Using Shipping Addresses

for Users

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT

IRON MOUNTAIN®

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Overview: Using Shipping Addresses

The shipping address is the location where Iron Mountain:

- Picks up records for storage
- Delivers records from storage
- Delivers supplies

Your system administrator manages your shipping addresses from a centralized repository to ensure that they are synchronized system-wide.

Use this guide to learn how to:

- Set default and favorite shipping addresses

- Filter to find a shipping address

- Create a shipping address if you have the proper permission

System administrators refer to the Managing Shipping Addresses How To training guide.

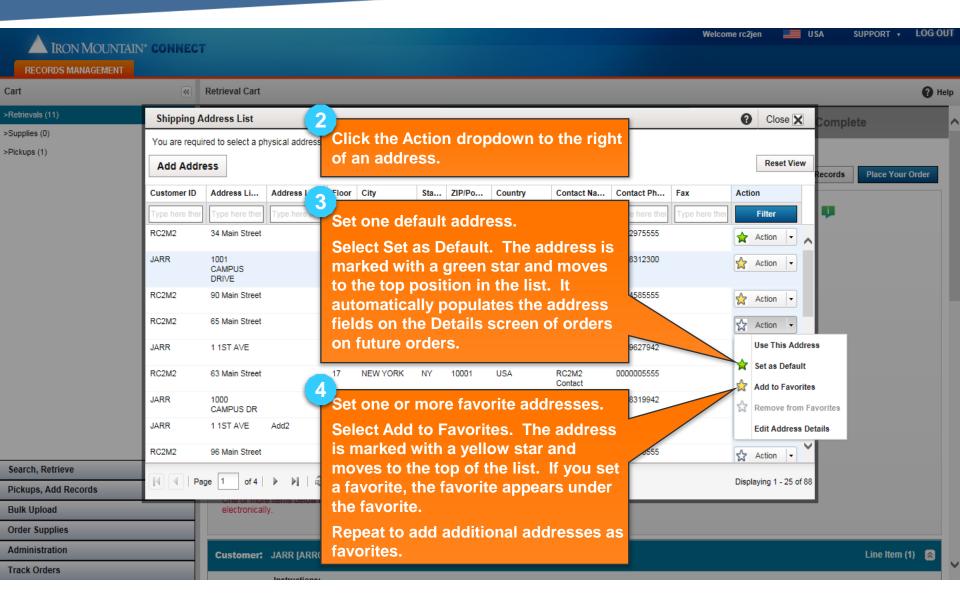# Setting Default and Favorite Shipping Addresses

DEFAULT ADDRESS:

- Marked with a green star
- One default address per user
- Appears at top of shipping address list
- Automatically populates the address fields on orders

FAVORITE ADDRESS:

- Marked with a gold star
- Multiple favorite addresses per user
- Displays directly below the default address (if no default address has been set, favorites display at the top of the list)
- Used to organize the address list; quickly find favorite addresses near the top of the list

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Setting Default and Favorite Shipping Addresses

1 Set default and favorite addresses from the Detail step in any order wizard:

- If you have NOT set a DEFAULT address, the Shipping Address List screen opens automatically when you get to the Details screen, until the default is set.
- If you have set a default address, click the Change Address Link on the Details screen to open the Shipping Address List screen.

Setting Default and Favorite Shipping Addresses

Iron Mountain® CONNECT

Welcome rc2jen   USA   SUPPORT ▾   LOG OUT

RECORDS MANAGEMENT

Cart «   **Retrieval Cart**   ❓ Help

>Retrievals (11)
>Supplies (0)
>Pickups (1)

Shipping Address List   **2**   ❓ Close ✖   Complete

You are required to select a physical address   Records   **Place Your Order**

Add Address   **Reset View**

Customer ID	Address Li...	Address I	Floor	City	Sta...	ZIP/Po...	Country	Contact Na...	Contact Ph...	Fax	Action
Type here ther	Type here ther	Type here						e here the	Type here ther	Type here ther	**Filter**
RC2M2	34 Main Street								2975555		⭐ Action ▾
JARR	1001 CAMPUS DRIVE								8312300		☆ Action ▾
RC2M2	90 Main Street								4585555		☆ Action ▾
RC2M2	65 Main Street										☆ Action ▾
JARR	1 1ST AVE								9627942		
RC2M2	63 Main Street	17	NEW YORK	NY	10001	USA	RC2M2 Contact	0000005555		
JARR	1000 CAMPUS DR								8319942		
JARR	1 1ST AVE	Add2									
RC2M2	96 Main Street							5555			☆ Action ▾

Use This Address
⭐ Set as Default
☆ Add to Favorites
☆ Remove from Favorites
Edit Address Details

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2 Click the Action dropdown to the right of an address.

3 Set one default address.

Select Set as Default. The address is marked with a green star and moves to the top position in the list. It automatically populates the address fields on the Details screen of orders on future orders.

4 Set one or more favorite addresses.

Select Add to Favorites. The address is marked with a yellow star and moves to the top of the list. If you set a favorite, the favorite appears under the favorite.

Repeat to add additional addresses as favorites.

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

Customer: JARR [ARR(Line Item (1) ⏫

Setting Default and Favorite Shipping Addresses

REMOVING THE DEFAULT ADDRESS
- **Select the address, then select Remove as Default from the Action dropdown.**

                OR

- **Select a different address and set it as the default to automatically replace the default address.**

REMOVING FAVORITE ADDRESSES
- **Select the address, then select Remove from Favorites from the Action dropdown.**

Filtering (Finding) Shipping Addresses

Apply filters to long lists to reduce the number of addresses that display.

Enter search criteria in one or more column filters and click Filter. Only addresses that match your criteria display.

Creating a Shipping Address

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IRON MOUNTAIN® CONNECT

RECORDS MANAGEMENT

Cart   «   Retrieval Cart   ❓ Help

>Retrievals (11)
>Supplies (0)
>Pickups (1)

Shipping Address List   ❓   Close ✖

You are required to select a physical address to continue

Reset View   Records   Place Your Order

Add Address

Customer ID	Address Li...	Address Li...	Floor	City	State	Zip	Country	Contact	Fax	Action
Type here ther	Type here ther	Type here ther	Type	Type here ther					Type here ther	**Filter**
RC2M2	34 Main Street			ABERDEEN	MD	21001	USA	RC2M2 Contact	4102975555	⭐ Action ▾
JARR	1001 CAMPUS DRIVE			COLLEGEV...	PA	19426	USA	TD	6108312300	⭐ Action ▾
RC2M2	90 Main Street			DALLAS	TX	75240	USA	RC2M2 Contact	2144585555	⭐ Action ▾
RC2M2	65 Main Street			DALLAS	TX	75243	USA	RC2M2 Contact		☆ Action ▾
JARR	1 1ST AVE			KING OF PRUSSIA	PA	19406	USA	KIM MCDONALD	6109627942	☆ Action ▾
RC2M2	63 Main Street		17	NEW YORK	NY	10001	USA	RC2M2 Contact	0000005555	☆ Action ▾
JARR	1000 CAMPUS DR			COLLEGEV...	PA	19426	USA	VALERIE GIBSON	6108319942	☆ Action ▾
JARR	1 1ST AVE	Add2		BOSTON	MA	02111	USA	JESSICA WALLACE	7818901815	☆ Action ▾
RC2M2	96 Main Street			YONKERS	NY	10710	USA	RC2M2 Contact	9147715555	☆ Action ▾

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One of more items below delivered electronically.

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

Customer: JARR [ARROW ELECTRONICS]   Line Item (1)

Instructions:

1 If your system administrator has given you the permission to create shipping addresses, the Add Address button displays on the Shipping Address List screen.

Click Add Address.

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Creating a Shipping Address

Add Shipping Address   Close ☒

Address Details → Choose Users → Confirm

Enter the required address fields, then assign users.

[Cancel] [Choose Users >]

*Choose Customer: JSRC2 [SRVC CF,BC=B,RI ▾]
*Ship To Code: NST
*Company Name: JayCo
*Address Line 1: 1000 Campus Drive   Street Address, Post Office Box
Address Line 2:   Apt., Suite, Unit, Building
Address Line 3:   Floor: 4
*City: Collegeville
*State/Province/Region: PENNSYLVANIA ▾
*ZIP/Postal Code: 19426
*Country: UNITED STATES ▾
*Contact Name: Jay Smithe
*Contact Phone: 21539380091
Contact Email: JSmithe@me.com ✕

3 Click Choose Users.

2 Enter required shipping address details (marked with a red asterisk *).

i Ship-to Code can contain up to 7 alphanumeric characters , dashes (-), periods (.) and backslashes (/).

Creating a Shipping Address

By default, ALL users have access to a NEW address. You must MANUALLY deselect users who should not have access to the new address.

5 Click Confirm.

4 Set user access for this address:
- Click Assign All Users/ Unassign All Users links to assign or unassign ALL users with a single click.

  OR
- Click the checkbox to the left of each user to assign and unassign individual users.

Users who are not selected are restricted from seeing and using the address.

i By default, ALL users have access to a NEW address. When you create an address, you must MANUALLY deselect users to remove access to the address.

Creating a Shipping Address

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RECORDS MANAGEMENT

Cart | ❓ Help
>Retrievals (11)
>Supplies (0)
>Pickups (1)

Shippin...

You are re...

Add Ad...

Customer I...

Type here...

RC2M2
JARR
RC2M2
RC2M2
JARR
RC2M2
JARR
JARR
RC2M2

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

Add Shipping Address

Address Details	Choose Users

Review the address details, then click Use This Address to create the address and use it...

[< Choose Users] [Cancel] [**Use This Address**]

Summary

Customer
RC2M2 [RC2M2]

Shipping Address
1000 Campus Drive, Suite 10, 4, Collegeville, PA 19426

Users
Annie User
Dylan User

6 Review the address details and click Use this Address. The address defaults onto this order; it will be available to all users within the company.

i Click <Choose Users to return to the address and correct information.

Place Your Order

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Customer: JARR [ARROW ELECTRONICS] | Line Item (1)

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