# 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.



🕒 Welcome to TapeTrack Lite™				×
. //	Introduction Tape Track Lite will step you through viewing your tape inventory.	common tape manage	ement tasks such as scanning-in, sc	anning out and
	Please select a task	Send		~
	Library Overview To assist you in better understanding you These statistics are provided for analytic I I I New York Data Center Media Containers LTO Cartridge	I ihrani Pesensili	ment nger Console	Center 🗊 I. 🕨
			- - - 0	20
			< Back Nex	t > 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.

L TapeTrack Lite™ - Options		×
Instructions The Options screen allows you to The options you change will be re	specify options that will influence how tained for future sessions.	future screen perform.
<ul> <li>General Options</li> <li>Log File Folder</li> </ul>	C:\Program Files\TapeTrack	Browse for Folder
Log File Folder Folder where log files will be written.		Synaptics         TapeTrack         TapeTrack Checkpoint         TapeTrack Framework Server         TapeTrack Lite         docs         icons         Lite Log Files         TapeTrack Server Utilities         TapeTrack Sync         TapeTrack TapeMaster
		< Back Next > Cancel

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Scan-Out

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 TaneTrack Customer	that will be the subject of r	operations in subsequent screens	
You may select a Customer by double clickin	g the Customer, or by clicking the	Customer and pressing the	e Next button.	
Customer	Volumes	Moves		
New York Data Center	56	0		
Ilos 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
			A DOON MOAL 2	Cancel

#### **Scan-Out Location**

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

TapeTrack Lite™ - Sca	n-Out Location Selec	tion				
structions						
he Scan-Out Location S	election screen allows y	you to select a sir	ngle Repository fro	m which you v	vill scan each Volume.	
'ou can select a Reposito	ory by double-clicking th	ne Repository, or	by selecting the R	epository and	clicking the Next button.	
pository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out	
Library	17	4	3	3	0	
Offsite Vau	17 34	3	4	5	0	
	34	/	/	ŏ	U	
					< Back	Next > Cancel

#### **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.

L TapeTrack Lite™ - Scan-Out	Container Select	tion					>
Instructions The Scan-Out Container Selectio carry Volumes that are to be sent You do not have to select any Co	out.				location that will be used to	•	Ĵ
Container	Capacity	Used	Available	Reserved	Target Repository	Data-Cluster	
SUS01.CONT.CONT002	Undefined	0	Unknown	0			
SUS02.LTO.000035Lev	Undefined	1	Unknown	0			
Containers Allocation	n Log						⊳
	<u> </u>						V

#### 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.

📙 TapeTrack Lite™ - Scan-(	Out Volumes			>
Instructions The Scan-Out Volume scree	en allows you to Sc	an-Out Volumes. Each Volume t	hat is scanned will be flagged	with the Scanned-Out flag.
		w York Data Center rary		
Volume US01.LTO.000006L6 US01.LTO.000007L6 US01.LTO.000009L6 US01.LTO.000009L6 US01.LTO.000011L6 US01.LTO.000017L6 US01.LTO.000017L6 US01.LTO.000019L6 US01.LTO.000020L6 US01.LTO.000022L6 US01.LTO.000022L6 US01.LTO.000023L6	Offsite V Offsite V	Container ault No-Container ault No-Container	Data-Cluster	Scanned Items       Image: Container         US03.LTO.CONT203       US01.LTO.000003L6         US01.LTO.000005L6       US01.LTO.000005L6
			[	< Back Next > 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. The Container shown in bold signifies the current Container allocation for scanned Volumes
- 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	l 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 set the next move date, add descriptions for the Container/s and whether to Scan-Out the Container/s as well as the Volumes .

C Ta	peTrack Lite™ - Scan-Out Co	ontainer Update	Х
Instr	uctions		
The	Scan-Out Location Selection s	screen allows you to select a single Repository.	
Ξ 5	Settings		
	can-Out Containers	True	
Ξ (	Containers		
E	US01.CONT.CONT002		
	Target Repository	Offsite Vault	
	Newly assigned Volumes	3	
	Next move	Friday, April 19, 2019 (Today)	
	Description		
	Data-Cluster		
		< Back Next > Canc	el

# 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.

Image: TapeTrack Lite™ - Complete

<image>

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Permanent link: https://rtfm.tapetrack.com/lite/function\_scanning\_out?rev=1543800020

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