

BRSR
WEB INSTRUCTIONS
RETRIEVE NON-INDEXED FILE

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) To add non-indexed item from the box, click green "+" sign
- 9) Click in the description box to add the description of the file in the window that opens
(i.e.: 1234 Heather, Smith)
- 10) Click OK at bottom
- 11) Then click "Add (CTRL+A)" next to description and click "Cancel" at bottom of that window to save the description (note that it moves down one line on the original screen). This must be done to save the description to the workorder.
- 12) Click "Close" above the description area

The above notes added 1 file to the work order.

To add more files from different boxes, go back to # 3 above and complete all instructions for each additional file you are requesting.

Once finished adding files from boxes, click "View Order" in middle of screen. Double check info to make sure it's correct.

Click "Send Order".

Select delivery priority from dropdown – "NON INDEXED STANDARD RETRIEVE" for requesting a file or files.

Click "Complete Send Order"

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

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

Your web order and file request has been sent to BRSR.

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