

**BRSR**  
**WEB INSTRUCTIONS**  
**RETRIEVE BOX**

Log into the BRSR.net website

- 1) Point to "Search" at top of screen and click on "Quick Search"
- 2) "Item Type-Box or File" – choose Box
- 3) "Order By-Item Code or Description" – choose "Item code" if you have the bar code from the box
- 4) "Department" – leave blank or choose if you know the correct department
- 5) "Requested For" – choose name from drop down
- 6) "Item Code" – type complete bar code including "C" and zero's in front of number  
(i.e.: C0000503882)
- 7) Click "Search" button below this area
- 8) Click in the check box next to "Retrieve" – it now shows "Pending Send Order"

To add more boxes, go back to "Item Code" and blank out and enter the next box number and click "search" and repeat until all box numbers you need appear at the bottom of the screen.

Then click in the "Retrieve" check box on each line item in the list so they all show "Pending Send Order"

Once finished adding boxes, click "View Order" in middle of screen. Double check what is being requested and edit or remove if necessary.

If all is good, Click "Send Order"

Select delivery priority from dropdown – "Standard Service".

Click "Complete Send Order"

Make sure to logout at the top left on the current screen.

The system will ask to "clear your result grid entries?" Click "Yes".

Your web order request has been sent to BRSR.

**Please call if you have any questions or need assistance – 863-667-0622**