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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

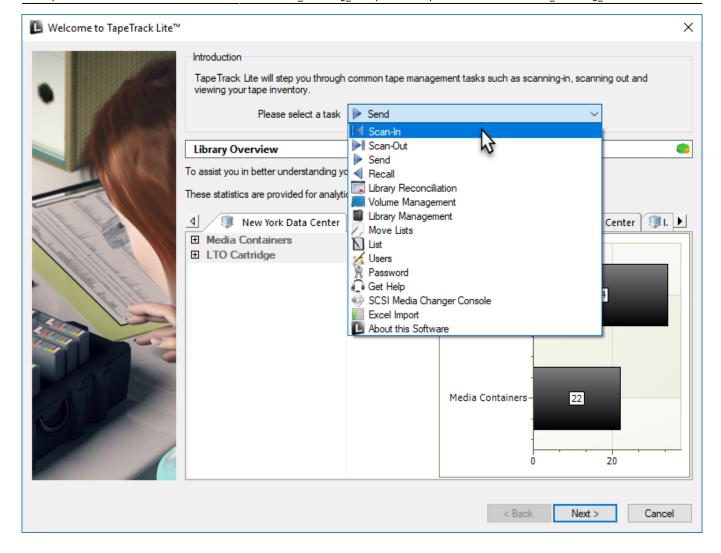


The Scan-In video is intended as a companion to the instructions.

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

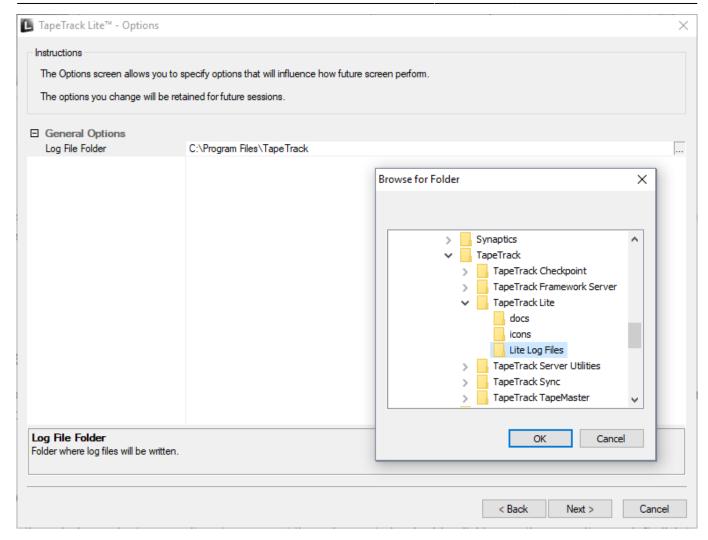
This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

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.

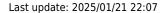
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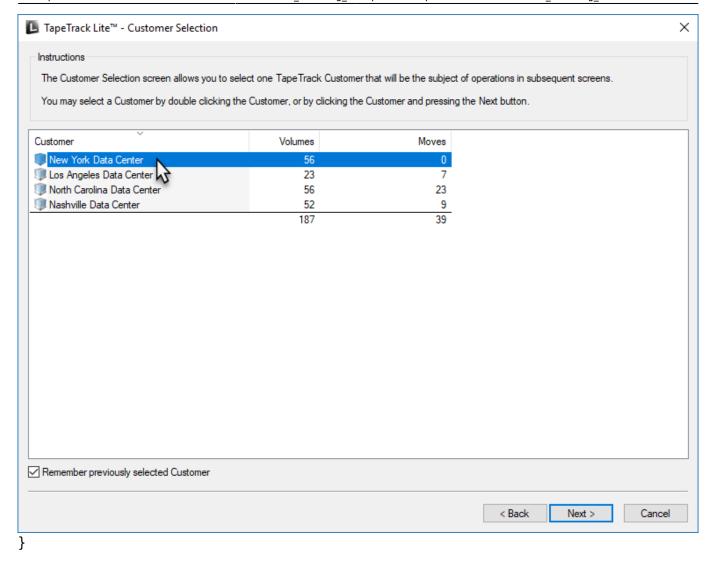
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Customer Selection

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.



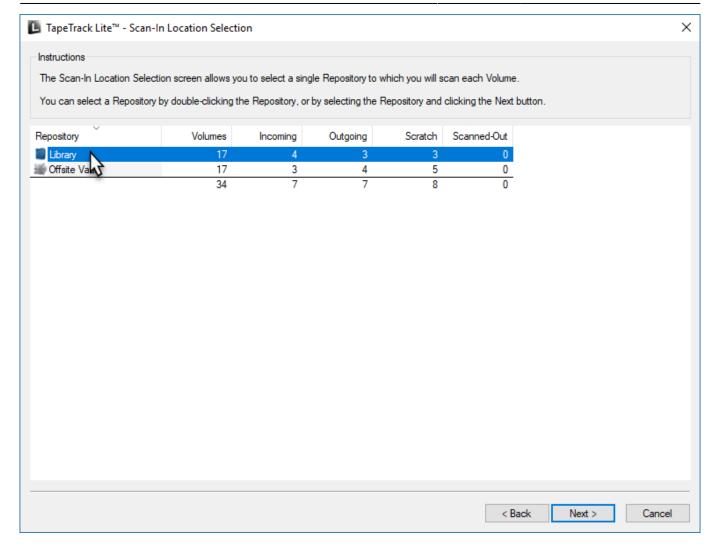


Scan In Location

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.

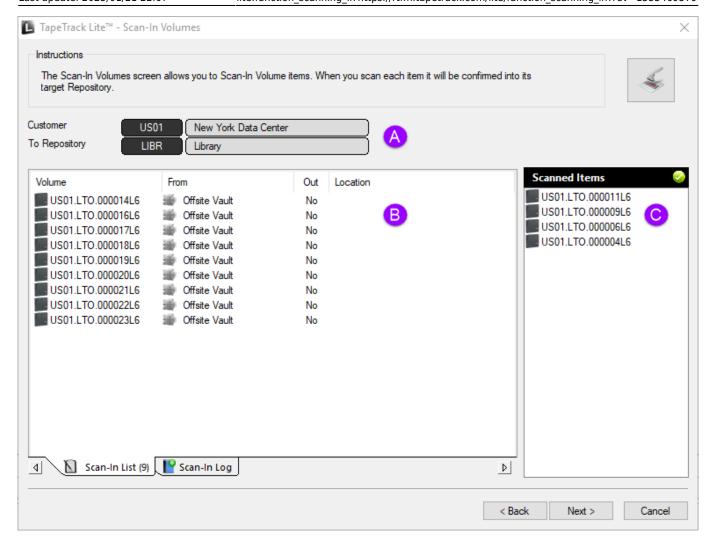
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Scan In Volumes

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:

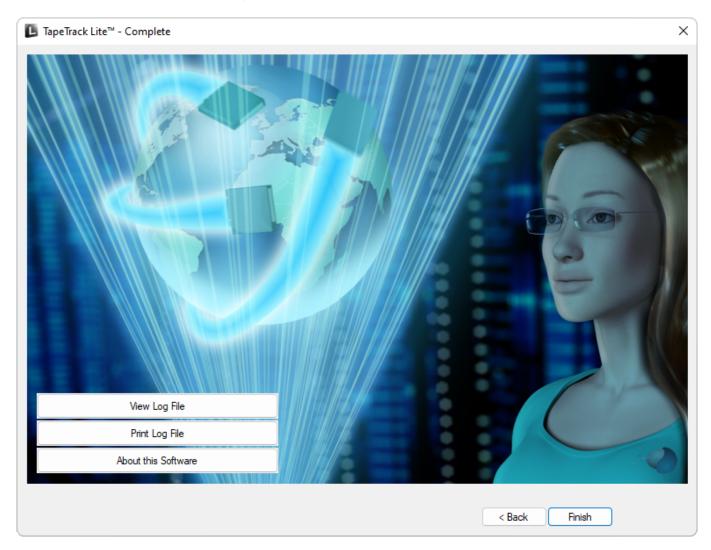
- Click View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.

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• Click Back to return to start menu and select another task.

• Click Finish or X to exit TapeTrack Lite.



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