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Versatile Web Application

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Inactive Records Storage

U.S. DEPARTMENT OF ENERGY | NNSA National Nuclear Security Administration

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What SI Versatile Web App?

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

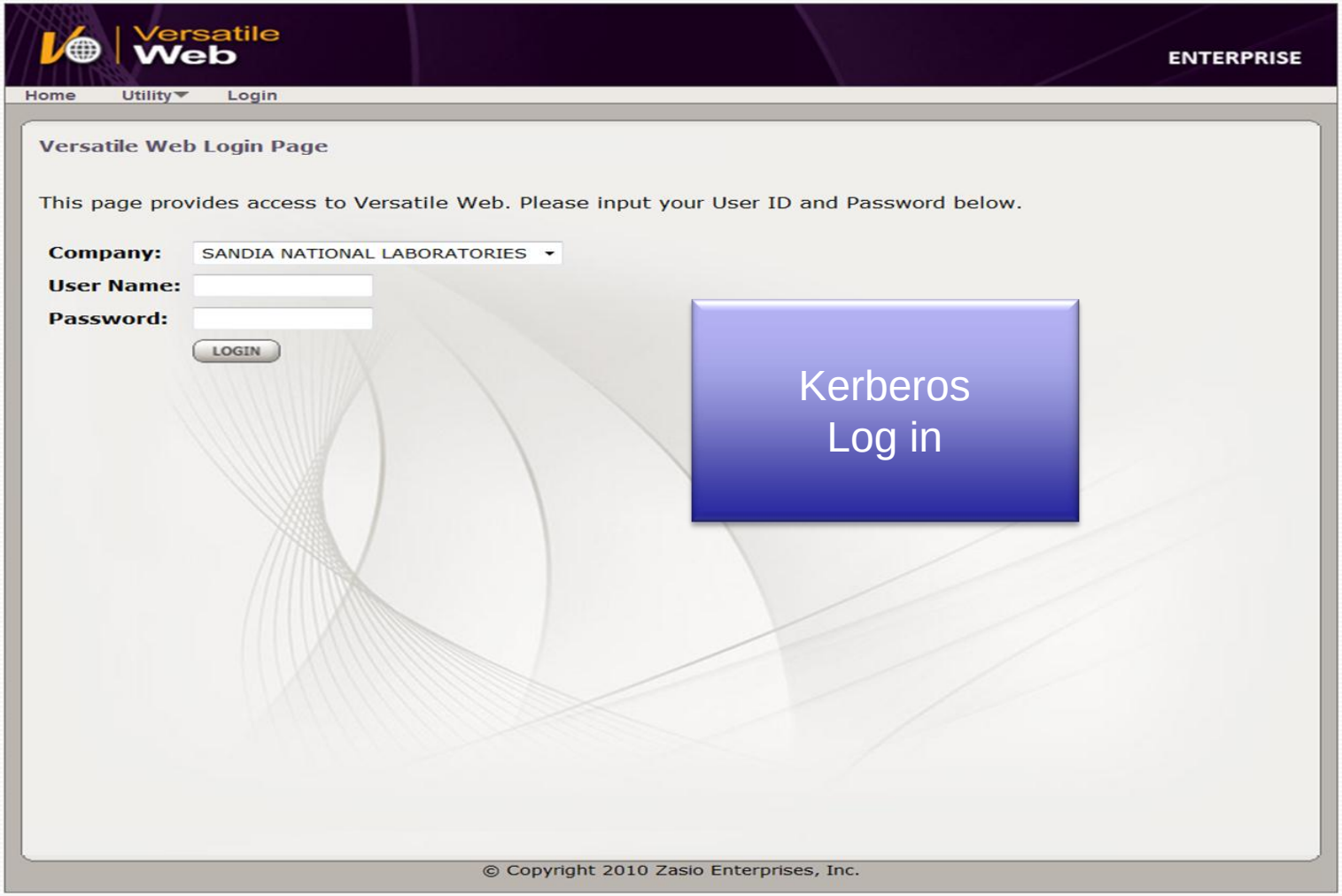
Versatile has two basic functions for Sandia staff and that is to:

- Search for your box
- Check out your box

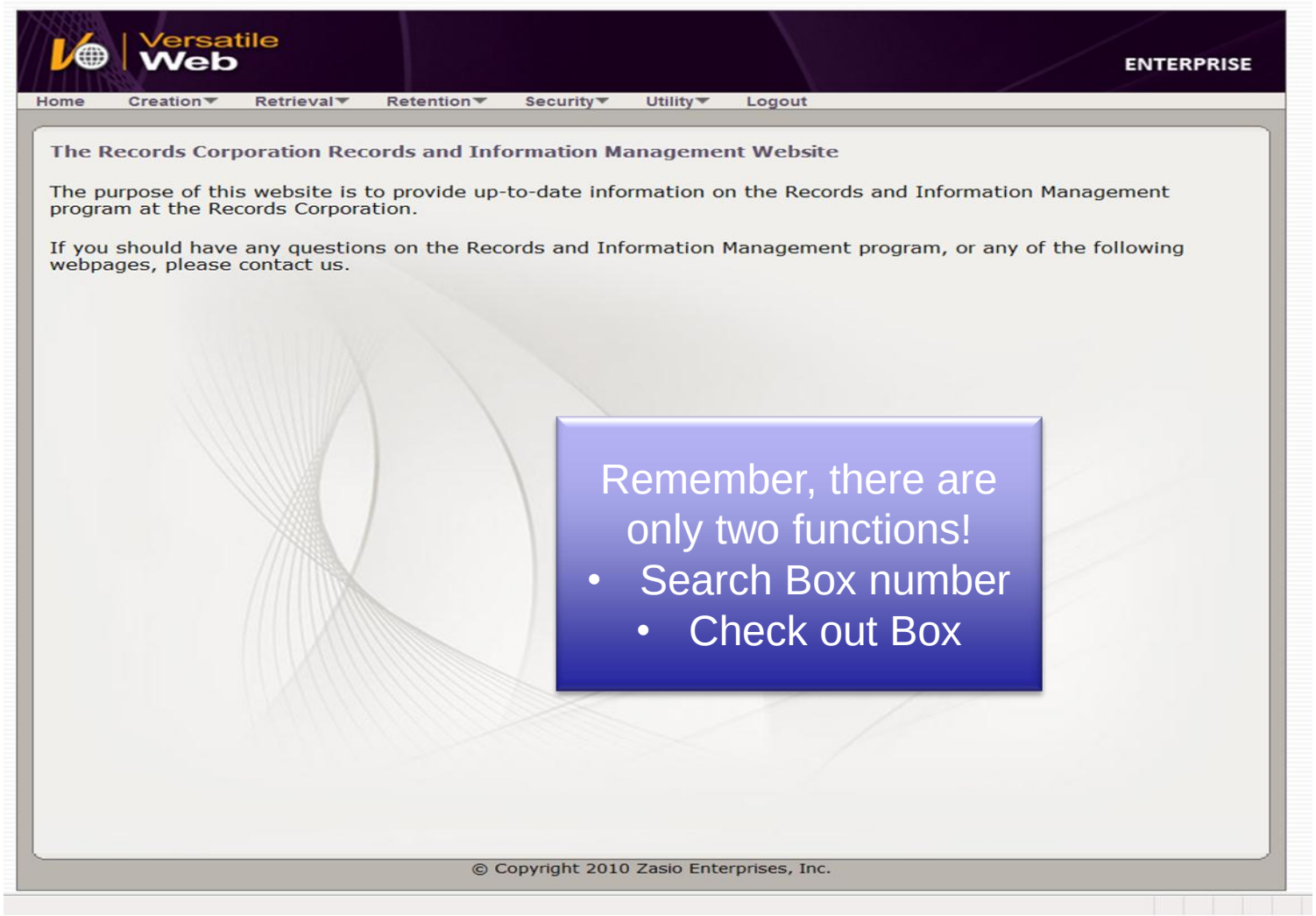
This may seem menial, but Versatile Web application creates many positive outcomes including:

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

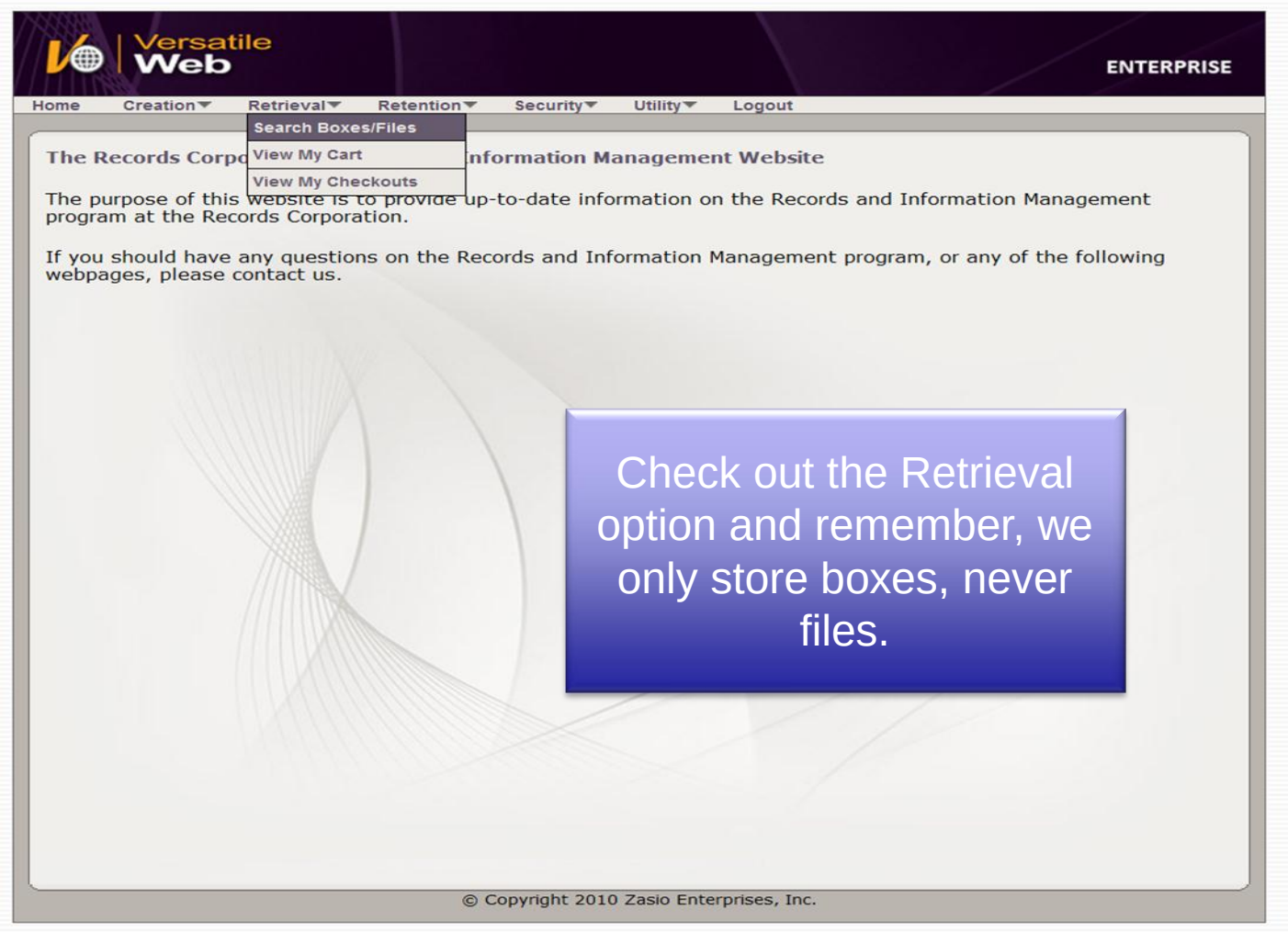
Let's Take a Look!



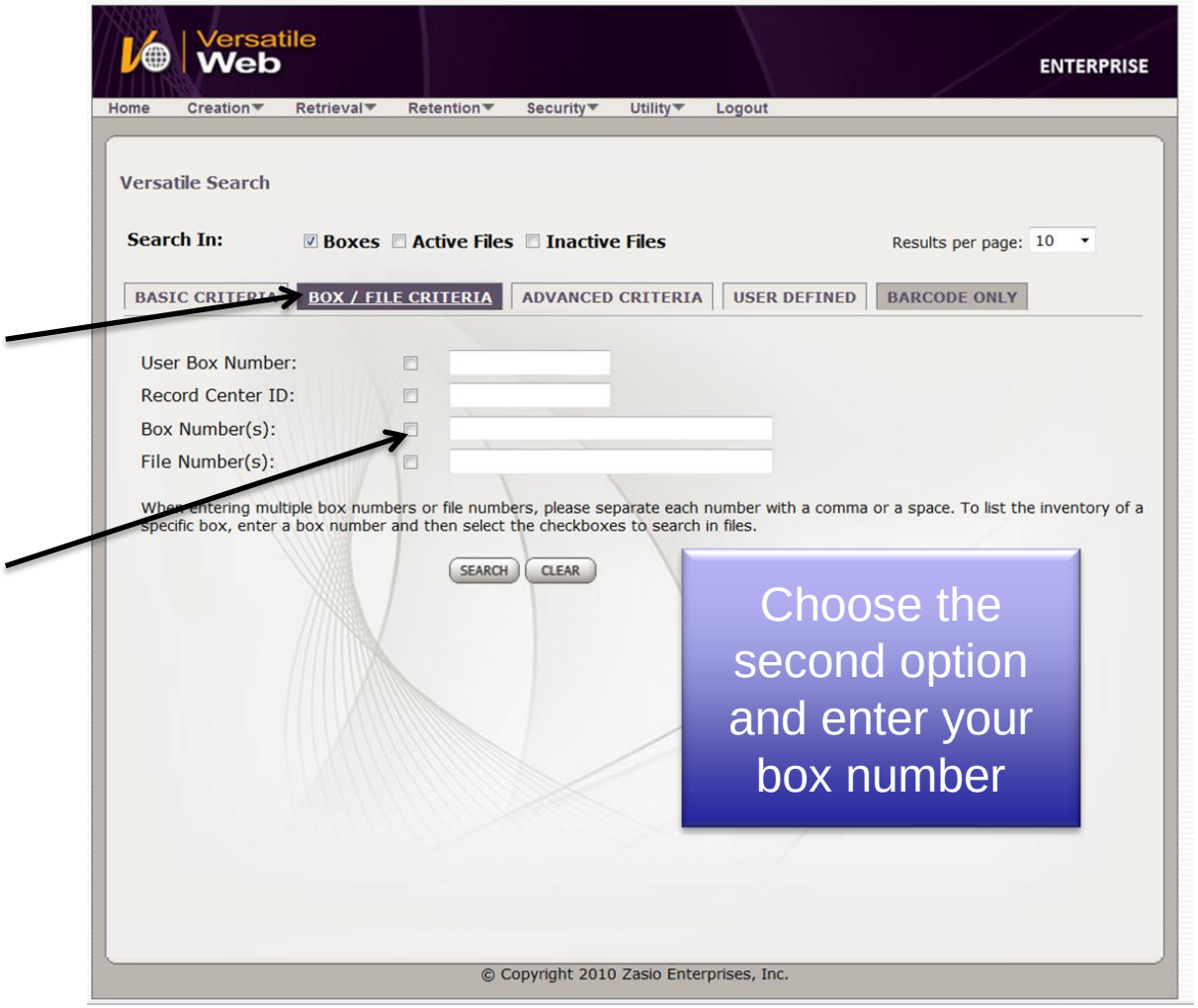
Once you log In



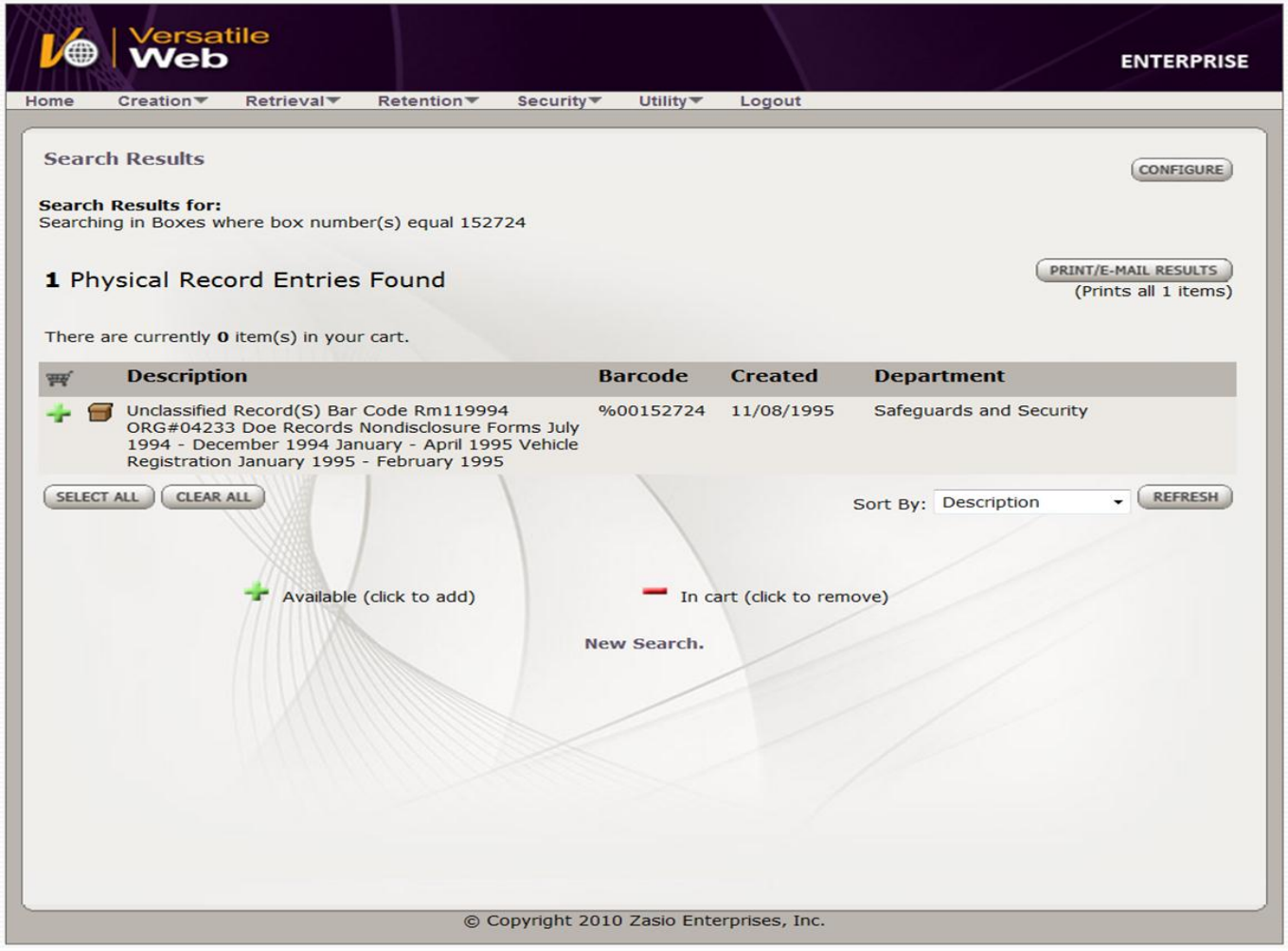
Where do I look?



Where do I go from here?

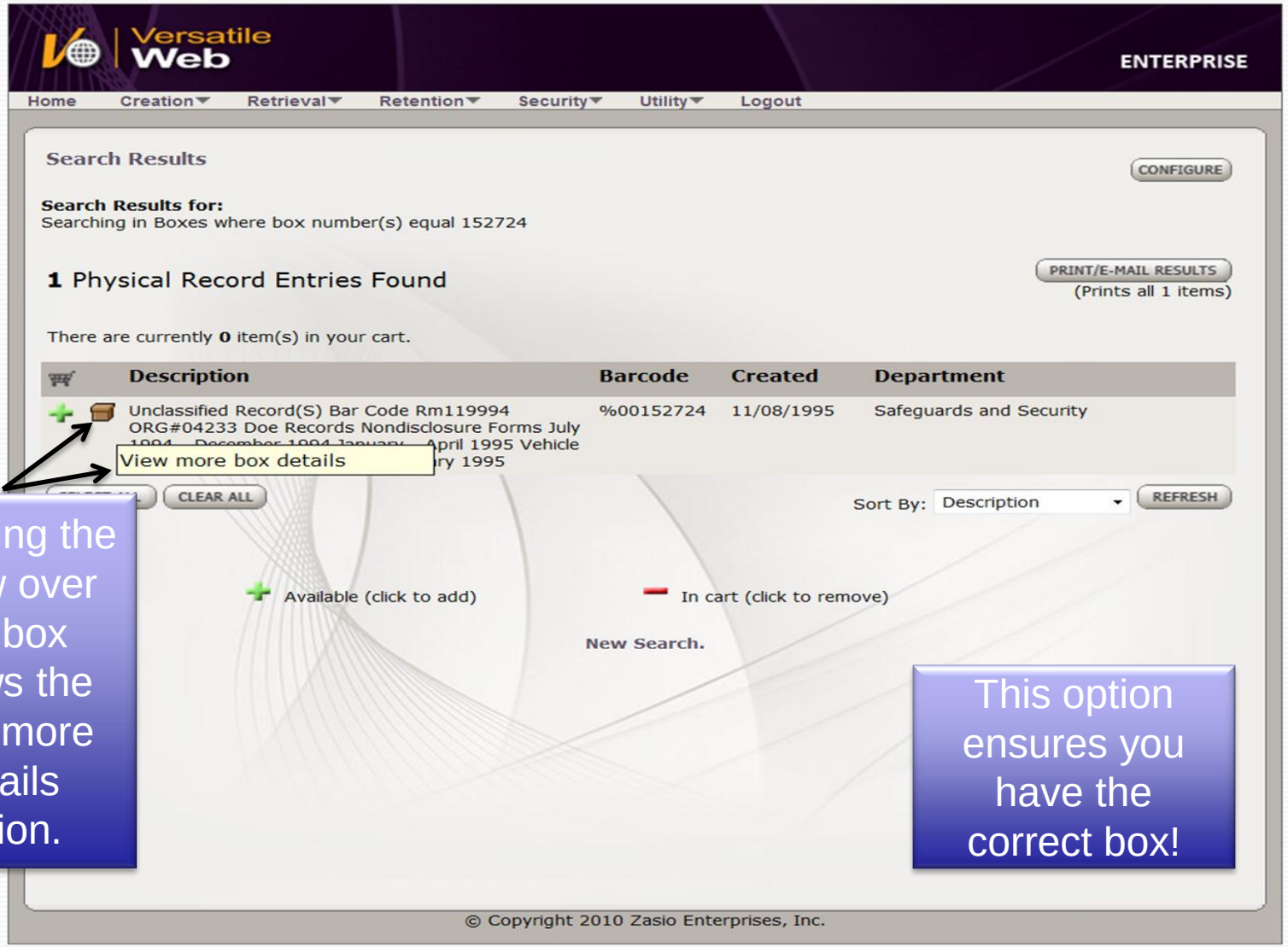


Found it! Now what…



You now have two options

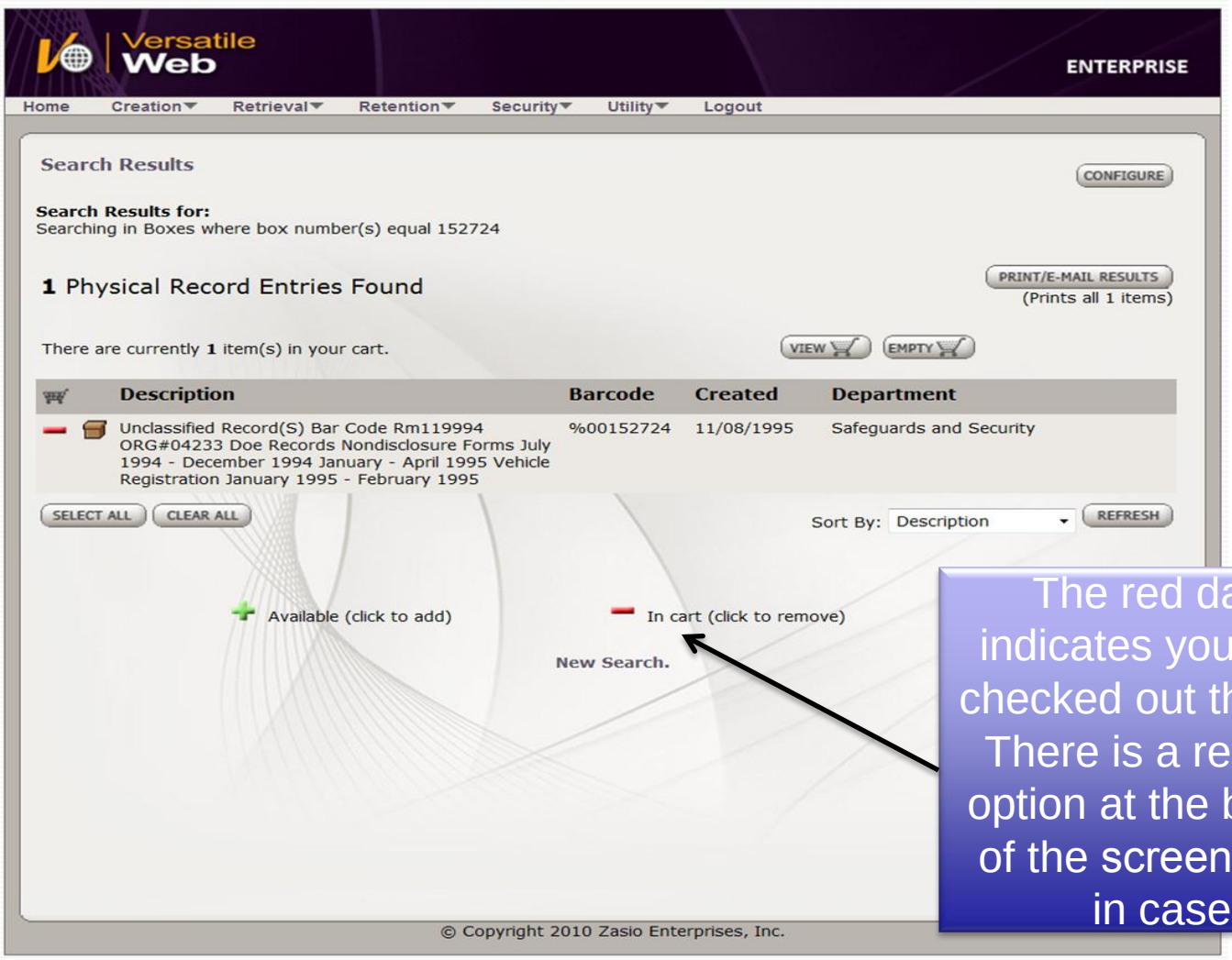
Option 1: Review Box Details



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

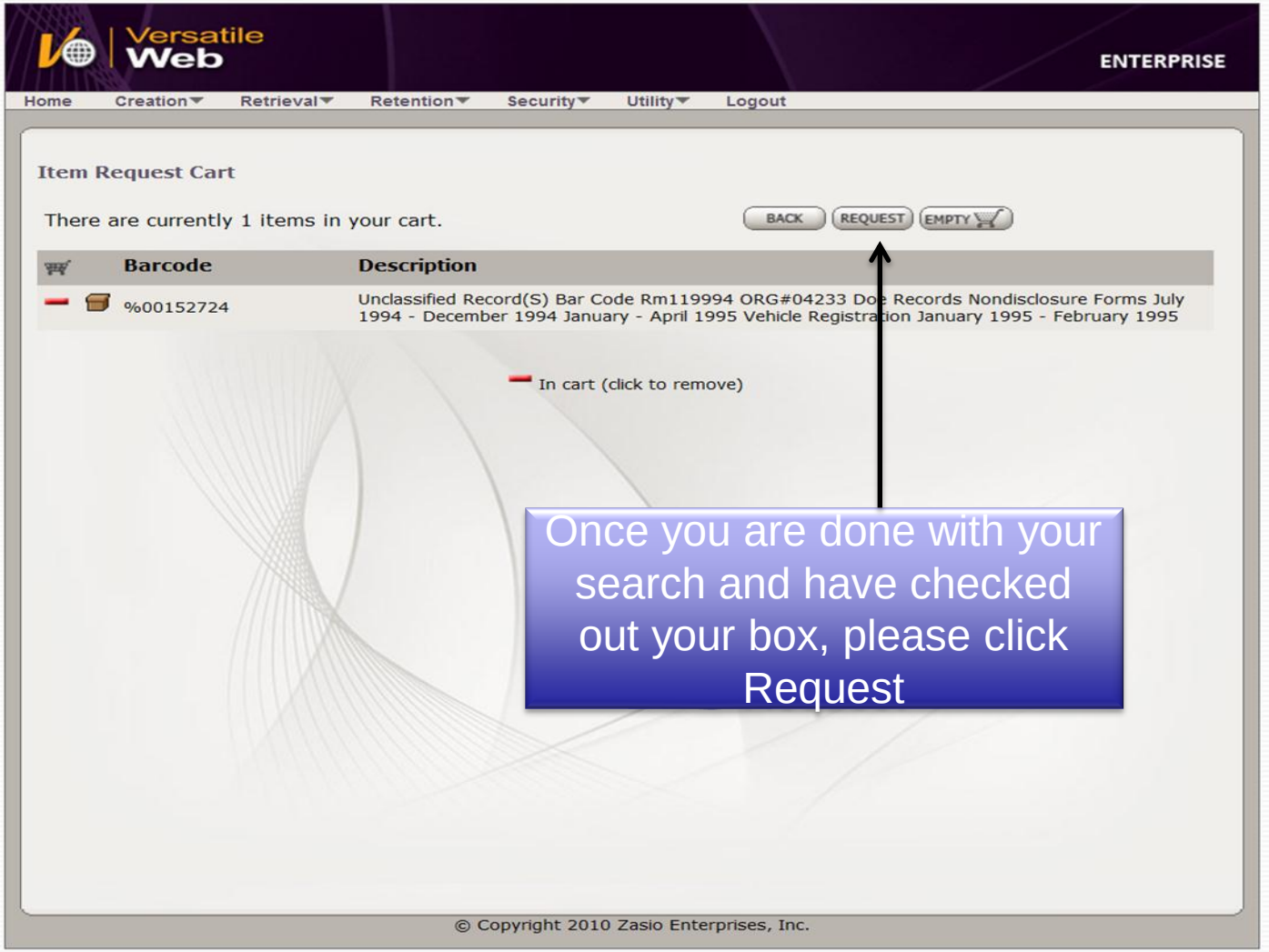
This option ensures you have the correct box!

Option 2: Check Out That Box!



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



Ok…now what?

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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: 894/111I

Contact Information

Sandia National Laboratories

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

Questions?

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