

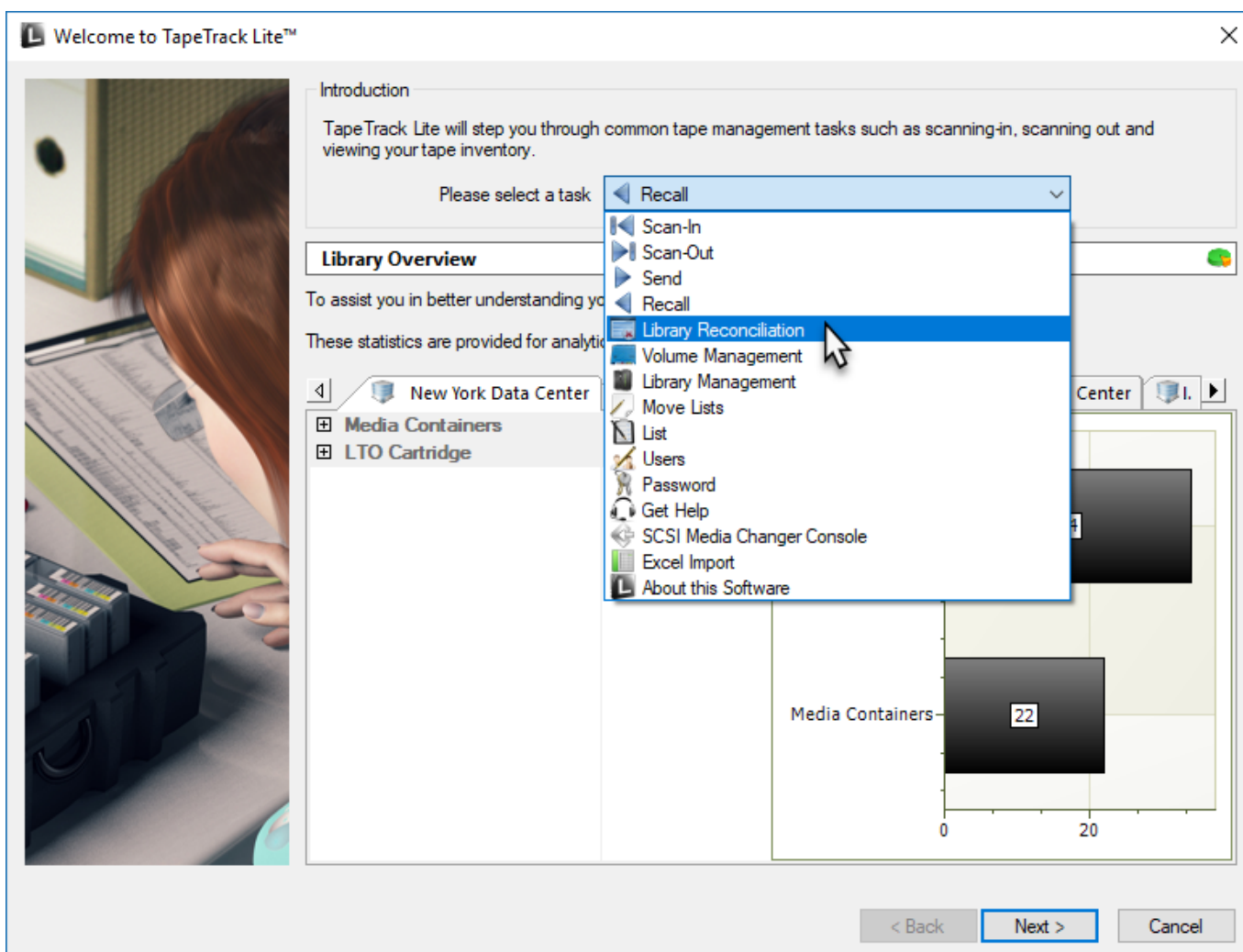
# Library Reconciliation

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.



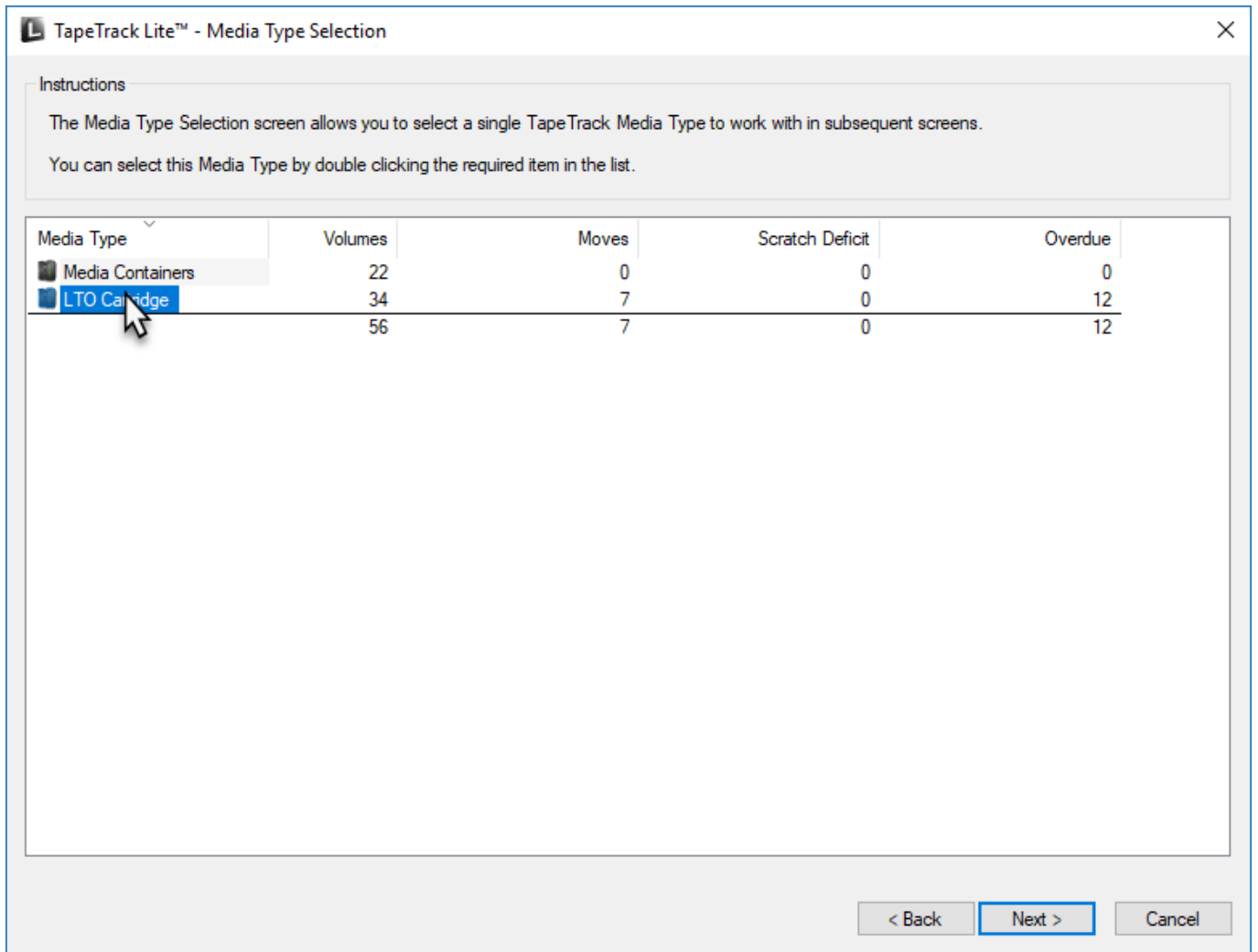
## Select a Customer

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.



## 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

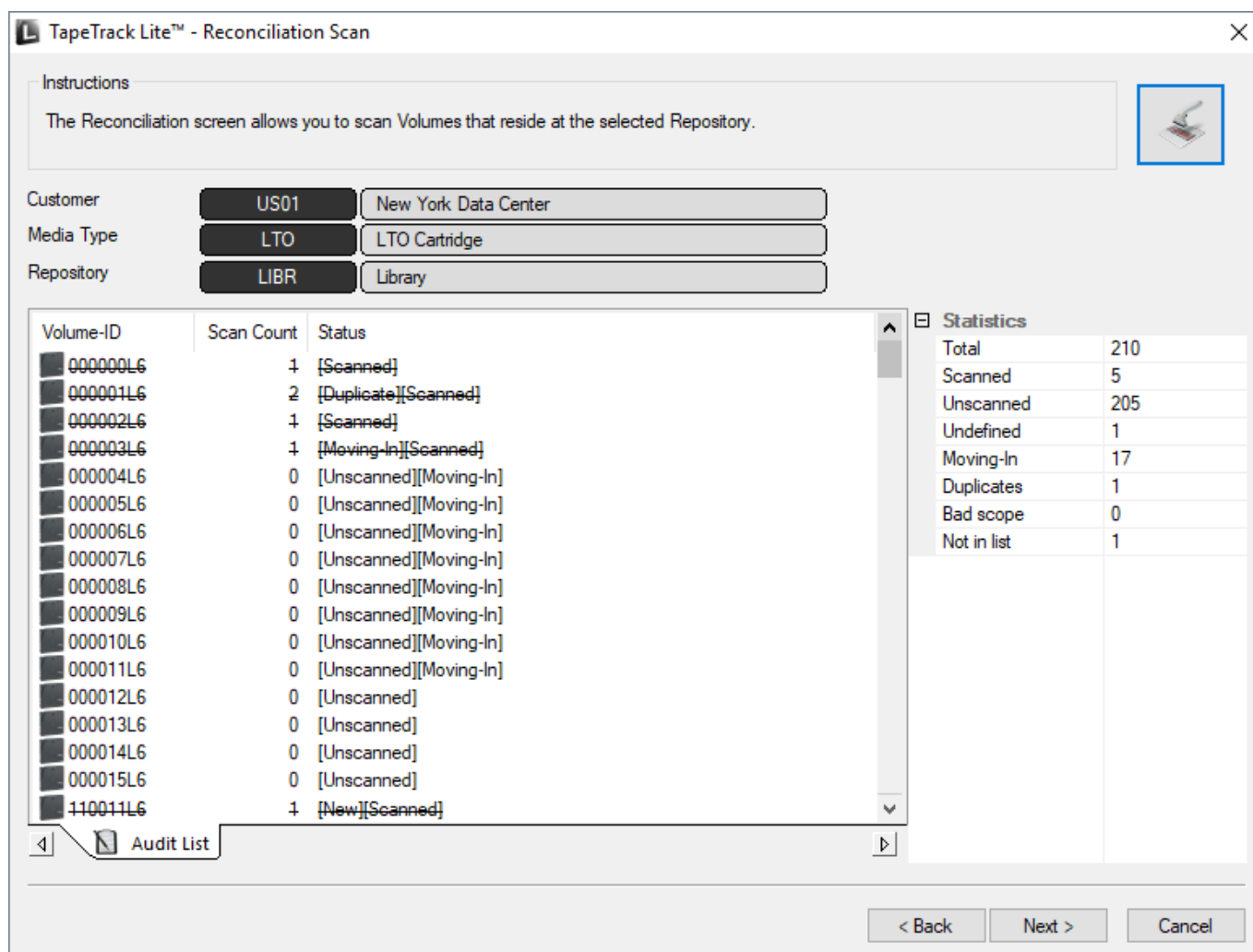
The Reconciliation window displays current customer, media and [Repository](#). The main window displays a list of all [Volumes](#) presumed to be in the [Repository](#). The right of the window displays [Volume](#) statistics including total, scanned, un-scanned, undefined (not on list).

Scan in the [volume|Volumes](#) into the **Reconciliation Scan-In** window using a your preferred [scanning method](#) to record present [Volumes](#).

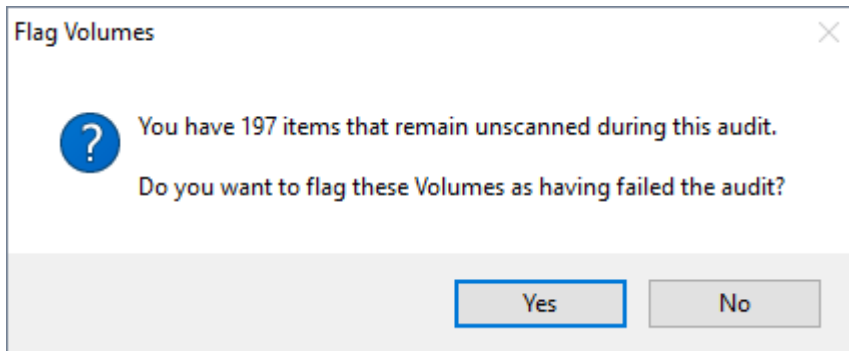
As [Volumes](#) are scanned:

- 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].



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 assigned to your [User-ID](#)

Creation status will then be displayed.

To view [Certificate](#) click Certificate Properties.



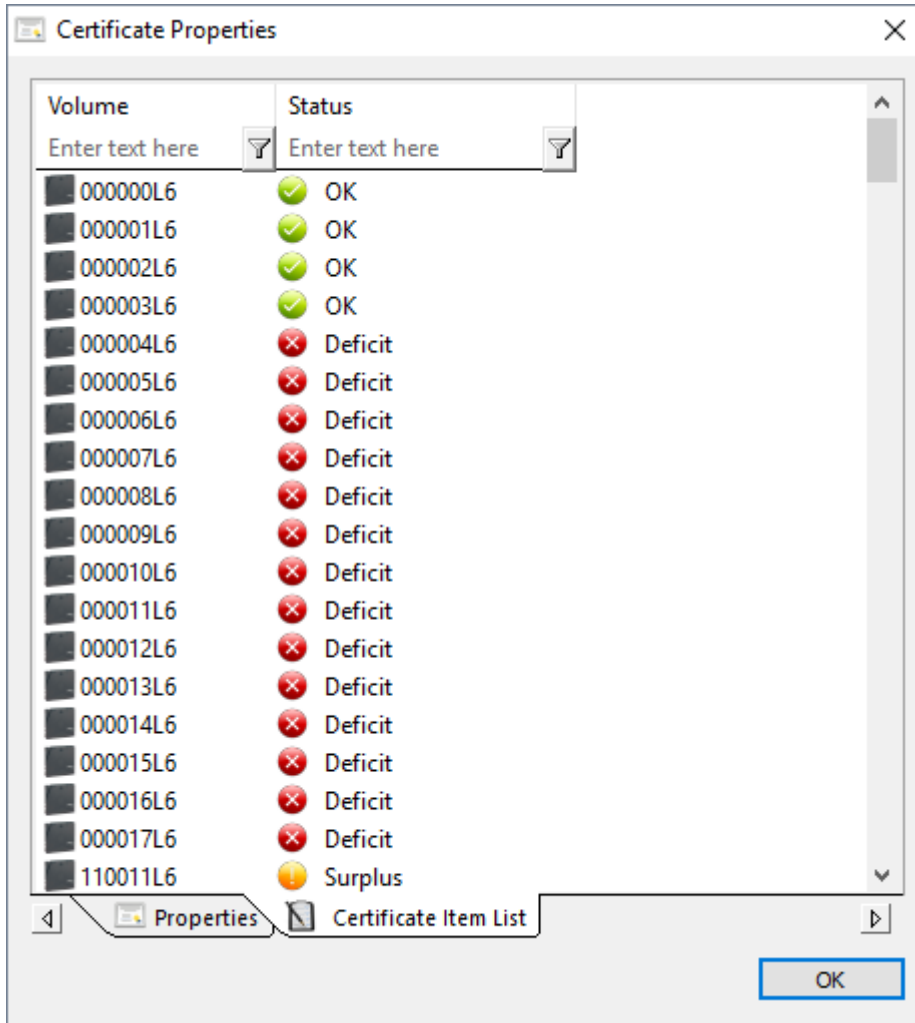
The **Certificate Properties** window displays:

- 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 **Volumes**
- Status of scanned **Volumes**, status options are:
  - Green tick and OK : **Volumes** should be present and are present
  - Red cross and Deficit : **Volumes** should be present but are not present.
  - Yellow exclamation and Surplus : **Volumes** 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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Last update: **2025/01/21 22:07**

