



Editing Multiple Boxes or Files

for Users

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT



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Overview: Editing Multiple Boxes or Files

Multi-Box and Multi-File edit functionality enables you to add and overwrite field values on 2-100 existing boxes or files at one time.

This time-saving feature enables you to quickly make bulk changes to records that you have stored with Iron Mountain.

Multi-box and multi-file edit requirements:

- 2-100 items must be selected
- Items must be the same record type (boxes OR files)
- Boxes must belong to the same customer
- Files must belong to the same customer, division and/or department and cannot include open shelf files

Editing Multiple Boxes or Files

The screenshot shows the Iron Mountain Connect Records Management interface. The top navigation bar includes the logo, user name 'Welcome rc2jen', location 'USA', and links for 'SUPPORT' and 'LOG OUT'. The main header is 'RECORDS MANAGEMENT'. The search area contains a search box with 'DIST CTR', a 'Search Tools' dropdown, and a 'Search R' button. Below the search box are filters for Record Type (All, Boxes, Files), Customer (RC2M2 [RC2M2]), Department (All), Status (All), and File Group (Select). A 'Search' button and a refresh icon are at the bottom of the filter section. On the right, there is a 'Help' icon, a 'Retrievals (8)' indicator, and 'Reset View' and 'Export' buttons. A sidebar on the left contains a menu with items: 'Search, Retrieve', 'Pickups, Add Records', 'Bulk Upload', 'Order Supplies', 'Administration', and 'Track Orders'. Two orange callout boxes provide instructions: one labeled '2' points to the search area, and one labeled '1' points to the 'Search, Retrieve' menu item.

Welcome rc2jen USA SUPPORT LOG OUT

IRON MOUNTAIN CONNECT

RECORDS MANAGEMENT

Search Search Tools Search R

DIST CTR

Record Type
 All Boxes Files

Customer
RC2M2 [RC2M2]

Department
All

Status
All

File Group
Select

Search

Help Retrievals (8) Reset View Export

records.

Search, Retrieve
Pickups, Add Records
Bulk Upload
Order Supplies
Administration
Track Orders

2 Enter a keyword, set additional filters as necessary then click Search.

Refer to the [Searching](#) training guide for more detailed information on using Search functionality.

1 Select Search, Retrieve.

Editing Multiple Boxes or Files

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RECORDS MANAGEMENT

Welcome rc2jen USA SUPPORT LOG OUT

5,000 Results of 16,748

Your search results returned 16,748 records, which are displayed in the grid below.

3 Select multiple boxes or files:

- Click the multi-select checkbox at the top of the column to select all items on the current screen
- OR
- Click the checkbox to the left of individual boxes or files

i To use multi-item edit:

- 2 – 100 items must be selected
- Items must be the same record type (boxes OR files)
- Boxes must belong to the same customer
- Files must belong to the same customer, division and/or department and cannot include open shelf files

Item Type	Type	Description	Status	Action
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart
<input checked="" type="checkbox"/>	BOX	JARR3 [STOR ARREARS,BC=7,RE FLG,RMT=1] Customer Not Division-Enabled	At Iron Mountain	Add to Cart

Displaying 1 - 100 of 5000

Editing Multiple Boxes or Files

The screenshot displays the Iron Mountain Connect Records Management interface. At the top, the user is logged in as 'Welcome rc2jen' in the USA, with 'SUPPORT' and 'LOG OUT' options. The main header shows '5,000 Results of 16,748'. A search bar on the left includes filters for Record Type (All, Boxes, Files), Customer (RC2M1 [RC2M1]), Department (All), Status (All), and File Group. A navigation sidebar on the left contains links for Search, Retrieve, Pickups, Add Records, Bulk Upload, Order Supplies, and Administration. The main content area shows a table of records with columns for Customer, Description, SKP Barcode, Status, and Action. A dropdown menu is open over the table, listing options: Add to Cart, Remove from Cart, Request Unlisted File(s), Request IOD, Request XOD, and Multi-Item Edit. An orange callout box with the number '4' points to the 'Multi-Item Edit' option, containing the text: 'Select Multi-Item Edit. The Multi-Box or Multi-File Edit screen opens.' The table contains 8 rows of records, all with a status of 'At Iron Mountain'.

Customer	Description / ...	SKP Barcode	Status	Action
RC2M2 [RC2M2]	Customer Not Division-Enabled	75 [HICKORY RIDGE DIST CTR-MD]	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Major Description 2	108847260	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Customer Not Division-Enabled	75 [HICKORY RIDGE DIST CTR-MD]	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Major Description 1	108847261	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Major Description 10	108847262	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Major Description 10	108847263	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Customer Not Division-Enabled	75 [HICKORY RIDGE DIST CTR-MD]	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Major Description 5	108847264	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Customer Not Division-Enabled	75 [HICKORY RIDGE DIST CTR-MD]	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Major Description 2	108847265	At Iron Mountain	Add to Cart
RC2M2 [RC2M2]	Major Description 1	108847266	At Iron Mountain	Add to Cart

Editing Multiple Boxes or Files

The screenshot shows the 'Multi-Box Edit' window in the Iron Mountain Connect system. The window title is 'Multi-Box Edit' and it contains a message: 'MULTI-BOX EDIT You are modifying field values on 3 boxes. Enter field values that will overwrite the existing values on each of the boxes that you selected. Leave a field blank to skip overwriting it and retain the existing field value.'

The form fields are organized into several sections:

- Customer:** JSRC2 [SRVC CF,BC=B,RMT=5]
- Box Division:** Select
- Box Department:** Select
- Customer Box Number:** JS-2017001
- Alpha From:** [Blank]
- Alpha To:** [Blank]
- From Date:** 03/19/2018
- To Date:** 03/19/2021
- Major Description:** Henderson Accounting audit
- Minor Description:** [Blank]
- Reference 1:** [Blank]
- Record Code:** 123123
- Destruction Indicator:** Select
- Destruction Eligibility Date:** Select
- Hold Codes:** Assign | Remove

At the bottom of the window is a 'Confirm >' button.

Callouts and annotations:

- 5:** Enter values that will overwrite the existing value on each of the selected boxes or files. Fields that you leave blank will not be overwritten.
- 6:** Click Confirm.
- Information icons (i):** One points to the 'MULTI-BOX EDIT' message, another points to the 'x' above the 'To Date' field, and a third points to the 'x' within the 'To Date' field.
- Yellow callout:** Click the x above the right corner of a field to clear it and replace it with a blank entry.
- Yellow callout:** Click the x within a field to clear data from your current session that you have not yet confirmed and overwritten.
- Blue callout:** This example shows Multi-Box Edit. The Multi-File Edit screen is slightly different; however, the process is the same.
- Yellow callout:** You are able to select and overwrite the retention field values.

Editing Multiple Boxes or Files

CONFIRM UPDATE
Review the field values and the items that will be updated, then click Finish to update the values on the selected items.

Field values to be modified:

- Destruction Indicator**
Permanent
- Customer Box Number**
JS-20170001
- Major Description**
Henderson accounting audit
- From Date**
01/08/2018
- To Date**
01/10/2021
- Record Code**
123123

Items to be modified:

- 12203782
- 12203783

7 Review the field values and items that will be updated. Click Finish. The field values on the selected items are updated.