



EDC ActiveWeb

*Searching for indexed files
using full text search and
ordering the box*

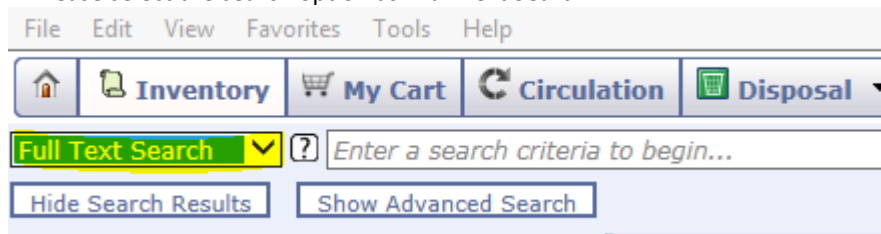
*Prepared by Caroline Chew
IT Business Consultant
Formfile Records Management Group*

This is a guide that created for customer that would like to search for indexed file then order for the box .

Please go to <https://docstorage.formfile.com.au/rcweb/>

1. Search for file or files and place box order

1. Please select the search option as "Full Text Search"



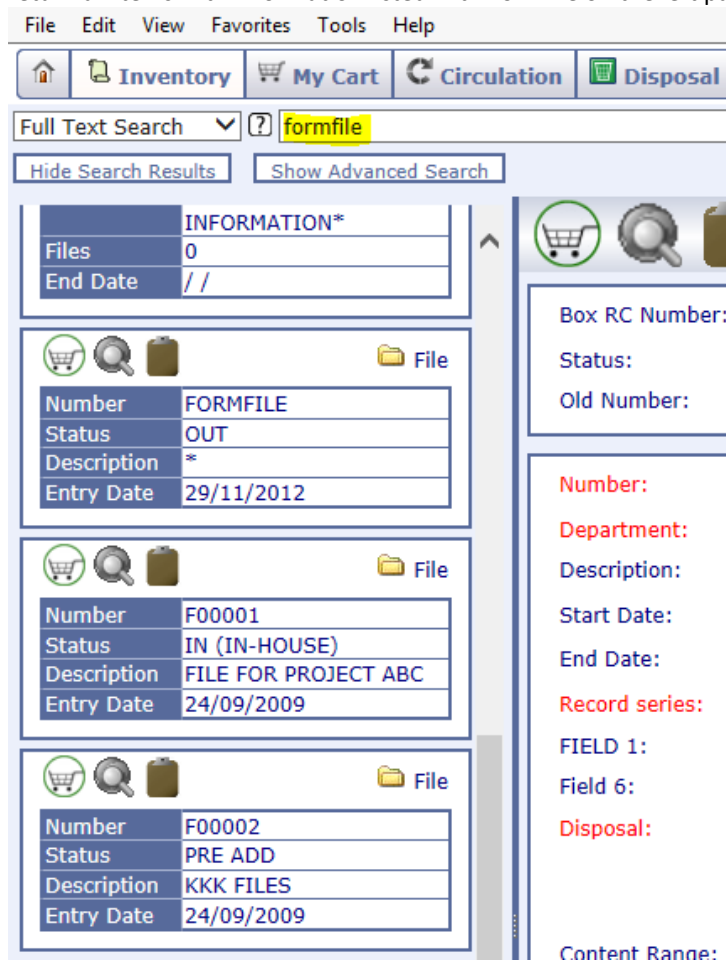
File Edit View Favorites Tools Help

Inventory My Cart Circulation Disposal

Full Text Search

Hide Search Results Show Advanced Search

2. Enter word or description you would like to search on "Enter a search criteria to begin...". For example: formfile. This will return all items with information listed with Formfile on the left panel.



File Edit View Favorites Tools Help

Inventory My Cart Circulation Disposal

Full Text Search

Hide Search Results Show Advanced Search

INFORMATION*	
Files	0
End Date	//

File	
Number	FORMFILE
Status	OUT
Description	*
Entry Date	29/11/2012

File	
Number	F00001
Status	IN (IN-HOUSE)
Description	FILE FOR PROJECT ABC
Entry Date	24/09/2009

File	
Number	F00002
Status	PRE ADD
Description	KKK FILES
Entry Date	24/09/2009

Box RC Number:
Status:
Old Number:

Number:
Department:
Description:
Start Date:
End Date:
Record series:
FIELD 1:
Field 6:
Disposal:

Content Range:



Formfile Records Management Group Pty Ltd

Head Office: Virginia Park Estate, 236-262 East Boundary Road East Bentleigh VIC 3165.

PO Box 716 Bentleigh East 3165

Tel: 1800 FORMFILE Australia wide or 03 9575 6666 Fax: 03 9575 6677

Email: info@formfile.com.au

formfile.com.au

ACN: 090 160 151 ABN: 80 040 594 176 An ISO 9001:2008 Certified Company.



3. Scroll through item you would like to order. Once you found the item, click the item, more detail information will show on the right. Please verify whether the item is File or Box. For example, the following File information which is in box 00700.

File Edit View Favorites Tools Help

[Home](#)
[Inventory](#)
[My Cart](#)
[Circulation](#)
[Disposal](#)
[Report](#)
[Configuration](#)
[Options](#)

Full Text Search

INFORMATION*	
Files	0
End Date	//

File	
Number	FORMFILE
Status	OUT
Description	*
Entry Date	29/11/2012

File	
Number	F00001
Status	IN (IN-HOUSE)
Description	FILE FOR PROJECT ABC
Entry Date	24/09/2009

File	
Number	F00002
Status	PRE ADD
Description	KKK FILES
Entry Date	24/09/2009

File	
Number	F00003
Status	PRE ADD
Description	PPP FILES
Entry Date	24/09/2009

File	
Number	FORMFILE DEMO BOX

File RC Number: 119 (Entry Date: 24/09/2009)
 Status: IN (IN-HOUSE)

Number: F00001
Owner: FORMFILE
Department: TAX GENERAL
Description: FILE FOR PROJECT ABC
Start Date: 21/09/2009
End Date:
Record series: GENERAL - MISC ITEMS
Field 2: ABC001 - ABC
Field 3: CAROLINE
Source:
Field 1:
Access Level: 0
Disposal: Confidential
 13/06/2019
 Fixed
Content Range: to
Location: Box 00700
 Shelf
Item Set:



4. Select the box to order for the box. For example, the following box information show below.

File Edit View Favorites Tools Help

Full Text Search

INFORMATION*	
Files	0
End Date	//

File	
Number	FORMFILE
Status	OUT
Description	*
Entry Date	29/11/2012

File	
Number	F00001
Status	IN (IN-HOUSE)
Description	FILE FOR PROJECT ABC
Entry Date	24/09/2009

File	
Number	F00002
Status	PRE ADD
Description	KKK FILES
Entry Date	24/09/2009

File	
Number	F00003
Status	PRE ADD
Description	PPP FILES
Entry Date	24/09/2009

File	
Number	FORMFILE DEMO BOX

File RC Number: 119 (Entry Date: 24/09/2009)
 Status: IN (IN-HOUSE)

Number:
Owner:
Department:
Description:
Start Date:
End Date:
Record series:
Field 2:
Field 3:
Source:
Field 1:
Access Level:
Disposal:

Content Range: to
Location: Box
 Shelf
Item Set:



Formfile Records Management Group Pty Ltd
 Head Office: Virginia Park Estate, 236-262 East Boundary Road East Bentleigh VIC 3165.
 PO Box 716 Bentleigh East 3165
 Tel: 1800 FORMFILE Australia wide or 03 9575 6666 Fax: 03 9575 6677
 Email: info@formfile.com.au
formfile.com.au

ACN: 090 160 151 ABN: 80 040 594 176 An ISO 9001:2008 Certified Company.



5. For ordering the box, select the box to the shopping cart. Please repeat the process for ordering more files.

File Edit View Favorites Tools Help

Inventory My Cart Circulation Disposal Report Configuration Options

Full Text Search formfile

Hide Search Results Show Advanced Search

INFORMATION*	
Files	0
End Date	//

Number	FORMFILE
Status	OUT
Description	*
Entry Date	29/11/2012

Number	F00001
Status	IN (IN-HOUSE)
Description	FILE FOR PROJECT ABC
Entry Date	24/09/2009

Number	F00002
Status	PRE ADD
Description	KKK FILES
Entry Date	24/09/2009

Number	F00003
Status	PRE ADD
Description	PPP FILES
Entry Date	24/09/2009

File RC Number: 120 (Entry Date: 24/09/2009)

Status: PRE ADD

Number: F00002

Owner: FORMFILE

Department: TAX GENERAL

Description: KKK FILES

Start Date: 22/09/2009

End Date:

Record series: GENERAL - MISC ITEMS

Field 2: KKK001 - KKK

Field 3: JOHNNY

Source:

Field 1:

Access Level: 0

Disposal: Confidential

24/09/2016

Variable

Content Range: to

Location: Box 00031

Item Set:



Formfile Records Management Group Pty Ltd

Head Office: Virginia Park Estate, 236-262 East Boundary Road East Bentleigh VIC 3165.

PO Box 716 Bentleigh East 3165

Tel: 1800 FORMFILE Australia wide or 03 9575 6666 Fax: 03 9575 6677

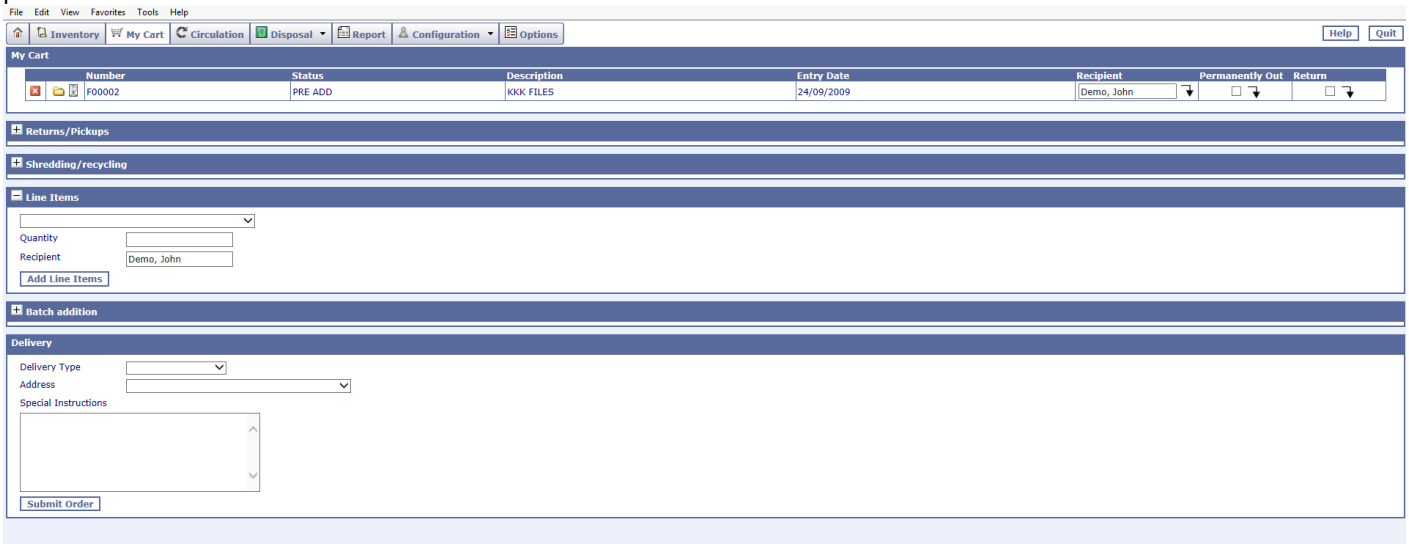
Email: info@formfile.com.au

formfile.com.au

ACN: 090 160 151 ABN: 80 040 594 176 An ISO 9001:2008 Certified Company.



6. To finalise the order, select the My Cart tab. You can add other items to the order. Once finished, select the delivery type and proceed with Submit Order.



The screenshot shows the Formfile software interface. At the top, there is a menu bar with options: File, Edit, View, Favorites, Tools, Help. Below the menu bar, there are navigation tabs: Inventory, My Cart (selected), Circulation, Disposal, Report, Configuration, and Options. The 'My Cart' section displays a table with the following data:

Number	Status	Description	Entry Date	Recipient	Permanently Out	Return
F00002	PRE ADD	KKK FILES	24/09/2009	Demo, John	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there are sections for 'Returns/Pickups', 'Shredding/recycling', 'Line Items', and 'Batch addition'. The 'Batch addition' section includes a 'Delivery' form with fields for Delivery Type, Address, and Special Instructions, and a 'Submit Order' button.

2. Contact us

Archive Enquiry:

Customer Service Archive
 03 9575 6622
customerservice@formfile.com.au

ActiveWeb or Client Web Enquiry:

Caroline Chew
 03 9575 6615
 0411 471 900
caroline@formfile.com.au



Formfile Records Management Group Pty Ltd
 Head Office: Virginia Park Estate, 236-262 East Boundary Road East Bentleigh VIC 3165.
 PO Box 716 Bentleigh East 3165
 Tel: 1800 FORMFILE Australia wide or 03 9575 6666 Fax: 03 9575 6677
 Email: info@formfile.com.au
formfile.com.au

ACN: 090 160 151 ABN: 80 040 594 176 An ISO 9001:2008 Certified Company.

