

# TapeTrack for iPhone



## Sign-in Settings

The first time you login you will be prompted to enter your 4 digit access code, on subsequent logins you have the option of the 4 digit code or using your Touch\_ID sensor (if supported).



Entering an incorrect passcode 3 times will lock you out for 1 minute. Subsequent incorrect login attempts will increment the lockout time.



In the event you have forgotten your Passcode, you can reset the pin using the Reset PIN button on the Sign-in Settings screen by selecting the ≡ button from the splash screen. If you select this option your adapter settings (including credentials) will be erased. Please note that as the adapter data is hosted remotely this will not be erased.

## List Option

The List screen will display your Libraries and their contents.

## Scan Option

There are 4 reasons why somebody would want to scan a tape with this App, and it is often different people who are scanning.

### Move

Scan to Move: This is done by the tape owner who wants to tell the software that certain tapes have to move from one location to another. This will place the tape in a "move status".

### Pickup

This is done by a courier. The purpose of this is so that they know they have picked up the right tapes. If an unexpected tape is picked up or a tape is missing from the expected list there will be a warning displayed on the screen. Once this step has been completed the tapes will be marked as "picked-up".

### Confirm

Once the tapes are confirmed at their location it will tell the system that the tapes have been returned. This takes the tapes out of a "move status".

### Audit

An Audit allows you to scan what you have and it will tell you if you have any tapes that you should not, or if any are missing. Tapes that are missing are flagged as audit failed on the system and as passed audit if they are where they are supposed to be.

## Log

The Log screen will show all activity from the current session.

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