



Container Add - Windows Internet Explorer  
http://rsd.crownrms.com/rswebnet/InventoryAdd/Add.aspx

CROWN RECORDS MANAGEMENT  
Crown Records Management Ltd  
Container Add

Current Status \*  
PENDING

Account  
ENABLED

Barcode \*  
1234567

Alternate Code  
0001

Contents Range Start  
0001

Contents Range End  
0020

Contents Start Date

Contents End Date

Contents  
Jama Indices

Description

Destroy Date  
31/12/2014

Submit Reset Form Back To Results  
Submit your changes to the Database.

Available Forms  
RSWeb.NET Container Add Intermediate  
Set As Default

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Click Submit and your carton will instantly be added to the Crown RMS database with a status of "Pending":

### Adding Files

When adding files to cartons, you must first ensure the carton, to which the files belong, has been added to the system.

Inventory Results - Windows Internet Explorer  
http://rsd.crownrms.com/rswebnet/InventoryAdd/Add.aspx

CROWN RECORDS MANAGEMENT  
Crown Records Management Ltd  
Container

Welcome RMPROD1  
Logout

Options Results Search

Barcode Alternate Code Add Date Time Destroy Date Current Status Status Date Time Container Type Account

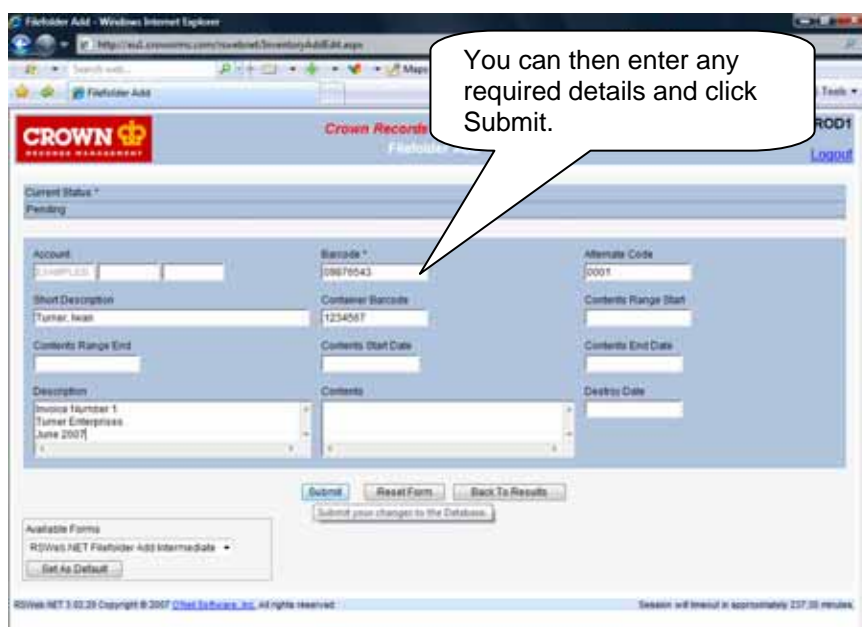
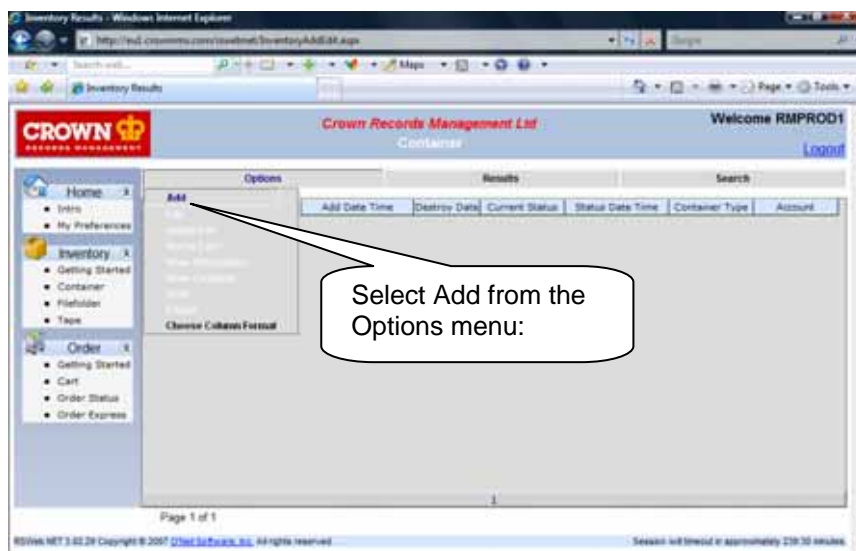
Home  
Intro  
My Preferences

Inventory  
Getting Started  
Container  
Filefolder  
Tape  
Choose a section to work in.

Order  
Getting Started  
Cart  
Order Status  
Order Express

Page 1 of 1

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Repeat this process for each file. The container barcode must be entered for each file.

Please note, ALL items, (containers or filefolders) will be added to the system with a 'status' of 'Pending'. This means that they have been added to the system by you, but have not been scanned (or processed) by Crown.