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).

Reconciliation Process

Select Library Reconciliation

Select Library Reconciliation from the Task Menu and click Next to continue.

Welcome to TapeTrack Lite"	4		×
	Introduction TapeTrack Lite will step you through viewing your tape inventory.	common tape management tasks such as scanning-in, scanning out and	
	Please select a task	✓ Recall ✓ ✓ Scan-In	
	Library Overview To assist you in better understanding yo These statistics are provided for analytic INEW York Data Center Media Containers LTO Cartridge	Scan-Out Send Recall Volume Management Volume Management	
		Media Containers - 22 Media Containers - 22 0 20	
		< Back Next > Can	ncel

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 and click on the (...)

button and select directory.

Click Next to continue.

TapeTrack Lite [™] - Options Instructions The Options screen allows you The options you change will be	to specify options that will influence how f retained for future sessions.	uture screen perform.
General Options Log File Folder	C:\Program Files\TapeTrack	Browse for Folder
Log File Folder Folder where log files will be writte	en.	> Synaptics * TapeTrack > TapeTrack Checkpoint > TapeTrack Framework Server * TapeTrack Lite • docs • tite Log Files > TapeTrack Server Utilities > TapeTrack Sync > TapeTrack TapeMaster

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.

TapeTrack Lite [™] - Customer Selection					
Tape Track Lite - Customer Selection					
structions					
The Customer Selection screen allows you to	o select one TapeTrack Customer	that will be the subject of	operations in su	bsequent screens.	
You may select a Customer by double clickir	a the Customer, or by clicking the	Customer and pressing th	e Next button		
	,				
stomer	Volumes	Moves			
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			
lemember previously selected Customer					
Remember previously selected Customer					
Remember previously selected Customer			< Back	Next >	Cance

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.

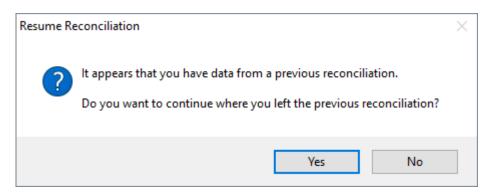
TapeTrack Lite™ - Media	Type Selection			
Instructions				
The Media Type Selection s	creen allows you to select a s	ingle TapeTrack Media Typ	be to work with in subsequent sc	reens
			se to work marrin subsequent se	
You can select this Media T	ype by double clicking the rec	quired item in the list.		
ledia Type	Volumes	Moves	Scratch Deficit	Overdue
Media Containers	22	0	0	0
LTO Calvidge	34	7	0	12
15	56	7	0	12
			< Bac	k Next > Canc

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 Selection You can select a Repository							
Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out		
📓 Library 📐	17	4	3	3	3		
🛒 Offsite Van 🕽	17	3	4	5	0		
C 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 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].

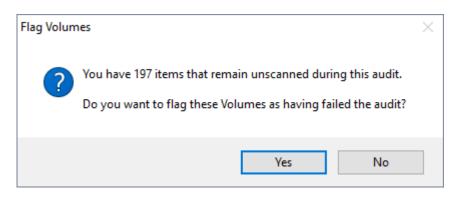
Volumes not scanned will be recorded with a status of [Unscanned].

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

Instructions The Reconciliation	on screen allows y	you to scan Volumes that reside at the selected Reposi	ory.		Ś
Customer	US01	New York Data Center			
Media Type	LTO	LTO Cartridge			
Repository	LIBR	Library			
Volume-ID	Scan Count	Status		Statistics	
				Total	210
000000L6	1	[Scanned]		Scanned	5
000001L6	2	[Duplicate][Scanned]		Unscanned	205
000002L6	+	[Scanned]		Undefined	1
000003L6	1	[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]		Not in list	1
000007L6	0	[Unscanned][Moving-In] [Unscanned][Moving-In]			
000000000000000000000000000000000000000	0	[Unscanned][Moving-In]			
000000000000000000000000000000000000000	0	[Unscanned][Moving-In]			
000011L6	0	[Unscanned][Moving-In]			
000012L6	ő	[Unscanned]			
000013L6	ő	[Unscanned]			
000014L6	0	[Unscanned]			
000015L6	Ő	[Unscanned]			
110011L6	1	[New][Scanned]	~		
Audit	List		4		

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.

🗔 Cre	ate Certificate			\times
A Certi Reposi	ficate is a digitally signed tory.	locument that proves the poi	nt in time status of a	
	Description			
	Creation Status	Request OK		
	Create Certific	te Certific	ate 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	▶
	OK	:

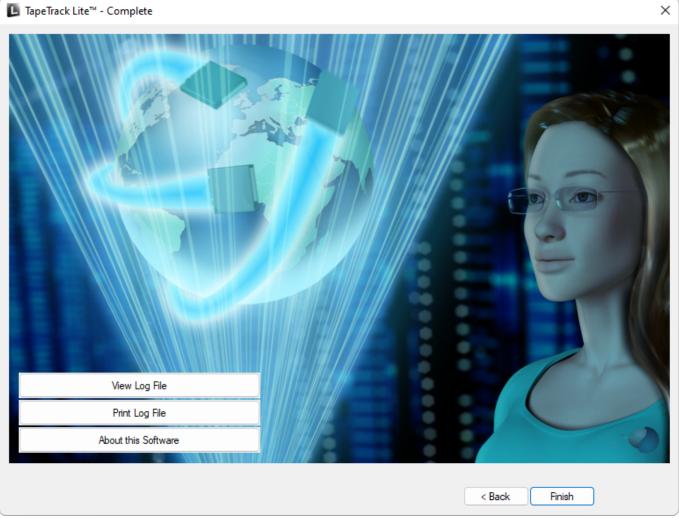
Volumes can be filtered on the Volume-ID and/or Status. To filter insert search criteria under Volume or Status where Enter Text here is displayed. Filter off either whole search term or use * as a wildcard (e.g. to search for Surplus, type Surplus or S*). Search terms are case sensitive. Click 0K to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

Click 0K to continue.

Complete

This will bring up the **Complete** window, from here you can:

- Click 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 or X to exit TapeTrack Lite.



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Permanent link: https://rtfm.tapetrack.com/lite/function_reconciliation?rev=1555469772

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