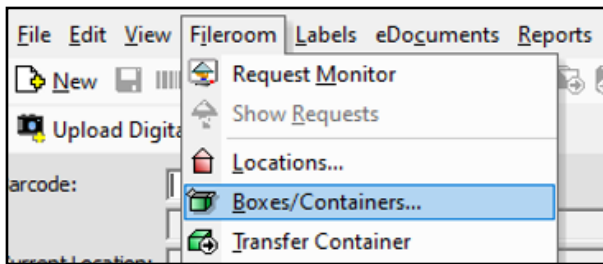
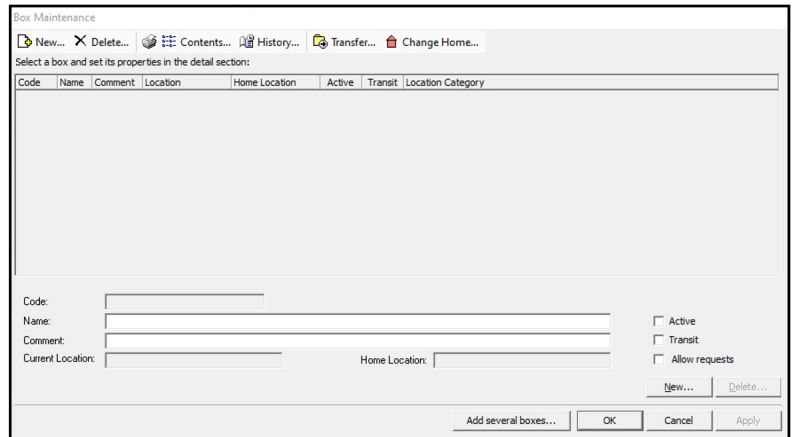


Box/Containers

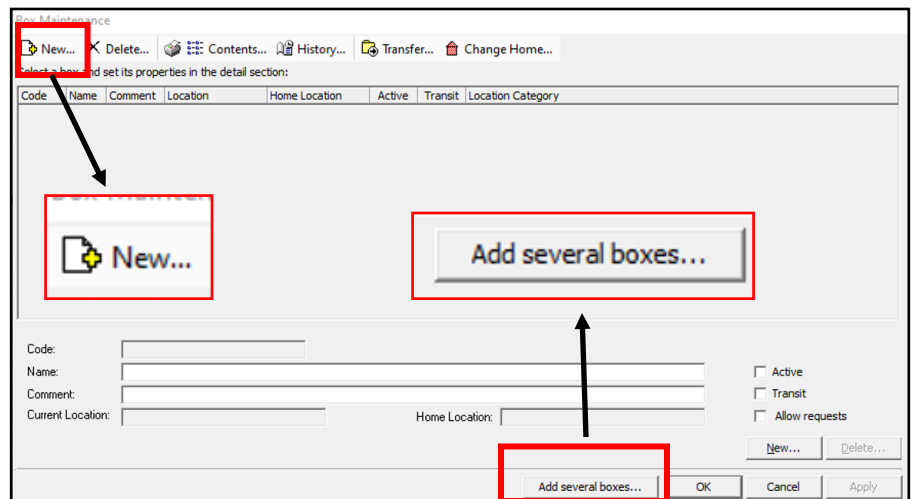
To create box/container locations:
Go to **Fileroom** and select **Boxes/Containers**



The box Maintenance window displays next and this is where you will begin to create your Boxes/Containers

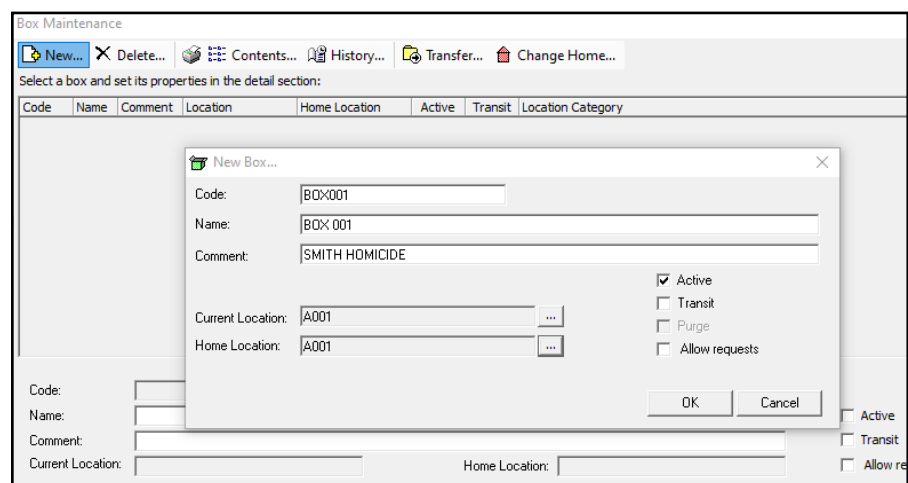


You can create one box at a time by selecting **New** or create several new boxes at one time by selecting **Add Several Boxes**.

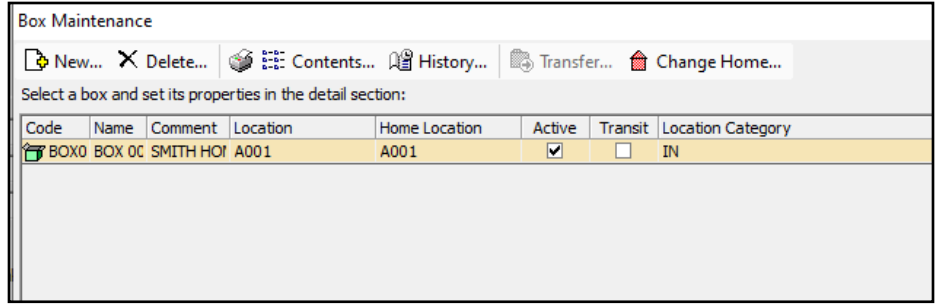


Adding one box location at a time:

In the Box Maintenance window, after clicking **New**, the 'New Box' window will appear. Enter the Code, Name, and any Comment. You will also need to select a Current Location where are you going to assign the box, and a Home Location where the box will reside when it is not assigned elsewhere. When done, click **OK**.



Your newly created box will now be displayed for you. Select **Apply** in lower right corner of the Box Maintenance window and your new Box Location is set.



Adding several box locations at a time:

In the Box Maintenance window select **Add Several Boxes**.

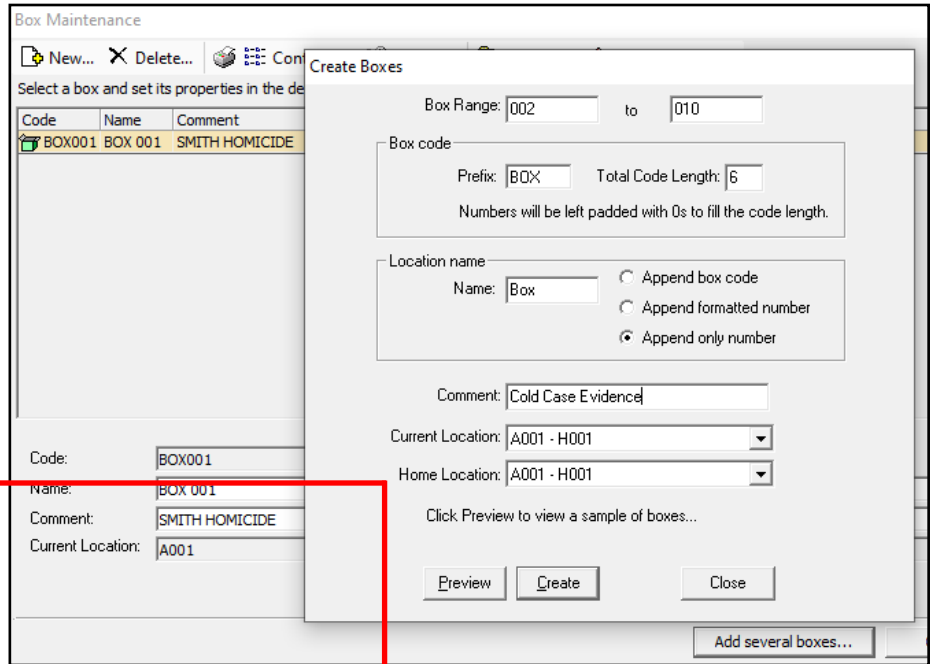
Enter the Box Range that you want.

The box code prefix can remain 'Box' or something else that you would like to name it.

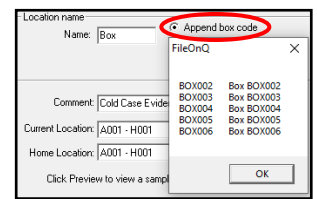
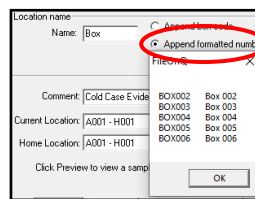
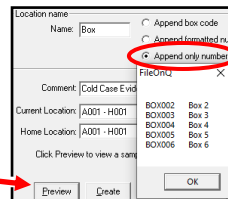
You can set how you want the box labels to show when printed (see below).

You can make a comment for all of these box locations.

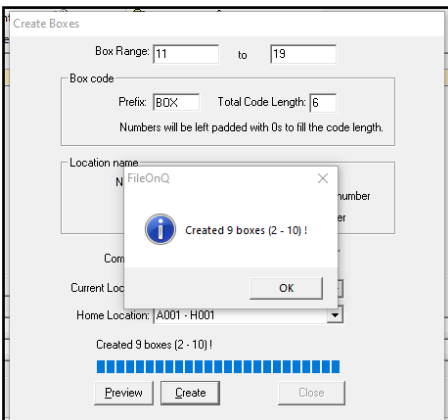
Select the Current and Home Location just like you did for the single box



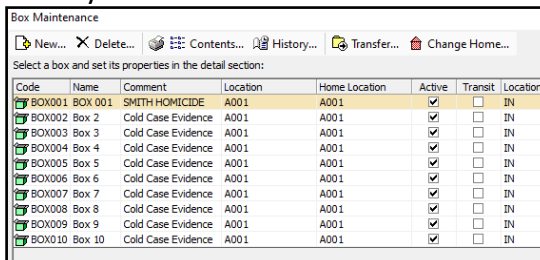
Select **Preview** to see what your new box locations and labels will look like.



Then select **Create** and **OK**



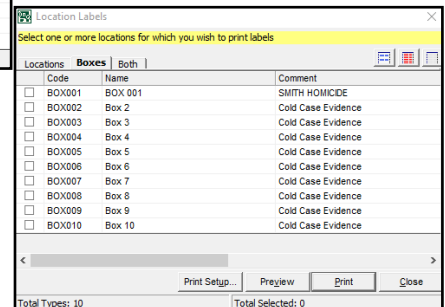
All of your new box locations are created



To print the labels for your new box locations, go to:

Labels → Location Labels.

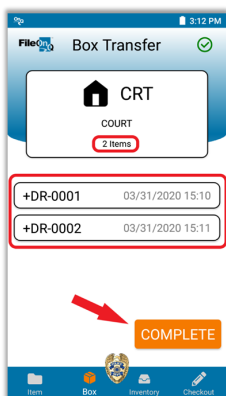
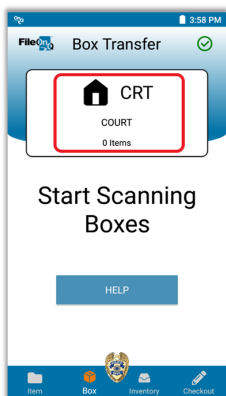
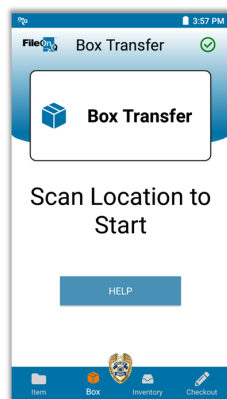
Select the **Boxes** tab, mark the checkboxes for the labels you want to print, click **Print**.



To assign items to a box location:

Scan the Box LOCATION barcode label.

Scan the barcode label(s) of the items as you place them into the box.



To assign entire Boxes to new locations:

To transfer boxes to another location or change the location that was previously scanned, simply scan the new location.

The new location will appear on the display. Your previous location(s) will still be stored.

The dots under the location display indicate how many locations you have currently stored.

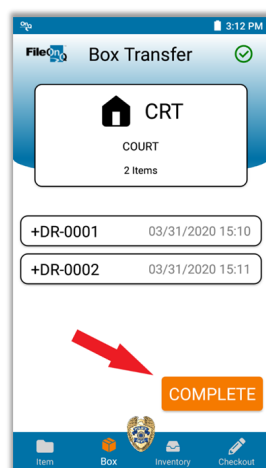
To switch locations, swipe the location screen to the right or to the left.

Scan the barcode of each box that you wish to transfer to the location displayed on the application screen.

The display below the location will indicate the number of boxes that you have scanned.

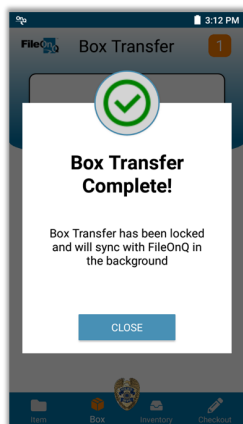
Each barcode scanned will be listed below the location box.

Continue to scan all boxes that you wish to assign to the selected location.



When all the boxes to be transferred have been scanned, tap on the orange **COMPLETE** button.

Tap the **CLOSE** button to return to the main Box Transfer screen.



When the box transfer has been processed on the device, a status window will appear to notify you of the completion.

Tap the **CLOSE** button to return to the main Box Transfer screen.