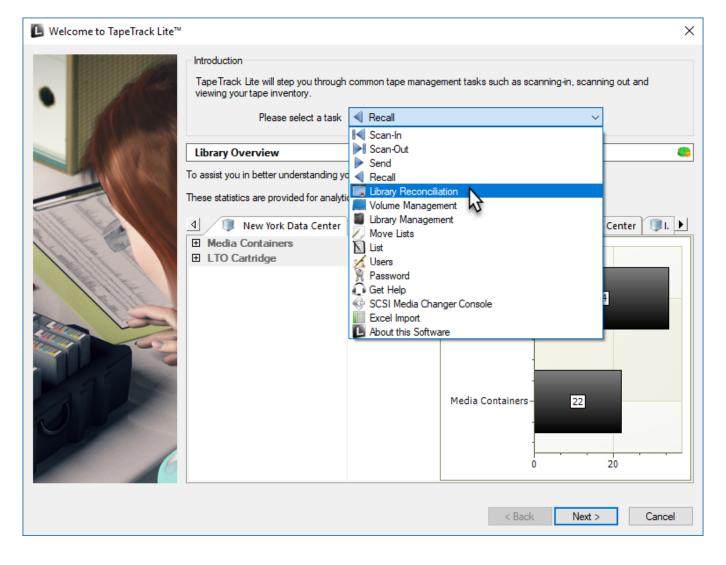
Library Reconciliation

Library reconciliation allows you to physically check the repository's actual contents and compare it to a current list of what is listed as in that repository and create an audit certificate including volumes present, deficient (absent) and surplus (extra).

Steps

Select Library Reconciliation

Once logged into TapeTrack Lite, select Library Reconciliation from the Library Management Tasks drop-down menu.



Set Options

This will open the TapeTrack Lite Options window where you can select or change the directory for the

log files. Once the correct directory is set, or to accept the default location, click Next to continue.

L TapeTrack Lite [™] - Options			\times
Instructions			
The Options screen allows you to	specify options that will influence how fut	ure screen perform.	
The options you change will be re	tained for future sessions.		
General Options			_
Log File Folder	C:\Program Files\TapeTrack		
		Browse for Folder X	
Log File Folder		Synaptics TapeTrack TapeTrack Checkpoint TapeTrack Framework Server TapeTrack Lite docs Lite Log Files Lite Log Files TapeTrack Sync TapeTrack TapeMaster	
Folder where log files will be written.			
		< Back Next > Cancel	

Select a Customer

Select the account or customer that you want to manage tapes for by double-clicking the customer-ID or left clicking the customer-ID and clicking Next to continue.

TapeTrack Lite™ - Customer Selection					
structions					
The Customer Selection screen allows you to	select one TapeTrack Customer	that will be the subject of	operations in su	bsequent screens.	
You may select a Customer by double clickin	a the Customer, or by disking the	Customer and proving the	e Next hutten		
fourmay select a customer by double clickin	g the customer, or by clicking the	Customer and pressing the	e Next Dutton.		
~					
stomer	Volumes	Moves			
New York Data Center 📐	56	0			
Los Angeles Data Center 😽	23	7			
North Carolina Data Center	56	23			
Nashville Data Center	52	9			
	187	39			
Remember previously selected Customer					
Remember previously selected Customer			< Back	Next >	Cancel

Select a Media Type

Select the media type that you want to reconcile by double-clicking the media-ID or left clicking the media-ID and clicking Next to continue.

The second	Trans Calentina				
TapeTrack Lite™ - Media	Type Selection				
structions					
The Media Type Selection s	creen allows you to select a s	single TapeTrack Media Tvo	be to work with in subsequent sc	reens.	
You can select this Media 1	ype by double clicking the rec	quired item in the list.			
edia Type	Volumes	Moves	Scratch Deficit	Overdue	
Media Containers	22	0	0	0	
LTO Calvidge	34	7	0	12	
13	56	7	0	12	
			< Back	k Next > Ca	ancel

Select a Location

From the Reconciliation Location window select which repository to perform the reconciliation on by double clicking on the repository ID or by left clicking on the repository and clicking Next to proceed.

The Reconciliation Location window will also display certificates from previous reconciliation results. To display these certificates double click on the time stamp of a chosen certificate. Certificates contain information pertaining to scope, results and update statistics. On the Certificate Item List individual volume ID's are displayed with a color coded image to quickly identify correct (green), surplus (yellow) and deficit (red) volumes.

TapeTrack Lite [™] - Rec	all Location Selection	ı					
nstructions							
The Recall Location Sele	ction screen allows vou	to select a Repo	sitory to which all	selected Volur	mes will be recalled.		
You can select a Reposito	ory by double-clicking tr	ne Repository, or	by selecting the F	Repository and	clicking ivext.		
epository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out		
Library	17	4	3	3	3		
Offsite Van3	17	3	4	5	0		
Scratch	0	0	0	0	0		
Transport	0	0	0	0	0		
	34	7	7	8	3		
					< Back	Next >	Cancel
					< Back	IVEXL >	Cancel

Volume Statistics

The Reconciliation window diplays current customer, media and repository. The main window displays a list of all volumes presumed to be in the repository. The right of the window displays volume statistics including total, scanned, unscanned, undefined (not on list).

Scan in the volumes into the Reconciliation Scan in window using a barcode scanner (recommended) or keyboard input to record present volumes. As volumes are scanned:

- correct volumes will be recorded and marked off the list by a line crossing off the volume ID and status changed from [Unscanned] to [Scanned]
- volumes not on the list will be recorded, added to the list with a status of [New][Scanned] if ID is unrecognized
- volumes scanned as a duplicate volume ID will increment the Scan Count of the previously scanned volume with that barcode

Volumes not scanned will be recorded with a status of [Unscanned].

When all present volumes have been scanned close the scan-in window by clicking Next or X. If any volumes have a status of Unscanned you will be prompted whether or not to flag the volumes as having failed the repository audit. Selecting yes will update the flags for those volumes in the database and add an 'a' flag in TapeTrack TapeMaster. Updated flags will not be added to any

volume/s with a current update lock applied to them and error window will be displayed as a result. The error window will display information on how many volumes were updated and which volumes are flagged with error status with an error explanation.

Close this window by clicking OK or X to continue.

image

Creating Certificates

In the Create Certificate window add a description relevant to the reconciliation (eg July 2018 Library Reconciliation) and click Create Certificate. Creation status will then be displayed. To view certificate click Certificate Properties.

The certificate properties window displays:

- Customer
- Media type
- Repository
- Certificate description
- Digital signature
- Certificate status
- Total items scanned
- Deficit items
- Surplus items

The Certificate Item List tab displays:

- Volume ID of scanned tapes
- Status of scanned volumes, status options are:
 - Green tick and OK Lite Reconciliation Certificate image
 - $\circ\,$ Red cross and Deficit Lite Reconciliation Certificate image
 - $\,\circ\,$ Yellow exclamation and Surplus Lite Reconciliation Certificate image

image

Volumes can be filtered on the volume ID and/or Status. To filter insert search criteria under Volume or Status where Enter Text here is diplayed. Filter off either whole search term or use * as a wildcard (e.g. to search for Surplus, type Surplus or S*). Search terms are case sensitive. Click OK to close and return to Create Certificate window.

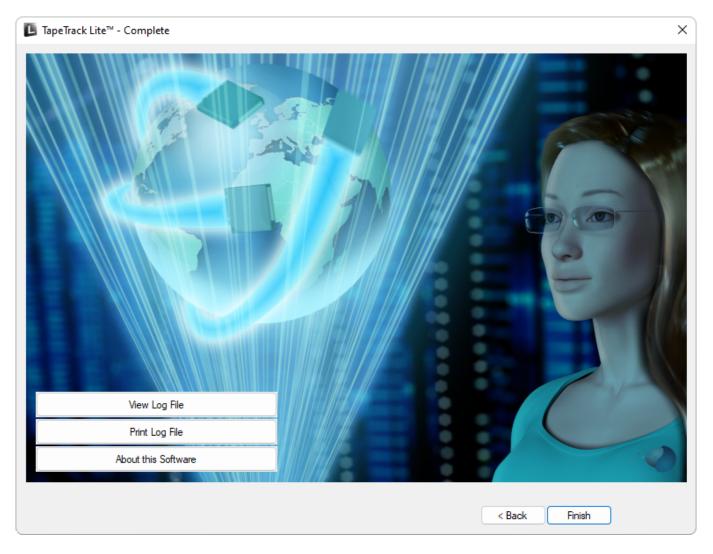
Click 0K to continue.

Complete

This will bring up the Complete window, from here you can

- Click Finish, Cancel or X to exit TapeTrack Lite
- Click Back to return to start menu and select another task

- Click View Log File to view the log
- Click Print Log File to print out log file for further reference
- Click About This Software to view product and support (email, phone & website) information



From: https://rtfm.tapetrack.com/ - **TapeTrack Documentation**

Permanent link: https://rtfm.tapetrack.com/lite/function_reconciliation?rev=1497027455

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