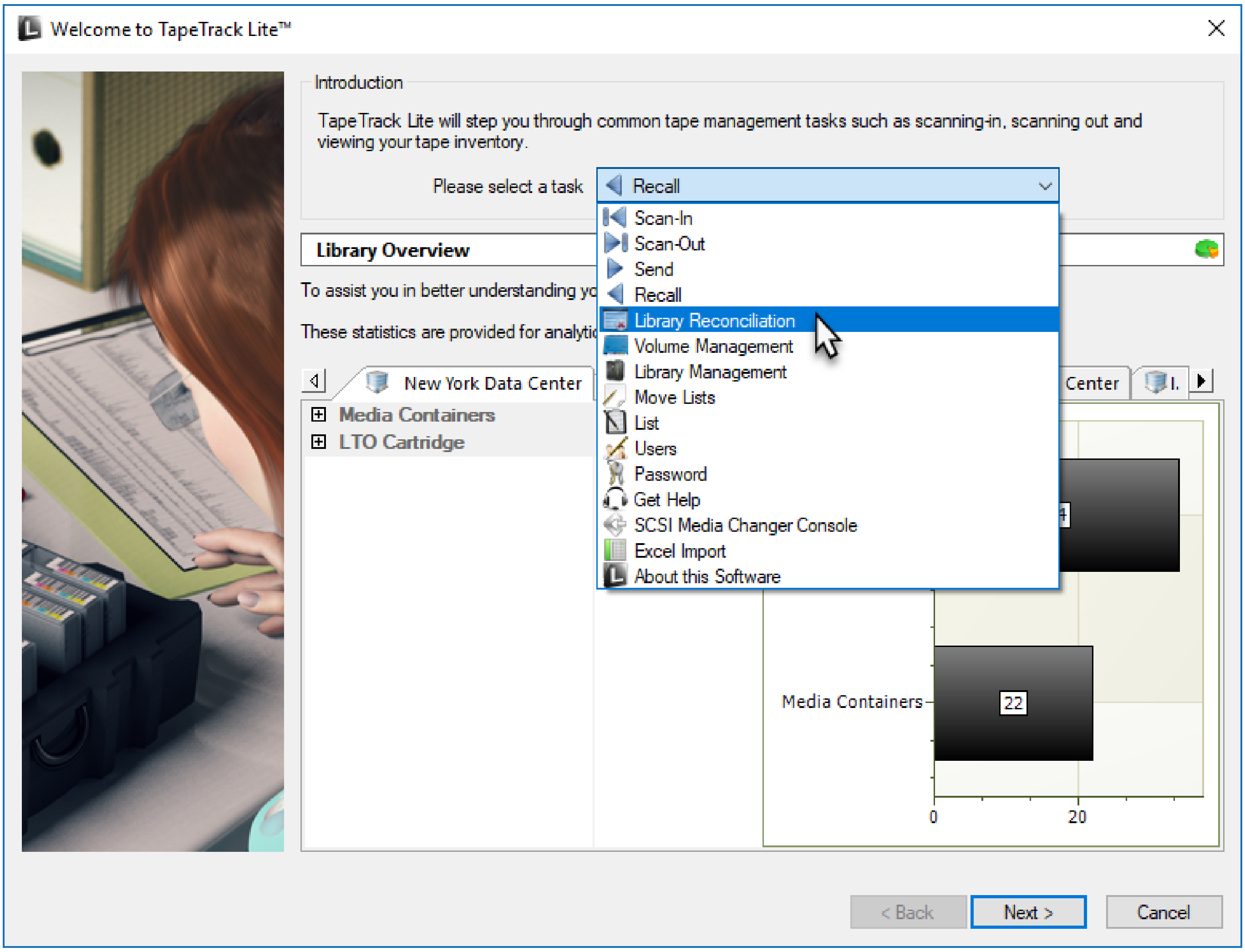
Library Reconciliation

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

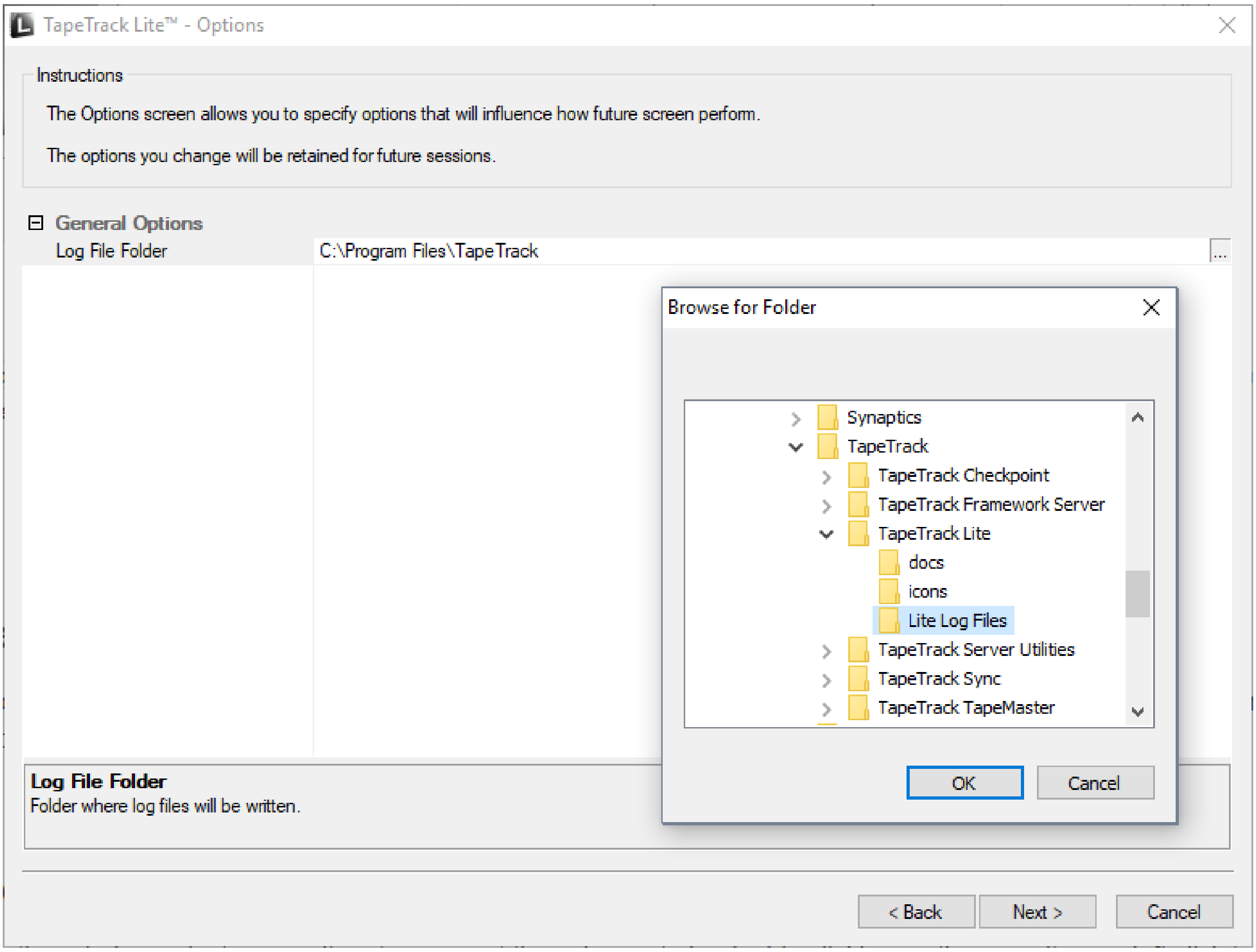
Select Library Reconciliation

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



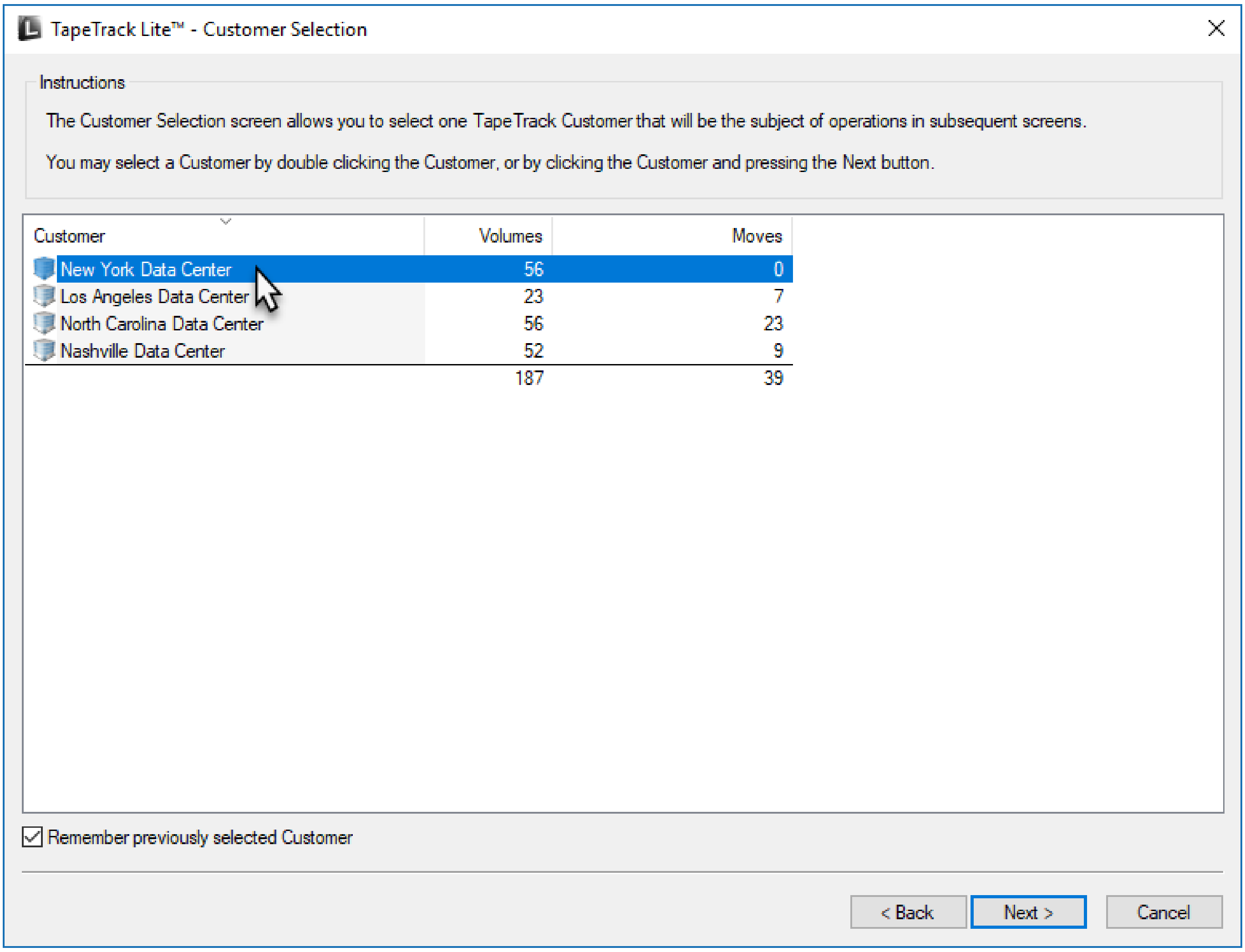
Set Options

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.



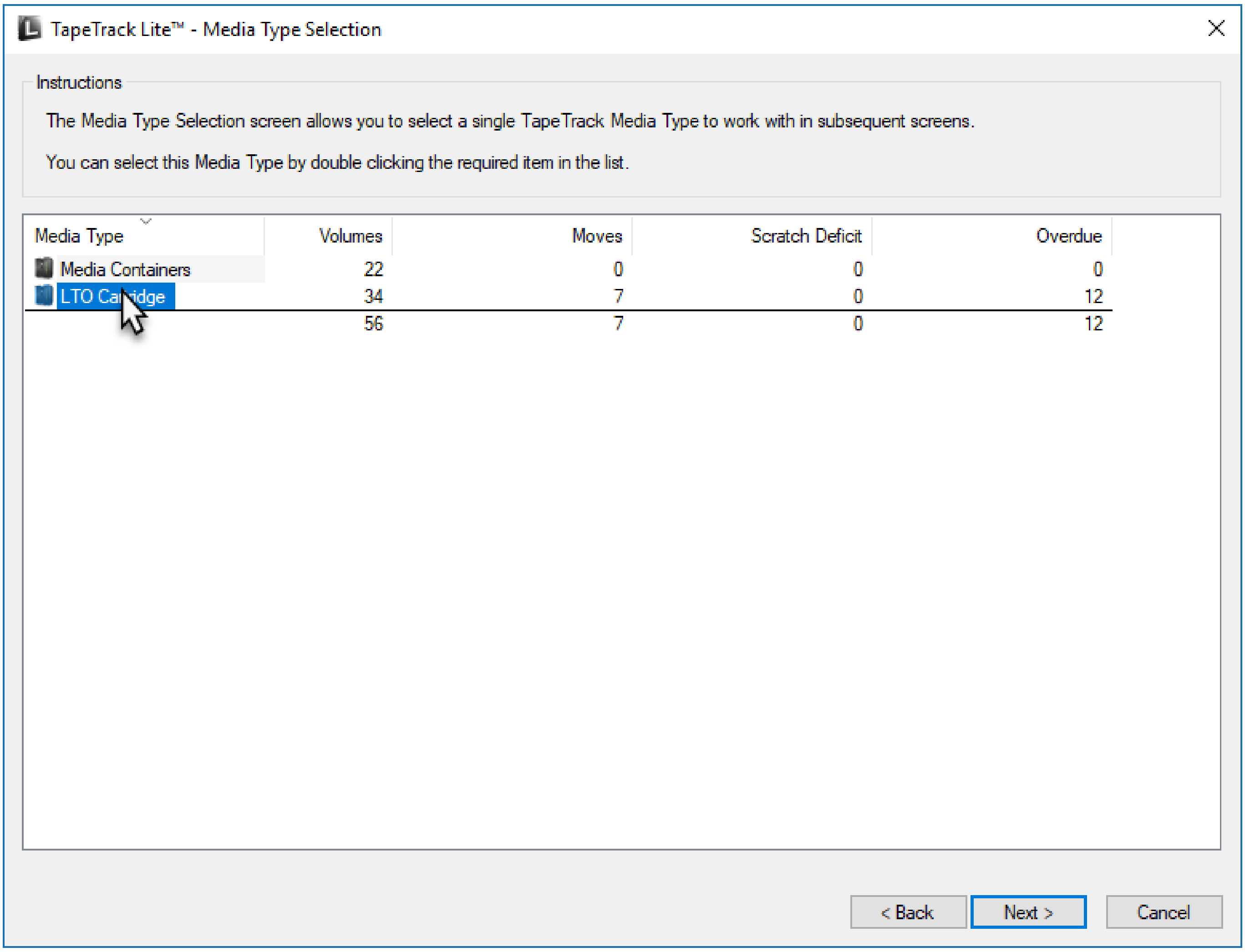
Select a Customer

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.



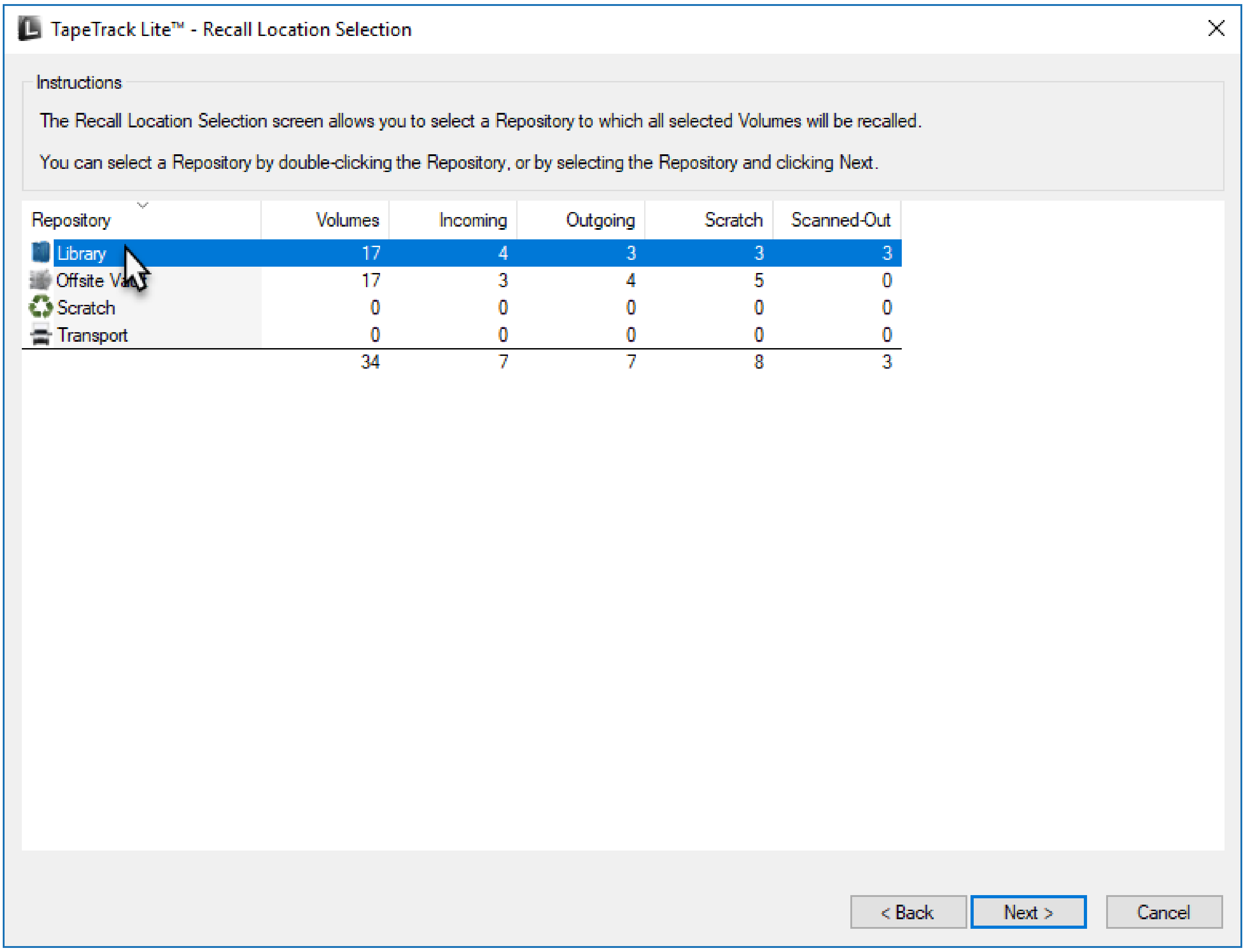
Select a Media Type

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.

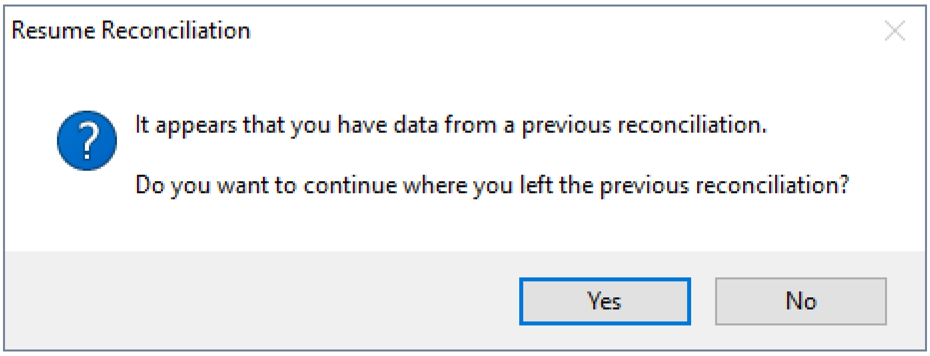


Select a Repository

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.



If you have performed reconciliations before on the selected repository you will be given the option of continuing the previous reconciliation (select yes) or starting a new one (select no).



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.

Volume Statistics

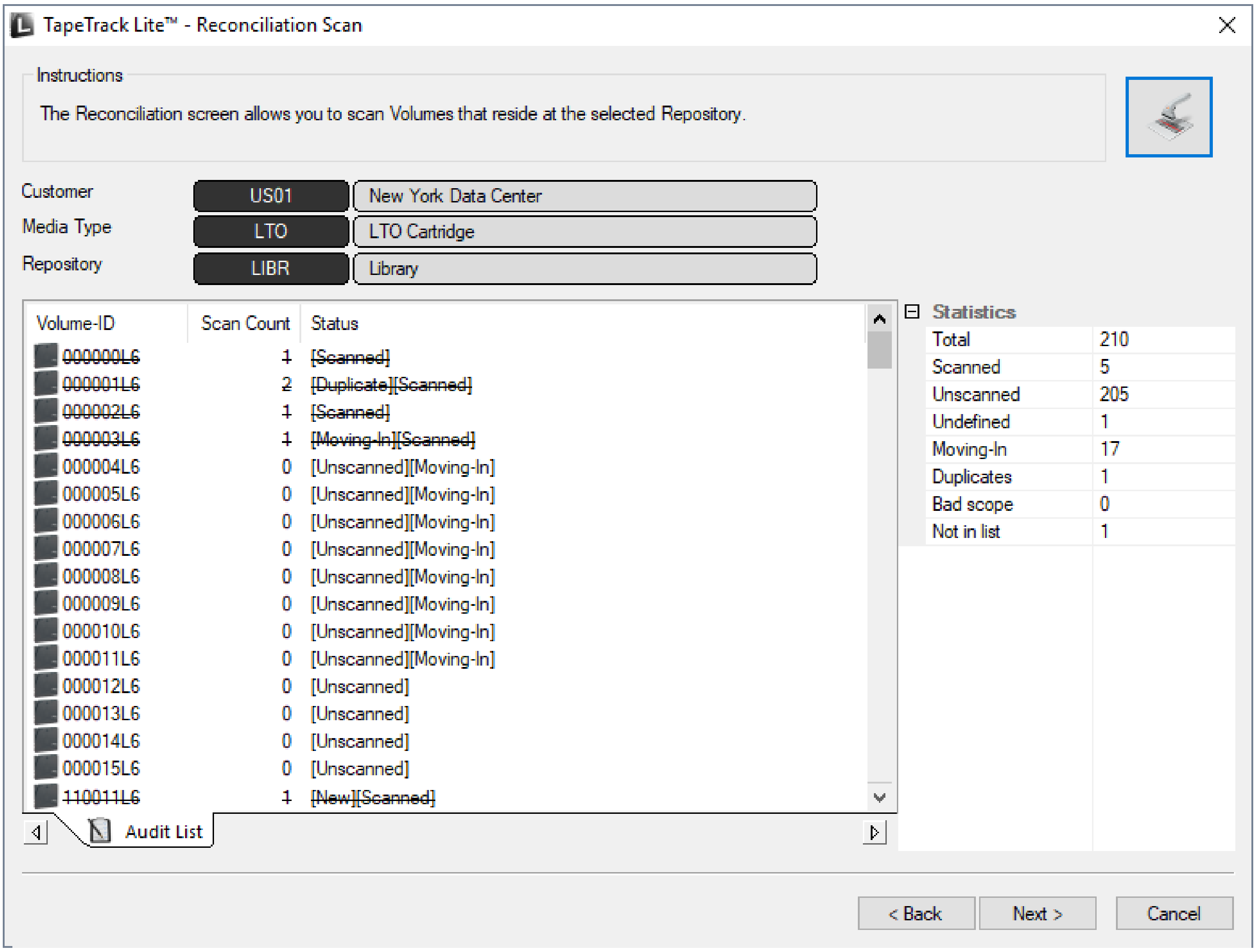
The Reconciliation window displays current customer, media and repository. The main window displays a list of all volumes presumed to be in the repository. The right of the window displays volume statistics including total, scanned, unscanned, undefined (not on list).

Scan in the volumes into the Reconciliation Scan in window using a your preferred scanning method to record present volumes.

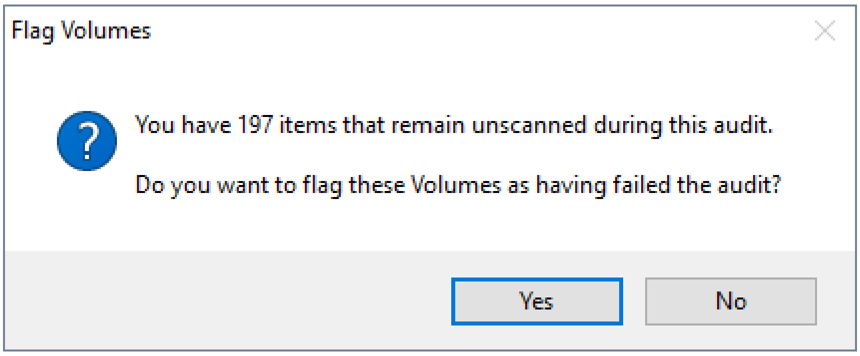
As volumes are scanned:

- 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.

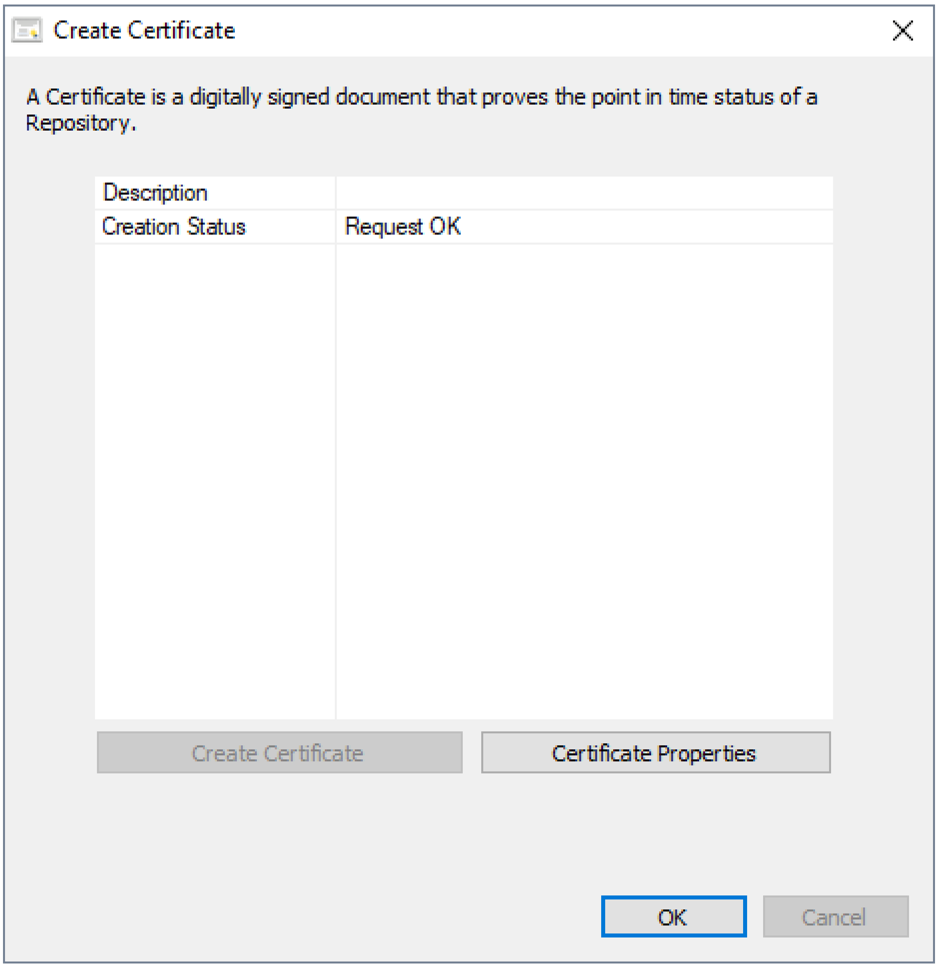


Updated flags will not be added to any volume/s with a current update lock applied to them and error window will be displayed as a result. The error window will display information on how many volumes were updated and which volumes are flagged with error status with an error explanation.

Clicking Create Certificate will produce a certificate documenting the status of the reconciled repository fro future reference including information on present (OK), absent (Deficit) and excess (Surplus) volumes.

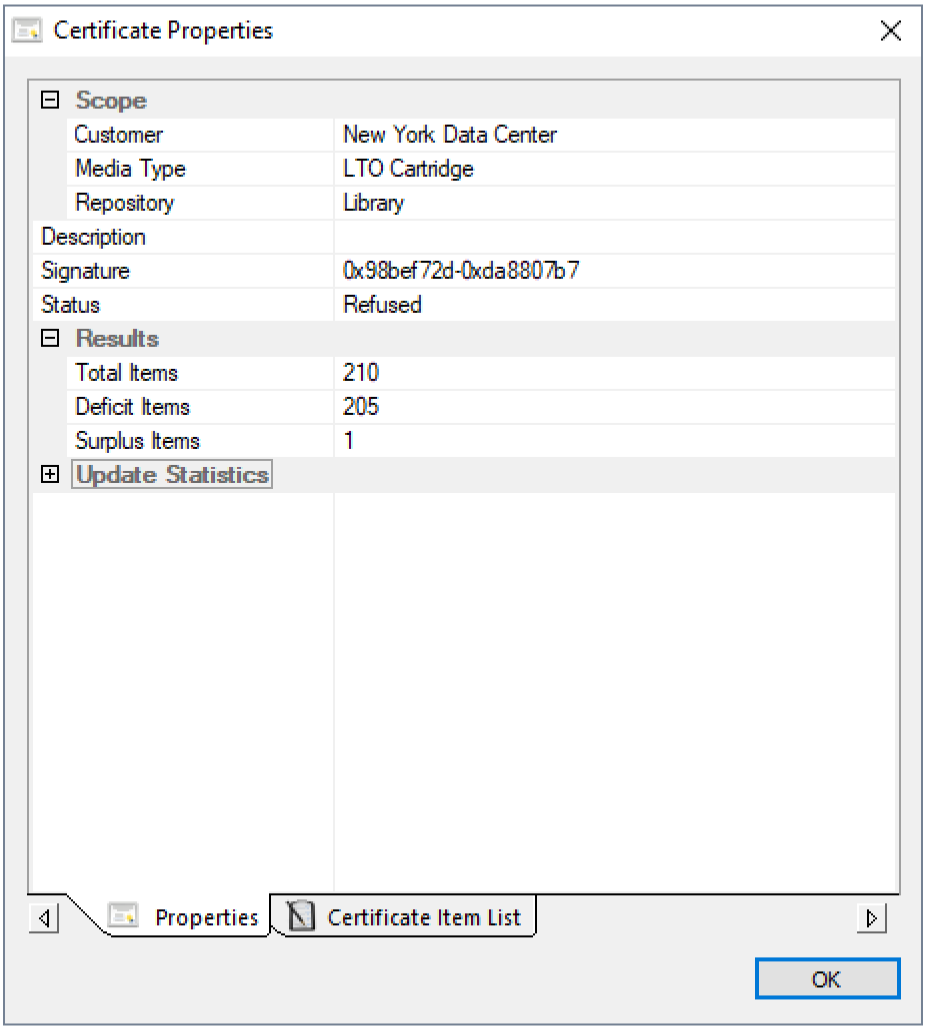
Creating Certificates

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.



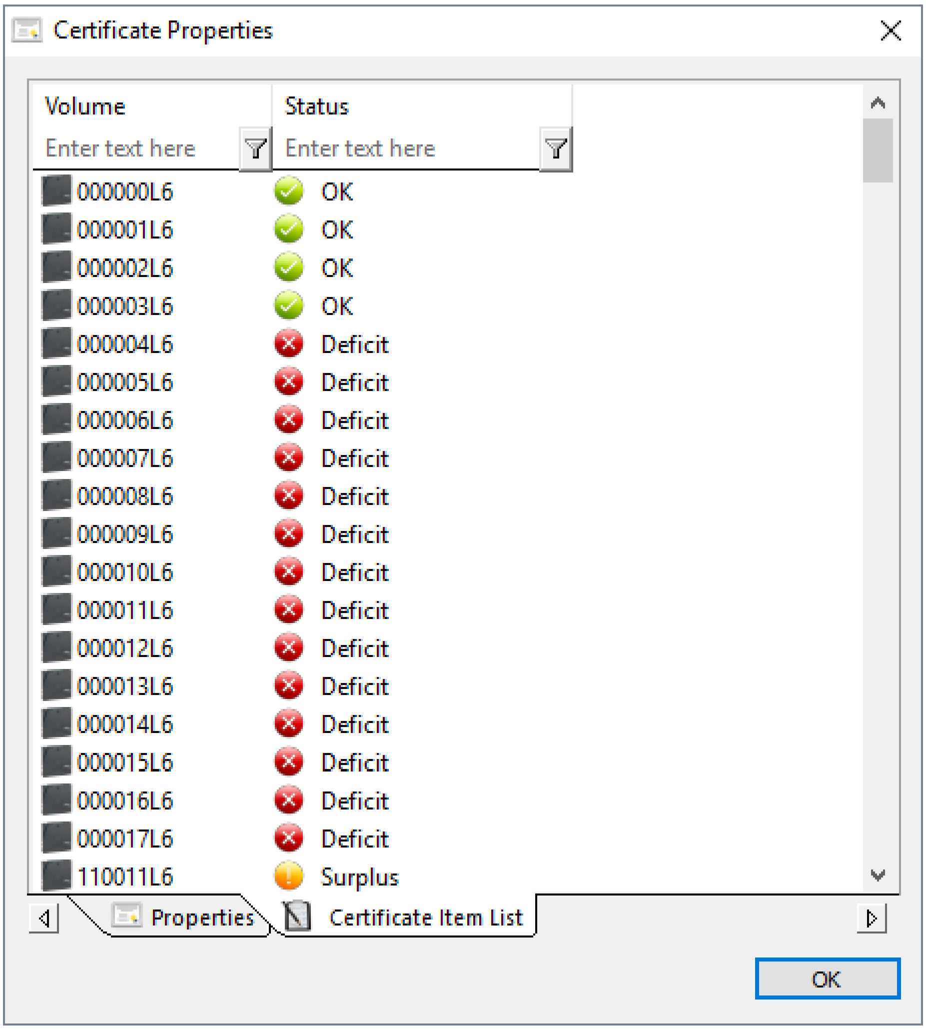
The certificate properties window displays:

- 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 : Should be present and are
    - Red cross and Deficit : Should be present and are not
    - Yellow exclamation and Surplus : Should not be present but are



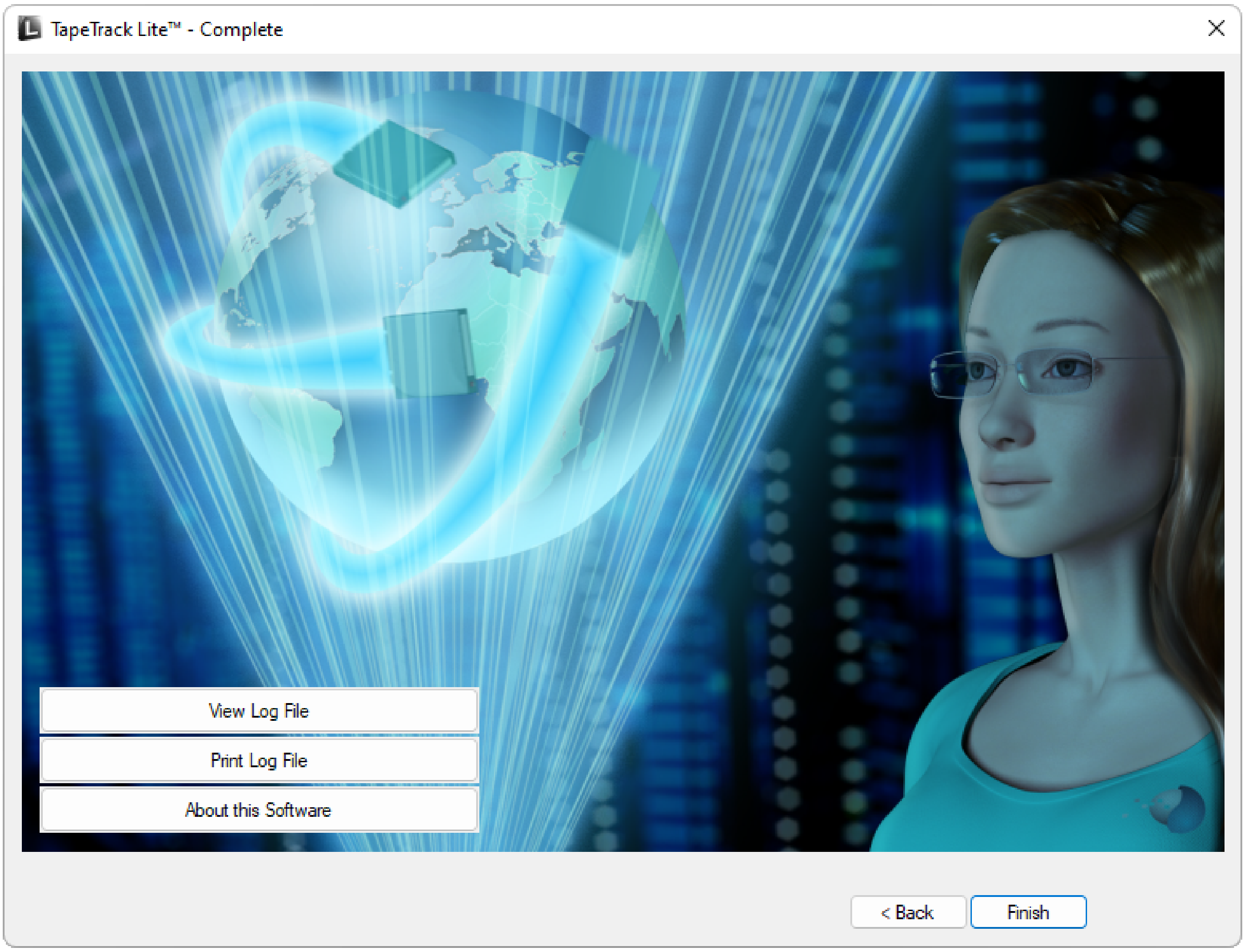
Volumes can be filtered on the volume ID and/or Status. To filter insert search criteria under Volume or Status where Enter Text here is displayed. Filter off either whole search term or use * as a wildcard (e.g. to search for Surplus, type Surplus or S*). Search terms are case sensitive. Click OK to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

Click OK 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:
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Last update: **2025/01/21 22:07**