## Scanning-In

# Overview

The TapeTrack Lite Scan In function allows you scan in volumes in a move status to the current repository.

TapeTrack Lite will only allow you to initiate the Scan-In task if there are tapes currently in an Incoming status.

# Video Walkthrough

Video coming soon.....

## Steps

#### Select Scan In

- 1. Select Scan In from the Library Management Tasks drop-down menu.
- 2. Once you have selected the required task, press Next to progress to the next screen.

🕒 Welcome to TapeTrack Lite™				×
	Introduction TapeTrack Lite will step you through viewing your tape inventory. Please select a task	common tape manage	ement tasks such as scannin	g-in, scanning out and
Antionedias //	Flease select a task	Scan-In	Ν	
	Library Overview To assist you in better understanding you These statistics are provided for analytic ▲	<ul> <li>Scan-Out</li> <li>Send</li> <li>Recall</li> <li>Library Reconcilia</li> <li>Volume Managen</li> <li>Library Managem</li> <li>Move Lists</li> <li>List</li> <li>Users</li> <li>Password</li> <li>Get Help</li> <li>SCSI Media Char</li> <li>Excel Import</li> <li>About this Softwar</li> </ul>	ation nent ent nger Console are	Center I. )
			Media Containers – 0	22
			< Back	Next > Cancel

### 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 right of the Log File Folder and click on the more options button (...) and select the preferred directory.

2025/04/30 05:44		3/8	Scan-In	
■ TapeTrack Lite <sup>™</sup> - Options	;		×	
Instructions				
The Options screen allows yo	ou to specify options that will influence how	future screen perform.		
The options you change will	be retained for future sessions.			
General Options				
Log File Folder	C:\Program Files\TapeTrack			
		Browse for Folder	×	
			_	
		> Synaptics	^	
		> TapeTrack Checkpoint		
		> TapeTrack Framework Server		
		TapeTrack Lite		
		icons		
		Lite Log Files		
		> TapeTrack Server Utilities		
		> TapeTrack Sync		
		> TapeTrack TapeMaster	<u>×</u>	
Log File Folder		OK Cancel		
Folder where log files will be wri	itten.			
		< Back Next >	Cancel	

### **Customer Selection**

Select the account or customer that you want to manage tapes for by double-clicking the customer-ID or left clicking the customer-ID and clicking Next at the bottom of the page to continue.

ou may select a Customer by double clickin	g the Customer, or by clicking the	Customer and pressing the	Next butters	
			Next Dutton.	
tomer	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		

#### **Scan In Location**

In the Scan-In Location window select a repository to scan in the volumes to by double clicking on the repository or left click to select repository and click Next to proceed

📙 TapeTrack Lite™ - S	can-In Location Selection	on				×
Instructions						
The Scan-In Location Selection screen allows you to select a single Repository to which you will scan each Volume.						
You can select a Repository by double-clicking the Repository, or by selecting the Repository and clicking the Next button.						
Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out	
📓 Library	17	4	3	3	0	
🎬 Offsite Va	17	3	4	5	0	
	34	7	7	8	0	
					< Pools	Next > Cancel
					< DdCk	INEXL > Cancel

### **Scan In Volumes**

This opens the Scan-In Volumes window and the input window. The Scan-In Volume window displays

- A Customer ID and description, Repository ID and description where volumes are being scanned into.
- **B** The volumes to be scanned in.
- C Volumes scanned in.

📙 TapeTrack Lite™ - Scan-In Volumes			×
Instructions The Scan-In Volumes screen allows you to Sc target Repository.	an-In Volume items. When you s	scan each item it will be confirmed into	o its
Customer US01 New Yor To Repository LIBR Library	< Data Center	}	
Volume     From       US01.LTO.000014L6     Offsite Vaul       US01.LTO.000017L6     Offsite Vaul       US01.LTO.000018L6     Offsite Vaul       US01.LTO.000019L6     Offsite Vaul       US01.LTO.000019L6     Offsite Vaul       US01.LTO.000020L6     Offsite Vaul       US01.LTO.000021L6     Offsite Vaul       US01.LTO.000022L6     Offsite Vaul       US01.LTO.000023L6     Offsite Vaul	Out Location No No No No No No No No No	n B	Scanned Items
		< Ba	ick Next > Cancel

Scan in the volumes using your preferred scanning method When all volumes are scanned in close Scan To Add Volumes window by clicking X at top right of window.

{image}

#### **Barcode Scanner**

 Open Volume Scan-In window by clicking on scan-in button at the top right of window. Use barcode scanner to scan volumes from the Scan-In list or type in volume barcode/s with keyboard. Correct volumes scanned in will display in the lower window with an audible beep and a message "Request OK". Incorrect volumes will display in the lower window with an audible warning "The volume scanned was not in the list" and message displayed in red Scanned Volume is not in the list. Incorrect volumes scanned will not be entered into TapeTrack.

{image}

### **Keyboard Input**

To scan in volumes select one of the following methods

• Select volumes from list in Scan-In Volumes window by left clicking volume-ID. Multiple volumes

{image}

#### **Windows Clipboard**

Open Volume Scan-In window by clicking on scan-in button at the top right of window. Copy the volume-ID/s to windows clipboard from a text file, csv file email or other accessible file format. Click the paste button at the top of the window and volume-ID/s will be scanned in.

{image}

### **File Input**

• Open Volume Scan-In window by clicking on scan-in button at the top right of window. Open the file containing the volumes to be scanned in by clicking on the file input button at the top of the window. Locate and select the file in the browser and click open. Volumes will be loaded from the file and scanned in.

Once all volumes have been scanned in, close the Volume Scan-In window by clicking the X in the top right of the window.

{image}

Click next on the Scan-In Volumes window 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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