

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.

The Scan-Out process is used to record the [Volumes](#) have left the current location or [Repository](#), adding an historical entry in the database to record the chain of custody of the scanned [Volumes](#).

===== Scan-Out Process ===== <note tip>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</note> {{!lite:lite_scan_out.mp4?500}} === Selecting Scan-Out === Select "Scan-Out" from the **Task Menu** and click "Next" to continue.

{}:{desktop:lite_scan_out.png} === 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. {}:{desktop:lite_scan_out_log.png} === Customer Selection === Select the account or [[object:customer]]Customer that you want to manage [Volumes](#) 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](#)



Checking Remember previously selected Customer will retain the currently selected [Customer](#) for future Lite functions.

This can be removed at any time by unchecking Remember previously selected Customer

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

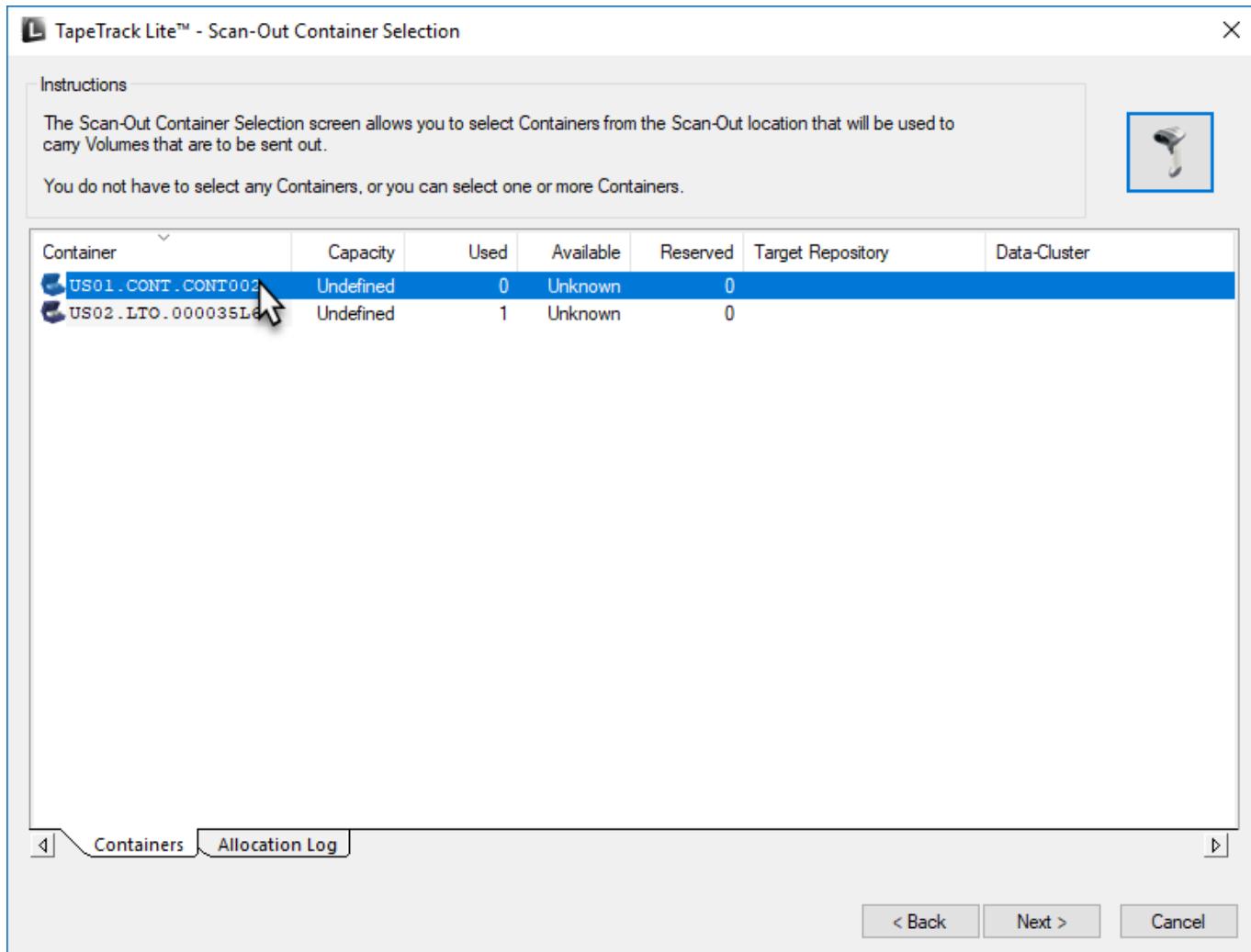
Scan-Out Container Location

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 **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**.

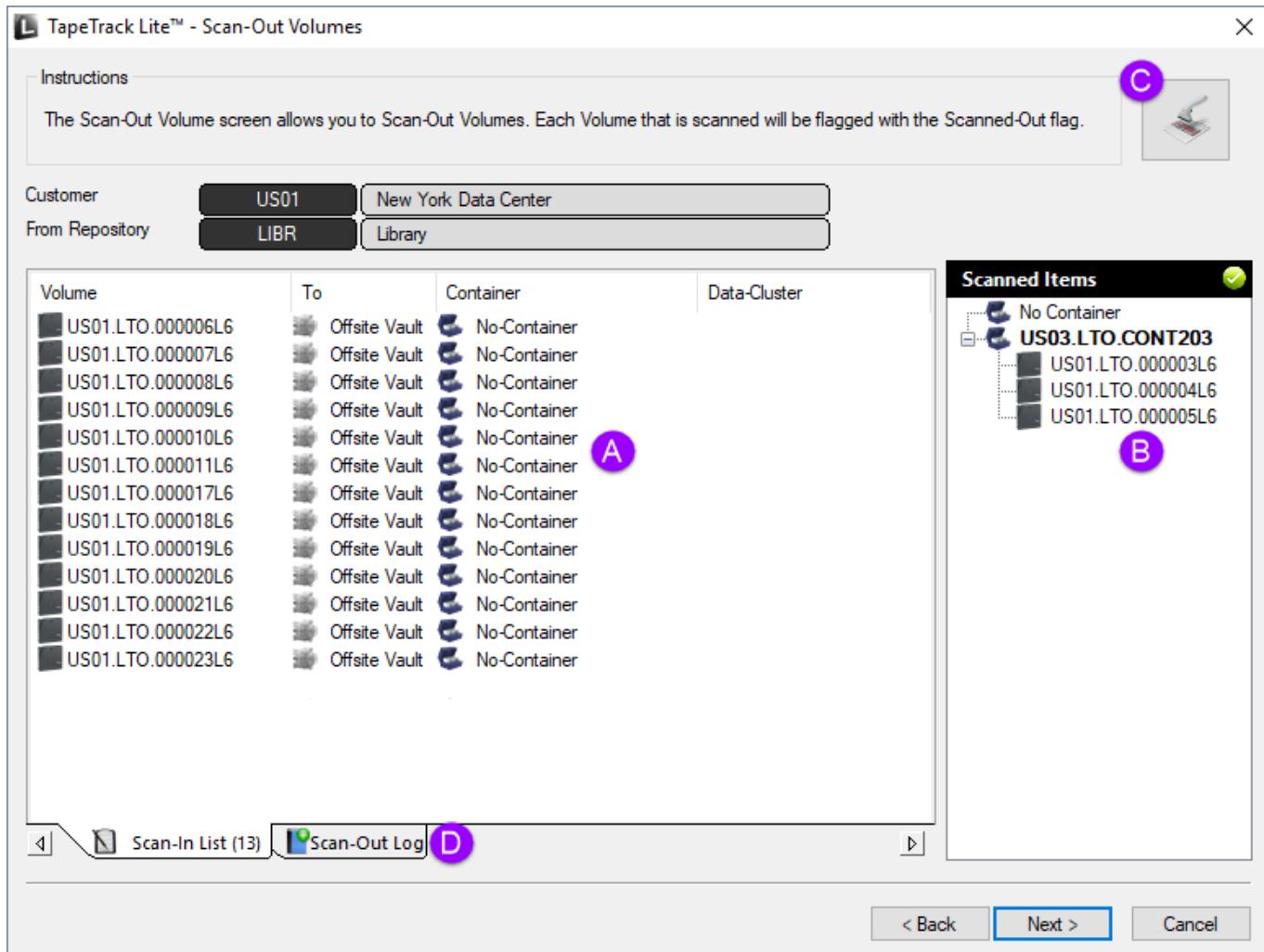


Scan-Out Volumes

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.



Notes:

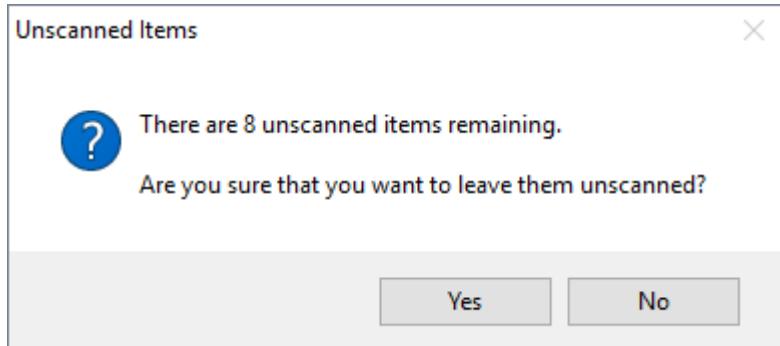
- **A** The Scan-Out window shows the items that need to be scanned.
- **B** The Scanned Item tree shows the items that have been scanned and associated Containers. The Container shown in bold signifies the current Container allocation for scanned [Volumes](#).
- **C** The Scanner button allows you to 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.

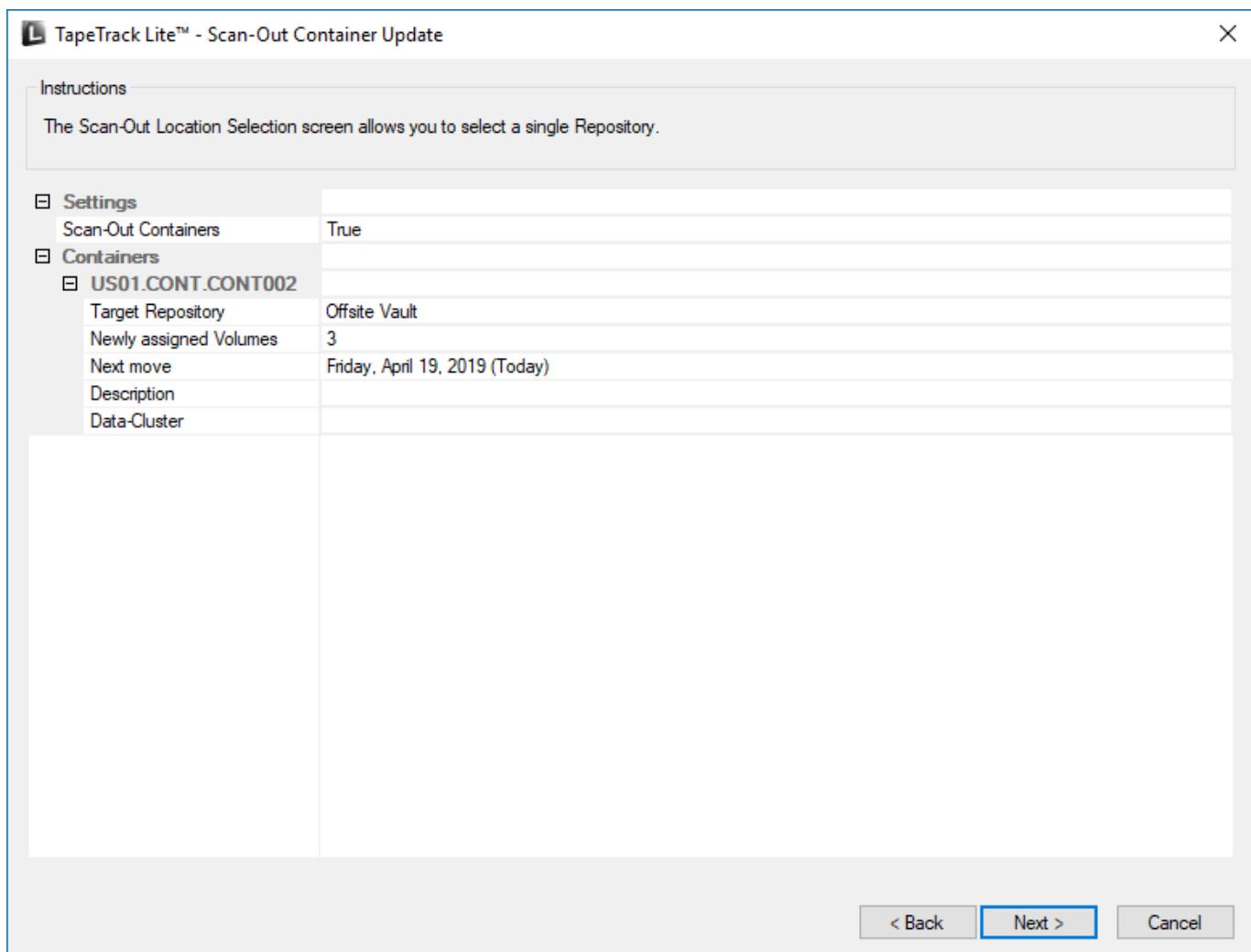
If you wish to Scan-Out the rest of the [Volumes](#) click No to return to the Scan-Out Volumes window. If you wish to continue and leave the remaining [Volumes](#) unscanned (they can be scanned out at a future time) click Yes to continue.

If you wish to Scan-Out the rest of the remaining [Volumes](#), click No to return to the Scan-Out list.



Scan-Out Container Update

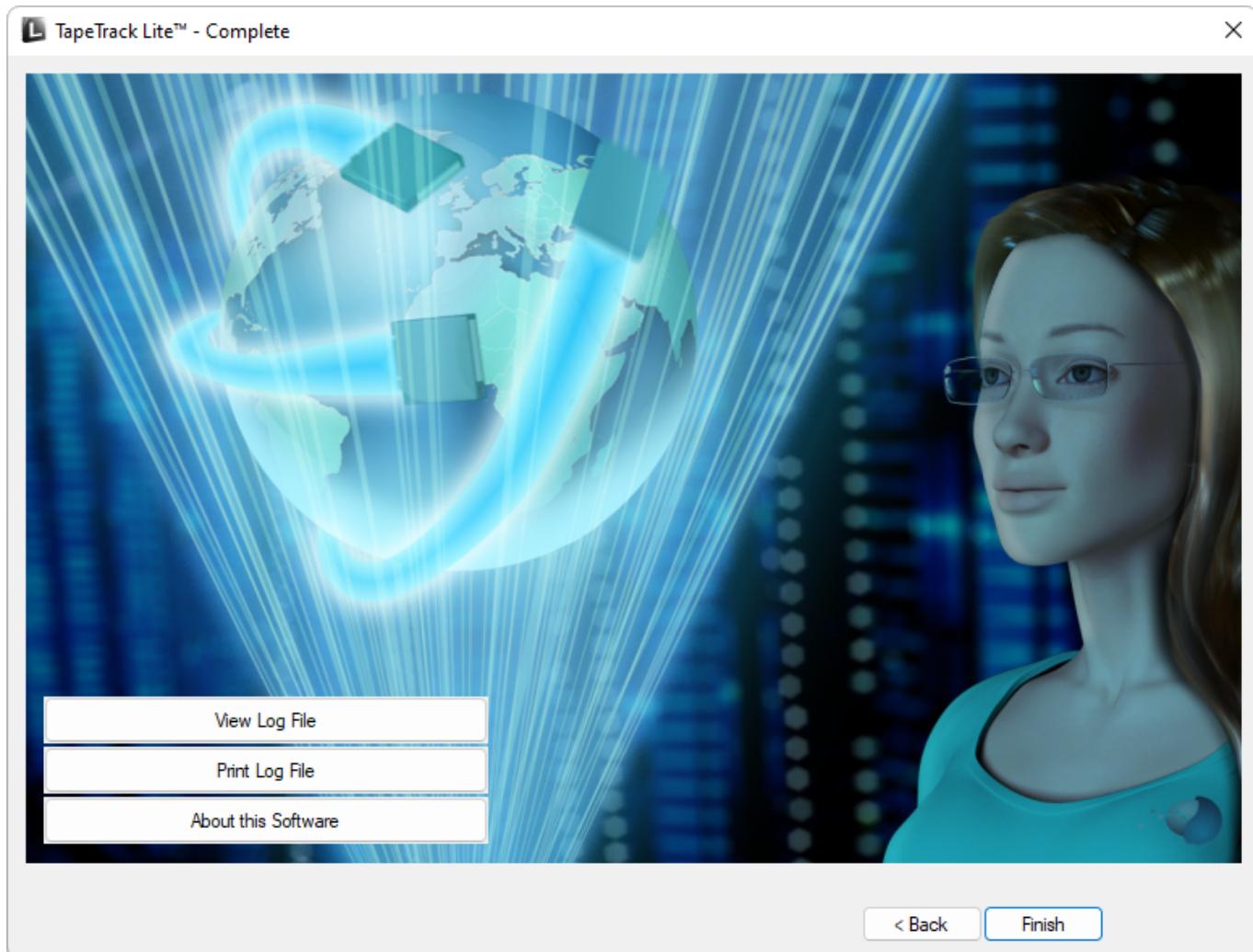
From here you can set the next move date, add descriptions for the Container/s and whether to Scan-Out the Container/s as well as the [Volumes](#) .



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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