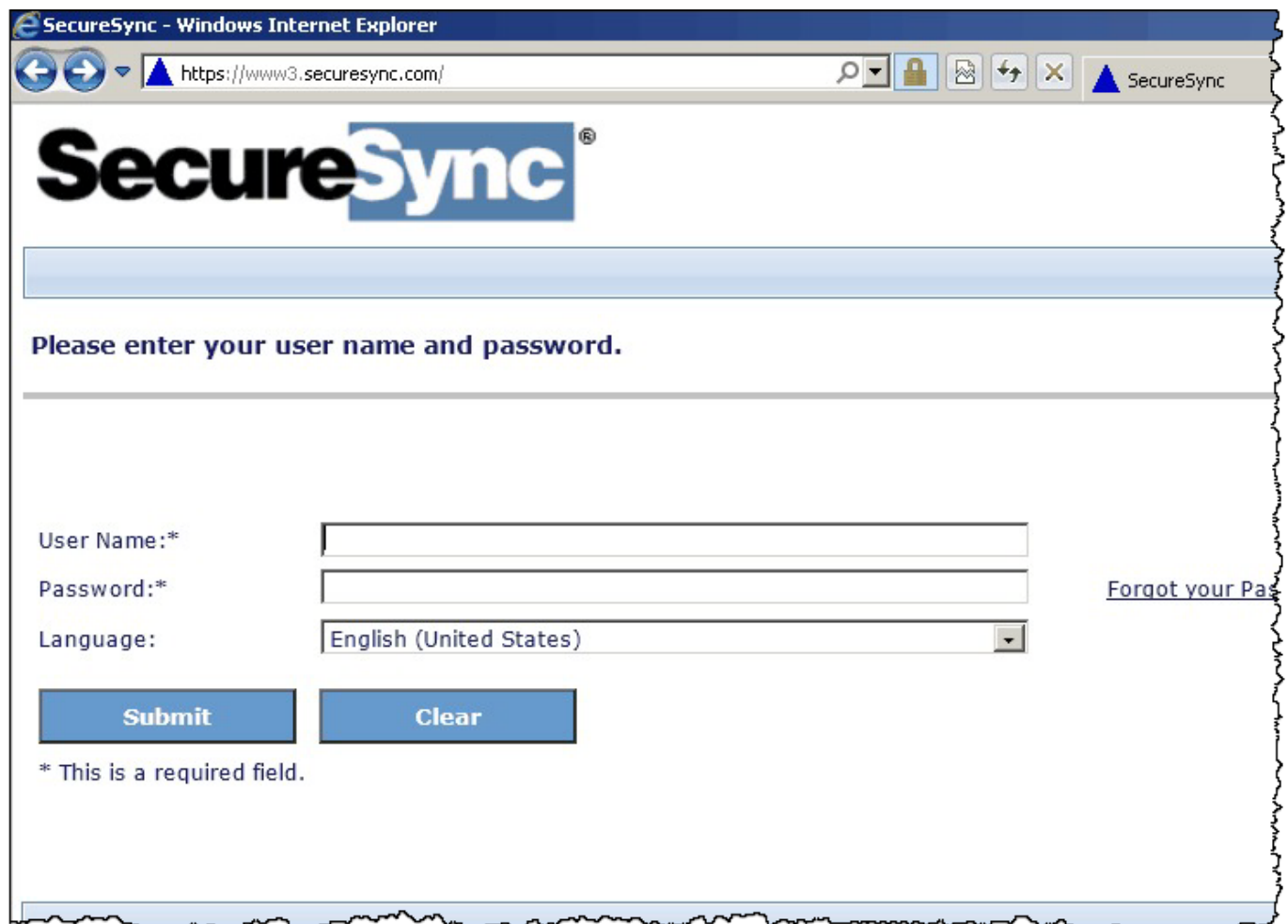


Iron Mountain Inventory

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 a web browser window titled "SecureSync - Windows Internet Explorer". The address bar displays "https://www3.securesync.com/". The page features the "SecureSync" logo at the top. Below the logo, a blue horizontal bar contains the text "Please enter your user name and password." in white. The login form includes three input fields: "User Name:*" (with an asterisk indicating a required field), "Password:*" (also with an asterisk), and "Language:" (with 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 blue buttons: "Submit" and "Clear". At the bottom left of the form, a note states "* 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

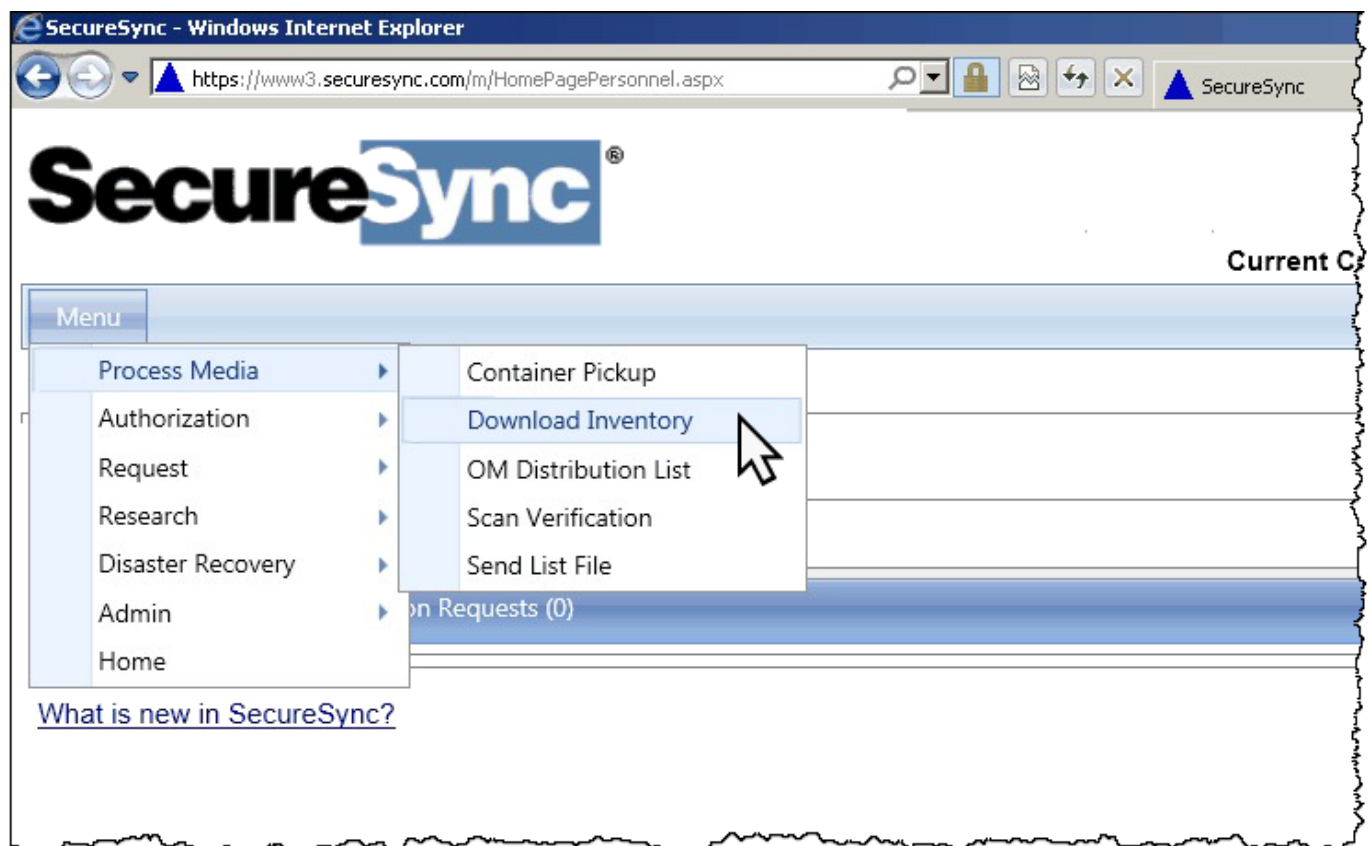
☐ Select this customer account automatically when I log in.

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.



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:

File Format: ?

Include Media In Transit and Not at Iron Mountain: ☒ ?

Include Column Headers: ☒

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<https://docs.tapetrack.com/> - TapeTrack Documentation

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<https://docs.tapetrack.com/cookbook/ironmountain?rev=1725415999>Last update: **2025/01/21 22:07**