

*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!

Versatile Web

ENTERPRISE

Home Utility▼ Login

Versatile Web Login Page

This page provides access to Versatile Web. Please input your User ID and Password below.

Company: SANDIA NATIONAL LABORATORIES

User Name:

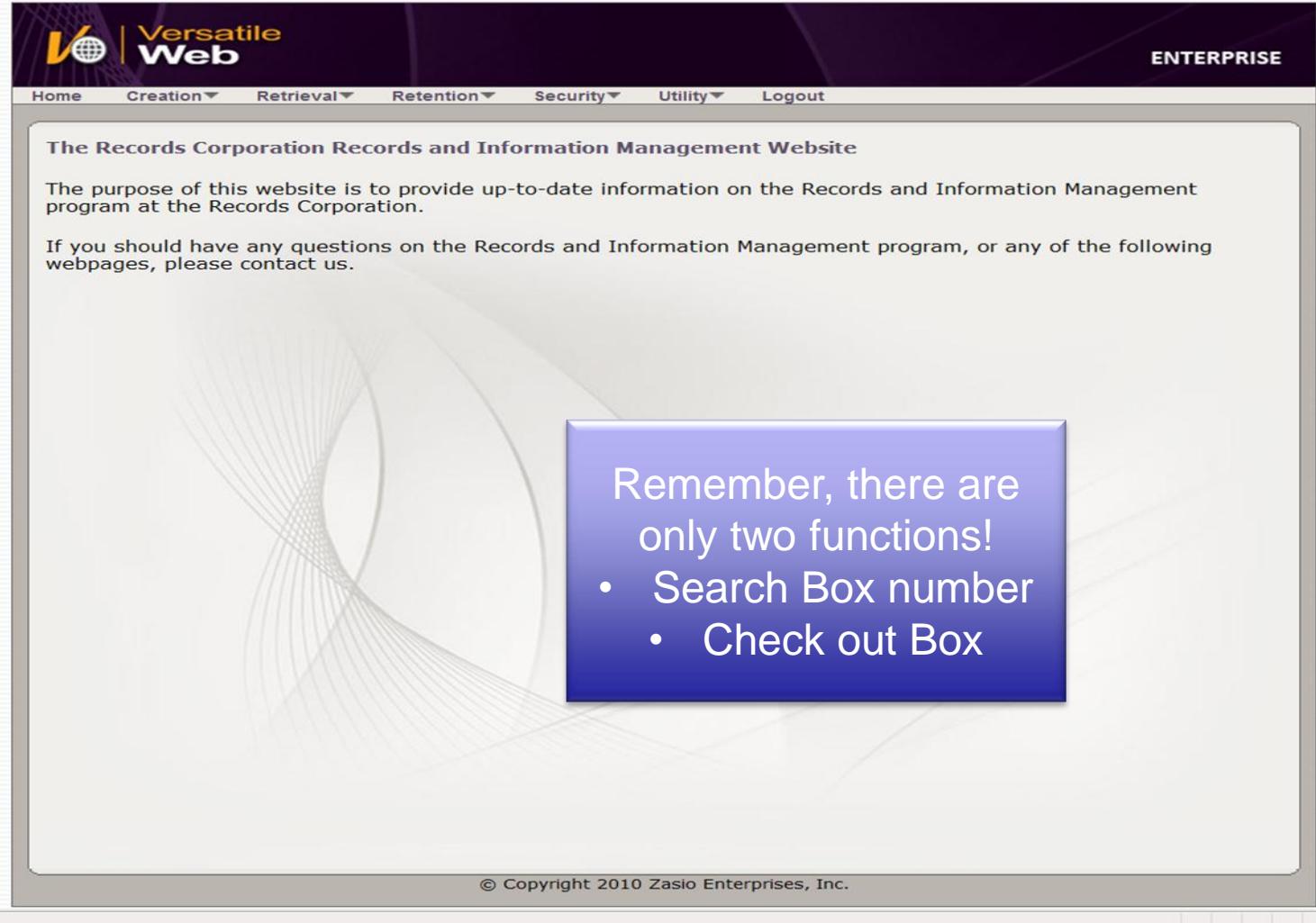
Password:

LOGIN

Kerberos  
Log in

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# Once you log In



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.

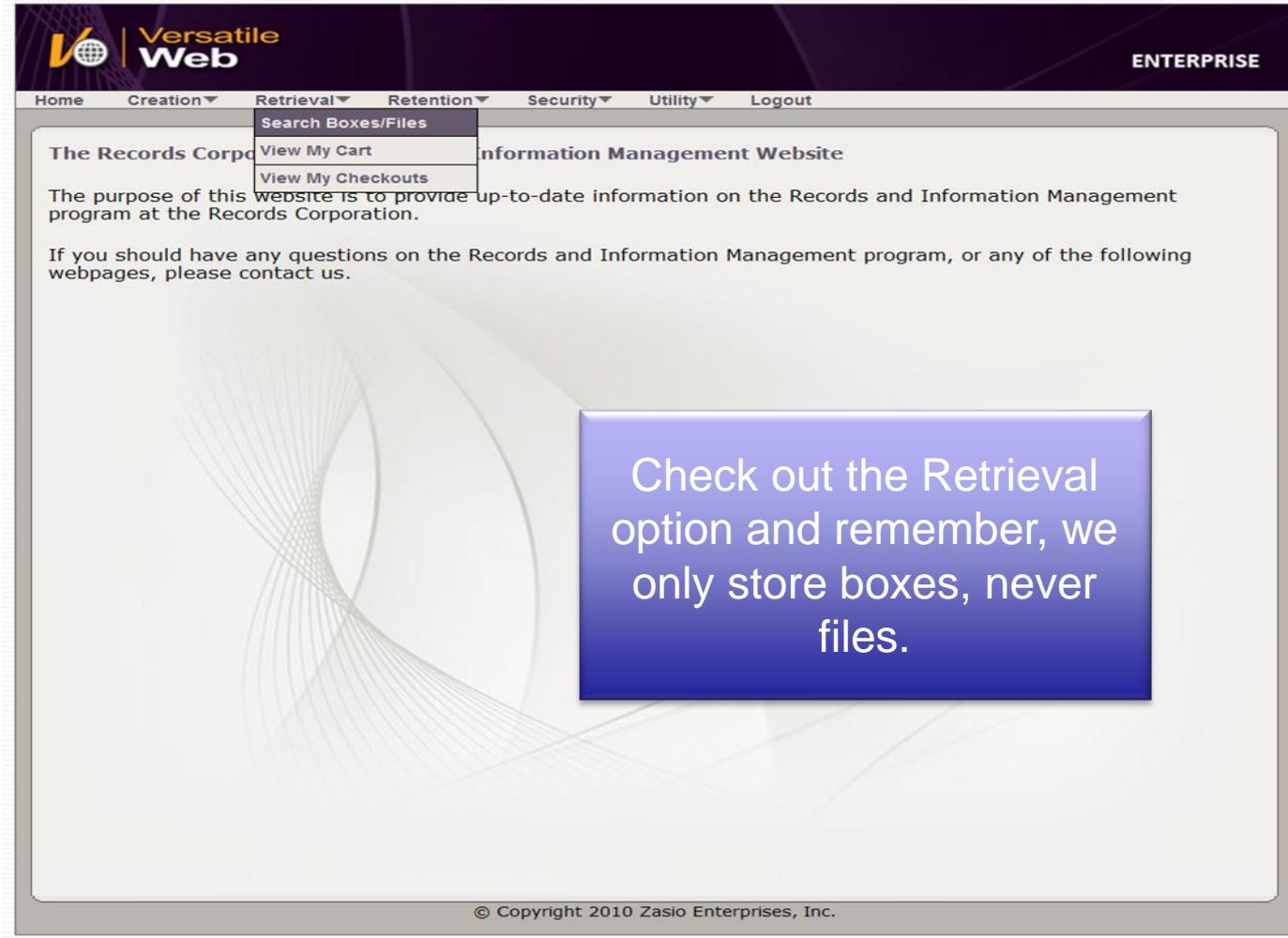
If you should have any questions on the Records and Information Management program, or any of the following webpages, please contact us.

Remember, there are  
only two functions!

- Search Box number
- Check out Box

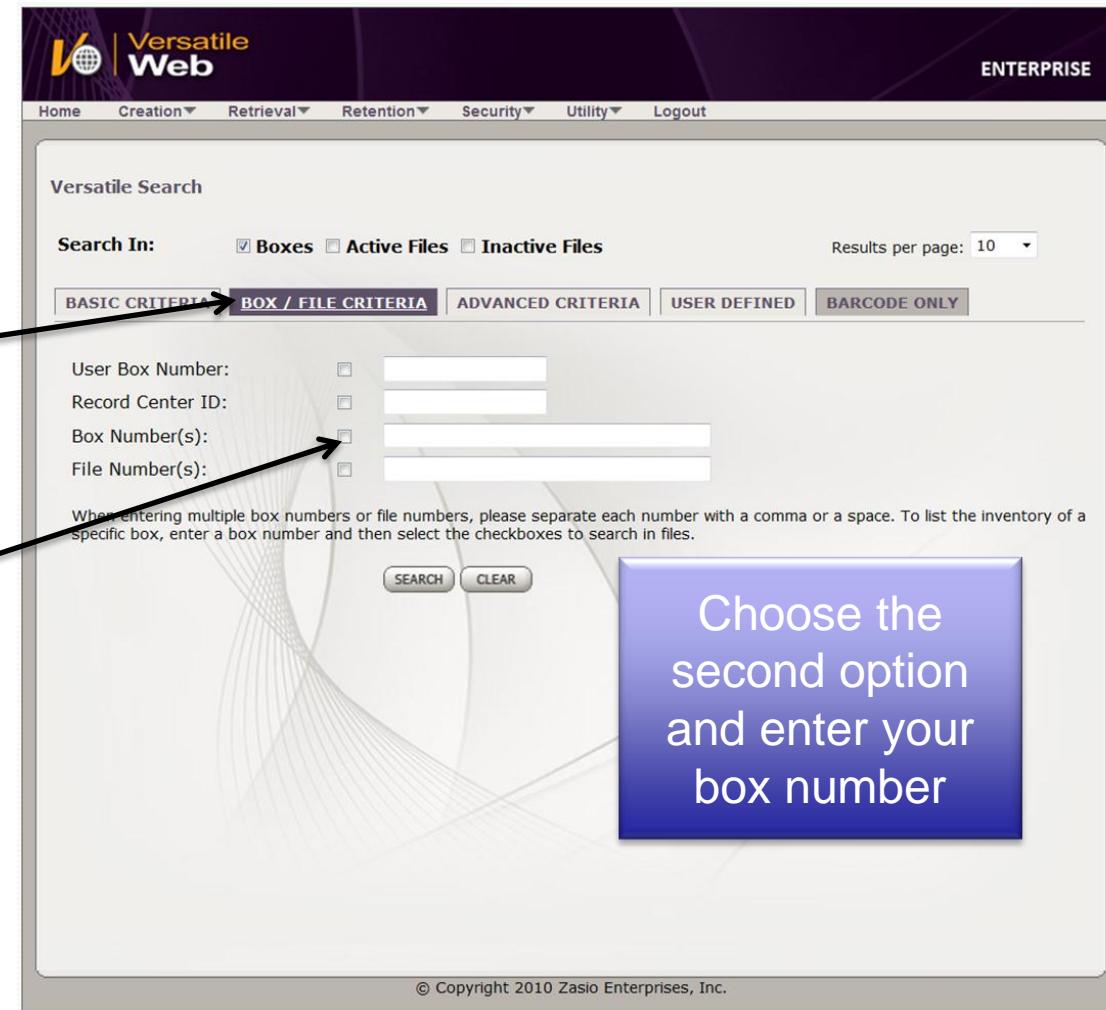
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# Where do I look?



The screenshot shows a web application interface for 'The Records Corporation' titled 'Information Management Website'. The top navigation bar includes links for Home, Creation, Retrieval, Retention, Security, Utility, and Logout. The 'Retrieval' menu is currently active, with a sub-menu showing 'Search Boxes/Files' as the selected option. Other menu items in this sub-menu are 'View My Cart' and 'View My Checkouts'. A large text block on the page states: '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.' A blue callout box in the center-right of the page contains the text: 'Check out the Retrieval option and remember, we only store boxes, never files.'

# Where do I go from here?



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):

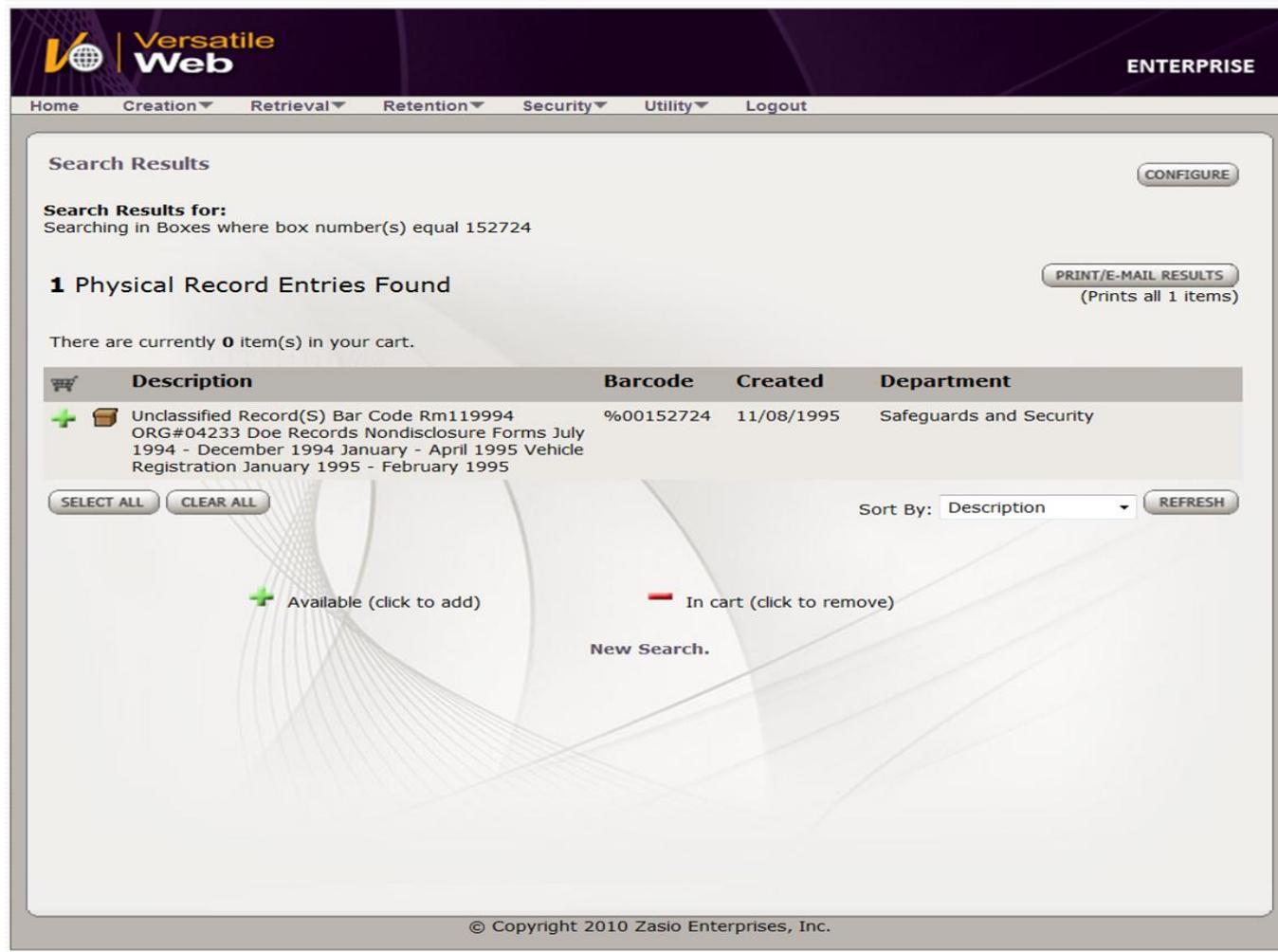
When entering multiple box numbers or file numbers, please separate each number with a comma or a space. To list the inventory of a specific box, enter a box number and then select the checkboxes to search in files.

SEARCH CLEAR

Choose the second option and enter your box number

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# Found it! Now what...



**Search Results**

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

**1 Physical Record Entries Found**

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

**Available (click to add)**

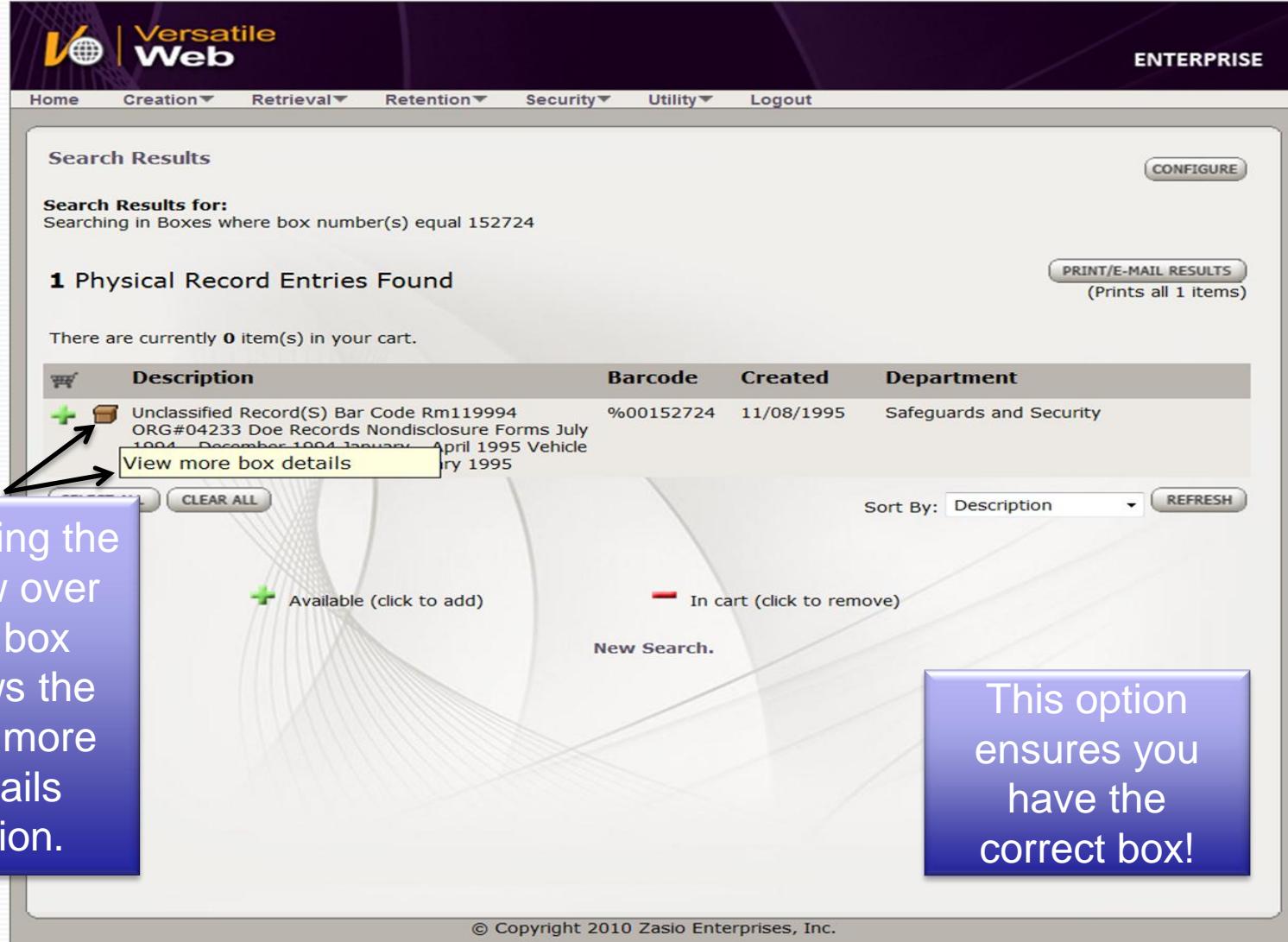
**In cart (click to remove)**

**New Search.**

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You now  
have two  
options

# Option 1: Review Box Details



The screenshot shows a search results page for 'Box number(s) equal 152724'. The results table has columns for Description, Barcode, Created, and Department. One entry is listed:

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

A callout box with an arrow points to the 'View more box details' link in the Description column of the table row. Another callout box with an arrow points to the 'Available (click to add)' link below the table. A third callout box with an arrow points to the 'In cart (click to remove)' link below the table. A fourth callout box with an arrow points to the 'View more box details' link in the table row.

**Search Results**

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

**1 Physical Record Entries Found**

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 try 1995	%00152724	11/08/1995	Safeguards and Security

Sort By: Description

 Available (click to add)

 In cart (click to remove)

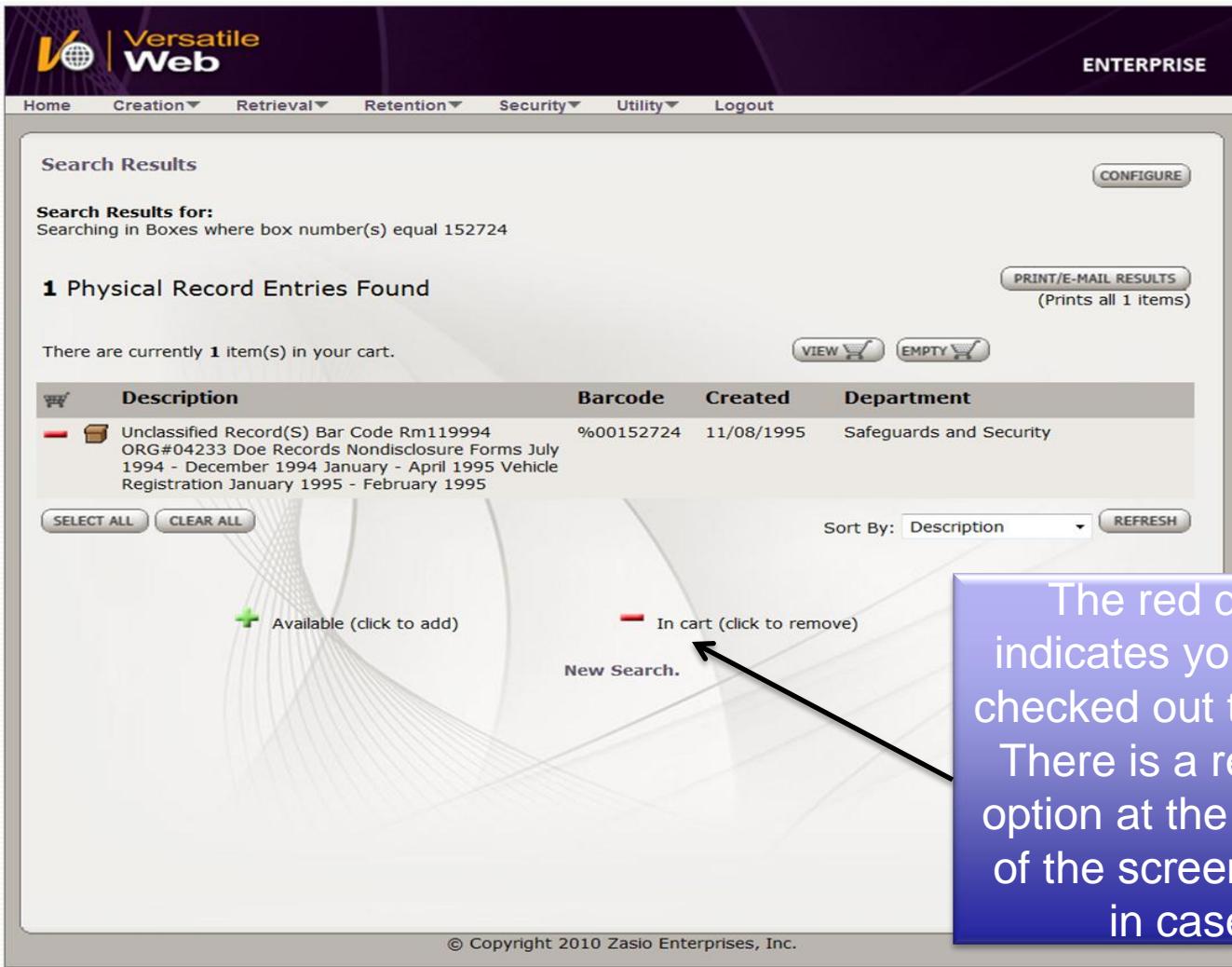
New Search.

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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!



**Search Results**

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

**1 Physical Record Entries Found**

There are currently **1** 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

**Available (click to add)**

**In cart (click to remove)**

**New Search.**

**SELECT ALL** **CLEAR ALL**

**Sort By:** Description **REFRESH**

**CONFIGURE**

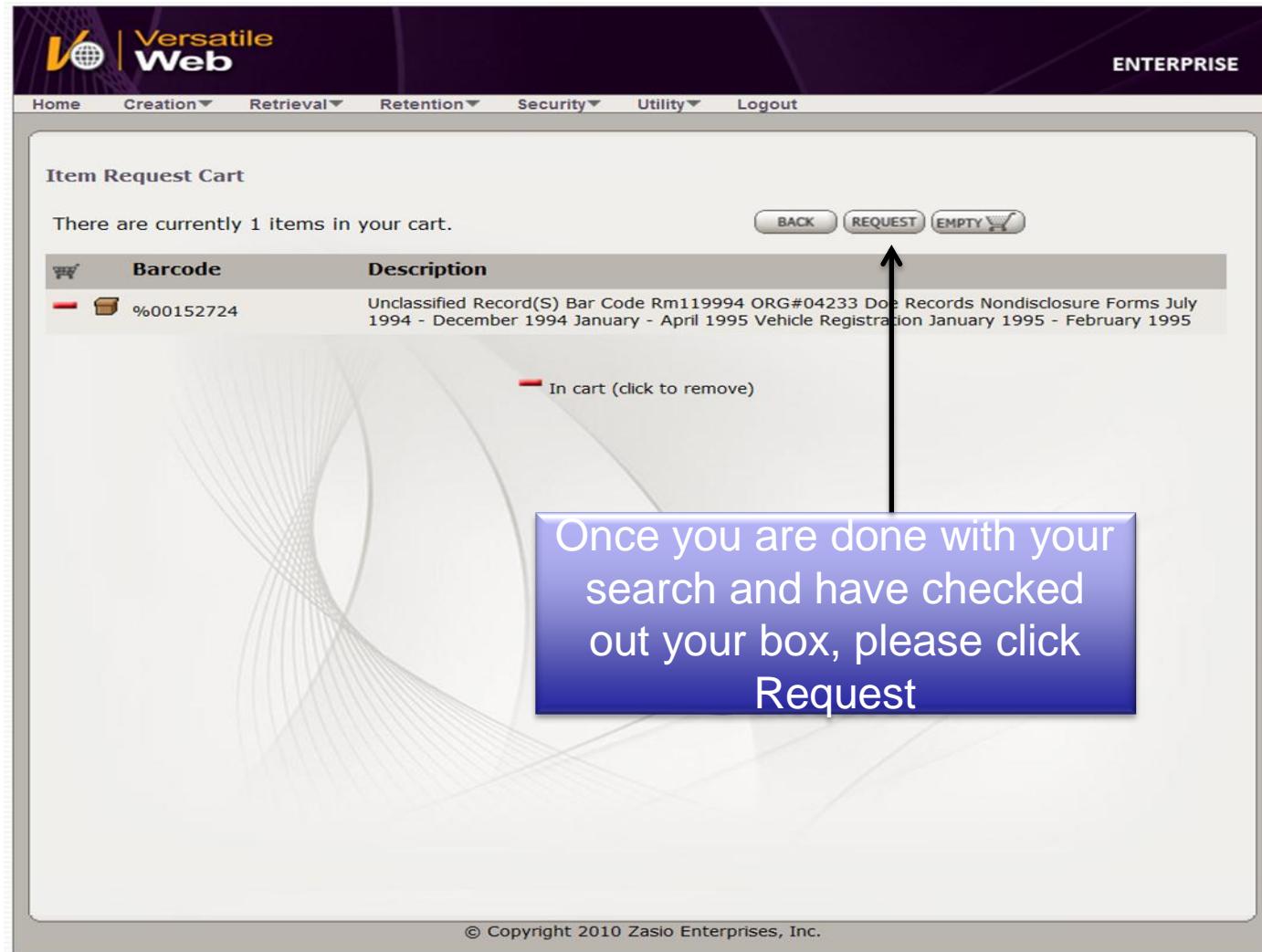
**PRINT/E-MAIL RESULTS**  
(Prints all 1 items)

**VIEW** **EMPTY**

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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



Item Request Cart

There are currently 1 items in your cart.

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

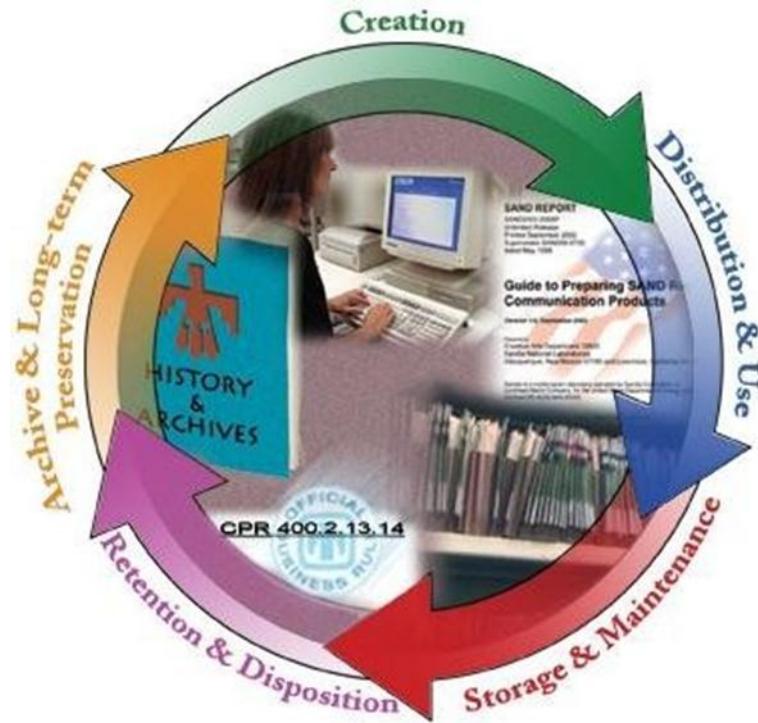
## Records Management Questions, Inactive Records Storage

- 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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