

BENDIGO ADELAIDE BANK BOX CATALOGUING PROCEDURE



To catalogue a box for sending to archives.

STEP 1

HOME SCREEN



1. Access the Advance Records home screen (as above)
2. Click Add a box

STEP 2

CATALOGUE CONTENTS OF BOX

HOME

To add a new box to archives, fill out all fields on this form

Box Number (supplied by the online system)
797082

Contact Name *

Phone Number *

Email *

Enter your department/branch number *

Enter your sub department

Enter a short description of the box contents (40 characters) *

Enter earliest day of vouchers/ documents in the box *

Enter latest day of vouchers/ documents in the box *

Disposal schedule (On your authorisation, the box will be destroyed) *

Enter a long description of what is in the box, list of file names and numbers

Check all details and if correct click ADD to submit order. This will print a copy of this page (to include inside box)

ADD

1. Please complete all fields and click ADD
2. A window will pop up confirming the item has been added and that a new window will open to allow you to print the box details.
3. Click Ok

Note: Box number is automatically generated by online system.

STEP 3

PRINTING BOX DETAILS

Print

Total: 1 sheet of paper

Print Cancel

Destination Lexmark E260dn
Change...

Pages All
 e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Portrait

Options Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

Box 300017

Branch: 9009

Sub Department: General

Contact: Crystal O'Keefe
Phone: 03 5274 2000
Fax:
Email: info@advancerecords.com.au

Description: Daily vouchers & other

Start Date: 01/01/2013

End Date: 31/01/2013

Disposal Date: 7yrs

Contents: Daily Vouchers
Chq Butts
Telegraphic Transfers

1. A large window will pop up allowing you to print the box details.
2. Print Document

STEP 4

PREPARE BOX FOR COLLECTION



1. Do not label boxes.
2. Only the box number should be recorded on the outside of the box (issued when adding submitting the box to Advance).
3. The contents are captured within the online registration process, printed off and put inside the box at the time of lodgement.
4. Archive stickers are not required. This ensures confidentiality when stored at the Advance warehouse.