

---

# Searching

for Users

**IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT**



# Table of Contents

Section	Page
Overview.....	3
Using Search Operators.....	4
Left-Side Search Bar.....	7
Searching for Stored Records.....	8
Customizing & Filtering Your Search Results.....	9
Searching on Dates.....	14
Searching on Numbers.....	15
Searching for Multiple Boxes or Files.....	16
Advanced Search.....	20
Setting Your Grid Label Preferences.....	22
Exporting Your Search Results.....	23

# 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	<p>Find records with multiple variations. The wildcard operator functions differently in the Left-Side Search bar and in the column filters.</p> <p>Left –Side Search bar:</p> <ul style="list-style-type: none"> <li>You must search on at least three characters.</li> <li>The wildcard operator must be AFTER your search criteria.</li> <li>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.</li> </ul> <p>Column Filters:</p> <ul style="list-style-type: none"> <li>You are able to search on one or more characters.</li> <li>Use one operator in a single search.</li> <li>The wildcard operator can be BEFORE or AFTER your search criteria.</li> <li>For example,,:               <ul style="list-style-type: none"> <li><i>J*</i> returns all records that start with <i>J</i>.</li> <li><i>Joh*</i> returns all records that start with <i>Joh</i>, including <i>John</i>, <i>Johnathon</i>, <i>Johnnie</i>, and <i>John's</i>.</li> <li><i>*ville</i> returns <i>Smithville</i>, <i>Knoxville</i> and <i>Abbotsville</i>.</li> </ul> </li> </ul>

SEARCH OPERATORS (cont.)		
OPERATOR	FUNCTION	DESCRIPTION
AND	include	<p>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>.</p> <p>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>.</p> <p>You must enter this operator in capital letters.</p> <p>You can use this operator in conjunction with NOT.</p>
NOT	exclude	<p>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.</p> <p>You can use this operator in conjunction with AND and OR.</p>
quotation marks	phrase	<p>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 Richard Smith</i>. Entries for Richard John Smith are not included.</p>

SEARCH OPERATORS (cont.)		
OPERATOR	FUNCTION	DESCRIPTION
OR	or	<p>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.</p> <p>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.</p> <p>You must enter this operator in capital letters. You can use this operator in conjunction with NOT.</p>
Space	or	This operator functions like OR. See above.
Comma	or	This operator functions like OR. See above.

# Left-Side Search Bar

**i** The Customer dropdown includes both active and inactive customers.

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

**i** 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.

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

IRON MOUNTAIN® CONNEC  
RECORDS MANAGEMENT

Search Search Tools

Record Type  
 All  Boxes  Files

Customer  
All

Division  
All

Department  
All

Status  
All

File Group  
Select

Search

Multi-Box Search  
Multi-File Search  
Advanced Search  
Grid Label Preferences

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

**i** 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.

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

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



# Searching for Stored Records

The screenshot shows the Iron Mountain Connect interface. At the top left is the logo and 'CONNECT RECORDS MANAGEMENT'. The top right shows user information: 'Welcome rc2jen', 'USA', 'SUPPORT', and 'LOG OUT'. Below this is a navigation bar with 'Help', 'Retrievals (1)', 'Reset View', and 'Export'. The main search area on the left includes a search input field, a 'Search Tools' dropdown, and filters for Record Type (All, Boxes, Files), Customer, Division, Department, Status, and File Group. A 'Search' button is at the bottom of this section. A left-side navigation bar contains 'Search, Retrieve', 'Pickups, Add Records', 'Order Supplies', 'Administration', and 'Track Orders'. Two callout boxes provide instructions: one points to the 'Search, Retrieve' menu item, and the other points to the search filters.

**2** Enter search criteria:

- **Keyword:** Search for a single word or number or a multi-operator search phrase. For complex queries, refer use Advanced Search.
- **Record Type**
- **Customer**
- **Division:** This search field is hidden if the customer does not use divisions.
- **Department:** Click the Invalid Department checkbox in the dropdown to include both valid and invalid departments in the search.
- **Record Status**
- **File Group:** Search by File Group if the customer you selected organizes open shelf files by file group

**1** Select Search, Retrieve from the Left-Side Navigation bar.



# Customizing & Filtering Your Search Results

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 results page shows a table of records with columns for Customer, Division, Department, Status, and Action. The table contains five rows of data, each with a 'Filter' button and an 'Add to Cart' button. The interface includes a left sidebar with search filters for Record Type, Customer, Division, Department, Status, and File Group. A search bar is at the top left, and a 'Search' button is below it. The bottom of the page shows pagination controls and a 'Displaying 1 - 30 of 30' indicator.

**Hide the left-side search bar.**

**Filter each column of data. Enter a letter, number or combination. Use the wildcard operator (\*) for easier filtering.**

**Clear your search filters.**

**Page through your search results and change the number of records displayed.**

# Customizing & Filtering Your Search Results

**IRON MOUNTAIN CONNECT**  
RECORDS MANAGEMENT

Search: Law  
Record Type: All (selected), Boxes, Files  
Customer: JSRC2 [SRVC CF,BC=...]  
Division: All  
Department: All  
Status: All  
File Group: Select

30 Search Results

Item Type	SKP Barcode	Customer	Division	Department
BOX	12030	JSRC2 [SRVC CF,BC=B,RMT=5]	DIVONE [DIVISION ONE]	LAW [DIVISION ONE]
BOX	14408	JSRC2 [SRVC CF,BC=B,RMT=5]	DIVONE [DIVISION ONE]	LAW [DIVISION ONE]

Column Selector (Right): SKP Barcode, Customer, Division, Department, Create Date, Long Description, Alpha From, Alpha To, From Date, To Date, Record Code, Receipt Date, Major Description / File Description 1, Minor Description / File Description 2, Location, Destruction Date, Hold Code, Event Date, Destruction Indicator, Reference 1, Reference 2, Discharge Date, Birth Date, Social Security Number, Volume Number, File Description 3, File Description 4, File Description 5

Search Results Detail (Right): Status: At Iron Mountain, Action: Add to Cart

**Callout 1:** If you include both boxes and files in your search, both box and file metadata columns are available in the column selector and on the Search Results screen (as shown at right).  
If you limit your search to boxes or files, only the related metadata columns display.

**Callout 2:** Your user permission settings, which are controlled by your system administrator, also impact the columns available in the selector and on the Search Results screen.

Page 1 of 1 | Per Page: 50

# Customizing & Filtering Your Search Results

**IRON MOUNTAIN CONNECT**  
RECORDS MANAGEMENT

Search: Law | Search Tools | 30 Search Results

Sort options: Sort Ascending, Sort Descending, Columns

Item Type	SKP Barcode
BOX	12026
BOX	12027
BOX	12029
BOX	12030
BOX	14408

Left sidebar: Search, Retrieve; Pickups, Add Records; Order Supplies; Administration; Track Orders

Right sidebar: SKP Barcode, Customer, Division, Department, Customer Box Number, Create Date, Long Description, Alpha From, Alpha To, From Date, To Date, Record Code, Receipt Date, Major Description / File Description 1, Minor Description / File Description 2, Location, Destruction Date, Hold Code, Event Date, Destruction Indicator, Reference 1, Reference 2, Discharge Date, Birth Date, Social Security Number, Volume Number, File Description 3, File Description 4, File Description 5

Sort each column in ascending or descending order.

Select the columns that will display. Your changes are saved and applied to future searches.

Example: we added Create Date and removed Division from the columns that will display in the search results.

Welcome rc2jen | USA | SUPPORT | LOG OUT

Retrievals (1)

Reset View | Export

Department	Create Date	Status	Action
One			Action
LAW [DIVISION ONE, LAW FORMAT]		At Iron Mountain	Add to Cart   Action
LAW [DIVISION ONE, LAW FORMAT]		At Iron Mountain	Add to Cart   Action
LAW [DIVISION ONE, LAW FORMAT]		At Iron Mountain	Add to Cart   Action
LAW [DIVISION ONE, LAW FORMAT]		At Iron Mountain	Add to Cart   Action
LAW [DIVISION ONE, LAW FORMAT]		At Iron Mountain	Add to Cart   Action
LAW [DIVISION ONE, LAW FORMAT]		At Iron Mountain	Add to Cart   Action

Bottom right: Displaying 1 - 30 of 30

Click Reset View to restore the Search Results grid to its default state. The Item Type, Status and Action columns are fixed.

# Customizing & Filtering Your Search Results

The screenshot displays 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 shows 'RECORDS MANAGEMENT' and '55 Search Results'. On the left, there are search filters for Record Type (All, Boxes, Files), Customer (JSRC2 [SRVC CF,BC=B,RMT=5]), Division (All), Department (All), Status (All), and File Group (Select). A search button is located below these filters. The main search results table has columns: Item Type, SKP Barcode, Customer, Department, Create Date, Status, and Action. The 'Customer' column has been moved to the left of the 'SKP Barcode' column. A yellow callout box with an information icon (i) points to the 'Customer' column header, stating: 'Customize your view by dragging and dropping columns.' Another yellow callout box with an information icon (i) points to the column headers, stating: 'Resize columns to show more information or to fit additional columns in the Search Results grid.' A blue callout box with an information icon (i) points to the 'Customer' column, stating: 'Example: we moved the Customer column so that it appears to the left of the SKP Barcode column.' The table contains several rows of search results, each with an 'Add to Cart' button and an 'Action' dropdown menu. The bottom of the page shows pagination: 'Page 1 of 6' and 'Per Page: 10'. The footer includes the Iron Mountain logo and the text 'Displaying 1 - 10 of 55'.

**Customize your view by dragging and dropping columns.**

**Resize columns to show more information or to fit additional columns in the Search Results grid.**

**Example: we moved the Customer column so that it appears to the left of the SKP Barcode column.**



- Iron Mountain Connect Records Management stores dates in YYYY-MM-DD format and displays dates in MM/DD/YYYY.
- **Use either date format when searching for a specific date.** For example, to search for all records from September 9<sup>th</sup>, 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 (YYYY-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.

The screenshot shows the Iron Mountain Connect Records Management interface. The search bar on the left contains the query '2011-11-\*'. The main results area shows 5,000 results of 6,861 records. A message indicates that the search results exceed the 5,000 record limit. The results table has columns for Item Type, Customer, Division, Department, Major Description / File Description 1, SKP Barcode, From Date, and To Date. Two rows of results are visible, both with 'From Date' and 'To Date' values of 11/14/2011, which are highlighted with orange boxes. The search bar and the date values in the table are also highlighted with orange boxes.

Item Type	Customer	Division	Department	Major Description / File Description 1	SKP Barcode	From Date	To Date
BOX	RC2M2 [RC2M: Not	Custom 2446 [DEPAF Divisor 2446]	2446	Major Description 6	101308438	11/14/2011	11/14/2011
BOX	RC2M2 [RC2M: Not	Custom 2446 [DEPAF Divisor 2446]	2446	Major Description 7	101308439	11/14/2011	11/14/2011

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.

# Searching for Multiple Boxes or Files

IRON MOUNTAIN CONNECT

RECORDS MANAGEMENT

Welcome rc2jen USA SUPPORT LOG OUT

97 Search Results

Search Tools

- Multi-Box Search
- Multi-File Search
- Advanced Search
- Grid Label Preferences

Record Type:  All  Boxes  Files

Customer: JSRC2 [SRVC CF,BC=B,R

Division: All

Department: All

Status: All

File Group: Select

Search

Request Unlisted Open Shelf File

Click Multi-Box Search or Multi-File Search to search for up to 1000 boxes or files at one time.

Type	Item	Division	Department	Master Description /	SKP Barcode	Customer Box Num...	Status	Action
BOX					Type here then clic	Type here then click fil	All	Filter
BOX					12029	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX					12030	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	CF,BC=B,RMT=5		[2DEPTNAMEUF		12031	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 3 [1 3 A]	DEPT13 [DEPT13]		12034	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 [12 TEST]	2 [2DEPTNAMEUF		12035	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	DIV - 2 [DIV - 2]	DIV - 1 [DIV / 1]	46654757	12036	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	11 [1]	DEPT //213 [DEPT \213]	<H1>BA</H1>	12037	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 [12 TEST]	MASTER DEPARTMENT	<H1>BA</H1>	12038	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 [12 TEST]	2 [2DEPTNAMEUF	<H1>BA</H1>	12039	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	111 [111 7]	TEST DEPT1 [TEST DEPT1]	<H1>BA</H1>				

Page 1 of 10 Per Page: 10

Displaying 1 - 10 of 97



# Searching for Multiple Boxes or Files

The screenshot displays the Iron Mountain Connect web application. On the left, a sidebar contains navigation options: Search, Retrieve, Pickups, Add Records, Bulk Upload, Order Supplies, Administration, and Track Orders. The main area features a search form with fields for Record Type (All, Boxes, Files), Customer (JSRC2 [SRVC CF,BC=B,RMT=5]), Division (All), Department (All), Status (All), and File Group (Select). A 'Multi-Box Search' modal window is open, showing a search for up to 1,000 boxes. The search criteria are set to 'JSRC2 [SRVC CF,BC=B,RMT=5]' and 'SKP Barcodes'. The search results list several box numbers: 120991, 120992, 120993, 120994, 120995, and 120996. Below the list, there are 'Search', 'Reset', and 'Cancel' buttons. The bottom of the page shows a table with search results, including columns for box type, customer, quantity, department, and location. The page number is 1 of 10, and the search results are displayed 1-10 of 97.

**2** Select a customer.

**3** Select the field you will use to search records: SKP Barcode or Customer Box Number. When searching for files, you can also search on File Description 1 – 9.

**4** Type or paste the barcodes, box numbers or file description for up to 1,000 boxes or files. Separate numbers with <ENTER> or comma.

**5** Click Search. Your results are displayed on the Search Results grid.

# Searching for Multiple Boxes or Files

IRON MOUNTAIN CONNECT

RECORDS MANAGEMENT

Welcome rc2jen USA SUPPORT LOG OUT

4 Search Results

Record Type:  All  Boxes  Files

Customer: JSRC2 [SRVC CF,BC=B,RMT=5]

Division: All

Department: All

Status: All

File Group: Select

Search

Multi-SEARCH ITEMS NOT FOUND  
1 item in your search was not found.

Item Type	Customer	Division	Department	Major Description / ...	SKP Barcode	Customer Box Num...	Status	Action
BOX	JSRC2 [SRVC CF,BC=B,RMT=5]	XX	MASTER DEPARTMENT	<H1>BA</H1>	12029	<H1>BA</H1>	At Iron Mountain	Filter Add to Cart Action
		1 [12 TEST]	2 [2DEPTNAMEUPT	<H1>BA</H1>	12030	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
		1 3 [1 3 A]	DEPT13 [DEPT13]		12031	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
		DIV 1 [FOO:]	MASTER DEPARTMENT		12032	12032	Checked Out from Iron Mountain	Add to Cart Action

Page 1 of 1 Per Page: 10

Displaying 1 - 4 of 4

100%

**i** Iron Mountain Connect Records Management notifies you about boxes and files that are not found. Click the link in the message to view a list of these boxes or files.

# Searching for Multiple Boxes or Files

The screenshot displays the IRON MOUNTAIN CONNECT interface for RECORDS MANAGEMENT. The search results show 4 items, but a message indicates that 1 item was not found. A dialog box titled "Multi-Search Items Not Found (1)" is open, listing the SKP Barcode 12345678888 as not found. The interface includes a search bar, filters for Record Type (All, Boxes, Files), Customer, Division, and Department, and a table of search results with columns for Item Type, Customer, Division, Department, Major Description, SKP Barcode, Customer Box Num..., Status, and Action. A sidebar on the left contains navigation options like Search, Retrieve, Pickups, Add Records, Bulk Upload, Order Supplies, Administration, and Track Orders. The bottom of the screen shows pagination information: Page 1 of 1, Per Page: 10, and Displaying 1 - 4 of 4.

**i** You are able to copy the list of boxes or files that were not found and perform another search or research data entry errors.

**Multi-Search Items Not Found (1)** Close X

The SKP Barcodes listed below were not found:  
12345678888

Close

**i** Once you have located the boxes or files you were searching for, you can use the column filters on the Search Results screen to sort them further.

# Advanced Search

RECORDS MANAGEMENT

Search 97 Search Results

Search Tools

- Multi-Box Search
- Multi-File Search
- Advanced Search**
- Grid Label Preferences

Record Type: All  Boxes  Files

Customer: JSRC2 [SRVC CF,BC=B,R

Division: All

Department: All

Status: All

File Group: Select

Search

Request Unlisted Open Shelf File

Item Type	Item Name	Division	Department	Master Description /	SKP Barcode	Customer Box Num...	Status	Action
BOX					12029	<H1>BA</H1>	At Iron Mountain	Filter Add to Cart Action
BOX					12030	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
BOX					12031	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
BOX					12034	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	DIV - 2 [DIV - 2]	DIV - 1 [DIV / 1]	46654757	12035	46654757	At Iron Mountain	Add to Cart Action
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	11 [1]	DEPT //213 [DEPT \213]	<H1>BA</H1>	12036	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 [12 TEST]	MASTER DEPARTMENT	<H1>BA</H1>	12037	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 [12 TEST]	2 [2DEPTNAMEUF	<H1>BA</H1>	12038	<H1>BA</H1>	At Iron Mountain	Add to Cart Action
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	111 [111 7]	TEST DEPT1 [TEST DEPT11	<H1>BA</H1>	12039	<H1>BA</H1>	At Iron Mountain	Add to Cart

Page 1 of 10 Per Page: 10

Displaying 1 - 10 of 97

100%

**1** Click Advanced Search to create complex searches that include criteria that you build with fields, rules, values and operators. Refer to the Advanced Search How To training guide for information and steps.

# Setting Your Grid Label Preferences

IRON MOUNTAIN CONNECT

RECORDS MANAGEMENT

Welcome rc2jen USA SUPPORT LOG OUT

97 Search Results

Search Tools

- Multi-Box Search
- Multi-File Search
- Advanced Search
- Grid Label Preferences

Record Type: All Boxes Files

Customer: JSRC2 [SRVC CF,BC=B,R

Division: All

Department: All

Status: All

File Group: Select

Search

Request Unlisted Open Shelf File

Item Type: BOX

SKP Barcode: Type here then click

Customer Box Num...: Type here then click filter

Status: All

Action: Filter

Grid Label Preferences

If your system administrator has created custom labels for fields in Iron Mountain Connect Records Management, click Grid Label Preferences to display these custom labels on the Search Results grid, all exports and on the Pickup List.

Item Type	Item Name	Division	Department	Master Description /	SKP Barcode	Customer Box Num...	Status	Action
BOX					12029	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX					12030	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX					12031	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX					12034	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	DIV - 2 [DIV - 2]	DIV - 1 [DIV / 1]	46654757	12035	46654757	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	11 [1]	DEPT //213 [DEPT \213]	<H1>BA</H1>	12036	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 [12 TEST]	MASTER DEPARTMENT	<H1>BA</H1>	12037	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	1 [12 TEST]	2 [2DEPTNAMEUP	<H1>BA</H1>	12038	<H1>BA</H1>	At Iron Mountain	Add to Cart
BOX	JSRC2 [SRVC CF,BC=B,RMT=5	111 [111 7]	TEST DEPT1 [TEST DEPT11	<H1>BA</H1>	12039	<H1>BA</H1>	At Iron Mountain	Add to Cart

Page 1 of 10 Per Page: 10

Displaying 1 - 10 of 97

# Setting Your Grid Label Preferences

The screenshot shows the 'Grid Label Preferences' interface in the Iron Mountain Connect system. The interface is divided into several sections:

- Header:** 'IRON MOUNTAIN CONNECT' logo and 'RECORDS MANAGEMENT' tab.
- Left Sidebar:** Search tools, Record Type (All, Boxes, Files), Customer (JARR [ARROW ELECTRONICS]), Department (All), Status (All), and File Group.
- Main Content Area:**
  - Grid Label Preferences:** A heading with a sub-explanation: 'You have access to customers that use custom field labels. This gives you the option to display Iron Mountain default column labels or to display a specific customer's column labels.'
  - Box-Related Column Labels:** Radio buttons for 'Default Labels' and 'Custom Labels' (selected). Below is a 'Customer:' dropdown menu set to 'JARR [ARROW ELECTRONICS]'. A table titled 'Sample custom label display: \* Custom Labels' shows columns: SKP Barcode, Customer Box Number, Department, Ref Number\*, Client ID\*, Minor Description, Alpha From, Alpha To.
  - File-Related Column Labels:** Radio buttons for 'Default Labels' (selected) and 'Custom Labels'. Below is a table titled 'Sample Iron Mountain default label display:' with columns: SKP Barcode, Division, Department, From Date, To Date, Create Date, Birth Date, File Description 10, Alpha From, Alpha To.
  - Buttons:** 'Save' and 'Cancel' buttons at the bottom.
- Right Sidebar:** A list of items with 'At Iron Mountain' status and 'Add to Cart' and 'Action' buttons.
- Bottom:** Page navigation showing 'Page 1 of 1' and 'Per Page: 10'.

Four numbered callouts provide instructions:

- 1:** The first time you access this screen, the preferences are set to the Default Labels. Click Custom Labels.
- 2:** Select the Customer the labels will display for. A sample displays with custom field labels marked with an \*.
- 3:** Click Save. Your custom labels display on the Search Results grid, on reports that you export and on the Pickup List.
- 4:** (This callout points to the 'Save' button in the image).

# Exporting Your Search Results

The screenshot displays the Iron Mountain Connect Records Management interface. The top navigation bar includes the logo, "Welcome iron1", "USA", "SUPPORT", and "LOG OUT". The main content area shows a search for "Accounting" with 100 results. A table lists search results with columns for Item Type, Customer, and SKP Barcode. An orange callout box with a "1" in a circle points to the "Export" button in the top right. A dropdown menu is open, showing options: "Export fields to .csv file", "Export all fields except Long Description", and "Export current fields to .csv file". A blue callout box provides an example of the selected option.

1 Click Export to generate a report containing your search results. You determine which information to export to a .csv file:

- Include extra columns not currently visible in your search results.
- Include columns not currently visible in your search results EXCEPT for the Long Description field.
- Include only the columns that you selected in your search.

Example: we selected Export Current Fields (csv) to generate a report with only the columns that we selected in our search.

Item Type	Customer	SKP Barcode
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700
BOX	RC258 [RC258]	45691700

Search, Retrieve  
Pickups, Add Records  
Order Supplies  
Administration

https://www2.ironmountainconnect.com/emqa07/RecordCenter/# of 10 Per Page: Displaying 1 - 10 of 100



# Exporting Your Search Results

The screenshot shows the Iron Mountain Connect interface. The top navigation bar includes the logo, 'Welcome iron1', 'USA', 'SUPPORT', and 'LOG OUT'. The main header is 'RECORDS MANAGEMENT'. The search bar contains 'Accounting' and shows '100 Search Results'. On the left, there are filters for Record Type (All, Boxes, Files), Customer (RC258 [RC258]), Department (DEPT A [ACCOUNTING DEPARTMENT]), Status (All), and File Group (All). A 'Search' button is at the bottom of the filter panel. The main area displays a table of search results with columns for Item Type, Customer, Department, Status, Create Date, and Action. Three yellow callout boxes with information icons provide instructions: 1. 'The system processes the report in the background so you are able to continue working while the report generates' (pointing to the top of the results table). 2. 'Your search parameters are displayed in the report.' (pointing to the first row of results). 3. 'You can open your report, save it to your computer or cancel it. The report is automatically separated into two .zip files; one for boxes, one for files.' (pointing to the bottom of the results table). At the bottom, a dialog box asks: 'Do you want to open or save SearchResults\_AssetsReport\_100820141315.zip (7.27 KB) from www2.ironmountainconnect.com?' with 'Open', 'Save', and 'Cancel' buttons.

**The system processes the report in the background so you are able to continue working while the report generates**

**Your search parameters are displayed in the report.**

**You can open your report, save it to your computer or cancel it. The report is automatically separated into two .zip files; one for boxes, one for files.**

Do you want to open or save SearchResults\_AssetsReport\_100820141315.zip (7.27 KB) from www2.ironmountainconnect.com?

Open Save Cancel