove All](#) [Refresh](#)

Item Requests

Edit	Remove	Action	Item Code	Item Type =	Cross Ref
		Global Edit -->		<input type="text"/>	<input type="text"/>
Edit	Remove	Request	255550000608	<input type="text"/>	<input type="text"/>
	MEDIA				
Edit	Remove	Request	255550000609	<input type="text"/>	<input type="text"/>
	MEDIA				
Edit	Remove	Request	255550000610	<input type="text"/>	<input type="text"/>
	MEDIA				

Then select the type of delivery you want from the drop down list. Next Day Delivery will have a transportation charge in addition to the activity charges and Add to Scheduled Delivery will not have a transportation charge. You can select the Delivery Address here and put any comments in the Comments field. Select Complete Send Order.

Command Bar

[Complete Send Order](#) [Clear Comments](#)

Delivery options

Customer Order Reference

Select Delivery Priority

Charge to Department

Select Delivery Address

Address

Address

City

State

Zip

Comments

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

[Detail report in HTML](#) [Detail report in PDF](#)

Work order summary

Order for Customer: DataSafe and web user: DEBRA has been submitted under work order # **1142826**

Order Date	06/13/2011 03:04:21 PM
Your Ref	
Deliver To	574 Eccles Avenue South San Francisco, CA 94080
Attention	DEBRA
Required By	06/14/2011 05:00:00 PM - VUDL
Dept/Cost Center	
Comments	

Order from Query Results – From the Search 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.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Search User Add Reports Help Log

Current Customer DATASAFE Current User DEBRA

Advanced Search Criteria

Limit search for items ...

of a specific type? MEDIA

assigned to a specific department?

of a specific storage type?

in a specific status? in out permanently out destroyed

Order By Item Code

Requested For DEBRA

Items per page 20

Advanced Search Fields

Reference	Operation	Value	
Cross Ref	Contains	S	<input checked="" type="checkbox"/> and
Creation Date	Less than	06/15/2011	<input type="checkbox"/> and

Command Bar

Clear Input Search New Search Clear Results View Order(s)

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

[Clear Input](#) | [Search](#) | [New Search](#) | [Clear Results](#) | [View Order\(s\)](#)

Results

[<<](#) [1](#) [2](#) [>>](#) Display Long Description [Excel Export](#) - [All](#) / [Page](#) [Tex](#)

Item Type = MEDIA

Edit	Select	Detail	Item Code	Cross Ref	Desc
Edit	Pending on WO# 1142720 (Unknown) (DEBRA)		2555000001	<input type="text"/>	<input type="text"/>
Edit	<input type="checkbox"/> Retrieve		255500001	<input type="text"/>	<input type="text"/>
Edit	Pending Send Order for		2555-0000011	<input type="text" value="Peanut"/>	<input type="text"/>
Edit	Pending Send Order for		2555-0000012	<input type="text" value="Butter"/>	<input type="text"/>
Edit	Pending Send Order for		2555-0000013	<input type="text" value="Cup"/>	<input type="text"/>

From View Order, select Send Order

Current Customer DATASAFE Current User DEBRA

Command Bar

Send Order Remove All Refresh

Item Requests

Item Type = MEDIA D

Edit	Remove	Action	Item Code	Cross Ref	Desc 1
		Global Edit		<input type="text"/>	<input type="text"/>
		-->			
Edit	Remove	Request	2555-000011	<input type="text" value="Peanut"/>	<input type="text"/>
Edit	Remove	Request	2555-000012	<input type="text" value="Butter"/>	<input type="text"/>
Edit	Remove	Request	2555-000013	<input type="text" value="Cup"/>	<input type="text"/>

Then select the type of delivery you want from the drop down list. Next Day Delivery will have a transportation charge in addition to the activity charges and Add to Scheduled Delivery will not have a transportation charge. You can select the Delivery Address here and put any comments in the Comments field. Select Complete Send Order.

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference

Select Delivery Priority

Charge to Department

Select Delivery Address

Address

Address

City

State


Zip

Comments

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

[Detail report in HTML](#)

[Detail report in PDF](#)

 **Work order summary**

Order for Customer: DataSafe and web user: DEBRA has been submitted under work order # **1142826**

Order Date	06/13/2011 03:04:21 PM
Your Ref	
Deliver To	574 Eccles Avenue South San Francisco, CA 94080
Attention	DEBRA
Required By	06/14/2011 05:00:00 PM - VUDL
Dept/Cost Center	
Comments	

Run Inventory Report

From the Search 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.

DATASAFE
INFORMATION MANAGEMENT SOLUTIONS

Search User Add Reports Help Log

Current Customer DATASAFE Current User DEBRA

Advanced Search Criteria

Limit search for items ...

of a specific type? MEDIA

assigned to a specific department?

of a specific storage type?

in a specific status? in out permanently out destroyed

Order By Item Code

Requested For DEBRA

Items per page 20

Advanced Search Fields

Reference	Operation	Value	
Cross Ref	Contains	S	<input checked="" type="checkbox"/> and
Creation Date	Less than	06/15/2011	<input type="checkbox"/> and

Command Bar

Clear Input Search New Search Clear Results View Order(s)

When you get your results, you can export either all of the results or the current page to excel or to text.

Command Bar

Results

<< 1 2 >>
 Display Long Description
 [Excel Export - All / Page](#)
[Text Export - All / Page](#)
Rec Up

Item Type = MEDIA Department = None Assi

Edit	Select	Detail	Item Code	Cross Ref	Desc 1	Desc 2
Edit	<input type="checkbox"/> Pending on WO# <input type="checkbox"/> 1142720 <input type="checkbox"/> (Unknown) <input type="checkbox"/> (DEBRA)		2555000001	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edit	<input type="checkbox"/> Retrieve		255500001	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edit	<input type="checkbox"/> Retrieve		2555-0000011	<input type="text" value="Peanut"/>	<input type="text"/>	<input type="text"/>
Edit	<input type="checkbox"/> Retrieve		2555-0000012	<input type="text" value="Butter"/>	<input type="text"/>	<input type="text"/>