Searching

for Users

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT



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Overview

Searching enables you to quickly locate records that you have stored at Iron Mountain.

The filters that you use in your search will determine the scope of the search and enable you to make it as narrow or as broad as necessary.

Use this guide to learn how to:

- Use search operators
- Search for records stored at Iron Mountain
- Customize your search results and onscreen display
- Search for dates and numbers
- Search for multiple boxes or files at one time
- Export your search results



Using Search Operators

Use the following operators to customize your searches:

		SEARCH OPERATORS
OPERATOR	FUNCTION	DESCRIPTION
asterisk	wildcard	 Find records with multiple variations. The wildcard operator functions differently in the Left-Side Search bar and in the column filters. Left –Side Search bar: You must search on at least three characters. The wildcard operator must be AFTER your search criteria. For example, <i>Joh*</i> returns all records that start with <i>Joh</i>, including <i>John</i>, <i>Johnathon</i>, <i>Johnnie</i>, <i>John's</i>, etc. Column Filters: You are able to search on one or more characters. Use one operator in a single search. The wildcard operator can be BEFORE or AFTER your search criteria. For example,: J* returns all records that start with <i>J</i>. Joh* returns all records that start with <i>J</i>. Joh* returns all records that start with <i>Joh</i>, including <i>John</i>, <i>Johnathon</i>, <i>Johnnie</i>, and <i>John's</i>. *ville returns <i>Smithville</i>, <i>Knoxville</i> and <i>Abbotsville</i>.

		SEARCH OPERATORS (cont.)
OPERATOR	FUNCTION	DESCRIPTION
		Find records that contain both words. For example, searching on <i>Smith AND John</i> returns records containing <i>John</i> and records containing <i>Smith</i> .
AND	include	Searching on <i>Smith AND John AND Leon</i> returns records containing <i>Smith</i> and records containing <i>John</i> and records containing <i>Leon</i> .
		You must enter this operator in capital letters.
		You can use this operator in conjunction with NOT.
NOT	exclude	Eliminates all results that contain the criteria directly following NOT. For example, <i>NOT 2001</i> prevents any record that contains <i>2001</i> from being returned.
		You can use this operator in conjunction with AND and OR.
quotation marks	phrase	Find records containing the exact phrase in quotation marks. For example, <i>"John Richard Smith"</i> returns only records containing the entire phrase <i>John</i> <i>Richard Smith</i> . Entries for Richard John Smith are not included.

SEARCH OPERATORS (cont.)							
OPERATOR	FUNCTION	DESCRIPTION					
		Find records containing either word. For example, <i>Smith OR John</i> returns records containing <i>Smith</i> and records containing <i>John</i> but not both words.					
OR or	or	Searching on <i>Smith OR John OR Leon</i> returns records containing <i>Smith</i> and records containing <i>John</i> and records containing <i>Leon</i> , but not all three words.					
		You must enter this operator in capital letters.					
		You can use this operator in conjunction with NOT.					
Space	or	This operator functions like OR. See above.					
Comma	or	This operator functions like OR. See above.					



Left-Side Search Bar

The Customer dropdown includes both active and inactive customers.

The Division dropdown is hidden if the customer you select does not use divisions.

If your company validates departments, the Department field displays. Click the Invalid Department checkbox to include assets assigned to an invalid department in your search results.

The File Group dropdown is greyed out if the customer you select does not use file groups to sequence open shelf files.

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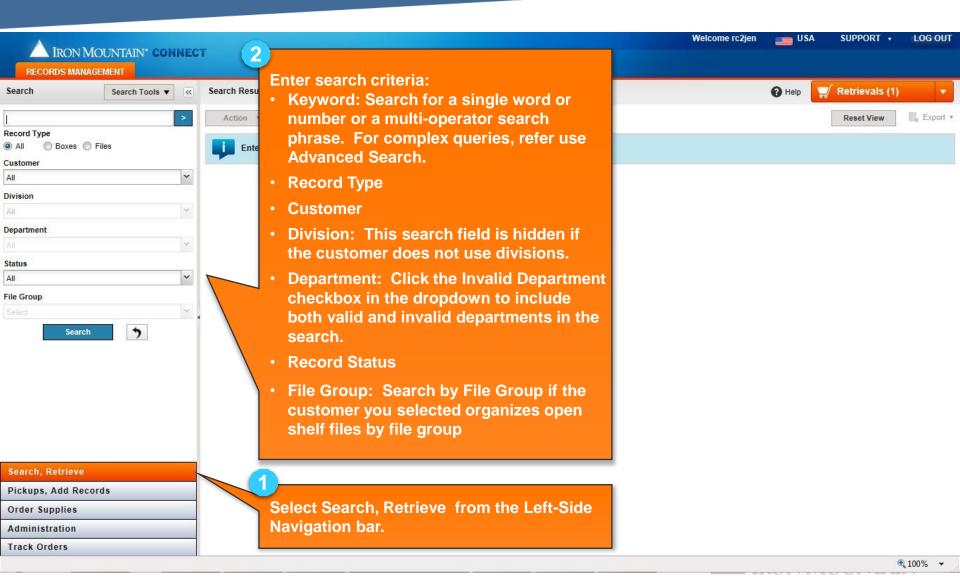
Multi-Box and Multi-FileS earch enable you to search up to 1000 boxes or files at one time, and to cut & paste search entries from a spreadsheet.

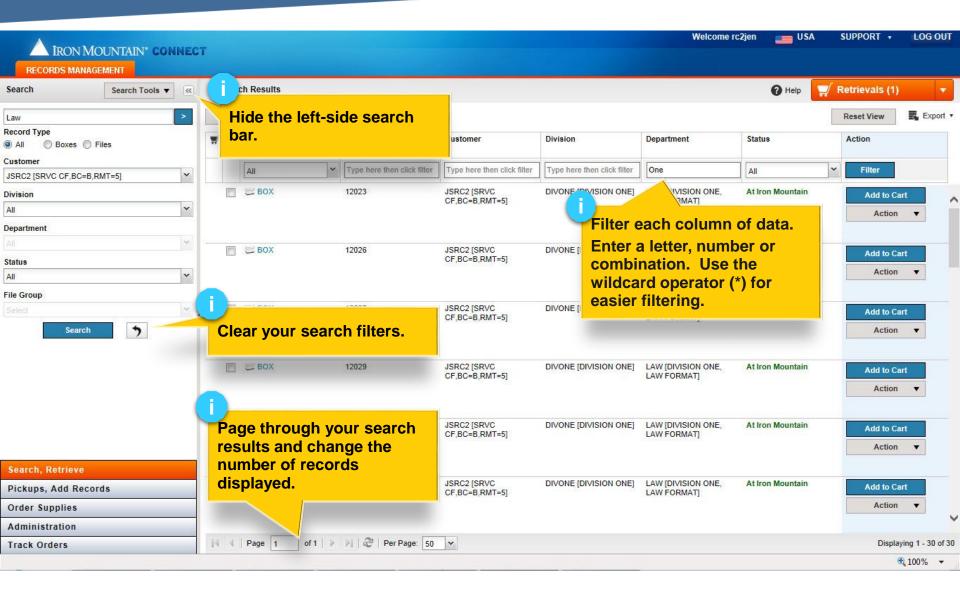
Advanced Search enables you to create a complex, customized search.

Grid Label Preferences enables you to control the labels displayed on the Search Results grid & Pickup List.

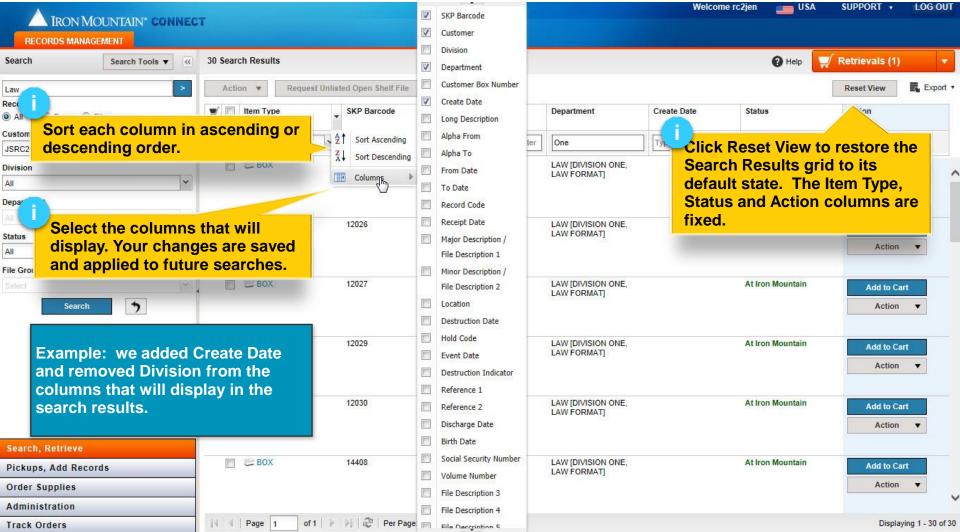


Searching for Stored Records





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Searching on Dates

- Iron Mountain Connect Records Management <u>stores</u> dates in YYYY-MM-DD format and <u>displays</u> dates in MM/DD/YYYY.
- Use either date format when searching for a specific date. For example, to search for all records from September 9th, 2014, type 2014-09-29 or type 09/29/2014 in the Keyword field in the Left-Side Search bar.
- Use the stored date format (YYY-MM-DD) when creating an open-ended search (searching with the wildcard operator). For example, to search for all records from September 2014, type 2014-09-*. The screen below illustrates this example.

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Searching on a specific number returns results that contain that standalone number. For example, searching on *1* returns only records that have a field containing a standalone *1* (that is not part of a larger number).

Use the wildcard operator for a more robust numerical search. For example, 1* returns ALL records that start with 1; 176* returns 176-441, 17612 and 1766-12-1. (Note: This functionality works from within the column filters; you must enter at least three characters to use the wildcard operator from the Left-Side Search bar.)

From within the column filters, use two wildcard operators to find all numbers containing a sequence. For example, **766** returns 17666, 33766-09-1 and 7766.



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Advanced Search

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Setting Your Grid Label Preferences

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Setting Your Grid Label Preferences

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Exporting Your Search Results

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