Ordering an Image on Demand (IOD)

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT



US-RM-INT-PPT-03.2020

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KEY:

Numbered steps that guide you through a workflow.





Image on Demand Overview

Image on Demand (IOD) is an imaging service that electronically delivers a copy of a document as a .pdf file.

You request an IOD as part of a retrieval order.

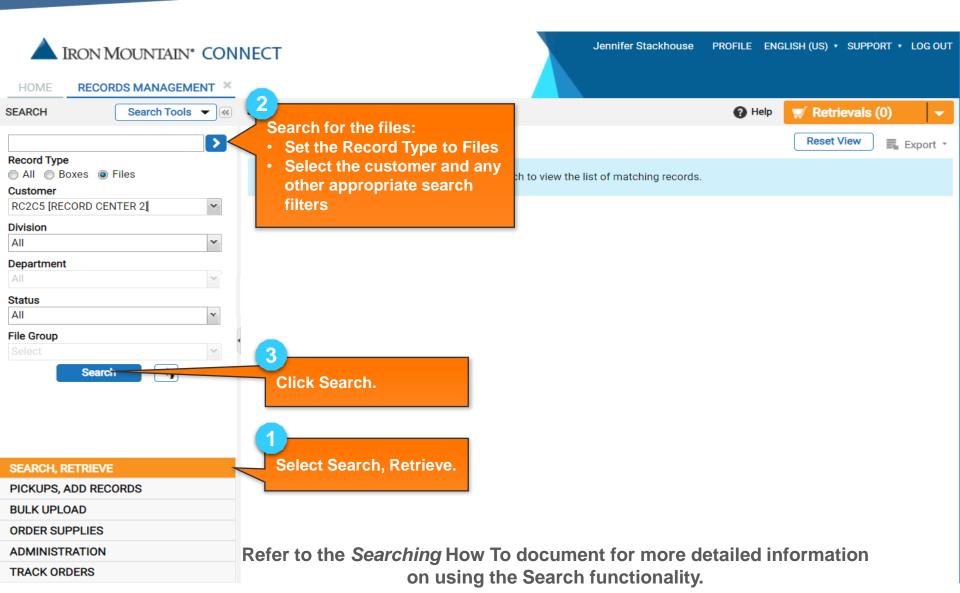
During the COVID-19 pandemic, Iron Mountain is making IOD available to customers to ensure safe delivery of files.

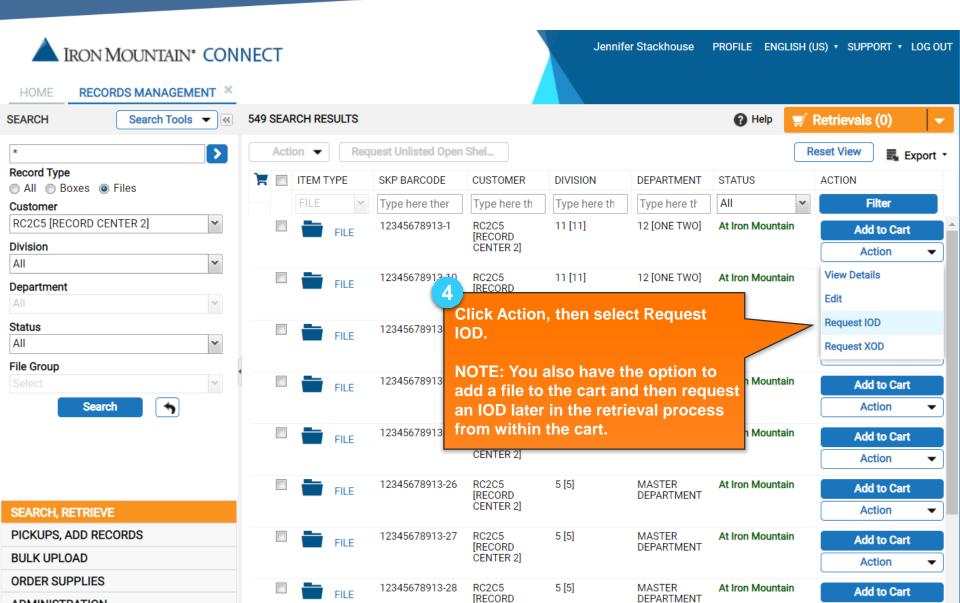
Use this guide to learn how to:

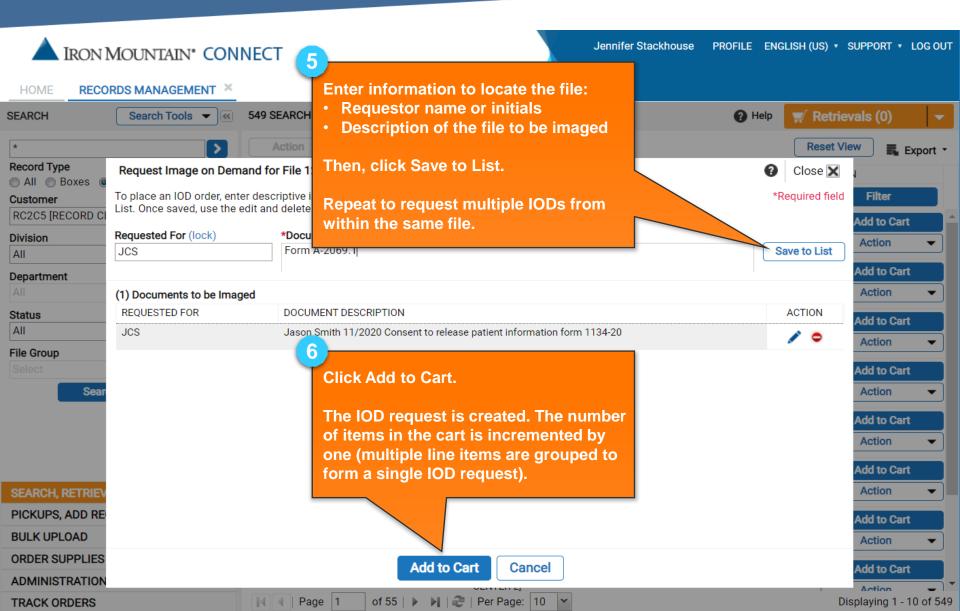
- Request an IOD from a file
- Request an IOD from an unlisted file
- Request an IOD from an unlisted open shelf file
- Edit and remove IOD requests



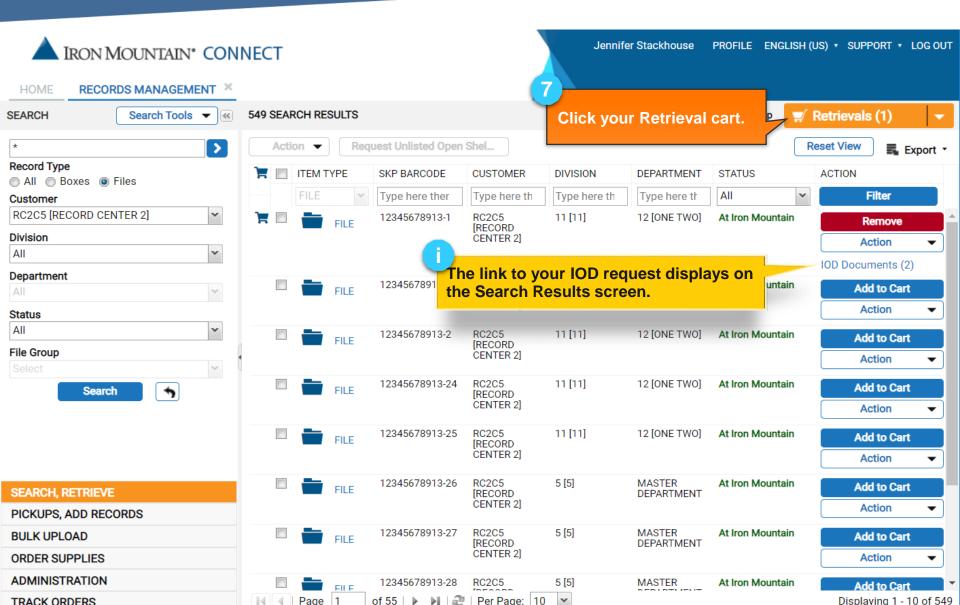
Section 1: Requesting an IOD from a File

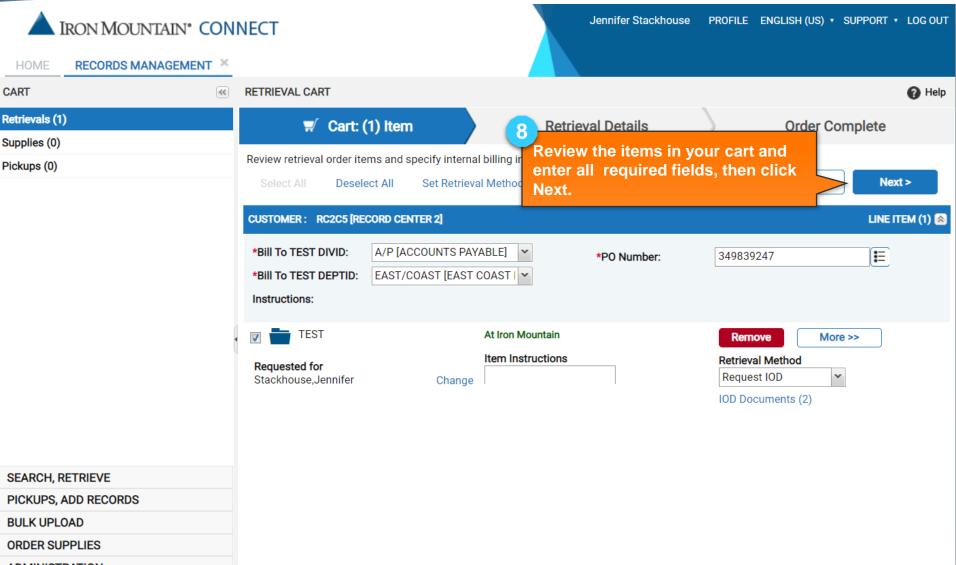




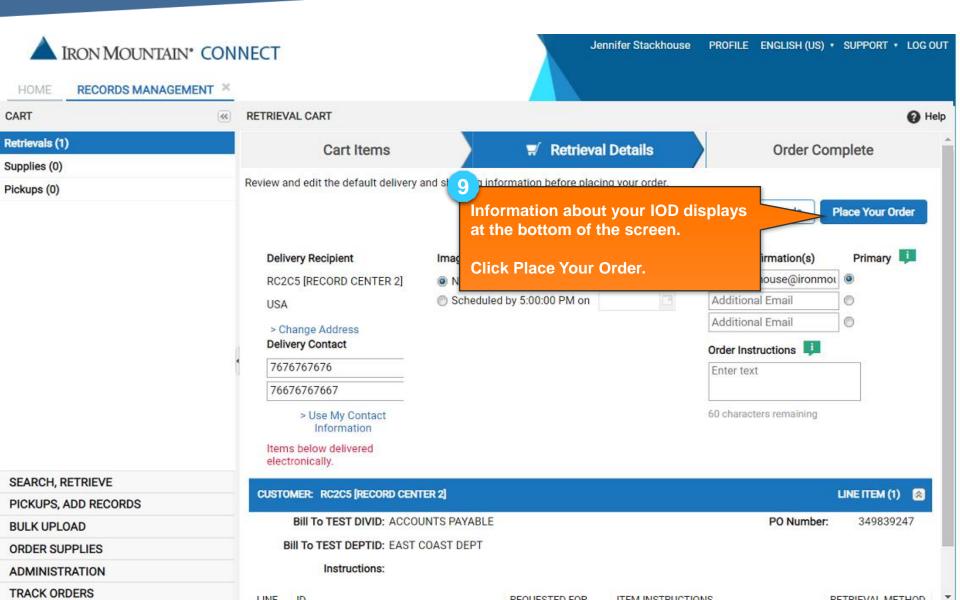


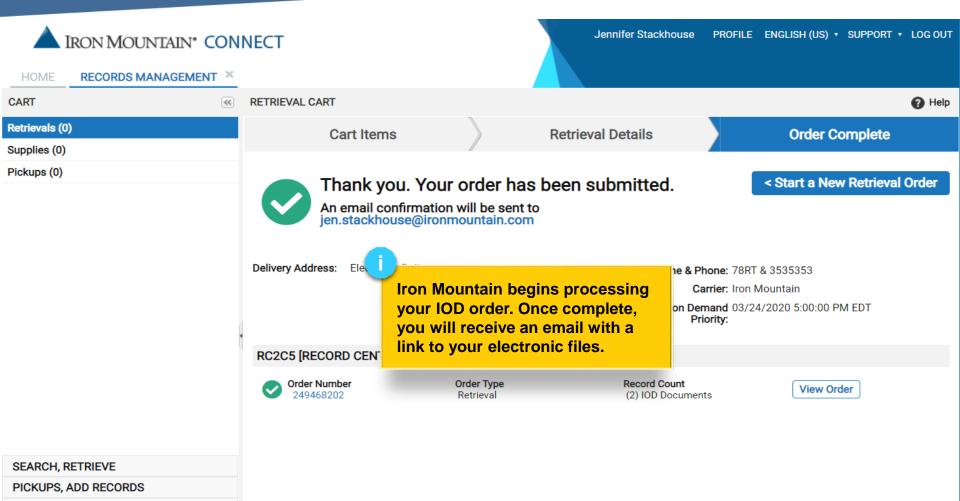
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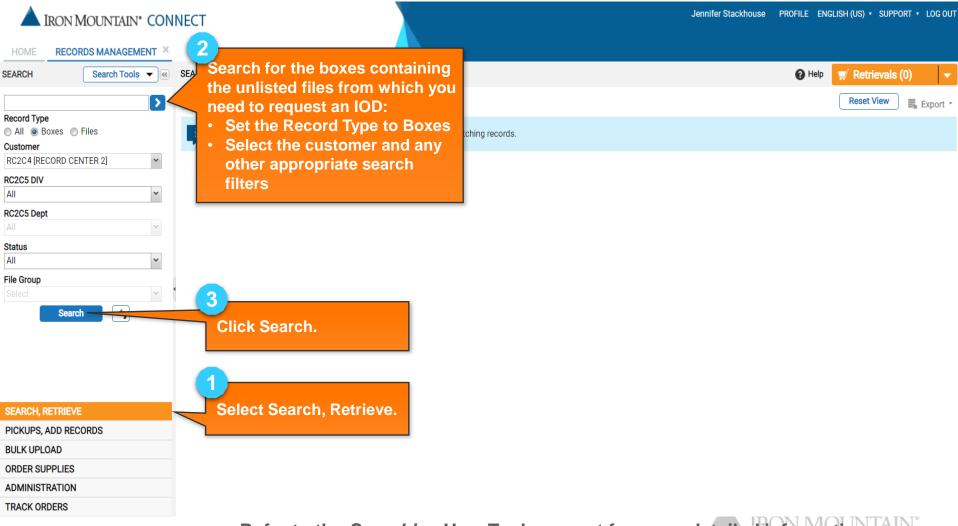


BULK UPLOAD

ORDER SUPPLIES

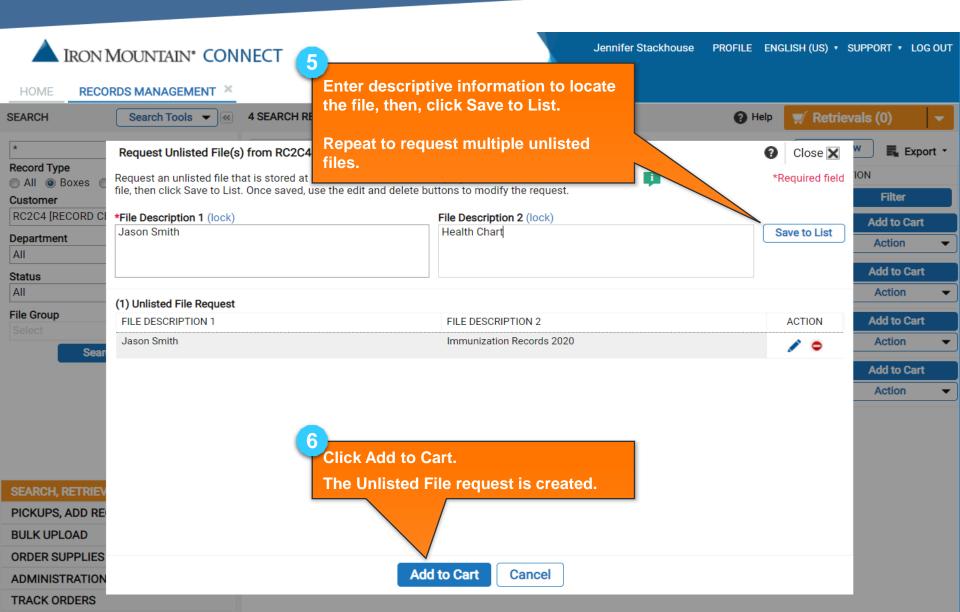
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Section 2: Requesting an IOD from an Unlisted File



Refer to the Searching How To document for more detailed information on using the Search functionality.

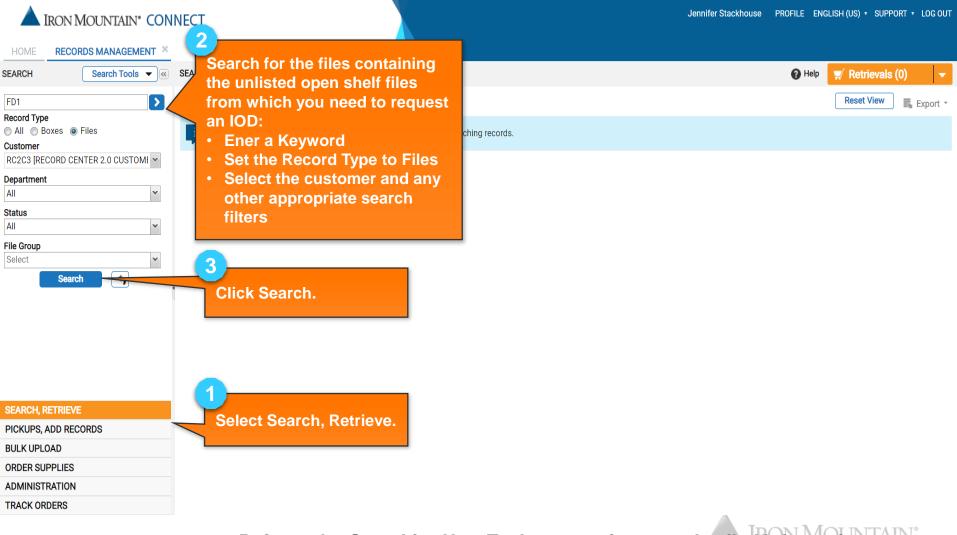
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BULK UPLOAD								
ORDER SUPPLIES								
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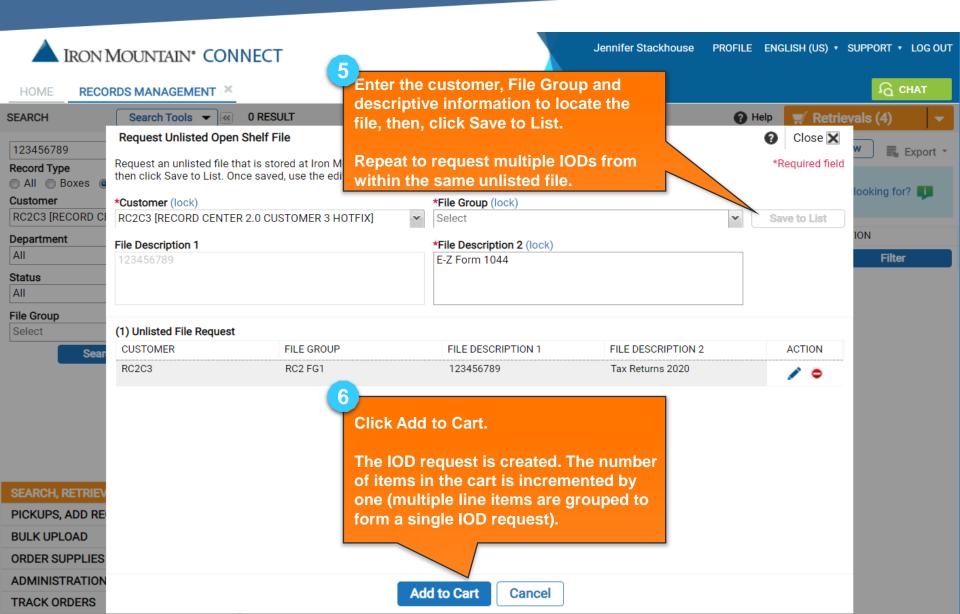
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HOME RECORDS MANAGEMENT ×			Снат
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	Method dropdown.		Fax & Checkout
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BULK UPLOAD			
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TRACK ORDERS			

Section 3:Requesting an IOD from an Unlisted Open Shelf File



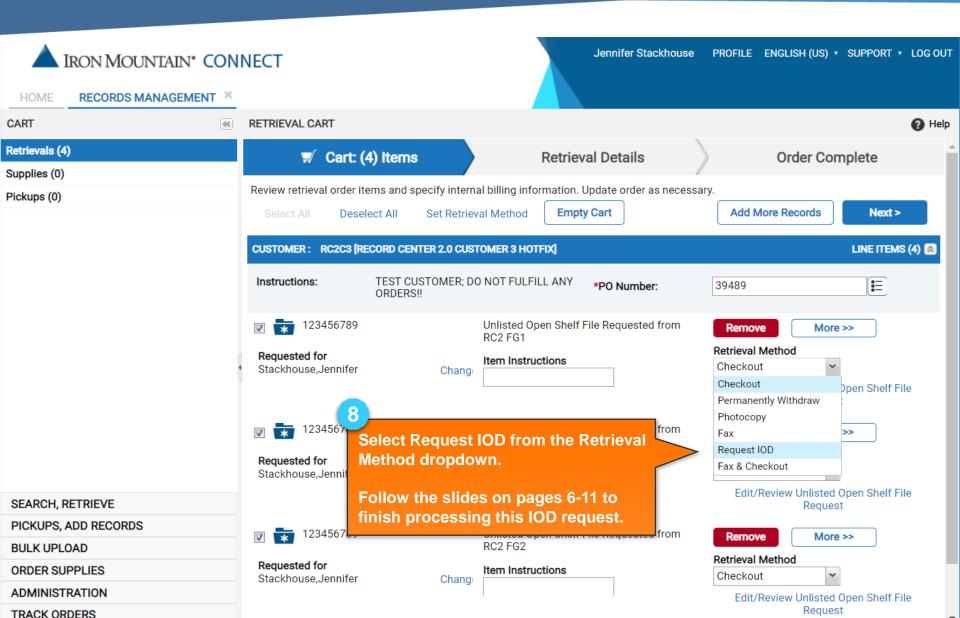
Refer to the Searching How To document for more detailed information on using the Search functionality.

HOME RECORDS MANAGEMENT ×	NECT			Jennifer Stackhouse	PROFILE ENGLISH	(US) • SUPPORT • LOG OUT
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TRACK ORDERS	Page 1	of 2 🕨 🕅 🥏	Per Page: 10 💌			Displaying 1 - 10 of 16



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Section 4: Editing & Removing IOD Orders

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BULK UPLOAD					
ORDER SUPPLIES					
ADMINISTRATION					
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Section 4: Editing & Removing IOD Orders

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Editing & Removing IOD Orders

