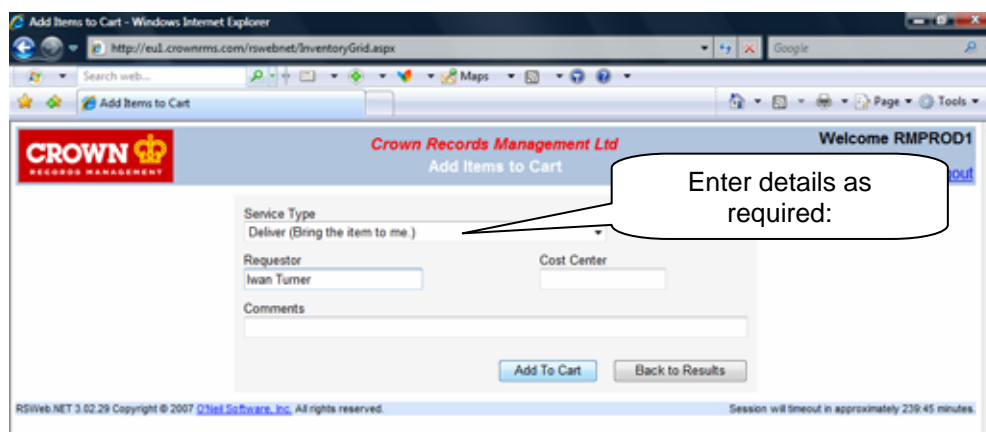
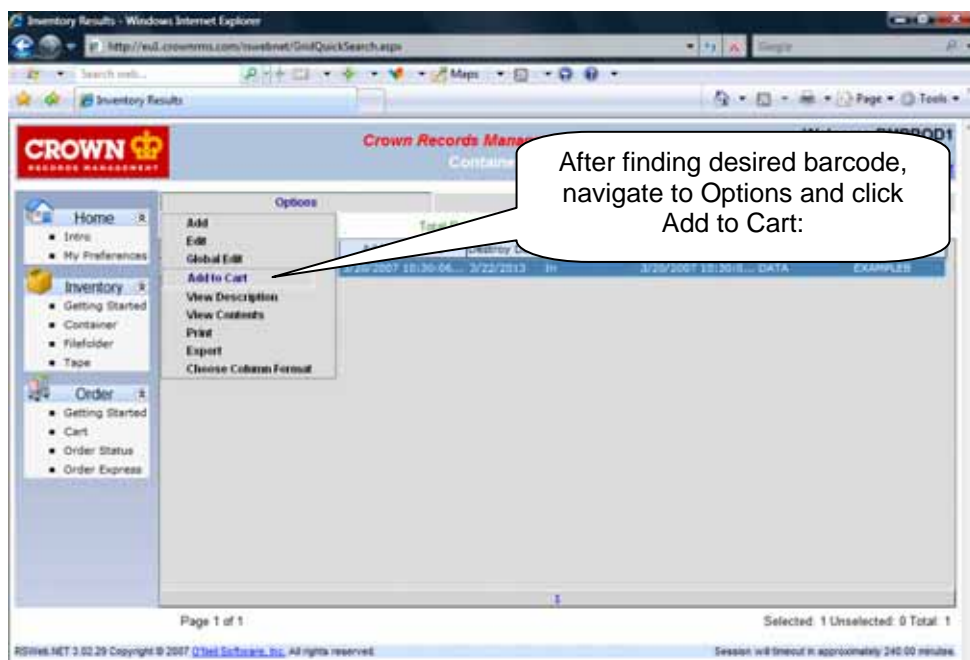


Ordering Services

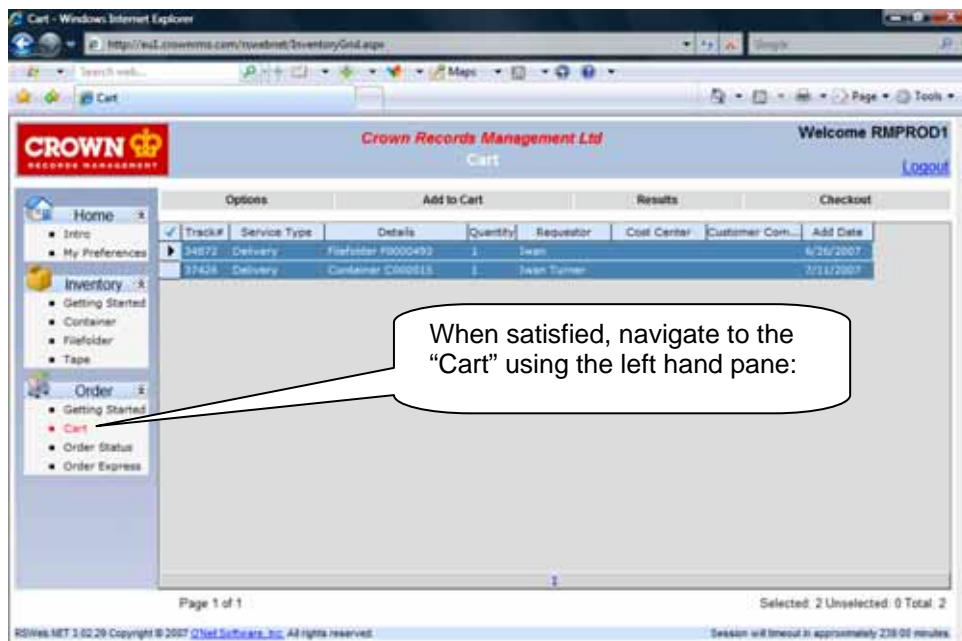
Please note, forms, column formats and quick searches may vary.
Firstly, log into the website using your given user I.D. and password.

URL: <http://eu1.crownrms.com/rswebnet/>

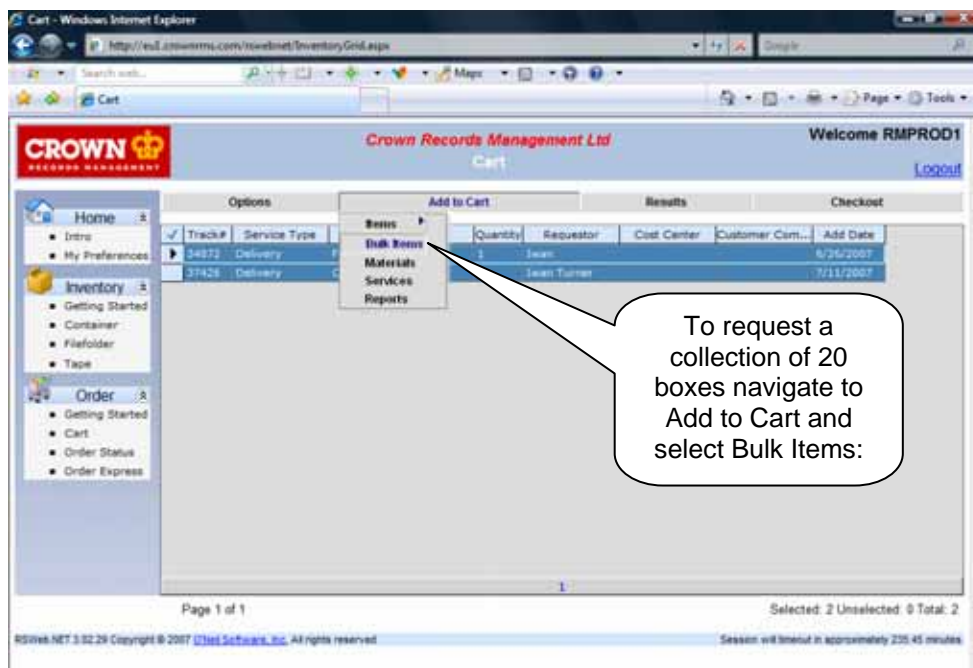
Search for items according to "Searching for Records" guide.

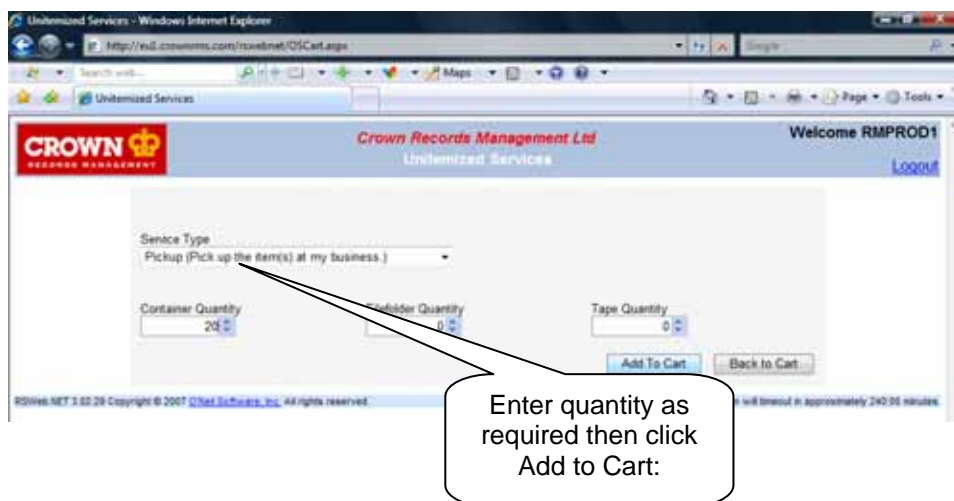


This process can be repeated through the day as necessary. The Cart will save any items required.

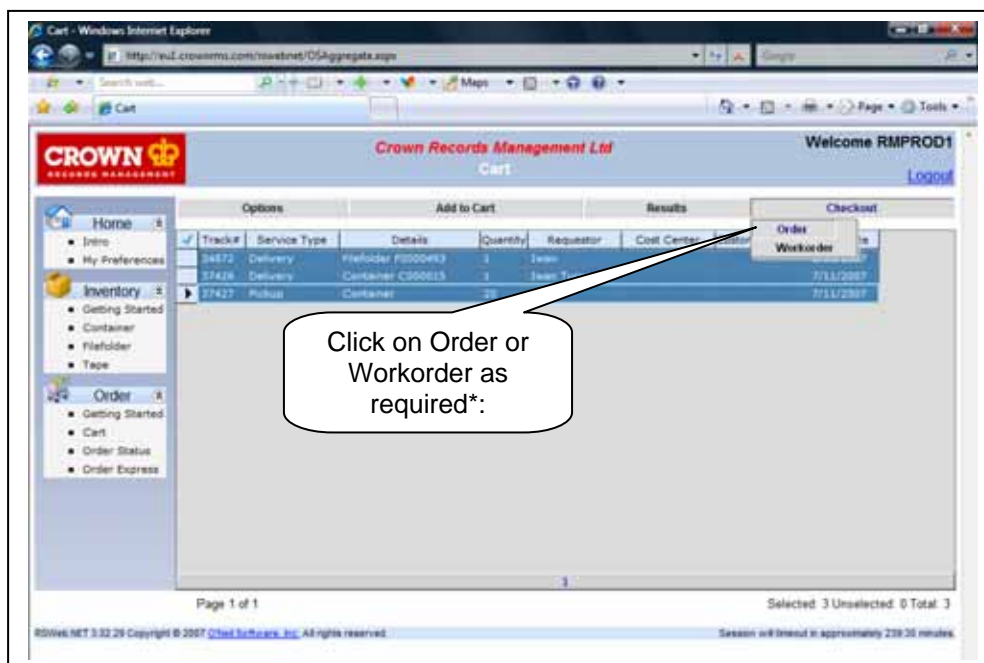


Collections and materials can also be ordered within the Cart. For example:





When satisfied you have all services ready to order, go to 'view Cart' and navigate to Checkout.



* If you have multiple users placing orders belonging to the same account you should select Order. If you place all orders yourself you can select Workorder. The advantage of creating your own Workorders is that another level of security can be added by a list of password protected authorised users.

Enter required journey in Priority Service then click Submit Orders or Create Workorder:

An order receipt will be displayed when your services have been successfully ordered. Any rejected items will be displayed in red:

Track#	Service Type	Details	Qty	Reason
34872	Delivery	Filefolder F0000493	1	Container C00024 Out on May 10, 2007 WOV# 01009611 Req.

Order Summary
2 item(s) ordered, 1 item(s) rejected.

Ordered by: RMPROD1 on 11 July 2007 at 21:15:55
Requested Fulfillment Date/Time:
Batch Order Number: 8612

Workorder Account: EXAMPLEB
Iwan Turner
Crown RMS
Landor Street, Birmingham
B8 1AH
Phone: 0121 380 2105
Fax: 0121 359 8541

Track#	Service Type	Details	Qty	Requestor	Cost Center
37426	Delivery	Container C00015	1	Iwan Turner	
37427	Pickup	Container	20	Iwan Turner	