# 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**

L Welcome to TapeTrack Lite™	×
Introduction Tape Track Lite will step you through viewing your tape inventory. Please select a task	common tape management tasks such as scanning-in, scanning out and
Library Overview	
To assist you in better understanding you These statistics are provided for analytic	our <mark>libra</mark> ry, below are the statistics for each account. cal purposes only.
▲ New York Data Center	Los Angeles Data Center North Carolina Data Center
<ul> <li></li></ul>	LTO Cartridge 867252 4 Moving
	Hard Disk D4 Moving
	Container 5
	3490 Cartridge 1410
	0 300000 600000 900000
	< Back Next > Cancel

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.

L TapeTrack Li	te™ - Options						×
Instructions							
The Options so	creen allows you to s	specify options that w	vill influence how fut	ure screens perform.			
The options yo	ou change w <mark>ill</mark> be ret	ained for future sessi	ons.				
🗉 General Op	otions						
Log File Fold	er	C:\Users\diffl\Docu	uments				
				2			
							0
					< Back	Next >	Cancel

#### **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.

	ang the customer, or by cloking the		
ustomer	Volumes	Moves	
New York Data Center	111	0	
Los Angeles Data Center	264	12	
North Carolina	4,418	0	
	4,793	12	

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 doubleclicking on the Repository or left-click to select Repository and click Next to proceed.

	election screen allows y	you to select a sir	rigic repository no				
You can select a Reposite	ory by double-clicking th	ne Repository, or	by selecting the R	epository and	clicking the Next bu	itton.	
epository	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		

#### **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 in clicked on.

If no Containers are needed simply click Next.

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Scan-Out Container Selection any Volumes that are to be sen	on screen allows yo t out.	ou to select C	Containers from	the Scan-Out	location that will be	e used to		÷
ou do not have to select any C	ontainers, or you ca	an select one	e or more Conta	ainers.				9
ontainer	Capacity	Used	Available	Reserved	Target Repository		Data-Cluster	
US02.CONT.CONT001	Undefined	0	Unknown	0				

#### **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.

US02		Angeles Data Center	)	
rom Repository		ary		
Volume-ID US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000 US02_LTO.0000	To 03L6 Offsite Vault 04L6 Offsite Vault 05L6 Offsite Vault 06L6 Offsite Vault 11L6 Offsite Vault 14L6 Offsite Vault 27L6 Offsite Vault 30L6 Offsite Vault 32L6 Offsite Vault 52L6 Offsite Vault	Flags       Container         CMn       No-Container         CMnN       No-Container         CMnN       No-Container         CMnN       No-Container         CMnN       No-Container         CMn       No-Container	Description Friday Backup Friday Backup Monthly January	Scanned Items
1 Scan-In Lis	t (12) E Scan-Out I	og		

#### 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 .

L TapeTrack Lite <sup>™</sup> - Scan-Out Co	ontainer Update ×
Instructions	
The Scan-Out Location Selection s	creen allows you to select a single Repository.
E Settings	
Scan-Out Containers	True
Containers	
US02.CONT.CONT001	
Target Repository	Offsite Vault
Newly assigned Volumes	4
Next move	Tuesday, November 16, 2021 (Today)
Description	
Data-Cluster	
	< Back Next > Cancel

# Complete

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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