



# ACCESS FILEBRIDGE® TRAINING GUIDE

Destroying Items

**Access**®

**FileBRIDGE Records allows you to remove records from your inventory with Access for items which will require Certified Destruction.**

To get started...

Log into FileBRIDGE at [FileBRIDGE.com](https://FileBRIDGE.com) using your login credentials.

Once you are in the portal, choose FileBRIDGE Records from the side bar menu or bottom page menu.



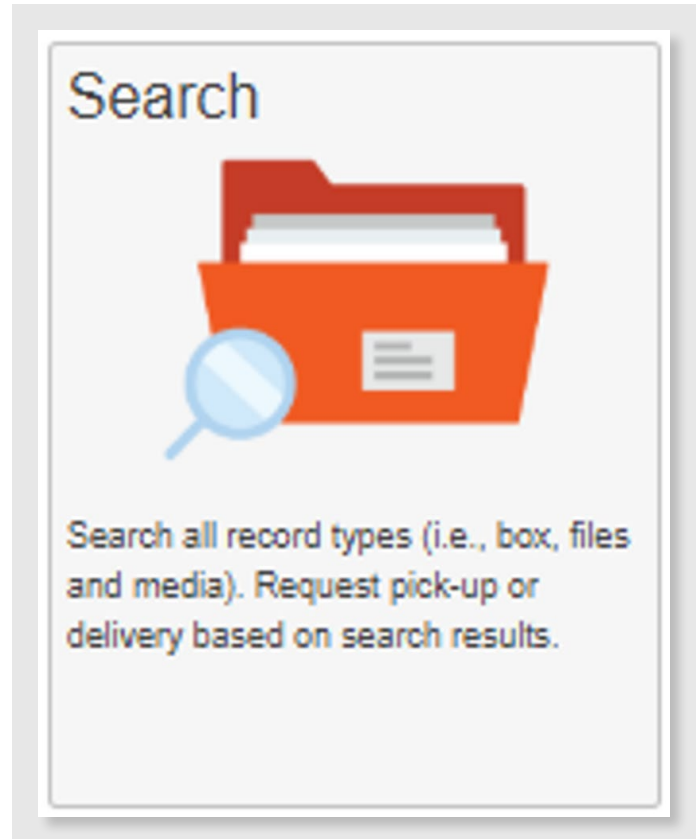
Use the search option to lookup the items you wish to remove from Access.

- **Advanced Search:** Query a volume of records based on specific criteria such as Effective Date, Status or Expire Date
- **Single Item Search:** If you have the barcode number or another unique identifier to query the box
- **Match Item Search:** Load a list of box barcode numbers in a .csv format or cut and paste a list of box barcode numbers into a value field

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In the Example below, the Single Item Search Option was used to query a box that is In and Access will be Destroying the item.

The Item Code (00000000000503) was entered in the Item Field as shown.



**Item Results**  
Showing Items per page

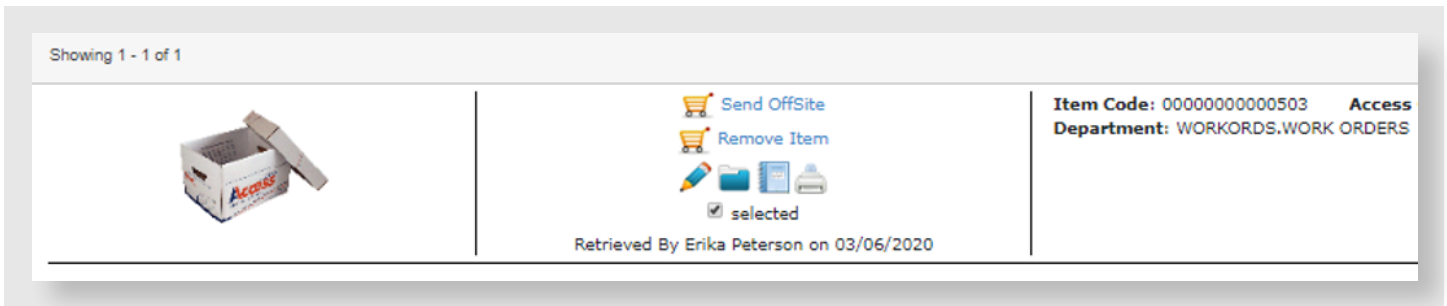
**Item Search**  
Customer

Department


Type

Item Field

To start the destruction process, click on the Remove Item link as shown below.



Showing 1 - 1 of 1



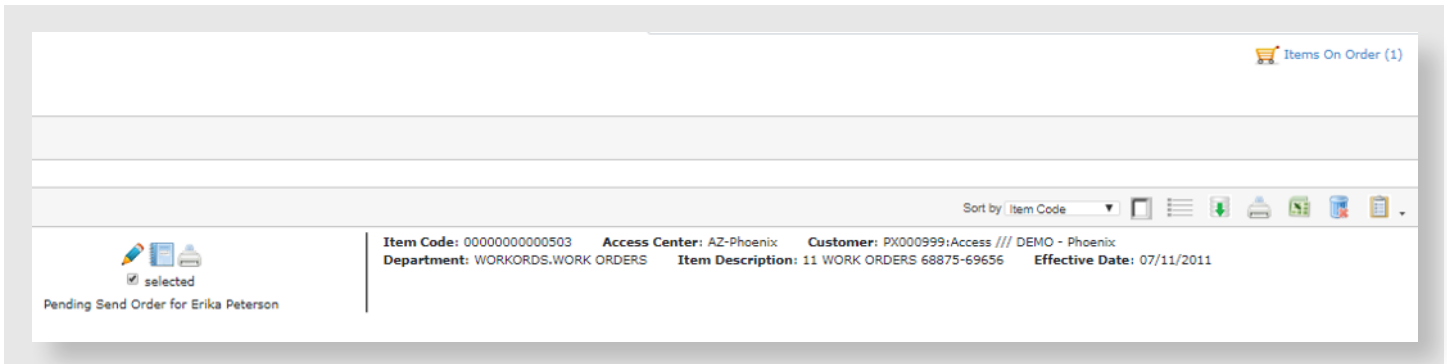
[Send OffSite](#)  
[Remove Item](#)

selected

Retrieved By Erika Peterson on 03/06/2020

**Item Code:** 00000000000503    **Access Department:** WORKORDS.WORK ORDERS

The item will be moved into the cart as part of a pending order.



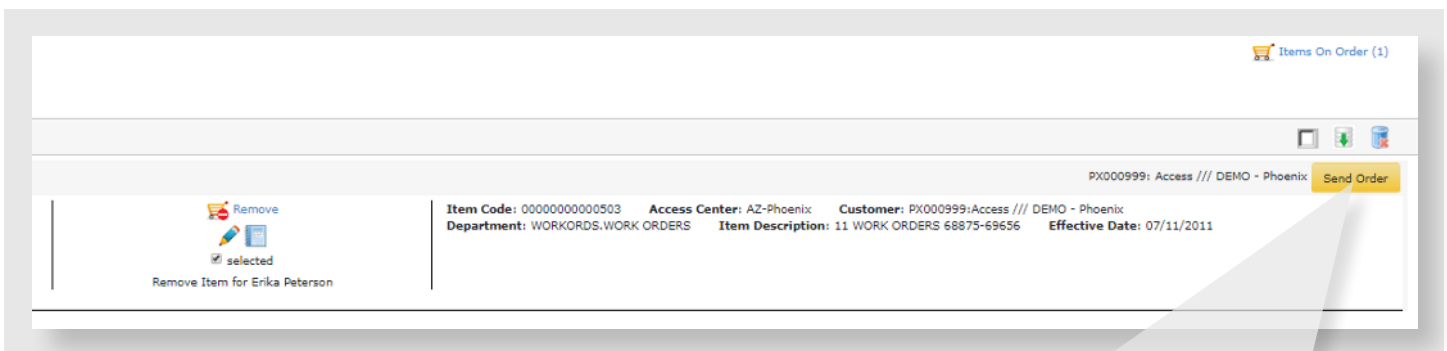
Items On Order (1)

Sort by: Item Code

selected  
Pending Send Order for Erika Peterson

**Item Code:** 00000000000503    **Access Center:** AZ-Phoenix    **Customer:** PX000999:Access /// DEMO - Phoenix  
**Department:** WORKORDS.WORK ORDERS    **Item Description:** 11 WORK ORDERS 68875-69656    **Effective Date:** 07/11/2011

When you are ready to check out and complete your order, Click on the **Send Order** button.

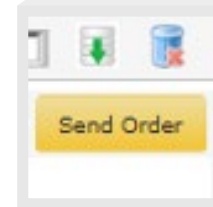


Items On Order (1)

PX000999: Access /// DEMO - Phoenix    **Send Order**

[Remove](#)  
 selected  
Remove Item for Erika Peterson

**Item Code:** 00000000000503    **Access Center:** AZ-Phoenix    **Customer:** PX000999:Access /// DEMO - Phoenix  
**Department:** WORKORDS.WORK ORDERS    **Item Description:** 11 WORK ORDERS 68875-69656    **Effective Date:** 07/11/2011



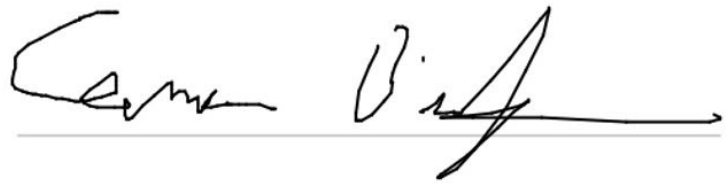
To complete your order, FileBRIDGE Records will request your signature, name and acceptance of the removal request. Select the Delivery Priority of Destruction via Certified Shredding, enter comments (optional) and click Send.

Once your order has been sent, a confirmation page will generate with the work order number and a list of all destroyed items.

agrees as follows: 1. CLIENT is the owner or legal custodian of all Records and has full right and authority to destroy said Records without any restrictions, in accordance with the terms of the MSA; 2. CLIENT hereby releases and will indemnify ACCESS from any and all liability, damages and/or costs, including reasonable legal fees, (collectively, "Costs") arising from or relating to the destruction of Records pursuant to CLIENT's request herein; 3. Unless otherwise provided for in CLIENT's MSA, destruction is limited to 50 boxes/day not to exceed 1000 boxes/month. CLIENT will contact ACCESS to discuss timing and pricing if CLIENT's destruction needs exceed that amount. 4. This Agreement supplements and modifies other agreements that ACCESS may have with CLIENT. To the extent that this Agreement and another agreement contain conflicting provisions, the provisions in this Agreement will control. 5. You are authorized to enter into this Agreement on behalf of CLIENT. 6. Your electronic signature on CLIENT's behalf is the legal equivalent of your manual signature on this Agreement.

Signature

I accept



[Clear Signature](#)

Name

Delivery Address / [Secondary Address](#)

Default Delivery Address <input type="text"/>	3919 W Washington St
Select Delivery Address	Address
<input type="text"/>	Phoenix
#Building/Floor/Room/Suite/Dept	City
AZ	85009
State	Zip

Order Information

<input type="text"/>	Destruction via Certified Shred <input type="text"/>
Customer Order Reference	Select Delivery Priority

Comments


Send

Cancel

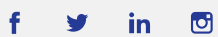
Additional training and assistance is available. Please contact our Client Support team for support at:

1-877-345-3546 or  
ClientSupport@accesscorp.com



 1.877.345.3546

 [AccessCorp.com](https://www.AccessCorp.com)



#### **About Access**

Access is the largest privately-held records and information services provider in the world, with more than 120 operations across the United States, Canada, Central and South America. Access enables clients to better manage their information, control their risks and transform their businesses. Access' solutions include records storage, and information management, document scanning and digital transformation, cloud-based document management software including CartaHR, and secure destruction services.