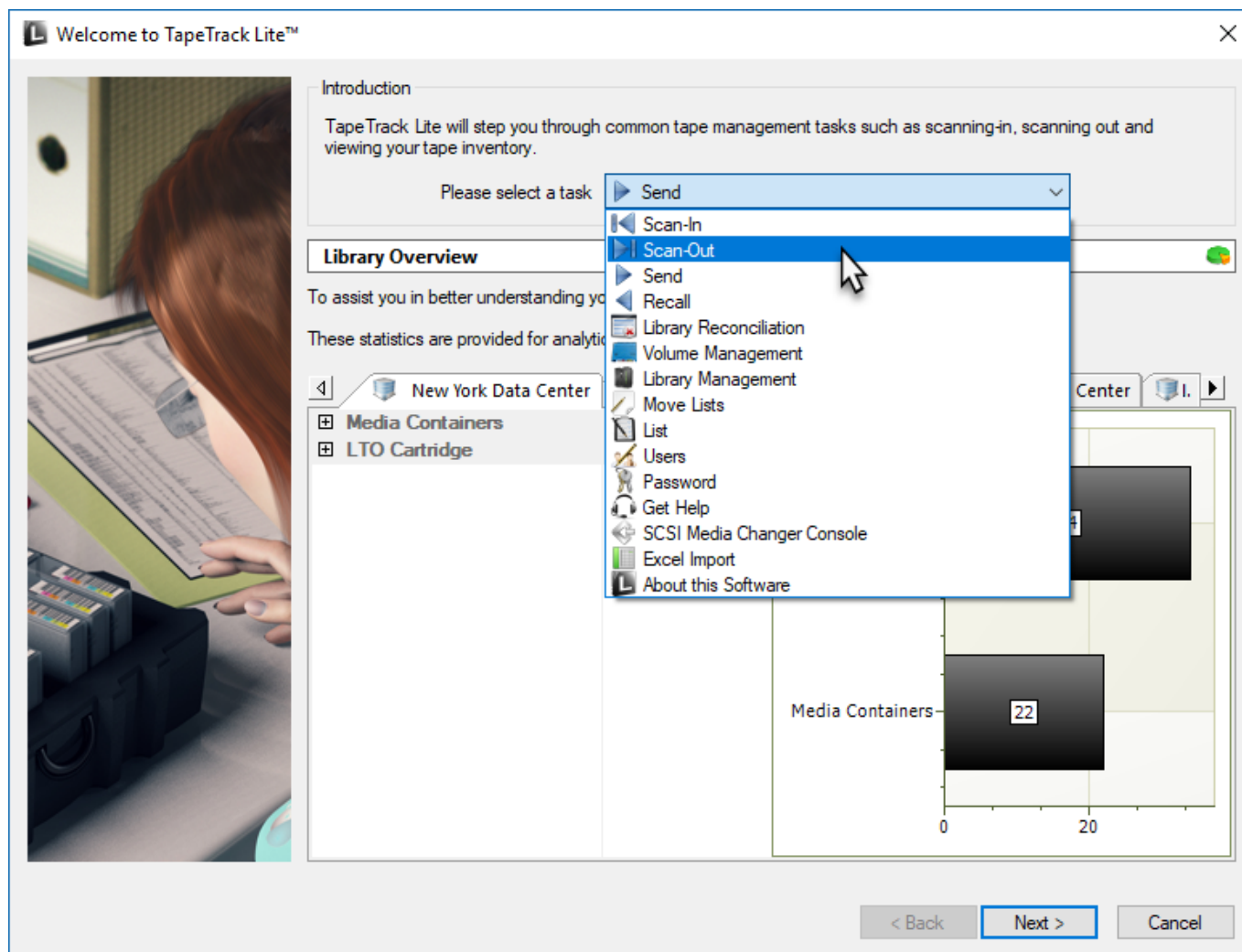# Scan-Out

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 when it arrives at the Target Repository.
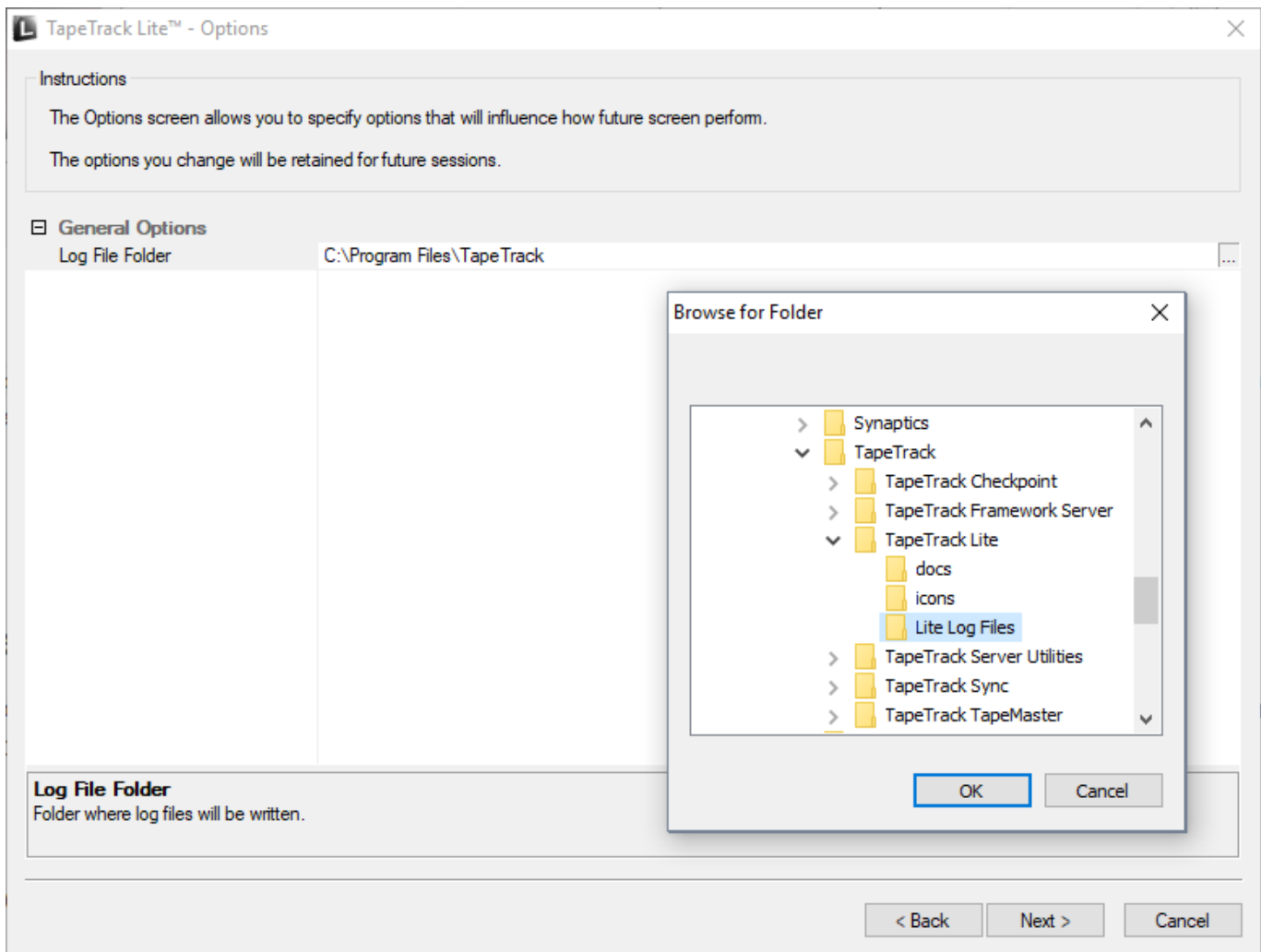
Scan-Out Process

Selecting Scan-Out

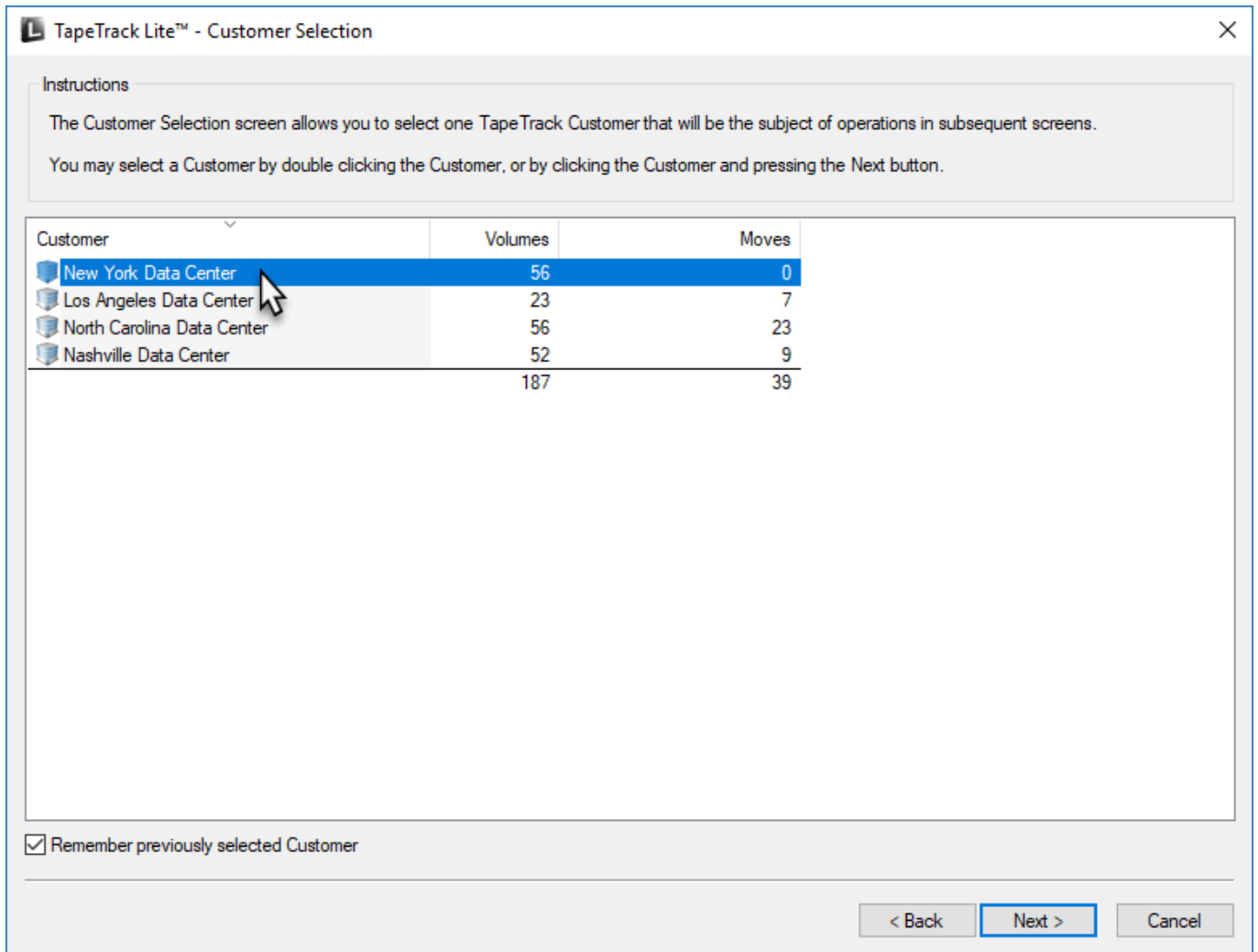Select Scan-Out from the drop-down task menu.

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.
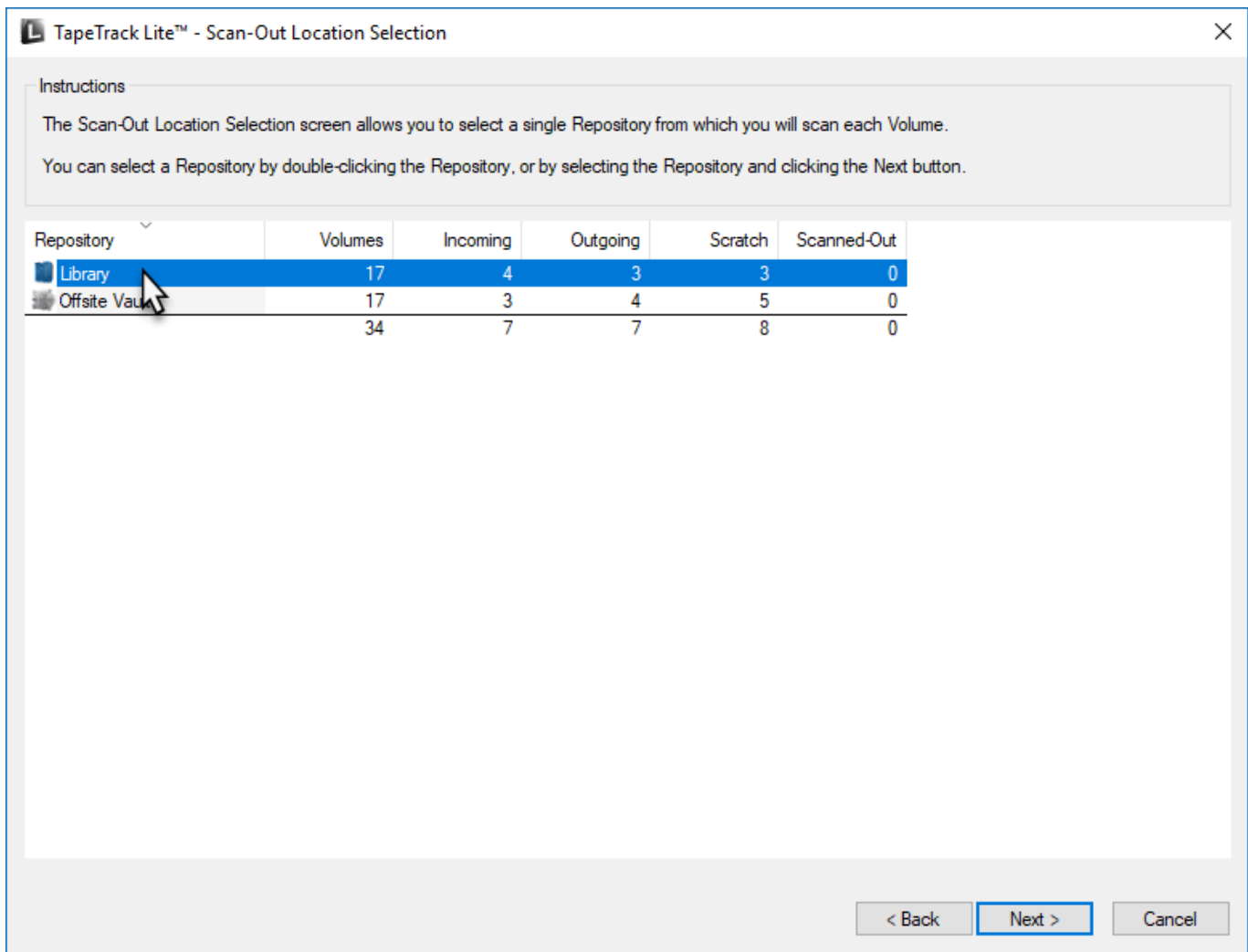

Click `Next` button to continue.

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.
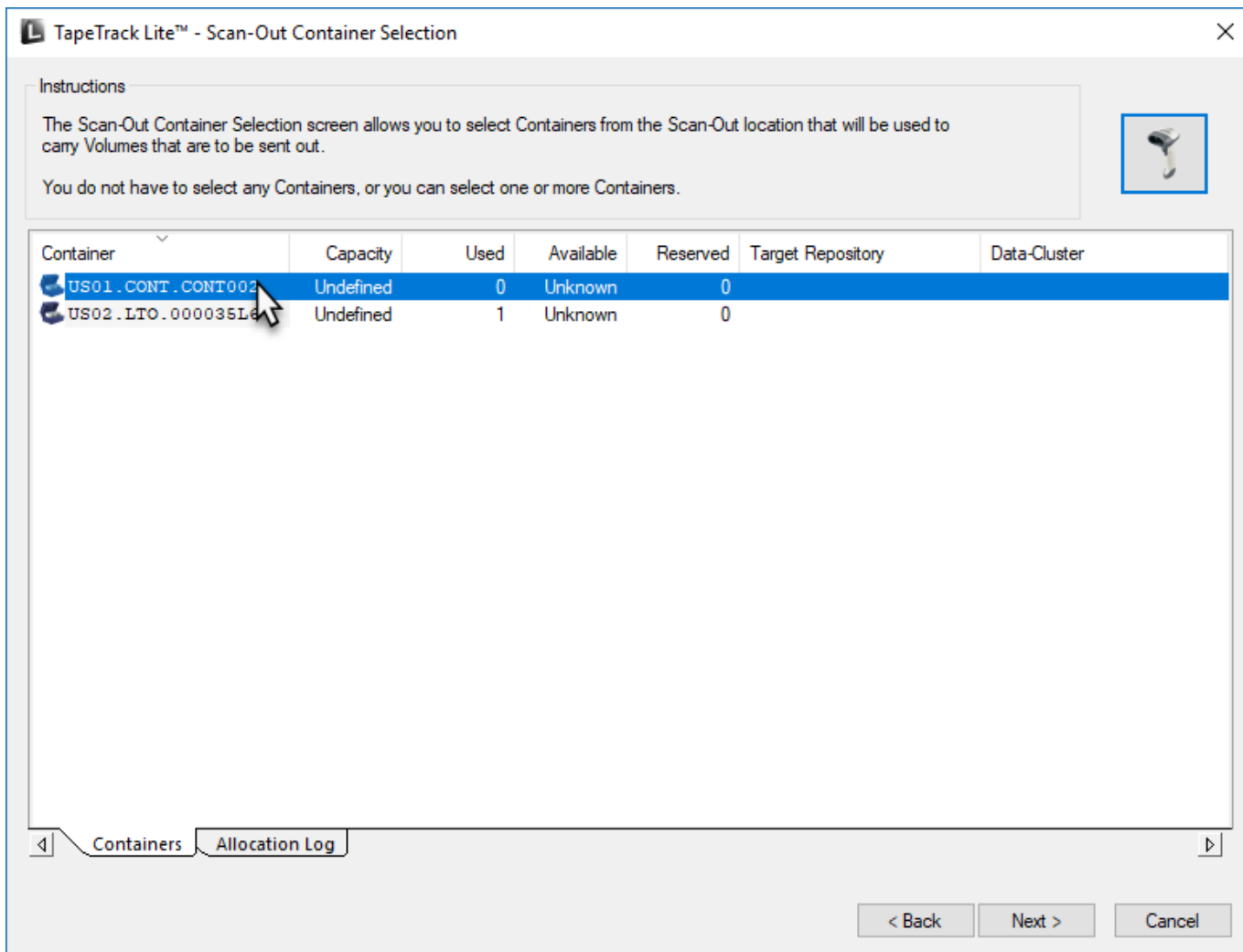
Scan Out Location

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

Scan Out Container Location

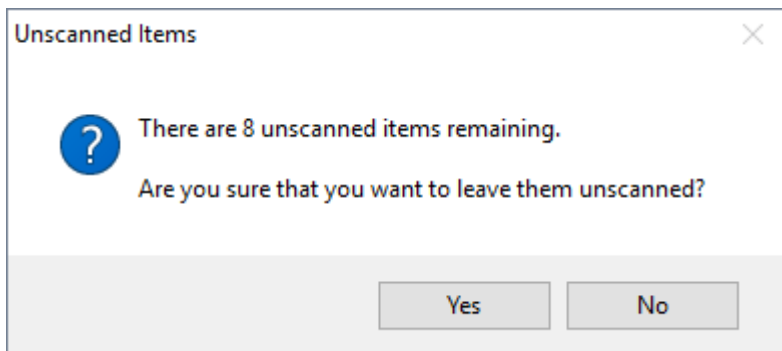Select one container by double-clicking or by left-clicking container ID and clicking Next. To select multiple containers control + left-click to select required choices. Containers can also be scanned in by clicking the Open Volume Scan-In window by clicking on Scan-in Button which will launch the Desktop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

Scan-Out Volumes

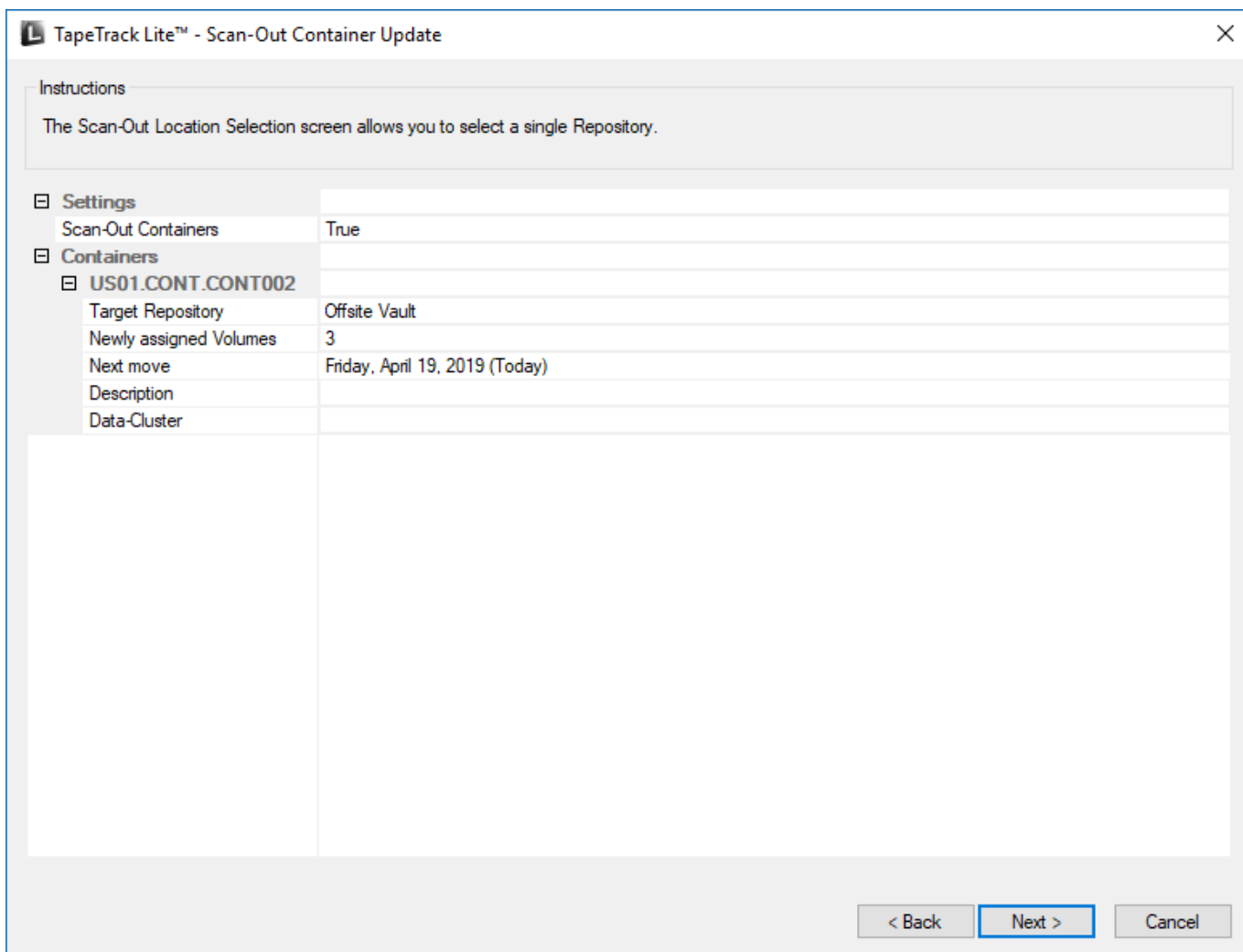The Scan-Out Volumes window will display the tapes eligible for scanning out of the selected customer and repository. This window also, by default, opens the Scan-Out Volumes input window. Customer-ID and Media-ID values can be entered in the upper right Defaults panel to automatically add these values to the scanned barcodes if scanning unqualified barcodes. 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. {{:lite:lite_scan_out_volumes.png}} **__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 [[desktop:scan_window| 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 Items   ✕

There are 8 unscanned items remaining.

Are you sure that you want to leave them unscanned?

| Yes | No |

Scan-Out Container Update

From here you can select a repository.

TapeTrack Lite™ - Scan-Out Container Update   ✕

Instructions

The Scan-Out Location Selection screen allows you to select a single Repository.

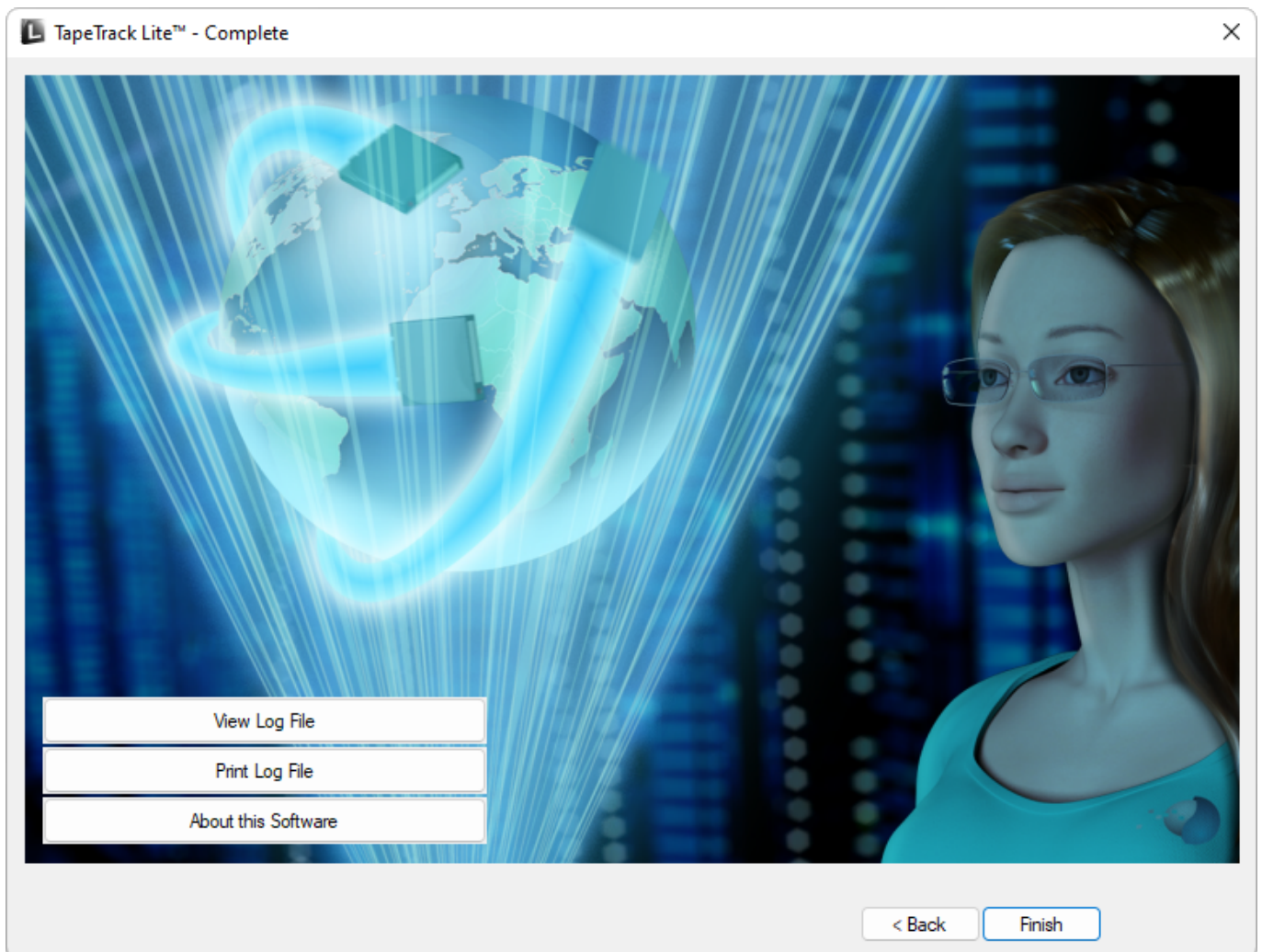| ⊟ Settings	
Scan-Out Containers	True
⊟ Containers	
⊟ US01.CONT.CONT002	
Target Repository	Offsite Vault
Newly assigned Volumes	3
Next move	Friday, April 19, 2019 (Today)
Description	
Data-Cluster	

| < 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

From:
<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

Permanent link:
https://rtfm.tapetrack.com/lite/function_scanning_out?rev=1542928001

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