

# Library Reconciliation

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

## Steps

### Select Library Reconciliation

Select Library Reconciliation from the drop-down task menu and click Next to continue.

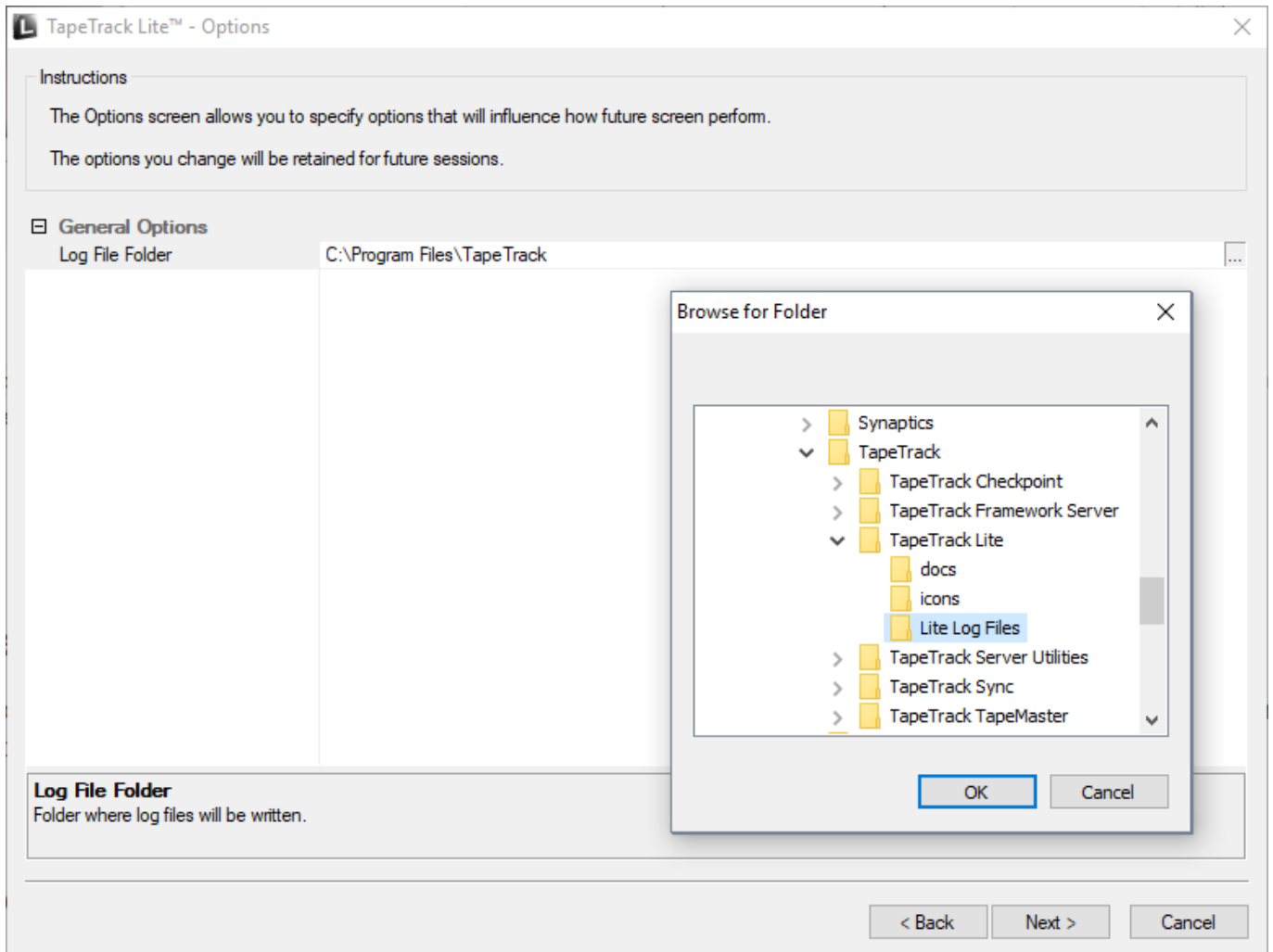


### Set Options

This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

To change the default directory, click in the field to the right of the Log File Folder, click on the more options button (...). From the **Browse For File** window select the preferred directory and click OK.

Click Next to continue.



## Select a Customer

Select the account or Customer that you want to manage [Volumes](#) 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.

**TapeTrack Lite™ - Media Type Selection**

Instructions

The Media Type Selection screen allows you to select a single TapeTrack Media Type to work with in subsequent screens.

You can select this Media Type by double clicking the required item in the list.

Media Type	Volumes	Moves	Scratch Deficit	Overdue
Media Containers	22	0	0	0
LTO Cartridge	34	7	0	12
	56	7	0	12

< Back   Next >   Cancel

## 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, un-scanned, undefined (not on list).

Scan in the [volume|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 \\* \[\[object:volume|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].

Instructions  
The Reconciliation screen allows you to scan Volumes that reside at the selected Repository.

Customer: US01 New York Data Center  
Media Type: LTO LTO Cartridge  
Repository: LIBR Library

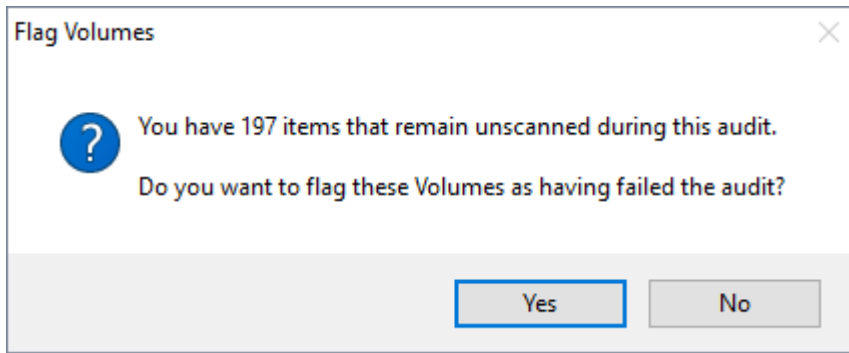
Volume-ID	Scan Count	Status
000000L6	1	[Scanned]
000001L6	2	[Duplicate][Scanned]
000002L6	1	[Scanned]
000003L6	1	[Moving-In][Scanned]
000004L6	0	[Unscanned][Moving-In]
000005L6	0	[Unscanned][Moving-In]
000006L6	0	[Unscanned][Moving-In]
000007L6	0	[Unscanned][Moving-In]
000008L6	0	[Unscanned][Moving-In]
000009L6	0	[Unscanned][Moving-In]
000010L6	0	[Unscanned][Moving-In]
000011L6	0	[Unscanned][Moving-In]
000012L6	0	[Unscanned]
000013L6	0	[Unscanned]
000014L6	0	[Unscanned]
000015L6	0	[Unscanned]
110011L6	1	[New][Scanned]

Statistics	
Total	210
Scanned	5
Unscanned	205
Undefined	1
Moving-In	17
Duplicates	1
Bad scope	0
Not in list	1

Audit List

< 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 Un-scanned 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](#) 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.



To create Certificates you must have Certify Rights

Creation status will then be displayed.

To view certificate click Certificate Properties.



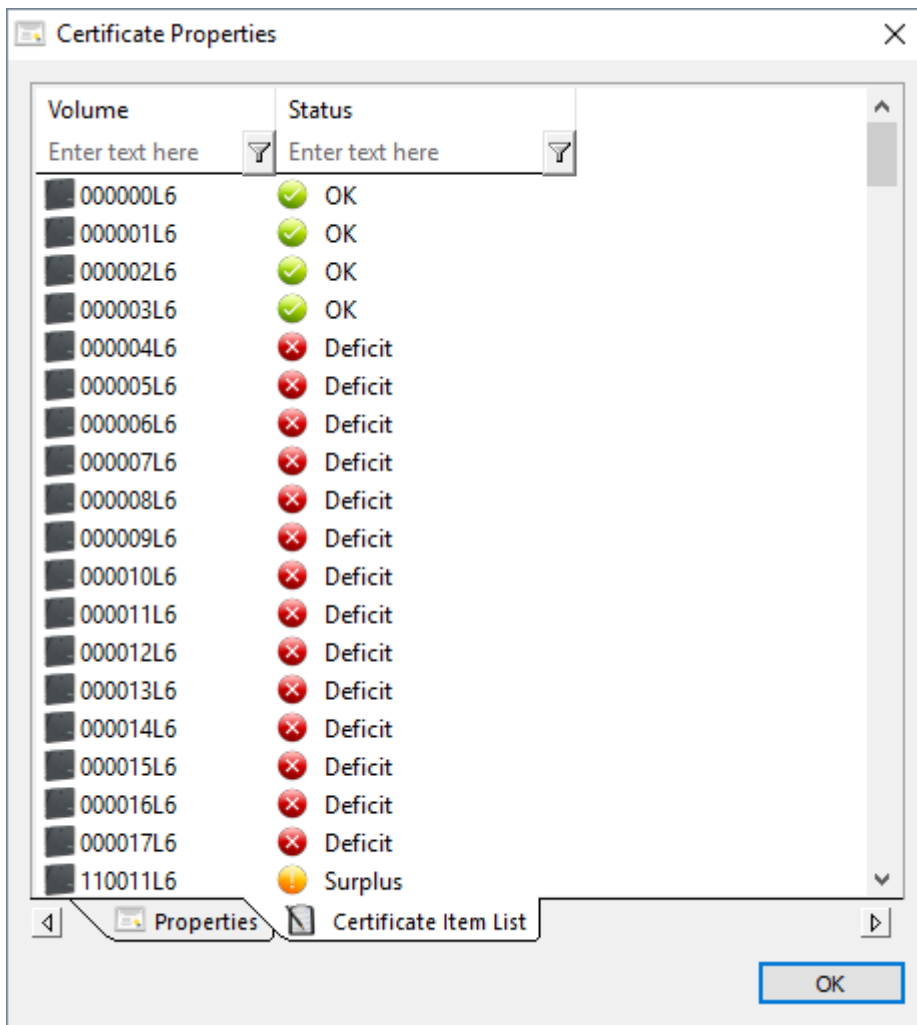
The certificate properties window displays:

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



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



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