

# Scan-Out

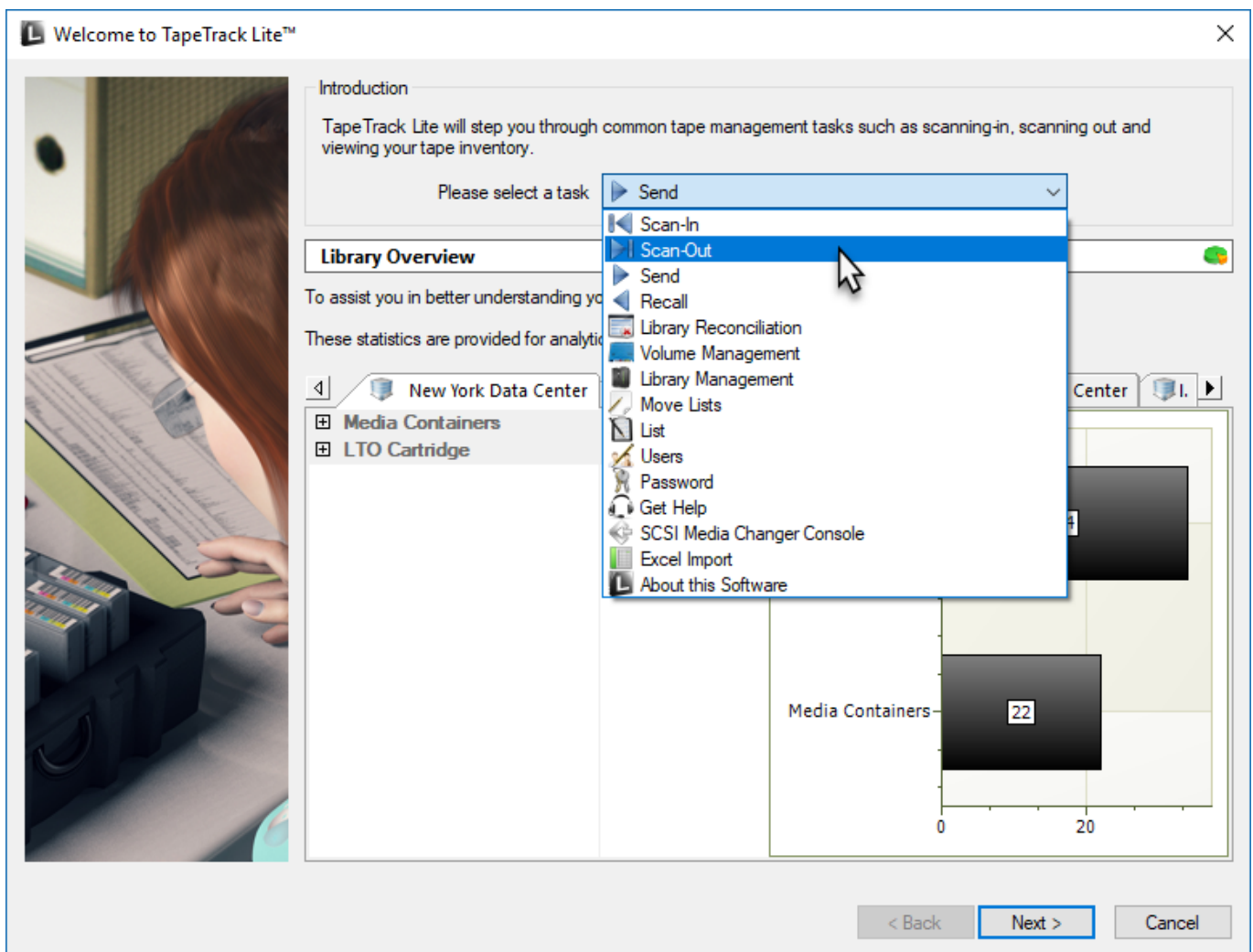
The TapeTrack Lite Scan-Out function allows you to place **Volumes** in a move status from their Current Repository to a Target Repository.

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

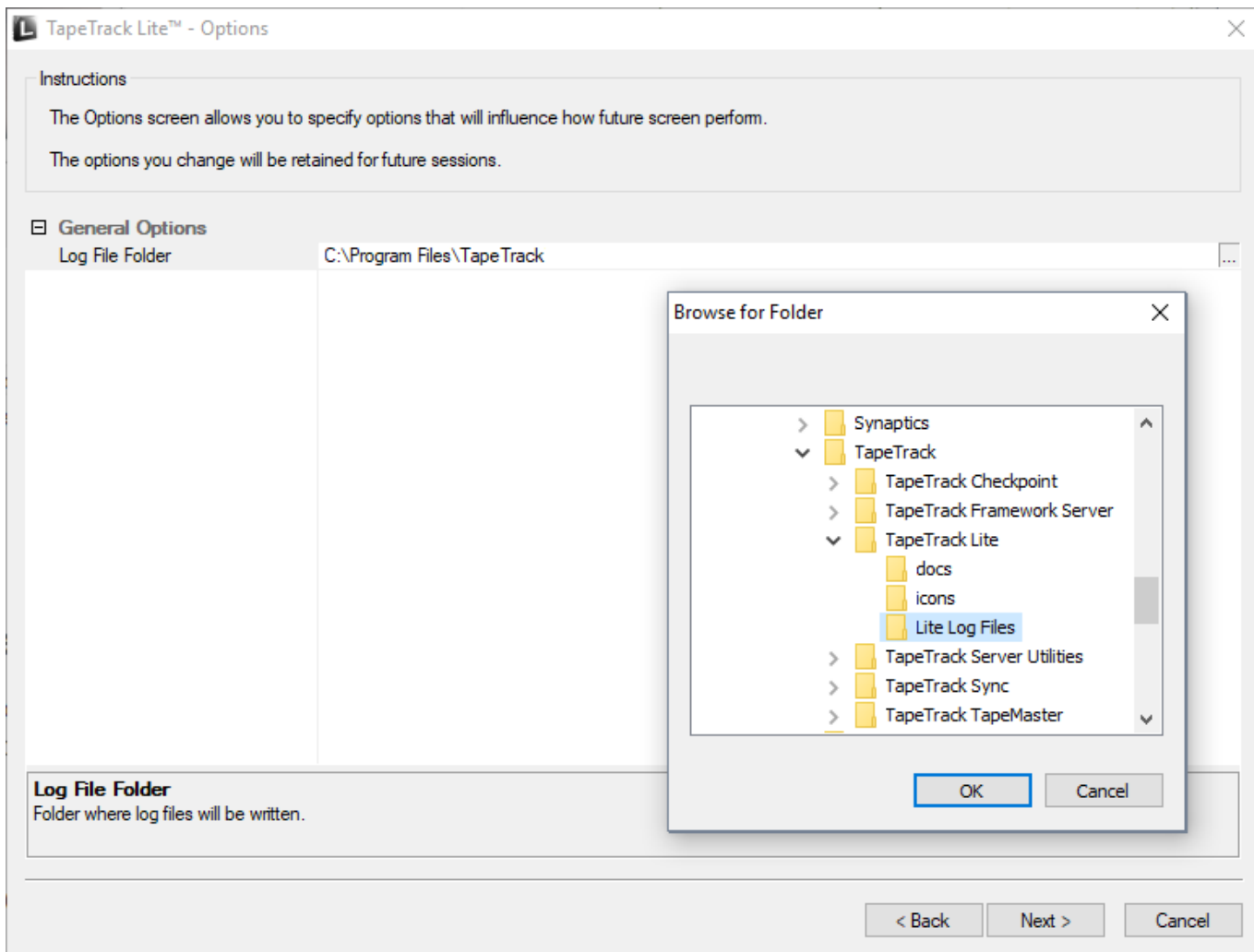
### Selecting Scan-Out

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



## Options

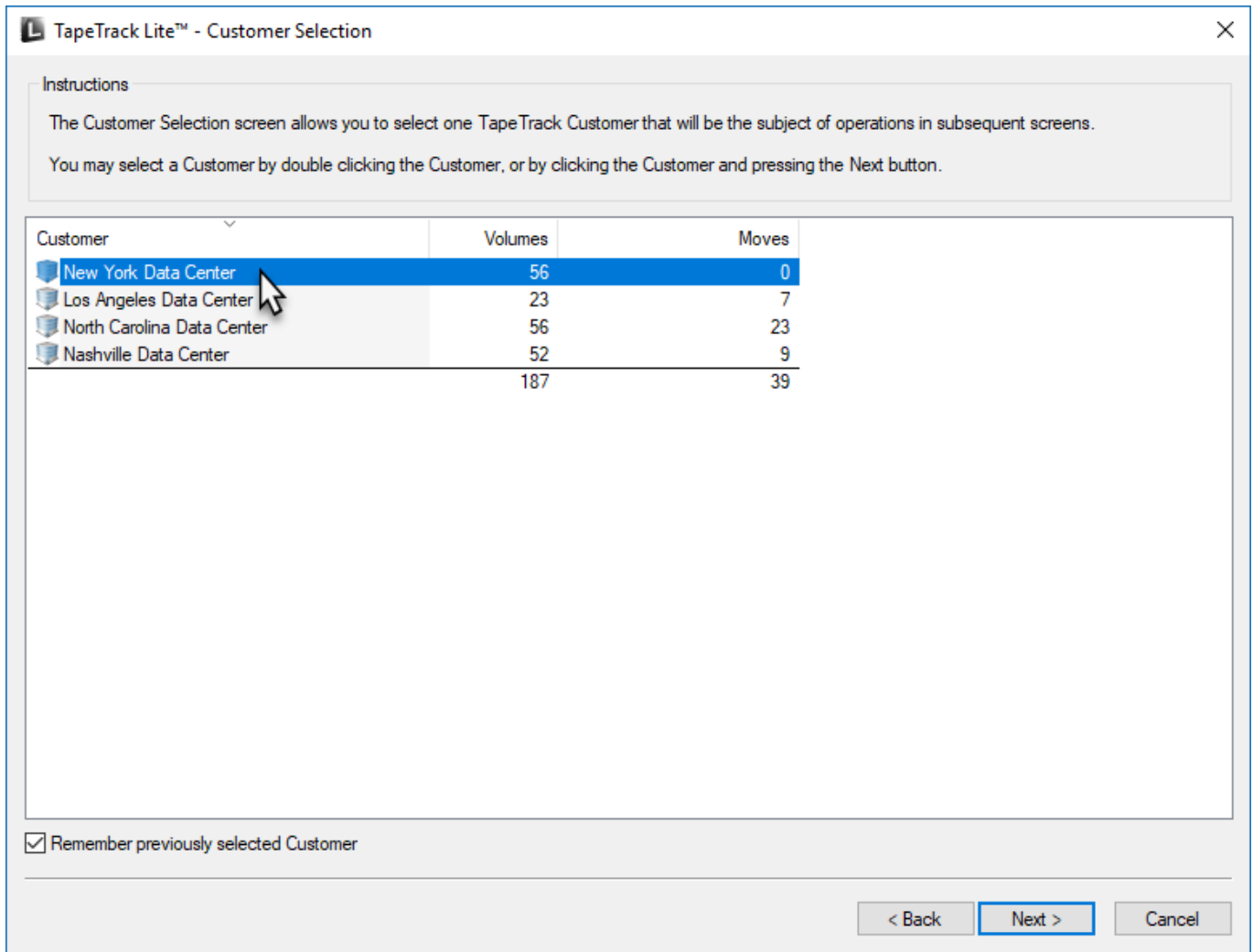
This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the more options button (...) and select the preferred directory.



Click Next button to continue.

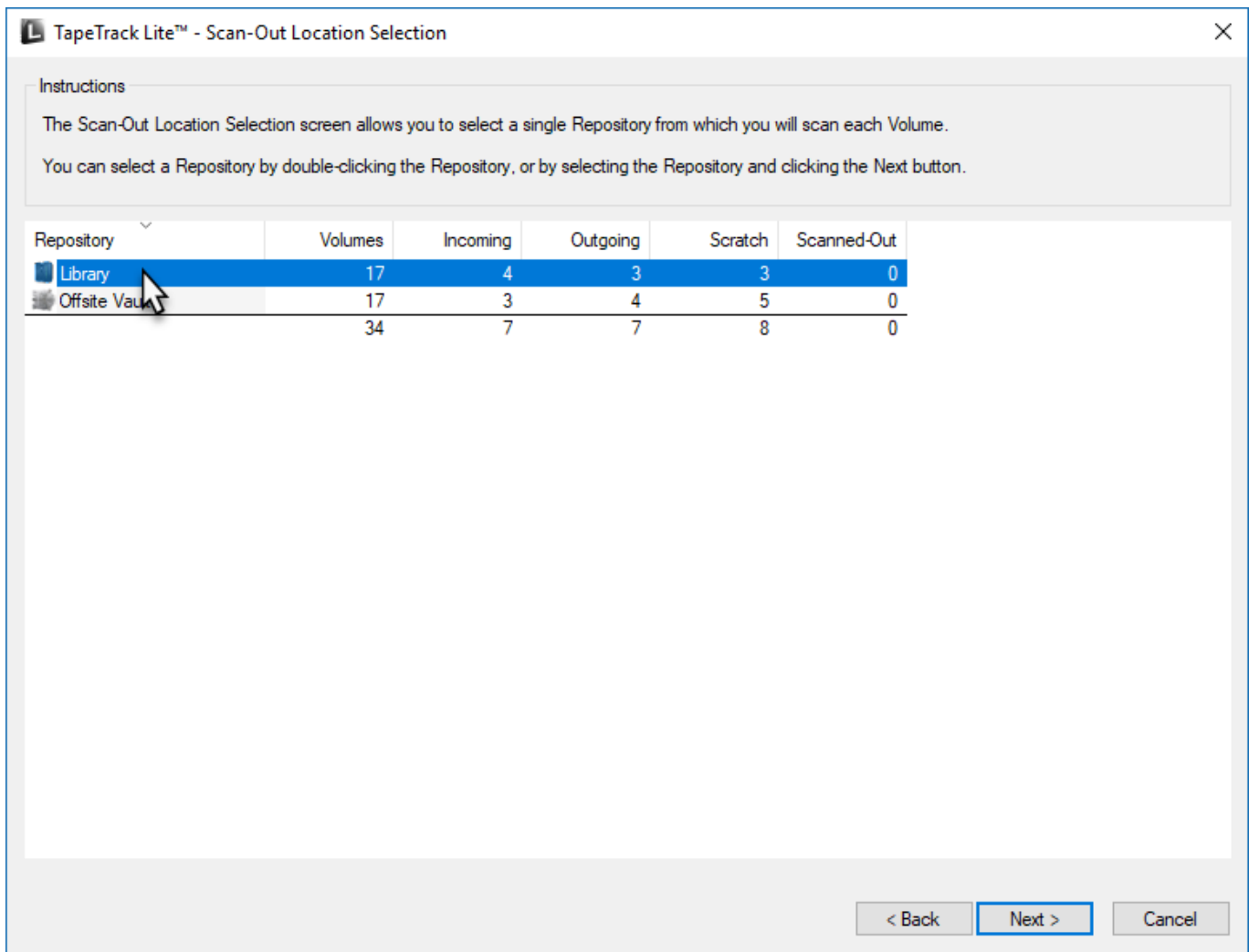
## Customer Selection

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 scan 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.



**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 .

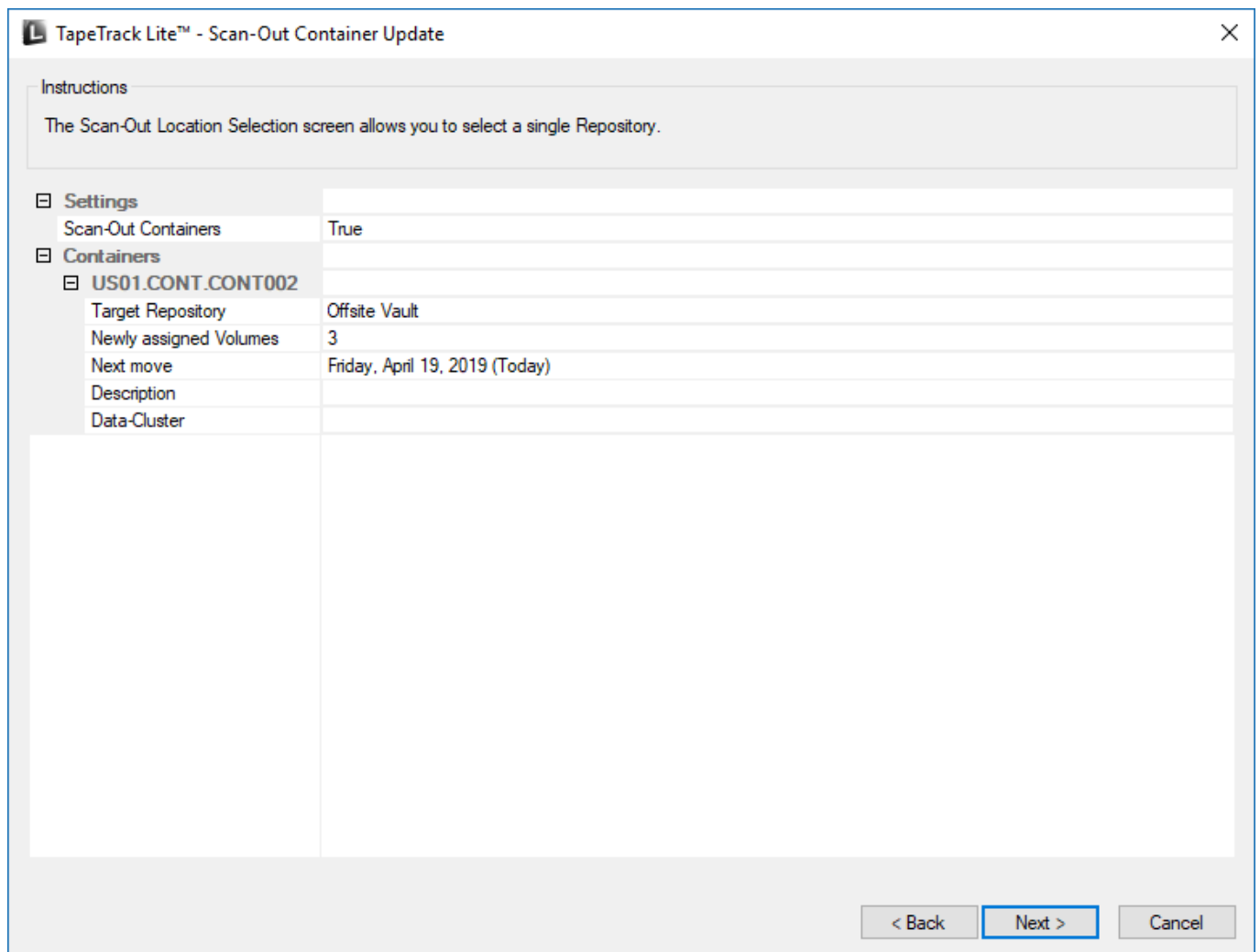
Scan-Out the required Volumes using your preferred scanning method.

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.



## Scan-Out Container Update

From here you can set the next move date, add descriptions for the Container/s and whether to Scan-Out the Container/s as well as the [Volumes](#) .



The screenshot shows a dialog box titled "TapeTrack Lite™ - Scan-Out Container Update". It contains an "Instructions" section with the text: "The Scan-Out Location Selection screen allows you to select a single Repository." Below this is a settings table:

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	

At the bottom of the dialog are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

## Complete

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

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



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

Permanent link:  
[https://rtfm.tapetrack.com/lite/function\\_scanning\\_out?rev=1543186243](https://rtfm.tapetrack.com/lite/function_scanning_out?rev=1543186243)

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