data site
business
archives

Go to www.datasitenw.com and then under Web Access chose the records link. Enter in your user name and password. This will put you at the home page.

Add Boxes

1. Select ADD
2. Select MULTIPLE CONTAINERS
3. Select the appropriate box size
4. Enter in your Barcode number – (You may leave out the leading C0000)
5. Enter in the information on the box. You have a total of 9 - 15 character Reference Fields and a 50 character Description Field.
6. Once you have entered the info please select ADD ORDER.
7. Next select SEND ORDER
8. Make sure you select the transportation option.
9. If everything is OK click SEND ORDER
10. The order has been sent to DataSite for processing. Well done!

Retrieve Boxes/Files

There are two ways to order Boxes or Files:
1) Request – Only use when you have a unique identifier.

2) Query – Use when you have to give an example or search multiple files.
Indexed Items – A file by file inventory.
Non-Indexed Items – Files in container are not listed individually in DataSite system.

Request - Boxes

1. Select REQUEST
2. Select BOXES/CONTAINERS
3. Select the appropriate field to search by, i.e. Container Bar Code Number, Ref. 1 etc.
4. Put in the info. I.e. barcode number, Description, etc. Repeat for each box/container you require.
5. Once completed select ADD ORDER
6. Select VIEW ORDER **Continue ->**
7. Select SEND ORDER
8. Make sure you select the transportation option.
9. If everything is OK click SEND ORDER
10. The order has been sent to DataSite for processing. Well done!

Request – Files – Indexed Items

1. Select REQUEST
2. Select INDEXED ITEMS
3. Select the appropriate field to search by. More than likely this will be your Reference 1 field
4. Enter the information – i.e. MRN or Account Number. Repeat for each file you require.
5. Once completed select ADD ORDER
6. Select VIEW ORDER then SEND ORDER
7. Make sure you select the Transportation option.
8. If everything is OK the click SEND ORDER
9. The order has been sent to DataSite.

Request – Files – Non-indexed Items

1. Select REQUEST
2. Select NON-INDEXED ITEMS
3. Enter the barcode # of the box we need to pull the requested file out of.
4. Enter the file name. Repeat for each file you require.
5. Once completed select ADD ORDER

6. Select VIEW ORDER then SEND ORDER
7. Make sure you select the transportation option.
8. If everything is ok the click SEND ORDER
9. The order has been sent to DataSite.

Query – Boxes

1. Select QUERY
2. Select BOXES/CONTAINERS
3. Enter the appropriate info into the correct field. I.e. Description Field, Ref 1 field.
4. Select LIST
5. Look/Find the box you were searching for.
6. Make sure under ACTION that RETRIEVE is populated. (If action says REFILE items are out and not available. That is used for returning files.)
7. Select the SUBMIT button. Repeat if necessary.
8. Select ADD ORDER
9. Select VIEW ORDER then SEND ORDER
10. Make sure you select the transportation option.
11. If everything is OK click SEND ORDER
12. The order has been sent to DataSite.

Query – Files

1. Select QUERY
2. Select INDEXED ITEMS
3. Enter in the appropriate info in the correct field(s). I.e. Reference 1 or Reference 2.
4. Select LIST
5. Look/Find the box you were searching for.
6. Make sure under ACTION that RETRIEVE is populated. (If action says REFILE items are out and not available. That is for returning files.)
7. Select the SUBMIT button. Repeat if necessary.
8. Select ADD ORDER
9. Select VIEW ORDER then SEND ORDER
   Continue ->
10. Make sure you select the transportation option.
11. If everything is OK the click SEND ORDER
12. The order has been sent to DataSite.

Return Boxes/Files

1. Select REQUEST
2. Select MISCELLANEOUS
3. Select the service you require – PICKUP BOXES (NEW OR RETURN BOXES), PICKUP FILES, BARCODE LABELS, NEW BOXES
4. Enter in the quantity.
5. Select ADD ORDER
6. Select VIEW ORDER then SEND ORDER
7. Make sure you select the transportation option.
8. If everything is OK click SEND ORDER
9. The order has been sent to DataSite

Reports

1. Select REPORTS
2. Select the report you want to run.
3. Choose SELECT TYPE – either BOX or FILE
4. Enter in the desired parameters
5. Select either VIEW REPORT or EXPORT – EXCEL
6. The report will pop up in another window. (You must save the report to your hard drive before you are able to save changes.)

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