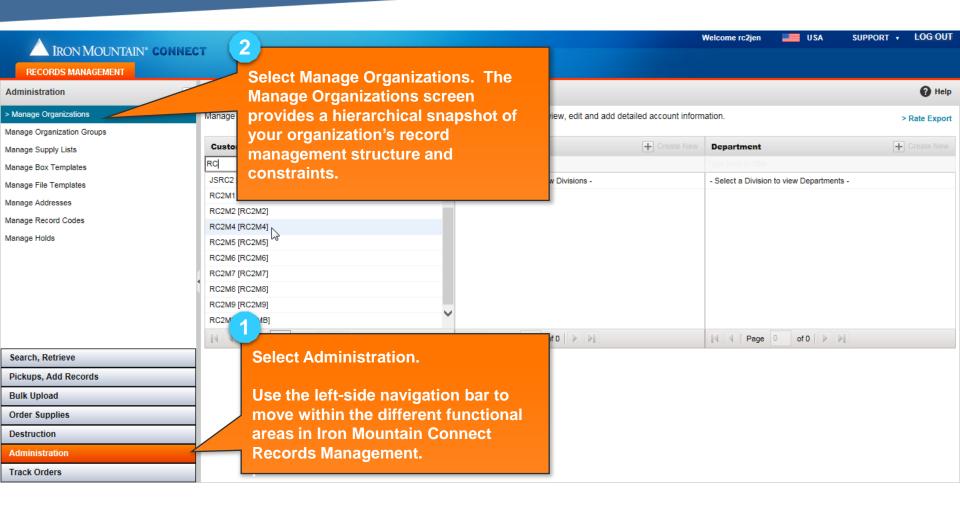


Tracking and managing multiple organizations within your company has never been easier thanks to Iron Mountain Connect Records Management.

The Manage Organizations screen provides you with a hierarchical snapshot of your organization's record management structure and constraints.

Find all of the information you need to effectively manage your organization in a single glance.



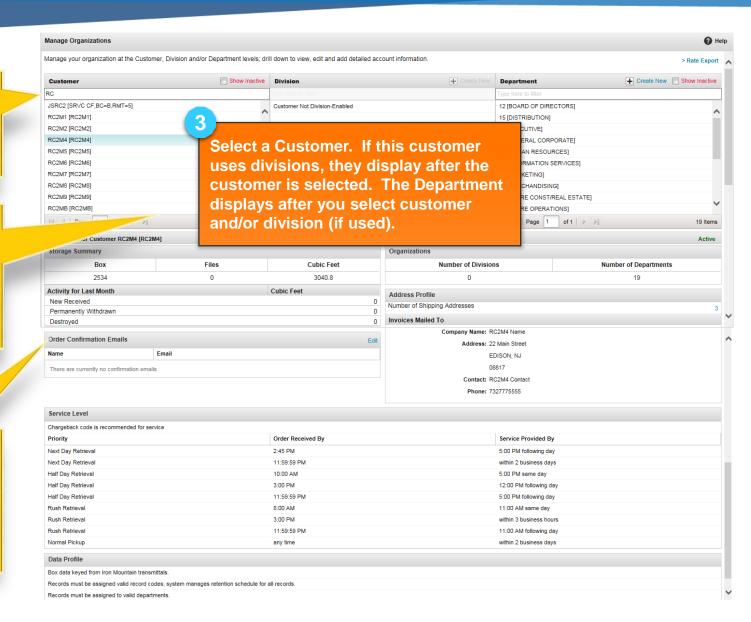


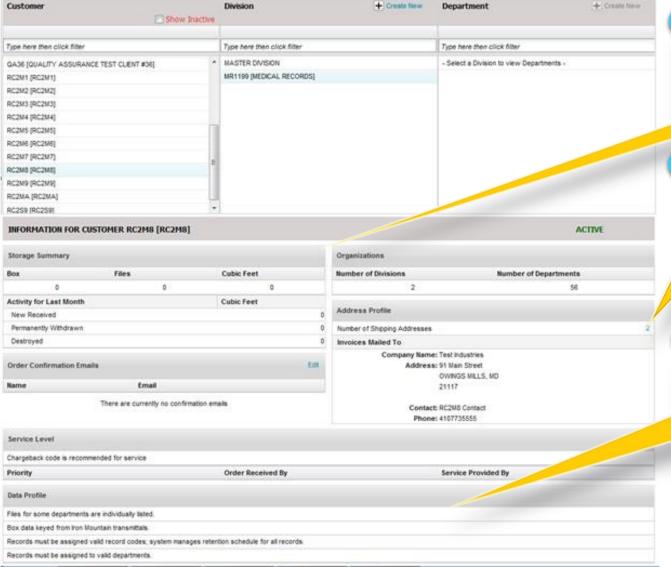


Filter Customer,
Division and
Department to reduce
the number of results
displayed.

Click the Show Inactive checkbox to include inactive customers and/or departments in your view.

Enter addresses for up to three users that will receive copies of ALL order confirmations, regardless of the requestor.





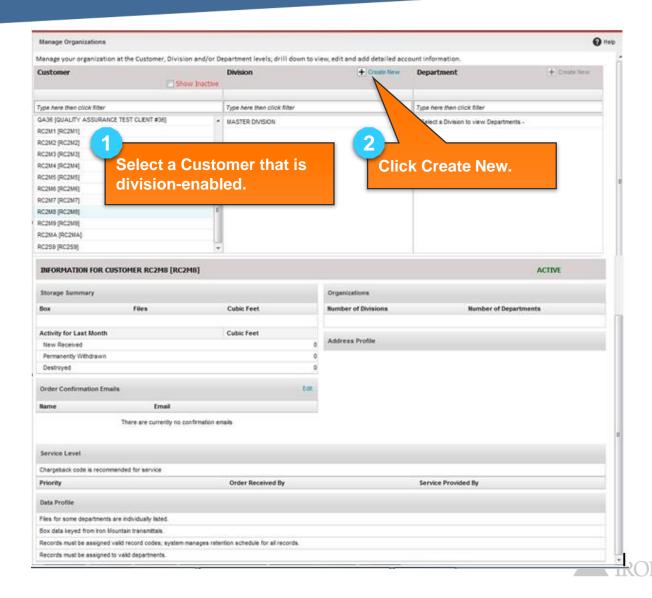
View your storage summary by number of boxes and files and in cubic feet.

Click the number of addresses to open the Shipping Address Listing screen where you can view and edit the addresses associated with this user.

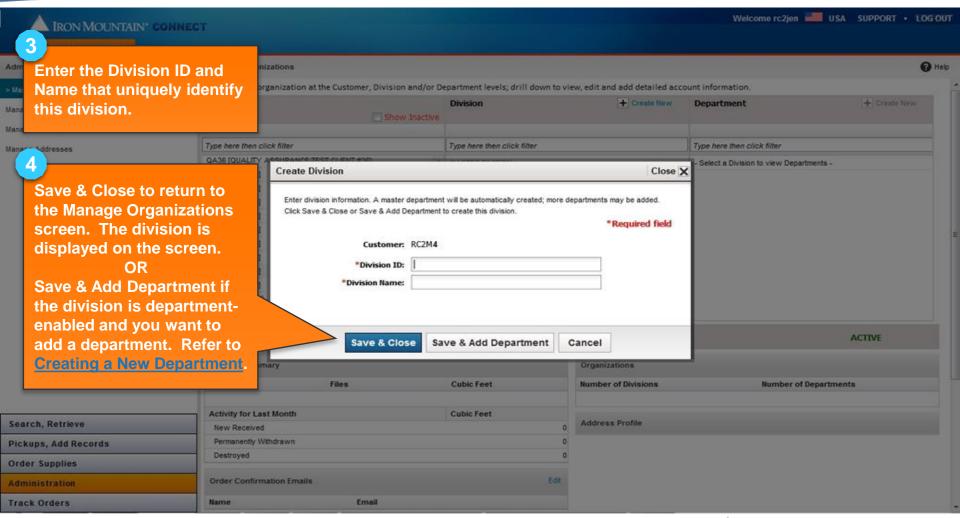
View your organization's Data Profile, the set of parameters that control record storage and transmittal.



Creating a New Division

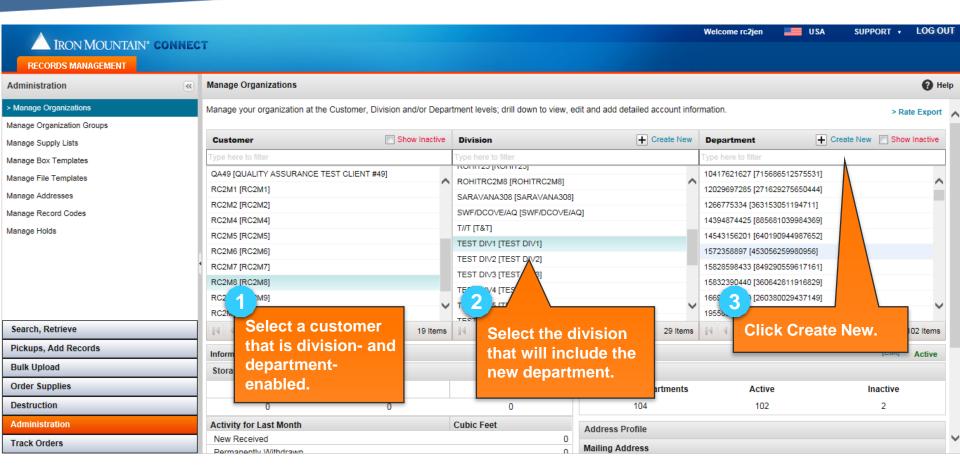


Creating a New Division



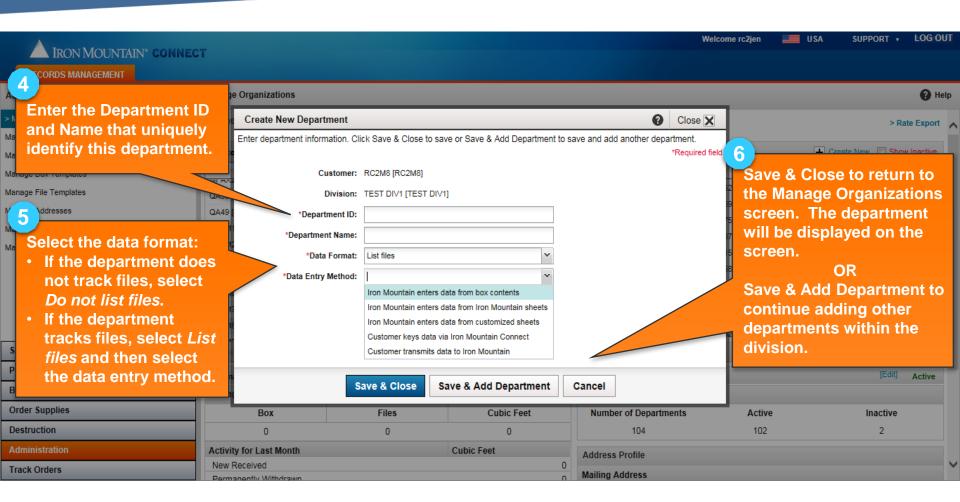


Creating a New Department



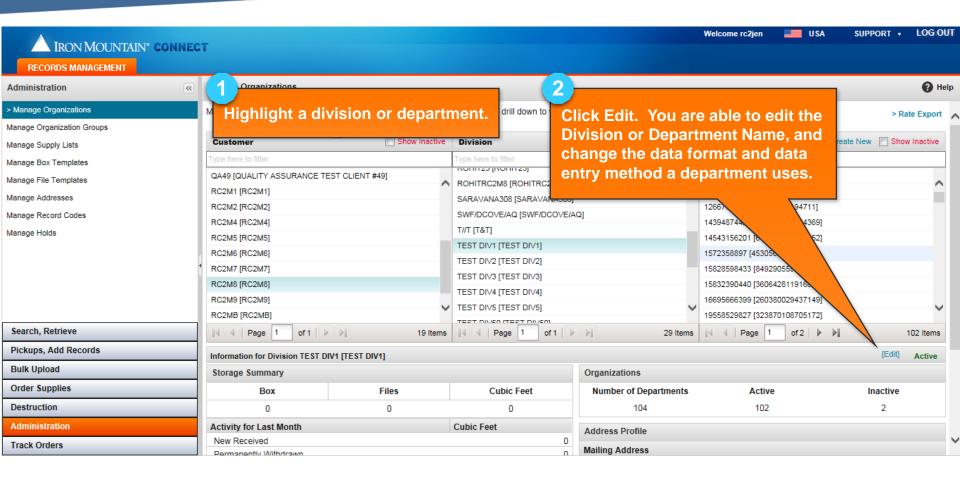


Creating a New Department



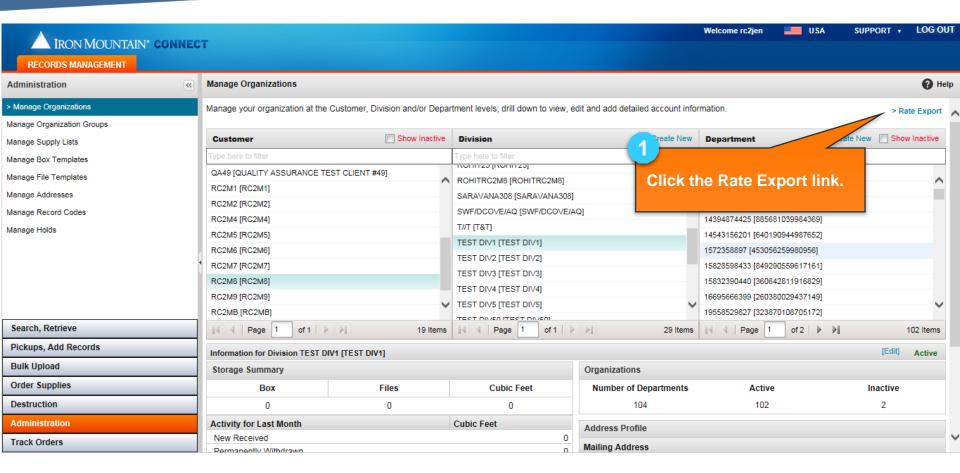


Editing a Division or Department





Exporting Your Service Rate Report





Exporting Your Service Rate Report

