

## Iron Mountain Connect™

IRON MOUNTAIN Connect™

Home Nathalie Bennett

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### Record Centre

The Record Centre allows you to manage your records online, anytime and anywhere. Locate boxes or files, schedule a collection or delivery or add new records to your account. Iron Mountain's Record Centre is powered by the SafeSpace™ LTR System.

## Easy online records management

### YOUR ONLINE RECORD CENTRE

Iron Mountain Connect is our customer portal designed specifically to look after all your records storage and management needs easily and cost-effectively.

This online application provides tools to help you manage a more formal records programme through access to our Record Centre and our Report Centre.

A range of features allows you to control how you enter, manage and access data.

#### Control data entry

You can configure data entry screens to ensure only information pertinent to your records management requirements is captured. Capabilities include; limiting the number of data entry fields required to be filled out and modifying the names of these fields to make them relevant to your business.

#### Provide consistent records classification

Define data validation rules to ensure boxes and files are being added in accordance with your records management programme.

### Manage disposition of records through hold codes

Apply hold codes on individual boxes, departments, record series, or accounts to prevent disposition when necessary.

#### Add and edit records

No need to fill in transmittal forms and send them to Iron Mountain. Simply add the details of your new boxes and files directly on to the Record Centre and then request a collection.

#### Fast search and retrieval of boxes and files

The predictive search engine in the Record Centre uses technology which provides faster search executions, better results and searches across all meta-data fields and across multiple accounts and file types. In addition to a standard keyword match, the search "ranking" Iron Mountain employs uses criteria (such as the age of the record, and the number of times it has been accessed) to facilitate the identification of records and determine the order in which they are presented to the user.

Set search preferences, by turning on search filters by Customer, Division, Department, File Type, Record Code and Status. This limits the amount of records the Record Centre needs to search across.



ID	Status	Action
320110208	At Iron Mountain	<a href="#">Add to Basket</a> <a href="#">Instant Checkout</a> <a href="#">Request Unlinked File</a> <a href="#">Edit</a>
333	Requested; researching	<a href="#">Add to Basket</a> <a href="#">Instant Checkout</a> <a href="#">Edit</a>

### Schedule services conveniently

Use the Record Centre to retrieve your files/boxes from an Iron Mountain facility, request a collection of files/boxes to go to storage or order supplies of storage boxes conveniently online.

#### Manage user access

Flexible administrative architecture provides the ability to manage user groups and privileges across divisions, departments and locations, ensuring users access appropriate

information. Create a security structure that fits your specific business needs. Administrators govern a security model with up to three-tiers that create, edit, and manage users on an individual or group basis. Add and remove privileges or organisational access from one or multiple users easily.

#### Records audit history

View the transaction history for each information asset stored with Iron Mountain. Users can track and identify record status to ensure assets are stored in accordance with your company's compliance programme.

#### 24/7 support

Search content-specific FAQ information, online help forms for general inquiries and technical issues and 24/7 Help Desk support for all Iron Mountain Connect applications.

#### Secure SSL connection

Company information is safe and secure with industry-standard 128-bit encryption providing the highest level of protection for Internet communications.

### ADVANCED TOOLS FOR A FORMAL RECORDS PROGRAMME

In addition to delivering an easy system for retrieving and sending files and boxes, the Iron Mountain Connect portal offers a set of tools that help you manage a more formal records programme.

#### Online retention schedule with quick look-up

You can have your retention schedule posted for easy access to help determine how to classify a record and schedule it for destruction.

#### System driven retention

The Record Centre manages retention in accordance with your corporate retention schedule. Built-in features allow users to view numerous details on their records, including destruction eligibility dates and regulations affecting eligibility. Ensure the timely disposition of records using flexible, user defined search criteria to report on destruction eligible boxes.

#### Customise content, personalise views

Administrators can upload records management policies and procedures specific to your organisation and control which module content displays for your company. This can aid in training and adoption as materials are centralised and users only access approved information.

#### Online policies and procedures

You can post your organisation's policy and procedure documents for easy reference.

#### Online educational resources

Information about the basics of records management, definitions of records management-related terms, and summaries of regulations and their impact are just some of the available resources that help you stay current.

### ONLINE REPORT CENTRE

Use the Iron Mountain Connect portal to perform periodic checks and audits necessary to ensure programme continuance.



The screenshot shows the 'Report Centre' interface with a table of reports. The table has columns for Report Name, Date Received, Requested By, Format, and Size. There are also three dropdown menus on the left for selecting report categories, report names, and report dates.

Report Name	Date Received	Requested By	Format	Size
Report 1	06/07/2005	nathalie.bennett@ironmountain.co.uk	CSV	2.2 KB
Report 2	06/07/2005	nathalie.bennett@ironmountain.co.uk	CSV	372 B
Report 3	06/07/2005	nathalie.bennett@ironmountain.co.uk	CSV	93 B

The Report Centre provides you with the reports you need to effectively monitor and manage your organisation's records management programme. Ensure that the retention schedule is being followed, records are classified consistently and are destroyed in conjunction with proper disposition. Numerous reports are available in the following categories on demand for your programme management needs.

#### Activity reports

User data, participation analysis, and activity history keep you knowledgeable about usage in your organisation.

#### Inventory reports

Snapshots and historic details of box and file inventory and inventory quality reports so you know exactly what you have.

#### Retention reports

Detailed and summary information related to records classification, retention schedules, hold codes, and destruction eligibility can help you know when it's time to hold or destroy records.

#### Financial reports

Summary activity and projected forecasts, invoice history, and activity tied to the amount spent so you can manage costs effectively.



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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada and Latin America. For more information, visit our website at [www.ironmountain.co.uk](http://www.ironmountain.co.uk)

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