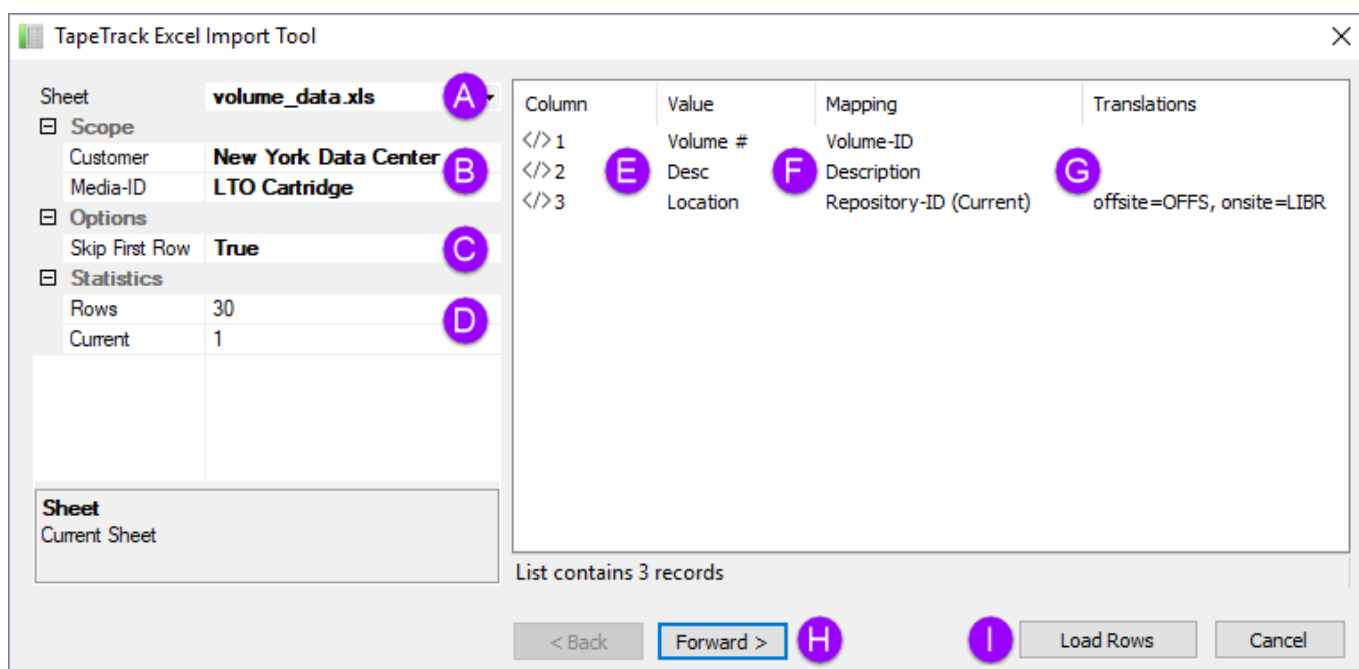


Importing Volumes And Volume Data From Excel Spreadsheets

The Excel Import utility is invoked through [TapeMaster](#) or [Lite](#)

Once the Excel Import window is open:

- Select the [Customer](#) you wish to import the data into.
- Select the Excel sheet to import the data from.
- Select the [Media](#) type if the [Volumes](#) all belong to one [Media](#) type.
- Set Skip First Row to true if there are headings present.
- Map the Excel columns to the TapeTrack [Volume](#) Attributes.
- Insert any translations required to match the data to the correct format for TapeTrack.



Notes

- **A** Excel .xls file being imported.
- **B** [Customer](#) and [Media-ID](#) ([Media-ID](#) can be mapped from Excel file or set here).
- **C** Skip first row if headings are present.
- **D** Excel sheet data.
- **E** Excel sheet column headings.
- **F** TapeMaster Attributes.
 - Container - ID Container ID to assign [Volume](#) to.
 - Date (Expiry) Expiry date of [Volume](#) .
 - Date (Last Write) Date the [Volume](#) was last written to.
 - Date (Next Move) Date for [Volume's](#) next move (i.e. return date from [Repository](#)).
 - Description [Volume](#) description.
 - Media - ID [Media-ID](#) [Volumes](#) belong to (can also be set on left window if all [Volumes](#) are same [Media](#) type).
 - Repository Slot (Target) Target slot to assign [Volume](#) to.
 - Repository - ID (Scanned) [Repository](#) [Volume](#) is to be scanned in at.

- Repository-ID (Target) Target **Repository Volume** is to be placed in a move to.
- Volume-ID **Volume's Barcode**.
- **G** Translations of Excel data to TapeMaster format (i.e. offsite to OFFS).
- **H** Forward and back buttons allow you to scroll through the Excel data rows to check data input.
- **I** Load Excel data into Import Verification window.

Once all the data columns are mapped and any translations required are entered (press enter first if focus is still in translations field to update) click Load Rows to import data from the Excel sheet.

Seq.	Status	Volume-ID	Description	Repository-ID (Current)
1	OK	300000L5	Monday	OFFS
2	OK	300001L5	Tuesday	OFFS
3	OK	300002L5	Wednesday	LIBR
4	OK	300003L5	Thursday	LIBR
5	OK	300004L5	Friday	OFFS
6	OK	300005L5	Saturday	OFFS
7	OK	300006L5	Sunday	OFFS
8	OK	300007L5	Monday	LIBR
9	OK	300008L5	Tuesday	OFFS
10	OK	300009L5	Wednesday	OFFS
11	OK	300010L5	Thursday	OFFS
12	OK	300011L5	Friday	OFFS
13	OK	300012L5	Saturday	LIBR
14	OK	300013L5	Sunday	LIBR

In the window that opens select all **Volumes** to add or update from the displayed list.

Select **Volumes** from the list by

- left-click for a single **Volumes**.
- Shift + click to select a range of sequential **Volumes**.
- Control + click to select non sequential range.
- Right-click and from the menu select all.

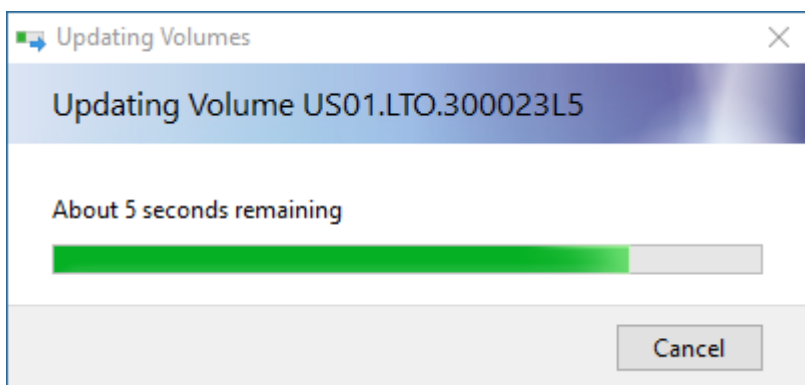
Any new **Volumes** (not present in TapeTrack) will be highlighted by the **Volume-ID's** displayed in red. These **Volumes** must be added to TapeTrack before any updates can be applied. To add the **Volumes**, once selected, right-click the **Volumes** and from the popup menu select Add. Once the **Volumes** have been added the **Volumes-ID's** will now display in black.



To update the **Volumes** Attributes (Description, **Repository**, next move etc.) select the required **Volumes**, right-click and select Update.



During the Add or Update phases you may see a popup showing you the progress of selected operation.



Once this has closed itself you may continue on with the next phase or close the import window if finished. Select X to close.

[technote](#), [update-doco](#), [import](#), [tapemaster](#), [lite](#), [excel](#)

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