

# Scan-In

The TapeTrack Lite Scan In function allows you Scan-In Volumes in a move status to the [Currently Selected 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

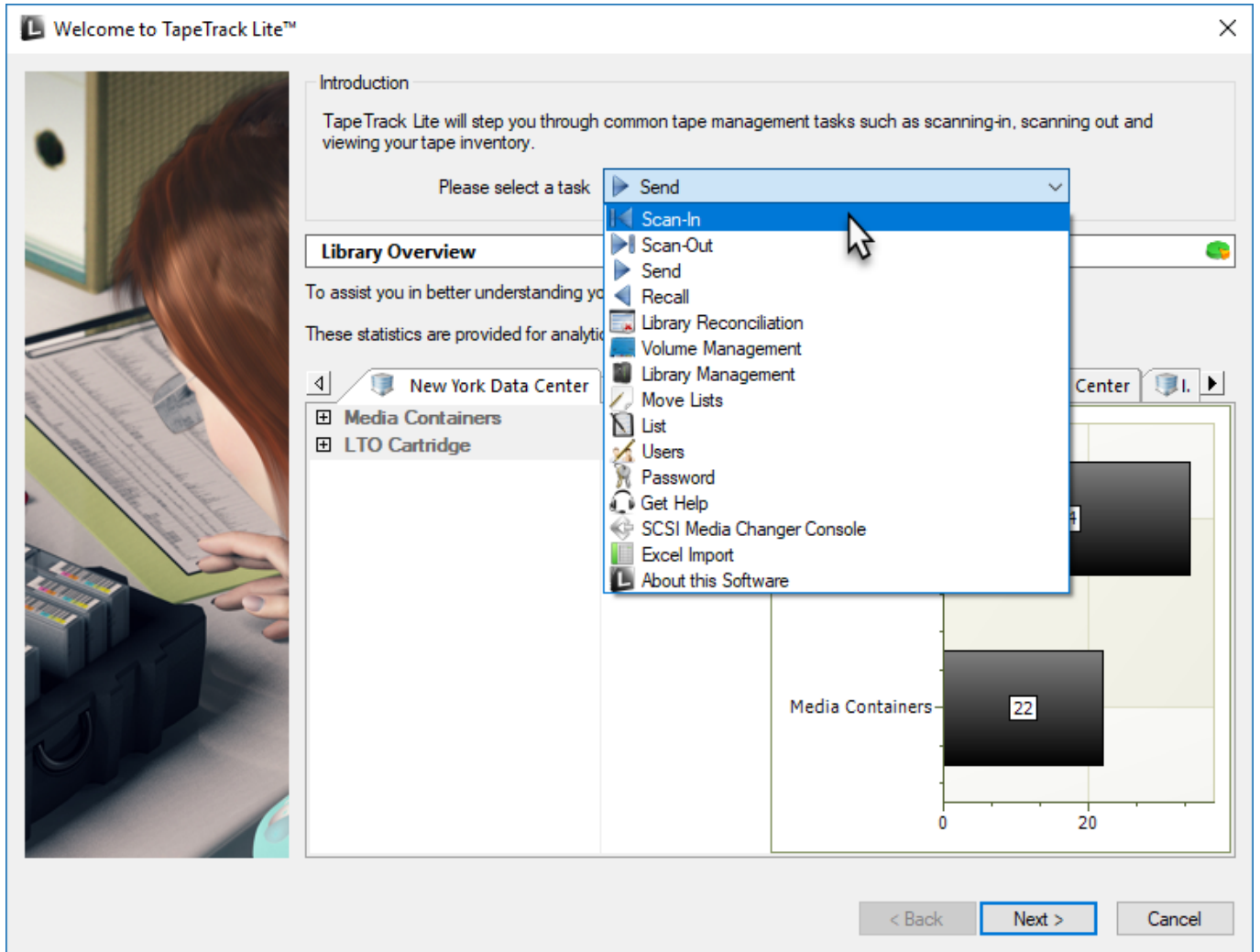


The Scan-In video is intended as a companion to the instructions.

Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

## Select Scan-In

1. Select Scan - In from the drop-down task 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 field to 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.

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.

**TapeTrack Lite™ - Scan-In Location Selection**

**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 Vals	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.

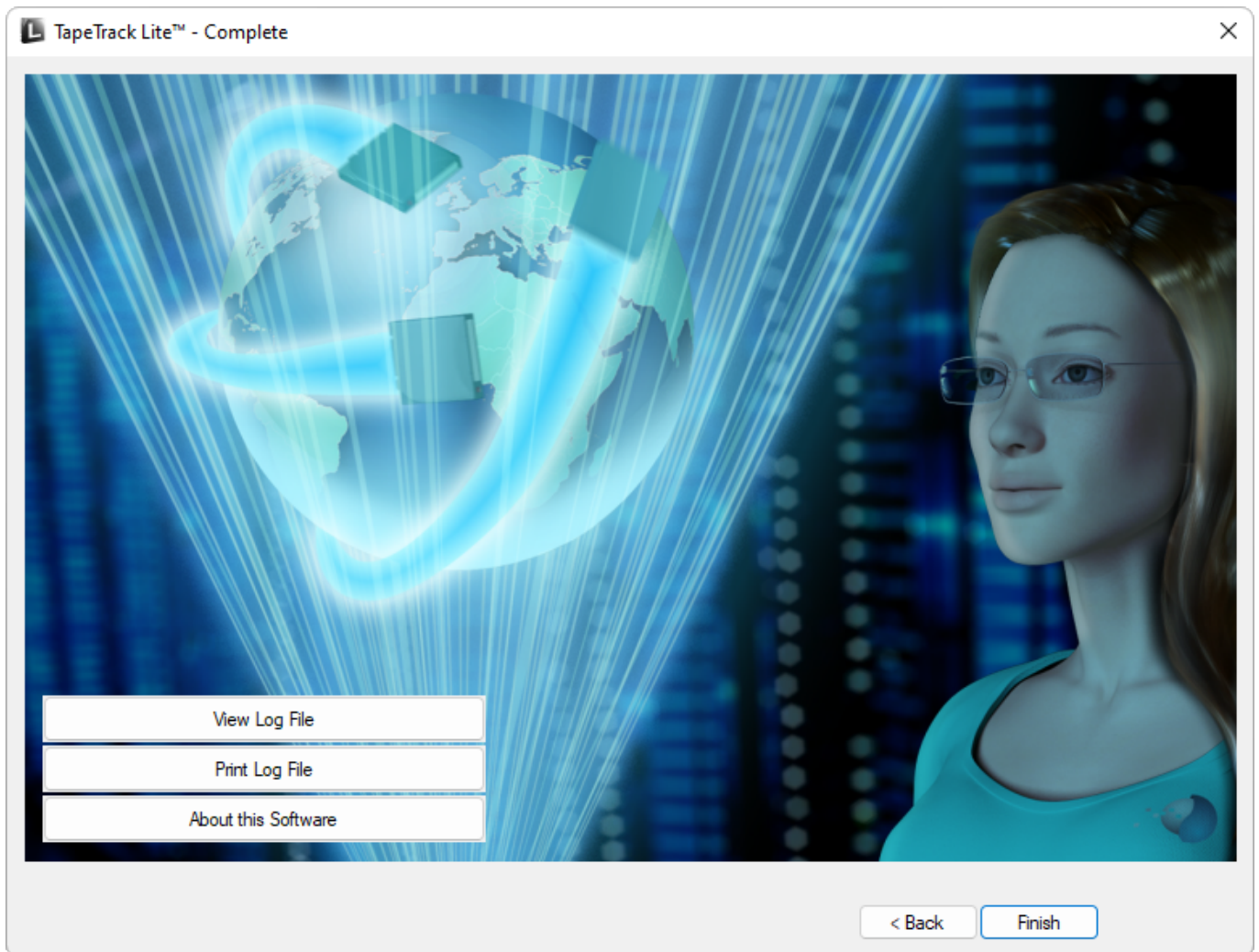
Click Next on the Scan-In Volumes window to continue.

## Complete

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

- Click View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.

- Click Back to return to start menu and select another task.
- Click Finish, Cancel or X to exit TapeTrack Lite.



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

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