## Scanning-Out

# Overview

The TapeTrack Lite Scan Out function allows you to place volumes in a move status from their current repository to a target repository.

When a volume is put into a move status this only represents the request to move the volume and a second step is required to confirm the movement of the volume.

## Steps

#### Select Scan Out

Select Scan-Out from the Library Management Task's drop-down menu.

🕒 Welcome to TapeTrack Lite™				×
	Introduction TapeTrack Lite will step you through viewing your tape inventory.	common tape manage	ement tasks such as scannin	g-in, scanning out and
	Please select a task	Send		~
	Library Overview	Scan-In Scan-Out Send		
	To assist you in better understanding you	Recall	ation	
	These statistics are provided for analytic	Volume Manager Library Managem V Move Lists	ment	Center 💷 I. 🕨
	<ul> <li>Media Containers</li> <li>              ETO Cartridge      </li> </ul>	List		
		Ressword Get Help CSI Media Char	nger Console	a
		Excel Import About this Softwa		
			Media Containers-	22
6			0	20
			< Back	Next > Cancel
			CBBCK	Cancel

#### 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 right of the Log File Folder and click on the more options button (...) and select the preferred directory.

	s you to specify options that will influence how I be retained for future sessions.	future screen perform.	>
General Options Log File Folder	C:\Program Files\TapeTrack	Browse for Folder X	
Log File Folder Folder where log files will be w	ritten.	Synaptics         TapeTrack         TapeTrack Checkpoint         TapeTrack Framework Server         TapeTrack Lite         docs         icons         Lite Log Files         TapeTrack Server Utilities         TapeTrack Sync         TapeTrack TapeMaster	
Log File Folder Folder where log files will be w	ritten.	OK Cancel	

Click Next button to continue.

#### **Customer Selection**

Select the account or customer 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.

TapeTrack Lite <sup>™</sup> - Customer Selection			>
Instructions			
The Customer Selection screen allows you to	select one TapeTrack Customer	that will be the subject of operations in sub:	sequent screens.
You may select a Customer by double clickin	g the Customer, or by clicking the	Customer and pressing the Next button.	
Customer	Volumes	Moves	
💷 New York Data Center	56	0	
💷 Los Angeles Data Center 😽	23	7	
💷 North Carolina Data Center	56	23	
💷 Nashville Data Center	52	9	
	187	39	
Remember previously selected Customer			
		< Back	Next > Cancel
		Dack	Cancer

### **Scan Out Location**

In the Scan-Out Location window select a repository to scan out the volumes to by double-clicking on the repository or left-click to select repository and click Next to proceed.

📕 TapeTrack Lite™ - Scan-O	out Location Select	tion					×
Instructions							
The Scan-Out Location Selec	tion screen allows y	ou to select a sin	igle Repository fro	m which you w	vill scan each Volume		
You can select a Repository b	y double-clicking th	e Repository, or I	by selecting the R	epository and	clicking the Next butt	on.	
Preseter	Volumes	la service s	Outgoing	Constate	Scanned-Out		
Repository	volumes 17	Incoming 4	Outgoing 3	Scratch 3	0		
Offsite Vau	17	3	4	5	0		
	34	7	7	8	0		
						Nexts	Consul
					< Back	Next >	Cancel

#### Scan Out Container Location

Select one container by double-clicking or by left-clicking container ID and clicking Next. To select multiple containers control + left-click to select required choices. Containers can also be scanned in by clicking the Open Volume Scan-In window by clicking on Scan-in Button which will launch the Desktop Scan Window and scanning required containers. If no containers are needed simply click Next.

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ne Scan-Out Container Selecti any Volumes that are to be sen ou do not have to select any C	t out.				location that will be used to		Ţ
ontainer	Capacity	Used	Available	Reserved	Target Repository	Data-Cluster	
US01.CONT.CONT002	Undefined	0	Unknown	0			
Containers Allocatio	on Log						

#### Scan Out Volumes

The Scan Out Volumes window will display the tapes eligible for scanning out of the selected customer and repository. This window also, by default, opens the Scan Out Volumes input window. Customer-ID and Media-ID values can be entered in the upper right Defaults panel to automatically add these values to the scanned barcodes if required. The field Edit in the Defaults panel can be used to add prefix or suffixes to the volume ID. For example, setting the Customer-ID field to US01, Media-ID field to LTO and Edit field to \*L5 will change a barcode of 123456 to US01.LTO.123456L5.

🕒 TapeTrack Lite™ - Scan	-Out Volumes			×
Instructions The Scan-Out Volume scr	een allows you to Sca	n-Out Volumes. Each Volume	that is scanned will be flagged w	vith the Scanned-Out flag.
Customer	US01 New	York Data Center		
From Repository	LIBR	iry		
Volume US01.LTO.000006L6 US01.LTO.000007L6 US01.LTO.00009L6 US01.LTO.00009L6 US01.LTO.000011L6 US01.LTO.000011L6 US01.LTO.000017L6 US01.LTO.000019L6 US01.LTO.000021L6 US01.LTO.000021L6 US01.LTO.000022L6 US01.LTO.000023L6	Offsite Vau Offsite Vau Offsite Vau Offsite Vau Offsite Vau Offsite Vau Offsite Vau Offsite Vau Offsite Vau Offsite Vau	Container At Container At No-Container At No-Container	Data-Cluster	Scanned Items No Container US03.LTO.CONT203 US01.LTO.000003L6 US01.LTO.000005L6 B
Scan-In List (*	13) Lesscan-Out Lo	aD		▶ Cancel

#### Notes:

- A The scan-out window shows the items that need to be scanned.
- **B** The scanned item tree shows the items that have been scanned and associated containers.
- C The Scanner button allows you to reiterate the Scanner Window.
- **D** The Scan-Out Log option lists any errors in scanned volumes.

Scan out the required volumes using your preferred scanning method.

When finished scanning out volumes click Next to continue. If you have not scanned out the entire list a warning of Unscanned Items will be displayed. If you wish to scan out the rest of the volumes click No to return to the Scan Out Volumes window. If you wish to continue and leave the remaining volumes unscanned (they can be scanned out at a future time) click Yes to continue.

Unscanned	d Items	$\times$
?	There are 8 unscanned items remaining. Are you sure that you want to leave them unscanned?	
	Yes No	

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### Scan Out Container Update

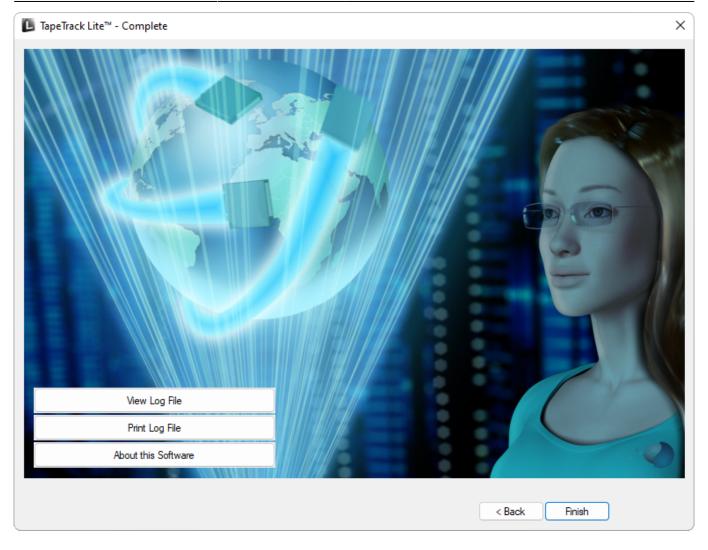
From here you can select a repository.

C T	apeTrack Lite™ - Scan-Out Co	ontainer Update X	
Inst	tructions		
Th	e Scan-Out Location Selection s	creen allows you to select a single Repository.	
Ξ	Settings		
	Scan-Out Containers	True	
Ξ	Containers		
	US01.CONT.CONT002		
	Target Repository	Offsite Vault	
	Newly assigned Volumes	3	
	Next move	Friday, April 19, 2019 (Today)	
	Description		
	Data-Cluster		
		< Back Next > Cancel	

# Complete

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

- Click Finish, Cancel or X to exit TapeTrack Lite
- Click Back to return to start menu and select another task
- Click View Log File to view the log
- Click Print Log File to print out log file for further reference
- Click About this Software to view product and support (email, phone & website) information



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