# **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.

🕒 Welcome to TapeTrack Lite™				×
Welcome to TapeTrack Lite™	Introduction	<ul> <li>Recall</li> <li>Scan-In</li> <li>Scan-Out</li> <li>Send</li> <li>Recall</li> </ul>	gement Center D	
		About this Softwa	Media Containers - 22	20
			< Back Next >	Cancel

#### **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.

■ TapeTrack Lite <sup>™</sup> - Options		×
Instructions		_
	specify options that will influence how futu	ure screen perform.
The options you change will be ret	tained for future sessions.	
General Options		
Log File Folder	C:\Program Files\TapeTrack	
		Browse for Folder ×
		Synaptics <ul> <li>TapeTrack</li> <li>TapeTrack Checkpoint</li> <li>TapeTrack Framework Server</li> <li>TapeTrack Lite</li> <li>docs</li> <li>icons</li> <li>Lite Log Files</li> <li>TapeTrack Server Utilities</li> <li>TapeTrack Sync</li> <li>TapeTrack TapeMaster</li> </ul>
Log File Folder Folder where log files will be written.		OK Cancel
		< Back Next > Cancel

#### 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.

structions The Customer Selection screen allows you to select one Tape Track Customer that will be the subject of operations in subsequent screens. You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.  Istomer Volumes Moves New York Data Center <u>56 0</u> North Carola Data Center <u>56 23</u> North Carola Data Center <u>56 23</u> Nashville Data Center <u>57 39</u> 187 39  Remember previously selected Customer					
The Customer Selection screen allows you to select one Tape Track Customer that will be the subject of operations in subsequent screens. Arou may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.           Instance         Volumes         Moves           New York Data Center         23         7           Los Angeles Data Center         56         23           Noth Carolina Data Center         56         23           Nashville Data Center         52         9           Nashville Data Center         187         39	TapeTrack Lite <sup>™</sup> - Customer Selection				
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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		g and obstantial, an by anothing the	outering and processing and		
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I North Carolina Data Center     56     23       I Nashville Data Center     52     9       187     39					
I Nashville Data Center     52     9       187     39					
187 39 Remember previously selected Customer					
Remember previously selected Customer	Nasi Ville Data Center				
		167			
< Back Next > Cance	Remember previously selected Customer				
< Back Next > Cance					
				< Back Nex	t > 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.

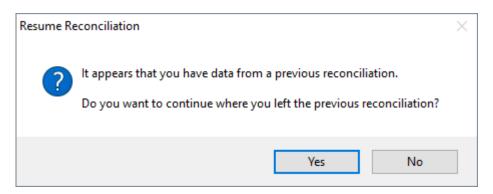
📙 TapeTrack Lite™ - Media	a Type Selection				×
Instructions					
The Media Type Selection	screen allows you to select a s	single TapeTrack Media Typ	be to work with in subsequent scre	ens.	
You can select this Media	Type by double clicking the rea	quired item in the list.			
Media Type	Volumes	Moves	Scratch Deficit	Overdue	
Media Containers	22	0	0	0	
LTO Cal vidge	34	7	0	12	
NS	56	7	0	12	
			< Back	Next > Car	ncel

### **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	Location Selection	I					×
Instructions The Recall Location Selectio You can select a Repository							
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	0	0	0	0	0		
	34	7	7	8	3		
					< 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 view 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:

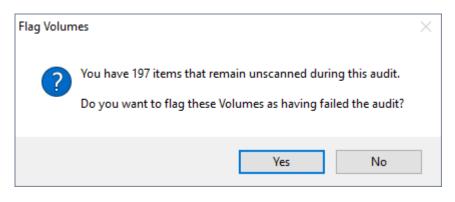
- correct Volumes will be recorded and marked off the list by a line crossing off the Volume-ID and status changed from [Unscanned] to [Scanned]
- Volumes not on the list will be recorded, added to the list with a status of [New][Scanned] if the [[object:volume|Volume-ID is unrecognized
- Volumes scanned 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].

Any Volumes currently in a move between Repositories will also be labelled with Moving-In or Movingout.

L TapeTrack Lite™	- Reconciliatio	on Scan				×
Instructions						1
The Reconciliation	n screen allows y	rou to scan Volumes that reside at the selected Repos	sitory.			- 🧇 -
Customer	US01	New York Data Center				
Media Type	LTO	LTO Cartridge	)			
Repository	LIBR	Library				
Volume-ID	Scan Count	Status	^	Θ	Statistics	
	1				Total	210
000001L6	+	[Scanned] [Duplicate][Scanned]		1	Scanned	5
00000115	≠ 1	(Scanned)			Unscanned	205
0000031.6	+				Undefined	1
000004L6	-	[Moving-In][Scanned]			Moving-In	17
000004L6	0	[Unscanned][Moving-In]			Duplicates	1
000005L6	0	[Unscanned][Moving-In]			Bad scope	0
000006L6	0	[Unscanned][Moving-In] [Unscanned][Moving-In]			Not in list	1
000007L6	0					
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]				
	0	[Unscanned]				
110011L6	1	[New][Scanned]	×			
Audit I	List		Þ			
				< Ba	ck 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.



Creation status will then be displayed.

To view Certificate click Certificate Properties.

🗔 Crea	ate Certificate		$\times$
A Certi Reposi		document that proves the point in time status of a	
	Description		
	Creation Status	Request OK	
	Create Certific	ate Certificate Properties	
		OK Cancel	

The **Certificate Properties** window displays:

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

式 Certificate Properties		×
E 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 Statistics		
▲ Properties ▲	Certificate Item List	
		ОК

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.

Certificate Properties	;	×
Volume	Status	^
Enter text here	Enter text here	
000000L6	🥝 ОК	
000001L6	🥝 ок	
000002L6	🥝 ОК	
000003L6	🥪 ок	
000004L6	😣 Deficit	
000005L6	😣 Deficit	
000006L6	😣 Deficit	
000007L6	😣 Deficit	
000008L6	😣 Deficit	
000009L6	😣 Deficit	
000010L6	😣 Deficit	
000011L6	😣 Deficit	
000012L6	😣 Deficit	
000013L6	😣 Deficit	
000014L6	😣 Deficit	
000015L6	😣 Deficit	
000016L6	😣 Deficit	
000017L6	😣 Deficit	
110011L6	😛 Surplus	¥
▲ Properties	Certificate Item List	Þ
	OF	¢

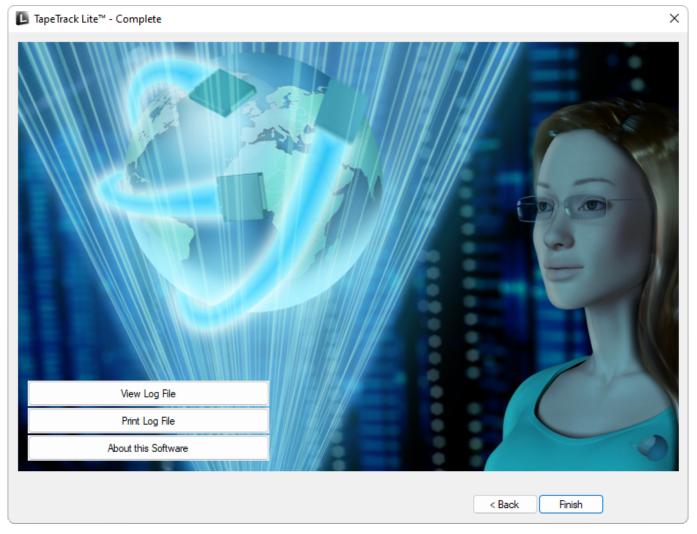
Volumes can be filtered on the Volume-ID and/or Status. To filter insert search criteria under Volume or Status where Enter Text here is displayed. Filter off either whole search term or use \* as a wildcard (e.g. to search for Surplus, type Surplus or S\*). Search terms are case sensitive. Click 0K 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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