



Re-filing Boxes or Files

To return boxes or indexed files (files that have been itemized in the online inventory system) from Meyer Records Management (MRM), do the following:

Step 1: Go to <https://recordsmgmt.meyerinc.com/>

Step 2: Log in with your Service USER NAME and PASSWORD. If you forgot your USER NAME and PASSWORD, contact the University Records Manager at mdelloiacono@suffolk.edu or x6255.

Step 3: Go to Search bar.

Step 4: Type in box barcode number or file name/number.

Step 5: Click the Search Button (far right)

Step 6: When the box or file appears click on send off site (next to shopping cart)

Step 7: To Send Order: Click on the Shopping Cart in the top right corner.

Step 8: Step 5: Click SEND ORDER to proceed.

Step 6: Select NEXT DAY WEB from the SELECT DELIVERY PRIORITY drop-down menu. Please note orders submitted by 4PM are guaranteed for next day pick up. Orders received after 4PM may take an additional day.

Step 7: Select the appropriate DEPARTMENT (you should only see your own department in the drop-down menu).

Step 8: Please use the COMMENTS section to specify any special order instructions. You may also use this section for internal notes regarding this order. This note will print on the Work Order that accompanies your delivery.

Step 9: To finalize your work order click COMPLETE SEND ORDER button. You will then see our confirmation that your order has been received. You can print this page for your records. You could also click on the VIEW WORK ORDER LINE REPORT IN PDF FORMAT button for a printable line-by-line listing of the order.