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.

The Scan-In process is used to confirm that the Volumes have arrived at your location or Repository.

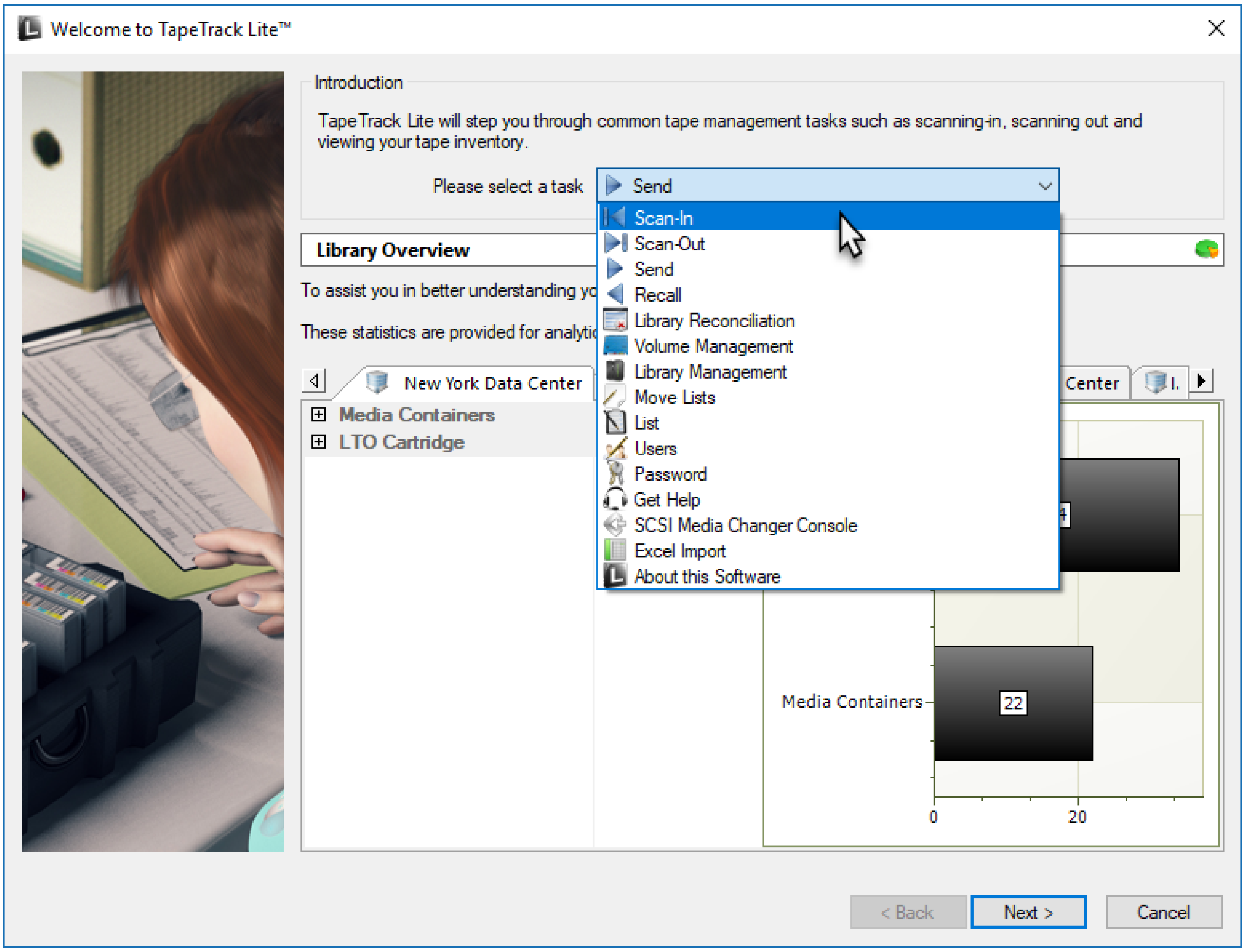
Scan-In Process

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.

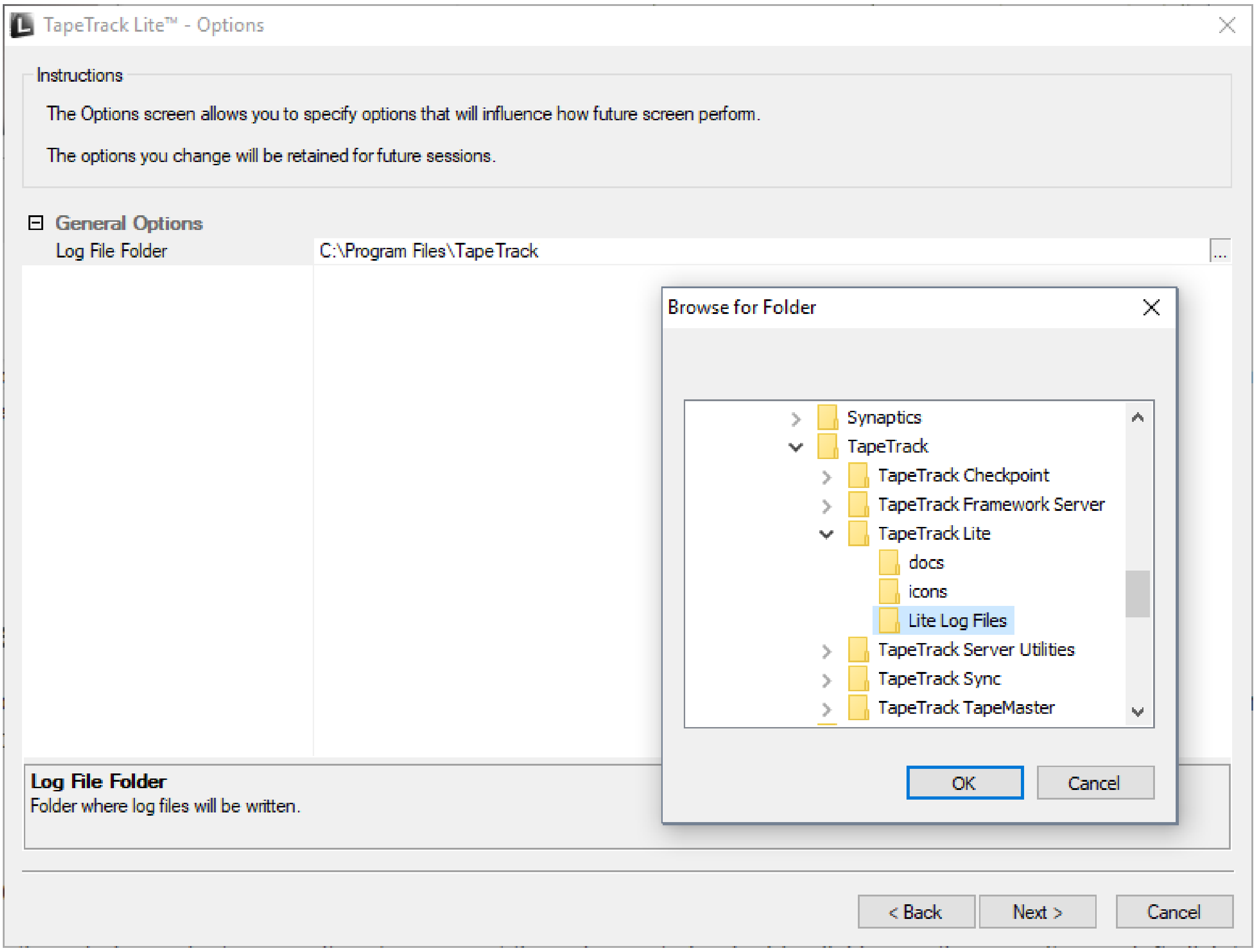


Options

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.

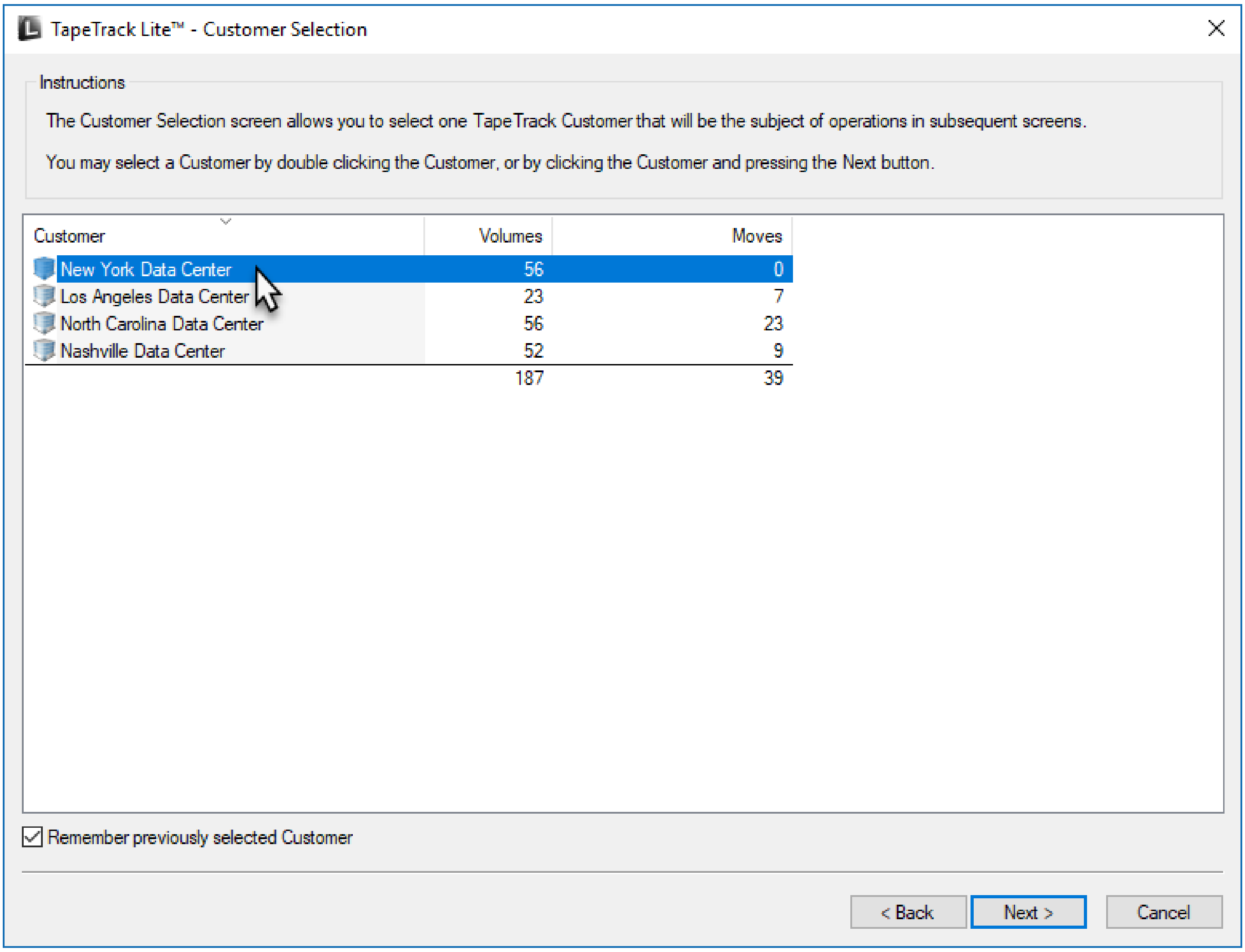
To change the default directory, click in the field to the right of the Log File Folder and click on the (…) button and select directory.

Click `Next` to continue.



Customer Selection

Select the Customer or account 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.

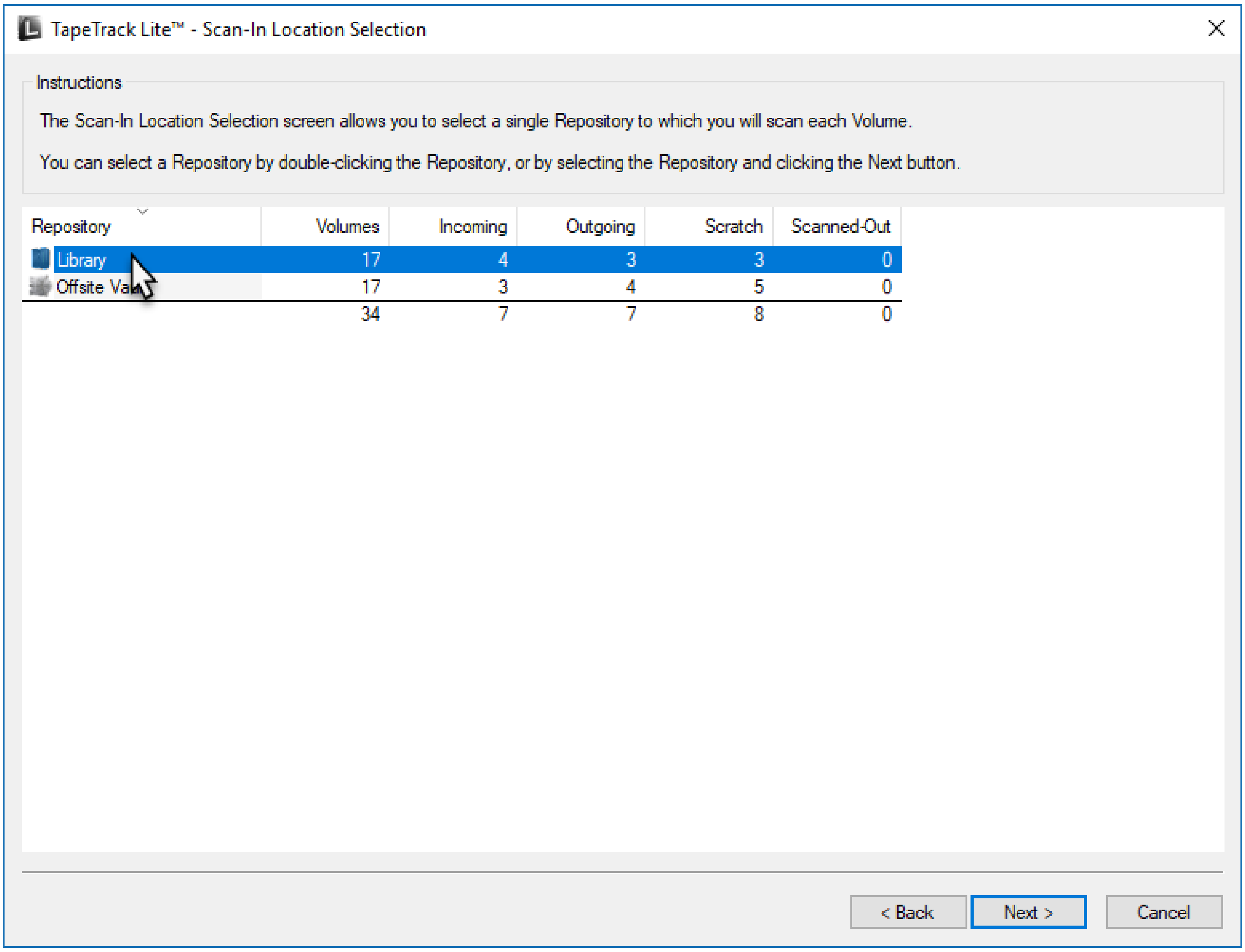


Checking `Remember previously selected Customer` will retain the currently selected Customer for future Lite functions.

This can be removed at any time by unchecking `Remember previously selected Customer`

Scan In Location

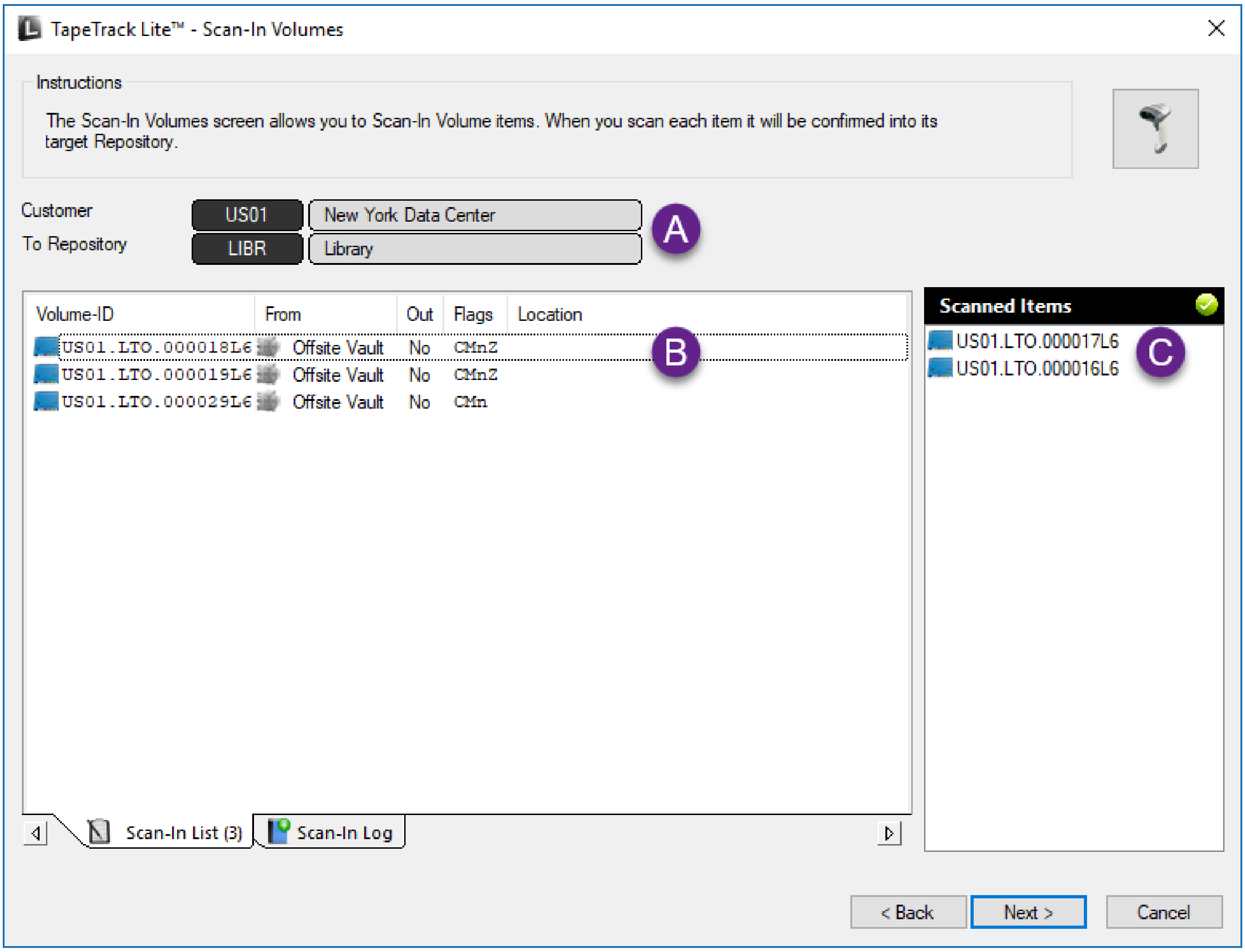
In the **Scan-In Location** window select a `Repository` to Scan-In the Volumes to by double-clicking on the required `Repository` or left-click to select the required `Repository` and click `Next` to proceed.



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.

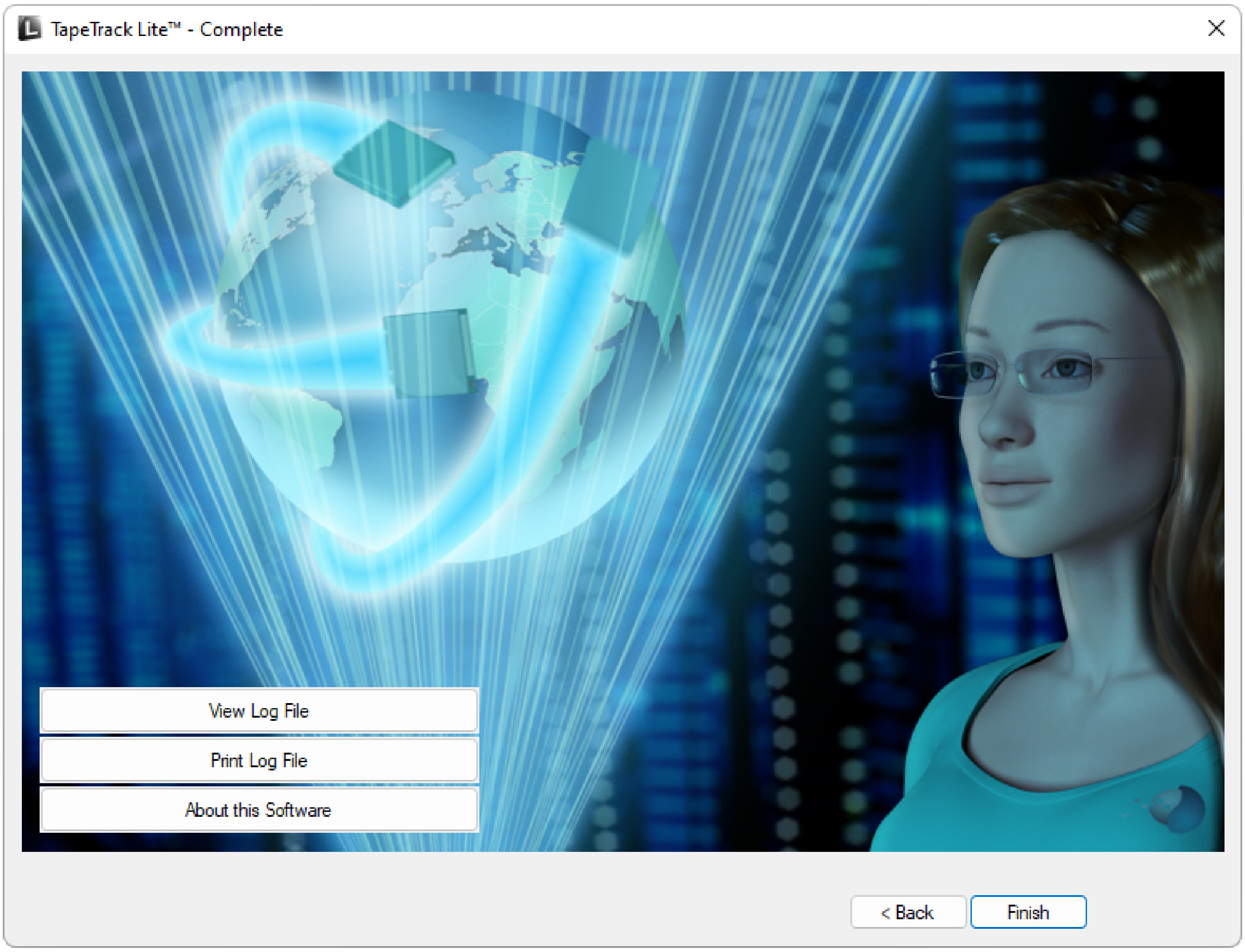
Scan-In the Volumes using your preferred scanning method. Any scan errors are recorded in the `Scan-In Log` tab.

When all Volumes are Scanned-In, close **Scan-In** window by clicking X at top right of the window.

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

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

- Click `View Log File` to view the log file of the last completed process..
- Click `Print Log File` to save a PDF of the log file to print from your PDF viewer.
- Click `About this Software` to view product and support (email, phone & website) information.
- Click `Back` button to return to start menu and select another task.
- Click `Finish` button or X at the top right of the window to exit TapeTrack Lite.



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Permanent link:
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