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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.

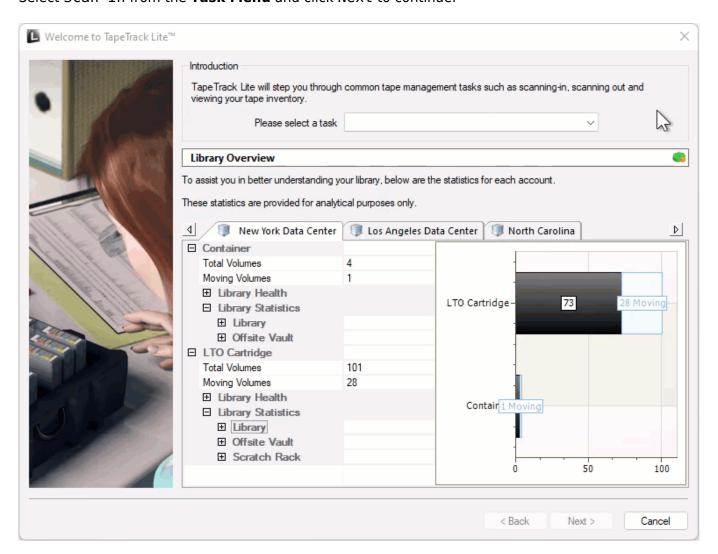
TapeTrack Lite will only allow you to initiate the Scan-In task if there are Volumes currently in an incoming status.

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

Scan-In Process

Select Scan-In

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

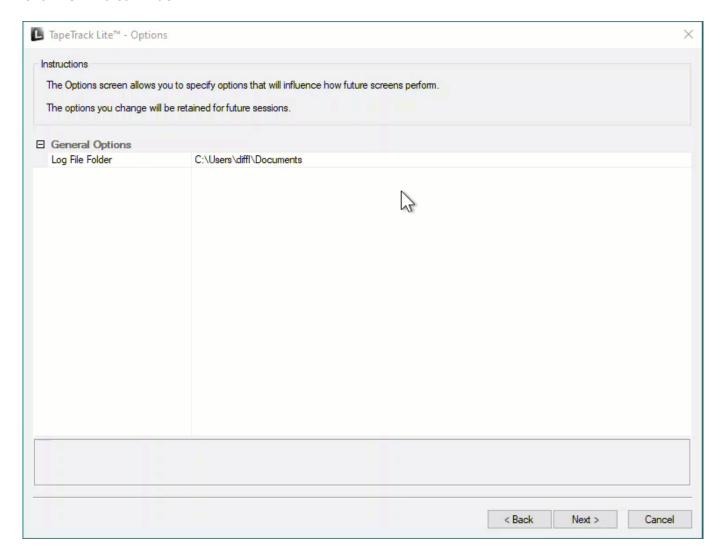


Options

This will open the **Options** window. If required you can change 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.

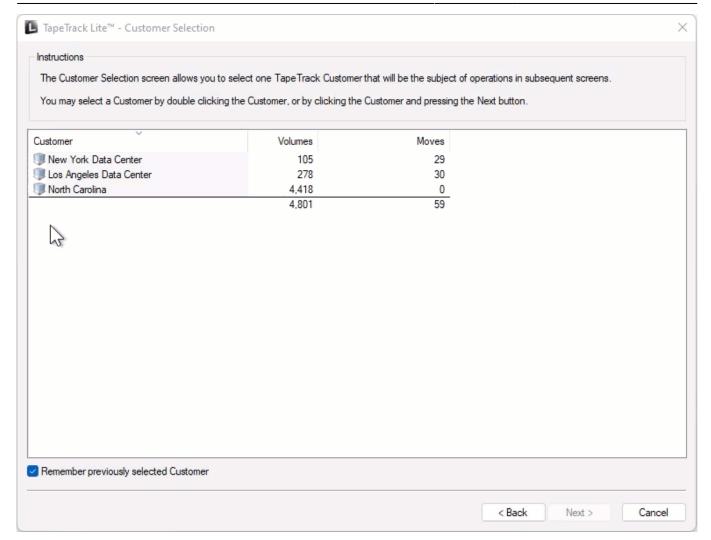


Customer Selection

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 window to continue.

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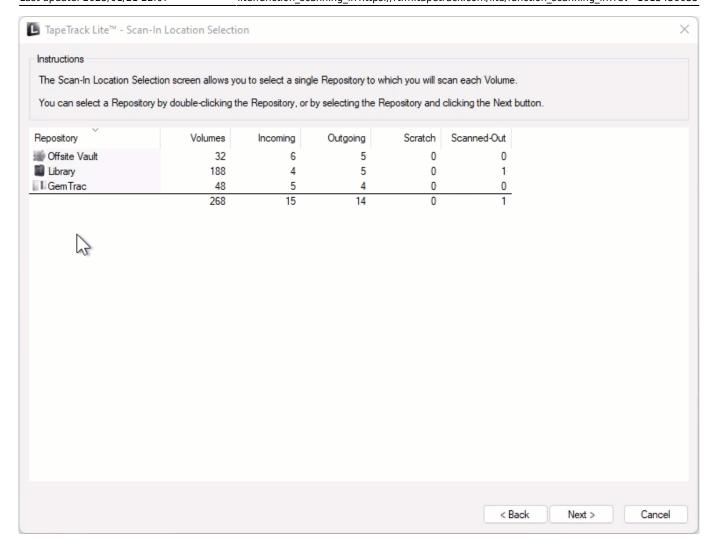


Checking Remember previously selected Customer will retain the currently selected Customer for future Lite functions.

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 automatically opens the **Scan Input** window for processing Volumes.

The **Scan-In Volume** window displays Customer, Media and Volume information.



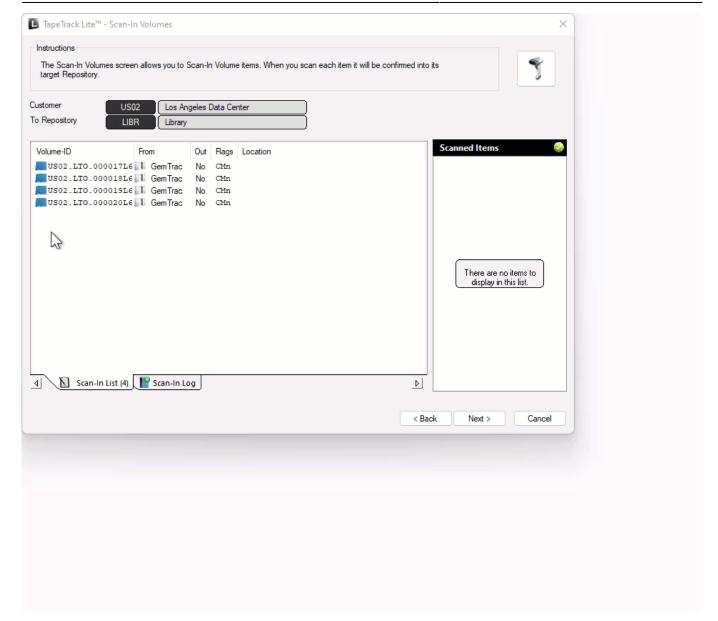
Notes:

- 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. Volumes move from B to C as they are scanned.
- **D** Scan-In list of Volumes to be scanned, Scan-In log records all scan errors.

Scan-In the Volumes using your preferred scanning method.

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Any scan errors, such as duplicate scans or incorrect Volumes, are recorded in the Scan-In Log tab.

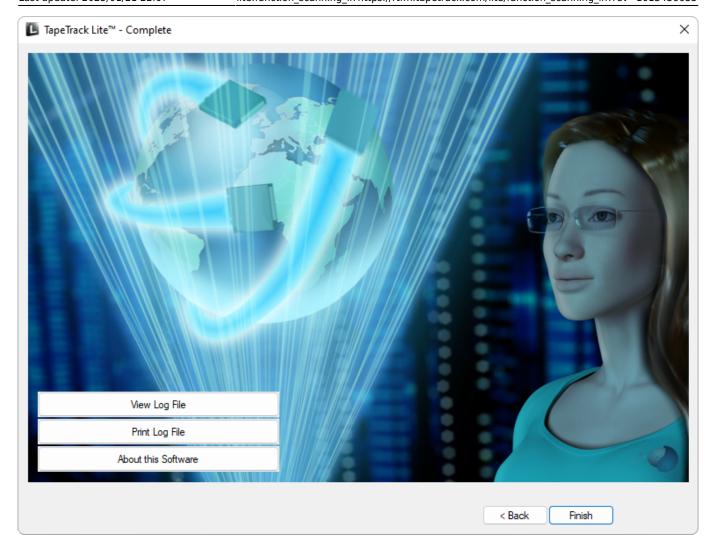
Only correct Volumes scanned will be processed any other scans will be recorded in the Scan-In Log tab.

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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