

## Vault – DOC Reference Guide

### Log In

1. Go to [www.thedatavault.com](http://www.thedatavault.com)
2. Click on DOC, on the left side of the screen
3. Click on “Vault Log In”

### Log Out

1. User – Log Out

### Delivery Setup

1. Add Comments & Save (State **when delivery is needed** and any special instructions.) You can return to the Delivery Setup screen by selecting User – Home Page.

#### Note:

1. Requests for **RUSH** service should not be made through DOC. Please call our office if you need immediate service.
2. If you need items picked up **only** (nothing being delivered at the same time), please call our office.

### Tape/Case Request

1. Query-Advanced Search-Select Type to Seek (tape or case)
2. Choose Retrieved (not available at this time), Not retrieved, or Both. “Not Retrieved” gives you a list of current inventory at our site.
3. Enter search criteria, or click “List” to view all inventory
4. Click “Yes” on the items you need, under Submit
5. Click “Add to Order”
6. Click “View Order”
7. Check order, and if correct, click “Send Order”

### View Inventory

1. Reports
2. Inventory By Type
3. Select type: Tape or Case
4. Choose “Order By” to sort by several options
5. Click “View Report” to see all items.
6. You can print, or go to prior screen and click “Export to Excel”

### Viewing Status of Online Requests

1. User-View Order
  2. Will show pending orders
- View Order: Shows pending orders.
  - Reports – Expired: Select type, and beginning and end dates. View Report.