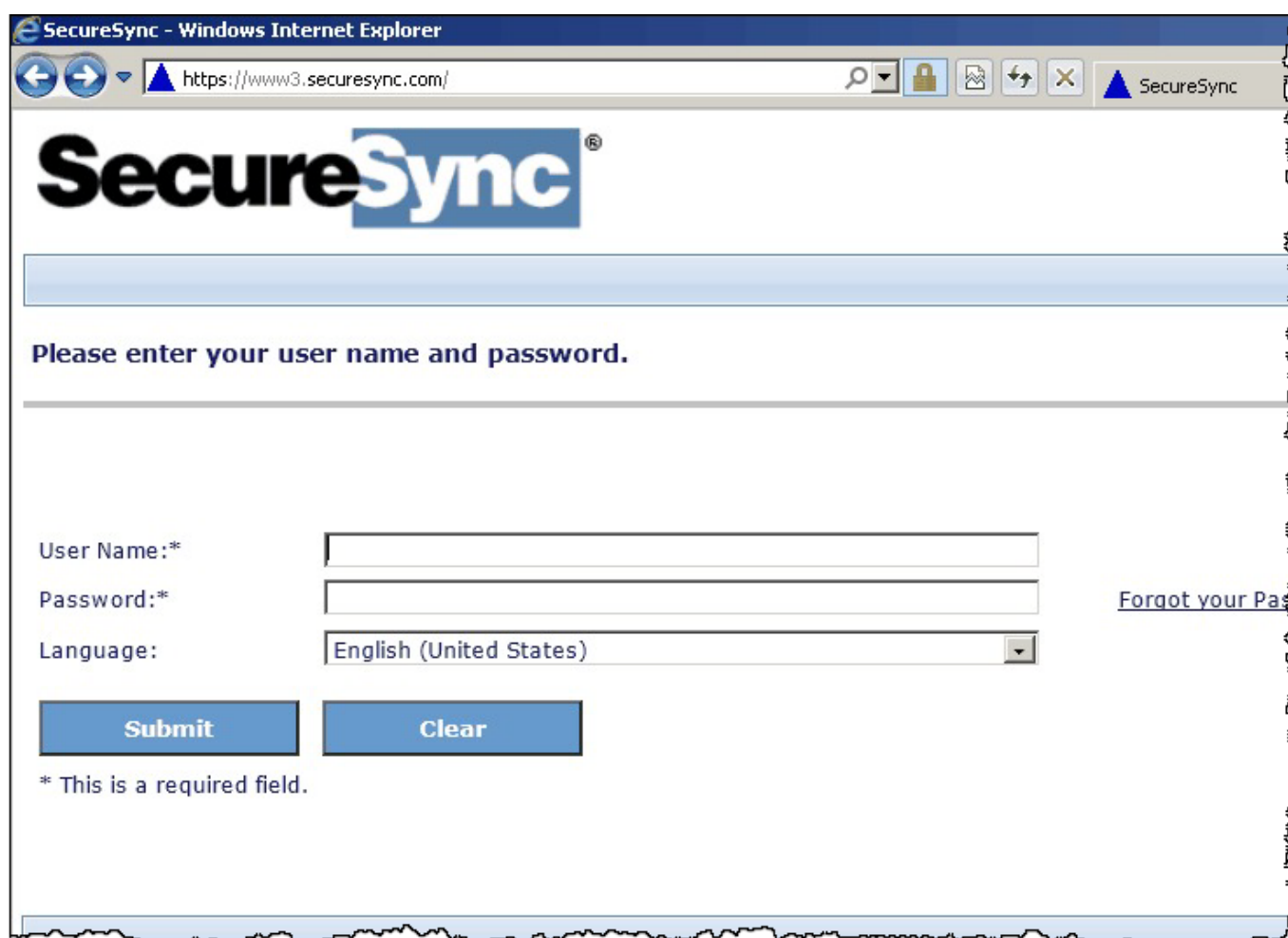


Iron Mountain Inventory

While waiting on Iron Mountain to enable SFTP to your inventory report, TapeTrack's synchronization of your offsite media can be executed using a manually downloaded CSV file from your Iron Mountain securesync interface.

Downloading Inventory To CSV

Log in to Iron Mountain's securesync interface at <https://www3.securesync.com> with your credentials.



The screenshot shows the SecureSync login page in a Windows Internet Explorer browser window. The address bar displays <https://www3.securesync.com/>. The page features the SecureSync logo at the top. Below the logo, a blue bar contains the text "Please enter your user name and password." The login form includes three input fields: "User Name:*" (required), "Password:*" (required), and "Language:" (a dropdown menu currently set to "English (United States)"). To the right of the password field is a link that says "Forgot your Password". Below the input fields are two buttons: "Submit" and "Clear". A note at the bottom left states "* This is a required field."

Select the required customer.

SecureSync - Windows Internet Explorer

https://www3.securesync.com/login.aspx

SecureSync

SecureSync®

The following is/are required to continue logging on to SecureSync. Please provide the follow

Select Customer Account*

Select the customer account you wish to work with

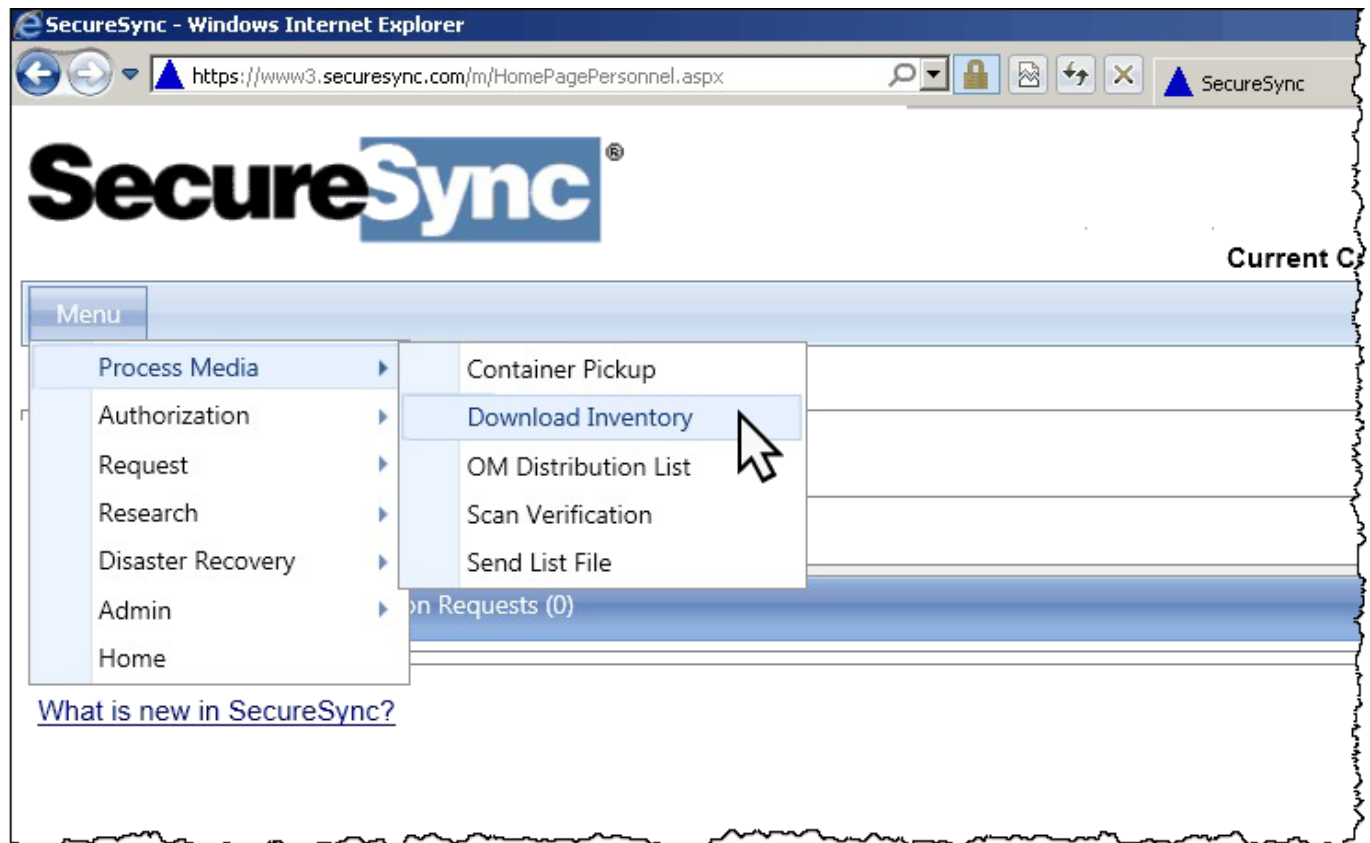
☐ Select this customer account automatically when I log in.

Submit

* This is a required field.

From the homepage, select the Menu in the top left corner.

In the dropdown menu, choose Process Media → Download Media.



Select the type of inventory data you need: Open Media.

Ensure the file format is set to CSV.

SecureSync - Windows Internet Explorer

https://www3.securesync.com/DOWNLOADINVENTORY.ASPX

SecureSync

Customer: [REDACTED]

Menu

Enter file criteria and click 'Download'.

The download may take several minutes, depending on the size of the file.

Inventory Data: Open Media

File Format: CSV

Include Media In Transit and Not at Iron Mountain: ☒

Include Column Headers: ☒

Download Reset

Click Download to start the download process. Depending on the size of your inventory, this may take a few minutes

From:
<https://rtfm.tapetrack.com/> - TapeTrack Documentation

Permanent link:
<https://rtfm.tapetrack.com/cookbook/ironmountain?rev=1725416116>

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