

BRSR
WEB INSTRUCTIONS
VIEW YOUR INVENTORY

Log in to BRSR.net

To get the Item code to use to retrieve a box/file(s), view your inventory as follows.

Go to:

- Reports
- Inventory with Alternate ID and Description
- Select item type – BOX
- Select Department (to view a certain department)
- Action – Active
- Status – Both
- Expiration Date from: _____ (use if needed or leave blank to see all)
- Expiration Date to: _____ (use if needed or leave blank to see all)
- Effective Date from: _____ (use if needed or leave blank to see all)
- Effective Date to: _____ (use if needed or leave blank to see all)
- Order (sort) by item code/description
- Click “Report in PDF” button – this may take a moment to load – NOTE: please make sure your pop up blocker allows the window to open.

Once you find your description, write box number down which will be the item code on your inventory. (i.e.-C0000555555). Use this number to retrieve the box/file(s).

Close window when finished viewing.

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