

# Scan-Out

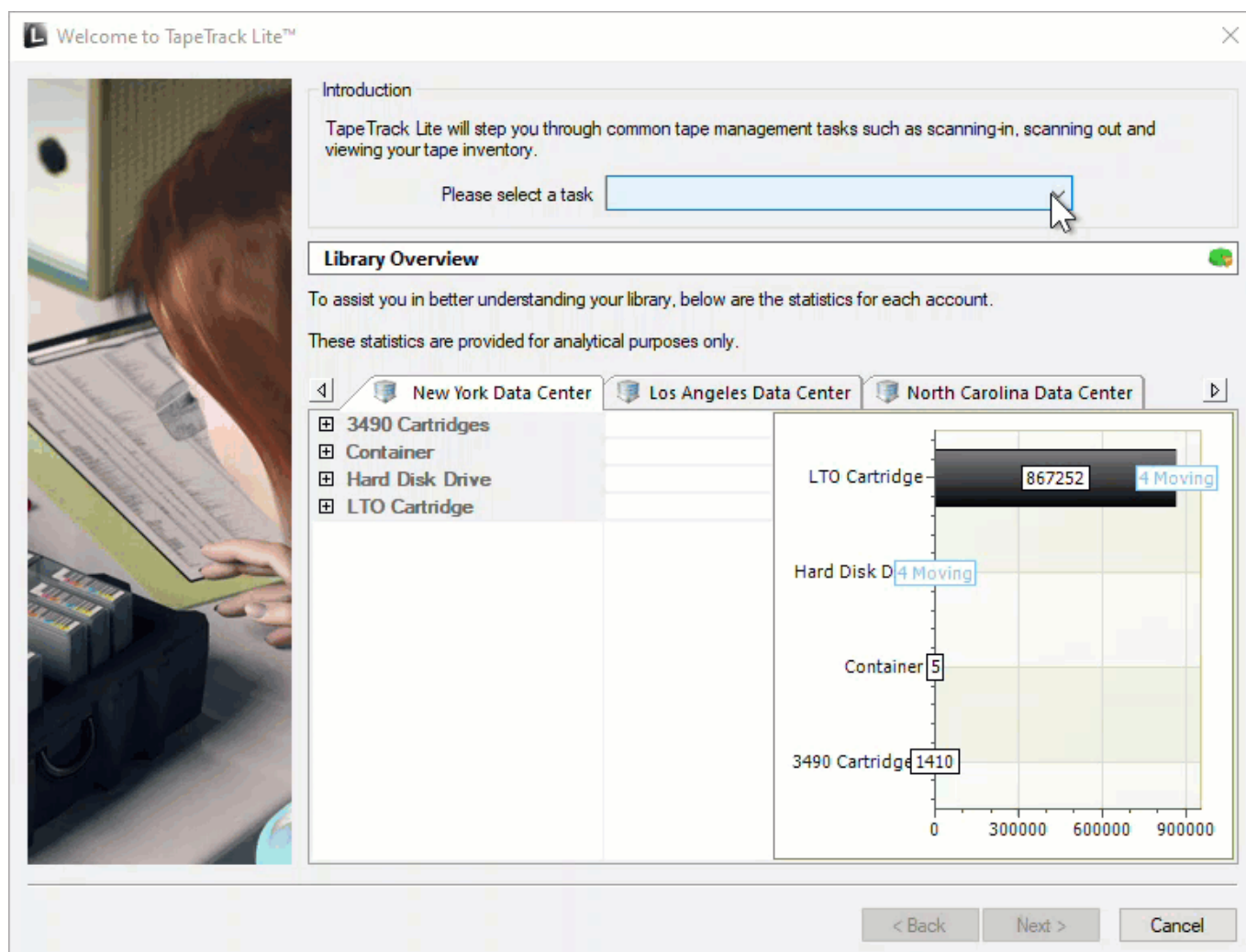
The Scan-Out process is used to record the **Volumes** are leaving the current location or **Repository**.

Scanning-Out Volumes allows you to ensure that only the correct Volumes are being placed on the transport vehicle as well as adding an historical entry in the database to record the chain of custody of the scanned **Volumes**.

## Scan-Out Process

### Selecting Scan-Out

Select Scan -Out from the **Task Menu** and click Next to continue.

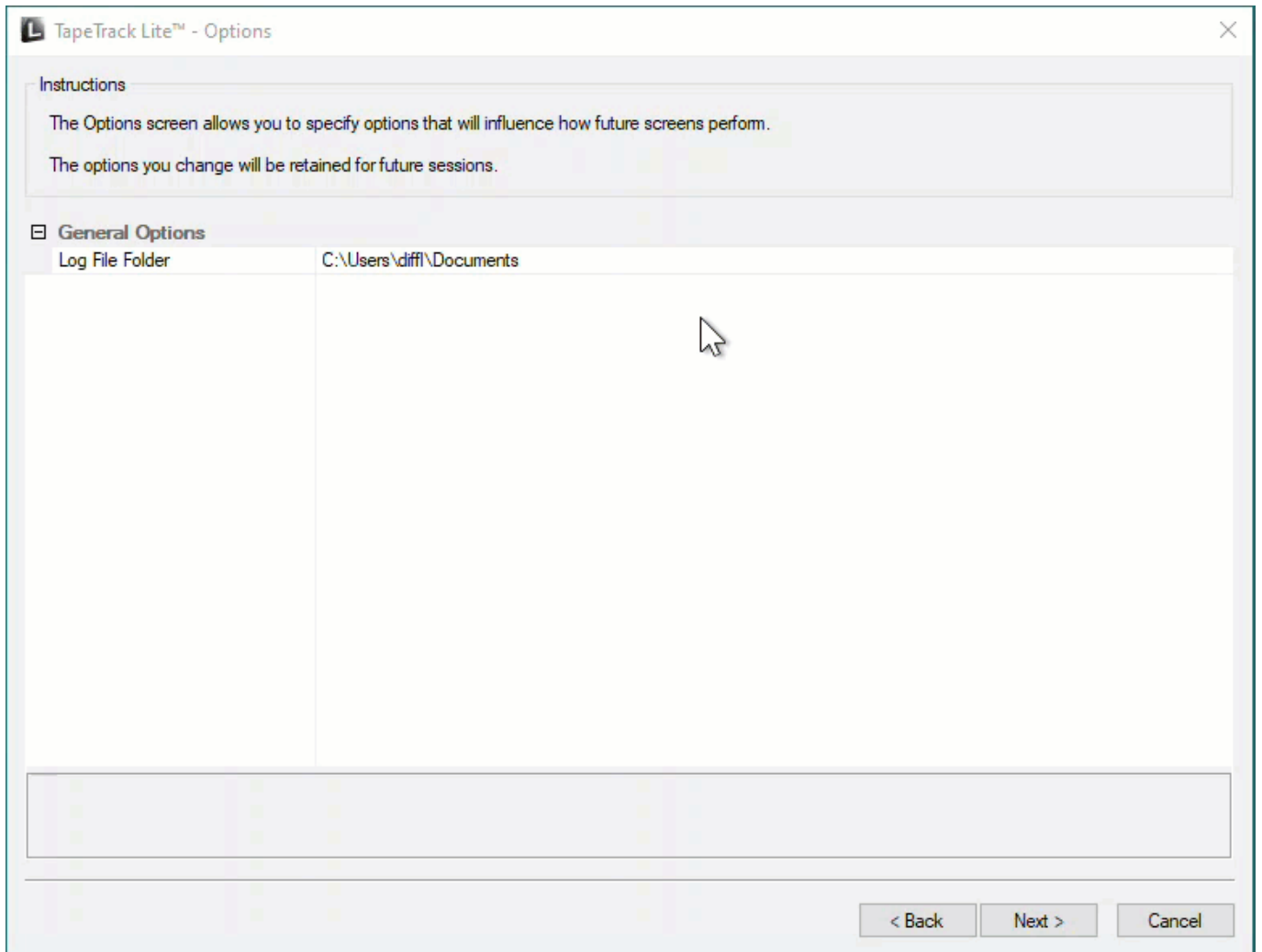


### Options

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 [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

Instructions

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	111	0
Los Angeles Data Center	264	12
North Carolina	4,418	0
	4,793	12

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.

The screenshot shows a software window titled "TapeTrack Lite™ - Scan-Out Location Selection". At the top, there is an "Instructions" section with the following text: "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." Below the instructions is a table with the following data:

Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out
Library	195	4	12	0	0
Offsite Vault	20	12	5	0	0
GemTrac	48	5	4	0	0
	263	21	21	0	0

At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

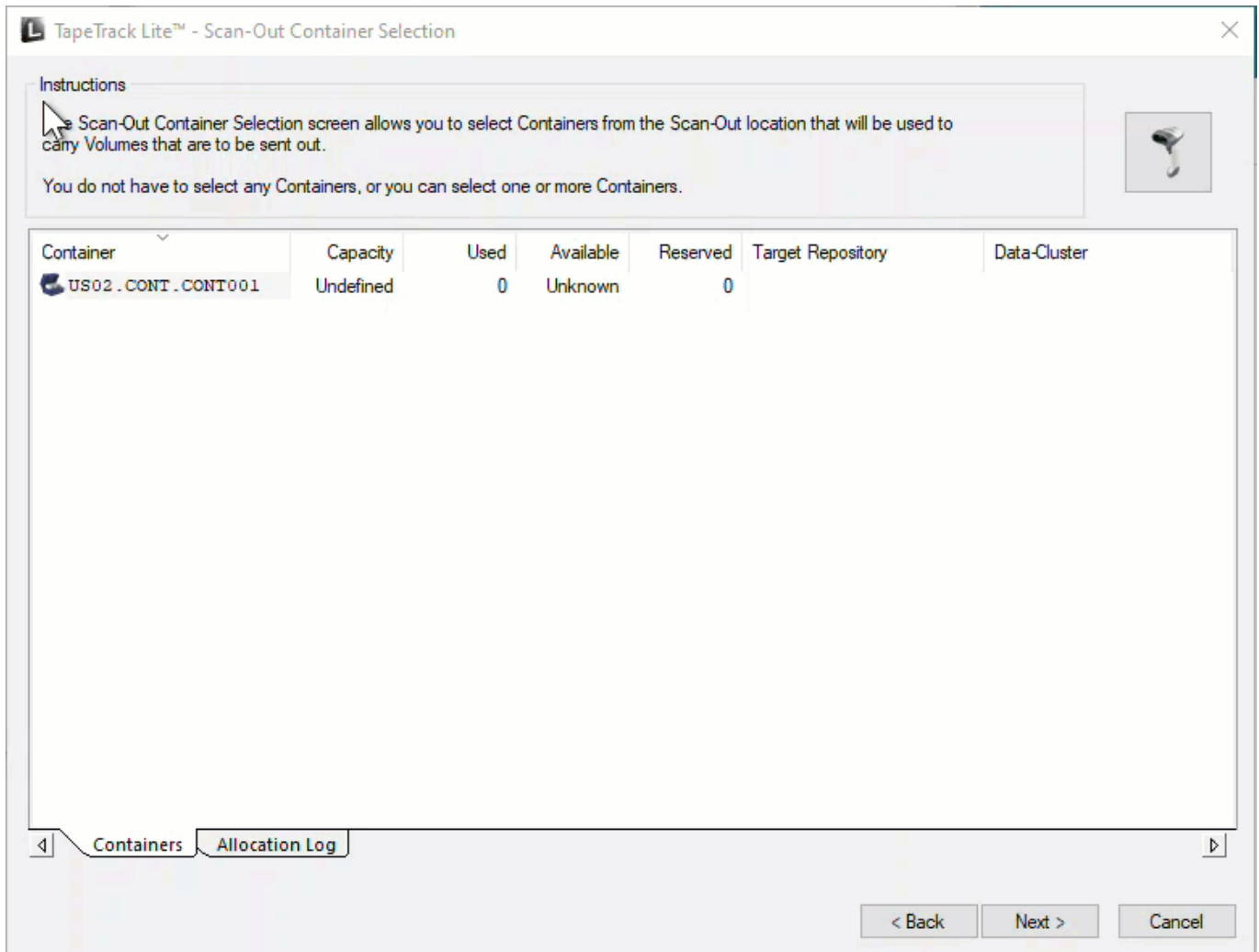
## Scan-Out Container Location

 If you have no registered Containers, this step will be skipped.

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.

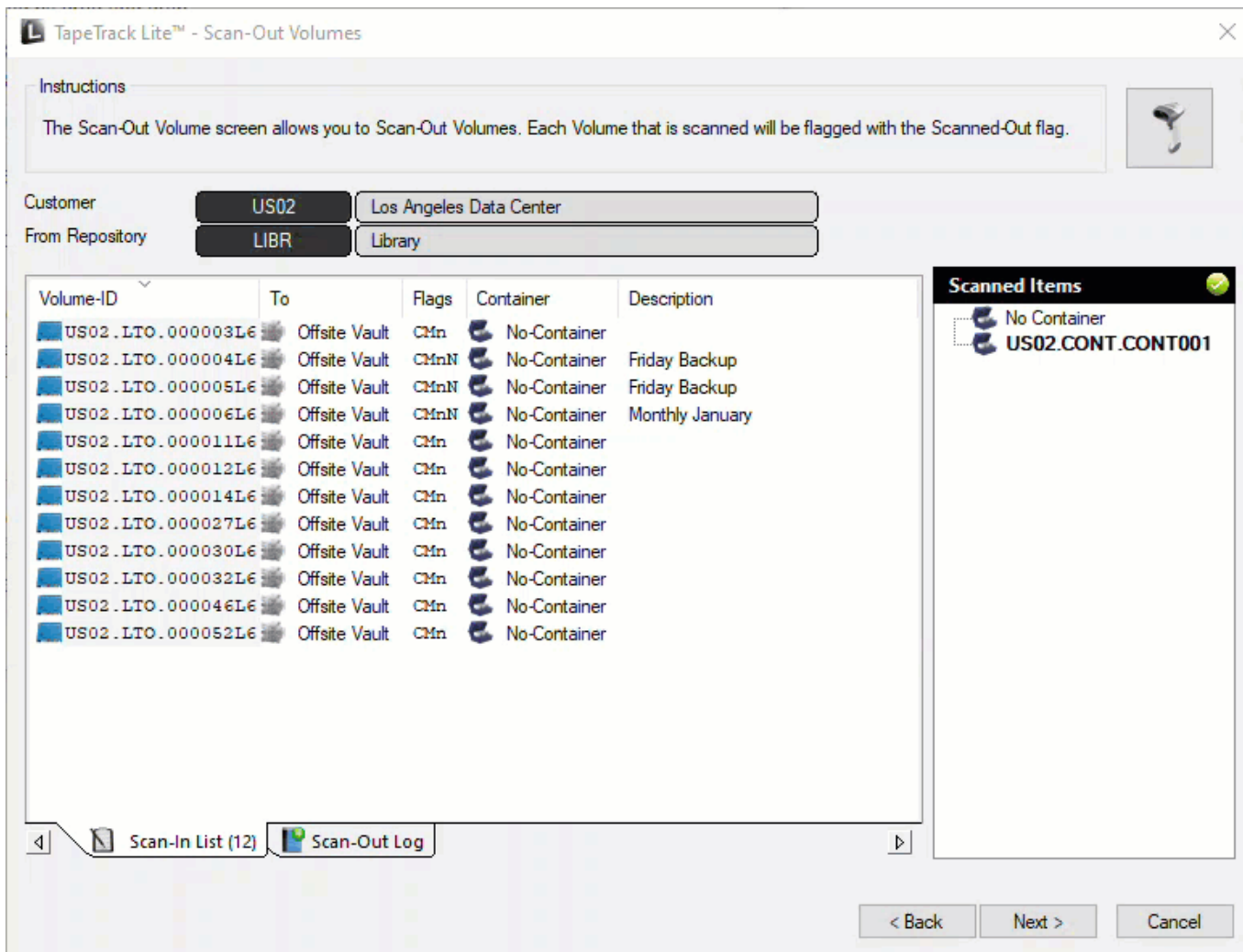


## Scan-Out Volumes

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:**

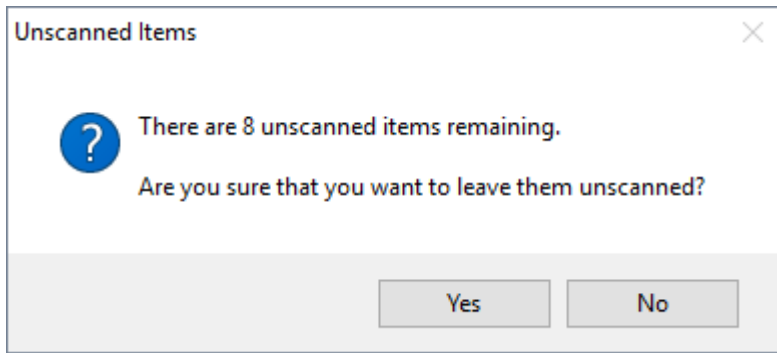
- The Scan-Out window shows the items that need to be scanned.
- The Scanned Item tree shows the items that have been scanned and associated Containers. The Container shown in bold signifies the current Container allocation for scanned Volumes
- The Scanner button allows you to reiterate the Scanner Window.
- 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.

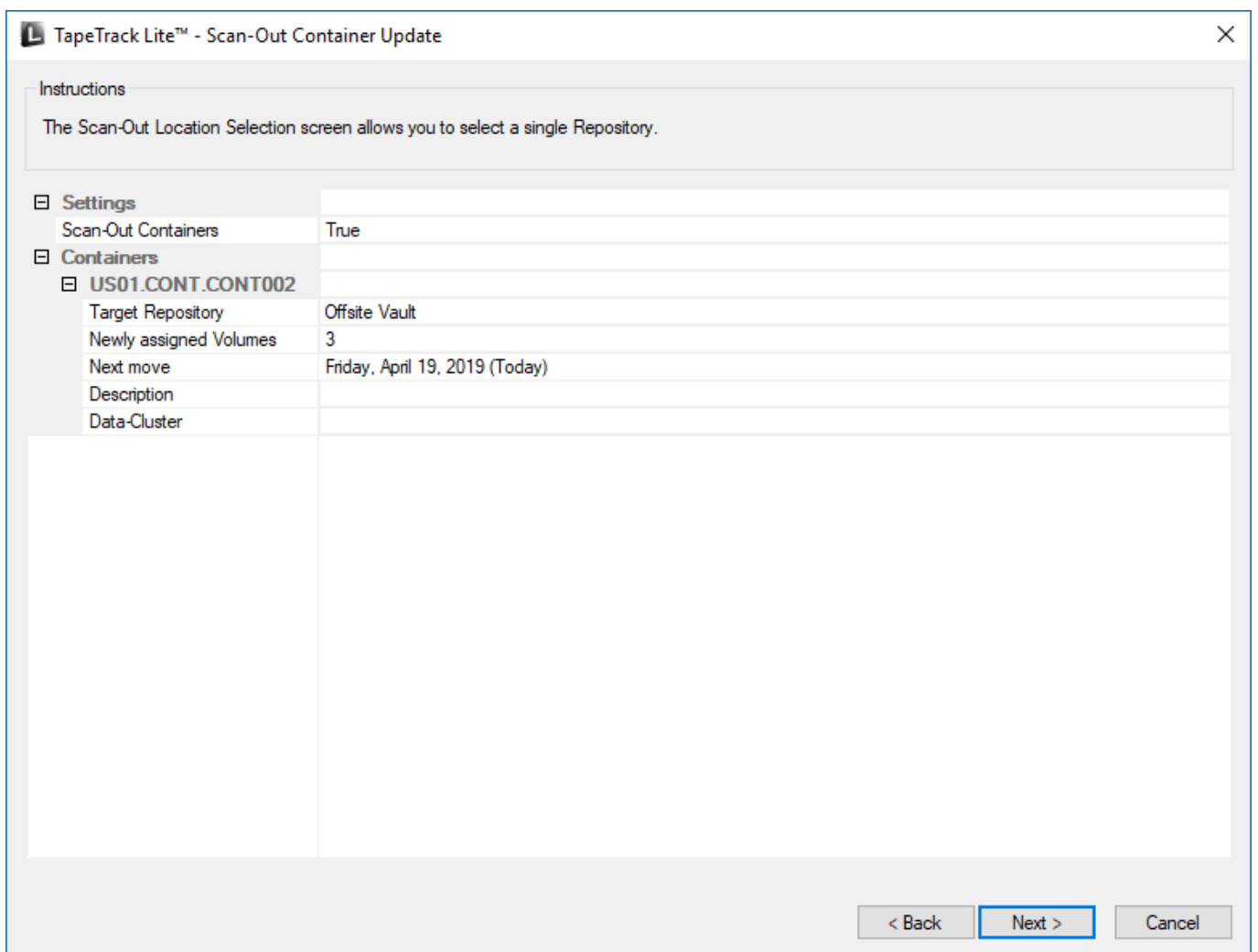
If you wish to Scan-Out the rest of the Volumes click No to return to the Scan-Out Volumes window. If you wish to continue and leave the remaining Volumes unscanned (they can be scanned out at a future time) click Yes to continue.

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

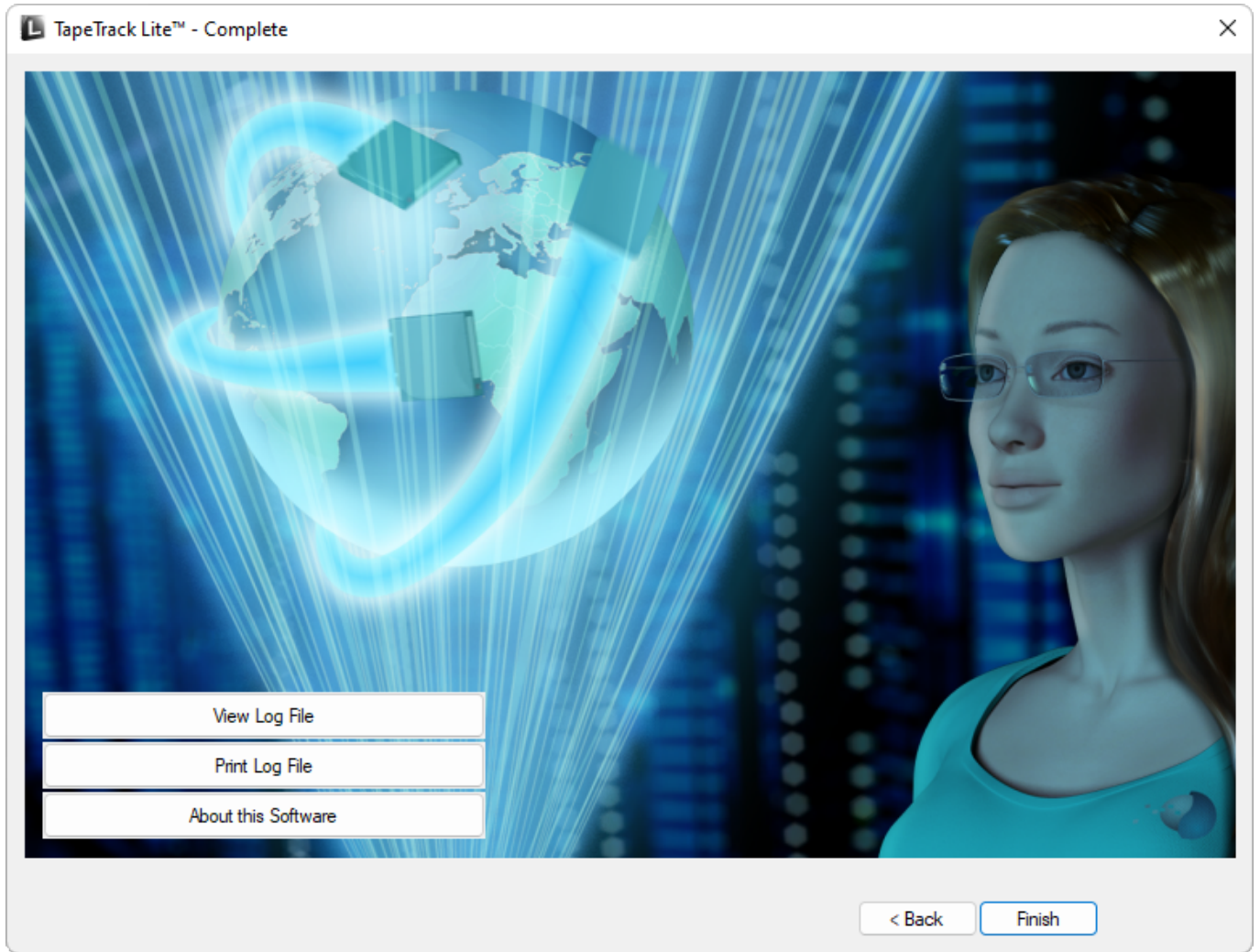
From here you can set the next move date, add descriptions for the Container/s and whether to Scan-Out the Container/s as well as the [Volumes](#) .



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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