



EDC ActiveWeb

Searching for boxes by

Department

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This is a guide that created for customer that would like to search for boxes belong to a particular department.

1. Searching boxes by Department

1. Please select the search option as "Box – Number"



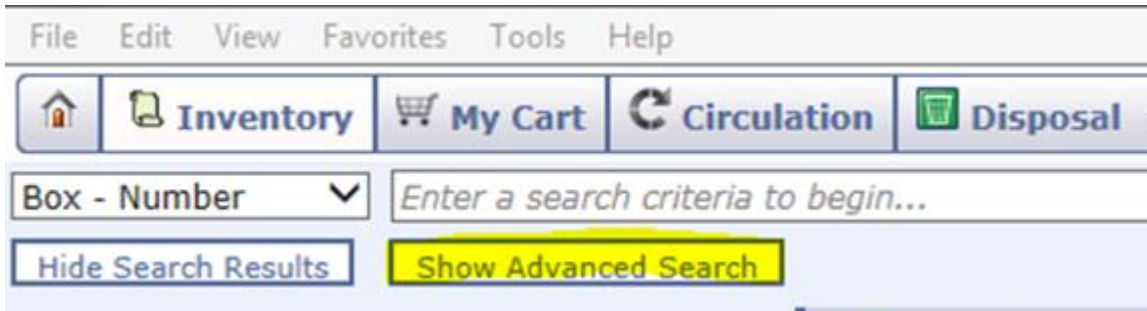
File Edit View Favorites Tools Help

Inventory My Cart Circulation

Box - Number

Hide Search Results Show Advanced Search

2. Please select "Show Advanced Search"



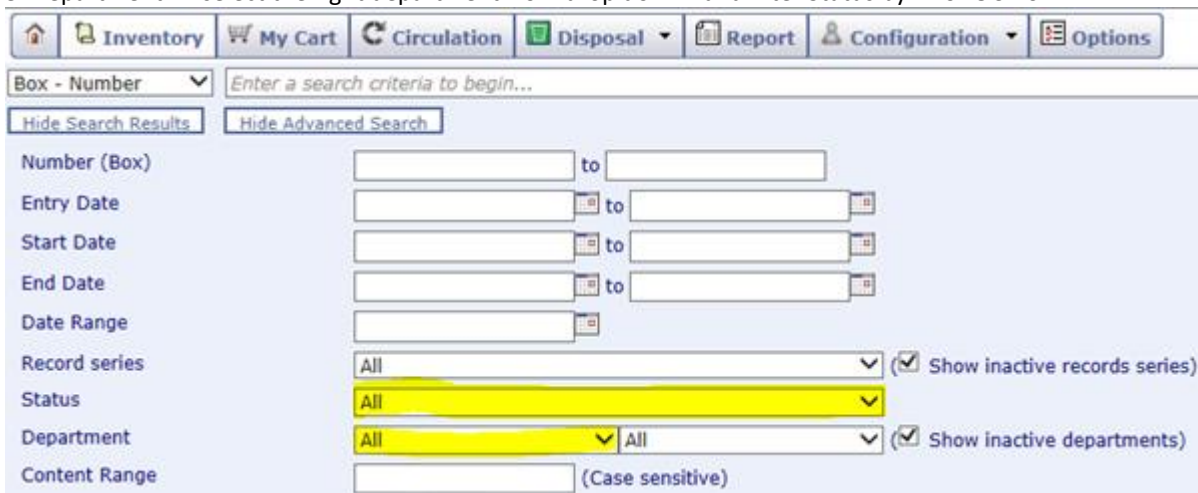
File Edit View Favorites Tools Help

Inventory My Cart Circulation Disposal

Box - Number

Hide Search Results Show Advanced Search

3. Department = <select the right department from drop down> and filter Status by IN or OUT or PREADD



Inventory My Cart Circulation Disposal Report Configuration Options

Box - Number

Hide Search Results Hide Advanced Search

Number (Box) to

Entry Date to

Start Date to

End Date to

Date Range

Record series All Show inactive records series

Status All

Department All All Show inactive departments

Content Range (Case sensitive)



2. Contact us

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ActiveWeb or Client Web Enquiry:

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