

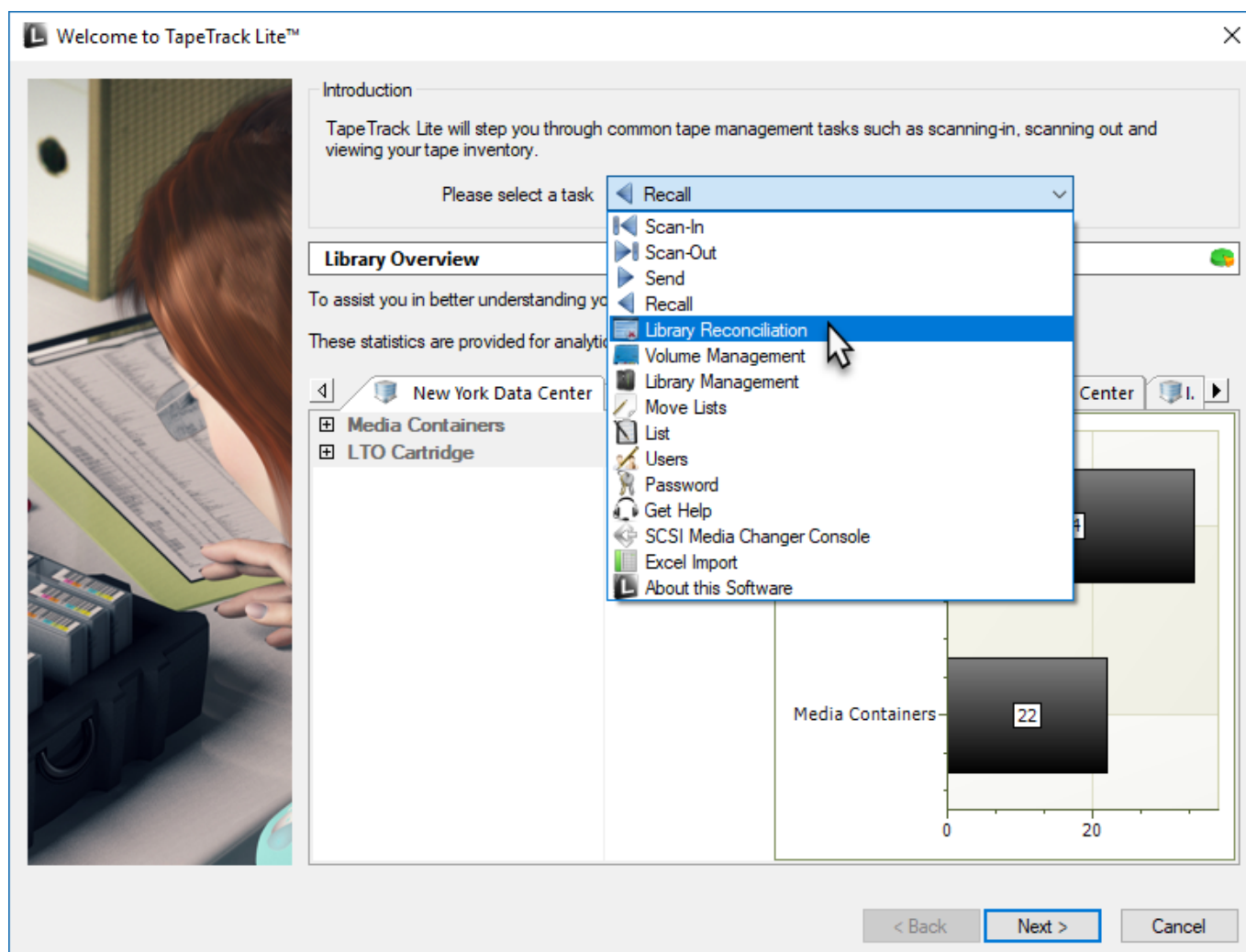
# Library Reconciliation

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.

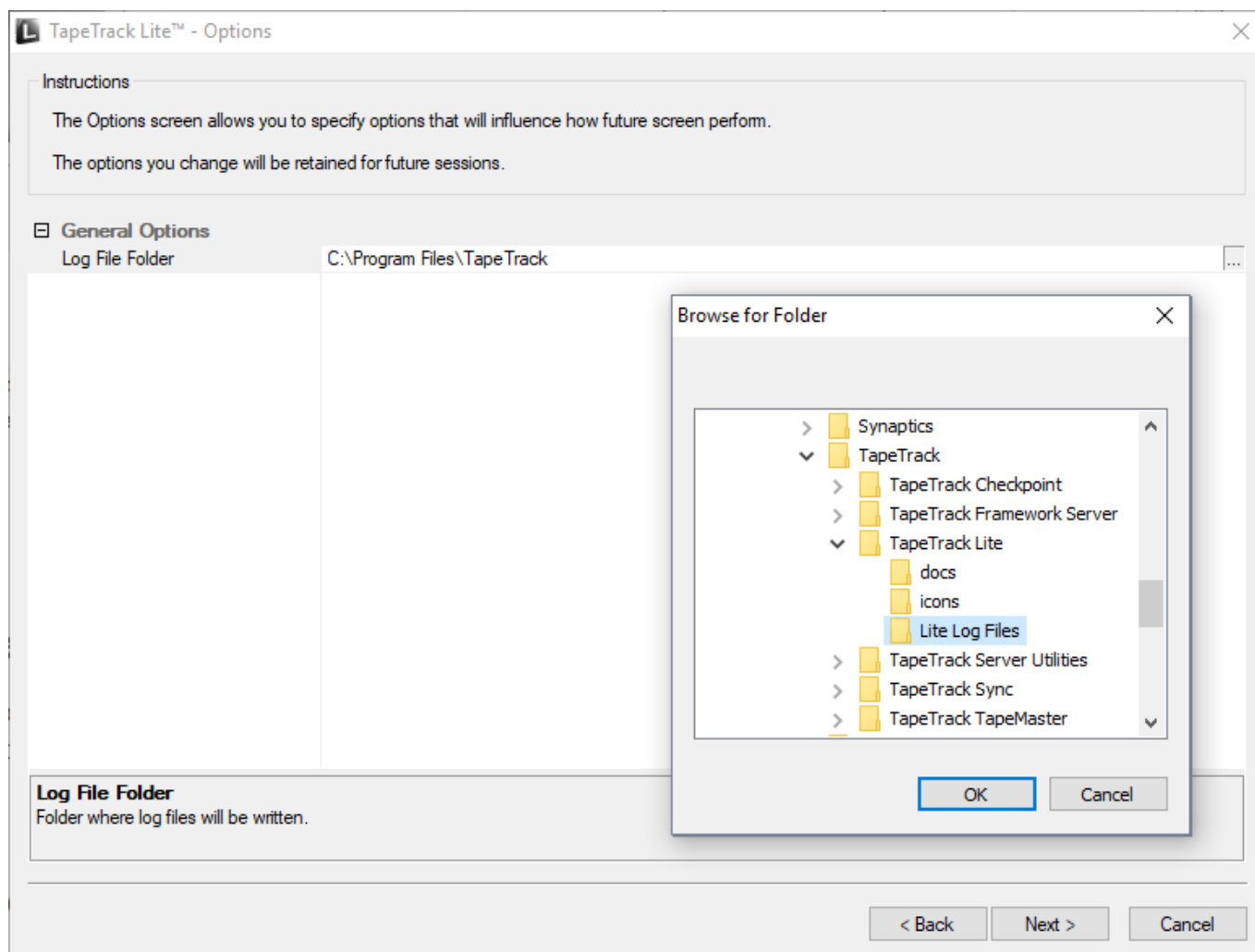


### Set Options

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.

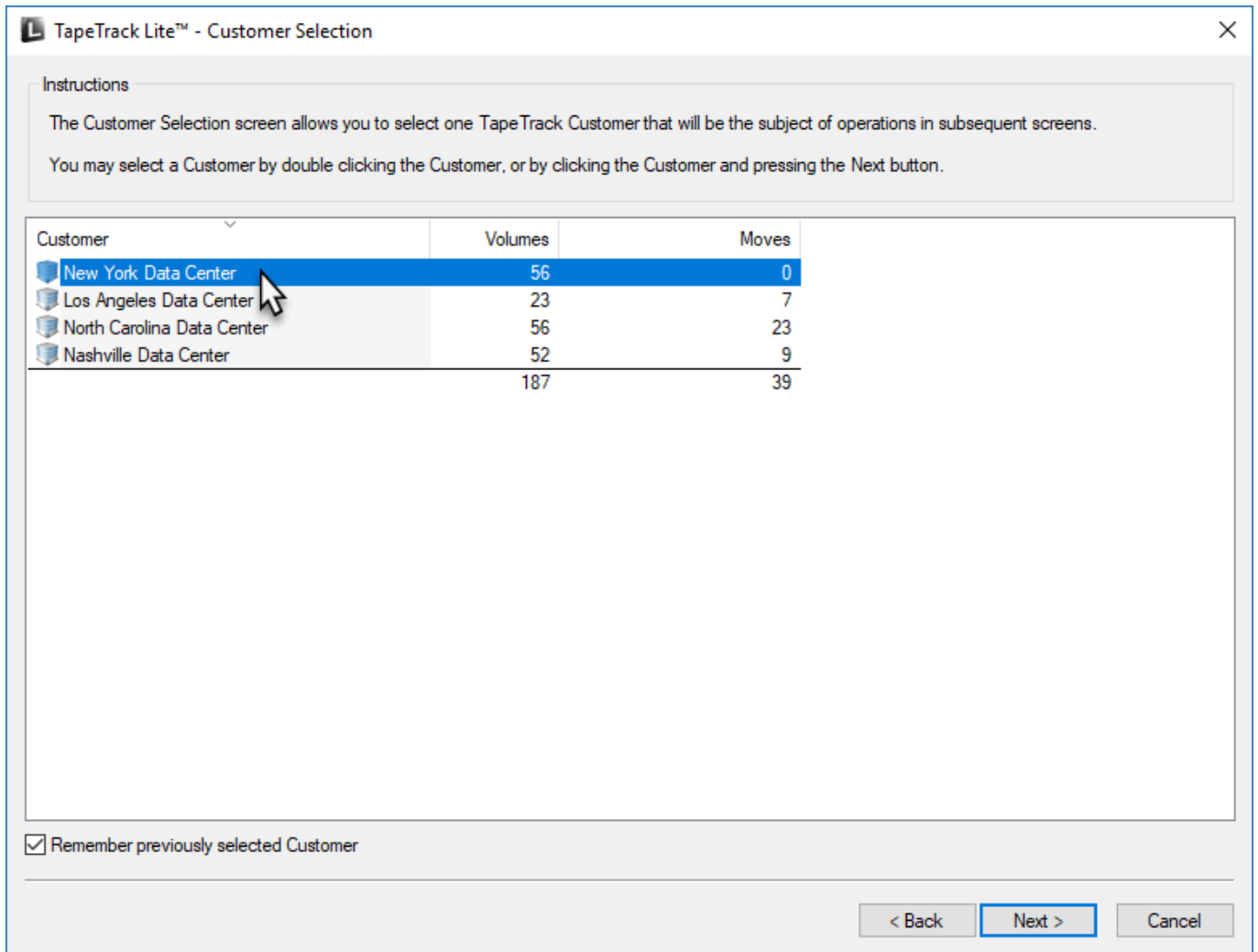
To change the default directory, click in the field to the right of the Log File Folder, click on the more options button (...). From the **Browse For File** window select the preferred directory and click OK.

Click Next to continue.



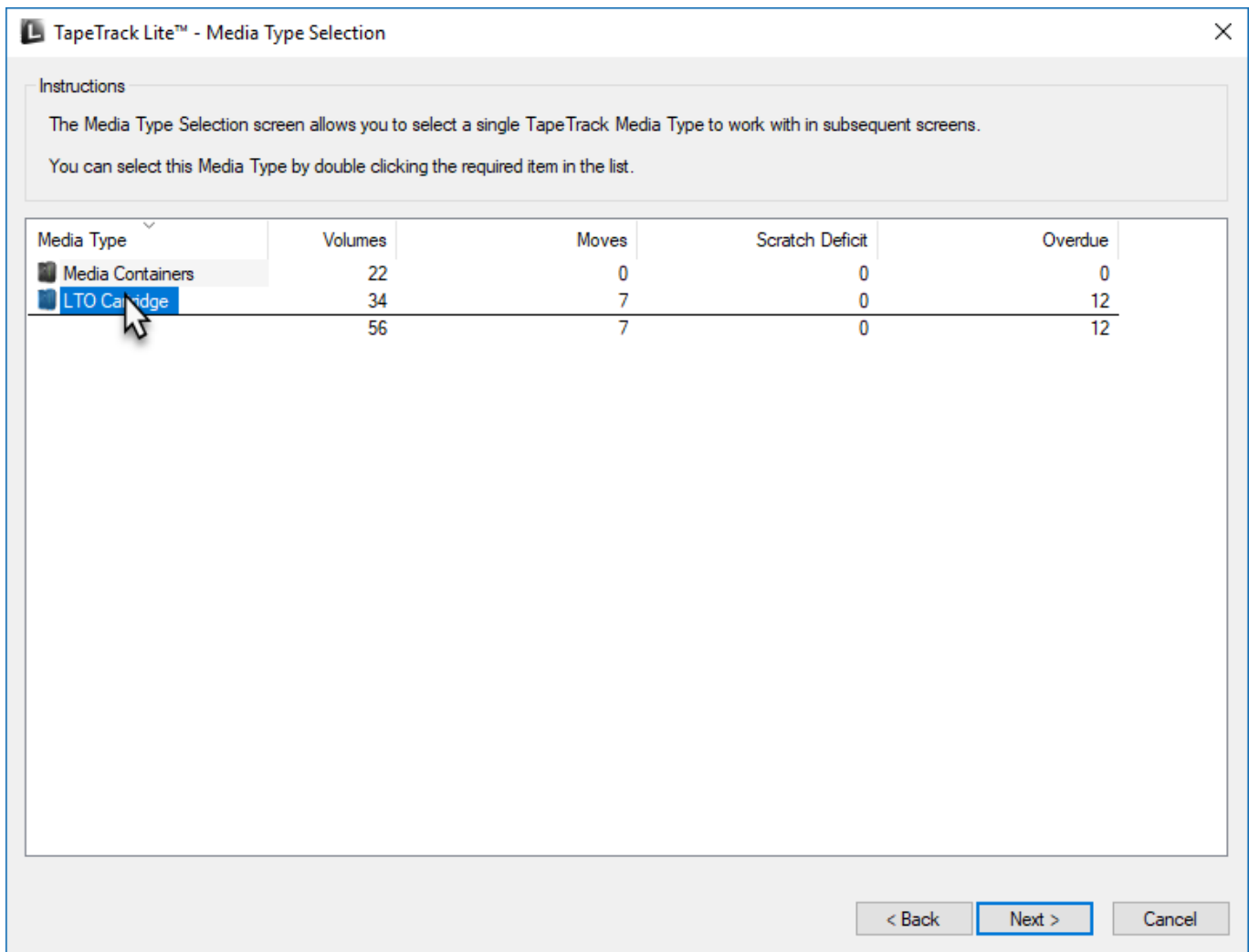
## Select a Customer

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.



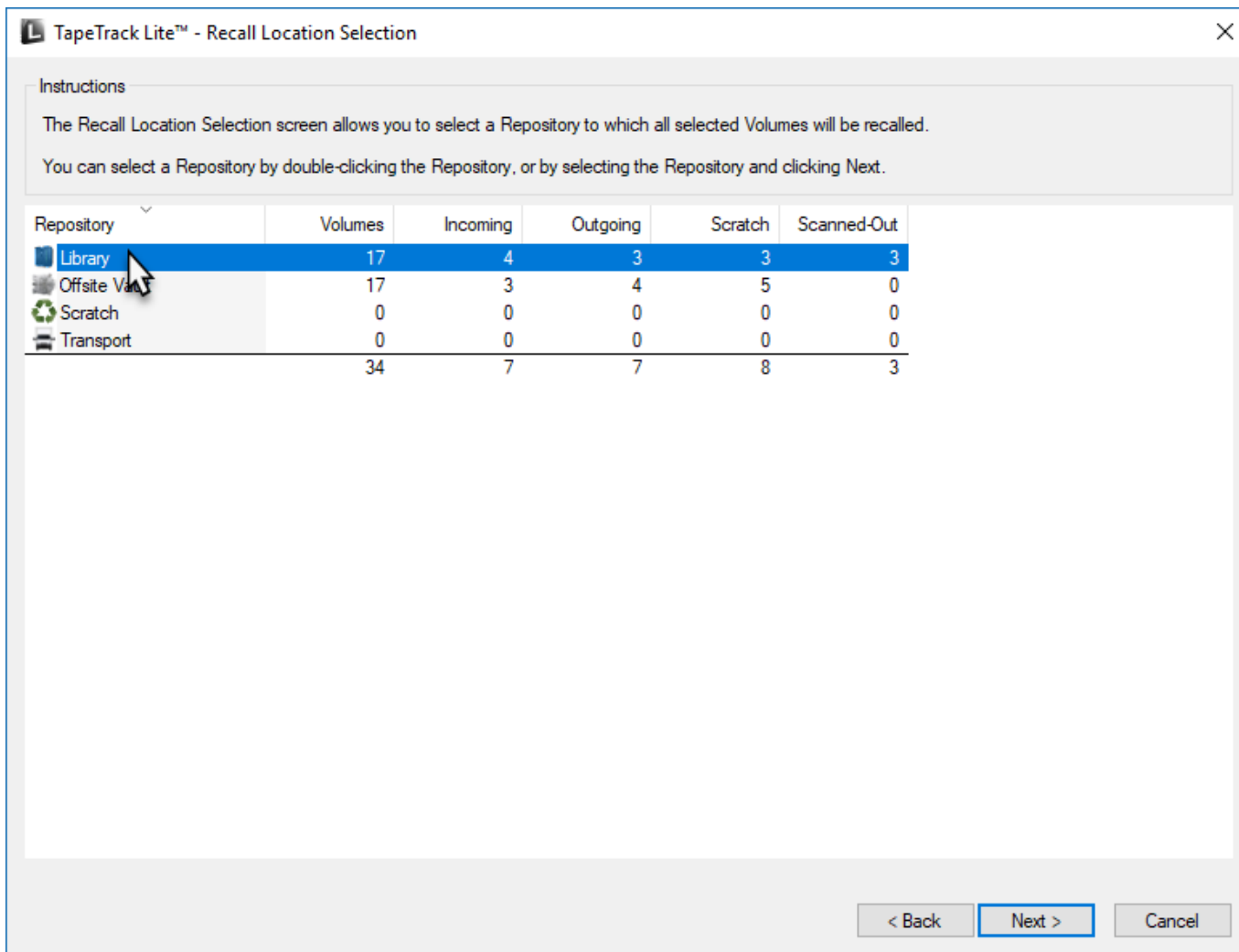
## Select a Media Type

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.

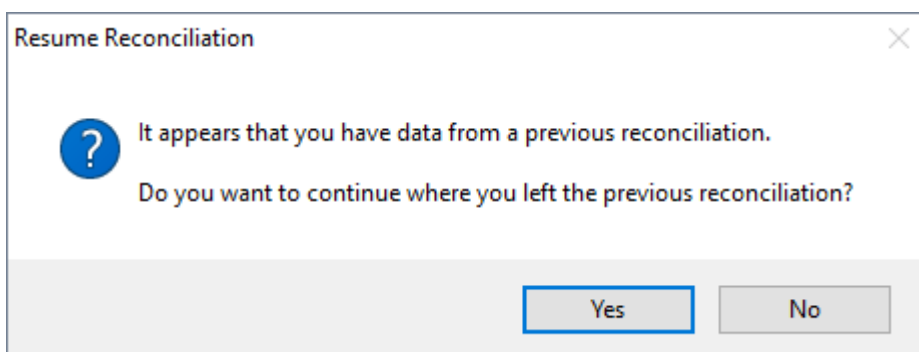


## Select a Repository

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 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 Scan** 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).

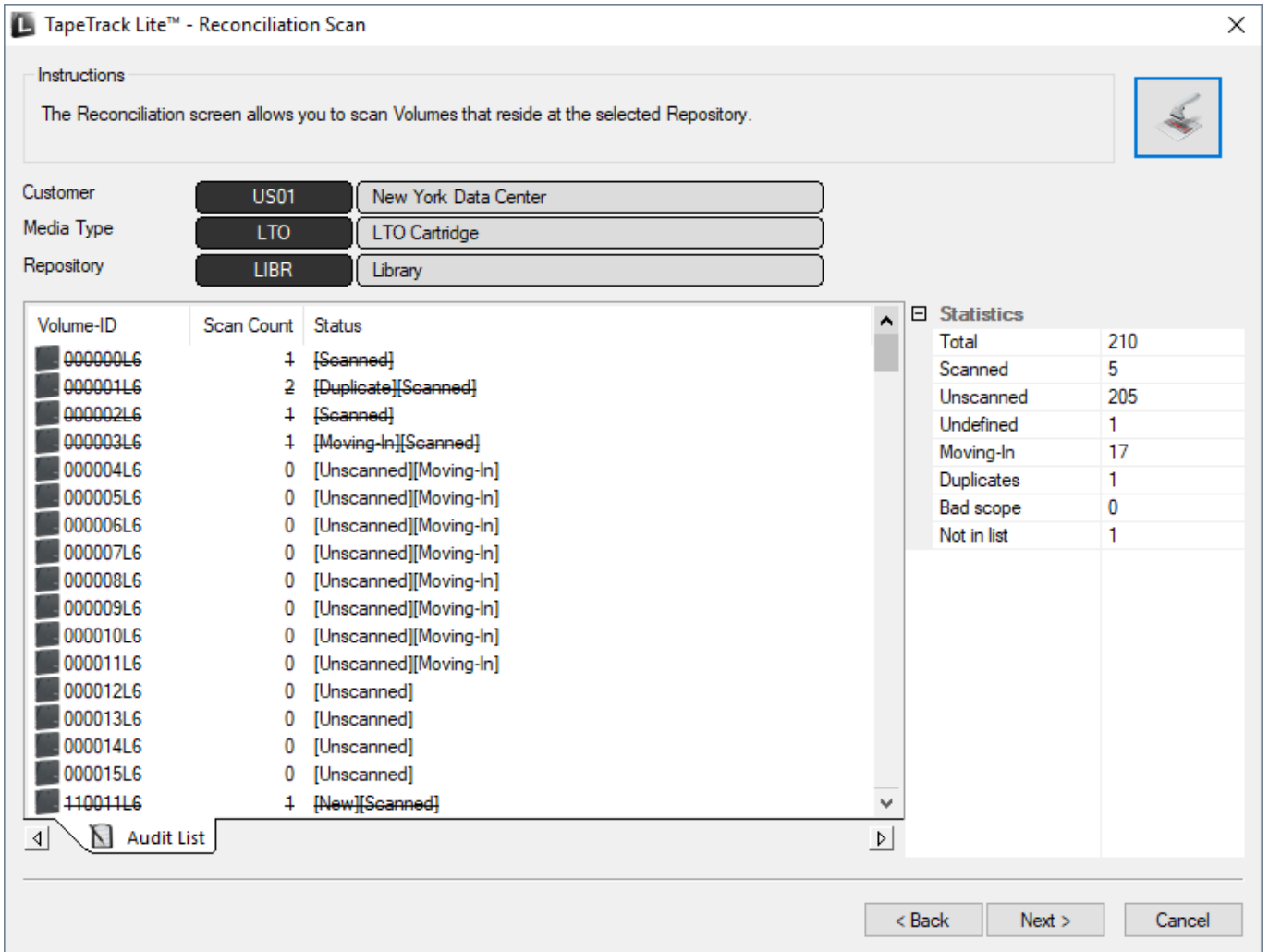
Scan in the [Volumes](#) into the **Reconciliation Scan-In** window using a your preferred [scanning method](#) to record present [Volumes](#).

As [Volumes](#) are scanned:

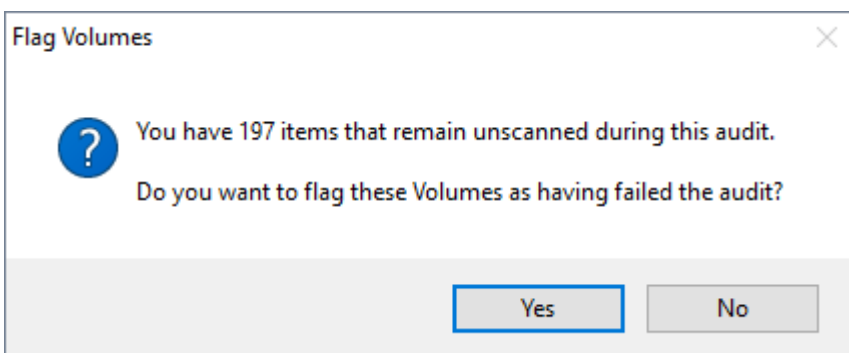
- Correct [Volumes](#) will be recorded and marked off the list by a line crossing off the [Volume-ID](#) and status changed from [Unscanned] to [~~Scanned~~].
- [Volumes](#) not on the list will be recorded, added to the list with a status of [~~New~~][Scanned] if the [Volume-ID](#) is unrecognized.
- [Volumes](#) scanned as a duplicate [Volume-ID](#) will increment the Scan Count of the previously scanned [Volume](#) with that barcode and be labelled as [~~Duplicate~~][Scanned].

[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 [Moving-out].



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** for future reference including information on present (OK), absent (Deficit) and excess (Surplus) **Volumes**.

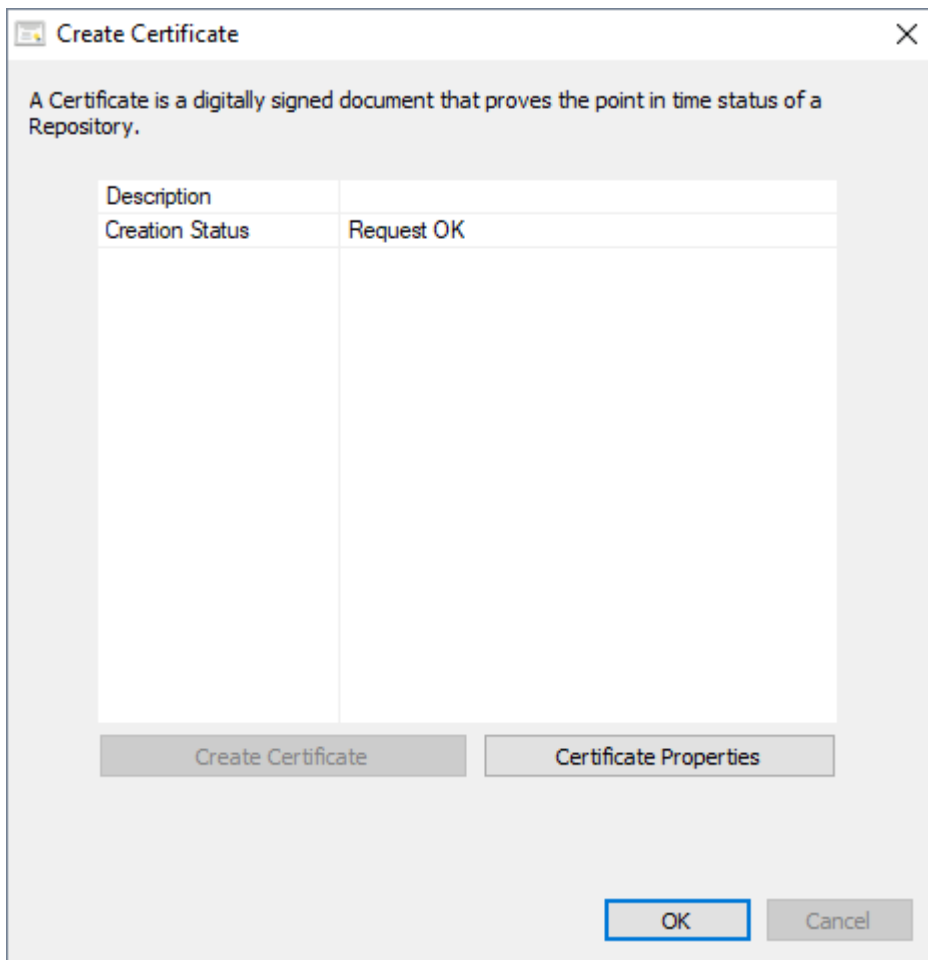
# Creating Certificates

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.

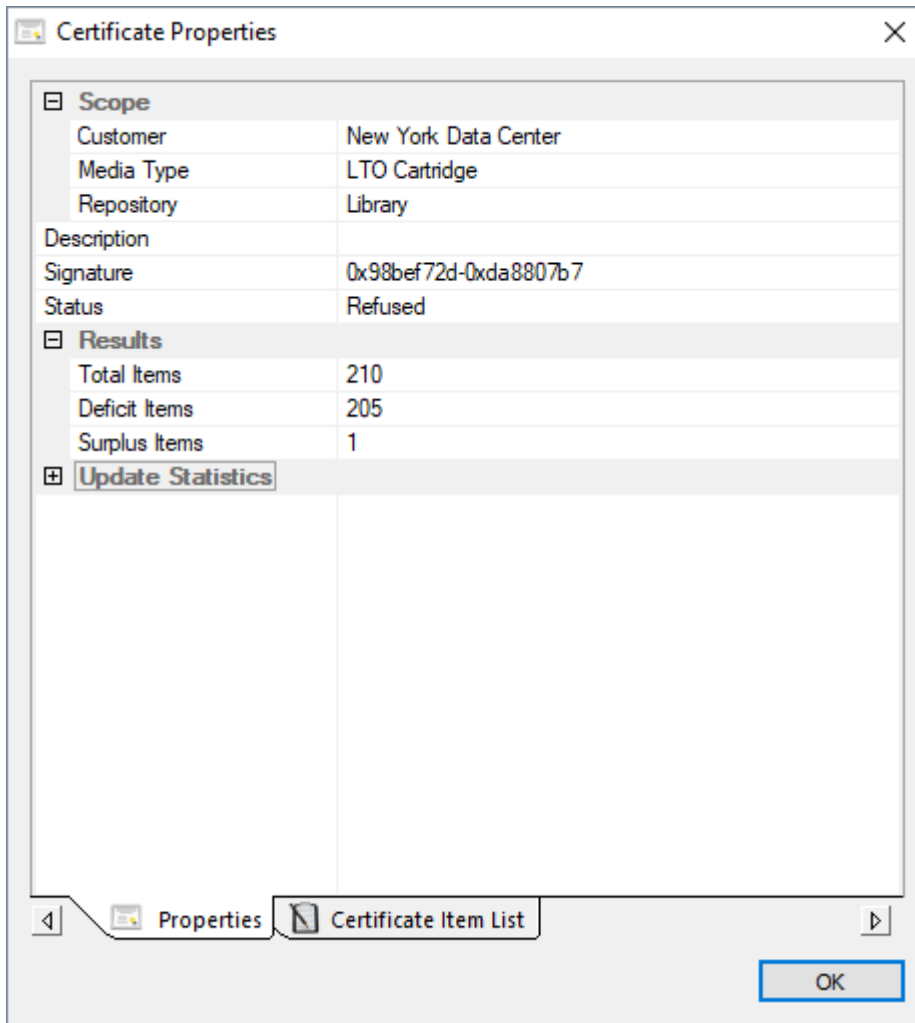
To view **Certificate** click Certificate Properties.



The **Certificate Properties** window displays:

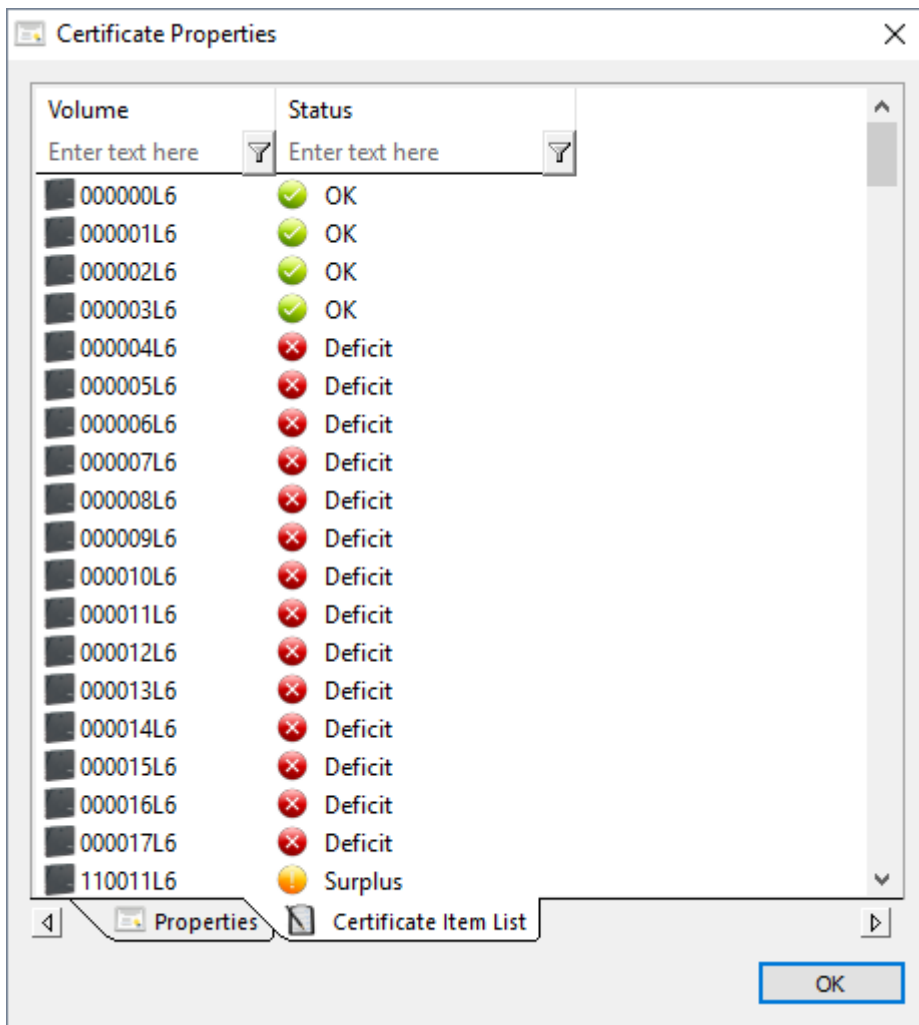
- Customer
- Media type
- Repository
- **Certificate** Description
- Digital signature
- **Certificate** status
- Total items scanned
- Deficit items
- Surplus items





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.



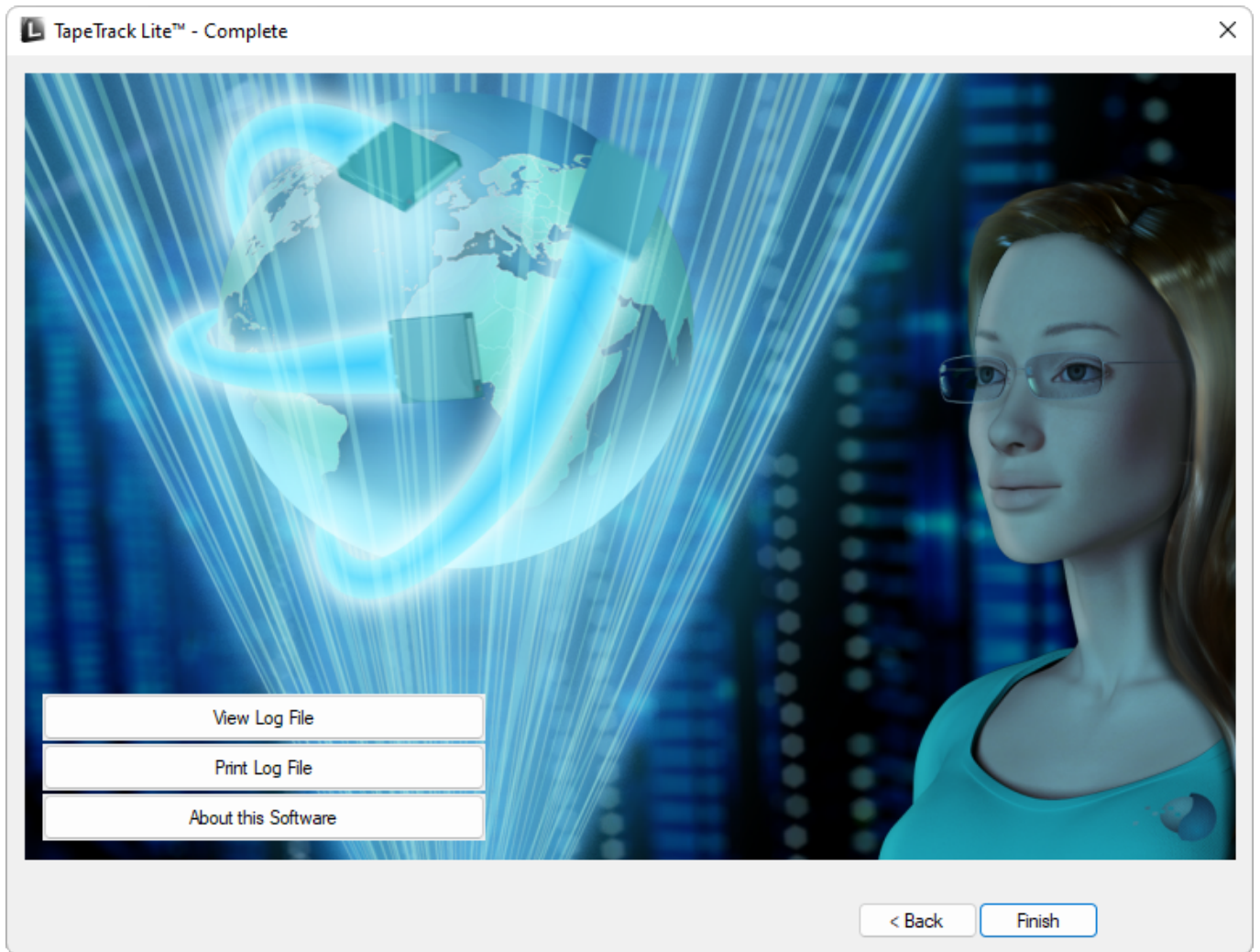
Volumes can be filtered on the Volume-ID and/or Status. To filter insert search criteria under Volume or Status where Enter Text here is displayed. Filter off either whole search term or use \* as a wildcard (e.g. to search for Surplus, type Surplus or S\*). Search terms are case sensitive. Click OK 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 View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back to return to start menu and select another task.
- Click Finish, Cancel or X to exit TapeTrack Lite.



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