TapeTrack Documentation - https://rtfm.tapetrack.com/

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.

| Instructions The Options screen allows yo The options you change will b | ou to specify options that will influence how to specify options that will influence how to be retained for future sessions. | iuture screen perform. |
|---|--|---|
| General Options Log File Folder | C:\Program Files\TapeTrack | Browse for Folder |
| Log File Folder | | Synaptics TapeTrack TapeTrack Checkpoint TapeTrack Framework Server TapeTrack Lite docs icons Lite Log Files TapeTrack Server Utilities TapeTrack Sync TapeTrack TapeMaster |
| Folder where log files will be wr | tten. | <pre>< Back Next > Cancel</pre> |

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Scan-In

Customer Selection

2025/04/18 21:13

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 | · | | | |
|--|-----------------------------------|---------------------------|-------------|--|
| | a the Customer or by clicking the | Customer and pressing the | 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 | | |
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| emember previously selected Customer | | | | |
| emember previously selected Customer | | | | |
| emember previously selected Customer | | | | |

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™ - Scan-Ir | n Location Selectio | on | | | | | × |
|-------------------------------|-----------------------|--------------------|--------------------|-----------------|-------------------------|--------|--------|
| 1.1.1 | | | | | | | |
| Instructions | | | | | | | |
| The Scan-In Location Selecti | on screen allows yo | u to select a sing | le Repository to w | hich you will s | can each Volume. | | |
| You can select a Repository I | by double-clicking th | ne Repository, or | by selecting the F | epository and | clicking the Next butto | on. | |
| | | | | | | | |
| 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 | | |
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| | | | | | < Back | Next > | Cancel |
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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 Volur | mes | | × |
|---|---|--|---|
| Instructions The Scan-In Volumes screen allow target Repository. | vs you to Scan-In Volume items. W | /hen you scan each item it will be confi | med into its |
| Customer US01 To Repository LIBR | New York Data Center | | |
| Volume From US01.LT0.000014L6 US01.LT0.000016L6 US01.LT0.000017L6 US01.LT0.000017L6 US01.LT0.000019L6 US01.LT0.000020L6 US01.LT0.000020L6 US01.LT0.000021L6 US01.LT0.000021L6 US01.LT0.000023L6 | m Out Offsite Vault No Offsite Vault No | Location | Scanned Items US01.LTO.000011L6 US01.LTO.000009L6 US01.LTO.000006L6 US01.LTO.000004L6 |
| | | | <pre></pre> |

Notes:

- A Customer ID and description, Repository ID and description where volumes are being scanned in to.
- **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

 Image: Tape Track Lite™ - Complete
 X

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Permanent link: https://rtfm.tapetrack.com/lite/function_scanning_in?rev=1510264954

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Finish