



### Fully secure

GRRWeb is a fully secure system which gives you complete control over your individual users. Access to specific features of the system can be individually defined and managed, and will only be available to a limited number of specified users.

Individual user accounts can be set up which limit access to all or part of your holdings in the GRR

– users can only view those storage and retrieval accounts which they have permission to access. The GRR will work with you to define the level of access each user will be given.



### About the GRR

The Government Records Repository (GRR) is the business unit of State Records NSW (State Records), the agency responsible for ensuring best practice in all aspects of official recordkeeping throughout the NSW Government. The GRR operates a world-class storage facility in State Records' Western Sydney Records Centre (WSRC) in Kingswood, NSW.

The GRR was established in 1955 and is the preferred records storage supplier to the majority of State government agencies, as well as public hospitals, local councils and NGOs throughout NSW.

### Start your GRRWeb today.

#### Contact:

Government Records Repository  
161 O'Connell Street  
Kingswood NSW 2747 Australia

Enquiries: Customer Service  
Tel: + 61 2 8805 5325

e-mail: [grr.nsw@records.nsw.gov.au](mailto:grr.nsw@records.nsw.gov.au)



The GRR is the business unit of **State Records**



### USE GRRWEB TO:

- Quickly & easily query your records on our database
- Use the shopping cart to order services and supplies on-line
- Monitor the status of your records in real time.



The GRR has launched a major new service – GRRWeb.

GRRWeb is a powerful and convenient way to manage and gain control over your records stored off-site at the GRR. It is an automated, web-based management tool that will give you real-time access to your GRR holdings.

### About GRRWeb

GRRWeb is part of O’Neil Software’s complete suite of fully integrated records storage software, (including RS-SQL® and the award-winning RSMobile®). O’Neil Software has harnessed the power of the Internet and Microsoft®’s latest .NET to provide you with fast, flexible and immediate access and control over your records right when you need it, a mouse click away!

### Easy to use

GRRWeb is simple to use. We can customise screens, language, queries, add/edit dialogues and reports to meet your specific needs.

The GRR can provide in-house training in GRRWeb for you and your staff, and will provide comprehensive user guides and documentation on this service.

### Convenience and control

Web-based access to your data via GRRWeb offers three immediate advantages:

- You gain a powerful and convenient new way to manage your records and place orders.
- You have control over your own records, even though they are stored off-site.
- You are able to accomplish many basic account management tasks such as data entry as well as initiate requests for service.

### Feature-rich functionality and flexibility

From data entry to custom searches, queries to service requests, GRRWeb offers you feature-rich functionality and flexibility. You can easily order record storage services and supplies; schedule pickups and deliveries; check on the status of work orders and service requests; define and update item descriptions in selected records; and get round-the-clock access to reports on your record activities, printable from your desktop.

Just a few of the features of GRRWeb:

- **A simplified, modern interface** – features a clean contemporary look & feel.
- **Intuitive menu system** – allows you to easily search and work with your records.
- **Customisable data entry screens** – using selected fields and personalised terminology, you can add and edit your records before we pick them up – no more paper transmittal sheets!
- **Customisable field masks** – ensures that consistent data entry is guaranteed.
- **Pre-defined “quick searches”** – you can personalise searches using your own terminology. You can also create your own searches using an advanced search tool.
- **Instant reports** – you can search the database and print the results out instantly, right from your own office.
- **Instant work orders** – you can create your own work orders immediately.
- **Order services** – you can schedule pick-ups and deliveries, place requests for jobs such as reboxing, purchase supplies or check on the status of orders – anytime.
- **Shopping cart** – orders for services and purchase of supplies are all easily manageable via the shopping cart feature.

