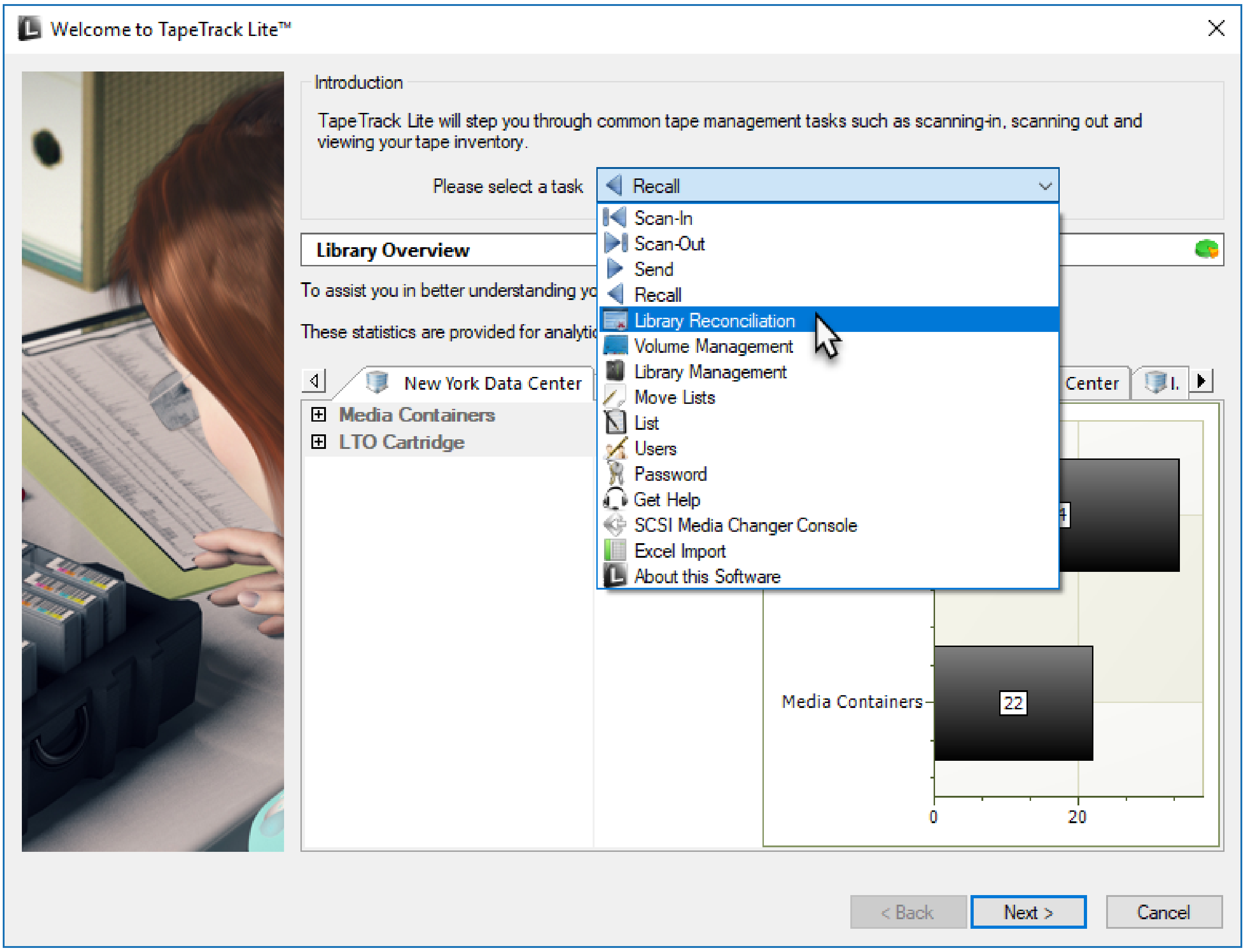
Library Reconciliation

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.



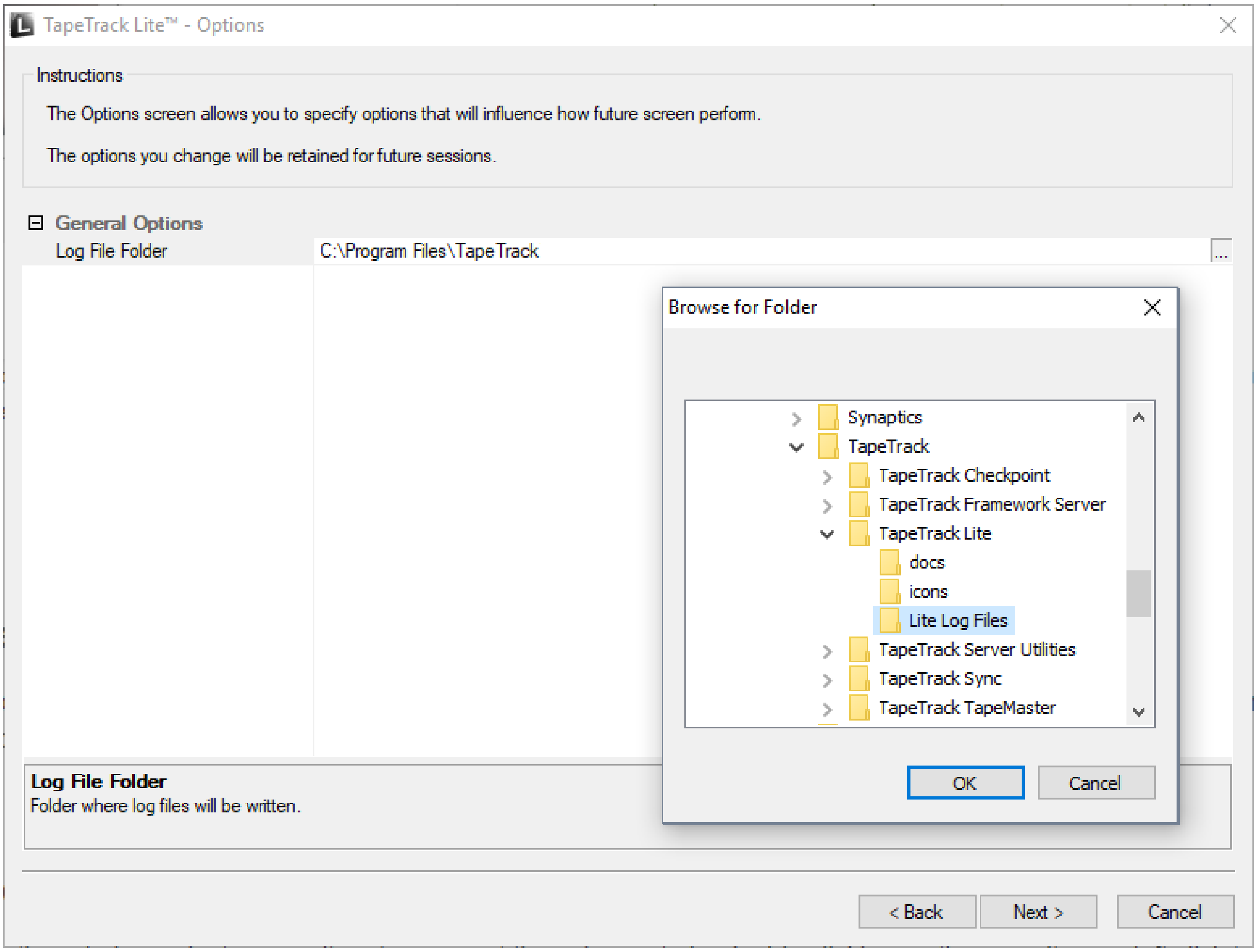
Set Options

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 (…)

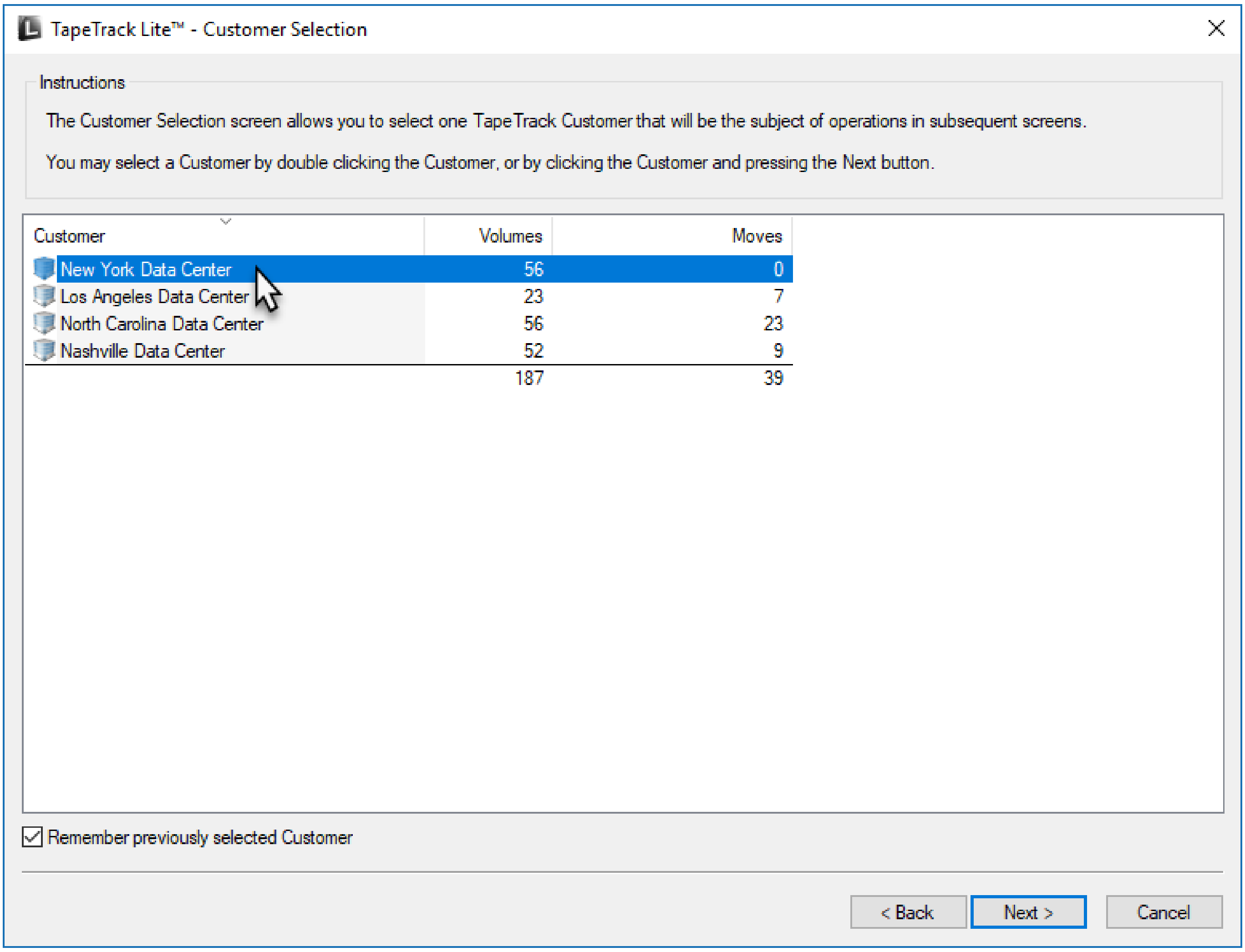
button and select directory.

Click `Next` to continue.



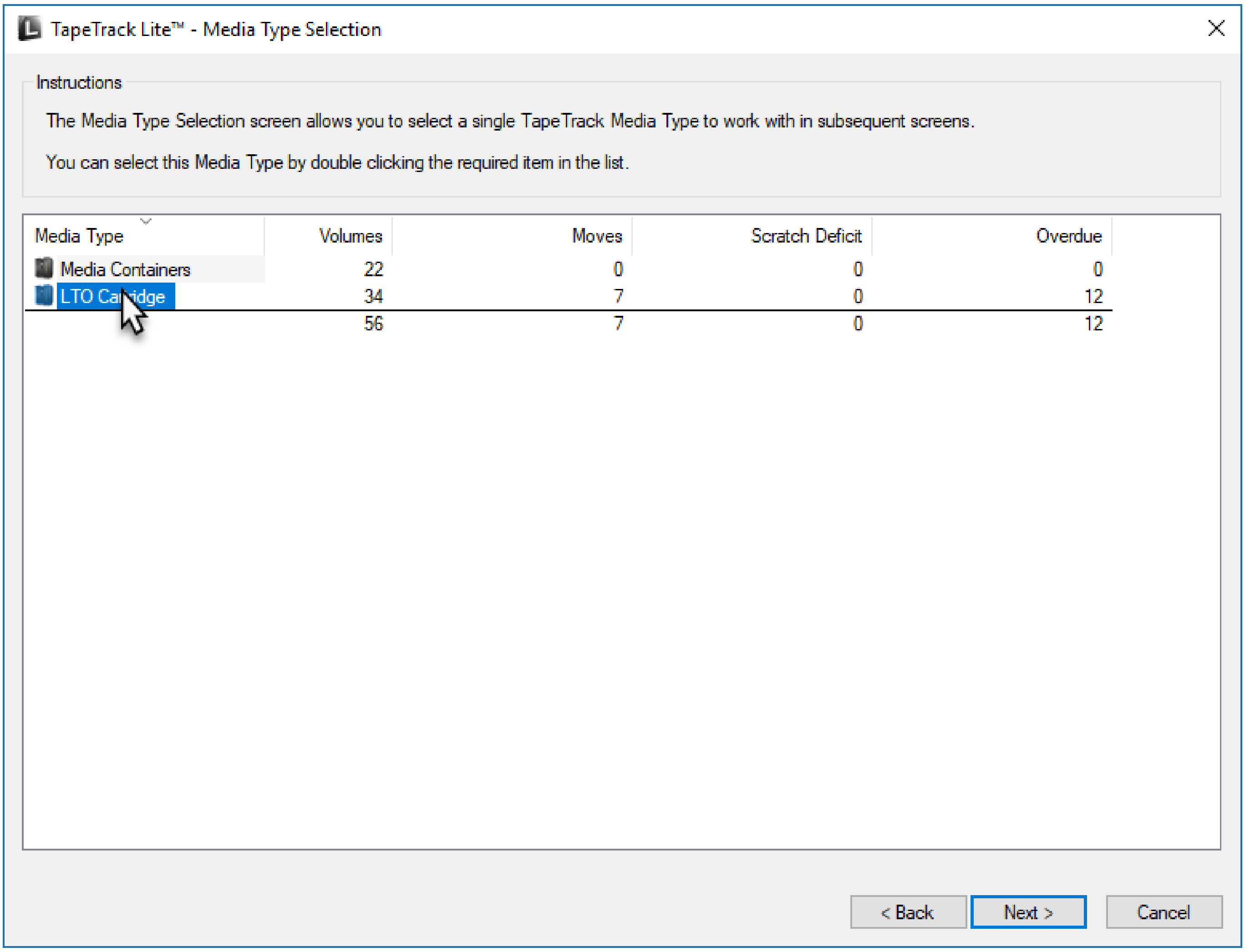
Select a Customer

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.



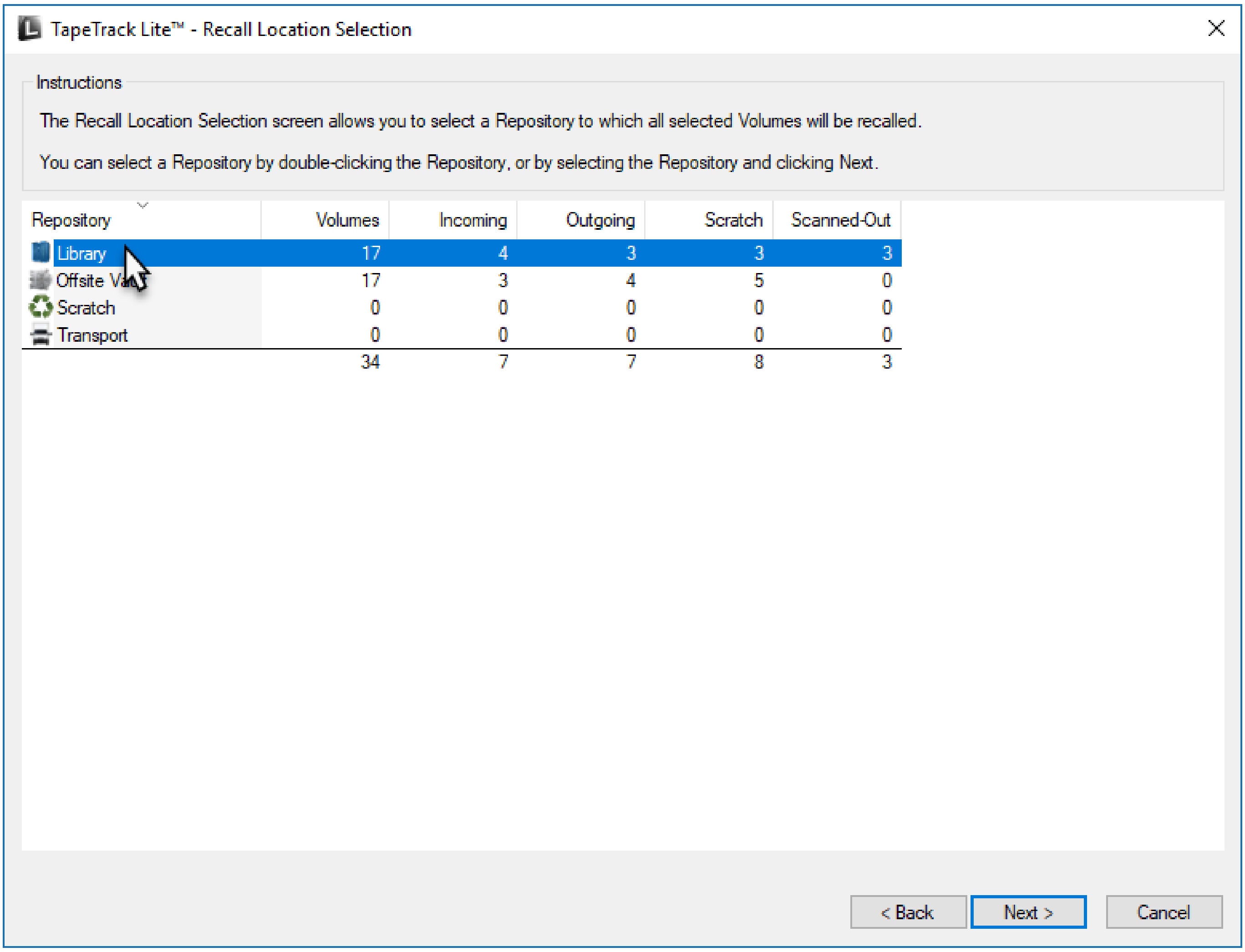
Select a Media Type

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.

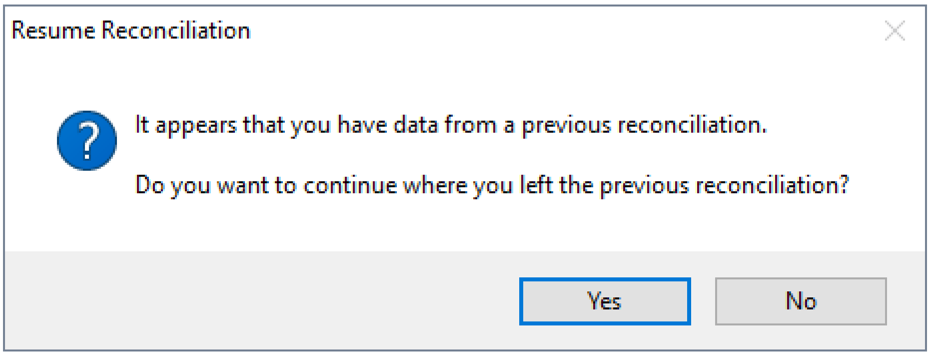


Select a Repository

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).

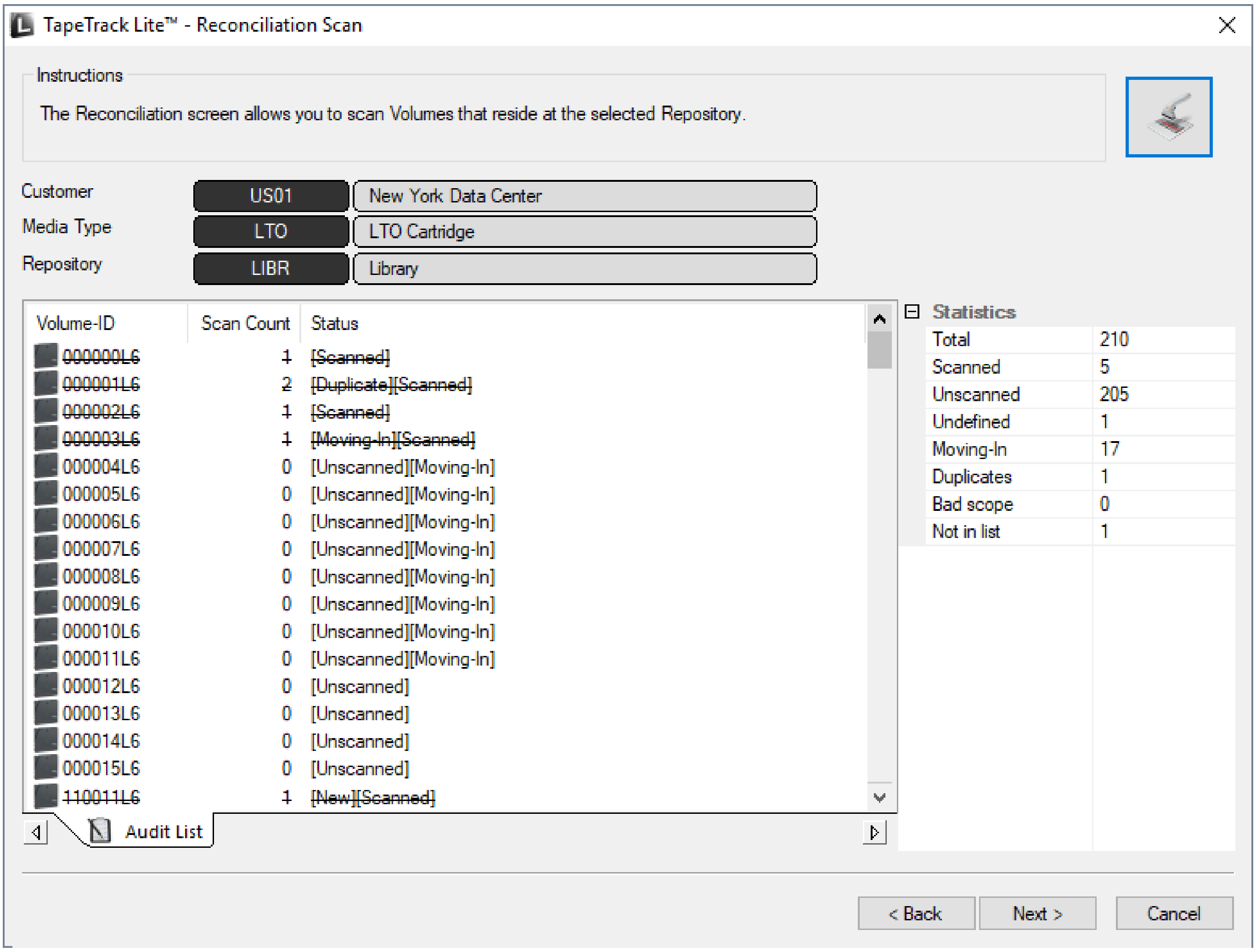
Scan in the Volumes into the **Reconciliation Scan-In** window using a your preferred scanning method to record present Volumes.

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]~~.

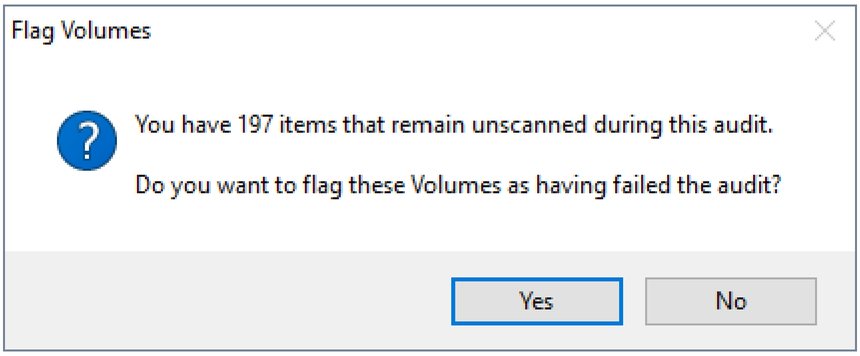
Volumes not scanned will be recorded with a status of [Unscanned].

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.

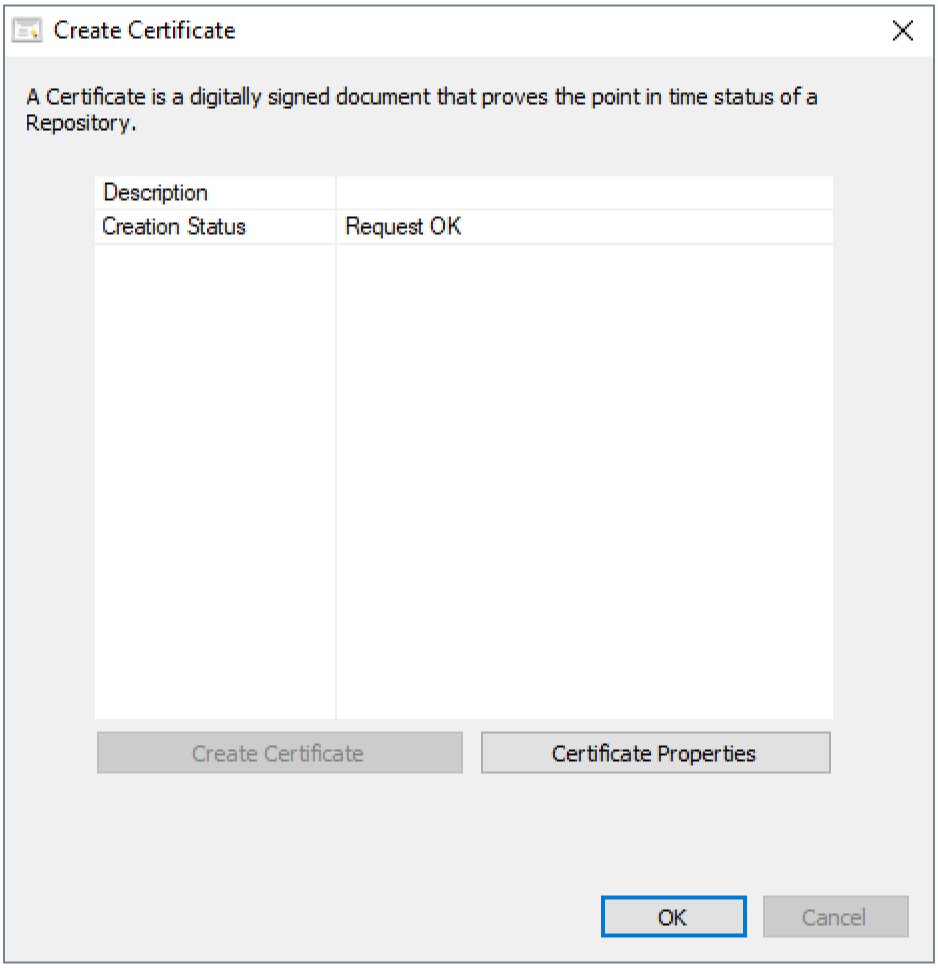
Creating Certificates

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

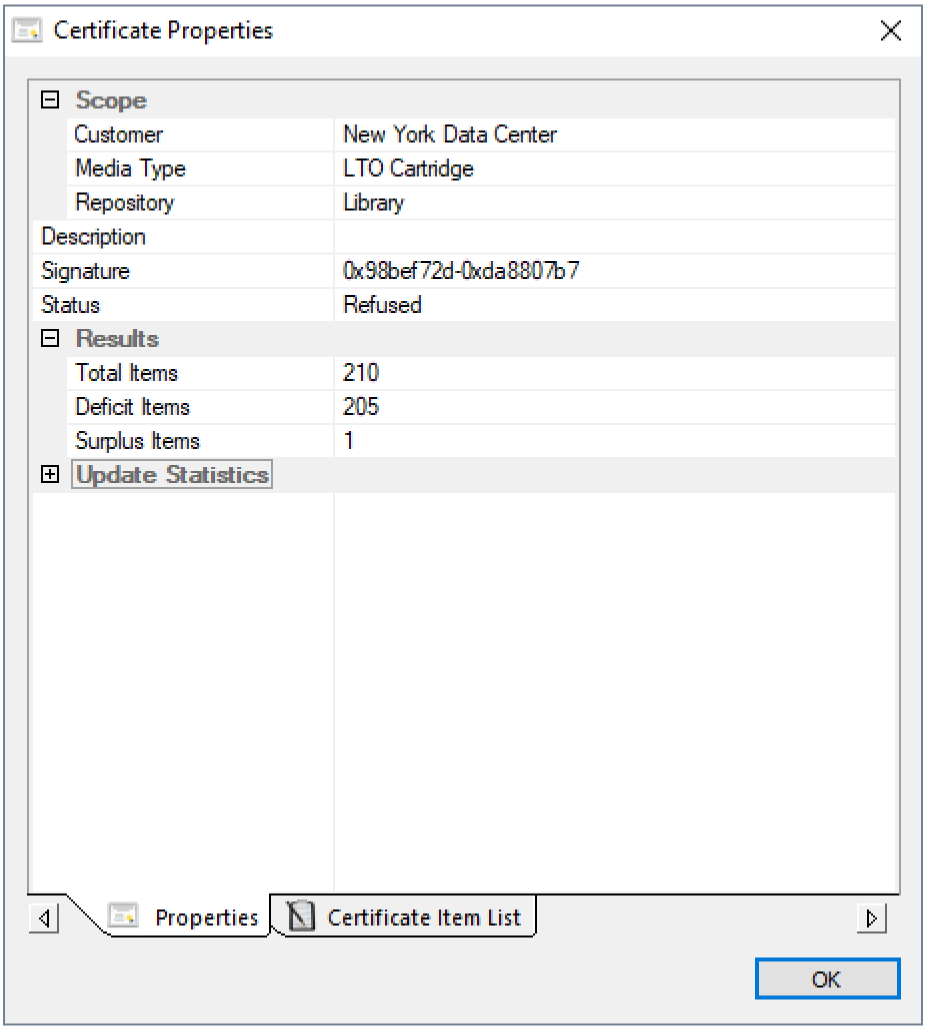
Creation status will then be displayed.

To view Certificate click `Certificate Properties`.



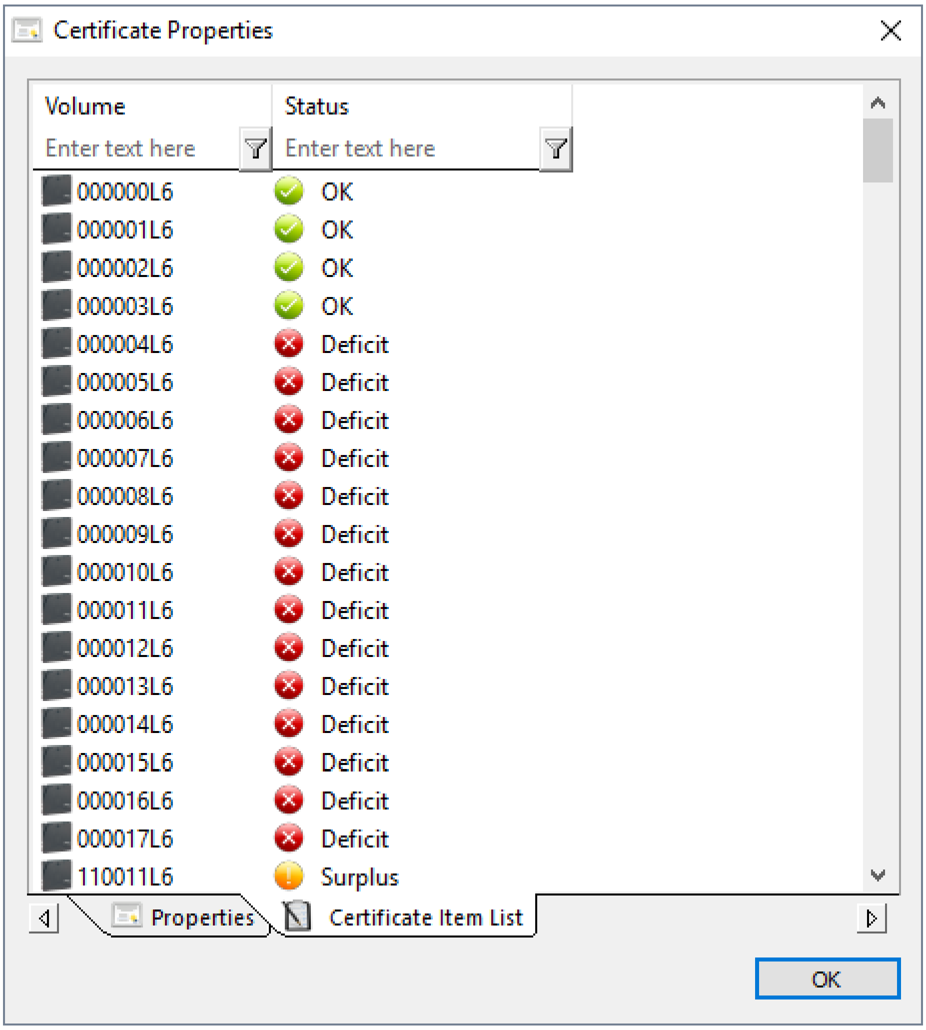
The **Certificate Properties** window displays:

- 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.

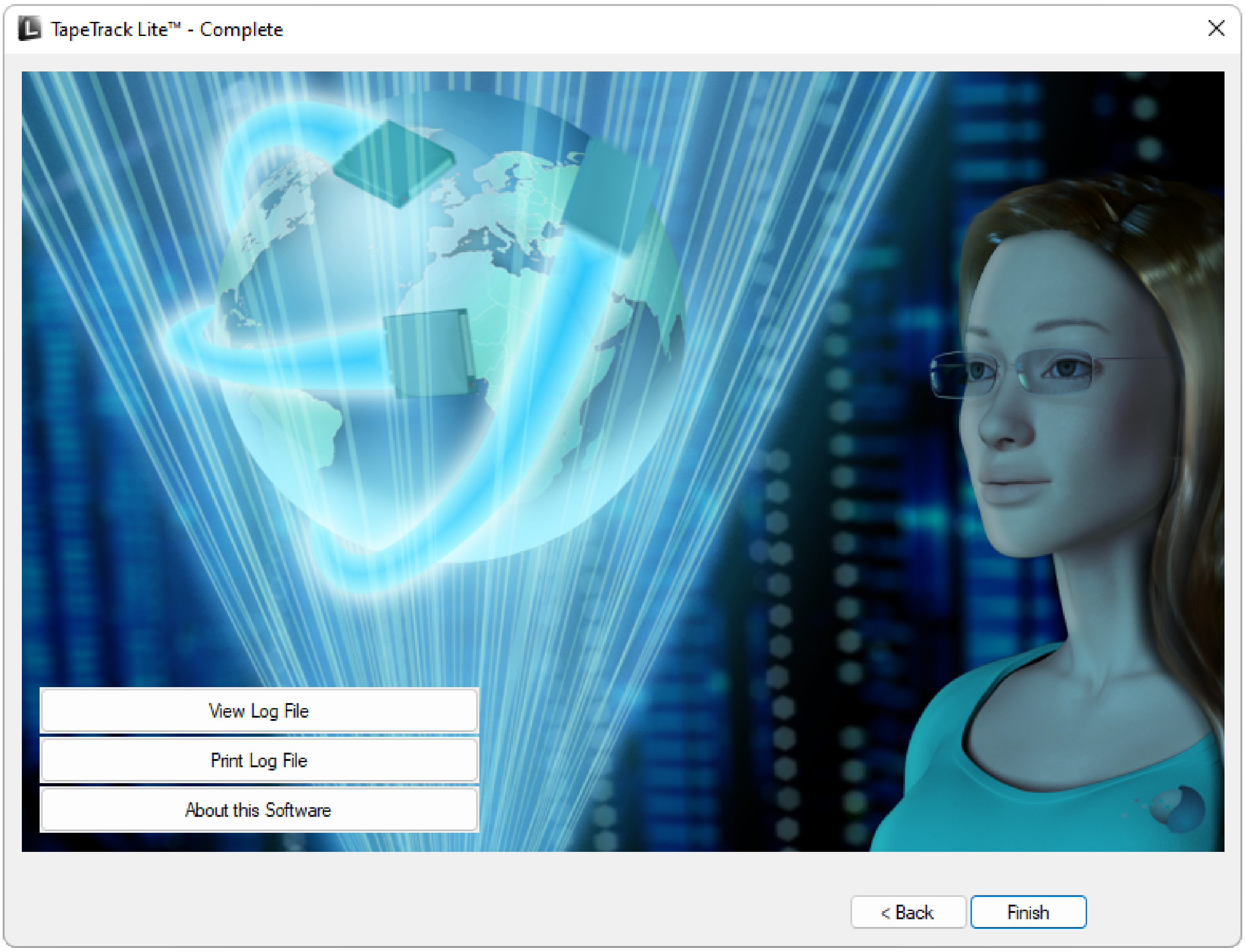


Volumes can be filtered on the Volume-ID and/or Status. To filter insert search criteria under Volume or Status where Enter Text here is displayed. Filter off either whole search term or use * as a wildcard (e.g. to search for Surplus, type Surplus or S*). Search terms are case sensitive. Click `OK`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

Click `OK` to continue.

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

- Click `View Log File` to view the log file of the last completed process..
- Click `Print Log File` to save a PDF of the log file to print from your PDF viewer.
- Click `About this Software` to view product and support (email, phone & website) information.
- Click `Back` button to return to start menu and select another task.
- Click `Finish` button or X at the top right of the window to exit TapeTrack Lite.



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