# 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 Task's drop-down menu.

Welcome to TapeTrack Lite™	Introduction TapeTrack Lite will step you through viewing your tape inventory. Please select a task Library Overview To assist you in better understanding you These statistics are provided for analytic New York Data Center Media Contrainers LTO Cartridge	common tape manage Recall Scan-In Scan-Out Send Recall Volume Manager Library Manager Library Manager Move Lists List Users Password Get Help SCSI Media Char Excel Import About this Softwar	ement tasks such as scanning-i ation ment nger Console are Media Containers-	n, scanning out and
			- O	20 Next > Cancel

#### 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.

TapeTrack Lite <sup>™</sup> - Options	;	
The Options screen allows you The options you change will	ou to specify options that will influence how f be retained for future sessions.	uture screen perform.
<ul> <li>General Options</li> <li>Log File Folder</li> </ul>	C:\Program Files\TapeTrack	
		Browse for Folder
Log File Folder Folder where log files will be wr	itten.	OK Cancel
		< 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.

F					
■ TapeTrack Lite <sup>™</sup> - Customer Selection					>
lasta vatiena					
Instructions					
The Customer Selection screen allows you to	o select one TapeTrack Customer	that will be the subject of o	operations in subsequ	lent screens.	
You may select a Customer by double clickin	na the Customer, or by clickina the	Customer and pressing the	Next button.		
,	· · · · · · · · · · · · · · · · · · ·				
Customer	Volumon	Маукаа			
	voidines	Moves			
New York Data Center	55	0			
Los Angeles Data Center NS	23	22			
IN North Carolina Data Center	56	23			
🐺 Nashville Data Center	52	3			
	187	39			
C nemember 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.

TapeTrack Lite™ - Media	Type Selection			
nstructions The Media Type Selection s You can select this Media T	screen allows you to select a s ype by double clicking the rea	single TapeTrack Media Typ quired item in the list.	be to work with in subsequent scree	ens.
Media Type	Volumes	Moves	Scratch Deficit	Overdue
Media Containers	22	0	0	0
LTO Calvidge	34	7	0	12
NS.	56	7	0	12
			< Back	Next > Cano

#### 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.

📕 TapeTrack Lite™ - Recall I	Location Selection	l .					×
Instructions							
The Recall Location Selection	n screen allows you	to select a Repo	sitory to which al	I selected Volun	nes will be recalled.		
You can select a Repository b	by double-clicking th	e Repository, or I	by selecting the I	Repository and	clicking Next.		
Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out		
📓 Library	17	4	3	3	3		
Offsite Vans	17	3	4	5	0		
Scratch	0	0	0	0	0		
Transport	24	0	7	0			
	34	,	,	U U	5		
					< Back	Next >	Cancel

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].

📕 TapeTrack Lite™	- Reconciliatio	on Scan		×
Instructions				
The Reconciliation	n screen allows y	ou to scan Volumes that reside at the selected Repository.		Ś
Customer	US01	New York Data Center		
Media Type	LTO	LTO Cartridge		
Repository	LIBR	Library		
Volume-ID	Scan Count	Statue	⊡ Sta	tistics
	1	IC	Tota	al 210
	+	(Scanned)	Sca	nned 5
	± 1	[Conned]	Uns	canned 205
000002L6	+	(Actinety)	Und	efined 1
00000416	+	[Insegned][Meving.lp]	Mov	ing-In 17
000004L6	0	[Unscamed][Moving-In]	Dup	licates 1
00000516	0	[Unscanned][Moving-In]	Bad	scope 0
00000716	0	[Unscanned][Moving-In]	Not	in list 1
00000816	0	[Unscanned][Moving-In]		
00000916	0	[Unscanned][Moving-In]		
00001016	0	[Unscanned][Moving-In]		
00001116	0	[Unscanned][Moving-In]		
0000121.6	0	[Unscanned]		
000013L6	0	[Unscanned]		
000014L6	0	[Unscanned]		
000015L6	0	[Unscanned]		
110011L6	1	[New][Scanned]	×	
	liet	[	N	
			< Back	Next > Cancel

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.

Flag Volum	les	×
?	You have 197 items that remain unscanned during this audit. Do you want to flag these Volumes as having failed the audit?	
	Yes No	

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 for 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.

🗔 Cre	ate Certificate		$\times$
A Certi Reposi	ficate is a digitally signed tory.	document that proves the point in time status of a	
	Description		
	Creation Status	Request OK	
	Create Certific	ate Certificate Properties	
		<b>OK</b> Canc	el

The certificate properties window displays:

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

Certificate Propertie	25	×
□ Scope		
Customer	New York Data Center	
Media Type	LTO Cartridge	
Repository	Library	
Description		
Signature	0x98bef72d-0xda8807b7	
Status	Refused	
Results		
Total Items	210	
Deficit Items	205	
Surplus Items	1	
Update Statistic	s	
▲ Properties	Certificate Item List	4
		OK

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
  - $\circ\,$  Red cross and Deficit : Should be present and are not
  - Yellow exclamation and Surplus : Should not be present but are

Certificate Prope	ties	×
Volume	Status	^
Enter text here	The Enter text here	
00000L6		
000001L6	🥝 ок	
000002L6	🥪 ок	
000003L6	🥪 ок	
000004L6	🔞 Deficit	
000005L6	🔞 Deficit	
000006L6	🔞 Deficit	
000007L6	🔞 Deficit	
000008L6	🔞 Deficit	
000009L6	😵 Deficit	
000010L6	🕺 Deficit	
600011L6	😣 Deficit	
000012L6	😵 Deficit	
000013L6	😵 Deficit	
000014L6	😵 Deficit	
000015L6	😣 Deficit	
000016L6	😣 Deficit	
000017L6	🕺 Deficit	
110011L6	_ 😣 Surplus	~
🛭 🔪 🖂 Properti	es 🔝 Certificate Item List	⊳
		OK
		OK

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 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



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