



**TOTAL RECALL™**  
**SOFTWARE**

*≡ BY DHS WORLDWIDE*

# Larson Records Online Web Portal Training



# Training Outline

- Login Screen
- Request Delivery
- Request Pick-Up
- Destruction Requests
- Submitting Orders
- Additional Information



# Login Screen/Home Page

- You will receive a login and password
- Enter Screen Name
- Enter password



## Security Control Form

### Please Log-In

User ID

Password

Log In

Clear

# Requesting Files/Cartons

- Open Search Bar
- Choose “Advanced Search”
- You can skip the 2<sup>nd</sup> line “Specific Storage Type”
- You can choose the status of the container/file but can also leave this field blank



[Search](#) [User](#) [Add](#) [Reports](#) [Help](#) [Log Out](#)

Current Customer LARSON DEMO Current User KEVIN CLARK

Advanced Search Criteria

Limit search for items ...

of a specific type

of a specific storage type

in a specific status  In  Out  Permed Out  Destroyed

Order By

Requested For

Page Size

Advanced Search Fields

| Reference                              | Operation                           | Value                               |                              |
|--|-------------------------------------|-------------------------------------|------------------------------|
| <input type="text" value="Item Code"/> | <input type="text" value="Equals"/> | <input type="text" value="693975"/> | <input type="checkbox"/> And |

Command Bar

[Clear Input](#) [Search](#) [New Search](#) [Import from file](#) [Clear Results](#) [Select All](#) [View Order](#)

# Requesting Files/Cartons

- Choose How You Would Like To Search. Item Code=Barcode
- 'Requested by' should automatically default
- Enter carton/file barcode in 'value field'
- Click 'New Search'

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Records Management Software

Search User Add Reports Help Log Out

Current Customer LARSON DEMO Current User KEVIN CLARK

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Advanced Search Fields

| Reference                              | Operation                           | Value                               |                              |
|--|-------------------------------------|-------------------------------------|------------------------------|
| <input type="text" value="Item Code"/> | <input type="text" value="Equals"/> | <input type="text" value="693975"/> | <input type="checkbox"/> And |

Command Bar

Clear Input Search New Search Import from file Clear Results Select All View Order

# Requesting Files/Cartons

- Choose 'Delivery' circle
- Select 'Retrieve'
- Return to 'Item Code' field and enter next barcode
- Click on 'New Search' and repeat process for all items

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Records Management Software

Search User Add Reports Help Log Out

Current Customer LARSON DEMO Current User KEVIN CLARK

**Advanced Search Criteria**

Limit search for items ...

of a specific type

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Order By

Requested For

Page Size

**Advanced Search Fields**

Reference  Operation  Value   And

**Command Bar**

**Results**

Display Long Description Excel Export - All / Page Text Export - All / Page Requested Action  Delivery  Pick Up  Remove

| Edit                 | Select                             | Detail | Item Type = BOX | Item Code | Destruction Date     | Description          | Destroyed Date       |
|----------------------|------------------------------------|--------|-----------------|-----------|----------------------|----------------------|----------------------|
| <a href="#">Edit</a> | Pending Send Order for KEVIN CLARK |        |                 | 693979    | <input type="text"/> | <input type="text"/> | <input type="text"/> |

# Requesting Pick-Up

- Select 'Add' Button
- Choose Item Type
- Enter Barcode (Item Code), Destruction Date and Description
- Click on 'Add'
- Input next Carton
- If you are entering cartons and files you must change item types as you go



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Search User Add Reports Help Log Out

Current Customer LARSON DEMO Current User KEVIN CLARK

➤ Add new item(s)

Item Type Requested For  
BOX KEVIN CLARK

➤ Command Bar

View Order

Retain data entered on add

| Action                       | Item Code            | Destruction Date     | Description          |
|------------------------------|----------------------|----------------------|----------------------|
| <a href="#">Add (Ctrl+A)</a> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

# Requesting Pick-Up

- Click on 'Add'
- Input next Carton
- If you are entering cartons and files you must change item types as you go

Current Customer LARSON DEMO Current User KEVIN CLARK

 Add new item(s)


Item Type Requested For  
BOX  KEVIN CLARK 

 Command Bar

[View Order](#)



Retain data entered on add

| Action   | Item Code                           | Destruction Date                        | Description                                 |
|--|-------------------------------------|---|---|
|  <a href="#">Add (Ctrl+A)</a> | <input type="text" value="693995"/> | <input type="text" value="02/03/2025"/> | <input type="text" value="Payroll 2015"/>   |
| <a href="#">Remove</a> <a href="#">Edit</a>  | <input type="text" value="693996"/> | <input type="text" value="02/01/2022"/> | <input type="text" value="Anderson Files"/> |



# Destruction Request

- Choose 'Search'
- Select 'advanced search'
- Input Barcode (Item Code)

Limit search for items ...

of a specific type

of a specific storage type

in a specific status  In  Out  Permed Out  Destroyed

Order By

Requested For

Page Size

---

**Advanced Search Fields**

Reference  Operation  Value   And

---





**Command Bar**

[Clear Input](#) [Search](#) [New Search](#) [Import from file](#) [Clear Results](#) [Select All](#) [View Order](#)

---

**Results**

Display Long Description [Excel Export - All / Page](#) [Text Export - All / Page](#) Requested Action  Delivery  Pick Up  Remove

| Item Type = BOX      |                                    |   |           |                      |                      |                      |
|----------------------|------------------------------------|---|-----------|----------------------|----------------------|----------------------|
| Edit                 | Select                             | Detail  | Item Code | Destruction Date     | Description          | Destroyed Date       |
| <a href="#">Edit</a> | Pending Send Order for KEVIN CLARK |     | 693980    | <input type="text"/> | <input type="text"/> | <input type="text"/> |

# Destruction Request

- New Search
- Select 'Remove'
- Select the 'Remove' next to

Limit search for items ...

of a specific type

of a specific storage type

in a specific status  In  Out  Permed Out  Destroyed

Order By

Requested For

Page Size

---

**Advanced Search Fields**

| Reference                              | Operation                           | Value                               |                              |
|--|-------------------------------------|-------------------------------------|------------------------------|
| <input type="text" value="Item Code"/> | <input type="text" value="Equals"/> | <input type="text" value="693980"/> | <input type="checkbox"/> And |

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**Command Bar**

[Clear Input](#) [Search](#) [New Search](#) [Import from file](#) [Clear Results](#) [Select All](#) [View Order](#)

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**Results**

Display Long Description [Excel Export - All / Page](#) [Text Export - All / Page](#) Requested Action  Delivery  Pick Up  Remove

|                      |                                    | Item Type = BOX   |           |                      |                      |                      |
|----------------------|------------------------------------|---|-----------|----------------------|----------------------|----------------------|
| Edit                 | Select                             | Detail  | Item Code | Destruction Date     | Description          | Destroyed Date       |
| <a href="#">Edit</a> | Pending Send Order for KEVIN CLARK |     | 693980    | <input type="text"/> | <input type="text"/> | <input type="text"/> |

# Requesting Supplies

- Select 'Search'
- Select 'Miscellaneous'
- Go to drop down menu on 'Task'

Current Customer LARSON DEMO Current User KEVIN CLARK

☰ Miscellaneous criteria

|               |                      |
|---------------|----------------------|
| Select Task   | BCD - Barcodes ▼     |
| Requested For | KEVIN CLARK ▼        |
| Quantity      | <input type="text"/> |
| Comments      | <input type="text"/> |

☰ Command Bar

[Add Miscellaneous Request](#)

[View Order](#)

# Requesting Supplies

- Select what you need
- 'Add Miscellaneous Request'
- You will need to 'Add' after each item if you are ordering multiple supplies



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Search

User

Add

Reports

Help

Log Out

Current Customer LARSON DEMO Current User KEVIN CLARK

☐ Miscellaneous criteria

|               |                            |
|---------------|----------------------------|
| Select Task   | BCD - Barcodes             |
| Requested For | KEVIN CLARK                |
| Quantity      | 20                         |
| Comments      | Add on to pick-up request. |

☐ Command Bar

Add Miscellaneous Request

View Order

# Submitting Your Requests

- Once you have completed your order proceed to 'View Order'. You can access the order through most screens or simply go to the top 'User' button and choose 'View Order'
- Select delivery priority
  - Use first selection for pick-up only
  - Web expedited for delivery when submitted same day before 10am
  - Web next day for standard service.
  - Any same day requests after 10am MUST be phoned in.

# View Order

Current Customer LARSON DEMO Current User KEVIN CLARK

Items Matched

Command Bar

Send Order Remove All Refresh

Item Requests

| Item Type = BOX      |                                    |        |           |                  |                  |                      |                      |                      |                      |
|----------------------|------------------------------------|--------|-----------|------------------|------------------|----------------------|----------------------|----------------------|----------------------|
| Edit                 | Remove                             | Action | Item Code | Parent Item Code | Parent Reference | Destruction Date     | Description          | Comments             |                      |
| Global Edit -->      |                                    |        |           |                  |                  | <input type="text"/> | <input type="text"/> |                      |                      |
| <a href="#">Edit</a> | <a href="#">Remove</a> Remove BOX  |        | 693974    |                  |                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <a href="#">Edit</a> |
| <a href="#">Edit</a> | <a href="#">Remove</a> Request BOX |        | 693979    |                  |                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <a href="#">Edit</a> |
| <a href="#">Edit</a> | <a href="#">Remove</a> Remove BOX  |        | 693980    |                  |                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <a href="#">Edit</a> |
| <a href="#">Edit</a> | <a href="#">Remove</a> Request BOX |        | 668357    |                  |                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <a href="#">Edit</a> |
| <a href="#">Edit</a> | <a href="#">Remove</a> Request BOX |        | 668358    |                  |                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <a href="#">Edit</a> |
| <a href="#">Edit</a> | <a href="#">Remove</a> Request BOX |        | 668359    |                  |                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <a href="#">Edit</a> |

Miscellaneous Request

| Miscellaneous Request  |                       |                |          |                          |
|------------------------|-----------------------|----------------|----------|--------------------------|
| Action                 | Service Code          | Description    | Quantity | Comments                 |
| <a href="#">Remove</a> | Miscellaneous Request | BCD - Barcodes | 50.000   | Deliver With Box Pick-Up |

# Thank You!

- There is a full instruction guide available for you by emailing: [info@larsonrecords.com](mailto:info@larsonrecords.com)
- You can also email Kevin at: [kclark@larsonrecords.com](mailto:kclark@larsonrecords.com) with any questions

