

Elevate the power of **your work.**



IRON  
MOUNTAIN®

# 大量取件或送件步驟

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# 步驟1

開一個Excel將需要取件或收件(舊箱)  
貼在A欄位，然後另存檔案，存成**.CSV**檔

活頁簿1.csv - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	3026547561												
2	3026547563												
3	3028232712												
4	AUT1099868												
5	AUT2104263												
6	AUT2375111												
7	AUT2883707												
8	AUT4720319												
9	AUT8100926												
10	CARTON1234												
11	J123456789												
12													
13													
14													
15													
16													
17													

## 步驟2

點選放大鏡旁邊的▼，選上傳搜尋檔案  
找到剛剛存的CSV檔，開啟

The screenshot shows the IRON MOUNTAIN ReQuest web interface. The top navigation bar includes the logo, navigation links (新訂單, 訂單瀏覽, 增加/管理庫存, 用戶管理, 報表), and the version number (Version: 5.2.0.397). Below the navigation bar is a search bar with the placeholder text "輸入資料或拖放檔案上傳後搜尋". To the right of the search bar are several utility icons. On the left side, there is a sidebar with a filter menu for "ON326999 變更". The main content area shows a dropdown menu for the search bar, with the "上傳搜尋檔案" option highlighted by a red box. Below the dropdown menu, a file explorer window is open, showing a list of files. The file "活頁簿1.csv" is highlighted by a red box.

IRON MOUNTAIN ReQuest™  
Version: 5.2.0.397

新訂單 訂單瀏覽 增加/管理庫存 用戶管理 報表

所有欄位 輸入資料或拖放檔案上傳後搜尋

ON326999 變更

我的待處理項目  
上傳搜尋檔案  
上傳搜尋提示  
進階搜尋提示

名稱	修改日期
SearchResults.xlsx	19/03/2
活頁簿1.csv	19/03/2
	3026547561
	3026547563
	3028232712
	AUT1099868
	AUT2104263
	AUT2375111
	AUT2883707
	AUT4720319
	AUT8100926
	CARTON1234
	J123456789

# 步驟3

查看是否有搜尋到確切箱數，即可送件或收件

ON326999 [變更](#) 收集 (全部) 收件 (全部) | 永久出倉(全部) 銷毀(全部) 搜索結果: 找到 11 個項目. [排序](#)

所有現況  
 在倉  
 待處理  
 已出倉  
 永久出倉  
 已銷毀

所有選項  
Basic [Advanced](#)  
 UDD  
 客戶保管編號  
 使用者欄位 1

上傳完成搜尋 11 記錄已上傳 (11 找) 和 0 找不到

鐵山條碼  
J123456789

客戶:  
ON326999

現況  
 在倉

客戶保管編號(15個字元) <small>(客戶保管編號)</small> 婚冊-13	使用者欄位 1 中文測試	入倉日期 2008/5/23 17:53	使用者註解日期	異動日期 2024/7/17 11:25	資料備註	資料系列描述
順序從	順序到 YES	簡短描述	敘述 test			
預計銷毀日期 2018/5/23 17:53	永久 不是	內容 <b>+</b>				
箱型 S7040						