

# Scan-In

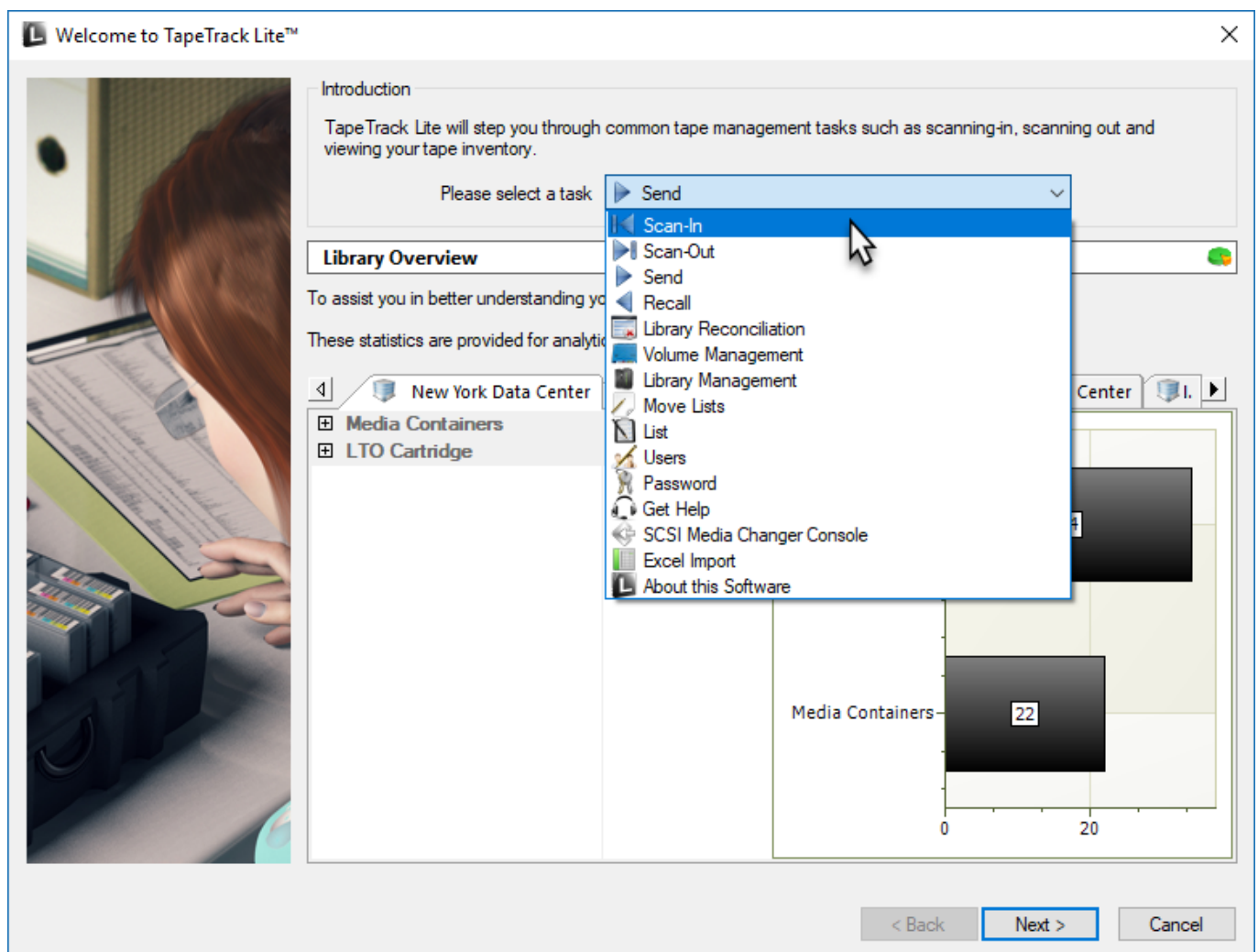
The TapeTrack Lite Scan In function allows you scan in volumes in a move status to the current repository.

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

## Scan In Process

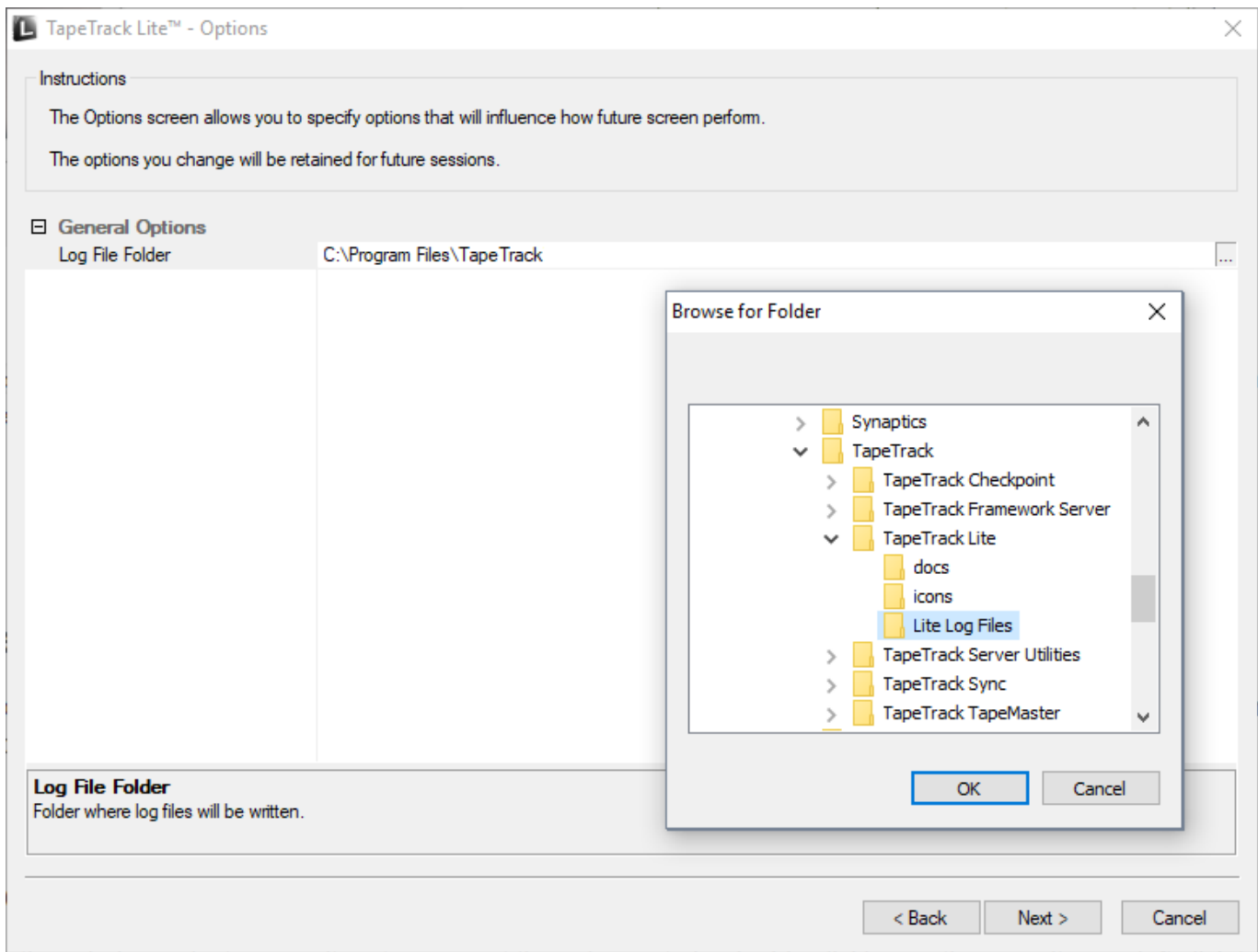
### Select Scan In

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.



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## 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.

**Instructions**

The Scan-In Location Selection screen allows you to select a single Repository to which you will scan each Volume.

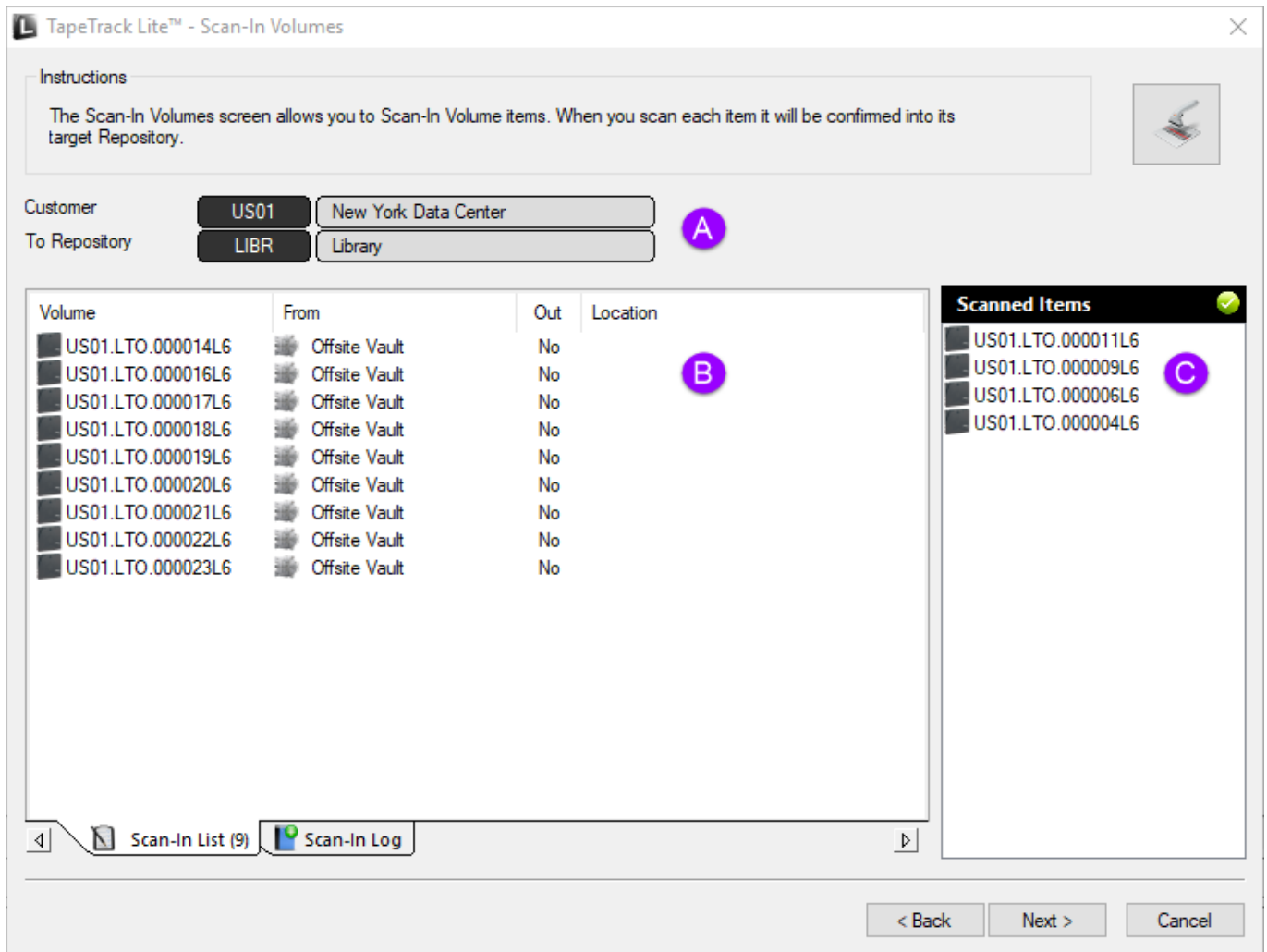
You can select a Repository by double-clicking the Repository, or by selecting the Repository and clicking the Next button.

Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out
Library	17	4	3	3	0
Offsite Volumes	17	3	4	5	0
	34	7	7	8	0

< Back   Next >   Cancel

## 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.



### 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](#). Any scan errors are recorded in the Scan-In Log tab.

When all [volumes](#) are scanned in, close Scan-In Volumes window by clicking X at top right of the window.

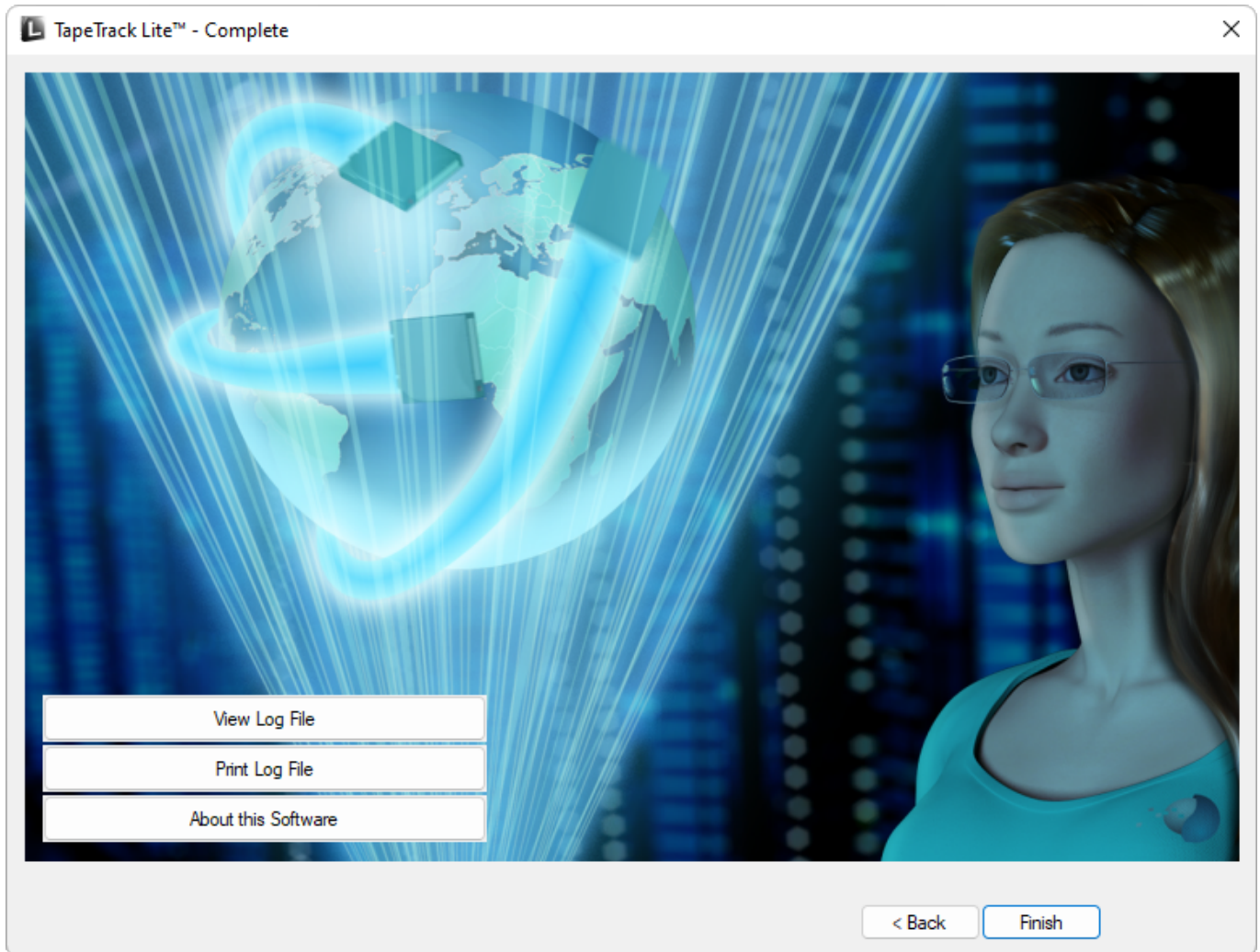
Click Next on the Scan-In Volumes window to continue.

## 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



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

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