

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 **Volumes** currently in an incoming status.

Scan-In Process

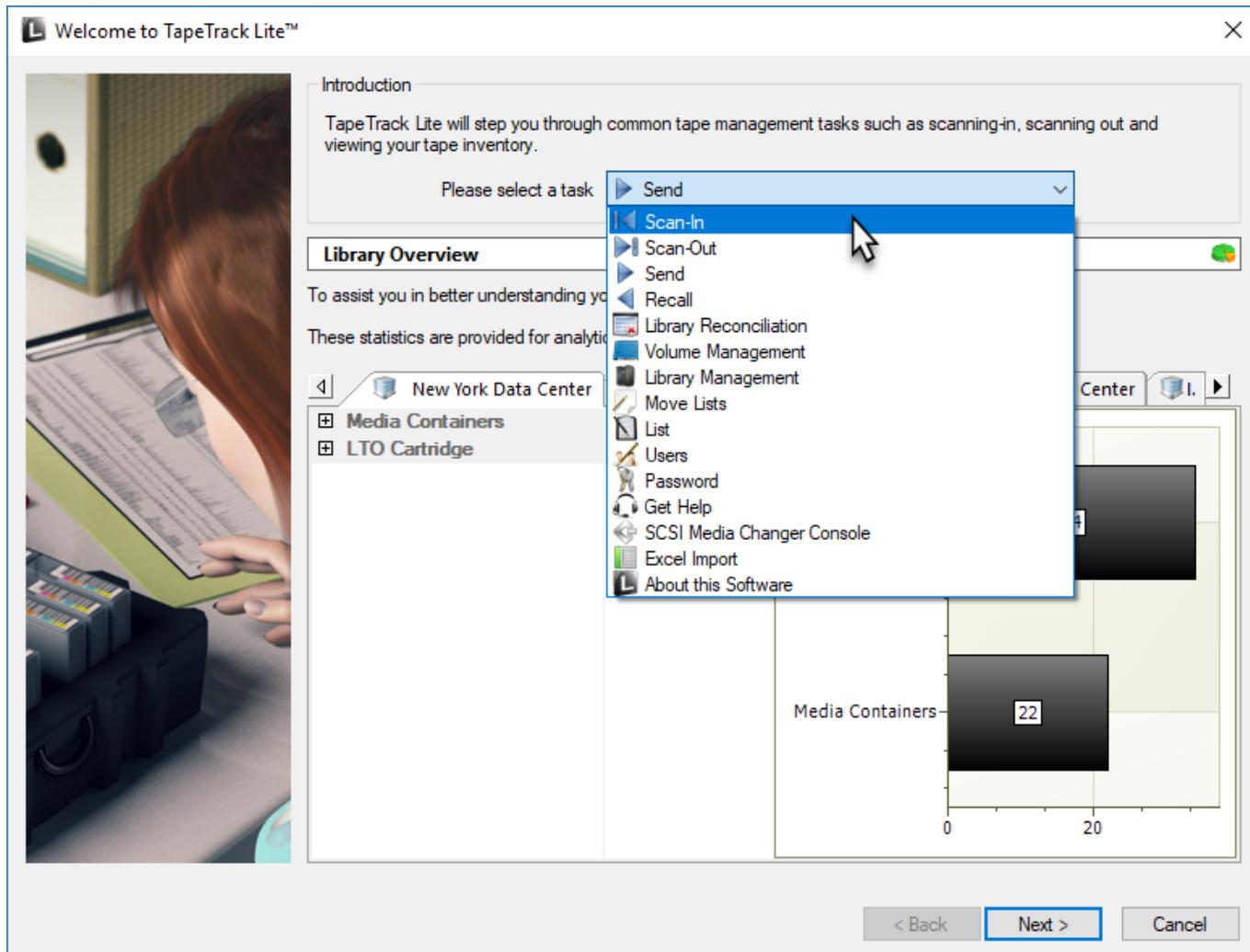
The Scan-In video is intended as a companion to the instructions.



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

Select Scan-In

Select Scan-In from the **Task Menu** and click Next to continue.

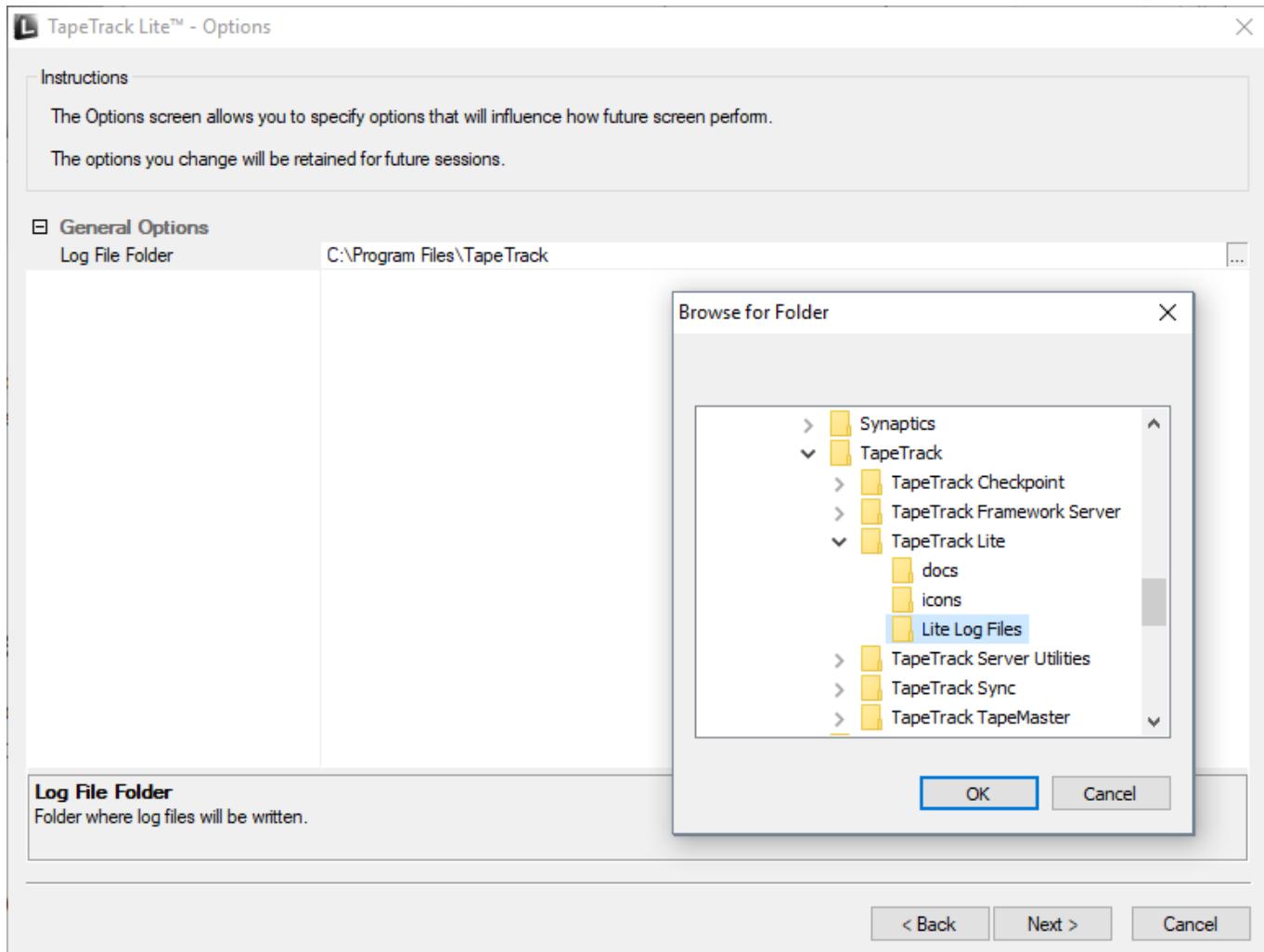


Options

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 (...) button and select directory.

Click **Next** to continue.



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 X

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

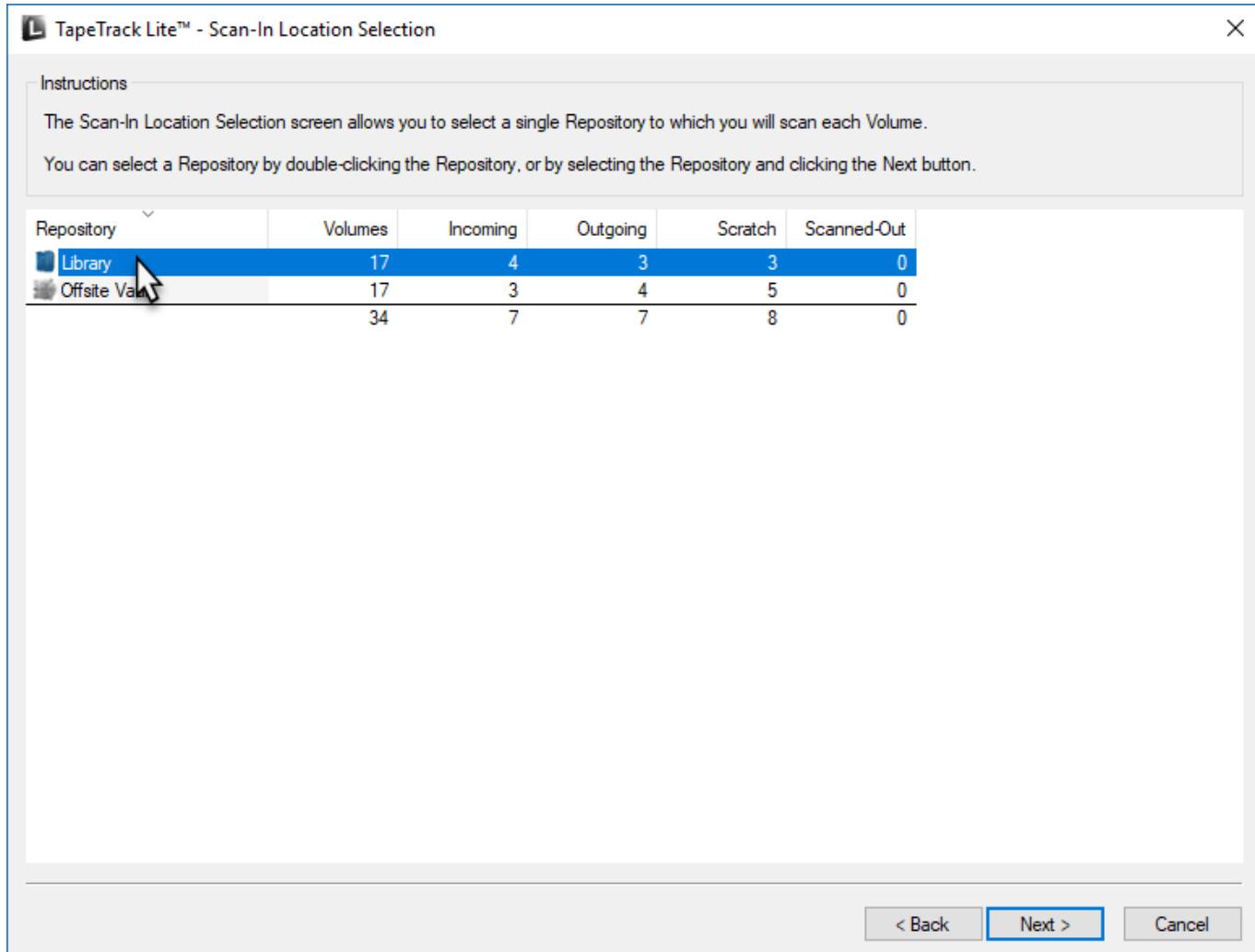
Remember previously selected Customer

< Back Next > Cancel

}

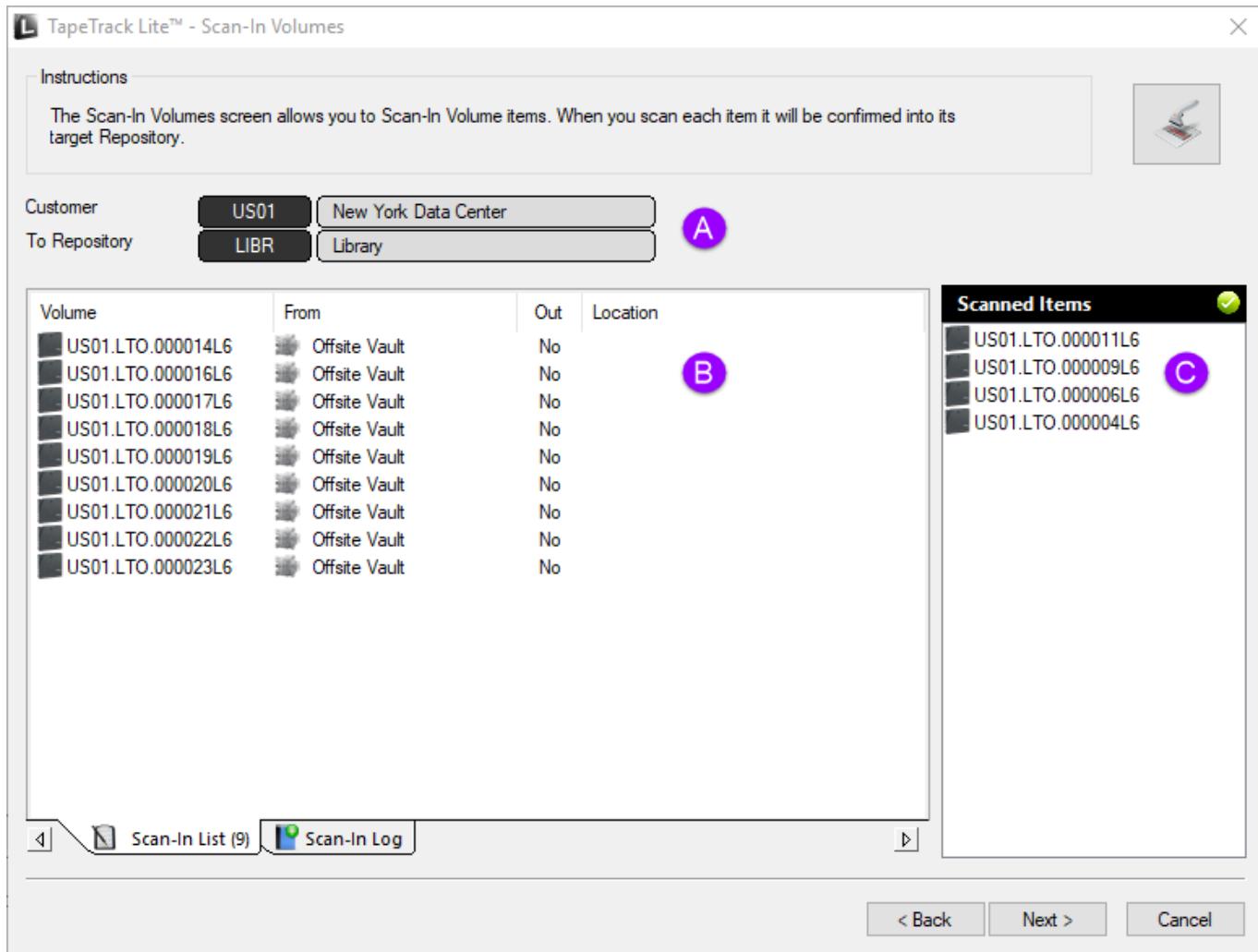
Scan In Location

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 **Scan 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.

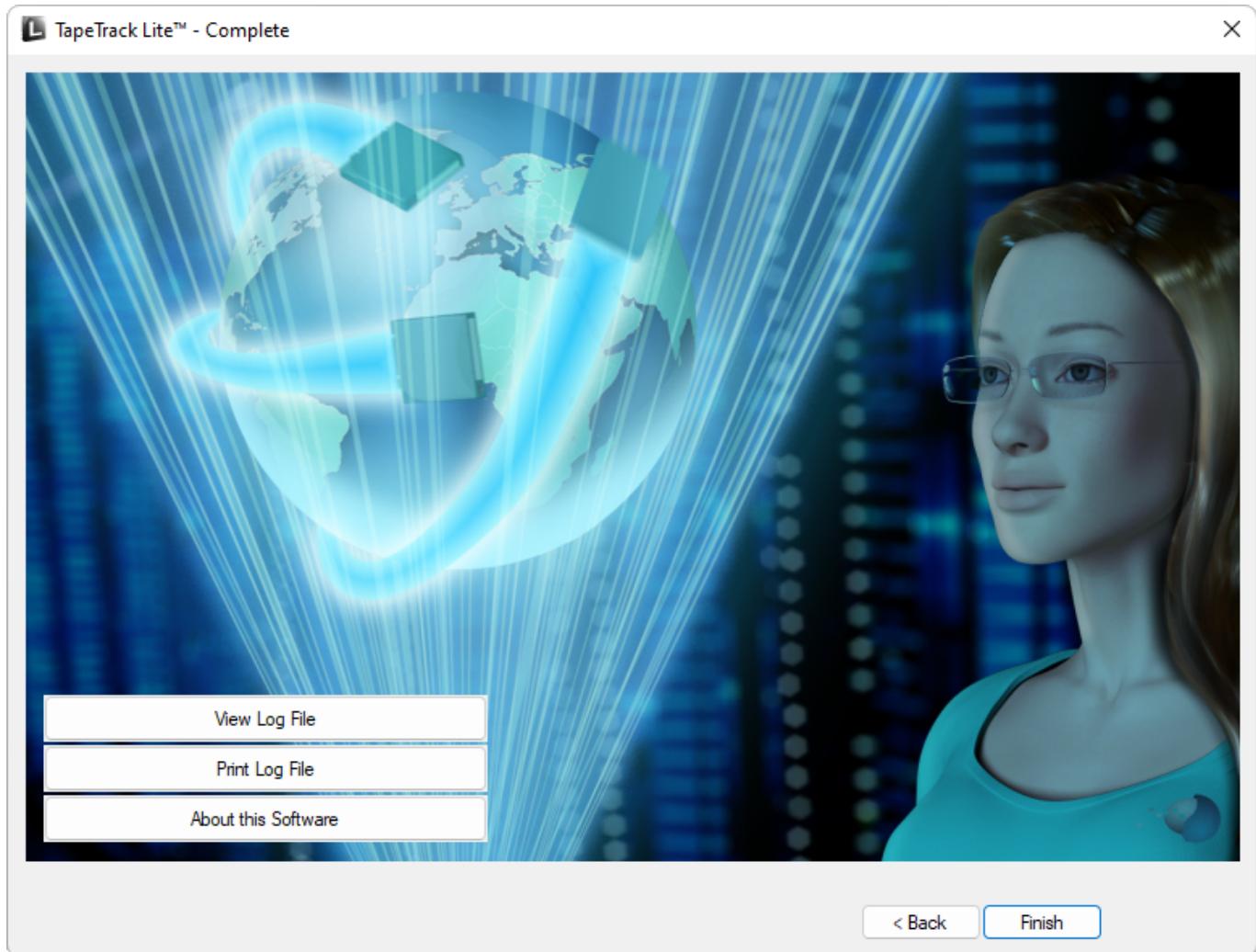
Click **Next** on the **Scan-In Volumes** window to continue.

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



Permanent link:

https://rtfm.tapetrack.com/lite/function_scanning_in?rev=1544577248

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