

Site Validation

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT

IRON MOUNTAIN®

Site Validation

Iron Mountain Site Validation enables organizations to select the specific boxes on a pickup order and communicate them in advance to Iron Mountain. Iron Mountain validates pickup, creating a traceable chain of custody.

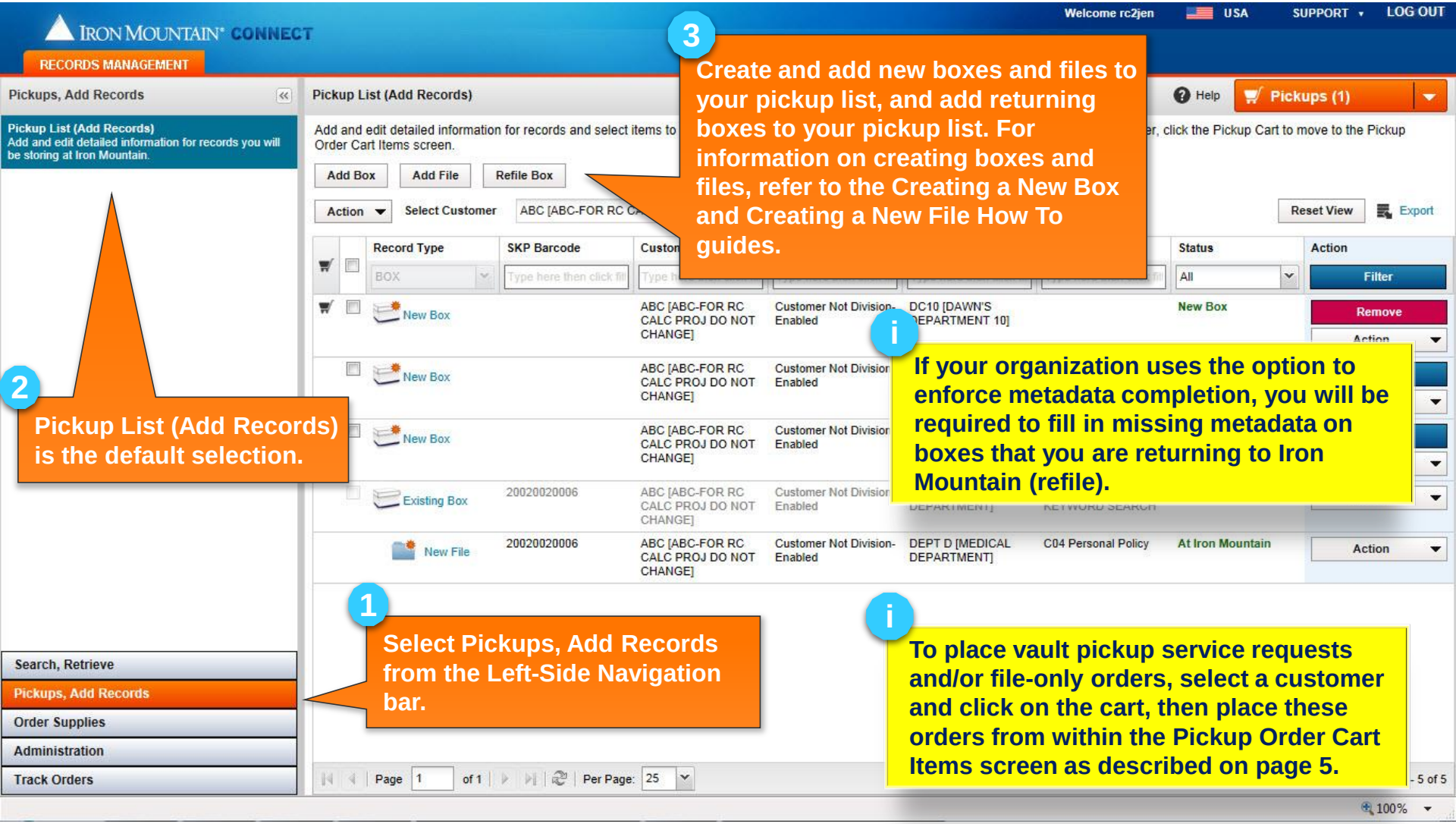
Site Validation results in fewer inventory discrepancies, superior inventory control and a secure, dependable, documented chain of custody.

Depending on how Iron Mountain Connect Records Management is set up, users may be forced to complete missing, required metadata on returning boxes as part of the process.

Use this guide to learn how to:

- Place a pickup order with Site Validation
- Sort the pickup list by customer
- Enter a file-only and/or vault pickup services request with Site Validation

Site Validation Pickup List



3 **Create and add new boxes and files to your pickup list, and add returning boxes to your pickup list. For information on creating boxes and files, refer to the Creating a New Box and Creating a New File How To guides.**

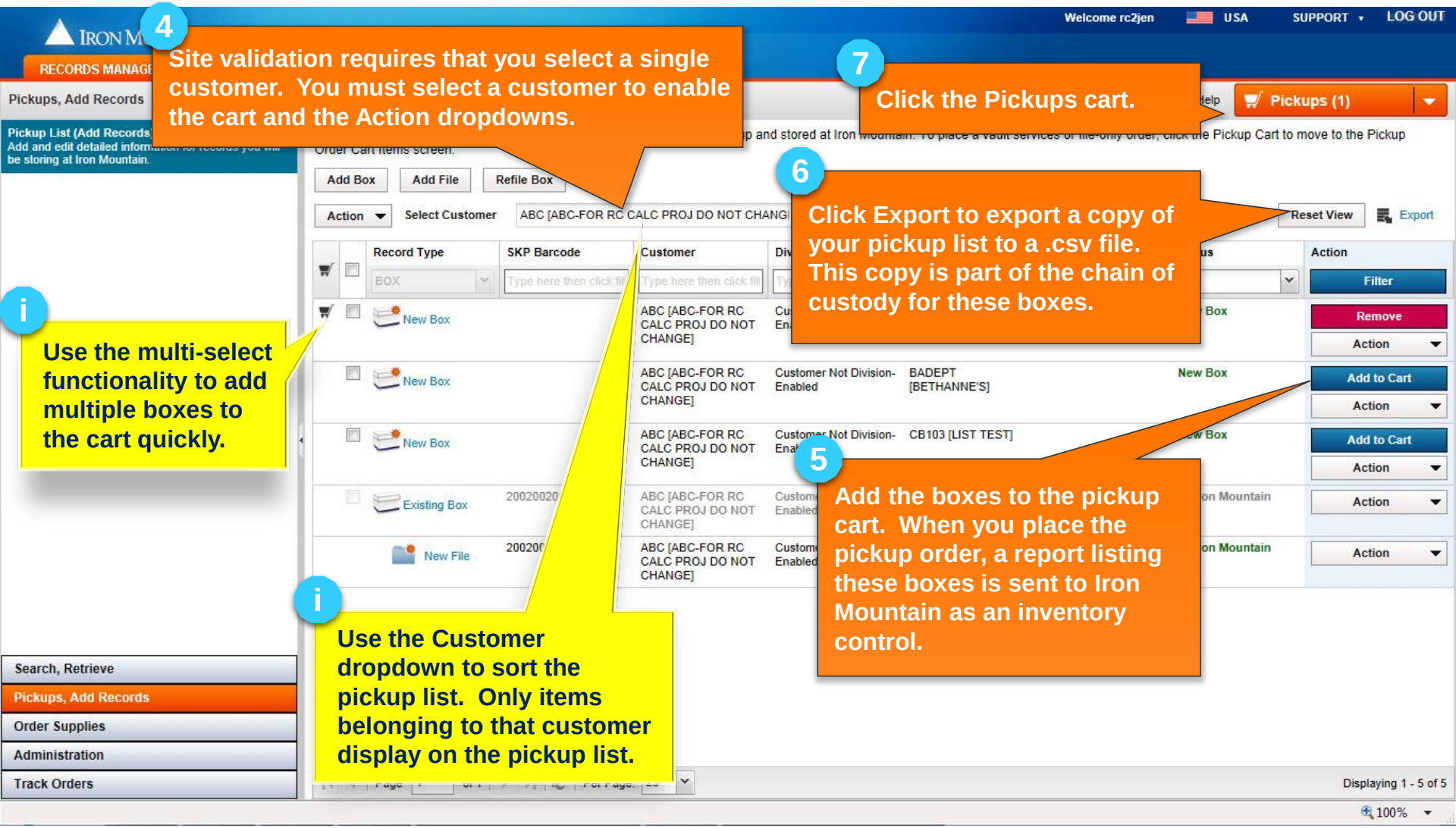
2 **Pickup List (Add Records) is the default selection.**

i **If your organization uses the option to enforce metadata completion, you will be required to fill in missing metadata on boxes that you are returning to Iron Mountain (refile).**

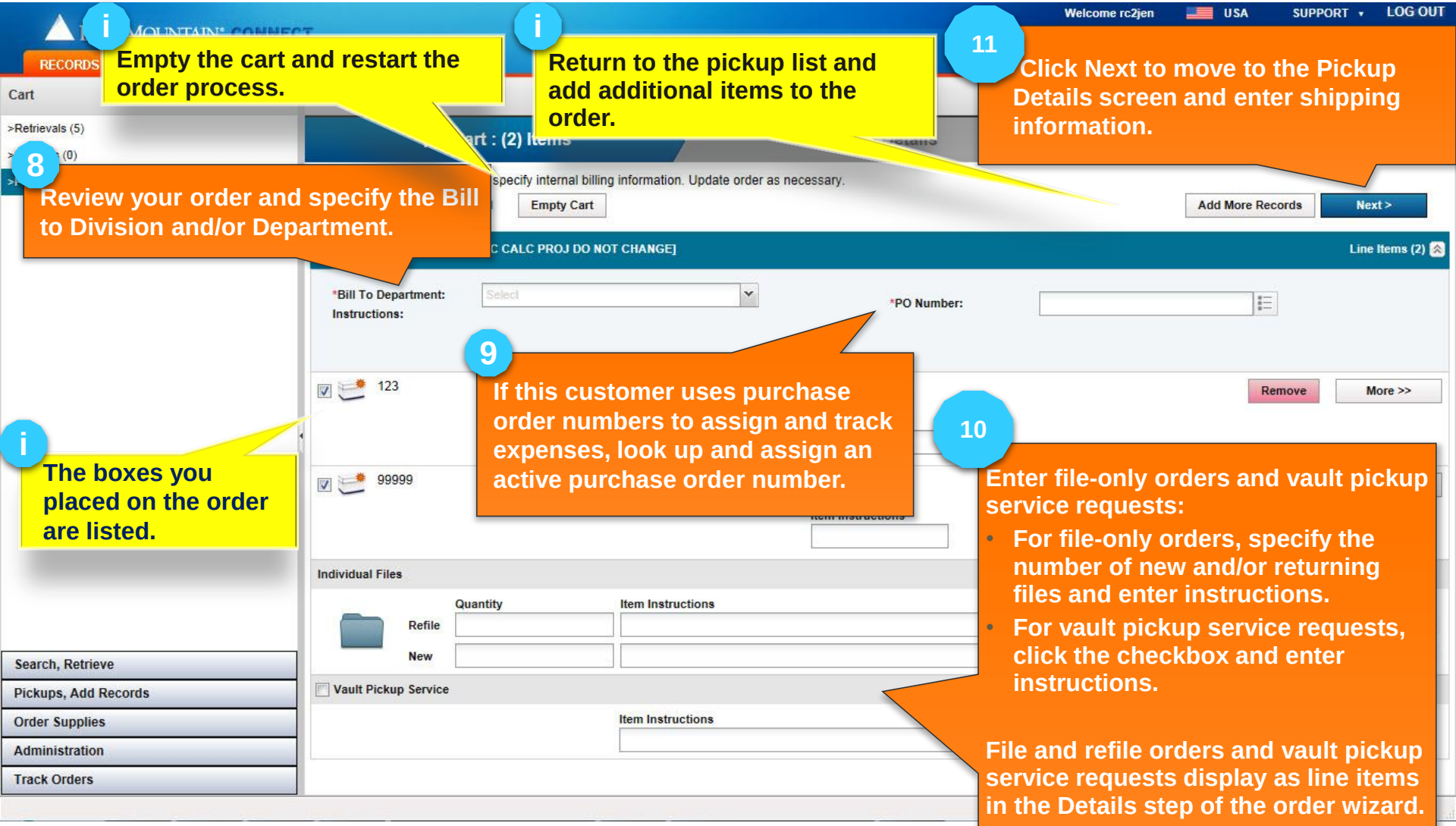
1 **Select Pickups, Add Records from the Left-Side Navigation bar.**

i **To place vault pickup service requests and/or file-only orders, select a customer and click on the cart, then place these orders from within the Pickup Order Cart Items screen as described on page 5.**

Site Validation Pickup List



Site Validation Pickup Order Cart



Site Validation Pickup Order Confirmation

