

# 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

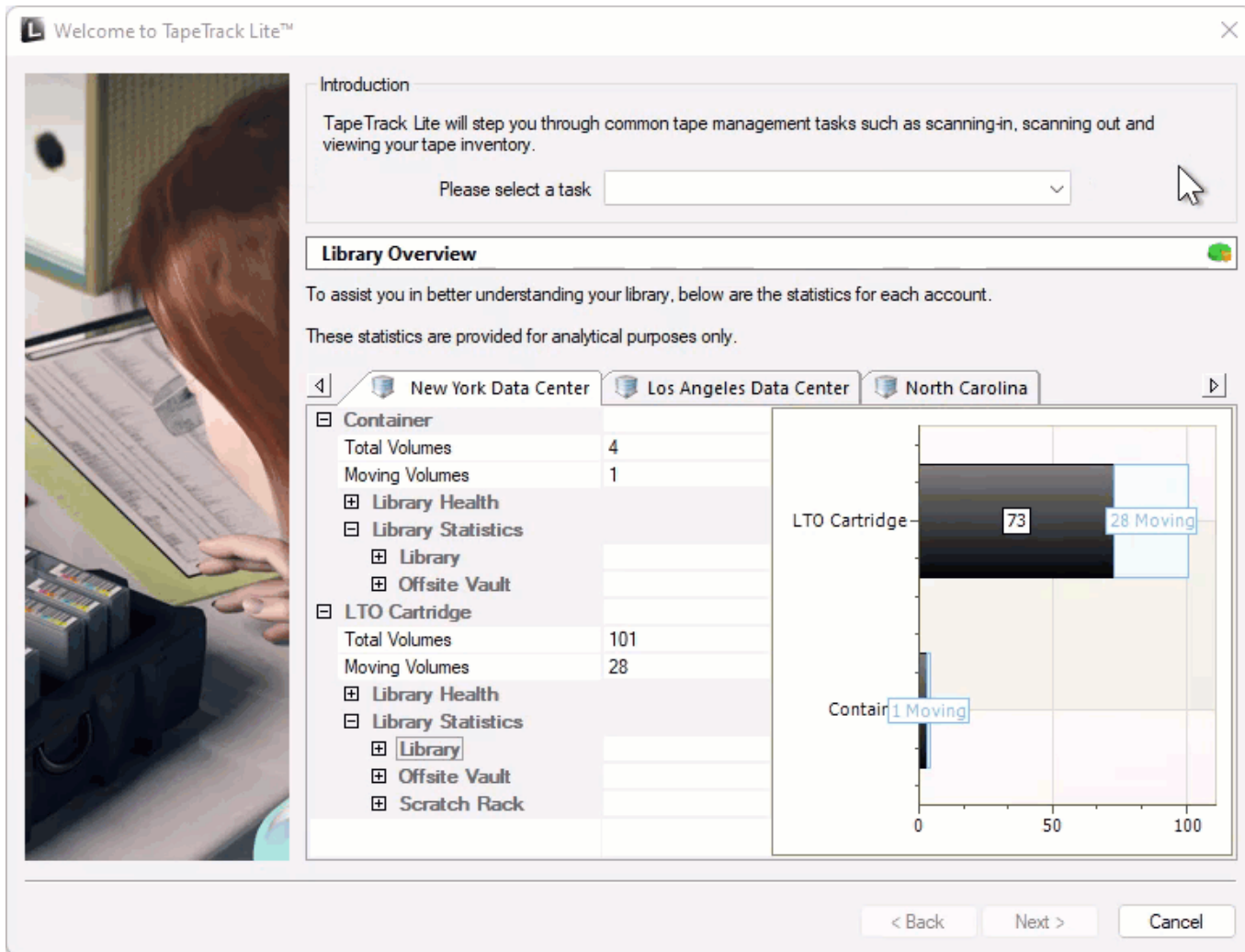


The Scan-In video is intended as a companion to the instructions.

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.

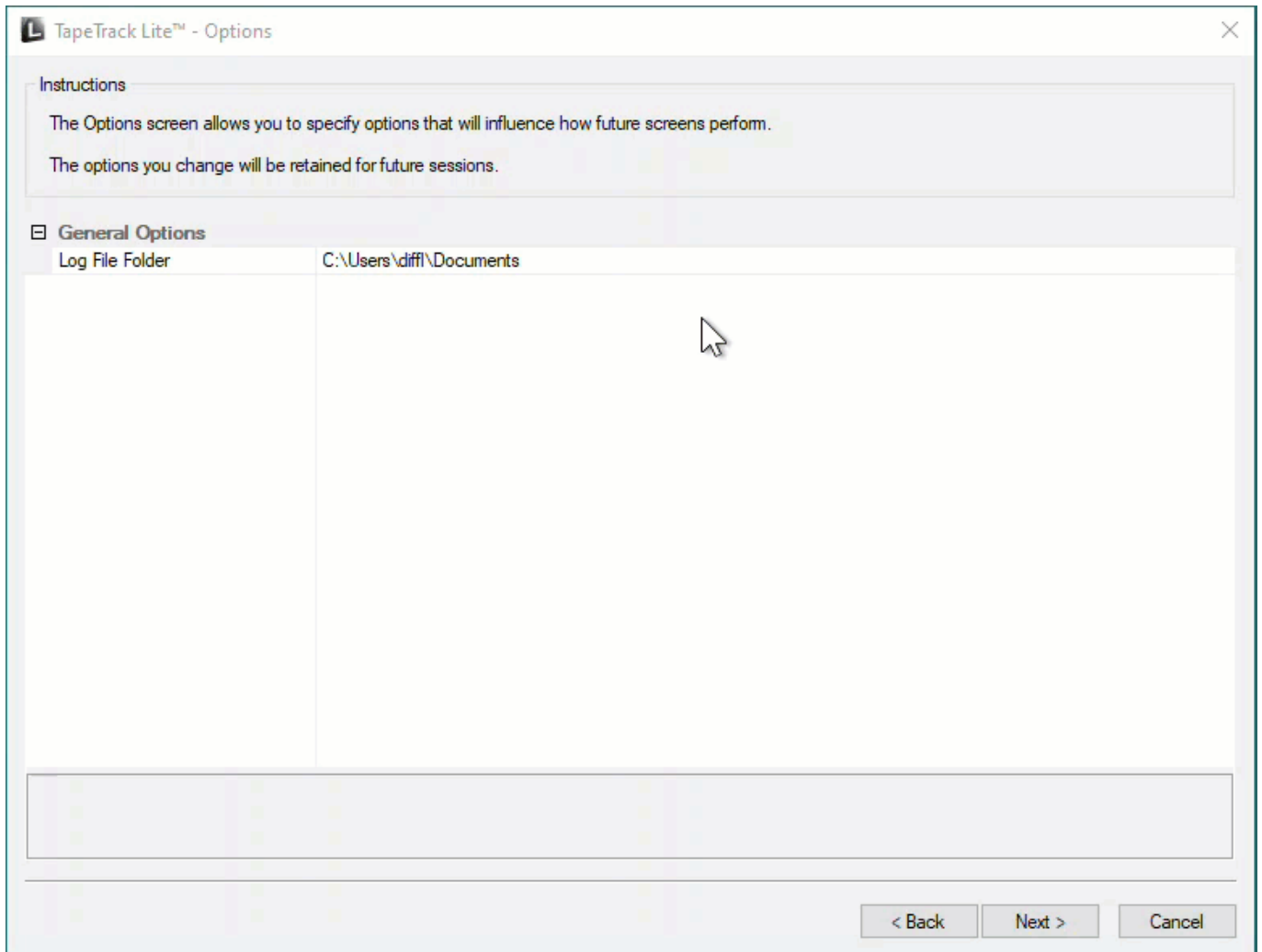


## Options

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.

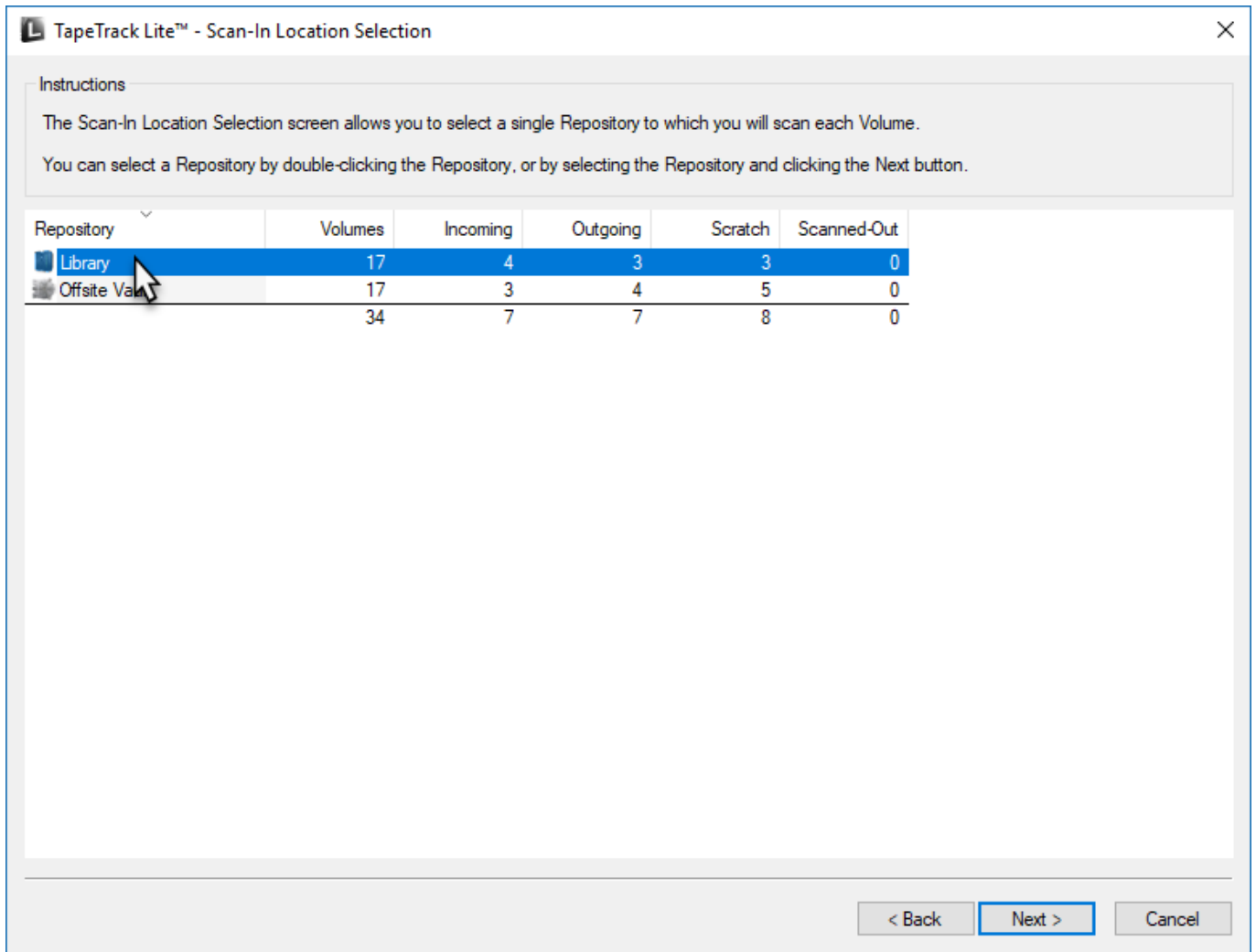


Checking Remember previously selected Customer will retain the currently selected [Customer](#) for future Lite functions.

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

## Scan In Location

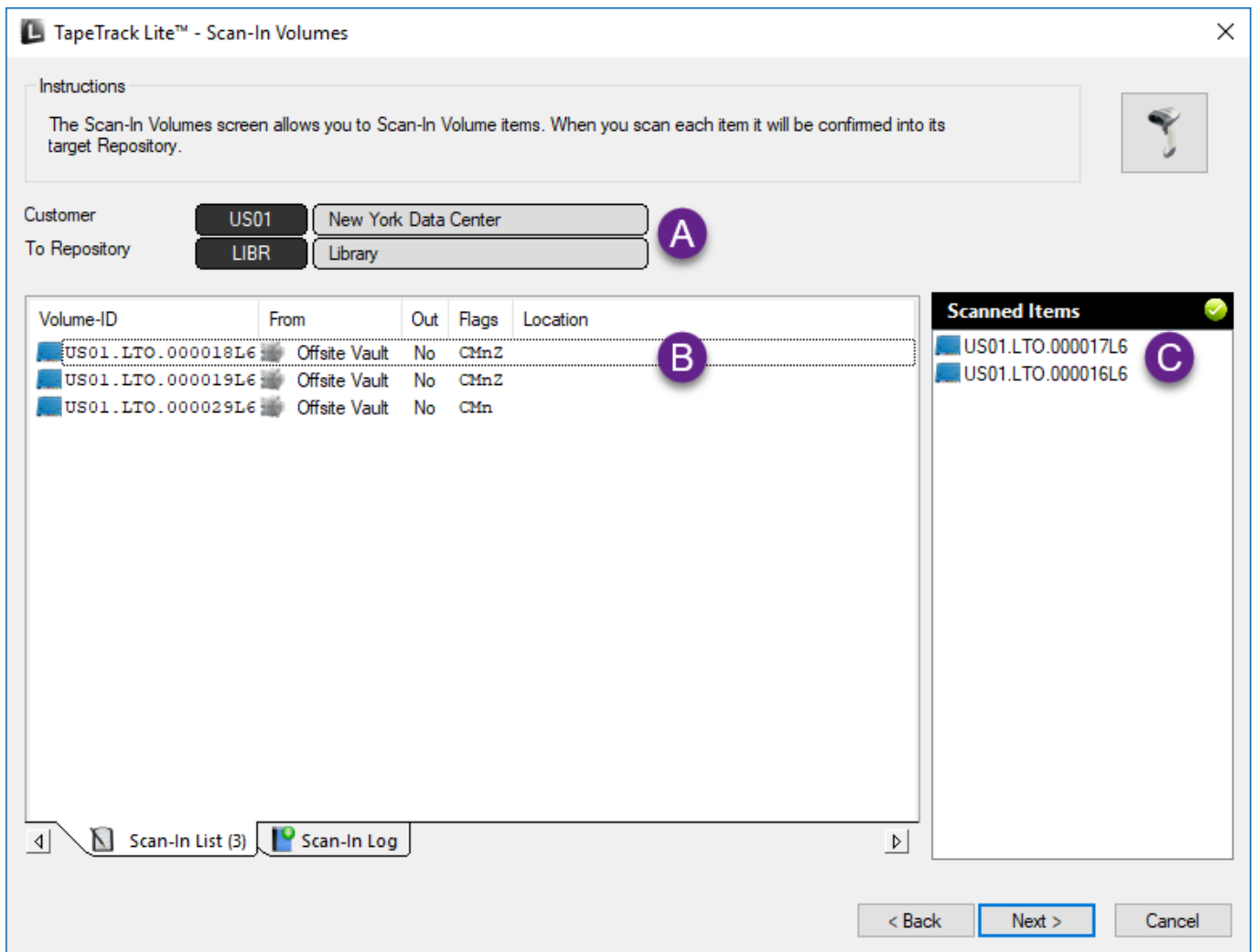
In the **Scan-In Location** window select a [Repository](#) to Scan-In the [Volumes](#) to by double-clicking on the required [Repository](#) or left-click to select the required [Repository](#) and click Next to proceed.



## 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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