

*Exceptional service in the national interest*



# Versatile Web Application

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Inactive Records Storage

# What SI Versatile Web App?

**Versatile Web application is the bridge between SNL staff and the Inactive Records Storage services**

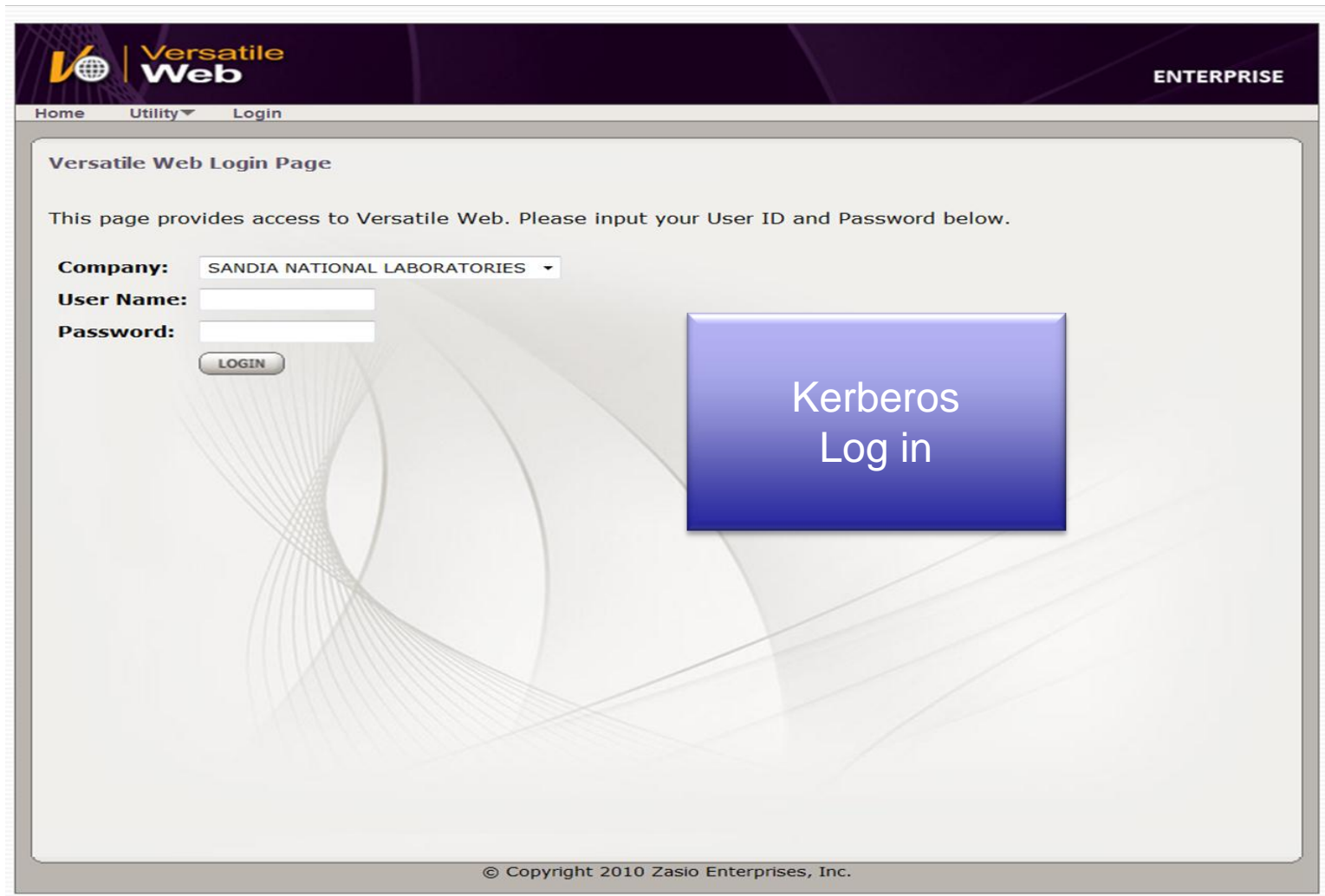
Versatile has two basic functions for Sandia staff and that is to:

- Search for your box
- Check out your box

This may seem menial, but Versatile Web application creates many positive outcomes including:

- Paperless platform
- Tracking box activity for users
- Ease of use to recall boxes

# Let's Take a Look!

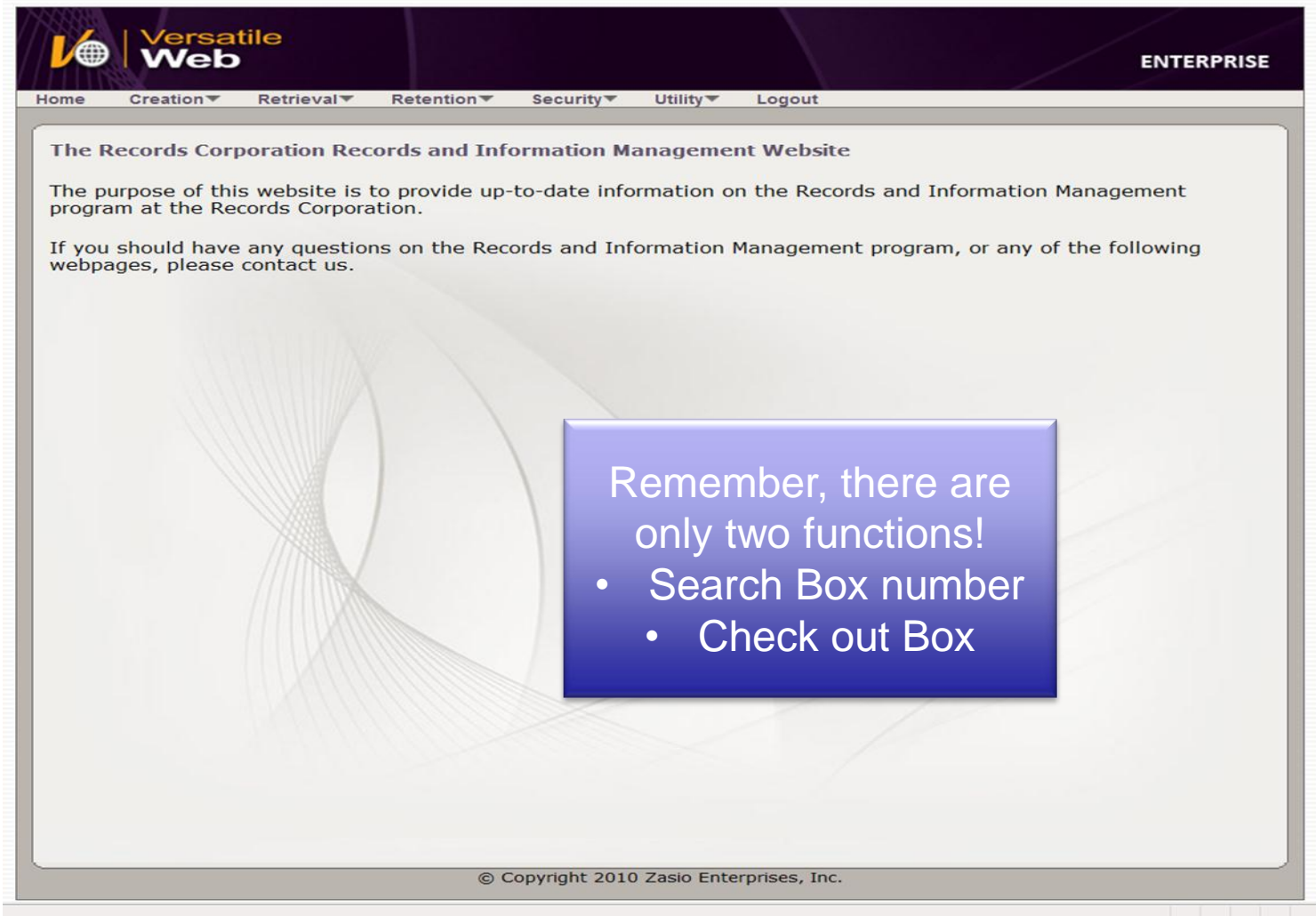


The screenshot shows the 'Versatile Web Login Page' for Sandia National Laboratories. The page has a dark purple header with the 'Versatile Web' logo on the left and the word 'ENTERPRISE' on the right. Below the header is a navigation bar with links for 'Home', 'Utility', and 'Login'. The main content area is light gray and contains the following elements:

- Versatile Web Login Page**: The title of the page.
- This page provides access to Versatile Web. Please input your User ID and Password below.
- Company:** A dropdown menu currently showing 'SANDIA NATIONAL LABORATORIES'.
- User Name:** A text input field.
- Password:** A text input field.
- LOGIN**: A button located below the password field.
- Kerberos Log in**: A large, blue, 3D-style button with white text, positioned to the right of the login fields.

At the bottom of the page, there is a copyright notice: © Copyright 2010 Zasio Enterprises, Inc.

# Once you log In



The screenshot shows the 'Versatile Web' interface with a dark purple header. The header includes the 'Versatile Web' logo on the left and the word 'ENTERPRISE' on the right. Below the header is a navigation bar with links: Home, Creation, Retrieval, Retention, Security, Utility, and Logout. The main content area has a light gray background with a subtle abstract pattern. It contains the title 'The Records Corporation Records and Information Management Website' and two paragraphs of text. A blue callout box is overlaid on the right side of the main content area, containing text and a bulleted list. At the bottom of the main content area, there is a copyright notice.

**Versatile Web** ENTERPRISE

Home Creation Retrieval Retention Security Utility Logout

**The Records Corporation Records and Information Management Website**

The purpose of this website is to provide up-to-date information on the Records and Information Management program at the Records Corporation.

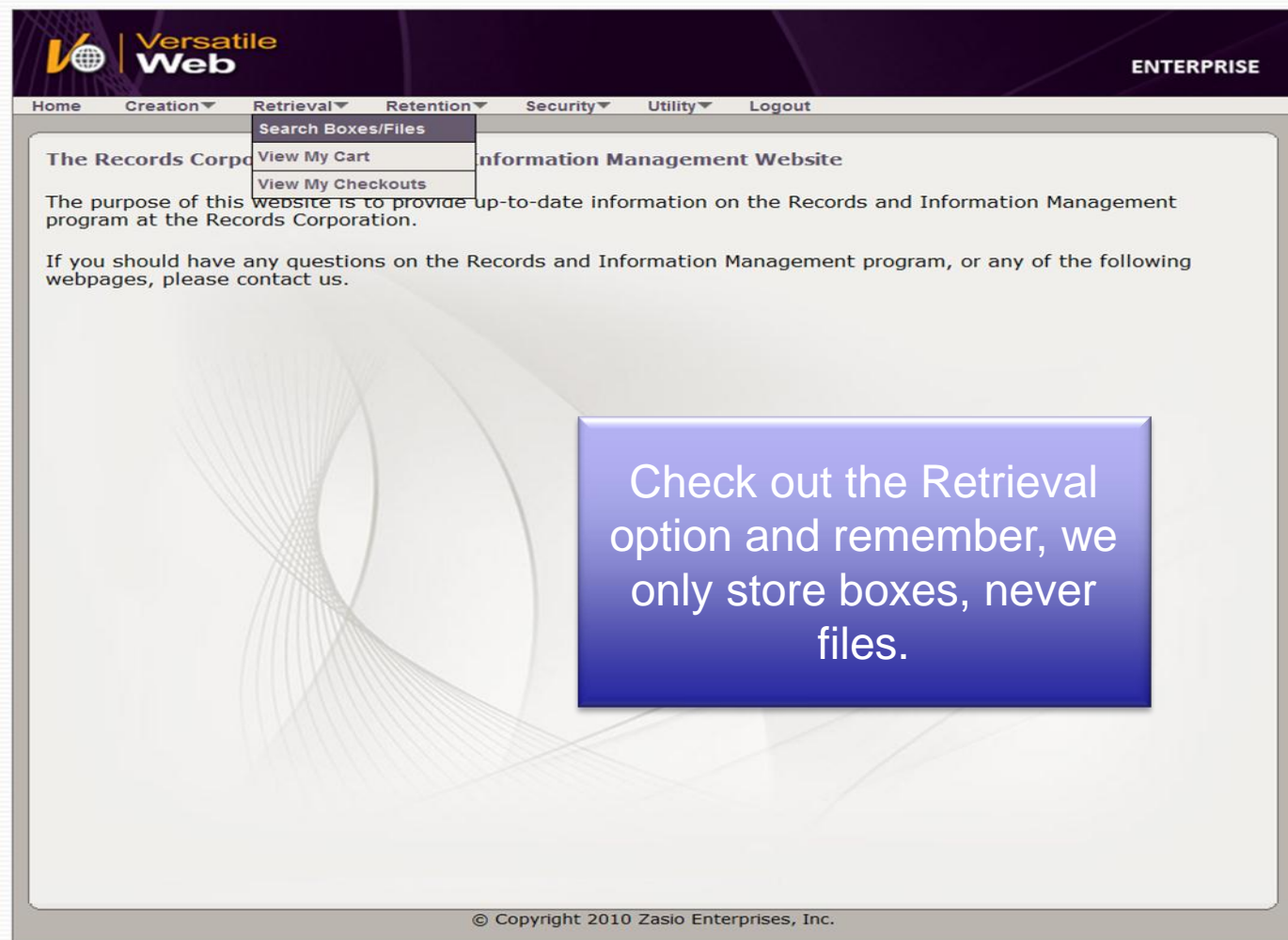
If you should have any questions on the Records and Information Management program, or any of the following webpages, please contact us.

Remember, there are only two functions!

- Search Box number
- Check out Box

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# Where do I look?

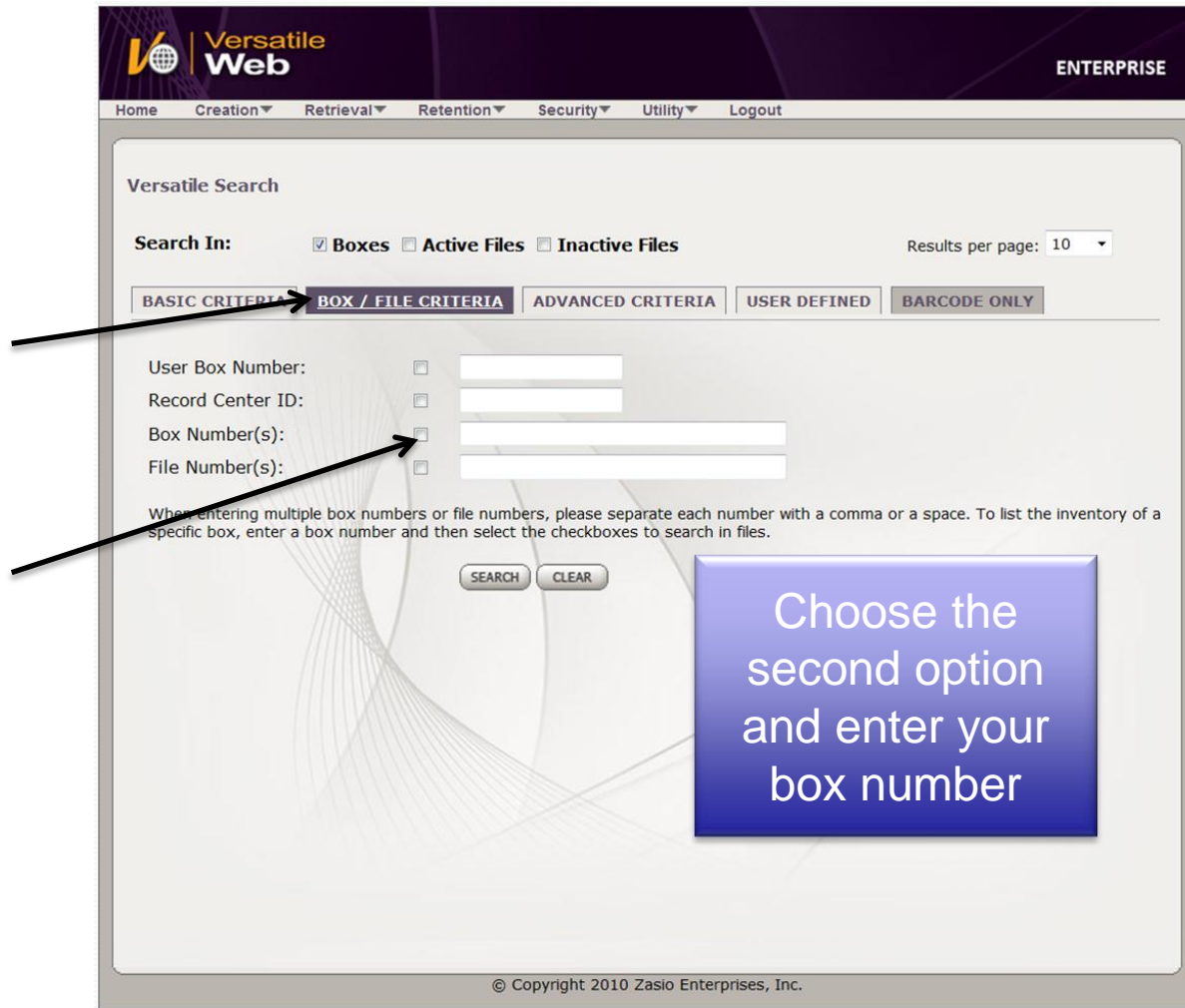


The screenshot shows the 'Versatile Web' Enterprise interface. The top navigation bar includes links for Home, Creation, Retrieval, Retention, Security, Utility, and Logout. The 'Retrieval' menu is open, displaying options: Search Boxes/Files, View My Cart, and View My Checkouts. The main content area is titled 'The Records Corporation Information Management Website' and contains text explaining the website's purpose and providing contact information. A blue callout box is overlaid on the right side of the page.

**Check out the Retrieval option and remember, we only store boxes, never files.**

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# Where do I go from here?



The screenshot shows the 'Versatile Search' page of the 'Versatile Web' application. The page has a dark purple header with the 'Versatile Web' logo and 'ENTERPRISE' text. Below the header is a navigation bar with links: Home, Creation, Retrieval, Retention, Security, Utility, and Logout. The main content area is titled 'Versatile Search' and contains a search form. The 'Search In:' section has three radio buttons: 'Boxes' (selected), 'Active Files', and 'Inactive Files'. To the right of these is a 'Results per page:' dropdown set to '10'. Below this is a row of five tabs: 'BASIC CRITERIA', 'BOX / FILE CRITERIA' (highlighted with a blue border and an arrow), 'ADVANCED CRITERIA', 'USER DEFINED', and 'BARCODE ONLY'. The 'BOX / FILE CRITERIA' tab contains four input fields, each with a checkbox to its left: 'User Box Number:', 'Record Center ID:', 'Box Number(s):', and 'File Number(s):'. Arrows point to the 'BOX / FILE CRITERIA' tab and the 'Box Number(s):' checkbox. Below the input fields is a paragraph of instructions: 'When entering multiple box numbers or file numbers, please separate each number with a comma or a space. To list the inventory of a specific box, enter a box number and then select the checkboxes to search in files.' At the bottom of the form are 'SEARCH' and 'CLEAR' buttons. A blue callout box with white text is overlaid on the bottom right of the form, stating: 'Choose the second option and enter your box number'. The footer of the page reads '© Copyright 2010 Zasio Enterprises, Inc.'

Versatile Web

ENTERPRISE

Home Creation Retrieval Retention Security Utility Logout

Versatile Search

Search In: ☒ Boxes ☐ Active Files ☐ Inactive Files Results per page: 10

BASIC CRITERIA **BOX / FILE CRITERIA** ADVANCED CRITERIA USER DEFINED BARCODE ONLY

User Box Number: ☐

Record Center ID: ☐

Box Number(s): ☐

File Number(s): ☐

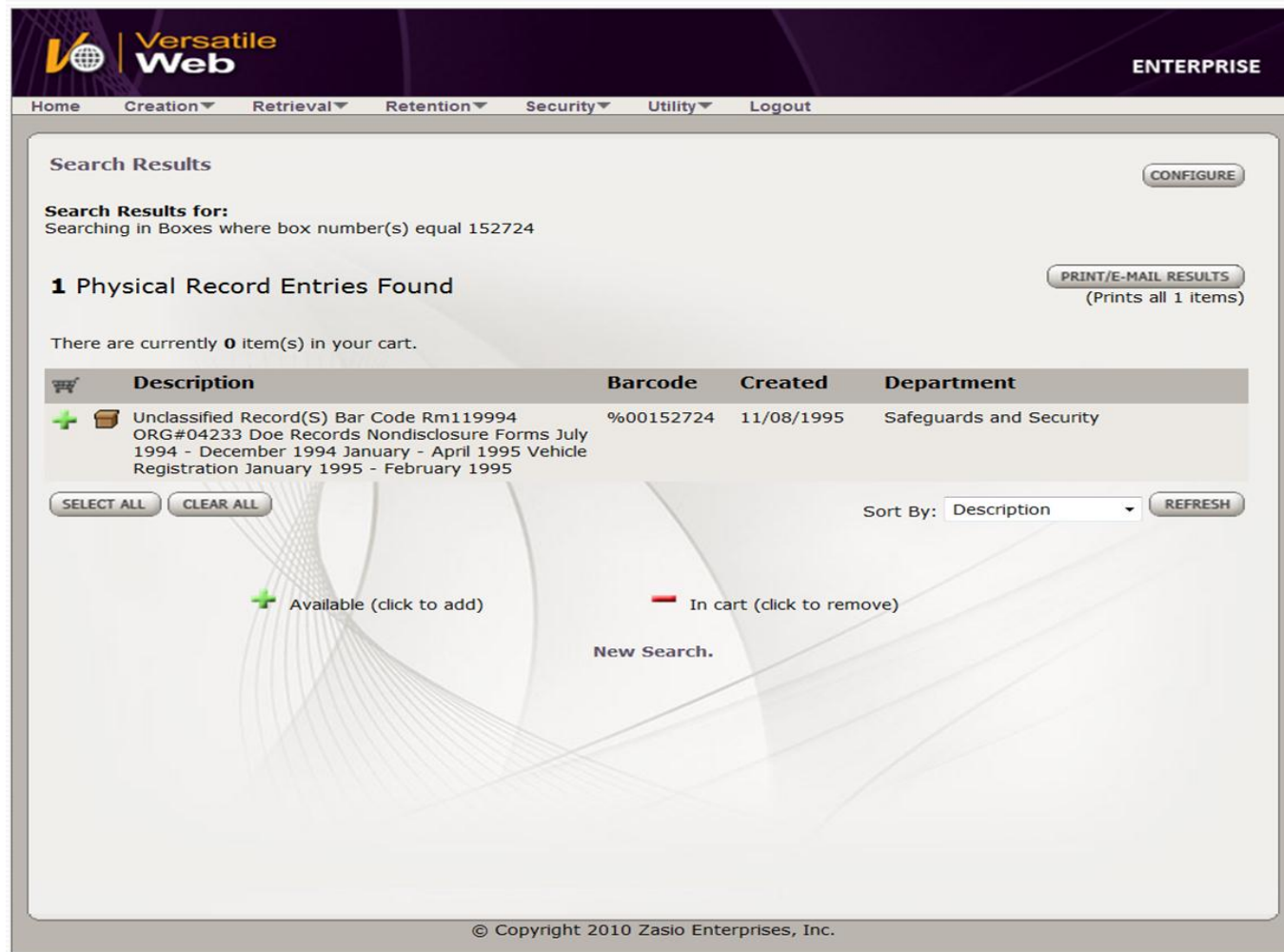
When entering multiple box numbers or file numbers, please separate each number with a comma or a space. To list the inventory of a specific box, enter a box number and then select the checkboxes to search in files.

SEARCH CLEAR

Choose the second option and enter your box number

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# Found it! Now what...



**Versatile Web** ENTERPRISE



Home Creation Retrieval Retention Security Utility Logout

**Search Results** [CONFIGURE](#)



**Search Results for:**  
Searching in Boxes where box number(s) equal 152724

**1 Physical Record Entries Found** [PRINT/E-MAIL RESULTS](#)  
(Prints all 1 items)

There are currently 0 item(s) in your cart.

	Description	Barcode	Created	Department
 	Unclassified Record(S) Bar Code Rm119994 ORG#04233 Doe Records Nondisclosure Forms July 1994 - December 1994 January - April 1995 Vehicle Registration January 1995 - February 1995	%00152724	11/08/1995	Safeguards and Security

[SELECT ALL](#) [CLEAR ALL](#) Sort By:  [REFRESH](#)

 Available (click to add)  In cart (click to remove)

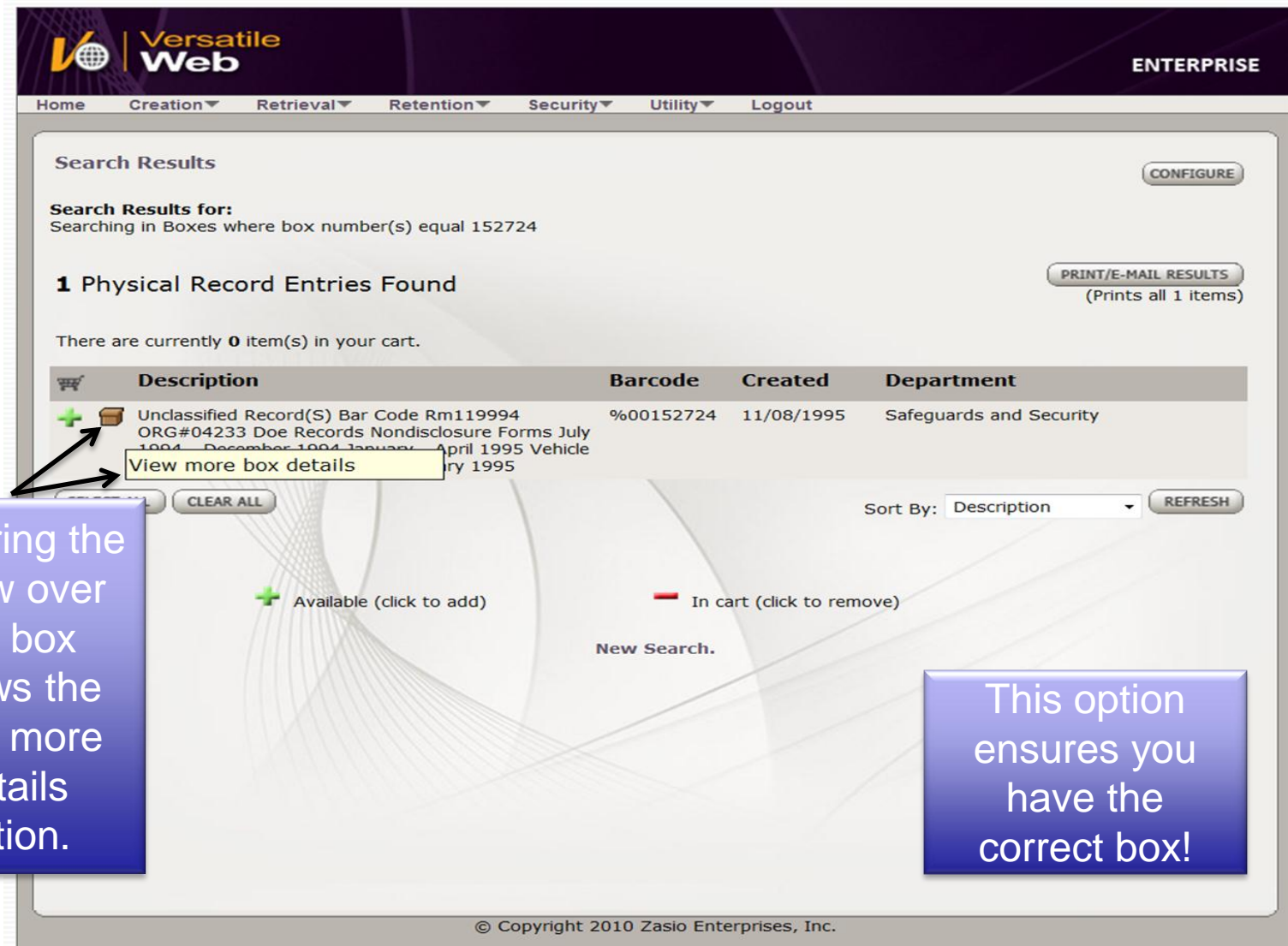
[New Search.](#)

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You now  
have two  
options



# Option 1: Review Box Details



**Versatile Web** ENTERPRISE



Home Creation Retrieval Retention Security Utility Logout

**Search Results** [CONFIGURE](#)



**Search Results for:**  
Searching in Boxes where box number(s) equal 152724

**1 Physical Record Entries Found** [PRINT/E-MAIL RESULTS](#)  
(Prints all 1 items)

There are currently 0 item(s) in your cart.

Description	Barcode	Created	Department
  Unclassified Record(S) Bar Code Rm119994 ORG#04233 Doe Records Nondisclosure Forms July 1994 - December 1994 January - April 1995 Vehicle entry 1995 <a href="#">View more box details</a>	%00152724	11/08/1995	Safeguards and Security

[CLEAR ALL](#) Sort By:  [REFRESH](#)

 Available (click to add)  In cart (click to remove)

[New Search.](#)

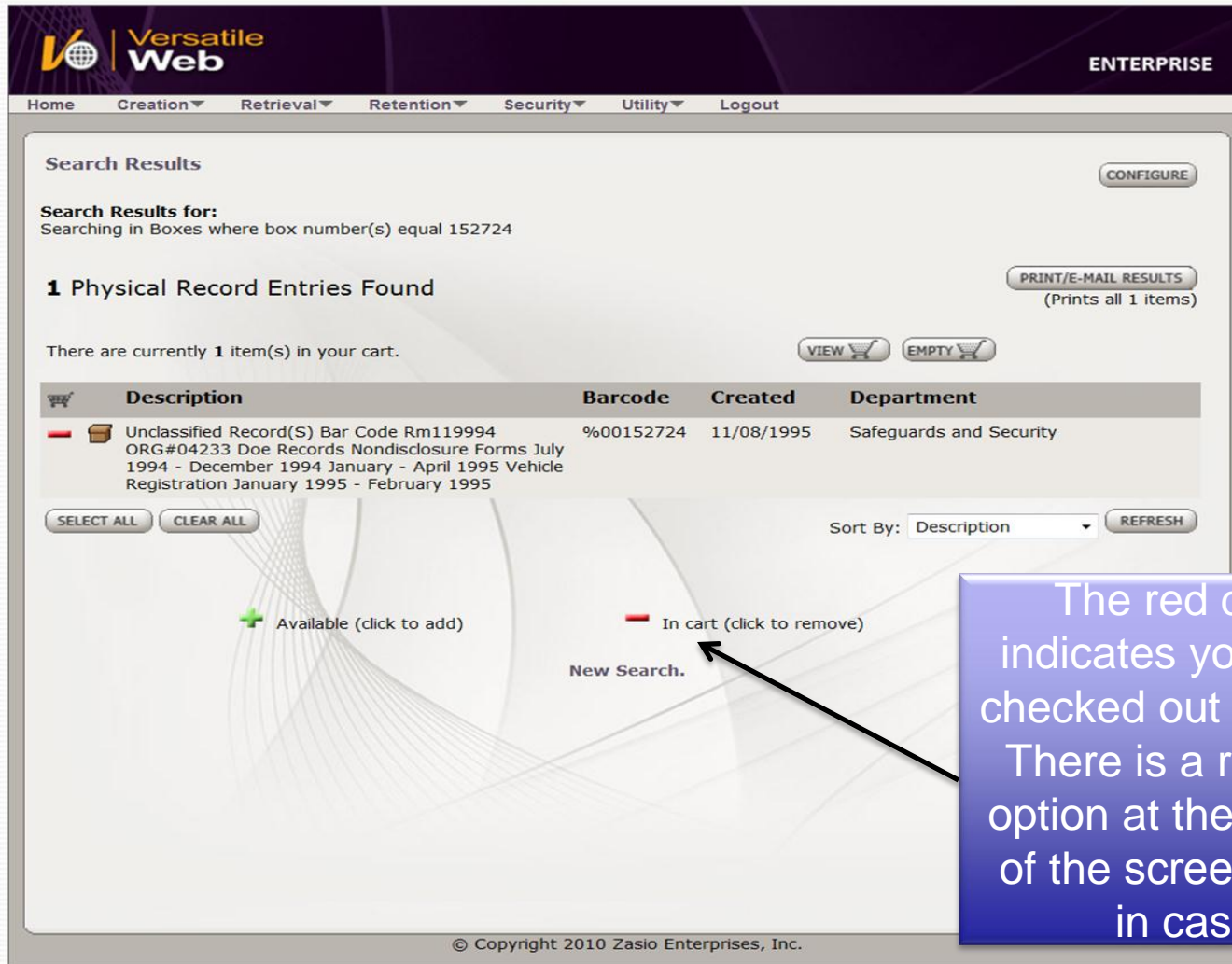
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Hovering the  
arrow over  
the box  
shows the  
view more  
details  
option.

This option  
ensures you  
have the  
correct box!



# Option 2: Check Out That Box!



**Versatile Web** ENTERPRISE


Home Creation Retrieval Retention Security Utility Logout

**Search Results** [CONFIGURE](#)


**Search Results for:**  
Searching in Boxes where box number(s) equal 152724


**1 Physical Record Entries Found** [PRINT/E-MAIL RESULTS](#)  
(Prints all 1 items)

There are currently 1 item(s) in your cart. [VIEW](#) [EMPTY](#)

	Description	Barcode	Created	Department
	Unclassified Record(S) Bar Code Rm119994 ORG#04233 Doe Records Nondisclosure Forms July 1994 - December 1994 January - April 1995 Vehicle Registration January 1995 - February 1995	%00152724	11/08/1995	Safeguards and Security

[SELECT ALL](#) [CLEAR ALL](#) Sort By:  [REFRESH](#)

 Available (click to add)

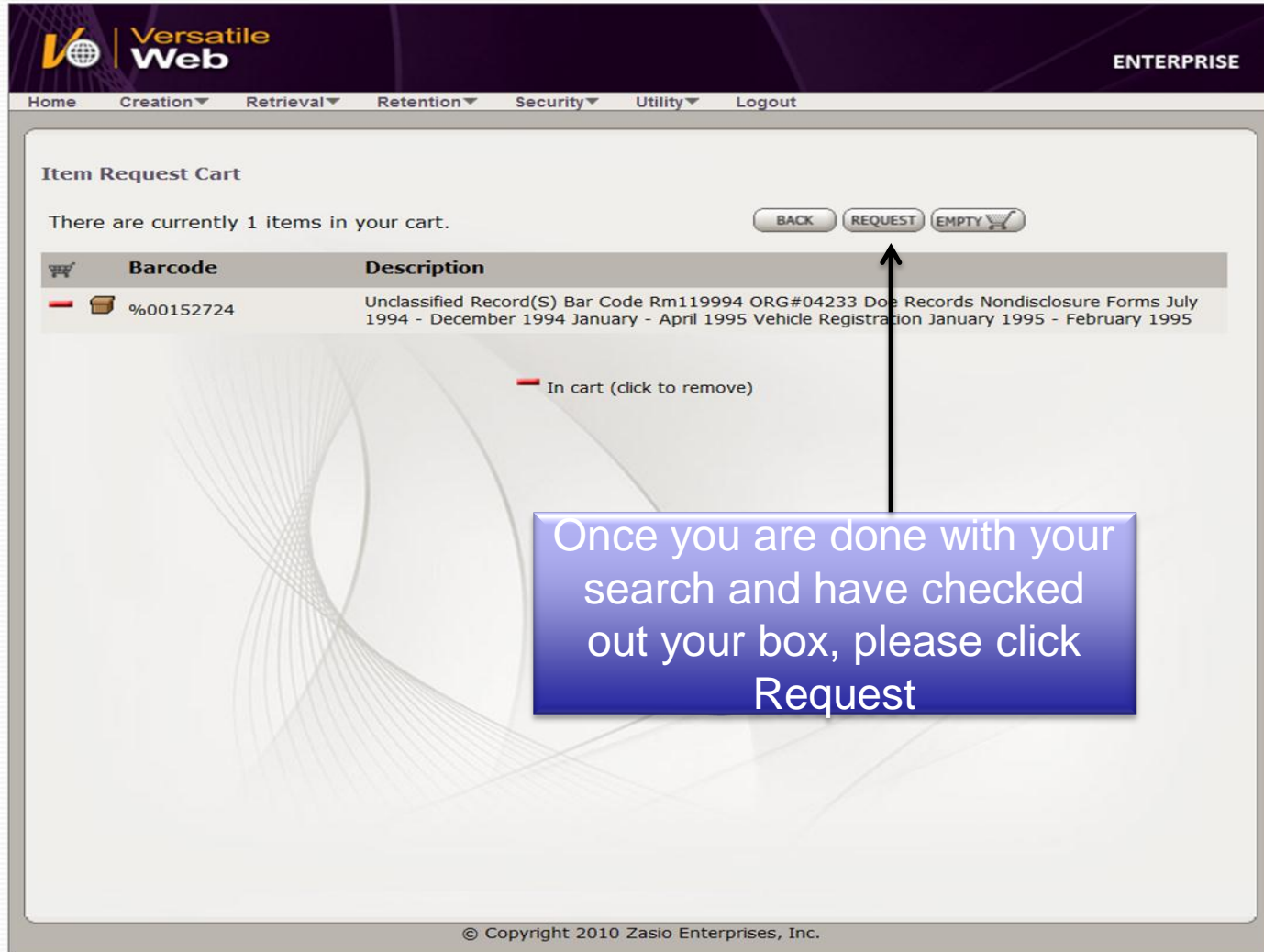
 In cart (click to remove)

[New Search.](#)

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The red dash indicates you have checked out the box. There is a remove option at the bottom of the screen...just in case

# Finishing up




**Versatile Web** ENTERPRISE


Home Creation Retrieval Retention Security Utility Logout

### Item Request Cart

There are currently 1 items in your cart.

BACK REQUEST EMPTY

	Barcode	Description
	%00152724	Unclassified Record(S) Bar Code Rm119994 ORG#04233 Doe Records Nondisclosure Forms July 1994 - December 1994 January - April 1995 Vehicle Registration January 1995 - February 1995

 In cart (click to remove)

Once you are done with your search and have checked out your box, please click Request

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# Ok...now what?

## User

- Complete your request and hang tight
- Contact us with ANY questions, concerns or issues.

Please take into account that the turn around is about 7 working days.  
Contact us for time issues but remember poor planning is not considered an emergency!

## Inactive Records Staff

- Receives your request on a report
- Pulls the box from storage
- Contacts you to come and pick up your box from the Inactive Records Storage office: 894/1111

# Contact Information

## Inactive Storage Personnel

- Dana Crosby: 844-2466
- Martha Bertsch: 284-2116

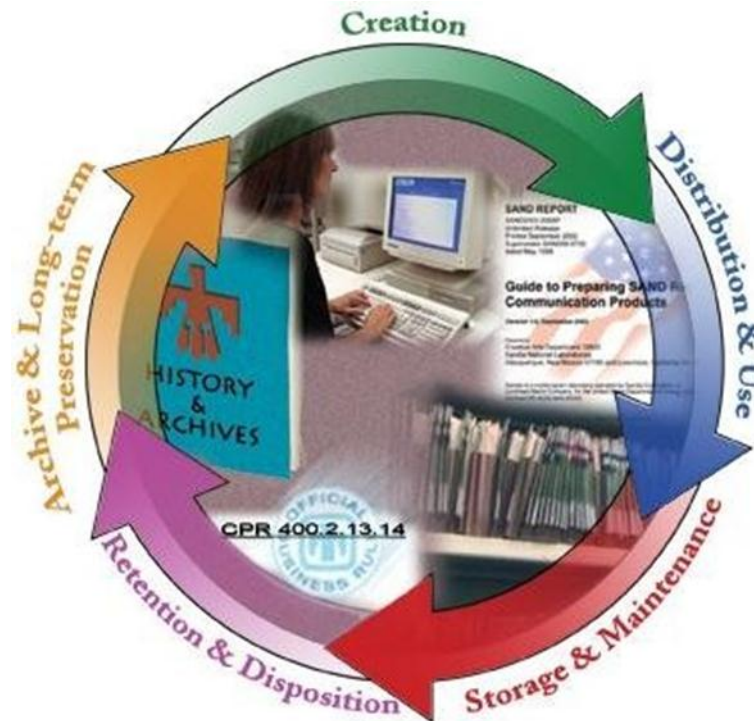
## Records Management Questions, Inactive Records Storage

- Tracy Hinkel: 844-5152

Email the Inactive Storage Personnel at:

[Inactive-Records-Storage@sandia.gov](mailto:Inactive-Records-Storage@sandia.gov)

# Questions?



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