

# Scan-In

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

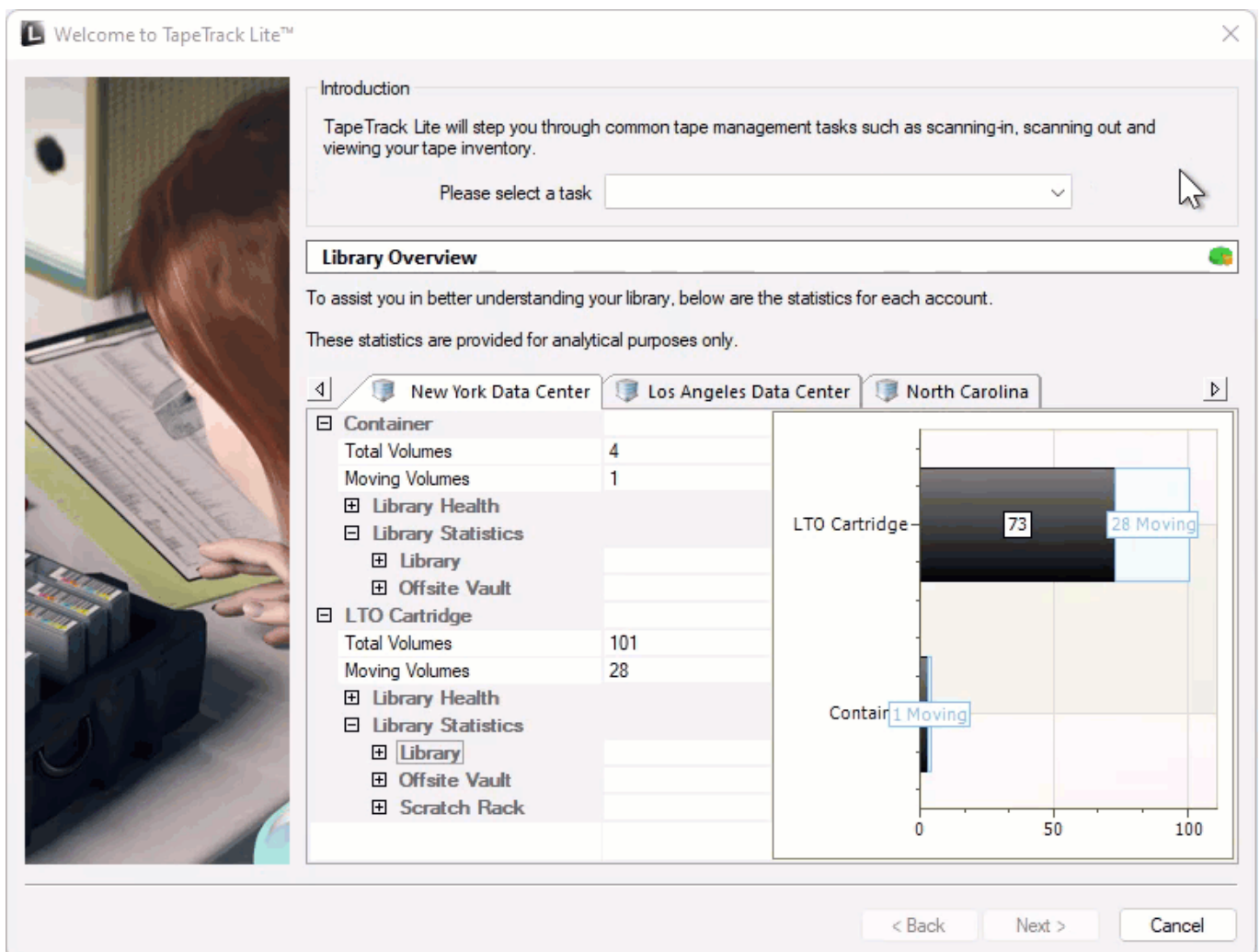
TapeTrack Lite will only allow you to initiate the Scan-In task if there are **Volumes** currently in an incoming move status.

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

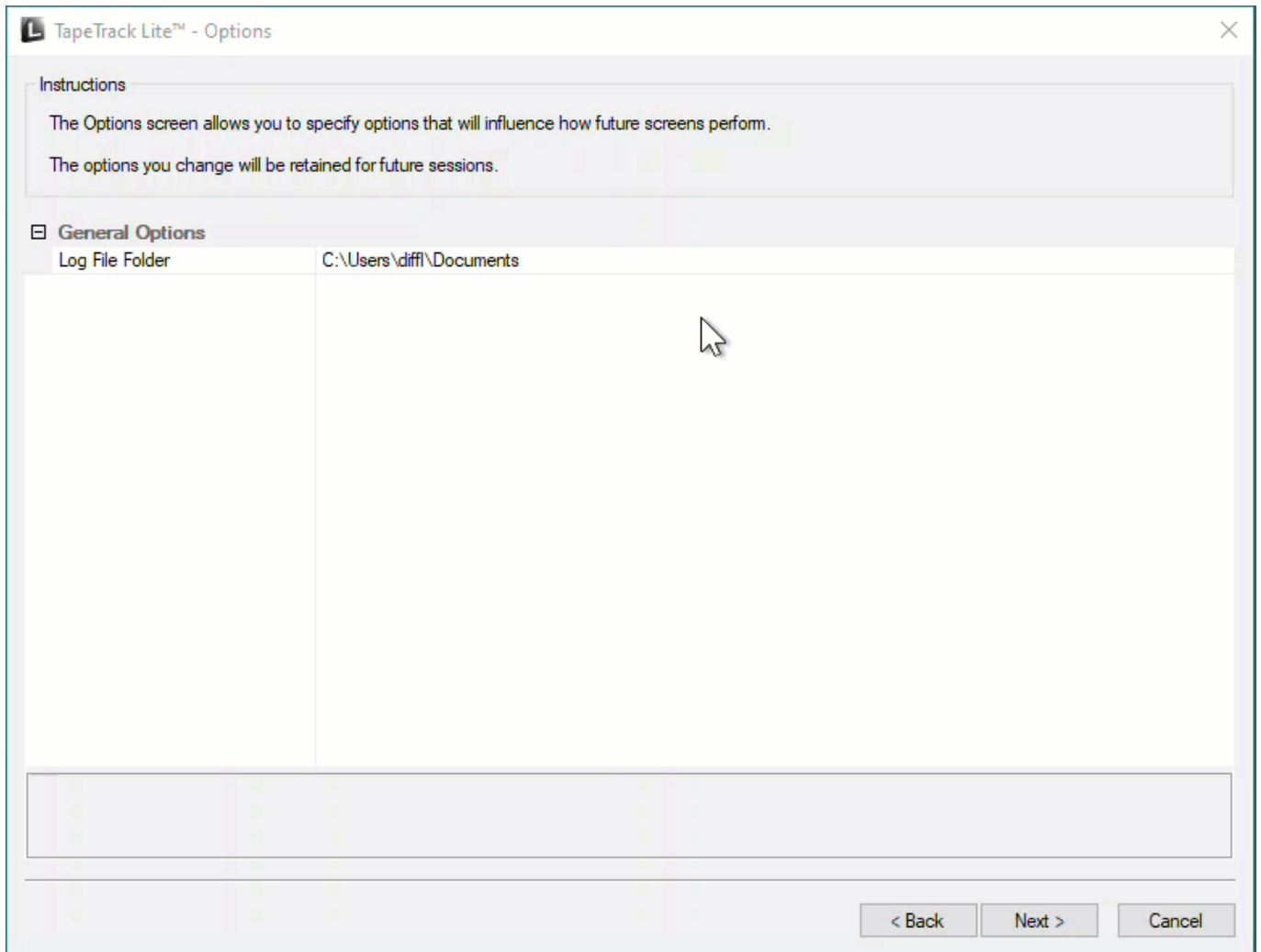
This will open the **Options** window. If required you can change the location for the log files to be written to, or leave the default.

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.

TapeTrack Lite™ - Customer Selection

Instructions

The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.

You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.

Customer	Volumes	Moves
New York Data Center	105	29
Los Angeles Data Center	278	30
North Carolina	4,418	0
	4,801	59

Remember previously selected Customer

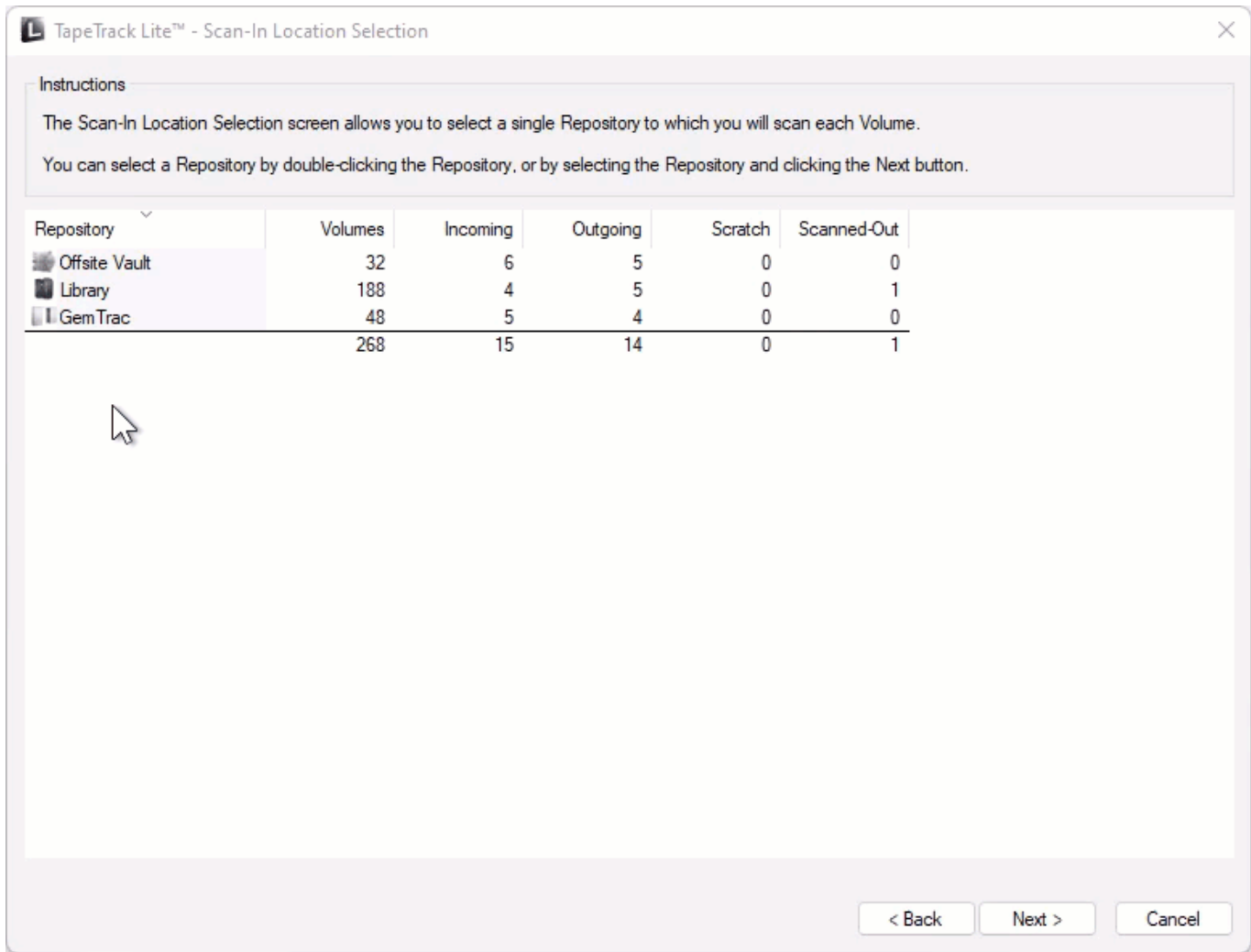
< Back    Next >    Cancel

 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

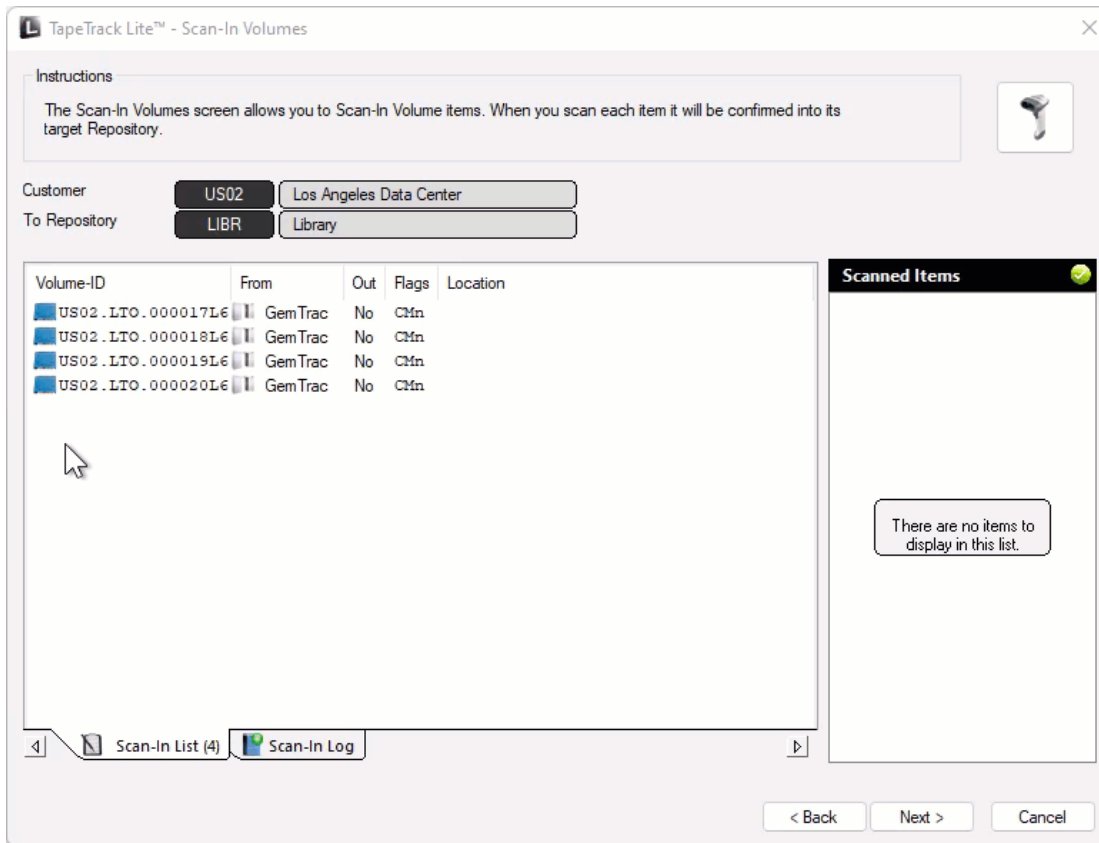
In the **Scan-In Location** window select a **Repository** to Scan-In the **Volumes** to by double-clicking on the required **Repository** or left-click to select the required **Repository** and click Next to proceed.



## Scan In Volumes

This opens the **Scan-In Volumes** window and automatically opens the **Scan Input** window for processing [Volumes](#).

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.

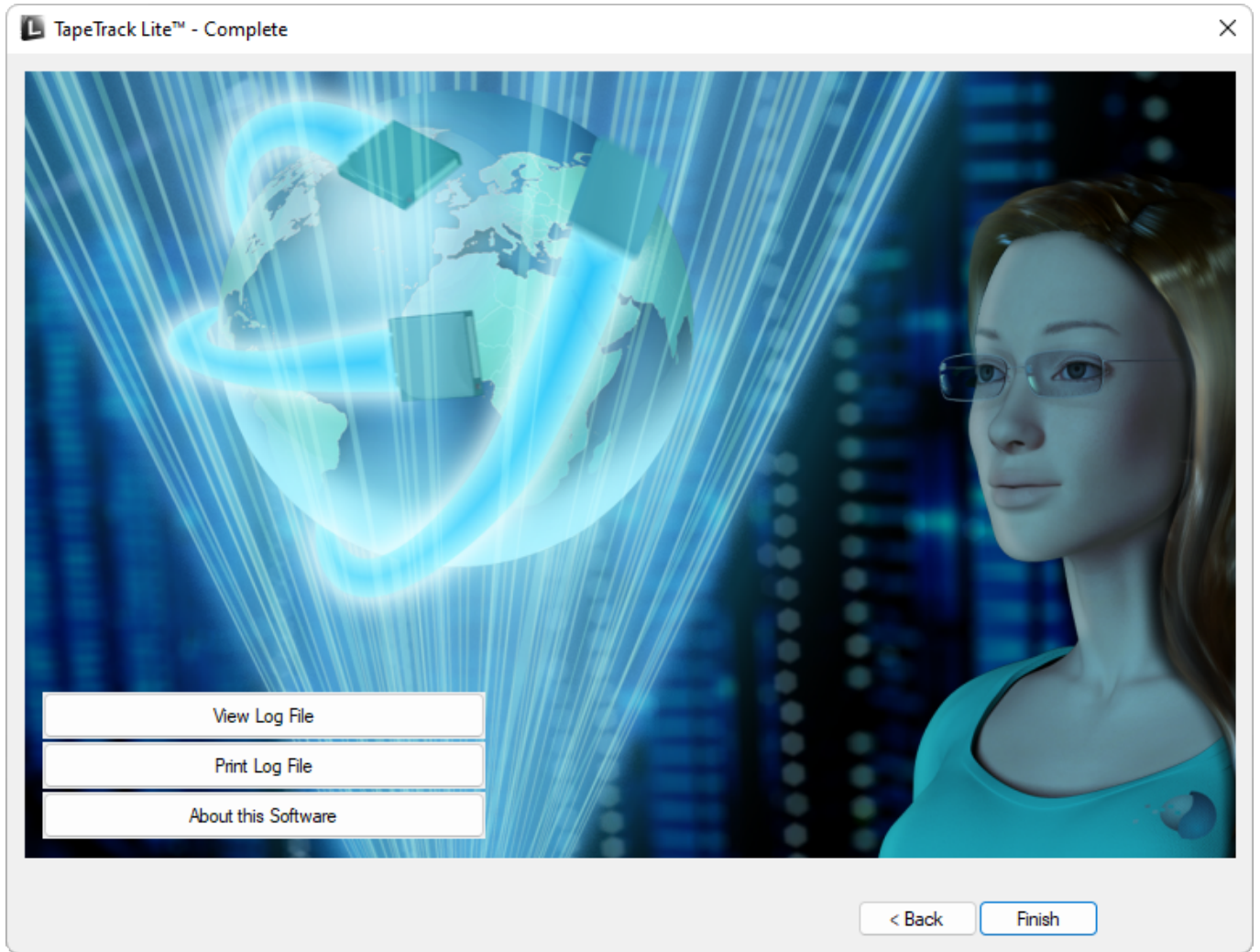
Click Next on the **Scan-In Volumes** window to continue.

## Complete

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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