

Searching For Records

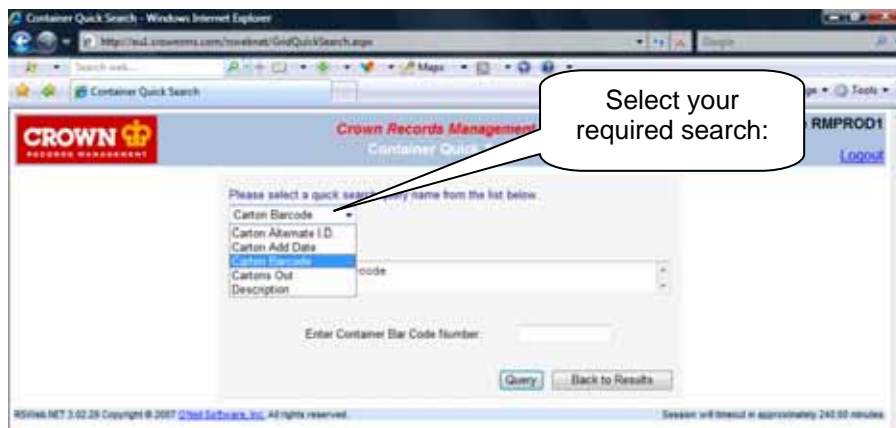
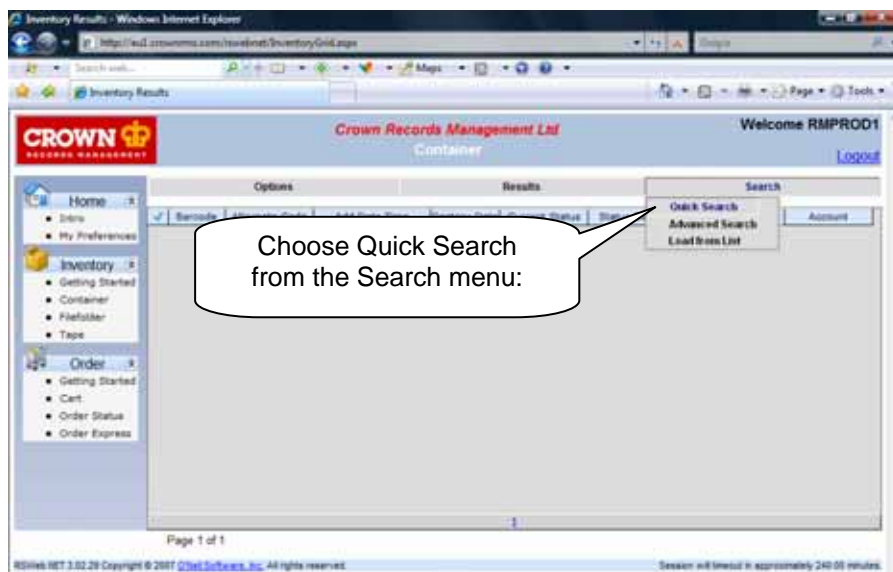
Please note, forms, column formats and quick searches may vary

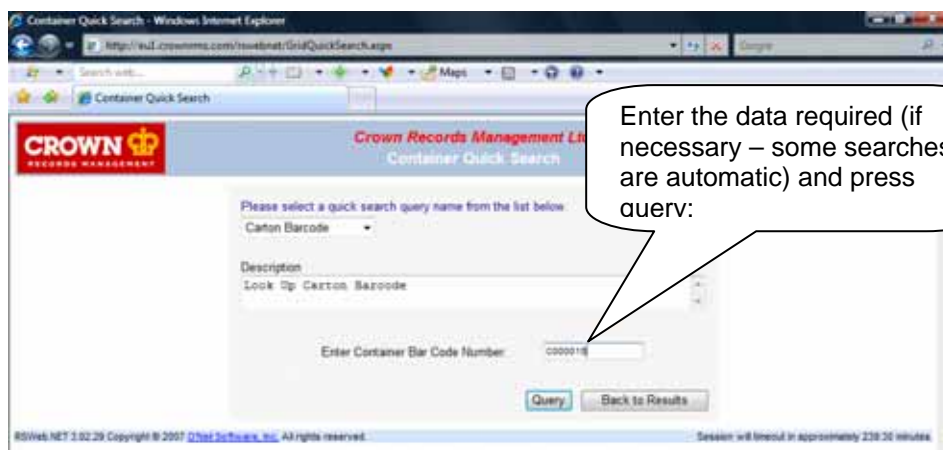
Firstly, log into the website using your given user I.D. and password.

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

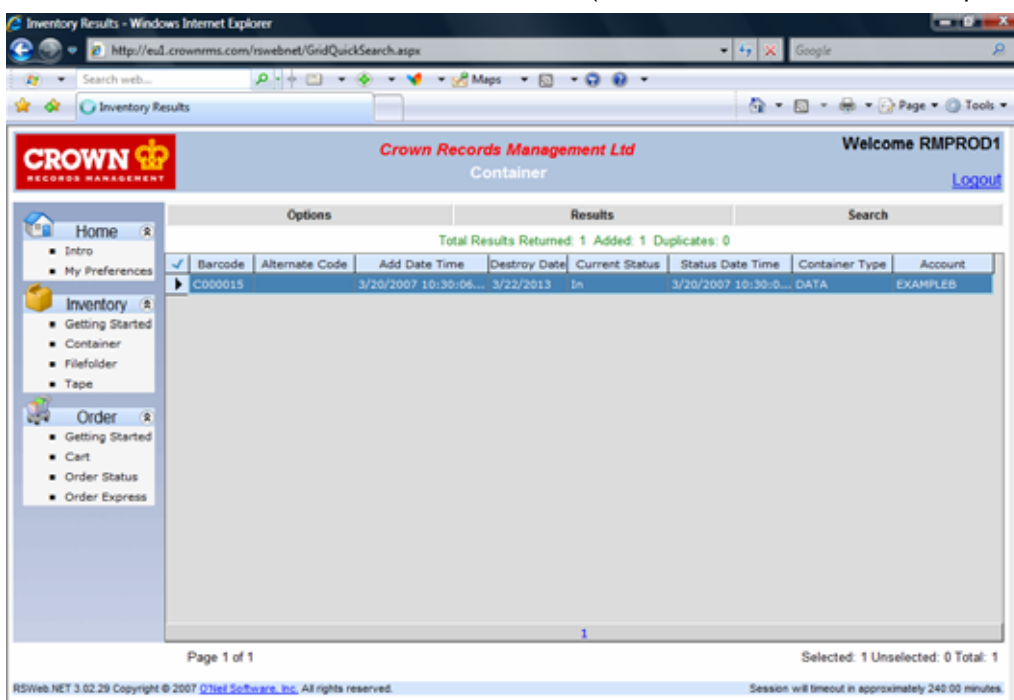
The process for searching for files and cartons is the same but you must search for them separately. So, if you are searching for cartons navigate to the Container screen or files, the Filefolder screen.

Quick Searches



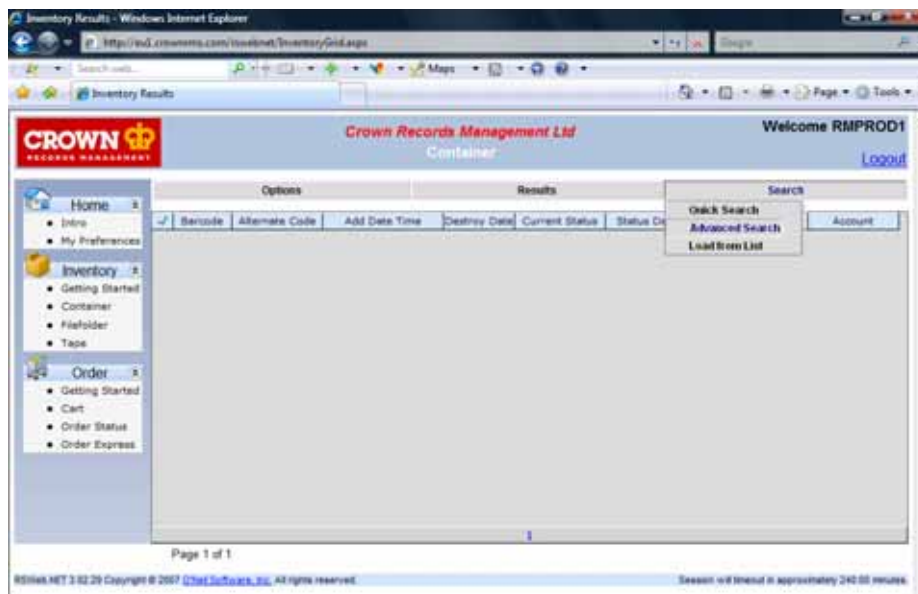


The results will be returned in rows and columns (some searches will return multiple results):



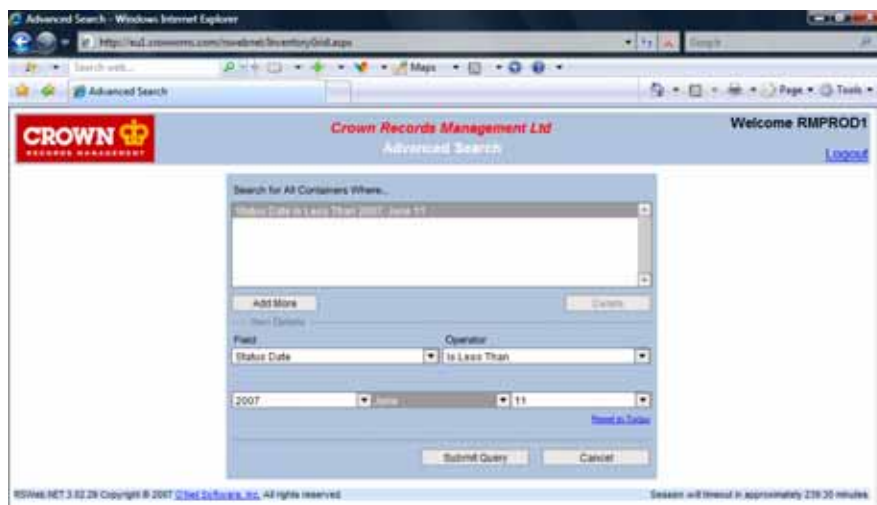
Advanced Searches

More detailed searches can also be carried out. Navigate to Search then Advanced Search:

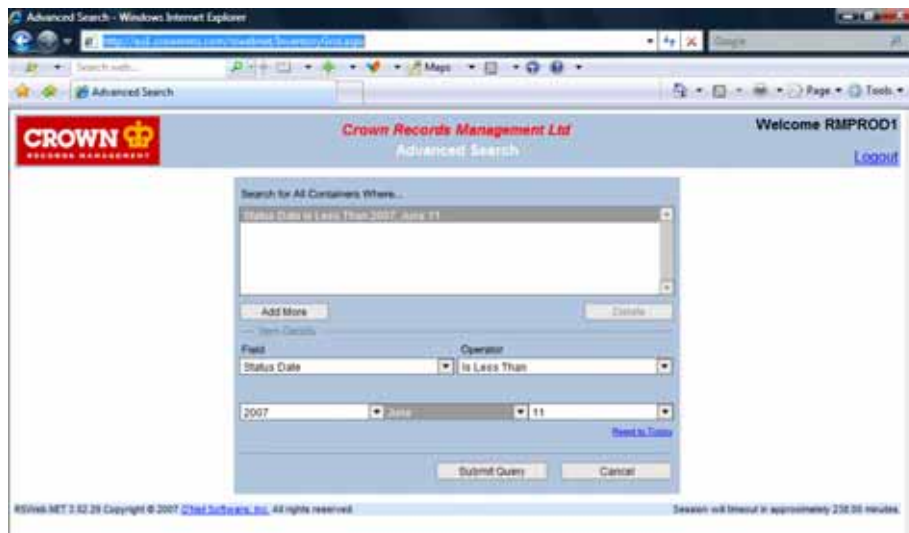


Different criteria can be loaded into the search. For example:

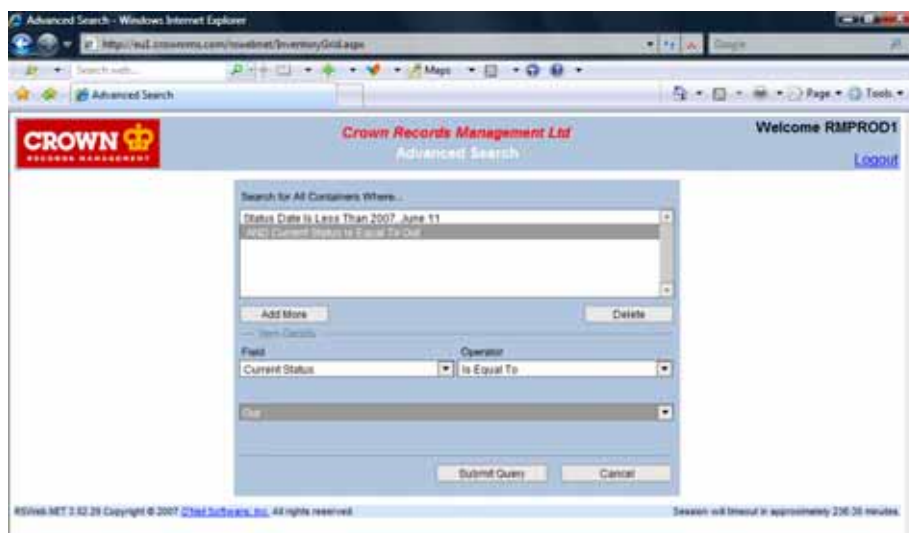
To search for boxes that have been out of store for longer than 1 month:
Enter the status date as less than date concerned:



Then click "Add More".



You can now enter the status as "Out".



Click "Submit Query" and the search results will be returned.

The screenshot shows a web browser window displaying the 'Inventory Results' page of the Crown Records Management system. The page header includes the Crown Records Management Ltd logo and a 'Welcome RMPROD1' message. A navigation menu on the left lists sections like Home, Inventory, and Order. The main content area features a table with columns for Barcode, Alternate Code, Add Date Time, Destroy Date, Current Status, Status Date Time, Container Type, and Account. The table contains 10 rows of data, all with a 'Out' status. Below the table, it indicates 'Page 1 of 1' and 'Selected: 10 Unselected: 0 Total: 10'. The footer contains copyright information for RSWeb.NET 3.02.29 and a session timeout notice.

Barcode	Alternate Code	Add Date Time	Destroy Date	Current Status	Status Date Time	Container Type	Account
C000047	H60022	3/29/2007 10:30:06...	3/23/2013	Out	4/26/2007 11:20:0...	STD	EXAMPLE
C000044	H60039	3/29/2007 10:30:06...	3/23/2013	Out	5/10/2007 3:09:38...	X-LARGE	EXAMPLE
C000003		3/29/2007 10:30:05...	3/23/2013	Out	5/10/2007 3:41:35...	STD	EXAMPLE
C000008		3/29/2007 10:30:05...	3/23/2013	Out	5/10/2007 3:41:36...	STD	EXAMPLE
C000007		3/29/2007 10:30:06...	3/23/2013	Out	5/10/2007 3:41:36...	STD	EXAMPLE
C000009		3/29/2007 10:30:06...	3/23/2013	Out	5/10/2007 3:41:36...	STD	EXAMPLE
C000010		3/29/2007 10:30:06...	3/23/2013	Out	5/10/2007 3:41:36...	STD	EXAMPLE
C000011		3/29/2007 10:30:06...	3/23/2013	Out	5/10/2007 3:41:36...	STD	EXAMPLE
C000024		3/29/2007 10:30:06...	3/23/2013	Out	5/10/2007 3:41:36...	STD	EXAMPLE
C000025		3/29/2007 10:30:06...	3/23/2013	Out	5/10/2007 3:41:36...	STD	EXAMPLE

Results can be printed or exported using the options menu.