

# 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.

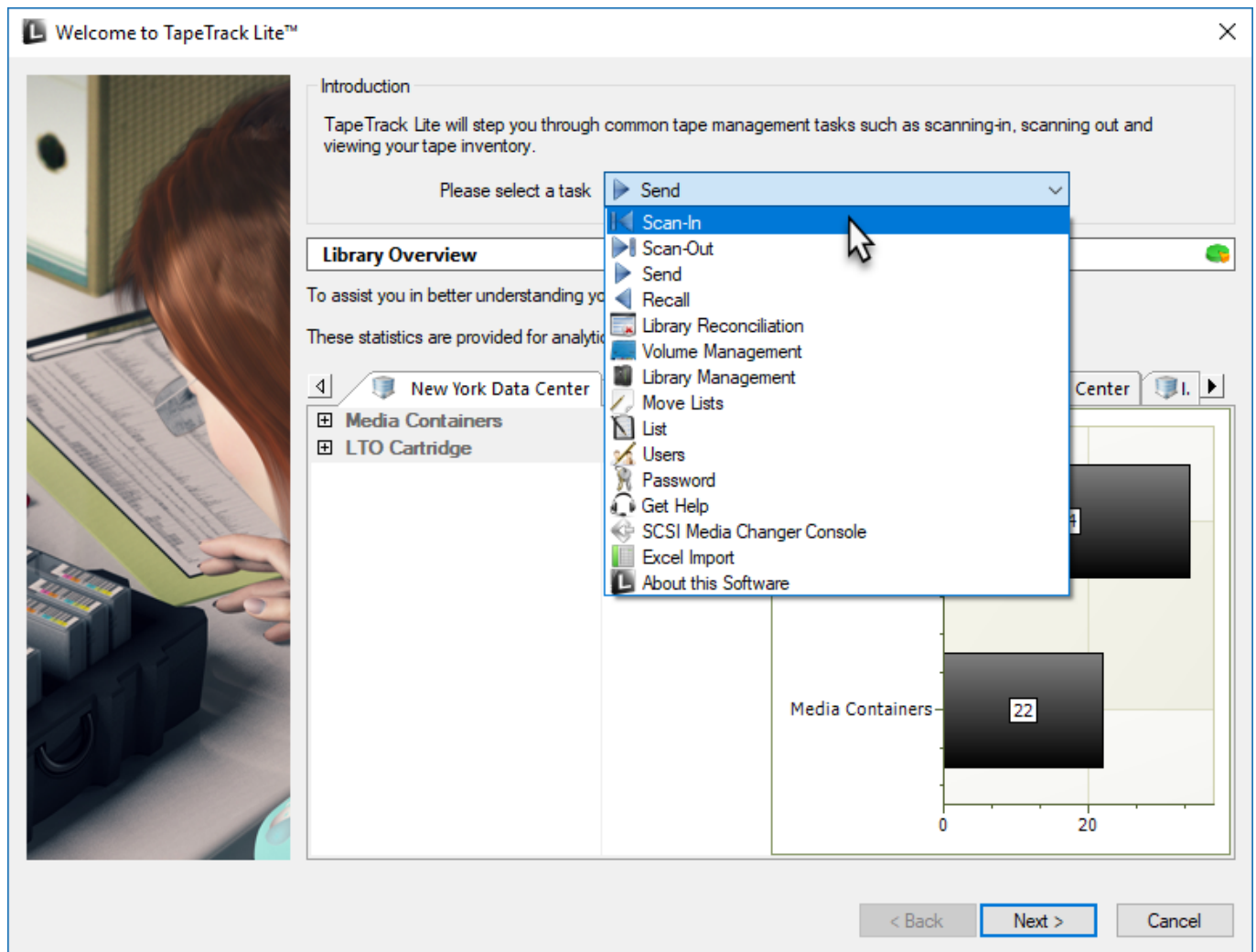
## Video Walkthrough

Video coming soon.....

## Steps

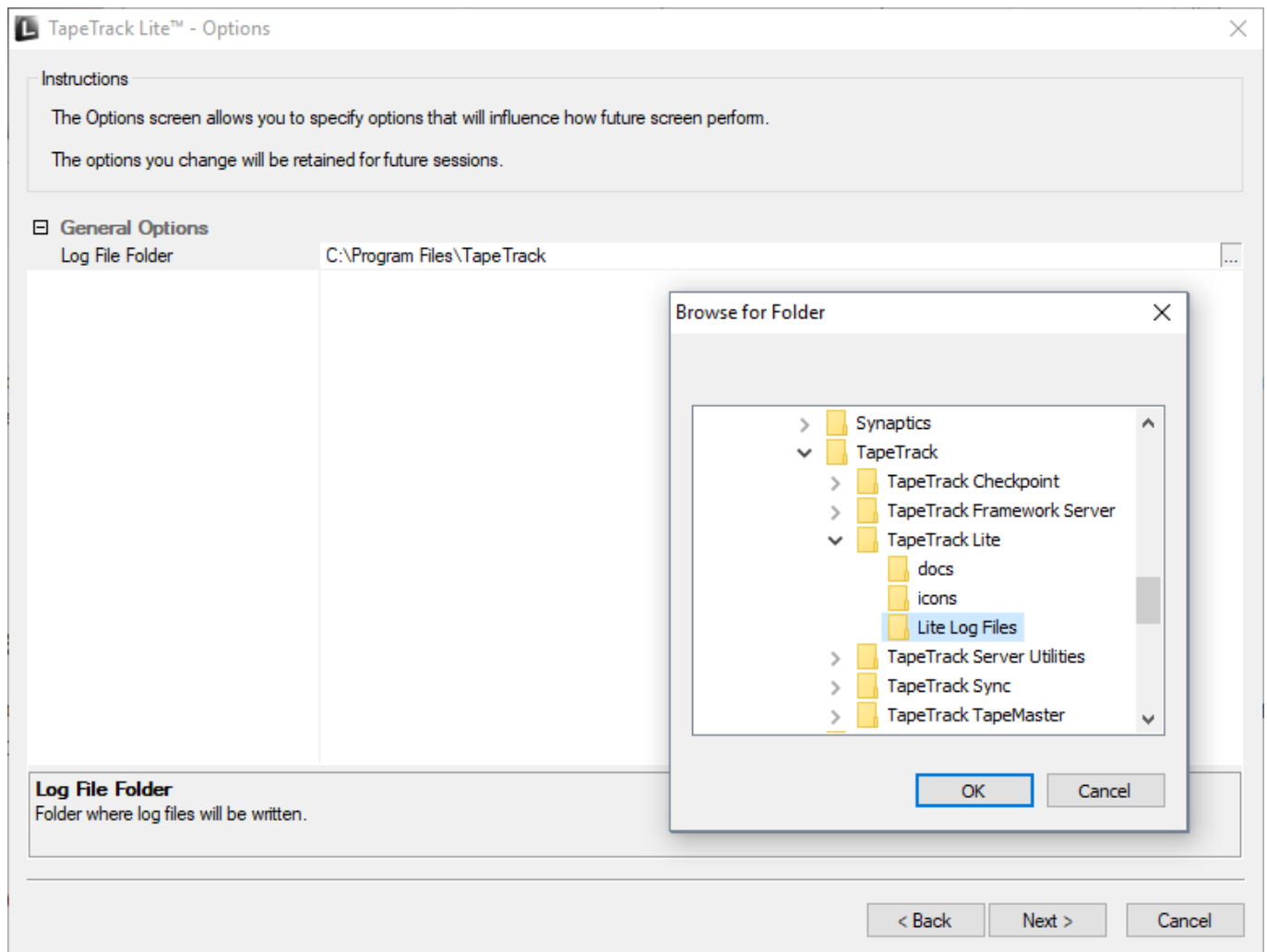
### Select Scan In

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



## 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.



## 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.

TapeTrack Lite™ - Customer Selection

Instructions

The Customer Selection screen allows you to select one TapeTrack 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.

Customer	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

☒ Remember previously selected Customer

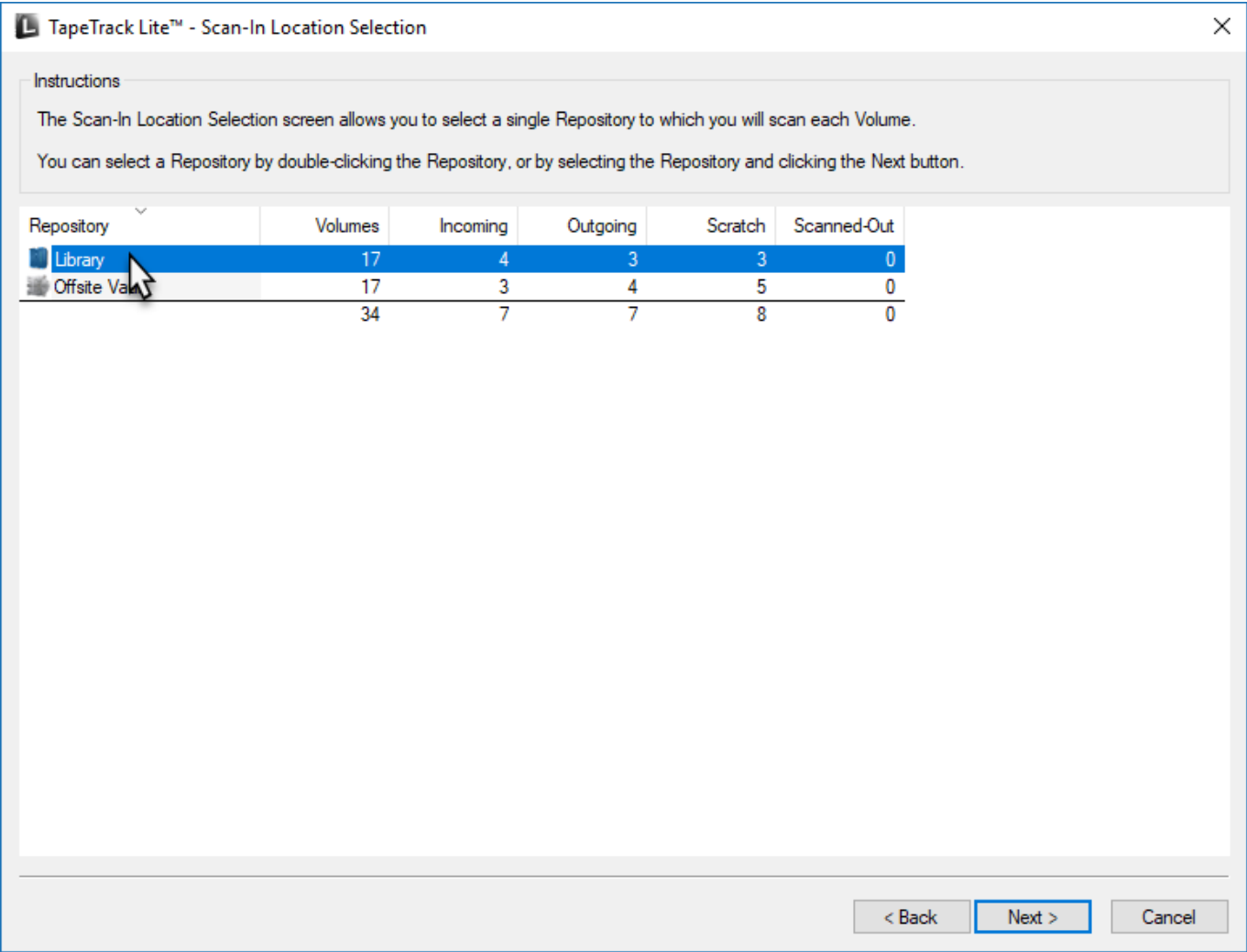
< Back

Next >

Cancel

## 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.



## Scan In Volumes

This opens the Scan-In Volumes window and the input window. The Scan-In Volume window displays customer, media and volume information.

**TapeTrack Lite™ - Scan-In Volumes**

**Instructions**

The Scan-In Volumes screen allows you to Scan-In Volume items. When you scan each item it will be confirmed into its target Repository.

**Customer** **US01** **New York Data Center** **A**

**To Repository** **LIBR** **Library**

Volume	From	Out	Location
US01.LTO.000014L6	Offsite Vault	No	
US01.LTO.000016L6	Offsite Vault	No	
US01.LTO.000017L6	Offsite Vault	No	
US01.LTO.000018L6	Offsite Vault	No	
US01.LTO.000019L6	Offsite Vault	No	
US01.LTO.000020L6	Offsite Vault	No	
US01.LTO.000021L6	Offsite Vault	No	
US01.LTO.000022L6	Offsite Vault	No	
US01.LTO.000023L6	Offsite Vault	No	

**Scanned Items** **C**

- US01.LTO.000011L6
- US01.LTO.000009L6
- US01.LTO.000006L6
- US01.LTO.000004L6

Scan-In List (9) Scan-In Log

< Back Next > Cancel

**Notes:**

- **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.

Scan in the volumes using your preferred [scanning method](#).

When all volumes are scanned in close Scan-In Volumes window by clicking X at top right of the window.

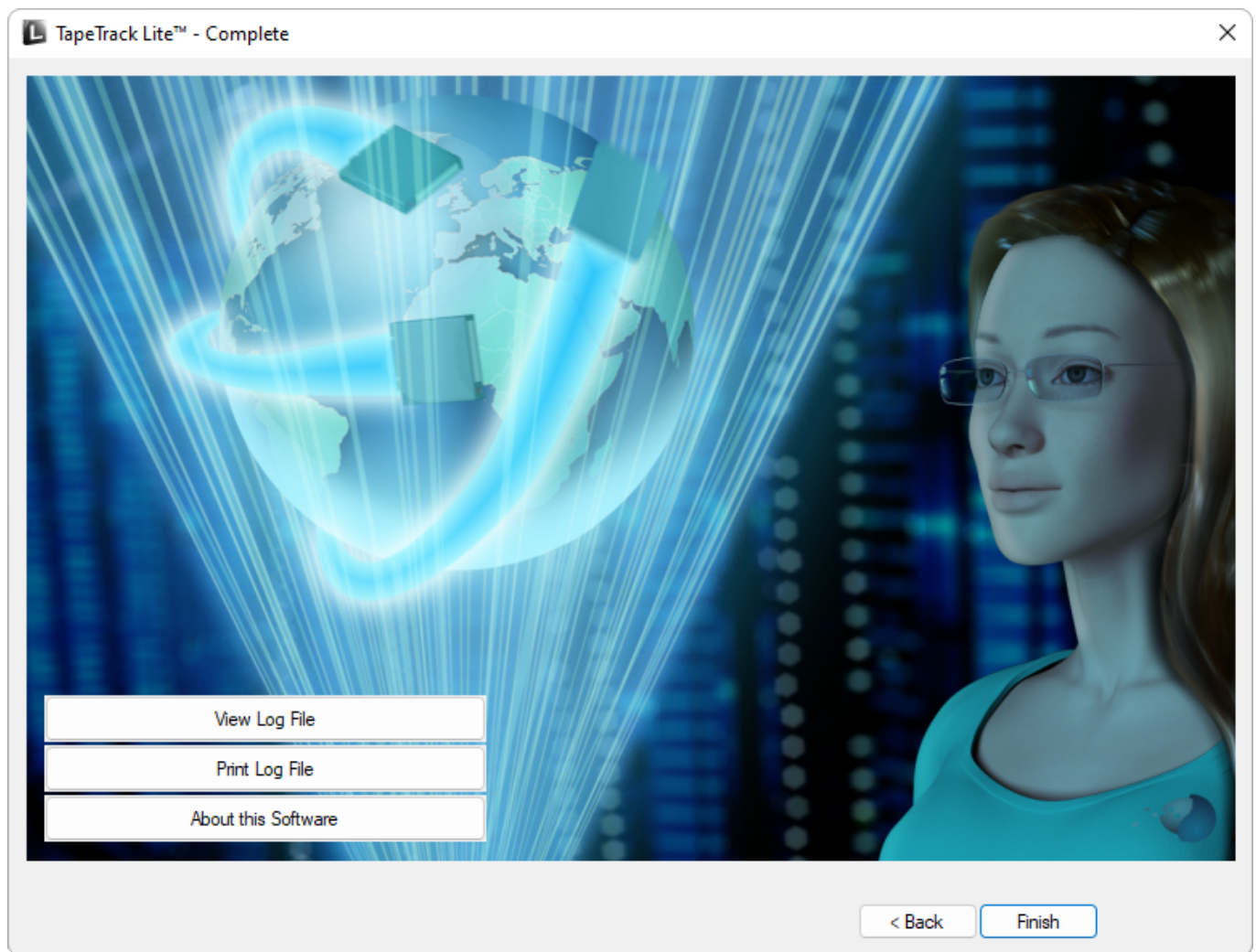
Click Next on the Scan-In Volumes window to continue.

**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



From:  
<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

Permanent link:  
[https://rtfm.tapetrack.com/lite/function\\_scanning\\_in?rev=1510264758](https://rtfm.tapetrack.com/lite/function_scanning_in?rev=1510264758)

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