# Scan-In

The TapeTrack Lite Scan-In function allows you Scan-In Volumes in a move status to the Selected Repository.

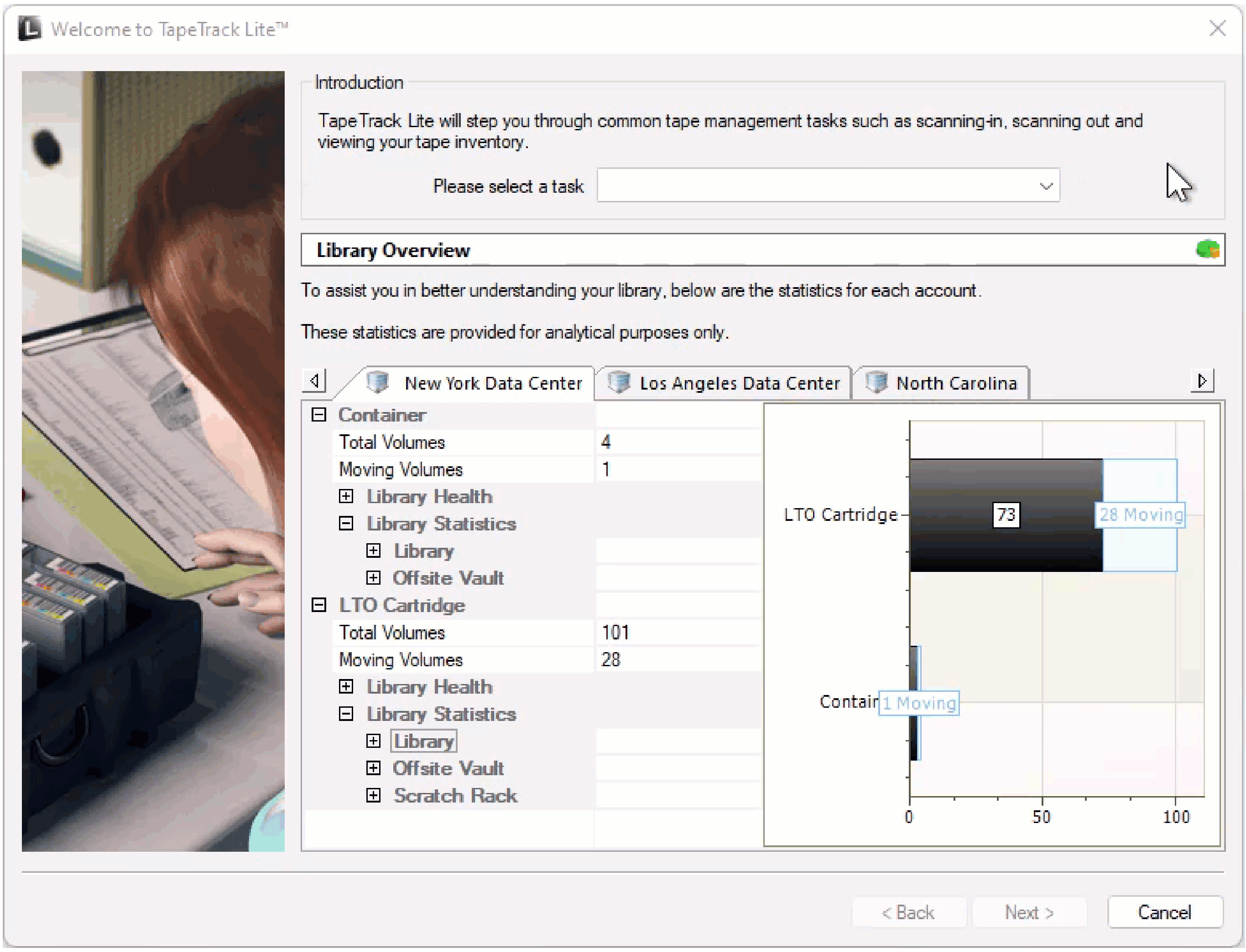
TapeTrack Lite will only allow you to initiate the Scan-In task if there are Volumes currently in an incoming status.

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.



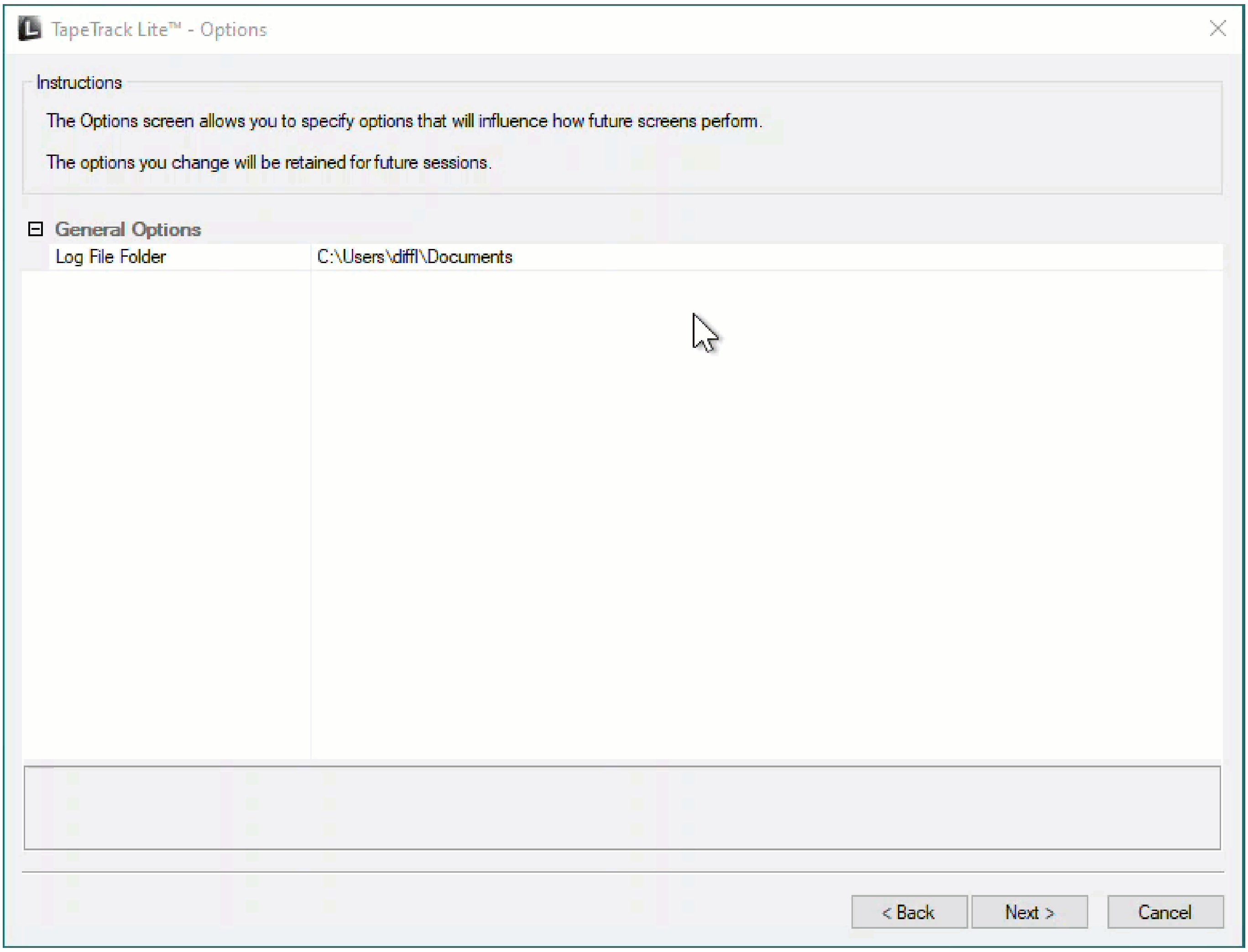

### Options

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, select the required directory and click `OK` to save.

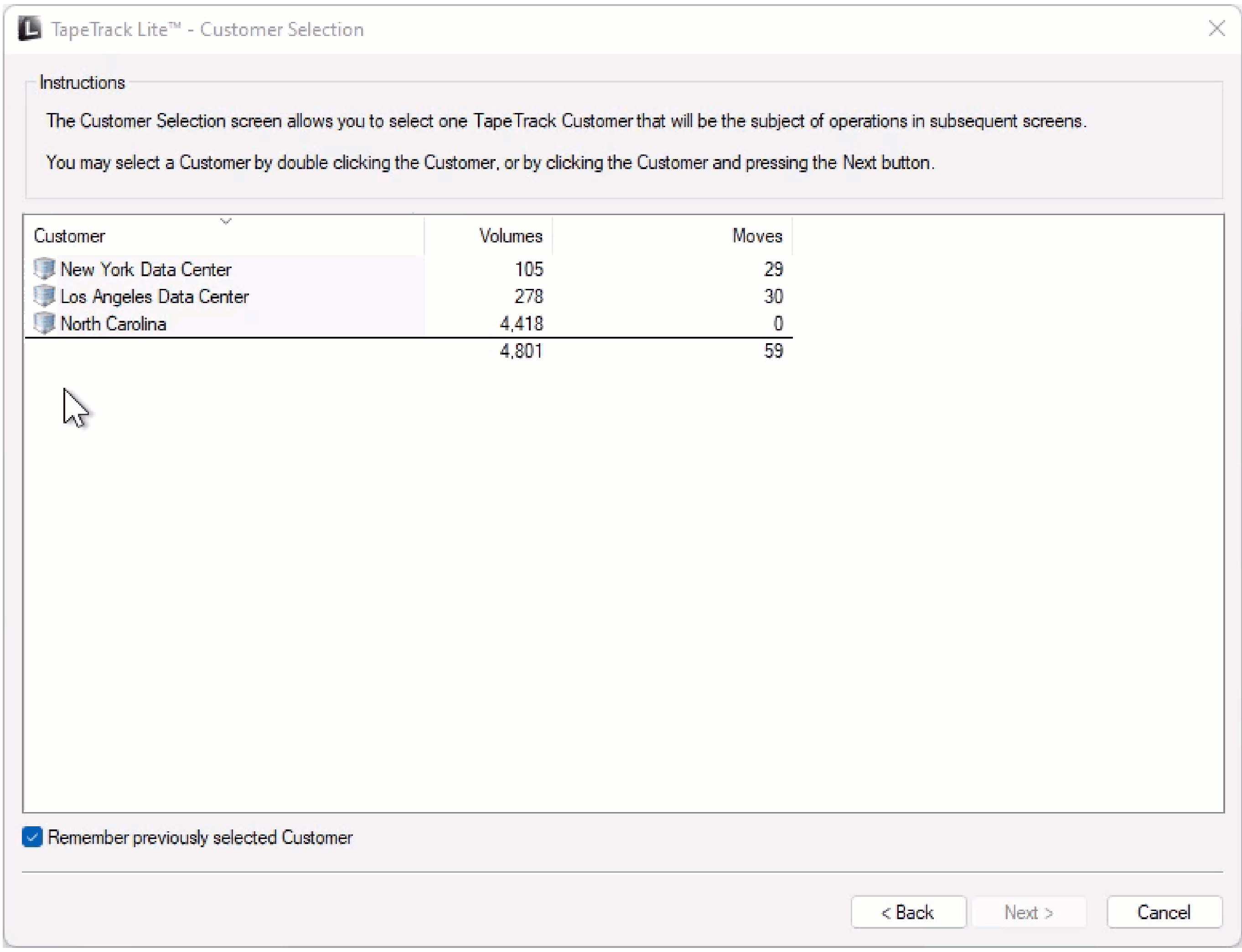
Setting the directory location in the Lite configuration file will skip this window and write the log file to that location.

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.

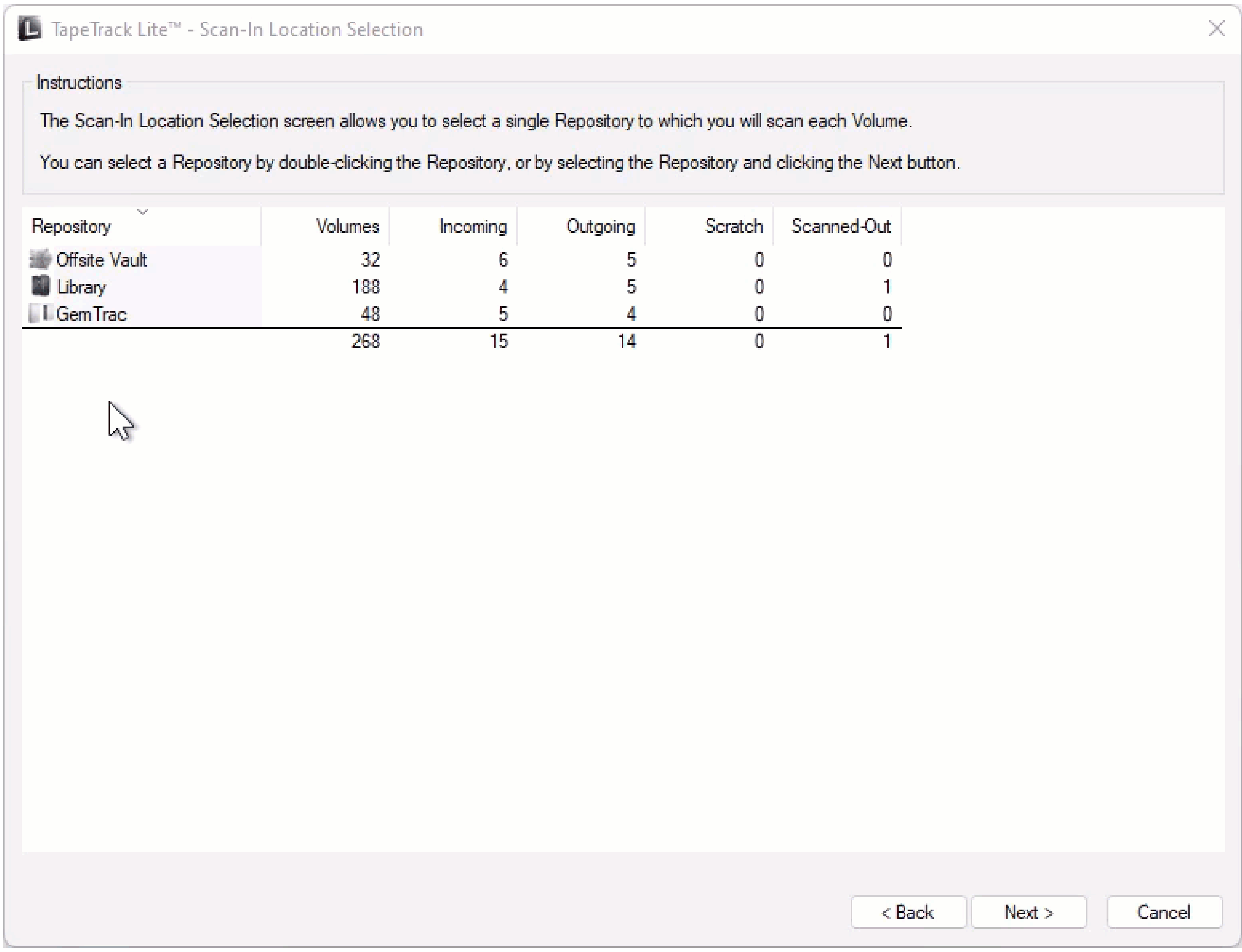



Checking `Remember previously selected Customer` will retain the currently selected Customer for future Lite functions.

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

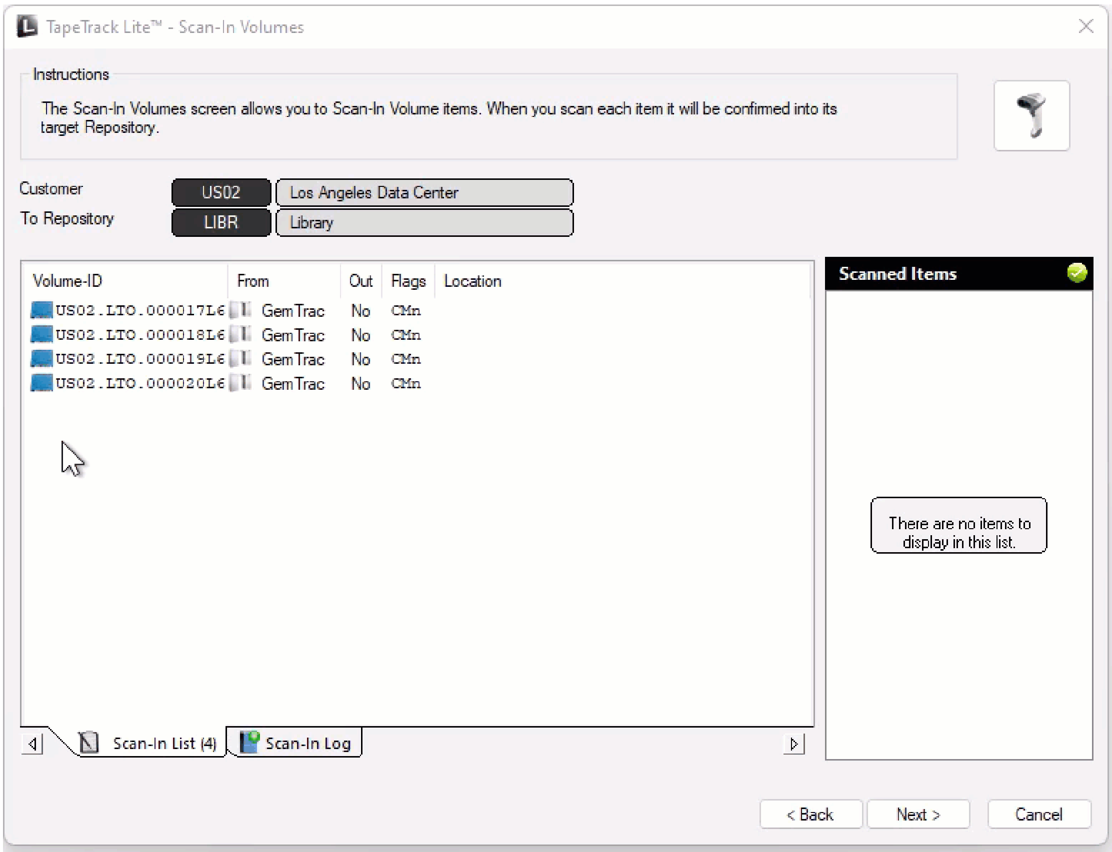
This opens the **Scan-In Volumes** window and automatically opens the **Scan Input** window for processing Volumes.

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

**Notes:**

- **A** Customer-ID and Description of the current Customer, 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.




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

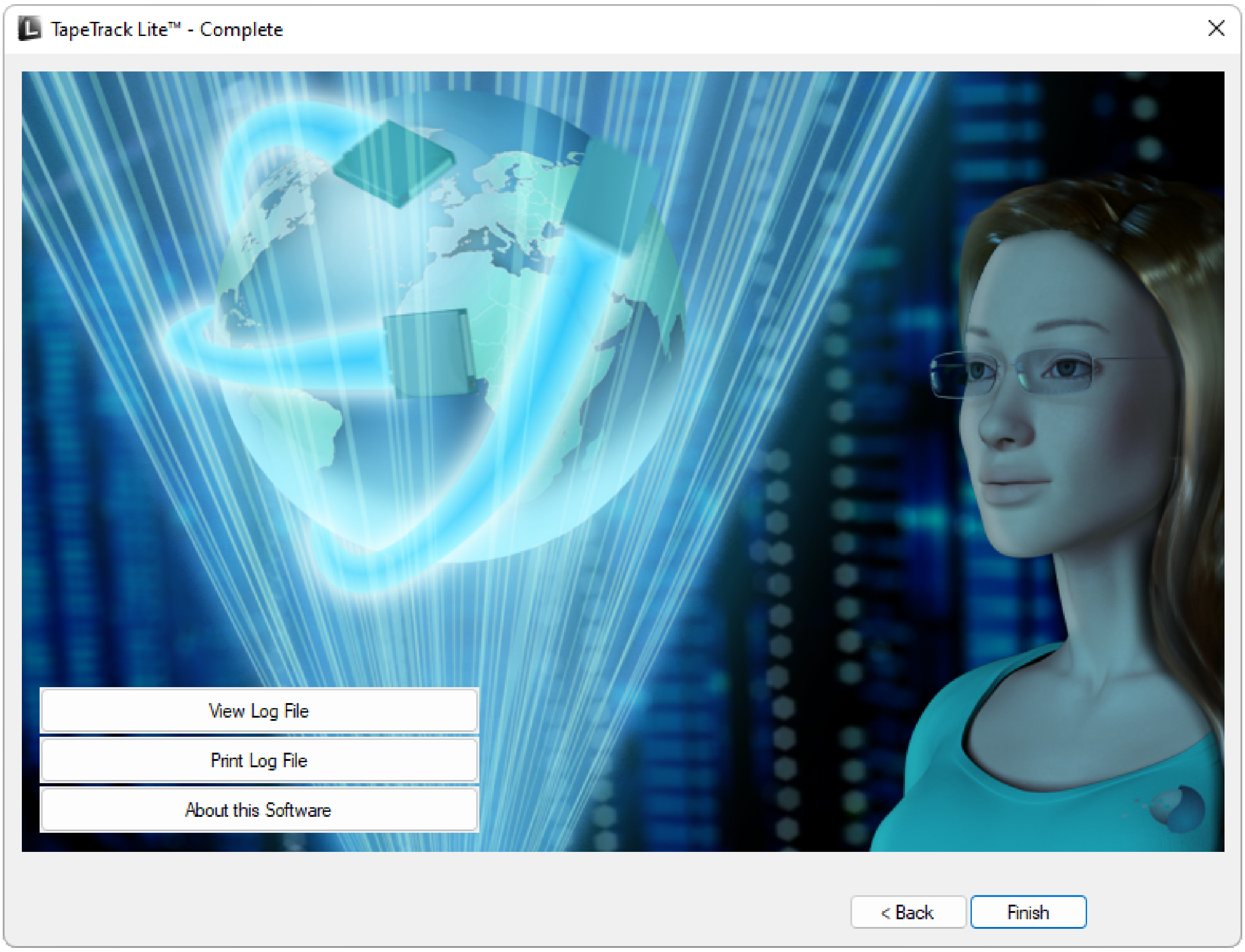
Only correct Volumes scanned will be processed any other scans will be recorded in the Scan-In Log tab.

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.




2019/04/17 03:00 · Scott Cunliffe