MANUAL
New DMS OASIS

Table of Contents

OASIS
Information Secured

Warehouse

PERFORMAN**C**E
COLLABORATION
MANAGEM**E**NT
RE**S**EARCH
STRATEGY

Our warehouse is a commercial building for storage of goods. Our warehouse is used by manufacturers, importers, exporters etc.

Storage Boxes

Our common storage box for files, media, etc. is a sturdy box made to be longer-lasting than a shipping box or crate.

Open Shelf

TAXES

Our open shelf storage is a flat horizontal plane which is used to store files and other items.

Media Storage

Our High-density storage for devices like floppy disks, CDs, DVDs, Blu-ray Discs, or HDDs is in a secure climate control room.

Go to: https://oasisonline.oasisgroup.com/
➢ Enter your login and password.
➢ Click on Log in.
➢ Forgot your password? Contact your manager.

OASIS
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vertalen   ••••   Log In

Warehouse

PERFORMAN**C**E
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Message   ✕

Invalid WebUser

Close

If you enter the wrong login and/or password, you will see this message. Click Close to close this window. Now you can try to log in again. If you still have problems signing in you can either contact your manager or the OASIS Client Care Team. You will find the contact details on the last page.

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Information Secured

1

All Customers

2

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | Search Value | Search

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request

Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

After logging in, you are directed to the Homepage.

1. Click Log Out in order to leave the website.

2. At the top in the right corner you can select the customer name. You only have to make an indication here if you are registered as a user for two or more customers.

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OASIS
Information Secured

Hello Customer Demo ▾   Log Out

All Customers   Change Password   ▾
                     Log Out   n Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾   Search Value   Search

Search

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Help

Help and documentation on client web access.

If you want to change your password, open the drop down list and click Change Password.   **6**

OASIS
Information Secured

🛒 Items On Order (0)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

All ▼   Search Value   Search

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i boxes, files, and media) for p

Change Password

Current Password		
New Password		
Re-enter Password		

Save   Close

rial

mpty
or media

Help

Help and documentation on client web access.

Enter your current password. Then enter and re-enter your new password.
Click Save and then Close.

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OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | Search Value | Search

Search
Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

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Pick Up Request
Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material
Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help
Help and documentation on client web access.

➢ Search: the page to search your items. You have different options:
  • Search bar
  • Advanced Inventory: to search for one or more items, a detailed research.
  • Single Item Search: your next search will be added automatically to your previous one.
  • Match Item Search: with this option you can fill one multiple search values at once.
➢ Add: the page to register new items.
➢ Pick Up Request: the page to request a pick up of your (registered) items.
➢ Service/Material: the page to order materials such as boxes, labels, etc.
➢ Help: if you need help or documentation.
Both the titles in the task bar as well as the pictures below will direct you to the same page.

Click the Home button to go back to the homepage.

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All Customers ▾

1   🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

2   All ▾   Search Value   Search

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Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

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Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

There are other options on the Home page as well. You can use the search bar to quickly find an item. On this page you will also see a chart. This chart gives you an overview of all the items you added.

1. Click here to see an overview of your order. The number of items added to the chart is shown between brackets. The items will stay in your chart even if you log out. In order to complete or change your order, click Items on Order and go to pages 17-20 for more information.

2. This is the search bar. You can use "%" if the search value you enter is not complete. Read the next pages for more information about this search bar.

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OASIS
Information Secured

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | daniel% | ✕ | Search

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request

Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

In order to search for your items (quickly), use the search bar. Enter the description (or part of it) or the item code if known. If you do not know either of these, enter part of the description and use the %-sign in front of or after the key word.
In the example given, a search for all items beginning with 'daniel' is entered (because the % is put after the word you filled in). Click Search to see the results.

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On this page you will see the results of your search. On the left side of the page you will be able to make your search more detailed.

- ➤ Item Results: indicate here how many items you would like to be shown on one page.
- ➤ Status : this gives you the possibility to select the different types of status of the results.
- ➤ FBU: the functional business package of Oasis where your archives are stored in
- ➤ Customer: this is your company.
- ➤ Department: indicate the department to which the item is linked.
- ➤ Item Type: indicate the item type i.e. document, box, tape, etc.

The search results will be shown on the right side.

The search results will be shown on the right side. You have different options:

➤ Request From Offsite: if you click this button the item will be added to your chart. For more information to complete your order, see pages 17-20.

➤ Remove Item: click here to request a destruction order for this item.

![OASIS Information Secured]

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | daniel% | ✕ | Search

Item Results
Showing Page Size 20

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
For: Customer Demo

Department
☐ None (1)

Item Type
☐ FILE (1)

Showing 1 - 1 of 1   Sort by Item Code ▾ 🡇 🖨 📋▾

🛒 Request From OffSite   **Item Code:** F100031204   **Parent Item Code:** B100004368
🛒 Remove Item   **Child Item(s):** (4)   **FBU:** NL-test   **Customer:** TEST:Test b.v.
                            Description: Danielle   **Effective Date:** 6/1/2015
✏️ 📁 📄 📓 🔍   **From Date:** 6/1/2015   **To Date:** 6/1/2015
         In

➢ ✏️ : here you can edit the item. You can find more information on page 25.

➢ 📁 : this is where you can manage your item by adding an item to this item. For more information on page 34.

➢ 📄 : it is possible that an item has child items without an item code. You can request these documents by clicking here. An example is shown on page 21 and following.

➢ 📓 : You can also view the history of an item. Read more on page on page 27.

➢ 🔍 : To see documents (e.g. a picture, scanning on demand) that are attached to the item, click here.

If there are multiple search results shown, you can find the right file by looking at the information given.

➢ Item Code: this is the barcode i.e. a unique combination of numbers and letters that is given to each item.

➢ Parent Item Code: in this example the file shown is linked to a parent item. This means that this file is stored in a box. This box has a separate item code, the Parent Item Code. If you click on Parent Item Code you will see the box to which the file is linked. You can find more information about this on page 40.

➢ Child Item(s): it is possible that your item (file in this example) has child items. This means this file contains registered documents. Read page 40 for more information.

➢ FBU: this is the functional business unit where the item is stored.

➢ Customer: this is your company.

➢ Description: this is the description which was registered for this item. The description is indicated in yellow because it is a match with the search value.

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➢ Effective Date: the day the item was created: registered by yourself or one of your colleagues or registered and labelled at OASIS.
➢ From Date: part of the registered information of this item. This item contains information from date (to date).
➢ To Date: part of the registered information of this item. This item contains information (from date) to date.

Request item for delivery

In order to request an item and have it delivered to your location, click the button 🛒 Request From OffSite . The item will be added to your chart.

The number of items added to the chart will be shown on the right (Items On Order). If you want to see the items in the chart, click 🛒 Items On Order (1) .

![OASIS Information Secured logo]

All Customers ▼

🛒 Items On Order (1)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

Status
☐ Retrieve (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ None (1)

Item Type
☐ FILE (1)

Showing 1 - 1 of 1   ☐ Display Long Description and Item Notes   Remove All

TEST: Test b.v.   Send Order (1)

🛒 Remove

☑ Send Item

✏️ 📁 📓 🔍

Send for Customer Demo

Item Code: F100031204   **Parent Item Code:** B100004368;
FBU: NL-test   **Customer:** TEST:Test b.v.   **Description:** Danielle
Effective Date: 6/1/2015   **From Date:** 6/1/2015
To Date: 6/1/2015

You will then see an overview of the requested items.
If you want to delete an item from your chart, click 🛒 Remove .

To confirm the delivery of the chosen items, click Send Order (1) .

17

Complete Send Order Total Items:1

TEST Test b.v.

Delivery Address

Default Delivery Address ⌄	Industrieweg 19
Select Delivery Address	Address
	Zoeterwoude
Address	City
	2382 NR
State	Zip

Order Information

		⌄
Customer Order Reference	Select Delivery Priority	

	⌄
Charge to Department	

Comments

Send   Cancel

To request a delivery you need to fill in your contact details. This means that you need to enter or confirm:

➢ The delivery address or leave it at default.

➢ Order information. Here you can:

• give an order reference;

• select the department to which the costs for this request have to be charged;

• select the delivery priority: there are different options here. On the next page these options will be explained.

You can always add a comment if there is something special about the delivery.

Complete Send Order Total Items:1

TEST Test b.v.

Delivery Address

Default Delivery Address ▾		Industrieweg 19
Select Delivery Address		**Address**
		Zoeterwoude
Address		**City**
		2382 NR
State		**Zip**

Order Information

	Delivery - Rush
	Delivery - Normal
Customer Order Reference	Scan On Demand
	Index
▾	
Charge to Department	

Comments

Send   Cancel

You also have to can indicate the delivery priority. There are several options:

➢ Delivery – Rush: for urgent deliveries. The item then will be delivered the same day. If you opt for a rush delivery, please contact the OASIS Client Care team to make further arrangements. You will find the contact details on the last page.

➢ Delivery – Normal: for normal deliveries according to the arrangements in the Agreement.

➢ Scan On Demand: a digital copy of the item will be made available. The requestor will receive a confirmation email when the digital copy is put online. It can then be downloaded by clicking 🔍.

➢ Index: you will only need this option when adding new items (not for the delivery of a stored item).

Click Send to confirm your order or Cancel.

PDF ▾ | Report

OASIS Netherlands

Work Order: 0243060

Due Date: 23/09/2015 17:00

EXPR

Customer:	Test b.v.	Requested By:	Customer Demo
Address:	Industrieweg 19	Phone:	071-5820101
	Zoeterwoude, 2382 NR	Route:	NL-KA-UTR
Priority:	Delivery - Rush		
Notes:			

Requested For: Customer Demo

Item Code	Reference Info	Dept	Item Type / Action
F100031204	test LEEG HR f100031204 / Danielle		FILE Retrieve
	Parent Box #: B100004368 / Reference 1:		

Summary of Activity

Deliver FILE
   1

☒   ☒   ☒

Driver Signature	Date / Time	Customer Signature	Date / Time	Date / Time

Page: 1   WebWorkOrder_7.2.015_20150825A4

Page: 1   WebWorkOrder_7.2.015_20150825A4

You will receive a confirmation of your request.
This confirmation contains a work order number and the summary of activity.
You can save this report in different formats.

20

Request non-indexed item for delivery

Hello Customer Demo ▾   Log Out

All Customers ▼

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ [   ] Search

Item Results
Showing Page Size 20

Status
☐ Request (50)
☐ Send (26)

FBU
☐ NL-test (76)

Customer
☐ TEST Test b.v. (76)
   For: Customer Demo

Department
☐ HR Test Human Resources (32)
☐ OPS Test Operations (30)
☐ FINANCE\financesub
financesubdepartment (1)
☐ None (13)

Item Type
☐ BOX (32)
☐ DOCUMENT (23)
☐ FILE (19)
☐ TAPE (2)

Showing 1 - 20 of 76   Sort by Item Code ▼

Pending Add 0243058 (Add)
(Customer Demo)
Item Code: 123456789   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Description:** test file 1
Effective Date: 9/22/2015   **From Date:** 8/1/2015   **To Date:** 8/31/2015

🛒 Request From OffSite
🛒 Remove Item
In
Item Code: B100004368   **Child Item(s):** (1)   **FBU:** NL-test
Customer: TEST:Test b.v.   **Department:** HR:Test Human Resources
Omschrijving: test HR B100004368   **Effective Date:** 8/14/2015
Vernietigingsdatum: 6/1/2015   **From Date:** 6/1/2015
To Date: 6/1/2015

Pending Add 0205482 (Add)
(nldemo nldemo)
Item Code: B100005838   **Child Item(s):** (4)   **FBU:** NL-test
Customer: TEST:Test b.v.   **Omschrijving:** Test doosi invoeren pon
Effective Date: 7/14/2015   **Vernietigingsdatum:** 7/14/2015
From Date: 7/14/2015   **To Date:** 7/14/2015

🛒 Request From OffSite
🛒 Remove Item
In
Item Code: B100005929   **Child Item(s):** (2)   **FBU:** NL-test
Customer: TEST:Test b.v.   **Omschrijving:** test
Effective Date: 7/8/2015

🛒 Request From OffSite   **Item Code:** D100000000000254   **FBU:** NL-test

Search for the box which contains the non-indexed item you need.

Inhoud opvragen

Parent Item Code	Department	Type	Requested For
B100005929	⌄	FILE ⌄	Customer Demo

Description

Test File A1

From Date

To Date

Request New

Request existing item ●

Select	Item Code	Description				

Sluiten

Enter the description or any other information of the non-indexed item you want.

Inhoud opvragen

Parent Item Code: B100005929
Department: [dropdown]
Type: FILE
Requested For: Customer Demo

Description: Test File A1
From Date:
To Date:

Request New

Request existing item

Select	Item Code	Description				
Pending Send Orde		Test File A1				

Sluiten

The request for the non-indexed item will then appear in the overview below. Add new requests from the same parent item if necessary, by clicking Request new.
If you are ready, click Close.

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OASIS
Information Secured

All Customers ▼

🛒 Items On Order (1)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Status
☐ Add (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ None (1)

Item Type
☐ FILE (1)

Showing 1 - 1 of 1   ☐ Display Long Description and Item Notes Remove All

TEST: Test b.v.   Send Order (1)

🛒 Remove

☑ Send Item

✏️ 📁 🖼️

Add for Customer Demo

Item Code: Unknown   **Parent Item Code:** B100005929;   **FBU:** NL-test
Customer: TEST:Test b.v.   **Description:** Test File A1
Effective Date: 9/24/2015

The request is added to your chart.
In order to complete the order and have the item delivered to your office, follow the steps on pages 16-20.   **24**

Edit an item

You can change the index of an item. Search for the item and then click 🖊 .

Edit

Item Code

F100031204

Department

[▼]

Description

Danielle

From Date

06/01/2015

To Date

06/01/2015

Save   Close

You can now edit the indexed information of your item.
Change department, description... if needed and click Save to confirm.

OASIS
Information Secured

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | daniel% | ✕ | Search

Item Results
Showing Page Size 20

Status
☐ Send (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
For: Customer Demo

Department
☐ None (1)

Item Type
☐ FILE (1)

Showing 1 - 1 of 1   Sort by Item Code ▾ 🔽 🖨 📋▾

🛒 Send OffSite

✏️ 📁 📘 🔍

Retrieved By Customer
Demo on 9/23/2015

Item Code: F100031204   **Parent Item Code:** B100004368
Child Item(s): (4)   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Description: Danielle   **Effective Date:** 6/1/2015
From Date: 6/1/2015   **To Date:** 6/1/2015

You can also consult the item's (order) history. In order to do so click 📘 .

Select the format (PDF, Illustration, Excel, Word and HTML) of the report. Click Print to view the report.

Add attachment to item

OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

All ▼ | daniel% | ✕ | Search

Item Results
Showing Page Size 20

Status
☐ Send (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
For: Customer Demo

Department
☐ None (1)

Item Type
☐ FILE (1)

Showing 1 - 1 of 1   Sort by Item Code ▼

🛒 Send OffSite

✏️ 📁 📖 🔍

Retrieved By Customer
Demo on 9/23/2015

Item Code: F100031204   **Parent Item Code:** B100004368
Child Item(s): (4)   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Description: Danielle   **Effective Date:** 6/1/2015
From Date: 6/1/2015   **To Date:** 6/1/2015

Some items have a document attached. You can see this attachment by clicking on 🔍 .

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Select the attachment you want to see. The document will then be shown.

If you would like to attach another document you have to click Add.

Click Browse to select the file (or picture) you want to attach. Then click Upload. Click twice on the button Close.

OASIS
Information Secured

All Customers   ☑

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | Saskia | Search

Item Results
Showing Page Size [20]

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
   For: Customer Demo

Department
☐ HR Test Human Resources (1)

Item Type
☐ DOCUMENT (1)

Showing 1 - 1 of 1   Sort by [Item Code] ☑ ⬇ 🖨 📋▾

🛒 Request From OffSite   **Item Code:** D100000000000254   **FBU:** NL-test
🛒 Remove Item   **Customer:** TEST:Test b.v.   **Department:** HR:Test Human Resources
                           Omschrijving: Saskia   **Land:** Nederland   **Documenttype:** Factuur
✏️ 📓 🖼️   **Documentnummer:** 123456   **Onderwerp:** Beoordelingsgesprek
     In   **Auteur:** Janny   **Identificatienummer:** 54321   **Kenmerk:** 190715

Some items also have this icon: 🖼️ . This means that there is no document attached to this file. Click the icon to attach a file (or picture).

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OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | Saskia | Search

Item Results
Showing Page Size 20

Showing 1 - 1 of 1

Sort by Item Code ▾

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
    For: Customer Demo

Department
☐ HR Test Human Resources (1)

Item Type
☐ DOCUMENT (1)

Attach a file to this item.

| | Bladeren... |

Upload

Close

00000000254   **FBU:** NL-test
est b.v.   **Department:** HR:Test Human Resources
kia   **Land:** Nederland   **Documenttype:** Factuur
r: 123456   **Onderwerp:** Beoordelingsgesprek
Identificatienummer: 54321   **Kenmerk:** 190715

Click Browse to select the file you want to attach. Then click Upload and Close.
The icon will then change into 🔍 .

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OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | B100004365 | ✕ | Search

Item Results
Showing Page Size | 20

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
For: Customer Demo

Department
☐ OPS Test Operations (1)

Item Type
☐ BOX (1)

Showing 1 - 1 of 1   Sort by | Item Code ▾ |

🛒 Request From OffSite   🛒 Remove Item

✏️ 📁 🗎 📋 🖼️

In

Item Code: B100004365   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Omschrijving:** 1
Effective Date: 6/1/2015   **Vernietigingsdatum:** 6/1/2015
From Date: 6/1/2015   **To Date:** 6/1/2015

You also have the possibility to manage your items. Besides adding a document (picture) to your item and to view the item's history, you can also add files or documents to your box and/or request non-indexed files.

Click 📁 to add files to your box (or documents to your file).

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In this example: a file will be added to the box.

OASIS
Information Secured

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (1)

Home   Search ▾   Add...

All ▾ B100004365   Search

Item Results
Showing Page Size 20

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
For: Customer Demo

Department
☐ OPS Test Operations (1)

Item Type
☐ BOX (1)

ST:Test b.v.

Add Item

Parent Item Code   Department   Type   Requested For
B100004365   OPS.Test Operations ▾   FILE   ▾   Customer Demo

☐ Retain data entered on add

Description   From Date

To Date

Items added to parent   ▲

Item Code ⇕	Requested	Department	Description			
	Customer Demo	OPS	Test1			

Save   Close

Enter the information and click Save.

Below, you will see that one file is added to the box. You can add several files by entering new descriptions.
When all files are added, click Close.

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OASIS
Information Secured

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾   B100004365   Search

Item Results
Showing Page Size 20

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
　For: Customer Demo

Department
☐ OPS Test Operations (1)

Item Type
☐ BOX (1)

Showing 1 - 1 of 1   Sort by Item Code ⌄ ⬇ 🖨 📋 ▾

🛒 Request From OffSite
🛒 Remove Item

✏ 📁 📄 📓 📗 🖼
In

Item Code: B100004365   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Omschrijving:** 1
Effective Date: 6/1/2015   **Vernietigingsdatum:** 6/1/2015
From Date: 6/1/2015   **To Date:** 6/1/2015

The item has not been added yet. Click 🛒 Items On Order (1). You need to send the order, before the item can be processed further.

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OASIS
Information Secured

All Customers

🛒 Items On Order (1)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

Status
☐ Add (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ OPS Test Operations (1)

Item Type
☐ FILE (1)

Showing 1 - 1 of 1   ☐ Display Long Description and Item Notes   Remove All

TEST: Test b.v   **Send Order (1)**

🛒 Remove

☑ Send Item

✏️ 📁 🖼️

Add for Customer Demo

Item Code: Unknown   **Parent Item Code:** B100004365;
FBU: NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Description:** Test1
Effective Date: 9/22/2015

Then click   **Send Order (1)** .

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OASIS
Information Secured

Home   Search ▾   Add   Pick Up Re...

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (1)

Status
☐ Add (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ OPS Test Operations (1)

Item Type
☐ FILE (1)

Complete Send Order Total Items:1

TEST Test b.v.

Delivery Address

Default Delivery Address ▾	Industrieweg 19
Select Delivery Address	Address
	Zoeterwoude
Address	City
	2382 NR
State	Zip

Order Information

| | Index ▾ |
| Customer Order Reference | Select Delivery Priority |

| ▾ | |
| Charge to Department | |

Comments

Send   Cancel

Long Description and Item Notes   Remove All

TEST: Test b.v.   Send Order (1)

Item Code: B100004365;
T:Test b.v.
Description: Test1

Enter the correct information. Select Index for delivery priority in order to finish the registration of your item(s). The item(s) will then be digitally be added to your archives. Click Send to confirm.

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OASIS
Information Secured

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | **Advanced Inventory Search** | Search

Single Item Search

Match Item Search

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request

Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

To request one or more items by using more search options, click Search and then Advanced Inventory.   **41**

OASIS
Information Secured

All Customers ⌄

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Advanced Inventory Search

Customer
NL-test.Test b.v. ⌄

Department
All ⌄

Type
FILE ⌄

Service Code
All ⌄

Item Status
All ⌄

Search

Enter Search Values

Item Code	Equals ⌄	Search Value
Description	Equals ⌄	Search Value
Effective Date	Equals ⌄	
From Date	Equals ⌄	
To Date	Equals ⌄	
Parent Item Code	Equals ⌄	Search Value
Parent Reference	Equals ⌄	Search Value

With Advanced Inventory Search you can make your search more detailed:

➢ Customer: this is your company.
➢ Department: select the department if known.
➢ Type item: select the type of item (i.e. box, document, file etc.)
➢ Service code: search an item by the type of box.
➢ Item Status: search by item status. This means that you know where the item is located:
- Out: this means that the item is located at your company.
- In: the item is at OASIS.
- In/Out: combination of items which are in and items which are out
- Destroyed: the item is destroyed.
- Permed out: the item is not destroyed but was placed out permanently i.e. the item will not return to OASIS.

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OASIS
Information Secured

All Customers ▼

🛒 Items On Order (0)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

Advanced Inventory Search

Customer
NL-test.Test b.v. ▼

Department
OPS.Test Operations ▼

Type
FILE ▼

Service Code
All ▼

Item Status
In ▼

Search

Enter Search Values

Item Code	Equals ▼	Search Value
Description	Equals ▼	Search Value
Effective Date	Equals ▼	
From Date	Equals ▼	
To Date	Equals ▼	
Parent Item Code	Equals ▼	Search Value
Parent Reference	Equals ▼	Search Value

For this example: department OPS is selected as well as File for type of item and the Item Status is IN. Then click Search for Item Results.

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OASIS
Information Secured

All Customers ▾

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Advanced Inventory Search

Customer
NL-test.Test b.v. ▾

Department
OPS.Test Operations ▾

Type
FILE ▾

Service Code
All ▾

Item Status
In ▾

Search

Enter Search Values

Item Code	Equals ▾	Search Value
Description	Contains ▾	test
Effective Date	Equals ▾	
From Date	Equals ▾	
To Date	Equals ▾	
Parent Item Code	Equals ▾	Search Value
Parent Reference	Equals ▾	Search Value

In this example, the same information as before is used: file from department OPS which currently is at OASIS.

On the right side you can add search values to make your search results more specific. These search values are custom-made. If you know the description you enter the key word in the correct field. If this is not the complete description (or if you are not sure) open the dropdown list and select 'Contains'. Then click Search.

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OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Item Results
Showing Page Size 20

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
   For: Customer Demo

Department
☐ HR Test Human Resources (1)

Item Type
☐ BOX (1)

Showing 1 - 1 of 1   Sort by Item Code ▾ ⬇ 🖨 📋▾

🛒 Request From OffSite   **Item Code:** B100004368   **Child Item(s):** (1)   **FBU:** NL-test
🛒 Remove Item   **Customer:** TEST:Test b.v.   **Department:** HR:Test Human Resources
✏️ 📁 📄 📓 🖼   **Omschrijving:** test HR B100004368   **Effective Date:** 8/14/2015
                               Vernietigingsdatum: 6/1/2015   **From Date:** 6/1/2015
   In   **To Date:** 6/1/2015

Again, your search results will be shown. See pages 12-15 for more information about this page.

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Hello Customer Demo ▾   Log Out

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | Advanced Inventory Search | Search
         | Single Item Search |
         | Match Item Search |

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request

Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

You can also find an item by using Single Item Search. With this option you can search for an item. Your next search will be added automatically to your previous one.

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If you opt for Single Item Search, you will be directed to this page. You can narrow your search on the left side.

➢ Customer: this is your company.
➢ Department: select the department if known.
➢ Type item: select the type of item.
➢ Item field: here you can indicate what you know about the item you are searching for.
   ➢ i.e. if you know the Item Code of a certain item you have to select Item Code. Then enter the item code. See the next page for the different options. In this example description was selected.

Item Results
Showing Page Size 20

Item Search
Customer

NL-test.Test b.v. ⌄

Department

All ⌄

Type

FILE ⌄

Item Field

Description ⌄

Danielle ✕

[Clear Input] [Search]

Status
☐ Send (1)
☐ Request (1)

FBU
☐ NL-test (2)

Customer
☐ TEST Test b.v. (2)
    For: Customer Demo

Department
☐ OPS Test Operations (1)
☐ None (1)

Item Type
☐ FILE (1)
☐ TAPE (1)

Then you enter the description in the field Search Value. Click Search to view the result. The result will be shown on the right side.

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Item Results
Showing Page Size 20

Item Search
Customer
NL-test.Test b.v.
Department
All
Type
FILE
Item Field
Description
Danielle

Clear Input   Search

Status
☐ Send (1)
☐ Request (1)

FBU
☐ NL-test (2)

Customer
☐ TEST Test b.v. (2)
    For: Customer Demo

Department
☐ OPS Test Operations (1)
☐ None (1)

Item Type
☐ FILE (1)
☐ TAPE (1)

Showing 1 - 2 of 2   Sort by Item Code

🛒 Send OffSite
Retrieved By Customer Demo on 9/23/2015

Item Code: F100031204   **Parent Item Code:** B100004368   **Child Item(s):** (4)   **FBU:** NL-test
Customer: TEST:Test b.v.   **Description:** Danielle   **Effective Date:** 6/1/2015
From Date: 6/1/2015   **To Date:** 6/1/2015

Pending Add 0243063 (Add) (Customer Demo)

Item Code: T1122334455   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Effective Date:** 9/23/2015   **Expire Date 1:** 9/20/2025
From Date: 9/14/2015   **To Date:** 9/20/2015

The result will be shown on the right side. With Single Item Search your next search will be added to your previous one. To request these items for delivery see pages 16-20.

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OASIS
Information Secured

All Customers ☑

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾ | | Search

Advanced Inventory Search
Single Item Search
Match Item Search

Se...

Pick Up Request

Service / Material

Help

⊙ Help

Records

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Request non-itemized pick-up of records (i.e., boxes, files and media).

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help and documentation on client web access.

To find an item by looking for a match from a list, click Search and select Match Item Search. With this function you can search multiple items at once.

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In order to find items with Match Item Search you have to select :

➢ Customer: this is your company.

➢ Type: select the type of item you are looking for: i.e. document, box, file or tape.

➢ Search Fields: this is where you have to select what kind of information you are going to fill in in order to find the items.

    ➢ i.e. if you know the description of the items then you have to select description. See the next slide to see the options.

In the example that will be shown the item codes are listed in a csv file; that is why for Search Fields Item Code is being selected.

See next slide to import the file.

Follow the next steps to import your file:
1. Browse your computer.
2. Select the type of file.
3. Indicate how the different items were separated.
4. Fill in which column has to be imported. As you can see in the sheet (page 54) the item codes are in column A.
5. Click Upload.
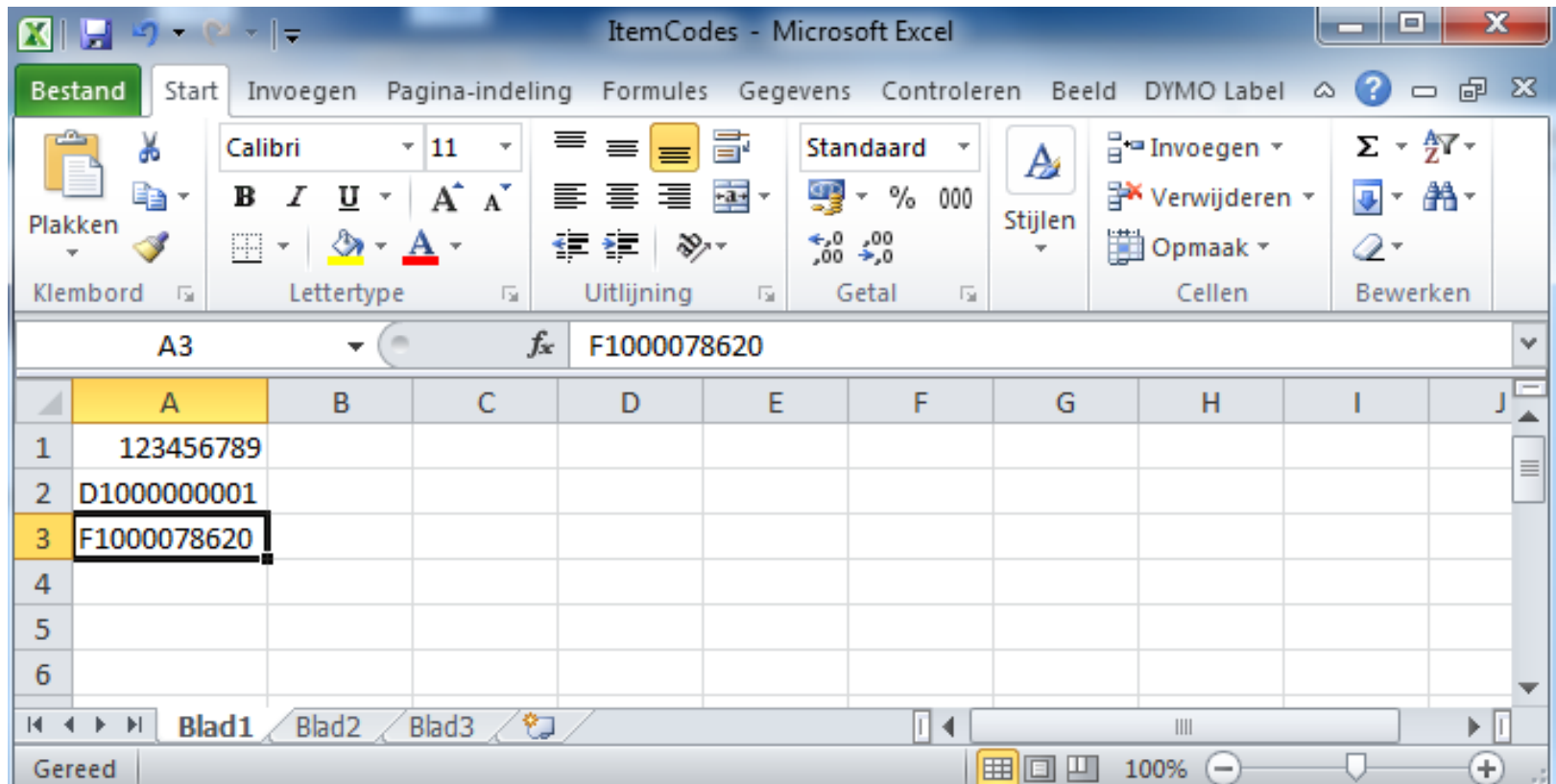
This is a csv file with several Item Codes. The result of your search will be shown on .

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All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Item Results
Showing Page Size 20

Match Item Search
Customer

NL-test.Test b.v.

Type

FILE

Search Fields

Item Code

Import File | Enter Search Values

Search Field Values

Search

It is also possible to fill in the information yourself, then select Enter Search Values. You only have to enter the search values and click Search. The results will then be shown on the right side of the page.

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OASIS Information Secured

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Item Results
Showing Page Size 20

Match Item Search
Customer
NL-test.Test b.v. ▾

Type
FILE ▾

Search Fields
Item Code ▾

Import File | Enter Search Values

Search Field Values
123456789
D1000000001
F1000078620

Search

Showing 1 - 3 of 3   Sort by Item Code ▾ 🔽 🖨 📋 ▾

✏️ 📁 📄 📅 🖼
Pending Add 0243058 (Add)
(Customer Demo)
Item Code: 123456789   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Description:** test file 1
Effective Date: 9/22/2015   **From Date:** 8/1/2015   **To Date:** 8/31/2015

🛒 Request From OffSite
🛒 Remove Item
✏️ 📁 📄 📅 🖼
In
Item Code: D1000000001   **Parent Item Code:** B100004364
Child Item(s): (1)   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Effective Date:** 7/2/2015

✏️ 📁 📄 📅 🖼
Parent Pending Add
Item Code: F1000078620   **Parent Item Code:** DOOS 1   **FBU:** NL-test
Customer: TEST:Test b.v.   **Department:** HR:Test Human Resources
Description: Test3   **Effective Date:** 8/13/2015   **From Date:** 8/13/2015
To Date: 8/19/2015

The same search values were entered as well as for the option "import file" as for "enter search values". The results of your search will be shown on the right side. See pages 16-20 if you want more information regarding a request for delivery.

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OASIS
Information Secured

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (0)

Home | Search ▾ | **Add** | Pick Up Request | Service / Material | Help

All ▾ | Search Value | Search

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request

Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

In order to register new items, click Add.

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Add Item

Customer	Department	Type	Requested For
NL-test.Test b.v. ▼	▼	TAPE ▼	Customer Demo

☐ Retain data entered on add

Item Code

Expire Date 1

From Date

To Date

Event Date

Indexed Notes

Save   Close

To add an item you have to enter the following:

➢ Customer: indicate your company.

➢ Department: indicate the department to which the item must be linked.

➢ Type: select the type of item you which to add.

➢ Requested for: added by you (your username is mentioned here).

If you cross the box Retain data entered on add, the above entered choices will be retained for the next items to be added.

Add Item

Customer
NL-test.Test b.v.

☐ Retain data entered on add

Department

Type
TAPE

Requested For
Customer Demo

Item Code

Expire Date 1

From Date

To Date

Event Date

Indexed Notes

Save   Close

The next step is to enter all fields below. This is the specific content information of the item. Click Save when ready.

Add Item

Customer
NL-test.Test b.v. ▼

Department
OPS.Test Operation ▼

Type
TAPE ▼

Requested For
Customer Demo

☐ Retain data entered on add

Item Code
T1122334455

Expire Date 1
09/20/2025

From Date
09/14/2015

To Date
09/20/2015

Event Date

Indexed Notes

Save   Close

Here you see an example of a tape added for the department OPS. The item code is entered. The expire date is 2025 and the tape contains information from September 2015 (14-20).

Keep in mind: the date format is MM/DD/YYYY. Click Save to confirm. You can then add more items or you can Close this window.

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All Customers

🛒 Items On Order (1)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Status
☐ Add (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ OPS Test Operations (1)

Item Type
☐ TAPE (1)

Showing 1 - 1 of 1   ☐ Display Long Description and Item Notes   Remove All

TEST: Test b.v.   Send Order (1)

🛒 Remove
☑ Send Item
✏️ 📁 🖼️
Add for Customer Demo

Item Code: T1122334455   **FBU:** NL-test   **Customer:** TEST:Test b.v.
Department: OPS:Test Operations   **Effective Date:** 9/23/2015
Expire Date 1: 9/20/2025   **From Date:** 9/14/2015
To Date: 9/20/2015

This page will be shown. You can still remove the item, make changes to your item, manage your item or add a document to your item (for more information see as from page 16).

The added item is now placed in an order. Send Order to complete the registration.

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All Customers

🛒 Items On Order (1)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Status
☐ Add (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ OPS Test Operations (1)

Item Type
☐ TAPE (1)

Showing 1 - 1 of 1   ☐ Display Long Description and Item Notes | Remove All

TEST: Test b.v.   Send Order (1)

Complete Send Order Total Items:1

TEST Test b.v.

BU: NL-test   **Customer**: TEST:Test b.v.
s   **Effective Date**: 9/23/2015
om Date: 9/14/2015

Delivery Address

Default Delivery Address ▾	Industrieweg 19
Select Delivery Address	**Address**
	Zoeterwoude
Address	**City**
	2382 NR
State	**Zip**

Order Information

	▾
Customer Order Reference	**Select Delivery Priority**
▾	
Charge to Department	

Comments

Send   Cancel

To complete the registration, fill in the requested information. Select the delivery priority. Make sure that you select Index here if you do not want the item to be picked-up. And click Send.

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Complete Send Order Total Items:1

TEST Test b.v.

Delivery Address

TEST\OPS ⌄	Industrieweg 19
Select Delivery Address	**Address**
	Zoeterwoude
Address	**City**
	2382 NR
State	**Zip**

Order Information

	Index ⌄
Customer Order Reference	**Select Delivery Priority**
⌄	
Charge to Department	

Comments

[   ]

Send   Cancel

In this example the delivery priority is Index. This means that the registered item will not be pick-up, however this item will immediately be available in your database.

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OASIS
Information Secured

All Customers ▢

🛒 Items On Order (0)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

Customer TEST: Test b.v.

PDF ▢   Report

OASIS Netherlands

Work Order: 0243063

Due Date: 23/09/2015 17:00

Customer:	Test b.v.	Requested By:	Customer Demo
Address:	TEST\OPS	Phone:	071-5820101
	Industrieweg 19	Route:	NL-KA-UTR
	Zoeterwoude, 2382 NR		
Priority:	Index		
Notes:			

Requested For: Customer Demo

Item Code	Reference Info	Dept	Item Type / Action
T1122334455		OPS	TAPE New Item Added

Summary of Activity

  New TAPE
    1

☒   ☒   ☒

You will then see an overview of your work order. This order has a work order number and a summary of activity. This summary contains all newly registered items.

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OASIS
Information Secured

All Customers ▼

🛒 Items On Order (0)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

All ▼ | T1122334455 | Search

Item Results
Showing Page Size 20

Status
☐ Request (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)
For: Customer Demo

Department
☐ OPS Test Operations (1)

Item Type
☐ TAPE (1)

Showing 1 - 1 of 1   Sort by Item Code ▼ 🔽 🖨 📋 ▼

✏️ 📁 📄 📑 🖼️   **Item Code:** T1122334455   **FBU:** NL-test   **Customer:** TEST:Test b.v.

Pending Add 0243063 (Add)   **Department:** OPS:Test Operations   **Effective Date:** 9/23/2015
(Customer Demo)   **Expire Date 1:** 9/20/2025   **From Date:** 9/14/2015   **To Date:** 9/20/2015

This file is now added to the online database.

OASIS
Information Secured

Hello Customer Demo ▾   Log Out

All Customers ▾

🛒 Items On Order (0)

Home   Search ▾   Add   **Pick Up Request**   Service / Material   Help

All ▾ | Search Value | Search

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request

Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

To request a pick-up, click Pick Up Request. You can find this on your homepage or the taskbar.

All Customers   ▼

🛒 Items On Order (0)

OASIS
Information Secured

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

Showing 0 - 0 of 0   ☐ Display Long Description and Item Notes   Remove All

Pick Up Items

Customer	Requested For
NL-test.Test b.v. ▼	Customer Demo
Type	**Quantity**
BOX ▼	0
	Comments

Save   Close

Enter the required information. Select the customer and the type of item which has to be picked up. Then indicate the amount of items to be picked up. You can add a comment if necessary.

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OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Showing 0 - 0 of 0   ☐ Display Long Description and Item Notes   Remove All

Pick Up Items

Customer
NL-test.Test b.v.

Requested For
Customer Demo

Type
TAPE

Quantity
1

Comments
WO 0243063

Save   Close

This example shows the request for the pick-up of the newly added item on the previous pages (WO 0243063). By mentioning the WO number in the Comments, OASIS knows which items have to be picked up.

Click Save when all information is entered.

Make a new request for any other type of item or other location/contact person. Then click Close.

OASIS
Information Secured

All Customers ▼

🛒 Items On Order (1)

Home   Search ▼   Add   Pick Up Request   Service / Material   Help

Status
☐ Pick Up (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ None (1)

Item Type
☐ TAPE (1)

Showing 1 - 1 of 1   ☐ Display Long Description and Item Notes   Remove All

TEST: Test b.v   **Send Order (1)**

🛒 Remove

✏️
Pick Up for Customer Demo

Item Type: TAPE   **FBU**: NL-test   **Customer**: TEST:Test b.v.
Quantity: 1

The request for pick-up is now in your order. Open Items On Order to see an overview of your order.

You can still remove actions .

Click Send Order to confirm.

Status
☐ Pick Up (1)

FBU
☐ NL-test (1)

Customer
☐ TEST Test b.v. (1)

Department
☐ None (1)

Item Type
☐ TAPE (1)

Showing 1 - 1 of 1

☐ Display Long Description and Item Notes   Remove All

TEST: Test b.v.   Send Order (1)

st   **Customer:** TEST:Test b.v.

Complete Send Order Total Items:1

TEST Test b.v.

Delivery Address

Default Delivery Address ▾		Industrieweg 19
Select Delivery Address		Address

		Zoeterwoude
Address		City

		2382 NR
State		Zip

Order Information

		▾
Customer Order Reference		Select Delivery Priority

▾
Charge to Department

Comments

Send   Cancel

To complete the order you have to fill in your address. You can select the priority. For more information about the priority options see page 19.

Click Send to complete the order.

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All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Customer TEST: Test b.v.

PDF   Report

OASIS Netherlands

Work Order: 0243064

Due Date: 24/09/2015 17:00

Customer:	Test b.v.		Requested By:	Customer Demo
Address:	Industrieweg 19		Phone:	071-5820101
	Zoeterwoude, 2382 NR		Customer Refere:	WO 0243063
			Route:	NL-KA-UTR
Priority:	Delivery - Normal			

Notes:

No Items to Report

Summary of Activity

Non-Itemized
Pickup TAPE
    1

You will then see an overview of your work order. This order has a work order number and a summary of activity. This summary contains all items to be picked-up. The OASIS Planning Department will contact you to communicate a date of pick-up.

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OASIS
Information Secured

All Customers   ▼

🛒 Items On Order (0)

Home | Search ▾ | Add | Pick Up Request | Service / Material | Help

All ▾ | Search Value | Search

Search
Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add
Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request
Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material
Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help
Help and documentation on client web access.

By clicking on Service/Material you can request materials like empty boxes, file folders, etc.

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Service / Material

Customer
NL-test.Test b.v. ▼

Department
▼

Requested For
Customer Demo

Service / Material
SL-SMLBC - Labels files ▼

Quantity
0

Comments

Save   Close

Once you have chosen for Service/Material, this window will be shown.

➤ Customer: this is your company.

➤ Department: this is the department for which you want to order materials.

➤ Service/Material: indicate the type of material you would like to order.

➤ Quantity: indicate the quantity you would like to order.

➤ Comments: If you have any additional information you can add it here.

Make a new order for each new type of material to be ordered.

Click Save to confirm. Then click Close.

OASIS
Information Secured

All Customers   ▾

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Showing 0 - 0 of 0   ☐ Display Long Description and Item Notes   Remove All

Service / Material

Customer	Department	Requested For
NL-test.Test b.v. ▾	▾	Customer Demo

Service / Material   Quantity

SL-S1BOX - Box S1   ▾   100

Comments

Save   Close

This is an order for 100 Boxes type S1. Click Save to confirm.

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All Customers

Items On Order (2)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Status
☐ Service / Material (2)

FBU
☐ NL-test (2)

Customer
☐ TEST Test b.v. (2)

Department
☐ None (2)

Showing 1 - 2 of 2   ☐ Display Long Description and Item Notes   Remove All

TEST: Test b.v   Send Order (2)

Remove

Service / Material for Customer Demo

Service / Material: SL-S1BOX   **FBU**: NL-test
Customer: TEST:Test b.v.   **Quantity**: 100

Remove

Service / Material for Customer Demo

Service / Material: SL-SMLBC   **FBU**: NL-test
Customer: TEST:Test b.v.   **Quantity**: 200

If you click Items on Order, you will see an overview of your order. Both the Labels and the Boxes are in the chart. To complete the order click Send Order to complete.

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OASIS
Information Secured

Home   Search ▾   Add   Pick Up Reque

All Customers ▾

Status
☐ Service / Material (2)

FBU
☐ NL-test (2)

Customer
☐ TEST Test b.v. (2)

Department
☐ None (2)

play Long Description and Item Notes   Remove All

TEST: Test b.v.   Send Order (2)

FBU: NL-test
uantity: 100

FBU: NL-test
uantity: 200

Complete Send Order Total Items:2

TEST Test b.v.

Delivery Address

Default Delivery Address ▾	Industrieweg 19
Select Delivery Address	Address
	Zoeterwoude
Address	City
	2382 NR
State	Zip

Order Information

	▾
Customer Order Reference	Select Delivery Priority

▾
Charge to Department

Comments

Send   Cancel

In order to know where OASIS has to deliver the items you have to enter your address. Make sure that you select the right delivery priority. You can find more information about delivery priority on page 19.

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OASIS
Information Secured

Hello Customer Demo ▼   Log Out

All Customers   [▼]

🛒 Items On Order (2)

Home   Search ▼   Add   Pick Up Reque...

Status
☐ Service / Material (2)

FBU
☐ NL-test (2)

Customer
☐ TEST Test b.v. (2)

Department
☐ None (2)

play Long Description and Item Notes   Remove All

TEST: Test b.v.   Send Order (2)

FBU: NL-test
uantity: 100

FBU: NL-test
uantity: 200

Complete Send Order Total Items:2

TEST Test b.v.

Delivery Address

Default Delivery Address [▼]	Industrieweg 19
Select Delivery Address	Address
	Zoeterwoude
Address	City
	2382 NR
State	Zip

Order Information

	Delivery - Rush [▼]
Customer Order Reference	Select Delivery Priority
[▼]	
Charge to Department	

Comments

[   ]

Send   Cancel

When your request is urgent, indicate Delivery Rush. For any rush delivery contact the OASIS Client Care Team. For a normal delivery, the OASIS Planning department will contact you. Click Send to confirm your order.

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OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

Customer TEST: Test b.v.

PDF ⌄   Report

OASIS Netherlands

Work Order: 0243065

Due Date: 23/09/2015 17:00

EXPR

Customer:	**Test b.v.**	Requested By:	Customer Demo	
Address:	Industrieweg 19	Phone:	071-5820101	
	Zoeterwoude, 2382 NR	Route:	NL-KA-UTR	
Priority:	Delivery - Rush			
Notes:				

Requested For: Customer Demo

Quantity	Description	Dept	Action
100.00	SL-S1BOX - Box S1		
200.00	SL-SMLBC - Labels files		

Once the request is completed you will be able to view the work order. This shows the work order number and gives you an overview of your ordered materials. This page can be saved in different formats.

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Log Out

Hello Customer Demo ▾   Log Out

OASIS
Information Secured

All Customers

🛒 Items On Order (0)

Home   Search ▾   Add   Pick Up Request   Service / Material   Help

All ▾   Search Value   Search

Search

Search all record types (i.e., boxes, files and media). Request pick-up or delivery based on search results.

Advanced Inventory
Single Item Search

Add

Create inventory of records (i.e., boxes, files, and media) for pick-up.

Pick Up Request

Request non-itemized pick-up of records (i.e., boxes, files and media).

Service / Material

Request materials (i.e., empty boxes, file folders, labels or media tapes).

Help

Help and documentation on client web access.

There are two ways to log out. The first one is to click Log Out.

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The second option is to click Hello Customer Name. In the dropdown list you can select Log Out.

If you have any further questions, please contact the OASIS Client Care Team.

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