

# 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

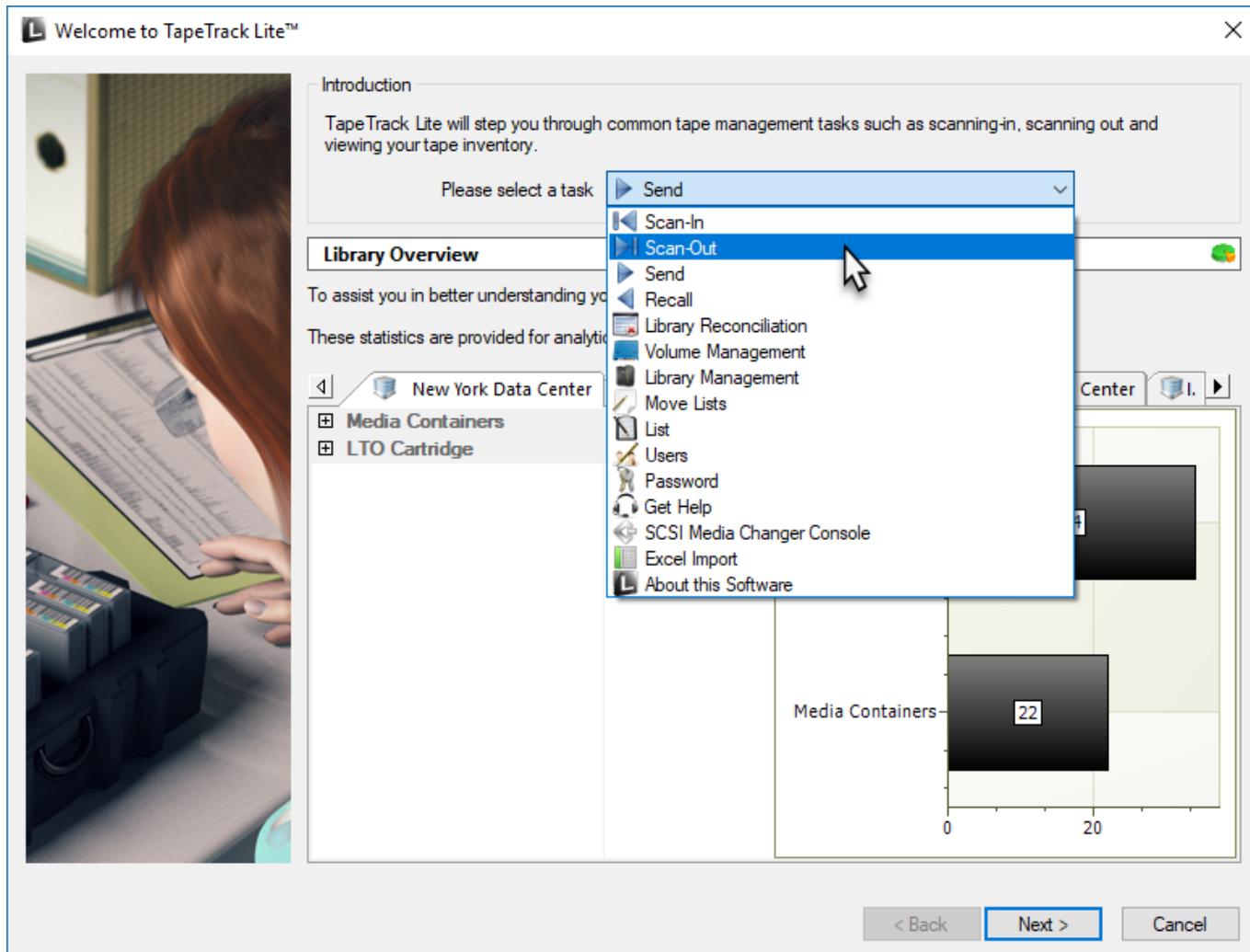


The Scan-Out video is intended as a companion to the instructions.

Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

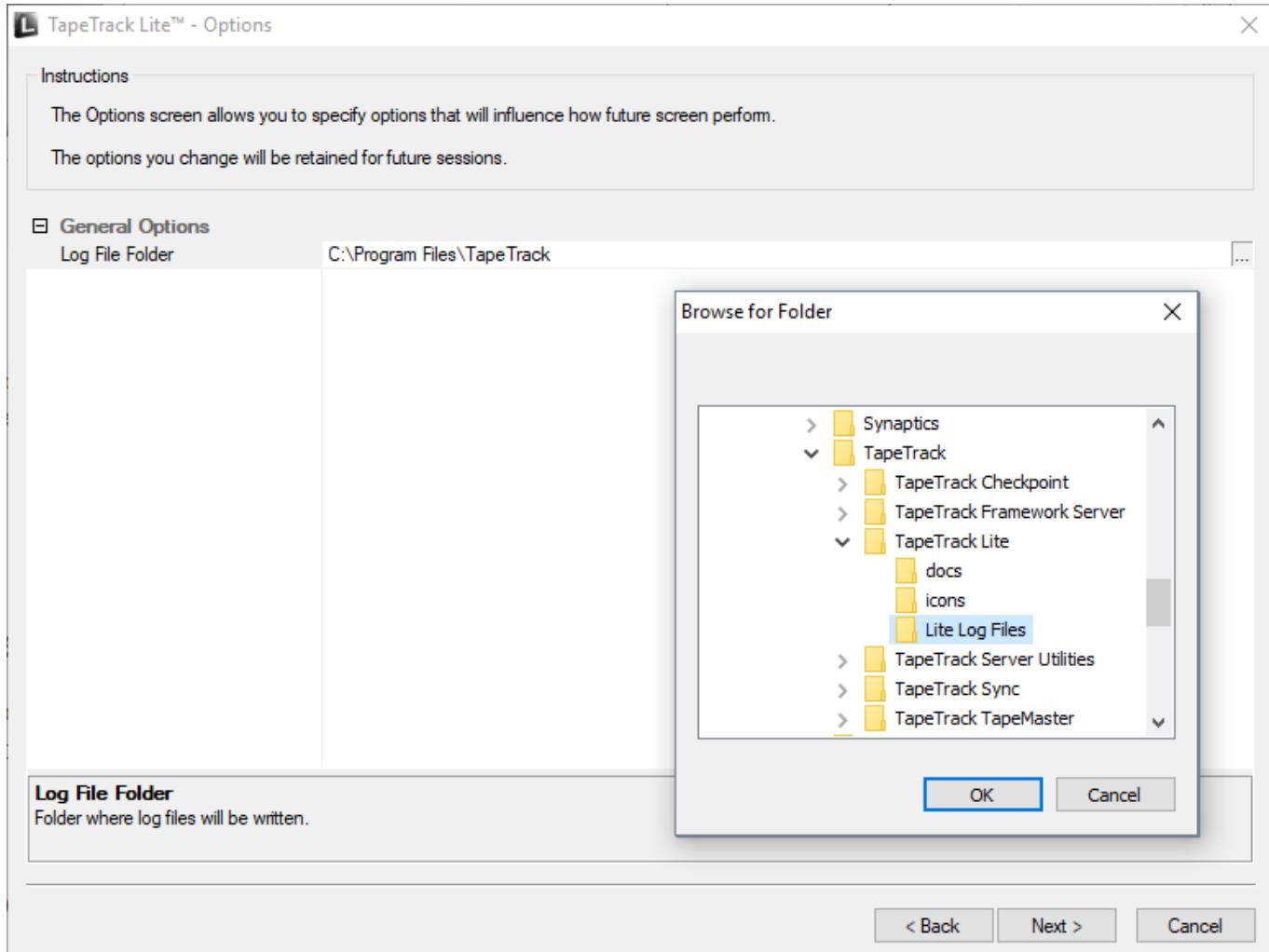
## Selecting Scan-Out

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.

 TapeTrack Lite™ - Customer Selection X

**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	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

## Scan-Out Location

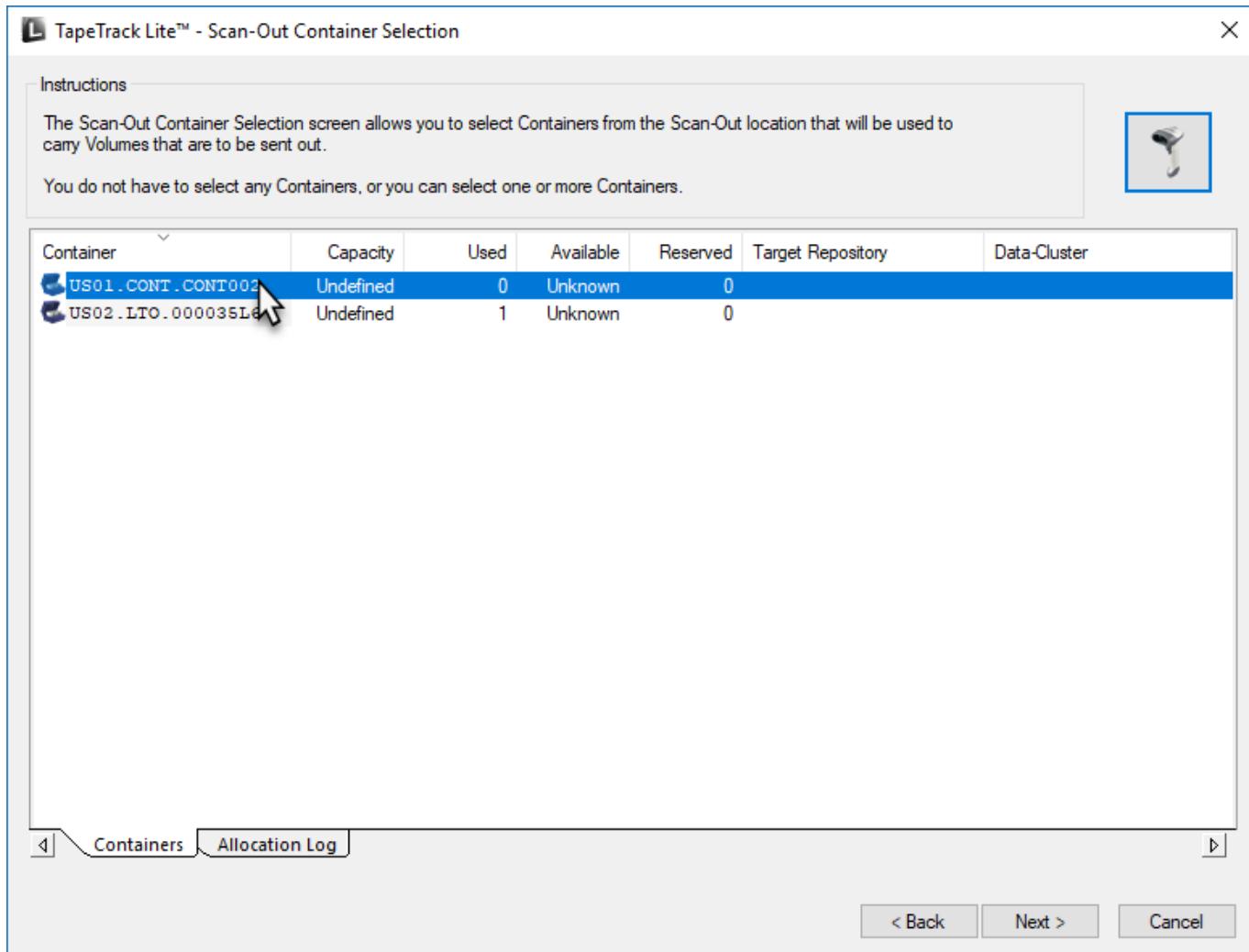
In the **Scan-Out Location** window select a Repository to Scan-Out the [Volumes](#) from by double-clicking on the Repository or left-click to select Repository and click [Next](#) to proceed.

Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out
Library	17	4	3	3	0
Offsite Vault	17	3	4	5	0
	34	7	7	8	0

## Scan-Out Container Location

If using Containers with unique identities, select from the displayed list the required Containers to assign the Volumes to. 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-Out 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.

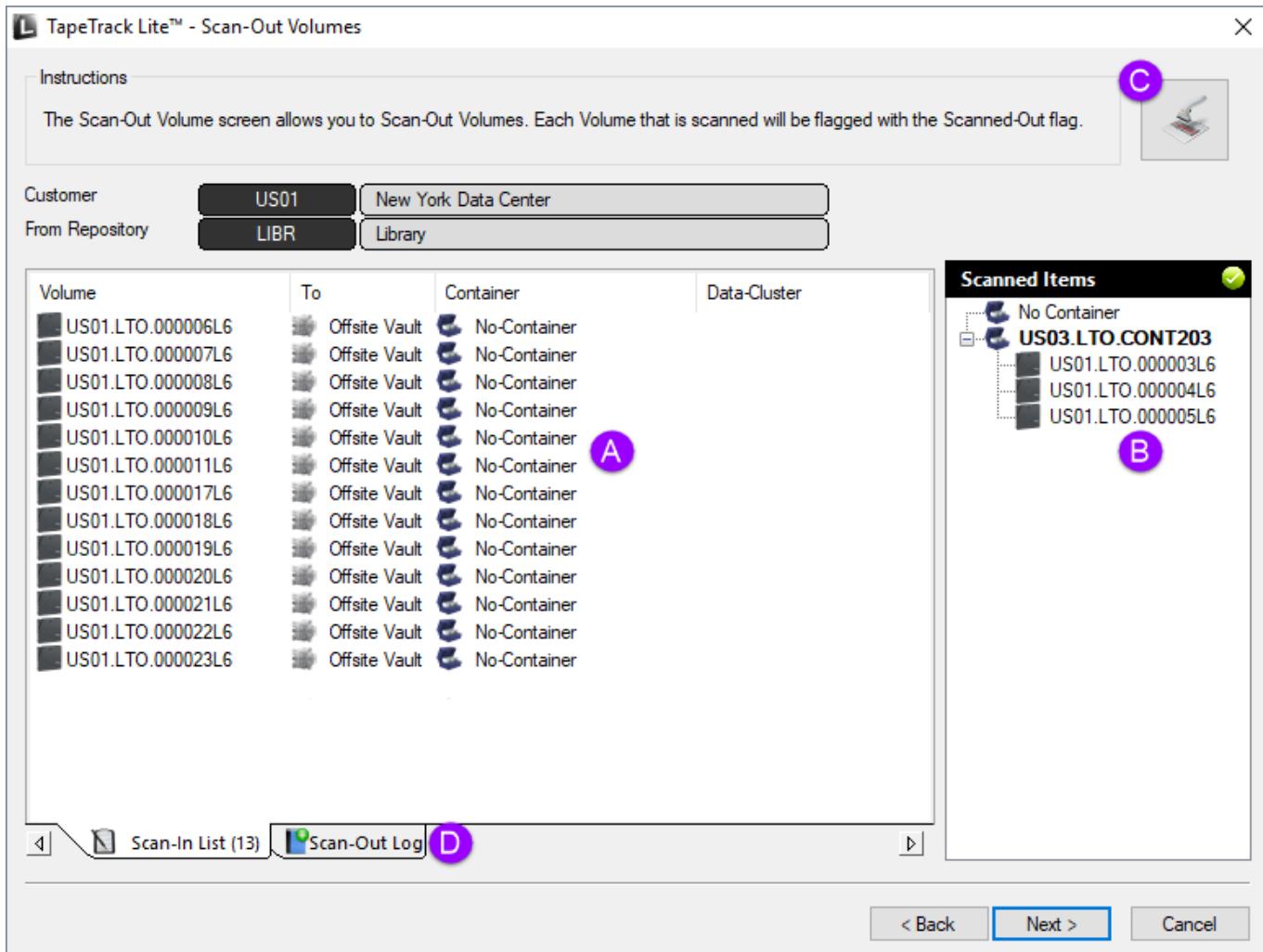


## Scan-Out Volumes

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.

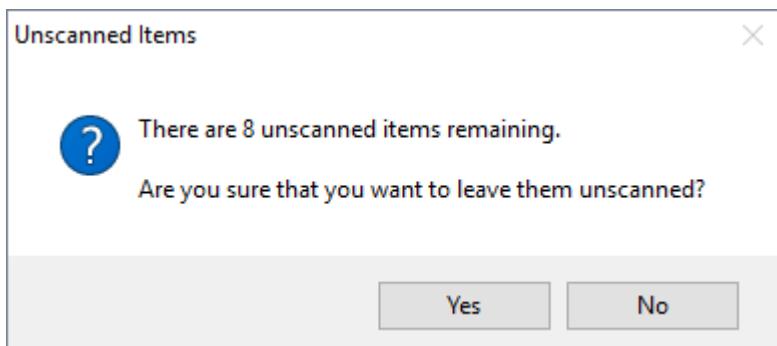


### Notes:

- **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 .

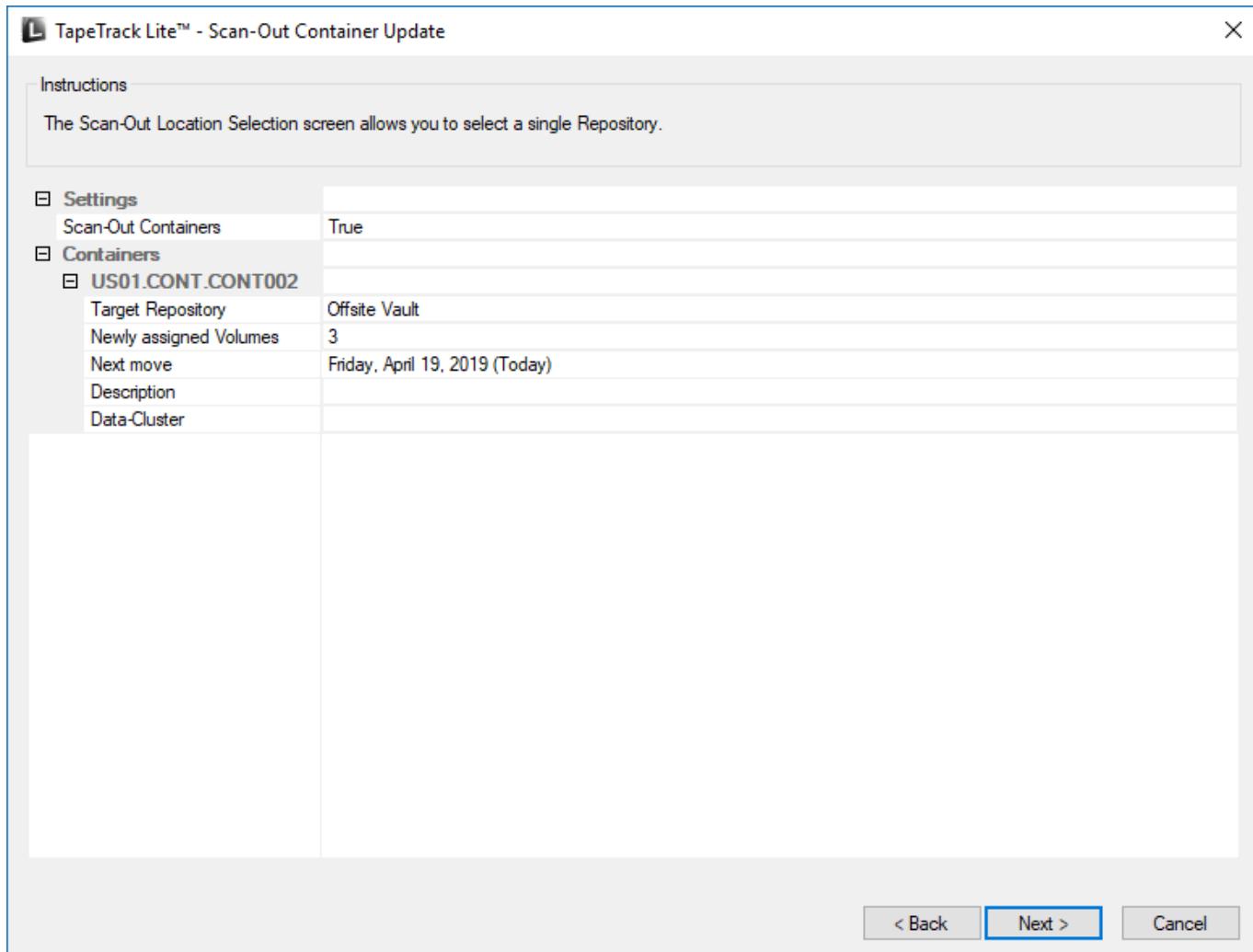
Scan-Out the required [Volumes](#) using your preferred [scanning method](#).

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

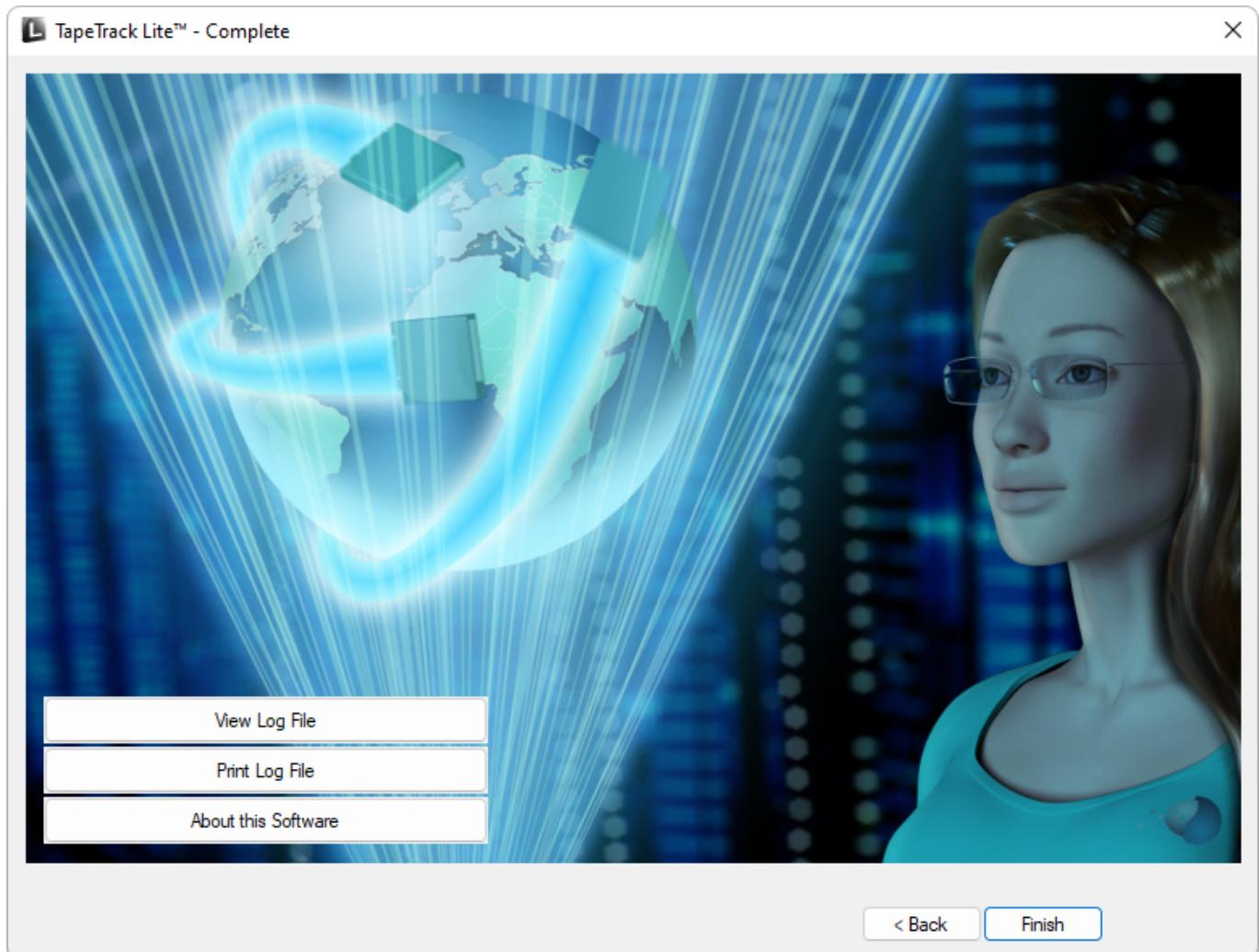
From here you can set the next move date, add descriptions for the Container/s and whether to Scan-Out the Container/s as well as the [Volumes](#) .



## 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.



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