



Quick Start Guide – General User

Gimmel Physical

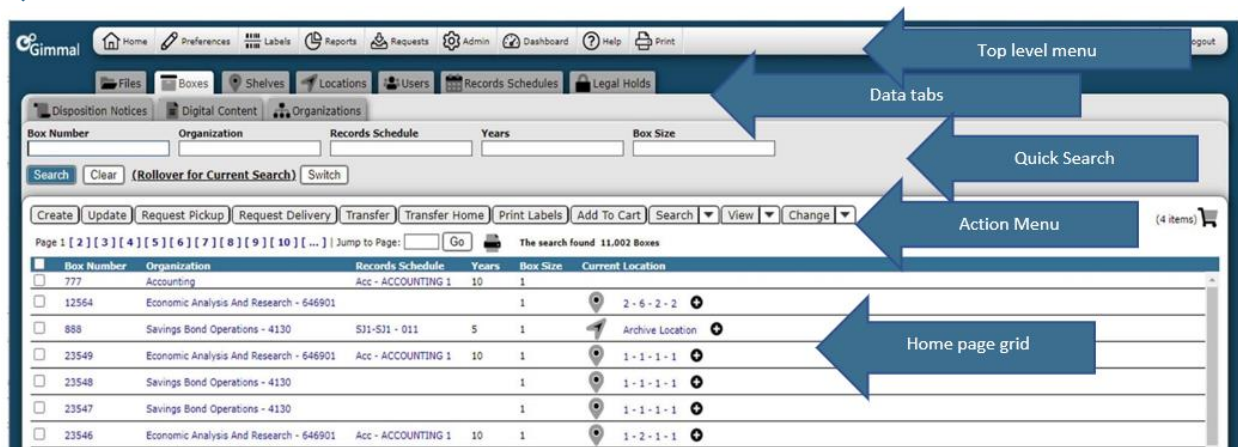
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Version History

Version	Approved By	Effective Date	Product Version	Description of Change
1	Alex Caldas	11/10/2020	3.8	Created for Gimmel Version 3.8
2	Will Irwin	03/02/2022	3.11	Created for Gimmel Physical v3.11
3	Terry Butler	03/01/2022	3.11	Updated screen shots and format
4	Marta Farensbach	12/1/2022	3.12	Minor updates for Gimmel Physical 3.12

Quick Start Guide



1. **Top Level Menu** – provides access to the various indicated functions
2. **Data Tabs** – used to access the various items being tracked
3. **Quick Search** – used to query within tabs
4. **Action Menu** – provides access to listed actions
5. **Home Page Grid** – displays queried results

General User Tasks

Finding Items

1. Click on the desired Tab.
2. To use the quick search, enter a value for the field you would like to search by in the Quick Search and press the Enter key or click the Search button.
3. Desired results will be returned in the grid format.

Requesting Items

1. Find the desired records as described above in Finding Items.
2. Click on the check box next to the desired item(s).
3. Click on the Request Delivery button in the Action Menu.
4. Click on the desired destination in the Recent Request Destinations grid or specify the desired destination on the resulting Request Items screen.
5. Click on the Request button on the Request page.
6. Click on the OK link in the resulting Request Results page.