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**IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE CONTACT US:  
RENO 775.785.2365  
VEGAS 702.643.7667**

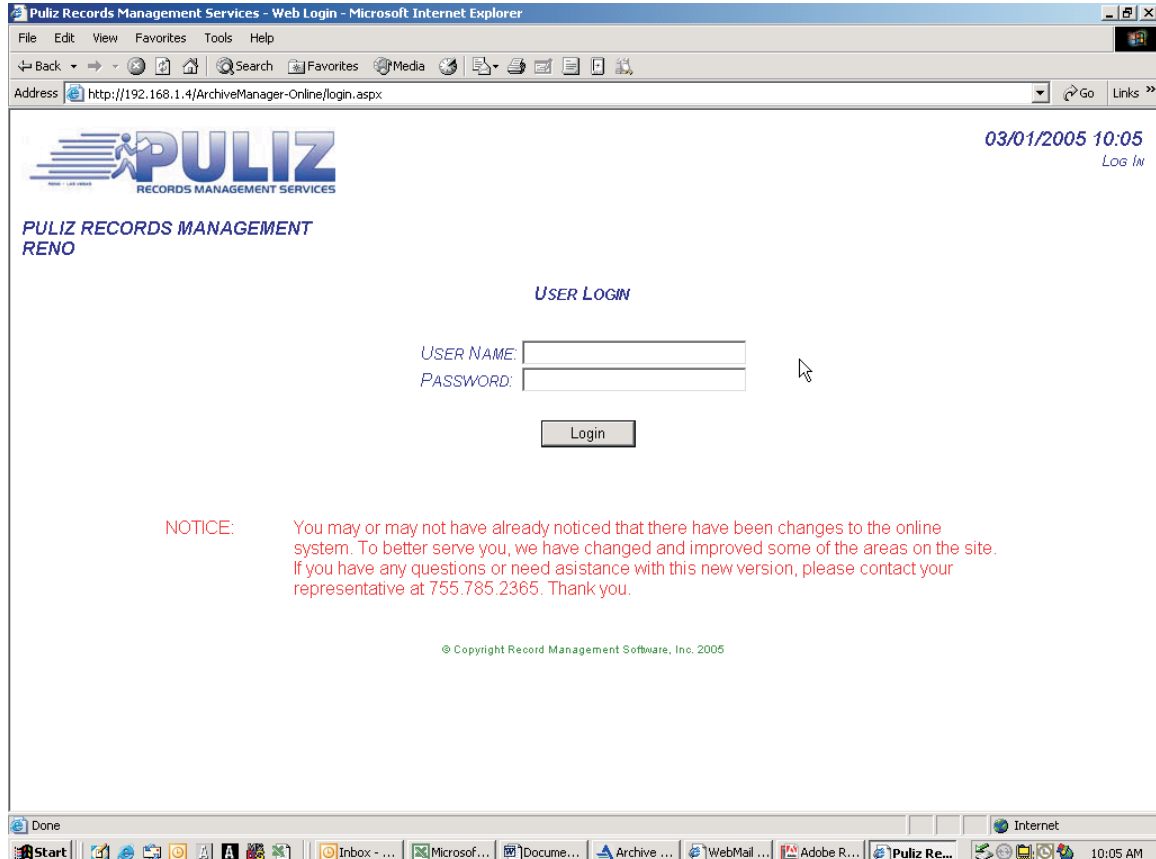
## INITIAL LOG ON SCREEN

**THIS WILL BE YOUR LOG ON SCREEN. IF YOU ARE A USER OF OUR PREVIOUS INTERNET ACCESS VERSION, YOUR USER NAME IS YOUR CURRENT USER ID AND YOUR PASSWORD IS STILL YOUR CURRENT PASSWORD.**

**IF YOU DO NOT HAVE AN EXISTING USER NAME OR PASSWORD, PLEASE CONTACT US AND WE CAN ASSIST YOU IN SETTING UP AN ACCOUNT.**

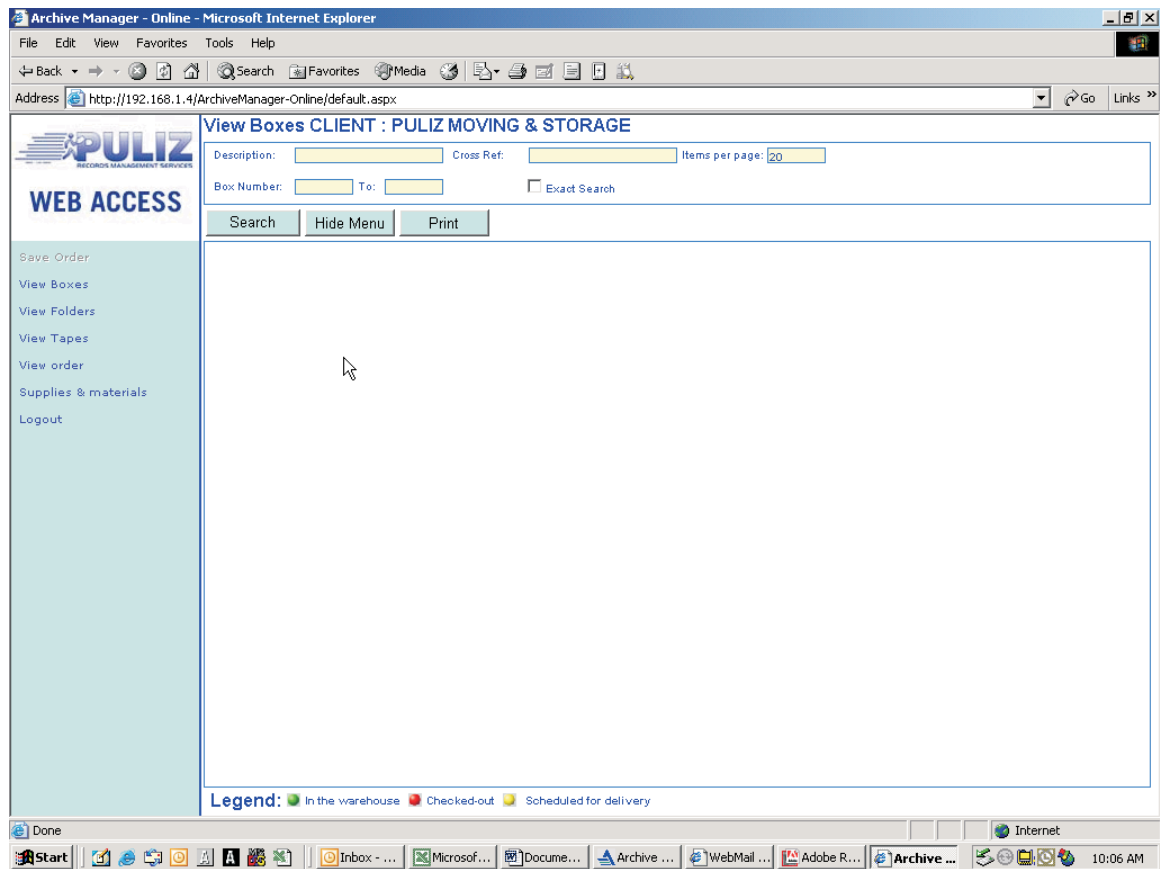
**THE WEB SITE ADDRESS FOR RENO CLIENTS IS  
HTTP://WWW.PULIZ.COM/ACCESSRENO**

**THE WEBSITE ADDRESS FOR LAS VEGAS CLIENTS IS  
HTTP://WWW.PULIZ.COM/ACCESSLV**



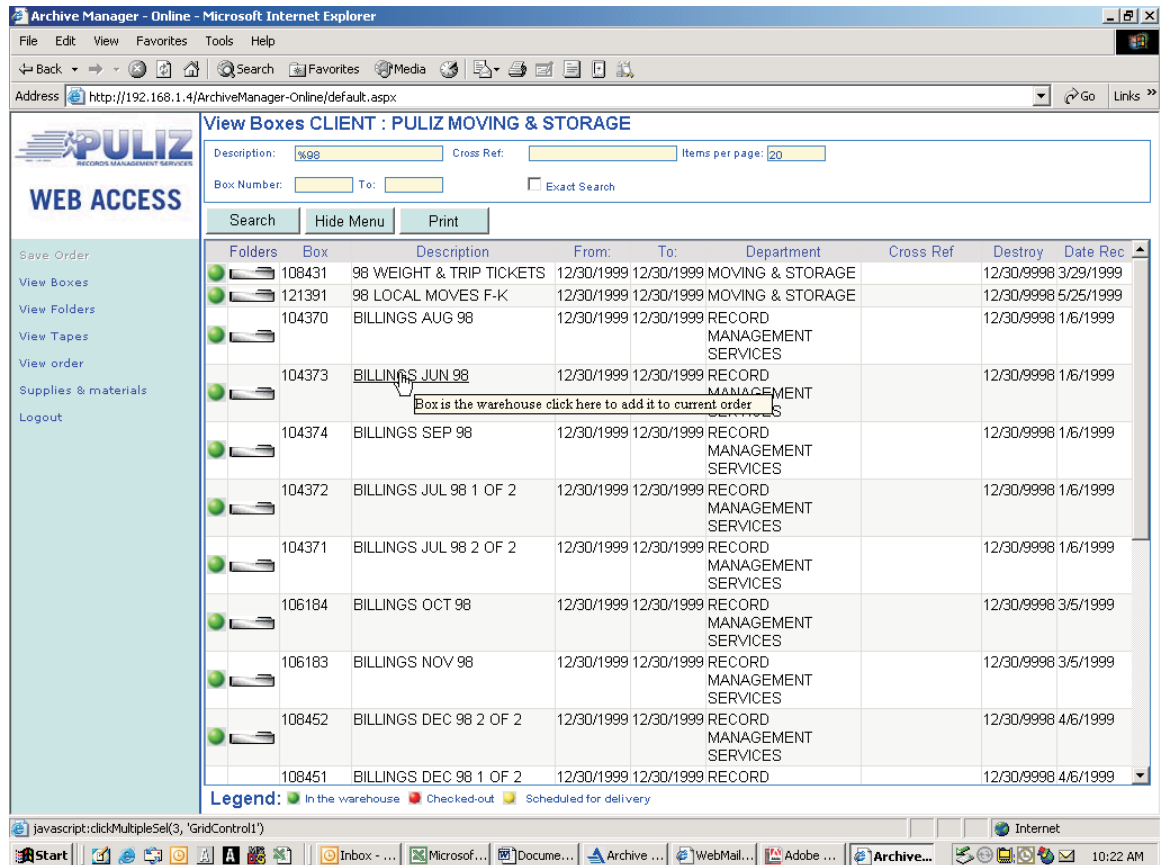
## INITIAL SELECTION SCREEN

IN THIS SCREEN EITHER SELECT “VIEW BOXES” OR “VIEW FOLDERS” DEPENDING ON IF YOU WANT TO CHECK OUT BOXES OR FOLDERS. SELECT “SUPPLIES & MATERIALS” TO ORDER NEW BOXES OR BOX LABELS.



## CHECKING OUT BOXES

**IF YOU ARE CHECKING OUT BOXES, PLEASE SEARCH BY THE OPTIONS PROVIDED (BOX DESCRIPTION, BOX NUMBER, ETC.). ONCE YOU HAVE FOUND THE BOX YOU WANT DELIVERED SIMPLY SELECT IT BY CLICKING THE BOX NUMBER.**



**REPEAT THESE STEPS FOR ANY ADDITIONAL BOXES NEEDED. THE COLOR OF THE BALL SHOULD CHANGE AS SHOWN ON THE NEXT PAGE.**

## COLOR CHANGE INDICATOR OF SELECTED ITEM SCREEN

Archive Manager - Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://192.168.1.4/ArchiveManager-Online/default.aspx

### View Boxes CLIENT : PULIZ MOVING & STORAGE

Description:  Cross Ref:  Items per page:

Box Number:  To:   Exact Search

Search Hide Menu Print

Folders	Box	Description	From:	To:	Department	Cross Ref	Destroy	Date Rec
	108431	98 WEIGHT & TRIP TICKETS	12/30/1999	12/30/1999	MOVING & STORAGE		12/30/9998	3/29/1999
	121391	98 LOCAL MOVES F-K	12/30/1999	12/30/1999	MOVING & STORAGE		12/30/9998	5/25/1999
	104370	BILLINGS AUG 98	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	1/6/1999
	104373	BILLINGS JUN 98	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	1/6/1999
	104374	BILLINGS SEP 98	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	1/6/1999
	104372	BILLINGS JUL 98 1 OF 2	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	1/6/1999
	104371	BILLINGS JUL 98 2 OF 2	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	1/6/1999
	106184	BILLINGS OCT 98	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	3/5/1999
	106183	BILLINGS NOV 98	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	3/5/1999
	108452	BILLINGS DEC 98 2 OF 2	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	4/6/1999
	108451	BILLINGS DEC 98 1 OF 2	12/30/1999	12/30/1999	RECORD		12/30/9998	4/6/1999

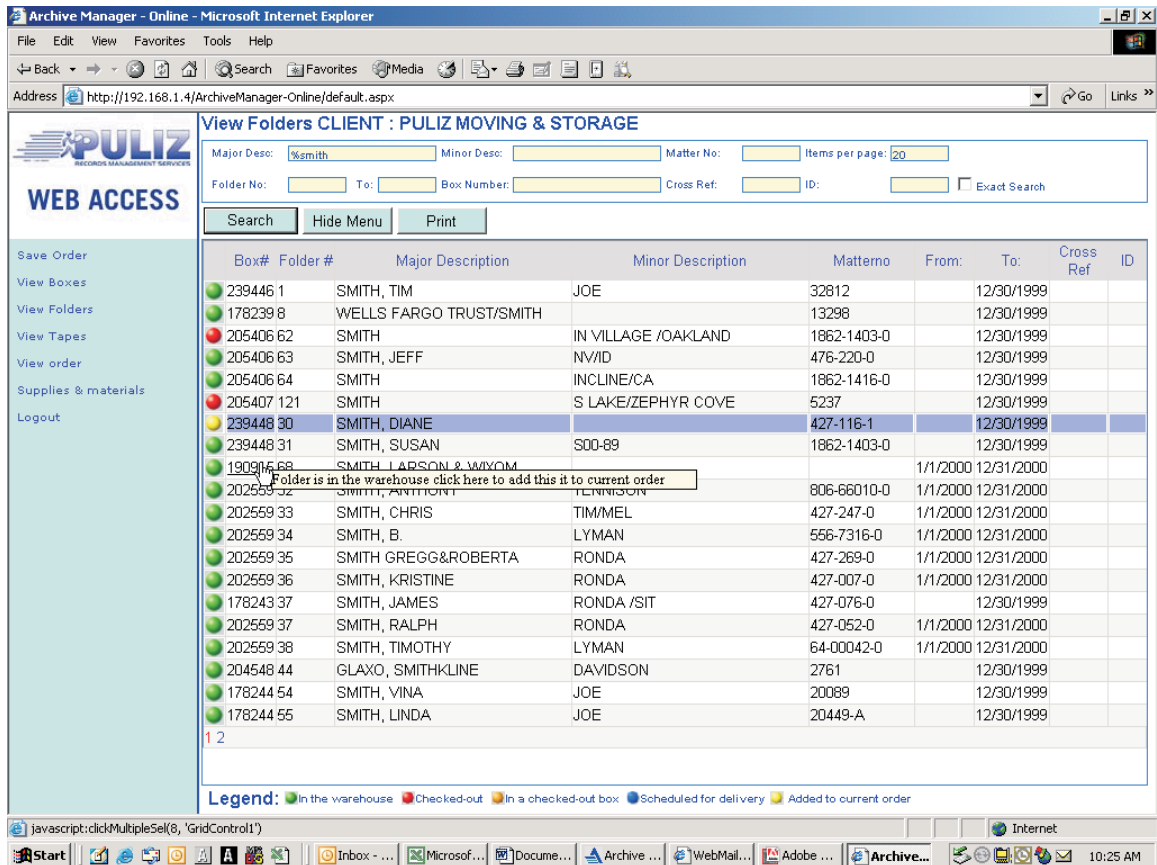
Legend: In the warehouse Checked-out Scheduled for delivery

Done

Start | Internet | Archive... | WebMail... | Adobe... | Archive... | 10:23 AM

## CHECKING OUT FOLDERS

IF YOU ARE CHECKING OUT FOLDERS, PLEASE SEARCH BY THE OPTIONS PROVIDED (MAJOR DESCRIPTION, ETC.). ONCE YOU'VE FOUND THE FOLDERS THAT YOU WANT DELIVERED, ,SIMPLY SELECT THEM BY CLICKING ANYWHERE ON THE FOLDER FOUND. THE COLOR OF THE BALL WILL CHANGE. REPEAT THESE STEPS FOR ADDITIONAL FOLDERS.



The screenshot shows a web browser window titled "Archive Manager - Online - Microsoft Internet Explorer". The address bar shows "http://192.168.1.4/ArchiveManager-Online/default.aspx". The page content includes a search interface and a table of folders.

**View Folders CLIENT : PULIZ MOVING & STORAGE**

Major Desc: %smith Minor Desc: Matter No: Items per page: 20  
 Folder No: To: Box Number: Cross Ref: ID:  Exact Search

Buttons: Search, Hide Menu, Print

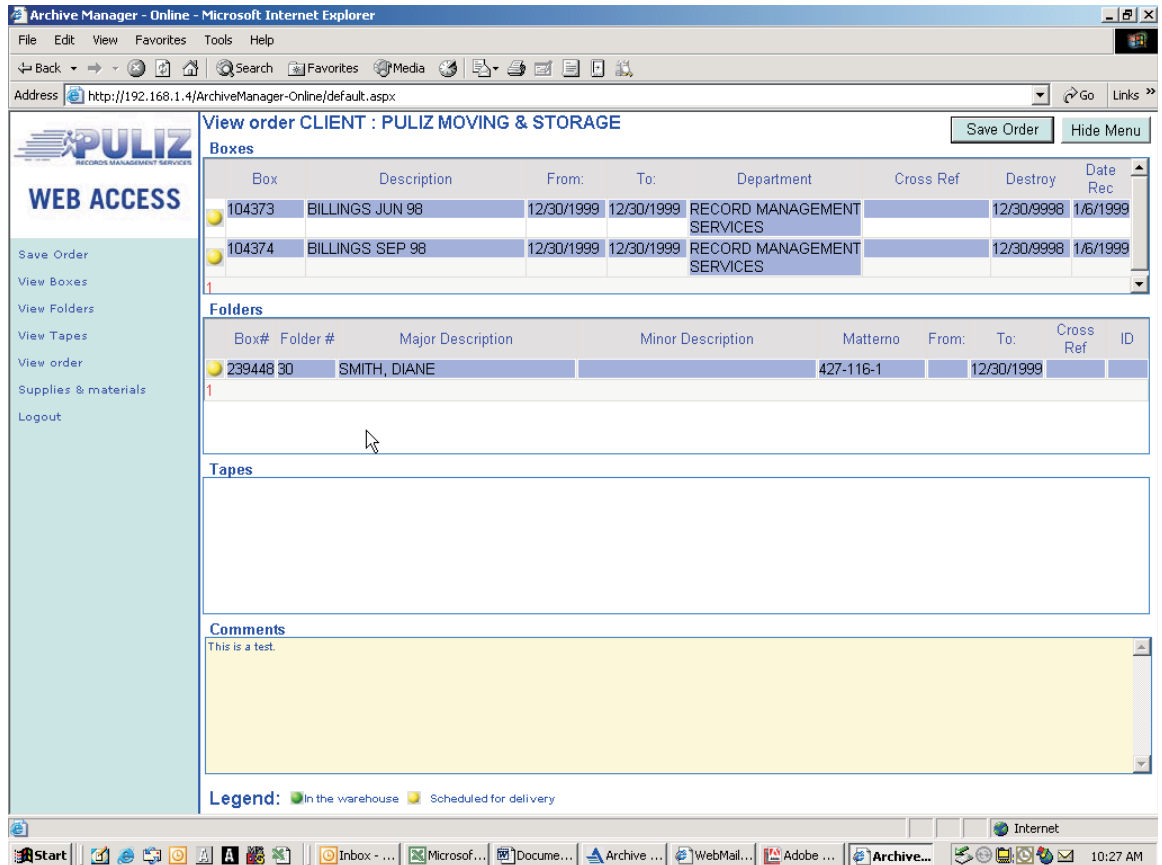
Box#	Folder #	Major Description	Minor Description	Matterno	From:	To:	Cross Ref	ID
239446	1	SMITH, TIM	JOE	32812		12/30/1999		
178239	8	WELLS FARGO TRUST/SMITH		13298		12/30/1999		
205406	62	SMITH	IN VILLAGE /OAKLAND	1862-1403-0		12/30/1999		
205406	63	SMITH, JEFF	NV/ID	476-220-0		12/30/1999		
205406	64	SMITH	INCLINE/CA	1862-1416-0		12/30/1999		
205407	121	SMITH	S LAKE/ZEPHYR COVE	5237		12/30/1999		
239448	30	SMITH, DIANE		427-116-1		12/30/1999		
239448	31	SMITH, SUSAN	S00-89	1862-1403-0		12/30/1999		
1909168	68	SMITH, LARSON & WYOM			1/1/2000	12/31/2000		
202559	32	SMITH, ANTHONY	TELEVISION	806-66010-0	1/1/2000	12/31/2000		
202559	33	SMITH, CHRIS	TIM/MEL	427-247-0	1/1/2000	12/31/2000		
202559	34	SMITH, B.	LYMAN	556-7316-0	1/1/2000	12/31/2000		
202559	35	SMITH GREGG&ROBERTA	RONDA	427-269-0	1/1/2000	12/31/2000		
202559	36	SMITH, KRISTINE	RONDA	427-007-0	1/1/2000	12/31/2000		
178243	37	SMITH, JAMES	RONDA /SIT	427-076-0		12/30/1999		
202559	37	SMITH, RALPH	RONDA	427-052-0	1/1/2000	12/31/2000		
202559	38	SMITH, TIMOTHY	LYMAN	64-00042-0	1/1/2000	12/31/2000		
204548	44	GLAXO, SMITHKLINE	DAVIDSON	2761		12/30/1999		
178244	54	SMITH, VINA	JOE	20089		12/30/1999		
178244	55	SMITH, LINDA	JOE	20449-A		12/30/1999		

Legend: ● In the warehouse ● Checked-out ● In a checked-out box ● Scheduled for delivery ● Added to current order

**NOTE: USE A “%” SYMBOL TO CONDUCT WILDCARD SEARCHES, I.E. %SMITH OR SMITH%**

## REVIEWING YOUR ORDER/COMMENTS

SELECT "VIEW ORDER" TO REVIEW YOUR ORDER AND SEND A MESSAGE TO A PULIZ STAFF MEMBER.



The screenshot shows a web browser window titled "Archive Manager - Online - Microsoft Internet Explorer". The address bar shows "http://192.168.1.4/ArchiveManager-Online/default.aspx". The main content area displays "View order CLIENT : PULIZ MOVING & STORAGE" with "Save Order" and "Hide Menu" buttons.

**Boxes**

Box	Description	From:	To:	Department	Cross Ref	Destroy	Date Rec
104373	BILLINGS JUN 98	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	1/6/1999
104374	BILLINGS SEP 98	12/30/1999	12/30/1999	RECORD MANAGEMENT SERVICES		12/30/9998	1/6/1999

**Folders**

Box#	Folder #	Major Description	Minor Description	Matterno	From:	To:	Cross Ref	ID
239448	30	SMITH, DIANE		427-116-1	12/30/1999			

**Tapes**

**Comments**

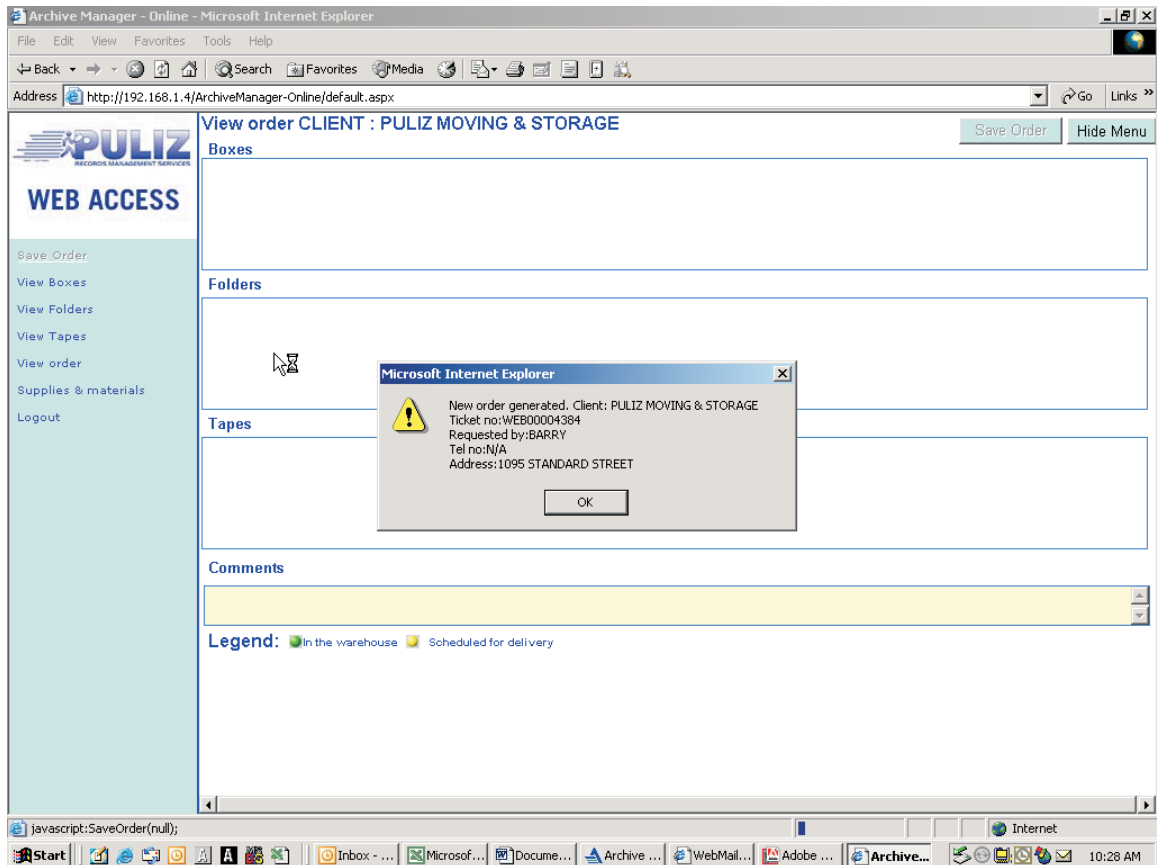
This is a test.

**Legend:** ● In the warehouse ● Scheduled for delivery

NOTE: PRINT THIS PAGE IN A LANDSCAPE ORIENTATION IF YOU WISH TO HAVE A RECORD OF WHAT WAS REQUESTED.

## SUBMITTING YOUR ORDER

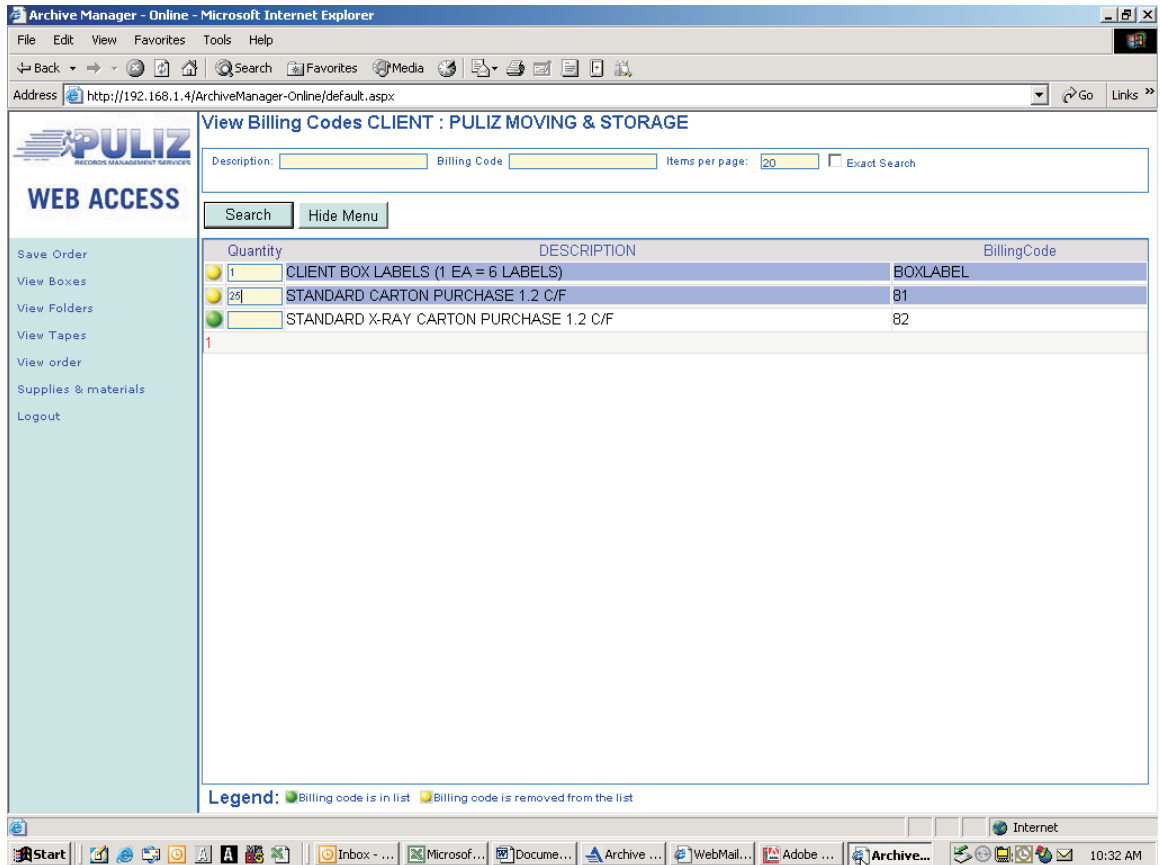
TO SUBMIT YOUR ORDER, SELECT "SAVE ORDER". YOUR ORDER WILL BE DELIVERED TO PULIZ RECORDS MANAGEMENT FOR PROCESSING.





## ORDERING SUPPLIES & MATERIALS

SELECT "SUPPLIES & MATERIALS" AND INPUT QUANTITIES THAT YOU DESIRE. SELECT "SAVE ORDER" TO SUBMIT TO PULIZ.



The screenshot shows a web browser window titled "Archive Manager - Online - Microsoft Internet Explorer". The address bar shows the URL: `http://192.168.1.4/ArchiveManager-Online/default.aspx`. The page content is titled "View Billing Codes CLIENT : PULIZ MOVING & STORAGE".

On the left side, there is a "WEB ACCESS" menu with the following items: Save Order, View Boxes, View Folders, View Tapes, View order, Supplies & materials, and Logout. The "Supplies & materials" item is highlighted.

The main content area displays a table of billing codes. At the top, there are search fields for "Description:", "Billing Code", and "Items per page: 20". There are also "Search" and "Hide Menu" buttons.

Quantity	DESCRIPTION	BillingCode
1	CLIENT BOX LABELS (1 EA = 6 LABELS)	BOXLABEL
26	STANDARD CARTON PURCHASE 1.2 C/F	81
	STANDARD X-RAY CARTON PURCHASE 1.2 C/F	82

Below the table, there is a "Legend:" section with two items: a green circle followed by "Billing code is in list" and a yellow circle followed by "Billing code is removed from the list".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "10:32 AM".

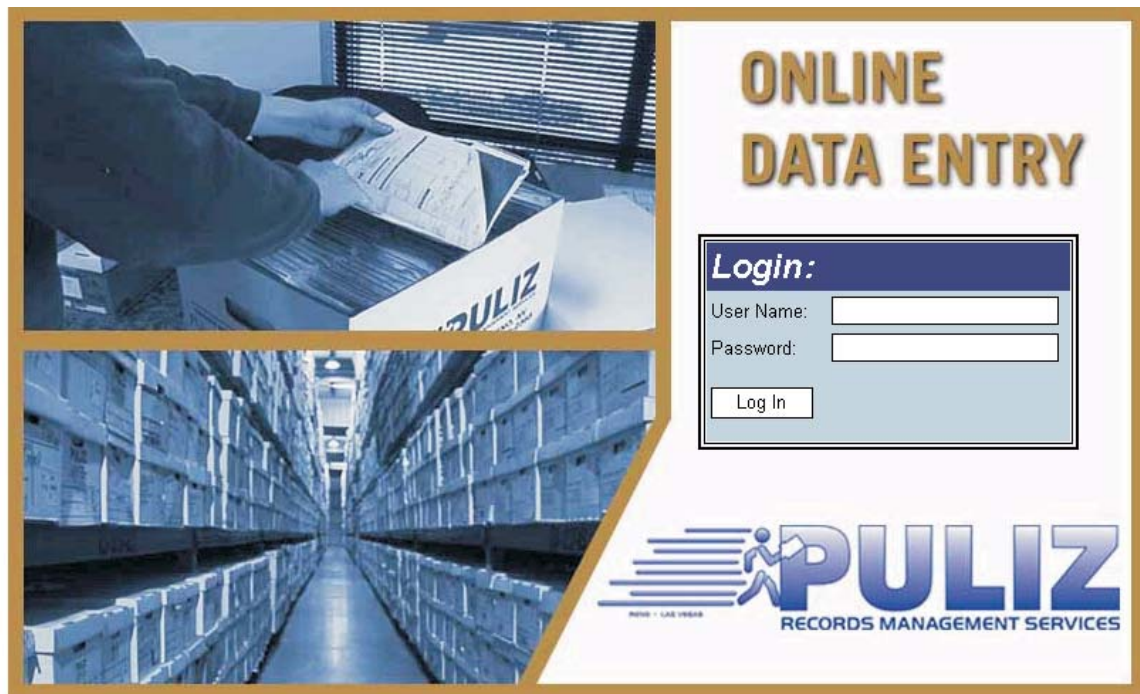
## INITIAL LOG ON SCREEN

THIS IS YOUR INITIAL LOGIN SCREEN THAT CAN BE ACCESSED AT THE FOLLOWING WEB ADDRESSES:

RENO: [HTTP://WWW.PULIZ.COM/DATAENTRYRENO](http://www.puliz.com/dataentryreno)

LAS VEGAS: [HTTP://WWW.PULIZ.COM/DATAENTRYLV](http://www.puliz.com/dataentrylv)

SIMPLY ENTER YOUR ASSIGNED USER NAME AND PASSWORD AND SELECT “LOG IN”.



**ONLINE  
DATA ENTRY**

**Login:**

User Name:

Password:

**PULIZ**  
RECORDS MANAGEMENT SERVICES  
RENO • LAS VEGAS

## CREATING A NEW BATCH

A BATCH CAN BE A SINGLE BOX, A GROUP OF BOXES, OR AN ENTIRE DAY'S WORK. TO START A NEW BATCH, CLICK "NEW BATCH".

AM Record Center / PULIZ MOVING

### Existing Batch(es):

Batch No.:	Date of Creation:	Last Modified:		
129	1/3/2005 1:42:07 PM	2/22/2005 10:34:01 AM	Edit	Delete
153	1/25/2005 10:52:57 AM	2/28/2005 10:19:46 AM	Edit	Delete
197	3/1/2005 1:52:02 PM	3/1/2005 1:52:02 PM	Edit	Delete
1				

New Batch

Delete All

Log Out

## ENTERING BOXES

THIS SCREE ALLOWS YOU TO INPUT INFORMATION REGARDING THE BOX, I.E. BOX NUMBER, DESCRIPTION, DESTRUCTION DATE, COMMENTS, ETC. THE BOX NUMBER IS PROVIDED TO YOU BY PULIZ WHEN WE SEND YOU BAR-CODED LABELS. SELECT "SAVE AND NEW" IF YOU WISH TO ADD OTHER BOXES WITHOUT CATALOGING FOLDERS IN THE BOX. SELECT "ADD FOLDER TO BOX" IF YOU WISH TO CATALOG FOLDERS IN THAT BOX.

AM Record Center / PULIZ MOVING

### New Box Details:

Box#\*  Fields marked with \* are mandatory

Department #:  Destroy Date:\*

From Date:  (mm/dd/yyyy) To Date:

Description:

Record Title:

Location:

Cross Reference: Ref. no.1:  Ref. no.2:

Comments:

Save Save & New Add Folder in Box Cancel

## ADDING FOLDERS TO A BOX

INPUT FOLDER INFORMATION SUCH AS ID, MATTER NUMBER, MAJOR DESCRIPTION, AND MINOR DESCRIPTION. YOU CAN ALSO INPUT UNIQUE FOLDER DESTRUCTION DATES AND COMMENTS.

SELECT “SAVE AND NEW” IF YOU WANT TO ADD MORE FOLDERS. SELECT SAVE TO RETURN TO THE BOX MENU.

AM Record Center / PULIZ MOVING

### New Folder Details:

Fields marked with \* are mandatory

Folder# (1 to 999)*	<input type="text" value="1"/>	ID:	<input type="text"/>	Box#	<input type="text" value="123456"/>
Matter No:	<input type="text"/>	Department #:	<input type="text"/>	Destroy Date:	<input type="text" value="12/31/9998"/>
Major Description:*	<input type="text"/>	Cross Reference: Ref. no.1:	<input type="text"/>	Ref. no.2:	<input type="text"/>
Minor Description:	<input type="text"/>	From Date:	<input type="text"/>	(mm/dd/yyyy)	
		To Date:	<input type="text"/>		
Comments:	<input type="text"/>				

## ADDING TO OR EDITING A BATCH

TO PICK UP WHERE YOU LEFT OFF ON A BATCH, SIMPLY SELECT “EDIT” FROM THIS SCREEN ON THE BATCH THAT YOU WERE WORKING ON.

AM Record Center / PULIZ MOVING

### Existing Batch(es):

Batch No.:	Date of Creation:	Last Modified:		
129	1/3/2005 1:42:07 PM	2/22/2005 10:34:01 AM	Edit	Delete
153	1/25/2005 10:52:57 AM	2/28/2005 10:19:46 AM	Edit	Delete
197	3/1/2005 1:52:02 PM	3/1/2005 1:52:02 PM	Edit	Delete
1				

New Batch

Delete All

Log Out

MAKE THE APPROPRIATE SELECTION IN THIS SCREEN TO ADD FOLDERS TO AN EXISTING BOX OR ADD NEW BOXES TO AN EXISTING BATCH.

AM Record Center / PULIZ MOVING

**Batch No.: 197**

Boxes in the Batch:

Box #:	Description:				
123456	TEST BOX	Edit	Delete	Add Folder	Show Folders
1					

Create New Box

Send To Record Center

Preview

Go To Main Page

Delete All

(For Printable Version)

## SENDING A BATCH

ONCE YOU HAVE FINISHED WITH YOUR BATCH, SELECT “SEND TO RECORD CENTER” AND YOUR BATCH WILL BE SENT TO PULIZ RECORDS MANAGEMENT FOR PROCESSING.

### AM Record Center / PULIZ MOVING

**Batch No.: 197**

Boxes in the Batch:

Box #:	Description:				
123456	TEST BOX	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Add Folder</a>	<a href="#">Show Folders</a>
1					

[Create New Box](#)

[Send To Record Center](#)

[Preview](#)

[Go To Main Page](#)

[Delete All](#)

(For Printable Version)