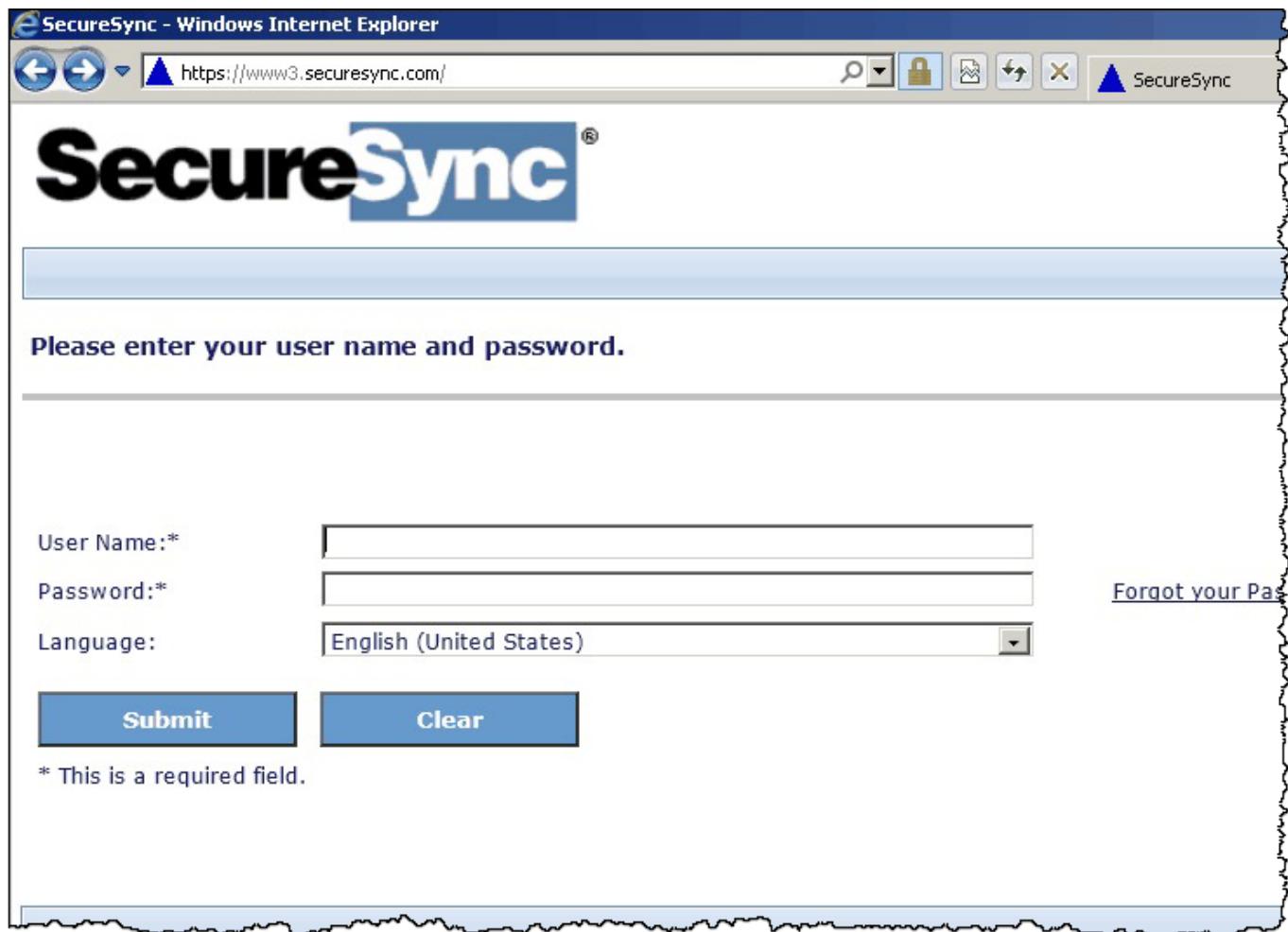


# Iron Mountain Inventory

While waiting on Iron Mountain to enable SFTP file transfer 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 Mountains securesync interface at <https://www3.securesync.com> with your credentials.



SecureSync - Windows Internet Explorer

https://www3.securesync.com/

**SecureSync®**

Please enter your user name and password.

User Name:\*

Password:\*

Language: English (United States)

Forgot your Pa...

Submit      Clear

\* This is a required field.

Select the required customer.

SecureSync - Windows Internet Explorer

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

**SecureSync®**

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

**Select Customer Account\***

Select the customer account you wish to work with

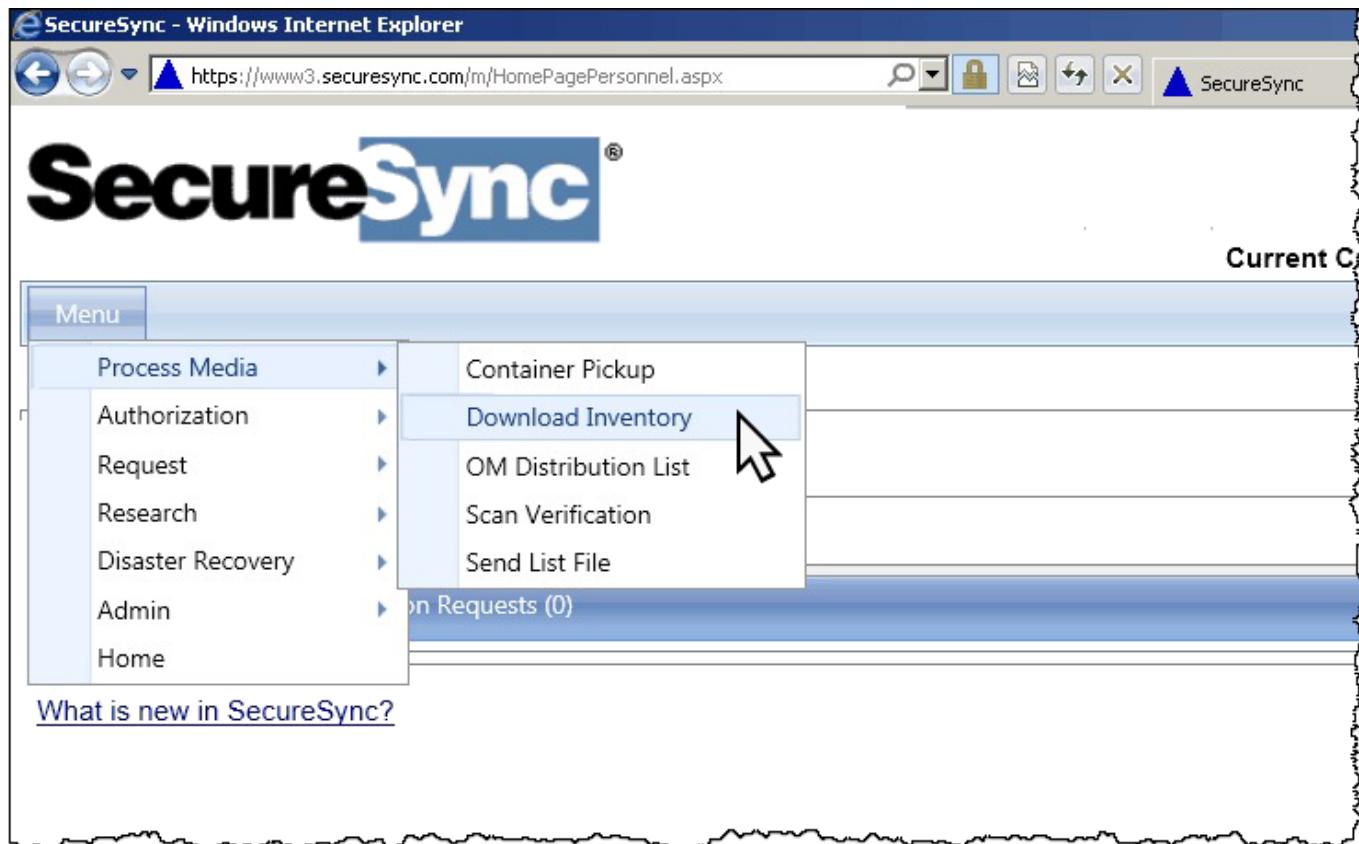
Select this customer account automatically when I log in.

**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.



The screenshot shows a Windows Internet Explorer window for the SecureSync website. The URL in the address bar is <https://www3.securesync.com/m/HomePagePersonnel.aspx>. The page title is "SecureSync - Windows Internet Explorer". The main content area features the "SecureSync" logo and a "Current C" status indicator. On the left, a "Menu" sidebar is open, showing a list of options: "Process Media", "Authorization", "Request", "Research", "Disaster Recovery", "Admin", and "Home". A sub-menu is displayed under "Process Media", containing "Container Pickup", "Download Inventory", "OM Distribution List", "Scan Verification", and "Send List File". The "Download Inventory" option is highlighted with a blue background and a cursor arrow pointing to it. Below the menu, a link "What is new in SecureSync?" is visible.

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

# 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=1725416374>

Last update: **2025/01/21 22:07**