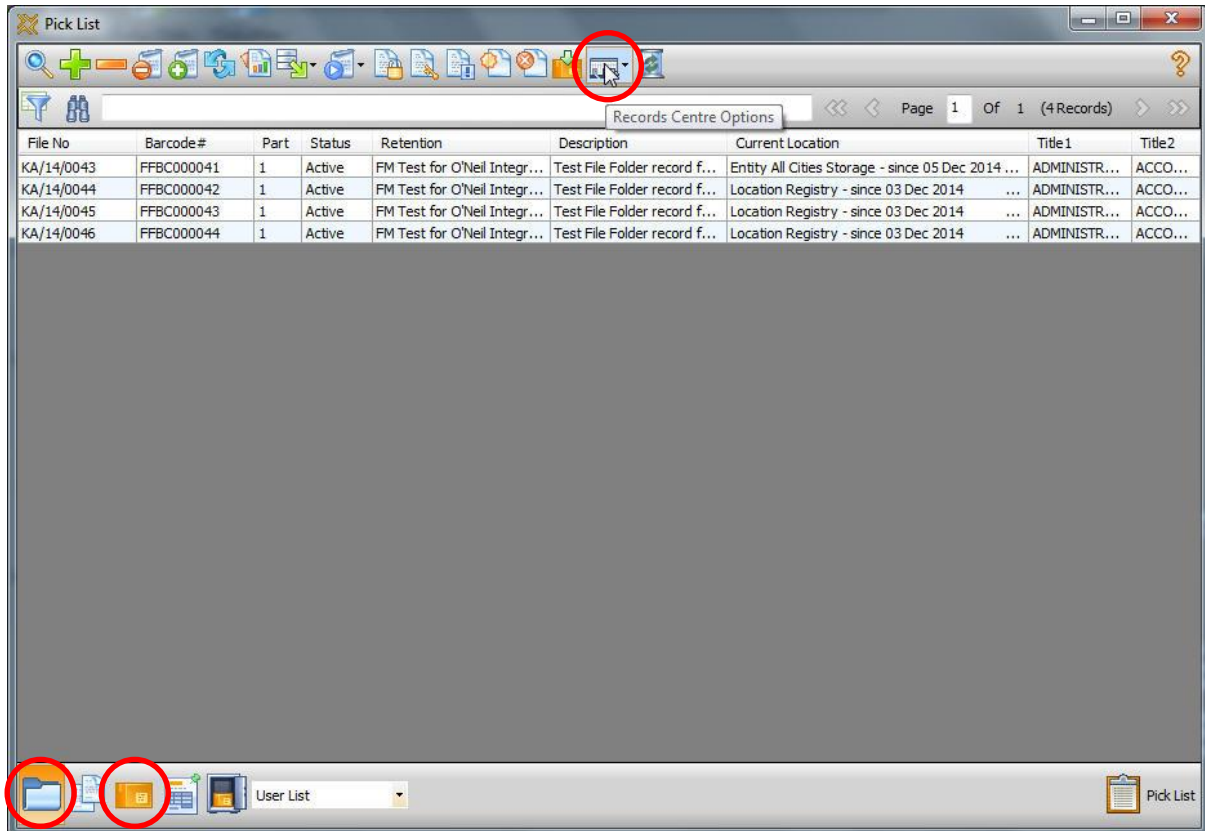




RecFind 6 oneilBridge™ Integration

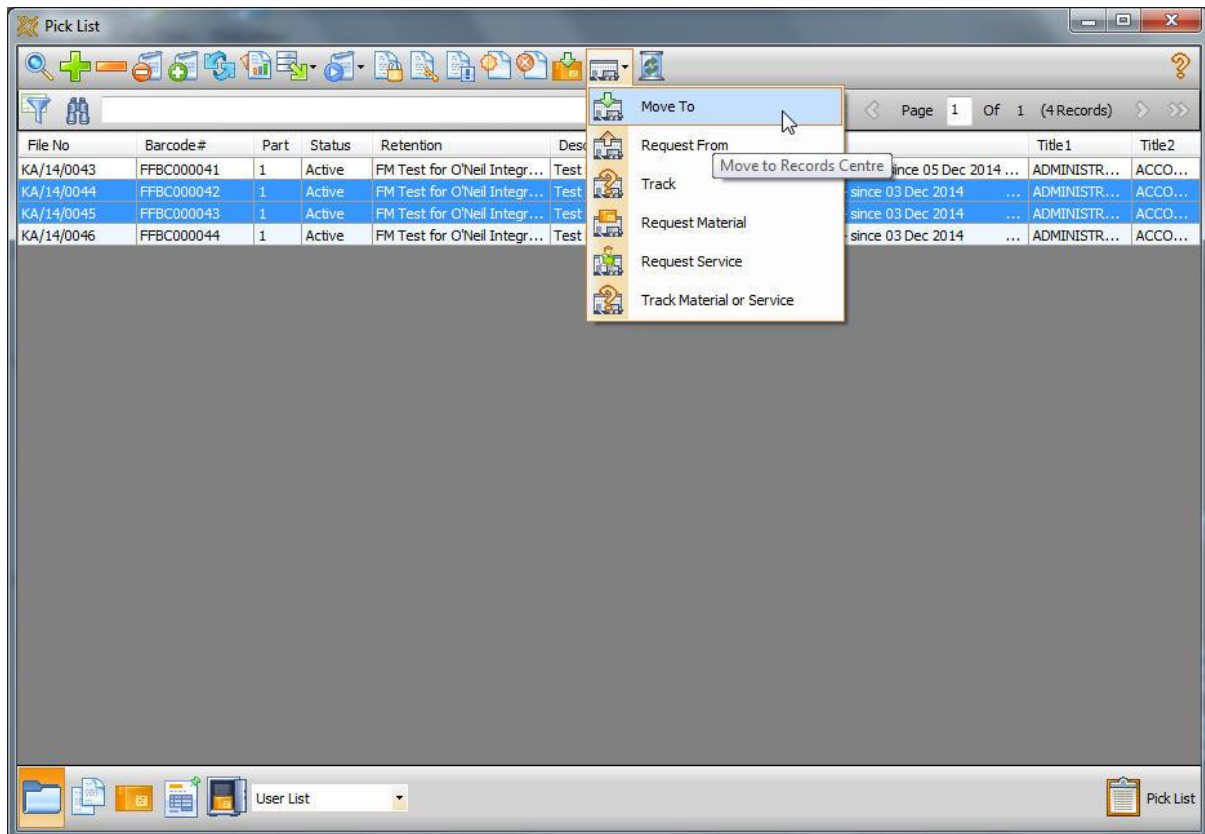
The RecFind 6 oneilBridge integration implements a full set of records centre functionality within the RecFind 6 PickList function.



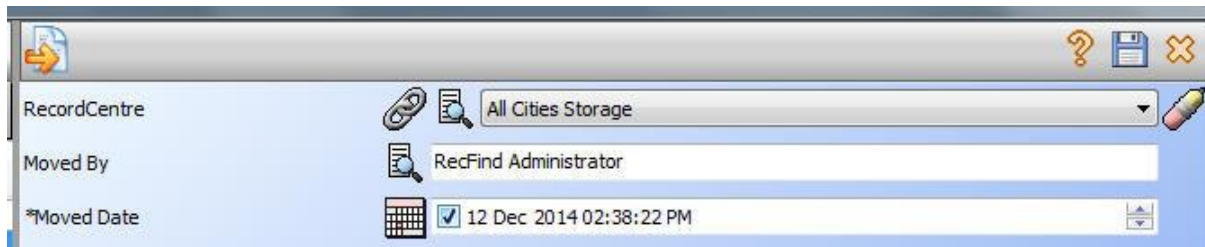
You can process either File Folders or Archive boxes, sending them to the records centre or retrieving them from the records centre.



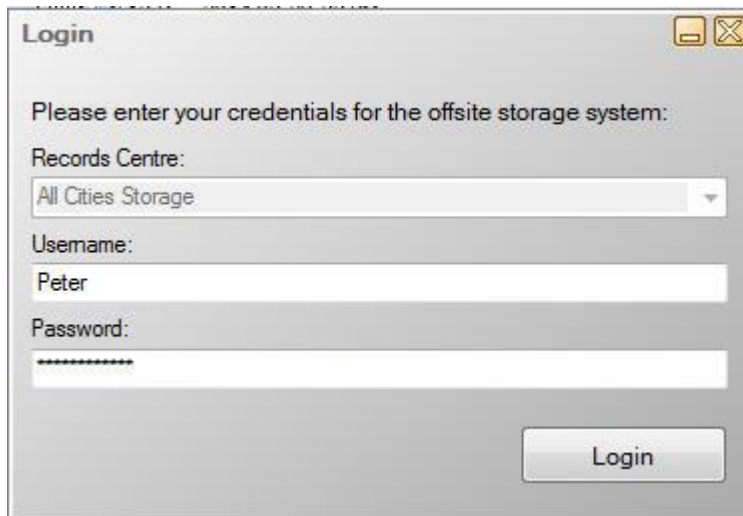
For example, select one or more File Folders to move to the storage centre and click “Move to”



Select the records centre to move to

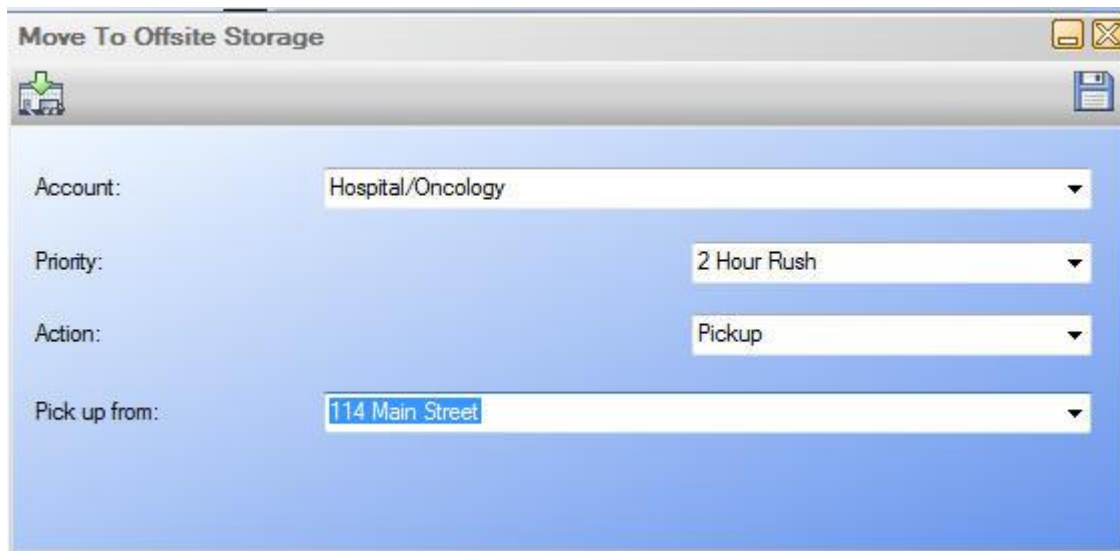


Log in (only the first time you use the functionality) ensuring that only authorized personnel can complete these transactions.



A dialog box titled "Login" with a close button in the top right corner. The text inside reads "Please enter your credentials for the offsite storage system:". Below this, there are three input fields: "Records Centre:" with a dropdown menu showing "All Cities Storage"; "Username:" with a text box containing "Peter"; and "Password:" with a text box containing a series of asterisks. A "Login" button is located at the bottom right of the dialog.

Select the details

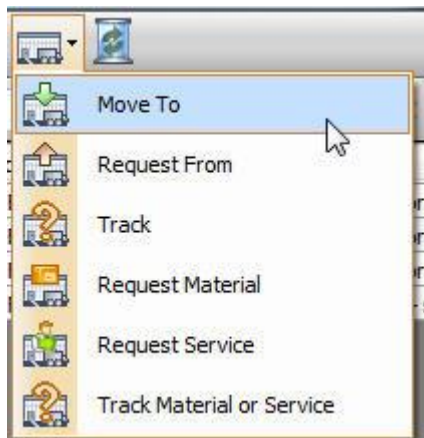


A dialog box titled "Move To Offsite Storage" with a close button in the top right corner. The dialog has a blue background and a save icon in the top right. It contains four dropdown menus: "Account:" with "Hospital/Oncology" selected; "Priority:" with "2 Hour Rush" selected; "Action:" with "Pickup" selected; and "Pick up from:" with "114 Main Street" selected. A small icon of a building with a green arrow is visible on the left side of the dialog.

Click save to complete the transaction.

Transaction List

The transactions available are:



- Move File Folders to the records centre
- Move Archive Boxes to the records centre
- Request a return of File Folders from the records centre
- Request a return of Archive Boxes from the records centre
- Track and display the status of any move or request transaction
- Request Material/Supplies from the records centre
- Request Services from the records centre
- Track the status of any Material or Service request