

# 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 **Task Menu** and click Next to continue.



## 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 field to the right of the Log File Folder and click on the (...) button and select directory.

Click Next 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.

The screenshot shows a software window titled "TapeTrack Lite™ - Customer Selection". At the top, there is an "Instructions" section with the following text: "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." Below the instructions is a table with three columns: "Customer", "Volumes", and "Moves". The table lists four data centers: New York Data Center (56 Volumes, 0 Moves), Los Angeles Data Center (23 Volumes, 7 Moves), North Carolina Data Center (56 Volumes, 23 Moves), and Nashville Data Center (52 Volumes, 9 Moves). A total row at the bottom shows 187 Volumes and 39 Moves. A mouse cursor is hovering over the "New York Data Center" row. Below the table is a checkbox labeled "Remember previously selected Customer" which is checked. At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

| 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    |

## 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.

Instructions

The Scan-Out Location Selection screen allows you to select a single Repository from which you will scan each Volume.


You can select a Repository by double-clicking the Repository, or by selecting the Repository and clicking the Next button.

| 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           |

< 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 **Volumes** have already been assigned to a Container via TapeMaster or Sync process, the correct Container/s will be pre-selected and shown in a grey background, or blue background when the window is clicked on.

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.

**TapeTrack Lite™ - Scan-Out Volumes**

Instructions  
The Scan-Out Volume screen allows you to Scan-Out Volumes. Each Volume that is scanned will be flagged with the Scanned-Out flag.

Customer: US01, New York Data Center  
From Repository: LIBR, Library

| Volume            | To            | Container    | Data-Cluster |
|-------------------|---------------|--------------|--------------|
| US01.LTO.000006L6 | Offsite Vault | No-Container |              |
| US01.LTO.000007L6 | Offsite Vault | No-Container |              |
| US01.LTO.000008L6 | Offsite Vault | No-Container |              |
| US01.LTO.000009L6 | Offsite Vault | No-Container |              |
| US01.LTO.000010L6 | Offsite Vault | No-Container |              |
| US01.LTO.000011L6 | Offsite Vault | No-Container |              |
| US01.LTO.000017L6 | Offsite Vault | No-Container |              |
| US01.LTO.000018L6 | Offsite Vault | No-Container |              |
| US01.LTO.000019L6 | Offsite Vault | No-Container |              |
| US01.LTO.000020L6 | Offsite Vault | No-Container |              |
| US01.LTO.000021L6 | Offsite Vault | No-Container |              |
| US01.LTO.000022L6 | Offsite Vault | No-Container |              |
| US01.LTO.000023L6 | Offsite Vault | No-Container |              |

**Scanned Items**

- No Container
- US03.LTO.CONT203**
  - US01.LTO.000003L6
  - US01.LTO.000004L6
  - US01.LTO.000005L6

Navigation: < Back, Next >, Cancel

Callouts: C (Scanner icon), A (Volume list), B (Scanned Items tree), D (Scan-Out Log button)

### 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.

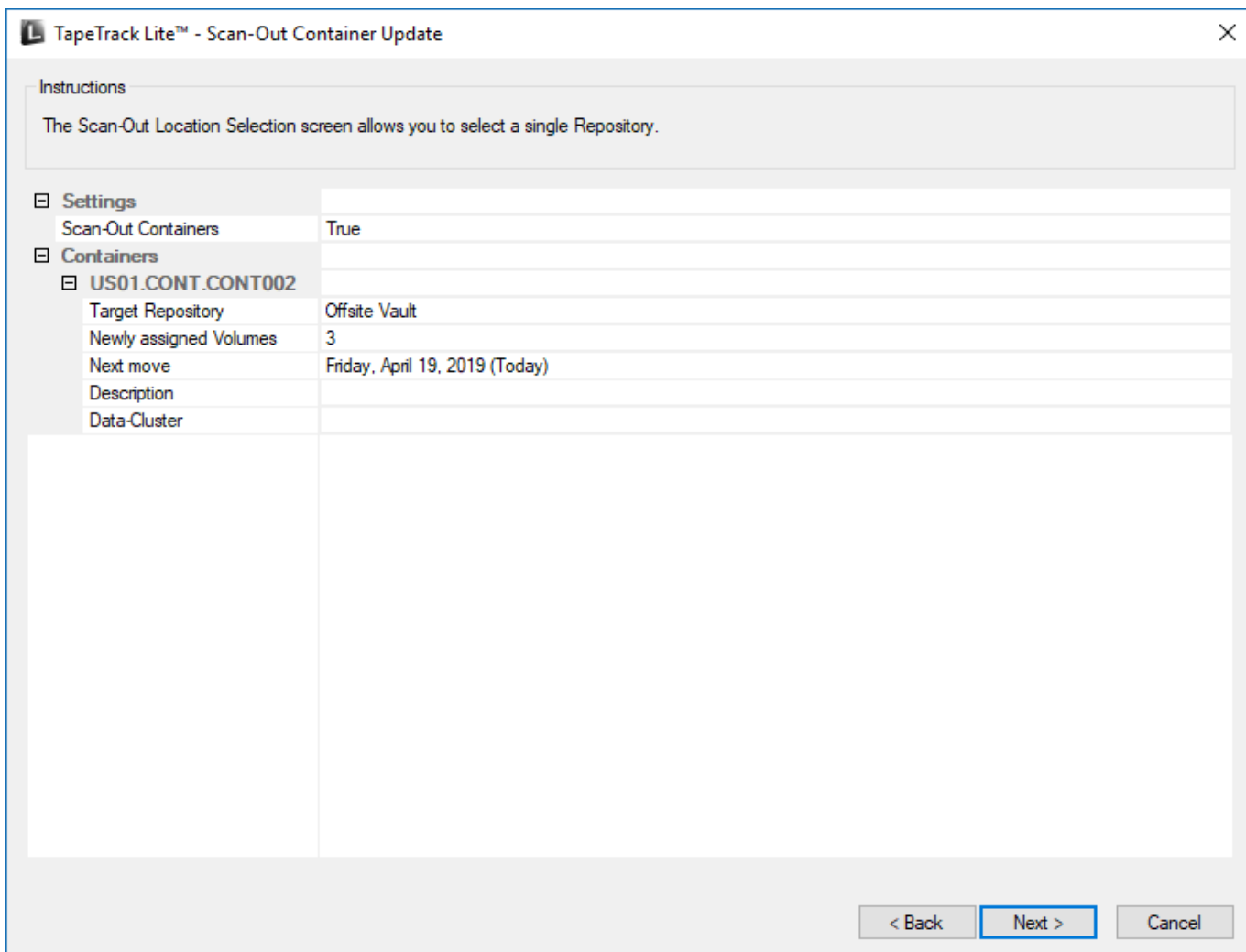
**Unscanned Items**

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](#) .



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

- Click View Log File to view the log file of the last completed process..
- Click Print Log File to save a PDF of the log file to print from your PDF viewer.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back button to return to start menu and select another task.
- Click Finish button or X at the top right of the window to exit TapeTrack Lite.



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