

REVISION 11.12.15



INFORMATION AND RECORDS MANAGEMENT SOLUTIONS

SECURE STORAGE PORTAL

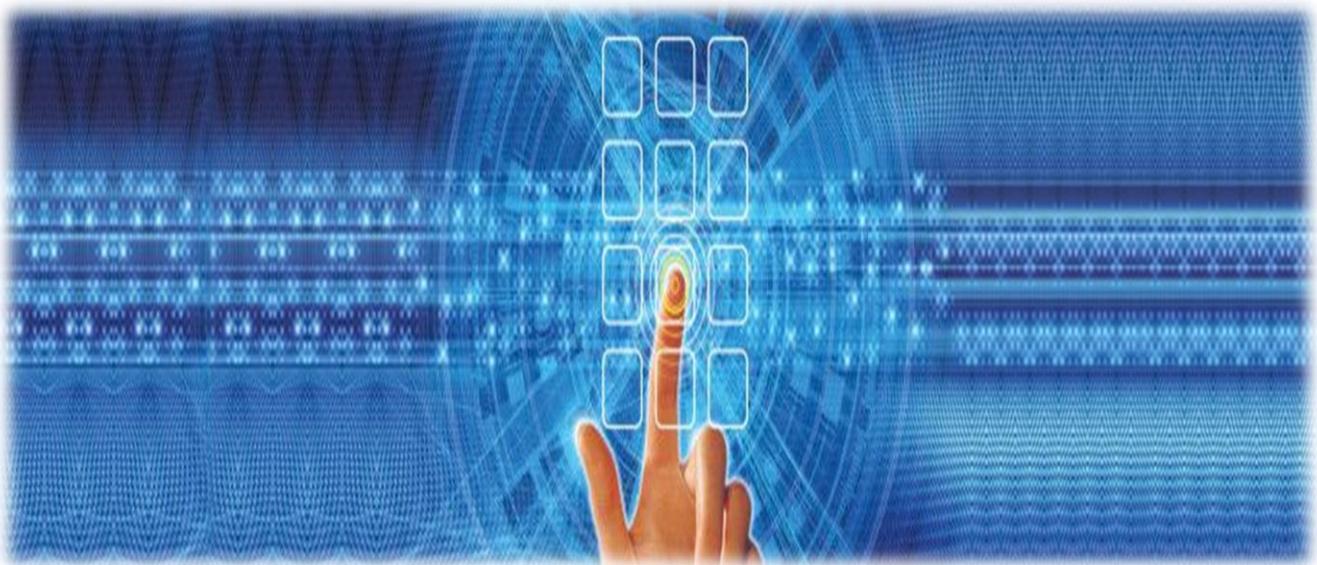
USER GUIDE



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1 Introduction

This User Guide is provided to assist in educating HCDE Records Management Clients on how to use the Secure Storage Portal web-based inventory management system found at rms.hcde-texas.org.

Our Secure Storage Portal represents the records and information management industry's most comprehensive solution and best practices, defining all the ways we interact and everything we do together to manage your information.

Our exclusive customer web database offers you individually-designed information management. It helps you save time and increase accuracy by requesting inventory through easy to use and secure online access. Any internet connection will enable you to access your inventory and activity. You have access to view the live status of requests, reports, receipts, and invoices.



2 Login Instructions

➔ To access our Secure Storage Portal, navigate to rms.hcde-texas.org



Security Control Form

Please Log-In

User ID

Password

➔ Type in your User ID and Password where indicated, and click Log In. Authorized users will be given a username and password. Your username and password will have been set up to allow you to access certain groups of records as well as certain Secure Storage Portal functions.



Please note, a separate workorder is necessary for each individual Delivery Priority.

3 Database Searching / Delivery Request

Now that your records are safely stored in HCDE Records Management, you can use our Secure Storage Portal to search your stored inventory, and submit requests to have items delivered back to your facility.

➔ To begin a search of the database, choose **Quick Search/Request** from the **Search** menu.



Please submit the order with your request. Keep a copy for your reference.

When you place your order online it will provide you with a WORK ORDER NUMBER which confirms that the order was accepted. Please make a note of it because it will appear on all documentation generated as a result of this transaction.

[RECORDS MANAGEMENT FORMS](#)

[Click here to email us your attachment.](#)

Use the data field boxes to input your search criteria, that is, HCDE Box #, HCDE File #, Alternate, and so on.

➔ Click on the **Search** button in the command bar to run your search.

The screenshot shows the HCDE search interface. It includes the HCDE logo, navigation menu, and search criteria form. The 'Quick Search Criteria' section has dropdowns for Item Type (BOX), Department (RECORDS MGMT - RECORDS MANAGEMENT), Order By (Barcode), Requested For (JANE DOE), and Page Size (20). The 'Search Fields (BOX)' section has input fields for Barcode (000476496), Customer Box #, Years In Box, Box Index, From Date, To Date, Description, and Expire Date 1. The 'Command Bar' section has buttons for Clear Input, Search, New Search, Import from file, Clear Results, Select All, and View Order.

Your search results will display in the Results section.



Search User Add Reports Help Log Out

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Items Matched: (1) Items On Order: (0) (HCDE)

Quick Search Criteria

Item Type	Department	Order By	Requested For	Page Size
BOX	RECORDS MGMT - RECORDS MANAGEMENT	Barcode	JANE DOE	20

Search Fields (BOX)

Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Expire Date 1
000476496							

Command Bar

Clear Input Search New Search Import from file Clear Results Select All View Order

Results

Display Long Description
 Excel Export - All / Page
 Text Export - All / Page
 Requested Action
 Delivery
 Pick Up
 Remove

Item Type = BOX

Select	Detail	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Department
<input type="checkbox"/>		000476496		11/13-5/14	COH 0023			INVOICE BACK UP	RECORDS MGMT

Retrieve

To request the box, check off the box under Select. The item will be automatically added to your order, and the status will change to Pending Sending Order.



Search User Add Reports Help Log Out

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Items Matched: (1) Items On Order: (1) (HCDE)

Quick Search Criteria

Item Type	Department	Order By	Requested For	Page Size
BOX	RECORDS MGMT - RECORDS MANAGEMENT	Barcode	JANE DOE	20

Search Fields (BOX)

Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Expire Date 1
000476496							

Command Bar

Clear Input Search New Search Import from file Clear Results Select All View Order

Results

Display Long Description
 Excel Export - All / Page
 Text Export - All / Page
 Requested Action
 Delivery
 Pick Up
 Remove

Item Type = BOX

Select	Detail	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Department
<input type="checkbox"/>		000476496		11/13-5/14	COH 0023			INVOICE BACK UP	RECORDS MGMT

Pending Send Order for JANE DOE

 Click **View Order(s)** within the command bar to proceed to the next step.



HARRIS COUNTY DEPARTMENT OF EDUCATION

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE Items Matched: (1) Items On Order: (1) (HCDE)

Quick Search Criteria

Item Type: BOX Department: RECORDS MGMT - RECORDS MANAGEMENT Order By: Barcode Requested For: JANE DOE Page Size: 20

Search Fields (BOX)

Barcode: 000476496 Customer Box #: Years In Box: Box Index: From Date: To Date: Description: Expire Date 1:

Command Bar

Clear Input Search New Search Import from file Clear Results Select All **View Order**

Results

Display Long Description Excel Export - All / Page Text Export - All / Page Requested Action Delivery Pick Up Remove

Select	Detail	Barcode	Customer Box #	Years In Box	Box Index	Item Type = BOX From Date	To Date	Description	Department
Pending Send Order for JANE DOE	  	000476496		11/13-5/14	COH 0023			INVOICE BACK UP	RECORDS MGMT

Here, you are able to review your order. If you want to add additional items to your order, return to the Search menu and make the appropriate selection.

 When ready, click the **Send Order** button in the command bar.



HARRIS COUNTY DEPARTMENT OF EDUCATION

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE Items Matched: (0) Items On Order: (1) (HCDE)

Command Bar

Send Order Remove All Refresh

Item Requests

Edit	Remove	Action	Barcode	Parent Item Code	Parent Reference	Customer Box #	Years In Box	Box Index	From Date	To Date	Des
Remove	Request		000476496				11/13-5/14	COH 0023			INVOICE B

On this final screen, complete the form by selecting a Delivery Priority identifying your activity.

 Click **Complete Send Order** to send your order through to Secure Storage Portal.



HARRIS COUNTY DEPARTMENT OF EDUCATION

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Command Bar

[Complete Send Order](#) [Clear Comments](#)

Delivery options

Customer Order Reference:

Select Delivery Priority:

Charge to Department:

Select Delivery Address:

Address:

Address:

City:

State:

Zip:

Comments:

Your order has now been submitted to the Secure Storage Portal for processing. An order confirmation page will display, which includes your work order number, as well as the date in which your order is due.



HARRIS COUNTY DEPARTMENT OF EDUCATION

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Command Bar

[Detail report in HTML](#) [Detail report in PDF](#) [Text Export](#) [Excel Export](#)

Work order summary

Order for Customer: Harris County Dept of Ed and web user: JANE DOE has been submitted under work order # 1021370,

Order Date	11/16/2015 11:25:19 AM
Your Ref	court request
Deliver To	6005 WESTVIEW HOUSTON, TX 77055
Attention	JANE DOE
Required By	11/17/2015 05:00:00 PM - STND
Dept/Cost Center	RECORDS MGMT
Comments	Please deliver to room 1073

4 View Item History Report

 Click on the **Search** menu and choose **Quick Search/Request**.

Run a search based on the instructions provided in the previous section of this manual. Once you have identified the item that you would like to view history for click on the  icon to view the Item History Report.

 Results

Display Long Description
 [Excel Export - All / Page](#)
 [Text Export - All / Page](#)
 Requested Action
 Delivery
 Pick Up
 Remove

Item Type = BOX

Select	Detail	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description
 Retrieve	 	000476496	<input type="text"/>	11/13-5/14	COH 0023	<input type="text"/>	<input type="text"/>	INVOICE BACK UP

A screen will appear with all of the previous activity of the item, including the previous workorder #s, dates of activity, requestor information, etc.



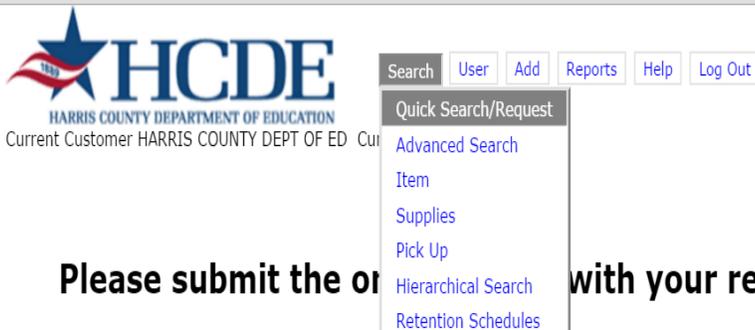
Item History Report (00001568)

Work Order	Action	Date	Requested For	Requested By	Comments
0041387	Supplies	08/28/2009			
0028346	Supplies	05/12/2008			
0000417	Add				

5 Ordering Non-Indexed Files from a Container (Files that have not been barcoded)

In order to retrieve a file from a box where the files are not currently individually listed you must first add the file to the box. In order to add a non-indexed file on the Secure Storage Portal website, you must first search for and display the container that you want to add a file to.

➡ To begin a search of the database, choose **Quick Search/Request** from the **Search** menu.

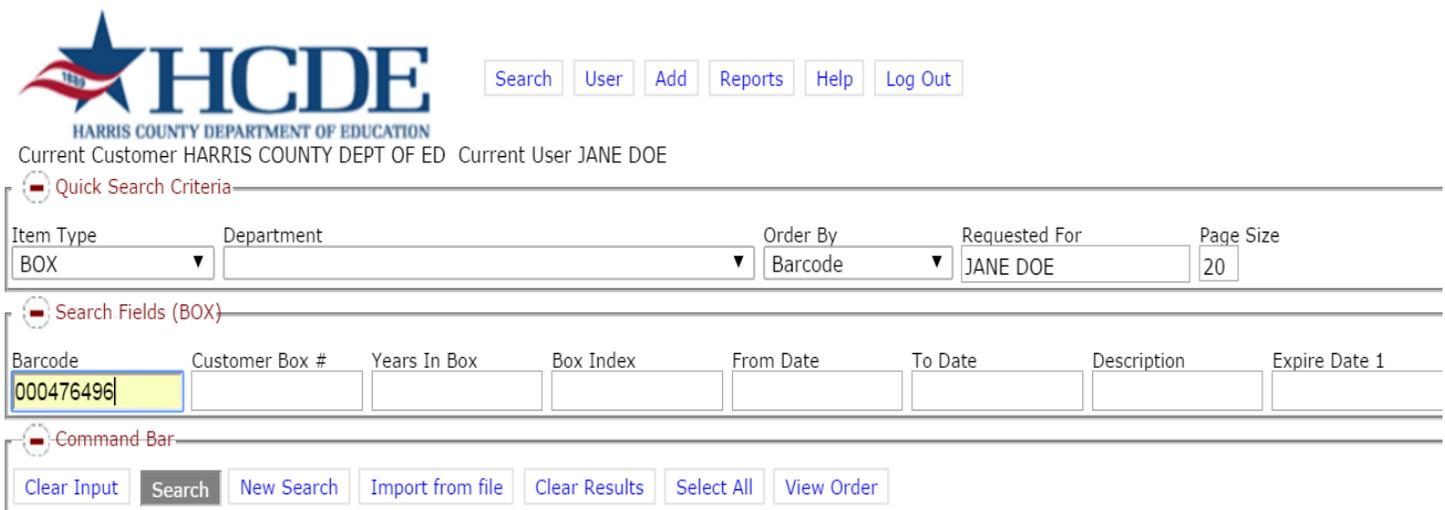


The screenshot shows the HCDE logo and navigation menu. The 'Search' menu is open, showing options: Quick Search/Request, Advanced Search, Item, Supplies, Pick Up, Hierarchical Search, and Retention Schedules. The 'Quick Search/Request' option is highlighted.

Please submit the order with your request. Keep a copy for your reference.

Use the data field boxes to input your search criteria, that is, HCDE Barcode #, HCDE File #, Alternate, and so on.

➡ Click on the **Search** button in the command bar to run your search.



The screenshot shows the HCDE search interface. The 'Quick Search Criteria' section includes fields for Item Type (BOX), Department, Order By (Barcode), Requested For (JANE DOE), and Page Size (20). The 'Search Fields (BOX)' section includes fields for Barcode (000476496), Customer Box #, Years In Box, Box Index, From Date, To Date, Description, and Expire Date 1. The 'Command Bar' section includes buttons for Clear Input, Search, New Search, Import from file, Clear Results, Select All, and View Order.



To run a keyword search, enter a % before the keyword, and click **Search**.



HARRIS COUNTY DEPARTMENT OF EDUCATION

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE Items Matched: (553)

Quick Search Criteria

Item Type: Department: Order By: Requested For: Page Size:

Search Fields (BOX)

Barcode: Customer Box #: Years In Box: Box Index: From Date: To Date: Description: Expire Date 1:

Command Bar

Your search results will display in the Results section.



HARRIS COUNTY DEPARTMENT OF EDUCATION

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE Items Matched: (553) Items On Order: (0) (HCDE)

Quick Search Criteria

Item Type: Department: Order By: Requested For: Page Size:

Search Fields (BOX)

Barcode: Customer Box #: Years In Box: Box Index: From Date: To Date: Description: Expire Date 1:

Command Bar

Results

<< 1 2 3 4 5 >> Display Long Description Excel Export - All / Page Text Export - All / Page Requested Action Delivery Pick Up Remove

Select	Detail	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Departm
<input type="checkbox"/>		000000139	00120	4/91 - 8/94	A-F			EARNING RECORDS, EMF	BUSINESS
<input type="checkbox"/>		000000155	00242	1986	6300 BUILDING CONSTR			FACILITIES FILES	BUSINESS
<input type="checkbox"/>		000000607	00207	1998-89	CITIZENSHIP REPORTS			AMNESTY FILES ADULT F	ADULT ED
<input type="checkbox"/>		000000610	00203	1988	ATTENDANCE			AMNESTY FILES	ADULT ED



To request a non-indexed file out of this box, click the green plus sign 

A window will open with an entry template, where you can enter the descriptive information for the file you are requesting.



Click **Add** when complete [Add \(Ctrl+A\)](#) , followed by **Close** in the command bar.

Buildorder - Google Chrome
rms.hcde-texas.org/action.asp?Action=addnon2item&E=1710&pid=597432&ptype=21&pdept=779&

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE Items Matched: (1) Items On Order: (0)

Request item(s) from thisBOX (000476496)

Item Type: FILE Department: RECORDS MGMT - RECORDS MANAGEMENT Requested For: JANE DOE

Command Bar
Close

Add or remove a request from your order
 Retain data entered on add

Action	Customer File #	Index Item Id
Add (Ctrl+A)	JOHN DOE	



Click **View Order(s)** within the command bar to proceed to the next step.

Command Bar

Clear Input Search New Search Import from file Clear Results Select All View Order

Here, you are able to review your order. If you want to add additional items to your order, return to the Search menu and make the appropriate selection.



When ready, click the **Send Order** button in the command bar.

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE Items Matched: (1)

Command Bar
Send Order Remove All Refresh

Item Requests

Item Type = FILE									
Edit	Remove	Action	Barcode	Parent Item Code	Parent Reference	Customer File #	Index Item Id	Department	Comments
Remove	Add			000476496		JOHN DOE		RECORDS MGMT	Edit
FILE									



Click **Complete Send Order** to send your order through to Secure Storage Portal.



HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Command Bar

[Complete Send Order](#) [Clear Comments](#)

Delivery options

Customer Order Reference:

Select Delivery Priority:

Charge to Department:

Select Delivery Address:

Address:

Address:

City:

State:

Zip:

Comments:

Your order has now been submitted to HCDE Records Management for processing. An order confirmation page will display your workorder number,



HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Command Bar

[Detail report in HTML](#) [Detail report in PDF](#) [Text Export](#) [Excel Export](#)

Work order summary

Order for Customer: Harris County Dept of Ed and web user: JANE DOE has been submitted under work order # 1021538,

Order Date	11/19/2015 10:33:50 AM
Your Ref	court
Deliver To	6005 WESTVIEW HOUSTON, TX 77055
Attention	JANE DOE
Required By	11/20/2015 05:00:00 PM - STND
Dept/Cost Center	RECORDS MGMT
Comments	please deliver to room 1013



6 Supply Orders



To order supplies, click on **Search**, and then **Supplies**.



This screen will appear and prompt you to make a **Materials** selection. Simply indicate how many materials you need and click on **Add Supplies Request**.

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

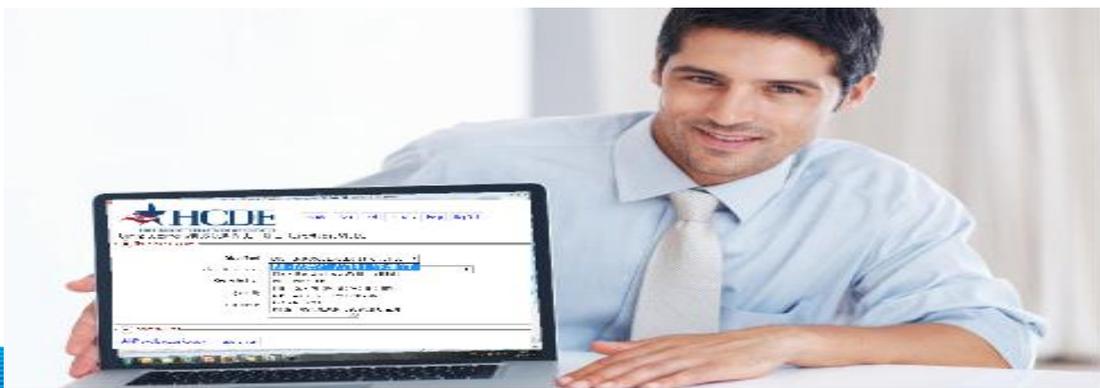
Miscellaneous criteria

Select Task: BAR - BARCODE LABELS 15 PER SHEET ▼
Select Department: RECORDS MGMT - RECORDS MANAGEMENT ▼
Requested For: JANE DOE
Quantity: 25
Comments: please deliver to Mary

Command Bar
Add Miscellaneous Request View Order



A summary of your request will appear below. Click **View Order(s)** to proceed to the next page.



Miscellaneous criteria

Select Task: BAR - BARCODE LABELS 15 PER SHEET

Select Department: RECORDS MGMT - RECORDS MANAGEMENT

Requested For: JANE DOE

Quantity: 25

Comments: please deliver to Mary

Command Bar

Add Miscellaneous Request View Order

Supply Request

Action	Service Code Description	Quantity	Department	Comments
Remove	Supply Request BAR - BARCODE LABELS 15 PER SHEET	25.000	RECORDS MGMT	please deliver to Mary



Follow the steps outlined previously for submitting an order from the View Order page.

7 Pick Up Orders

Secure Storage Portal allows you to request a pickup of boxes or files with just a few simple steps.

First, choose **Pick Up** from the **Search** menu.

- Quick Search/Request
- Advanced Search
- Item
- Supplies
- Pick Up**
- Hierarchical Search
- Retention Schedules

Please submit the order with your request



Next, enter the type, and quantity of items you have ready to be sent to HCDE Records Management, and click **Add Pick Up Request**.

Pick up criteria

Select Item Type: BOX

Quantity: 15

Command Bar

Add Pickup Request View Order



➔ Click **View Order(s)** in the Command Bar to proceed to the next step.

The screenshot shows the top navigation bar with the HCDE logo and menu items: Search, User, Add, Reports, Help, Log Out. Below the navigation bar, the current customer is identified as HARRIS COUNTY DEPT OF ED and the current user as JANE DOE. The 'Pick up criteria' section contains a 'Select Item Type' dropdown menu set to 'BOX' and a 'Quantity' input field set to '15'. The 'Command Bar' below features 'Add Pickup Request' and 'View Order' buttons. The 'Pick-up Requests' section displays a table with one row: 'Pick Up' action, 'BOX' description, and '15' quantity, with a 'Remove' link.

Action	Description	Quantity
Remove Pick Up	BOX	15

Here, you are able to review your order. If you want to add additional items to your order, return to the Search menu and make the appropriate selection.

➔ When ready, click **Send Order** in the command bar.

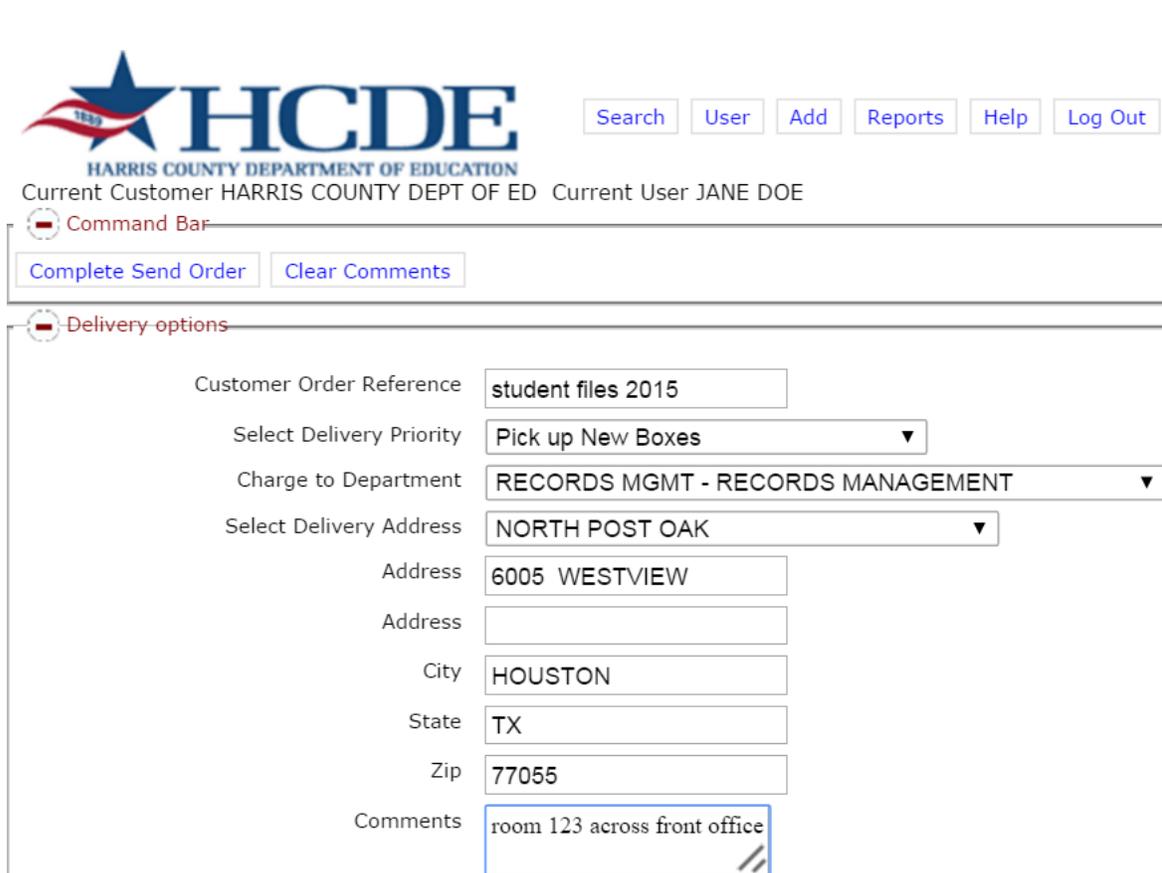
This screenshot shows the same interface as the previous one, but the 'Command Bar' now includes a 'Send Order' button alongside 'Remove All' and 'Refresh'. The 'Pick-up Requests' table remains the same. A new 'Supply Request' section is visible at the bottom, containing a table with columns: Action, Service Code, Description, Quantity, Department, and Comments.

Action	Service Code	Description	Quantity	Department	Comments
--------	--------------	-------------	----------	------------	----------

On this final screen, complete the form by selecting when you want the pick up. You can use the comments section to enter any notes that might be

helpful for the Transportation Specialist, such as the size of the boxes, or where they are located.

➔ Click **Complete Send Order** to send your order through the Secure Storage Portal.



 **HCDE**
HARRIS COUNTY DEPARTMENT OF EDUCATION

Search User Add Reports Help Log Out

Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference

Select Delivery Priority

Charge to Department

Select Delivery Address

Address

Address

City

State

Zip

Comments

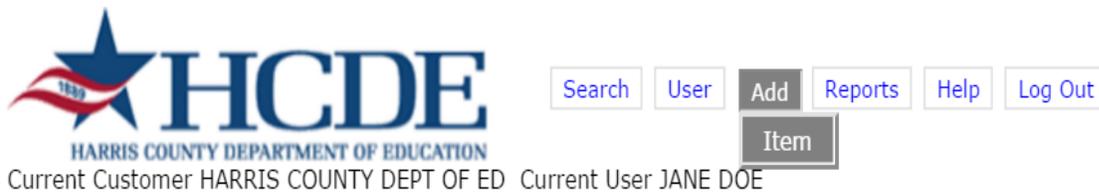


8 Add Inventory - New Containers / Boxes

Add New Boxes

Secure Storage Portal gives you the ability to maintain an inventory of the items you send to HCDE Records Management for storage. With just a few quick steps, you will be on your way to ensuring that you have an accurate accounting of your storage inventory, making future retrievals and reporting that much easier.

➔ To Add new boxes to your inventory using the Secure Storage Portal, begin by selecting **Item** from the **Add** menu.



➔ Enter the pre-assigned HCDE barcode number that is affixed to your box, into the **Barcode Box #** field. Continue by entering the Descriptive Information applicable to your records.

The screenshot shows the 'Add new item(s)' form in the HCDE portal. At the top is the HCDE logo and navigation menu. Below the logo, it says 'Current Customer HARRIS COUNTY DEPT OF ED' and 'Current User JANE DOE'. On the right, it shows 'Items Matched: (0) Items On Order: (1) (HCDI)'. The form has a title 'Add new item(s)'. It contains several fields: 'Item Type' (dropdown menu with 'BOX' selected), 'Department *Department Required' (dropdown menu with 'RECORDS MGMT - RECORDS MANAGEMENT' selected), and 'Requested For' (text field with 'JANE DOE'). Below these is a 'Command Bar' with a 'View Order' button. At the bottom, there is a checkbox 'Retain data entered on add' and a table with the following columns: Action, Barcode, Customer Box #, Years In Box, Box Index, From Date, To Date, Description, and Expire Date. The 'Add (Ctrl+A)' button is located to the left of the 'Barcode' field.

Item Type BOX	Department *Department Required RECORDS MGMT - RECORDS MANAGEMENT	Requested For JANE DOE
------------------	--	---------------------------

Retain data entered on add

Action	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Expire Date
Add (Ctrl+A)	<input type="text"/>							
Remove Edit	000513458	12	2012	A-C	2012	2015	STUDENT FILES	11/30/2020



Once you have entered all of your new boxes, click **View Order(s)** in the command bar to proceed to the next step.

Item Type BOX	Department *Department Required RECORDS MGMT - RECORDS MANAGEMENT	Requested For JANE DOE
------------------	--	---------------------------

Retain data entered on add

Action	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Expire Date
Add (Ctrl+A)	<input type="text"/>							
Remove Edit	000513458	12	2012	A-C	2012	2015	STUDENT FILES	11/30/2020



Once you have confirmed that the entries you have made are exactly as you wish them to appear in the Secure Storage Portal database, click the **Send Order** button in the command bar.

Action	Description	Quantity
Remove Pick Up	BOX	15

Item Type = BOX										
Edit	Remove	Action	Barcode	Parent Item Code	Parent Reference	Customer Box #	Years In Box	Box Index	From Date	To Date
Remove	Add		000513458			12	2012	A-C	2012	2015

Complete the final page by making the appropriate selections from the drop down menus.



Please note, the delivery priority when entering new data is **PICK UP NEW BOXES.**



To send your entry through to the Secure Storage Portal database, click the **Complete Send Order** button in the command bar

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Command Bar

Complete Send Order Clear Comments

Delivery options

Customer Order Reference: STUDENT CUMS 2015

Select Delivery Priority: Pick up New Boxes

Charge to Department: RECORDS MGMT - RECORDS MANAGEMENT

Select Delivery Address: NORTH POST OAK

Address: 6005 WESTVIEW

Address:

City: HOUSTON

State: TX

Zip: 77055

Comments: PLEASE PICK UP NEW BOXES IN ROOM 103

Your entry is now saved in the Secure Storage Portal. The confirmation page will provide you with your workorder number for reference.



Command Bar

[Detail report in HTML](#) [Detail report in PDF](#) [Text Export](#) [Excel Export](#)

Work-order summary

Order for Customer: Harris County Dept of Ed and web user: JANE DOE has been submitted under work order # 1021590,

Order Date	11/20/2015 09:31:07 AM
Your Ref	STUDENT CUMS 2015
Deliver To	6005 WESTVIEW HOUSTON, TX 77055
Attention	JANE DOE
Required By	11/20/2015 09:31:07 AM - NEW
Dept/Cost Center	RECORDS MGMT
Comments	PLEASE PICK UP NEW BOXES IN ROOM 103

Click on the **Detail Report in PDF** to view the details of what you have entered.

Line Report for Work Order #1021590

Customer Reference: STUDENT CUMS 2015

Priority: NEW Due Date: 11/20/2015 09:31

Requested by: JANE DOE

WO Description: PLEASE PICK UP NEW BOXES IN ROOM 103

Barcode	Customer Box #	Years In Box	Box Index	Department	Service Description	Requested For	Parent Item Code	Parent Box #
000513457	12	2012	A-C	RECORDS MGMT	Miscellaneous	JANE DOE		

Line Comments: Unassigned storage item has been added to inventory

At this point you can print a detailed copy of your order confirmation for your records if you wish to do so.



9 Edit Containers



In order to Edit data for a particular item (box/container) you can simply pull up the item in the Search Order screen and then click the **Edit** item on the left for the item that you wish to make data changes.

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Items Matched: (1) Items On Order: (0) (HCDE)

Quick Search Criteria

Item Type: BOX Department: Department Order By: Barcode Requested For: JANE DOE Page Size: 5

Search Fields (FILE)

Barcode: 000476496 Parent Item Code: Parent Reference: Customer File #: Index Item Id:

Command Bar

Clear Input Search New Search Import from file Clear Results Select All View Order

Results

Display Long Description Excel Export - All / Page Text Export - All / Page Requested Action: Delivery Pick Up Remove

Edit	Select	Detail	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	Departn
Edit	<input type="checkbox"/>		000476496		11/13-5/14	COH 0023			INVOICE BACK UP	RECORDS MG



You are then able to edit any of the data directly in the reference fields to the right of the container or file that you have selected. After you have made your changes, click the **Save** item and click on the **Update Successful** in the center of the page to save the changes that you have made.

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION
Current Customer HARRIS COUNTY DEPT OF ED Current User JANE DOE

Items Matched: (1) Items On Order: (0) (HCDE)

Quick Search Criteria

Item Type: BOX Department: Department Order By: Barcode Requested For: JANE DOE Page Size: 5

Search Fields (FILE)

Barcode: 000476496 Parent Item Code: Parent Reference: Customer File #: Index Item Id:

Command Bar

Clear Input Search New Search Import from file Clear Results Select All View Order

Results

Display Long Description Excel Export - All / Page Text Export - All / Page Requested Action: Delivery Pick Up Remove

Edit	Select	Detail	Barcode	Customer Box #	Years In Box	Box Index	From Date	To Date	Description	De
Save Cancel	<input type="checkbox"/>		000476496		11/13-5/14	COH 0023			INVOICE BACK UP	RECORDS

10 Log Out

➡ To Log Out of the Secure Storage Portal website, simply click on **Log Out**.

