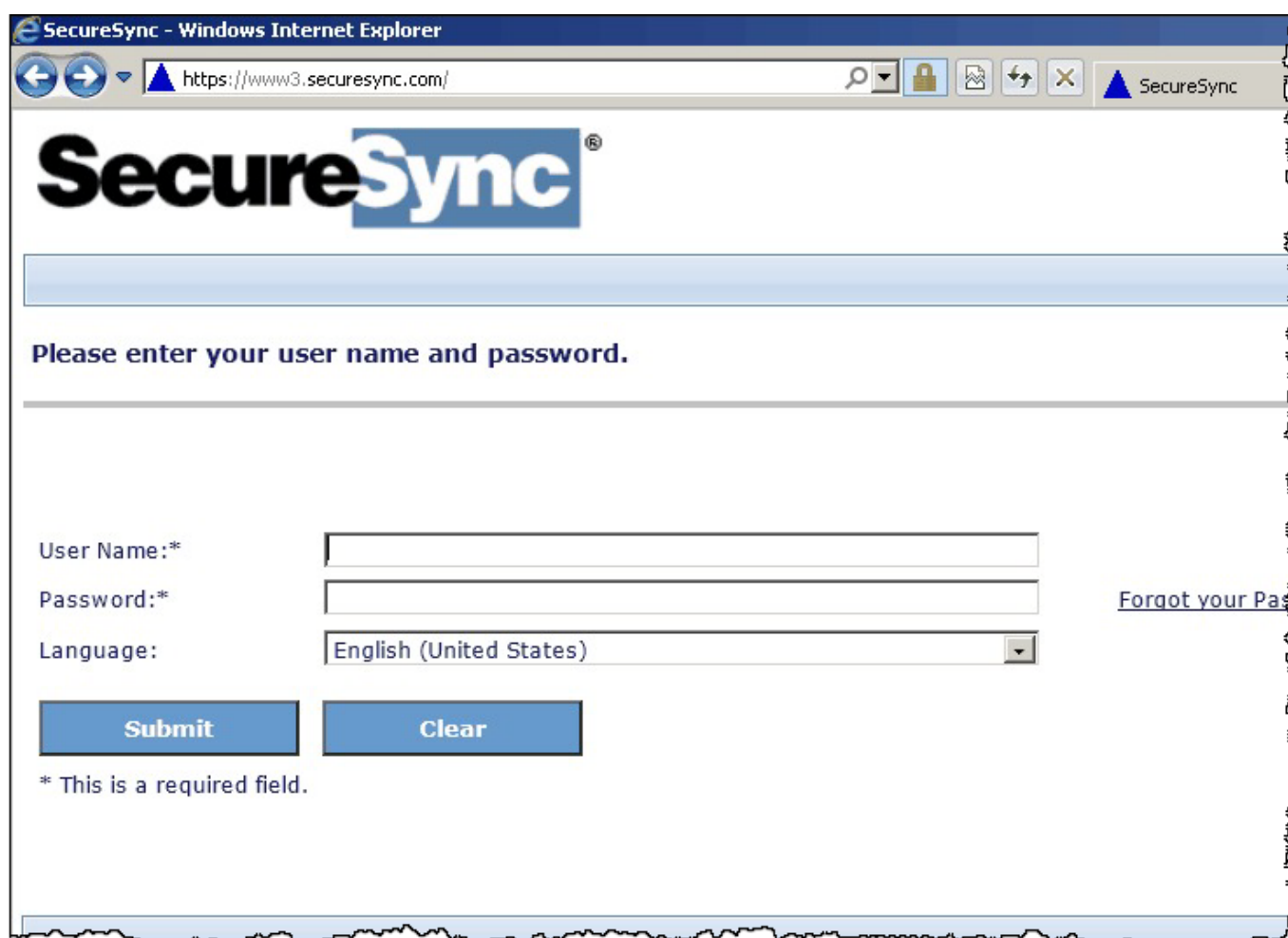


Iron Mountain Inventory

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 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 is present. The main heading reads "Please enter your user name and password." Below this, there are 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". At the bottom of the form are two buttons: "Submit" and "Clear". A footnote 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 following information.

Select Customer Account*

Select the customer account you wish to work with

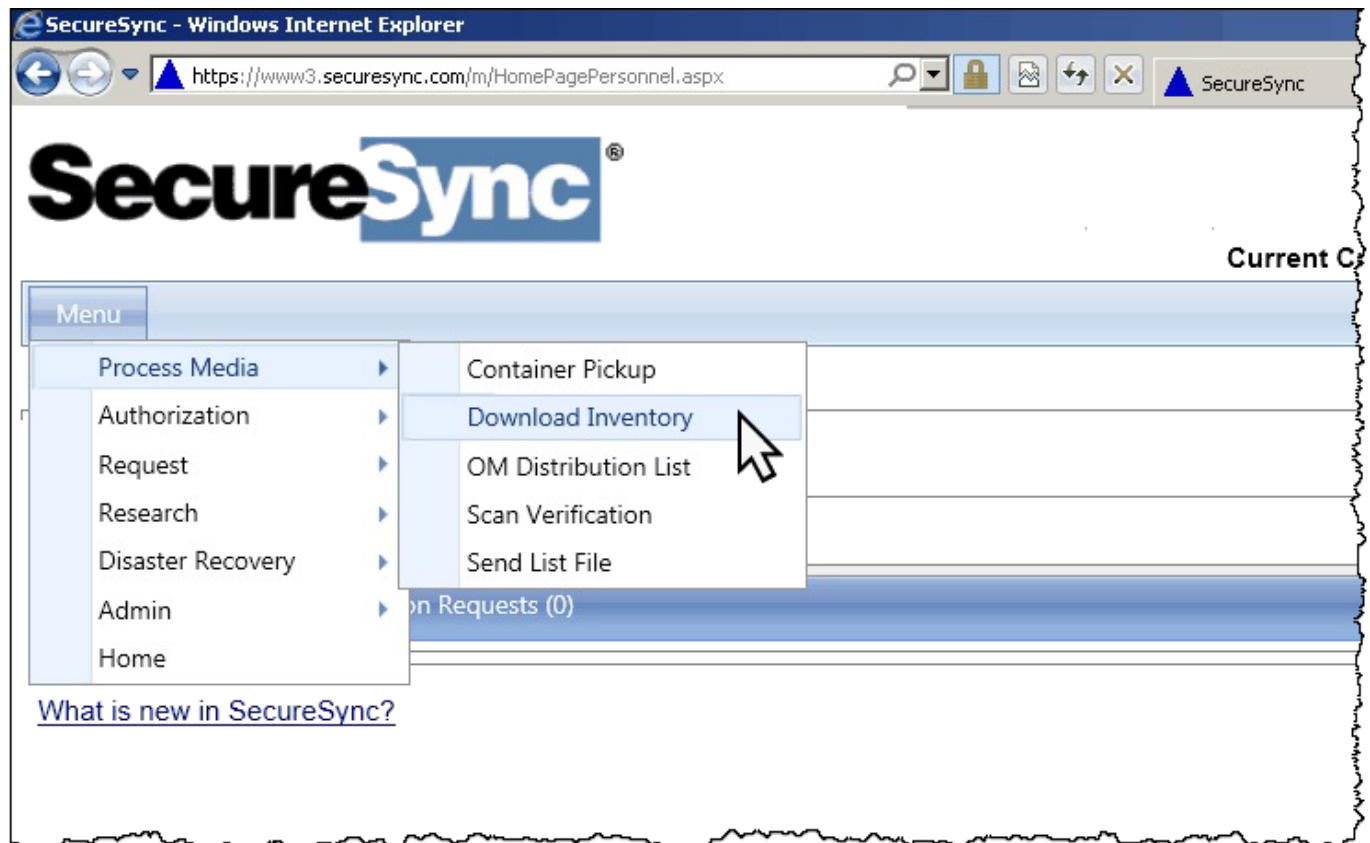
☐ Select this customer account automatically when I log in.

Submit

* This is a required field.

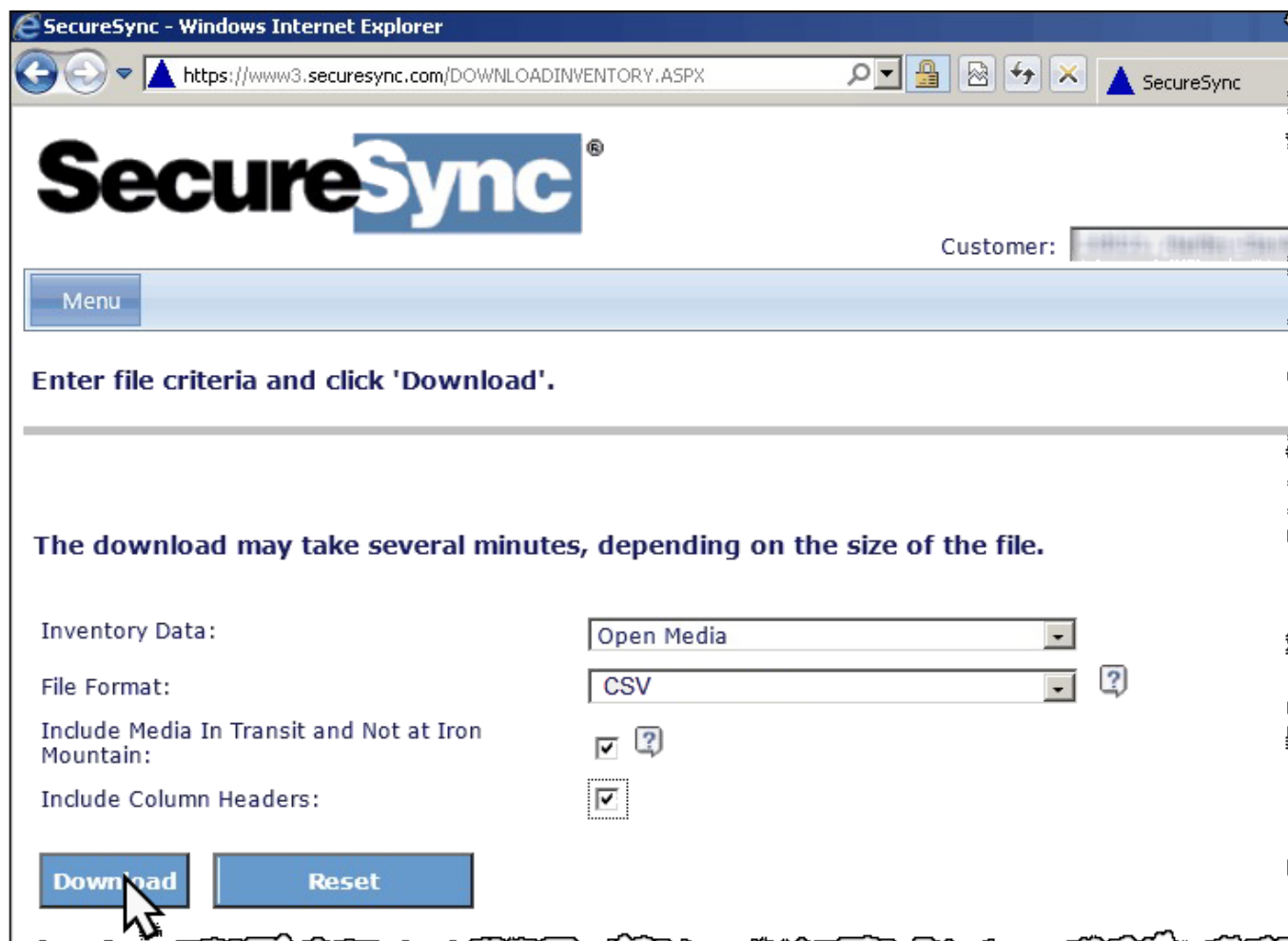
From the homepage, select the Menu in the top left corner.

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.



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

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