Select the Excel file to import the data from.

L Please select an Excel file											
\leftrightarrow \rightarrow \checkmark \uparrow	→ This	PC > Documents >	tapetrack data			~ Ū	Search tapetrack data	م			
Organize 🔻 🛛 Ne	ew folder										
🖈 Quick access	^	Name	^	Date modified	Туре	Size					
	*	volume_data.xls		6/26/2017 10:40 AM	Microsoft Excel 97	6 K	(B				
Downloads											
Documents	*										
Pictures	*										
- TapeTrack	*										
🏂 OneDrive											
💻 This PC											
📃 Desktop											
🖶 Documents	~										
	File nam	ne: volume_data.xls				~	MS Excel 97-2003 (*.xls) ~			
							Open	Cancel			

In the TapeTrack Excel import tool select the:

- Customer you wish to import the data into.
- Select the Excel sheet to import the data from.
- Media type if the volumes all belong to one media type.
- Set skip first row to true if there are headings presents.
- Map the Excel columns to the TapeTrack attributes.
- Insert any translations required to match the data to the correct format for TapeTrack.

T	apeTrack Excel	Import Tool							×
	eet Scope	volume_data.xls	Column		Value		Mapping	Translations	
	Customer Media-ID Options Skip First Row Statistics		2 2 3	8	Volume # Desc Location	6	Volume-ID Description Repository-ID (Current)	G offsite=OFFS,	, onsite=LIBR
	Rows Current	30							
	neet rrent Sheet		List contai	ins 3 r	records				
			< Back		Forward >			Load Rows	Cancel

<u>Notes</u>

- **A** Excel .xls file being imported.
- B Customer and Media ID (Media ID can be mapped from Excel file or set here).
- C Skip first row if headings are present.

- **D** Excel sheet data.
- E Excel sheet column headings.
- **F** TapeMaster attributes.
- G Translations of Excel data to TapeMaster format (i.e. offsite to OFFS).
- **H** Forward and back buttons allow you to scroll through the Excel lines to check data input.
- I Load Excel data into import verification window.

Once all the data columns are mapped and any translations are required (press enter first if focus is still in translations field to update) click Load Rows to import data from the Excel sheet.

Seq.	Status	Volume-ID	Description	Repository-ID (Current)
Ðı	OK	300000L5	Monday	OFFS
Ð2	OK	300001L5	Tuesday	OFFS
÷Эз	OK	300002L5	Wednesday	LIBR
) 4	OK	300003L5	Thursday	LIBR
€ 5	OK	300004L5	Friday	OFFS
€6	ОК	300005L5	Saturday	OFFS
Ð7	ОК	300006L5	Sunday	OFFS
€	OK	300007L5	Monday	LIBR
Ð9	OK	300008L5	Tuesday	OFFS
÷ 10	OK	300009L5	Wednesday	OFFS
÷11	OK	300010L5	Thursday	OFFS
÷12	OK	300011L5	Friday	OFFS
+) 1 3	OK	300012L5	Saturday	LIBR
£14_	OKar	ᡰᠵᠣᡆᢩᡚᢣᠴᡅᡄ᠋᠋ᢩᠵ	-SHODAK	LIBR

In the window that opens select all volumes to add or update from the displayed list.

Select volumes from the list by:

- Left-click for a single volume.
- Shift + click to select a range of sequential volumes.
- Control + click to select non sequential range.
- Right-click and from the menu select all.

Any new volumes (not present in TapeTrack) will be highlighted by the volume ID's displayed in red. These volumes must be added to TapeTrack before any updates can be applied. To add the volumes, once selected, right-click the volumes and from the popup menu select Add. Once the volumes have been added the volume ID's will now display in black.

mport	Verificat	ion			
q.	Status	Volume-ID	Description	Repository-ID (C	Current)
)1	ОК	300000L5	Monday	OFFS	
)2	ОК	300001L5	Tuesday	OFFS	
)3	ОК	300002L5	Wednesday	LIBR	
)4	ОК	300003L5	Thursday	LIBR	
5	ОК	300004L5	Friday	OFFS	
6	ОК	300005L5	Add	•	
7	OK	300006L5			
8	OK	300007L5	Export	45	
9	ОК	300008L5	Open l	.og	
) 10	ОК	300009L5	Select	>	
11	ОК	300010L5			
)12	OK	300011L5	Update		
)13	OK	300012L5	Saturday	LIBR	
)r~~	~ <u>~</u> ,	30001365	Sugar	VIBR	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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To update the volumes attributes (description, repository, next move etc.) select the required volumes, right-click and select Update.

Import	Verificat	ion		
Seq.	Status	Volume-ID	Description	Repository-ID (Current)
÷1	OK	300000L5	Monday	OFFS
÷2	ОК	300001L5	Tuesday	OFFS
÷з	OK	300002L5	Wednesday	LIBR
± 4	OK	300003L5	Thursday	LIBR
÷5	ОК	300004L5	Friday	OFFS
€ 6	ОК	300005L5	Add	
⊕ 7	OK	300006L5		
€ 8	ОК	300007L5	Export	
€ 9	ОК	300008L5	Open	Log
÷ 10	OK	300009L5	Select	>
÷11	ОК	300010L5		
⊕12	OK	300011L5	Updat	
÷13	OK	300012L5	Saturday	LIBR
Ð14~	OK	30001315,	_Sundav~~~	

During the Add or Update phases you may see a popup showing you the progress of selected operation.

📭 Updating Volumes		\times
Updating Volume US01.LTO.300023L5		
About 5 seconds remaining]
	Cancel]

excel_import

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