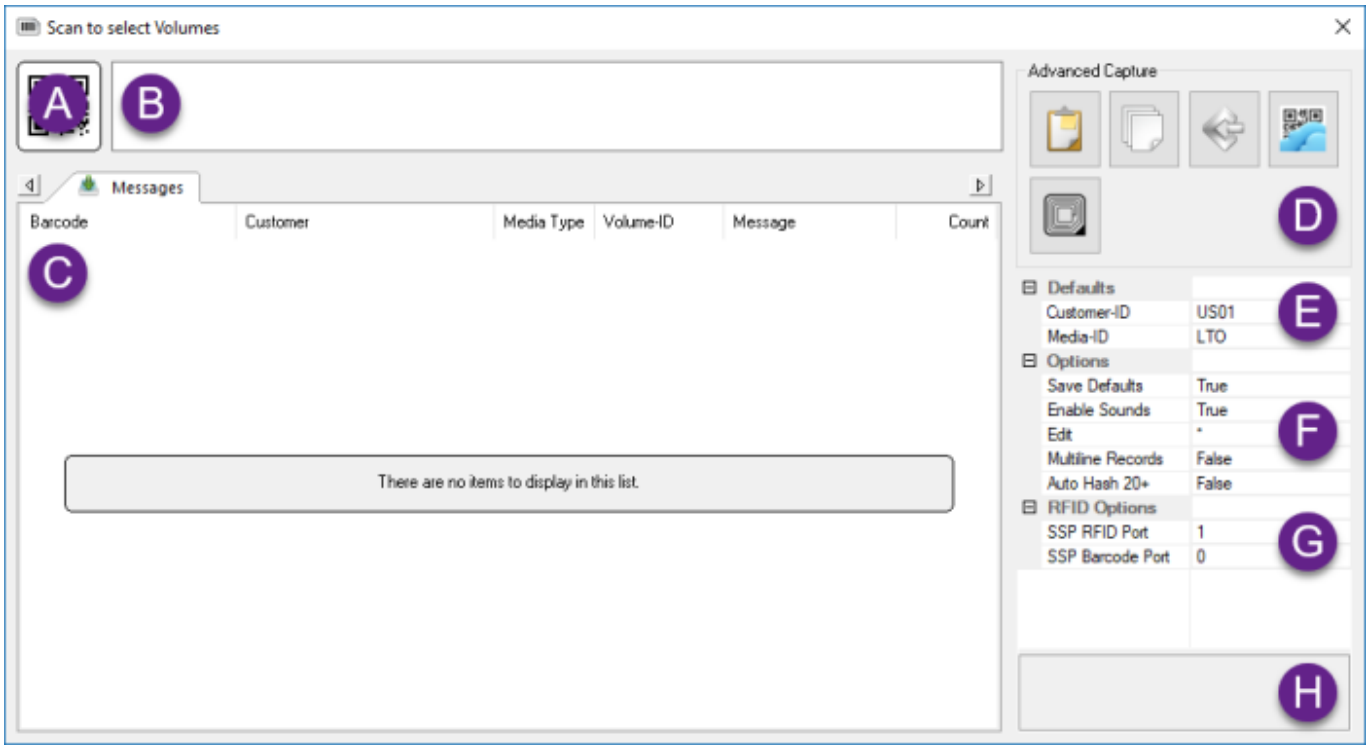
# Desktop Scan Window

The Desktop Scan Window is the common interface used by TapeTrack Desktop Programs to scan information into TapeTrack.

The window supports various scan input options, including:

- Barcode scanner
- Windows Clipboard
- SCSI Input
- GazillaByte CloudScan Mobile Devices
- RFID scanner
- Keyboard
- File Input via Cut and Paste and Multiple File Selection.




**Notes:**

- **A** Alphanumeric display of barcode.
- **B** Scanned, or entered, display of barcode.
- **C** List of scanned, or entered, barcodes.
- **D** Options to enter barcodes including windows Clipboard, File Open, CloudScan, RFID scan and SCSI.
- **E** If Barcode Administration is not set to assume a Customer-ID or Media-ID for a given Volume, Defaults can be set to associate Unqualified Barcodes with a specific Customer and Media Type.
- **F** The Barcode Scanning Window Options:
  - **Save Defaults** will keep the current values for the next session.
  - **Enable Sounds** provides audible feedback for scan verification. To disable this set to **False**.
  - **Edit** allows the addition of prefix or suffix values to scanned barcodes. Setting Edit to *L6 would enter a scanned barcode of 123456 as 123456L6.

    - **Multiline Records** Set to **True** allows input of multiple volumes on a single line, separated by spaces, tabs or commas. Set to **False** inputs each line as one volume irrespective of format.
- **G** RFID scanner port,

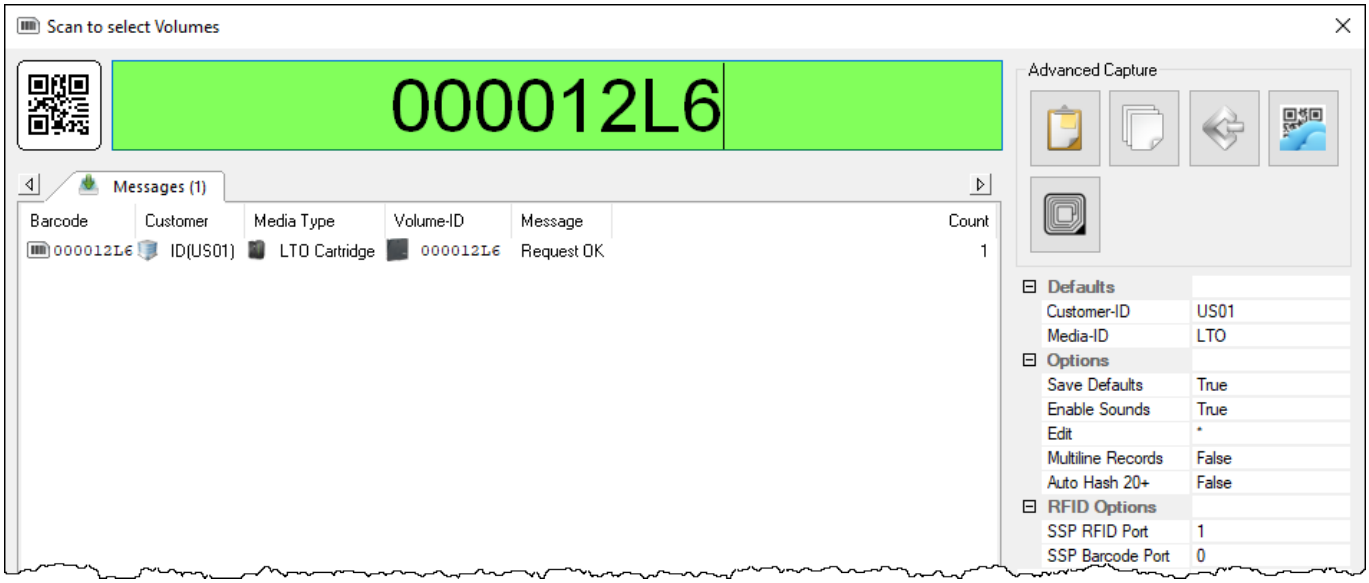
## Barcode Scanner

With the barcode scanner to the computer as a keyboard input, ensure cursor is in the entry input field (Field A) scan each barcode.

Correct volumes scanned out will display in the lower window with an audible beep and a message “Request OK”.

Incorrect volumes will display in the lower window with an audible warning “The volume scanned was not in the list” and the message displayed in red. Incorrect volumes scanned will not be entered into TapeTrack.

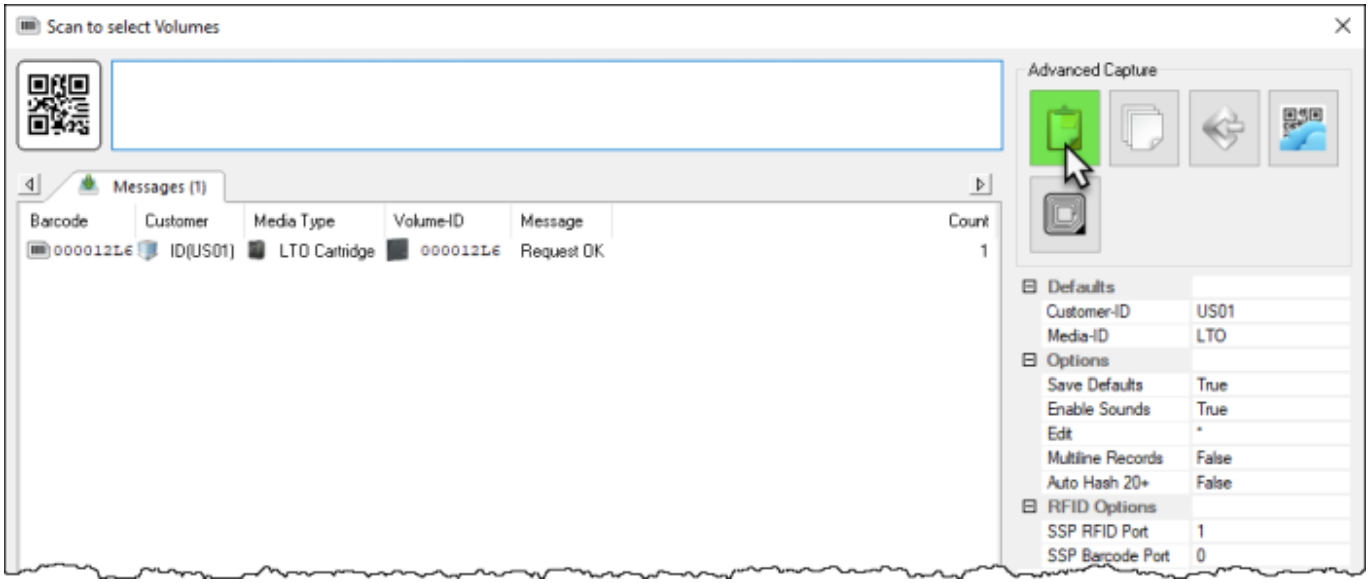
Click the X in the top right corner when finished scanning volumes.




## Windows Clipboard

Copy the volume-ID/s to the windows clipboard. With the Scan Volumes input window open (click the button with the scanner image at the top right of the window to open if required) click the paste button at the top of the window and volume ID's will be scanned out.

Click the X in the top right corner when finished scanning volumes.

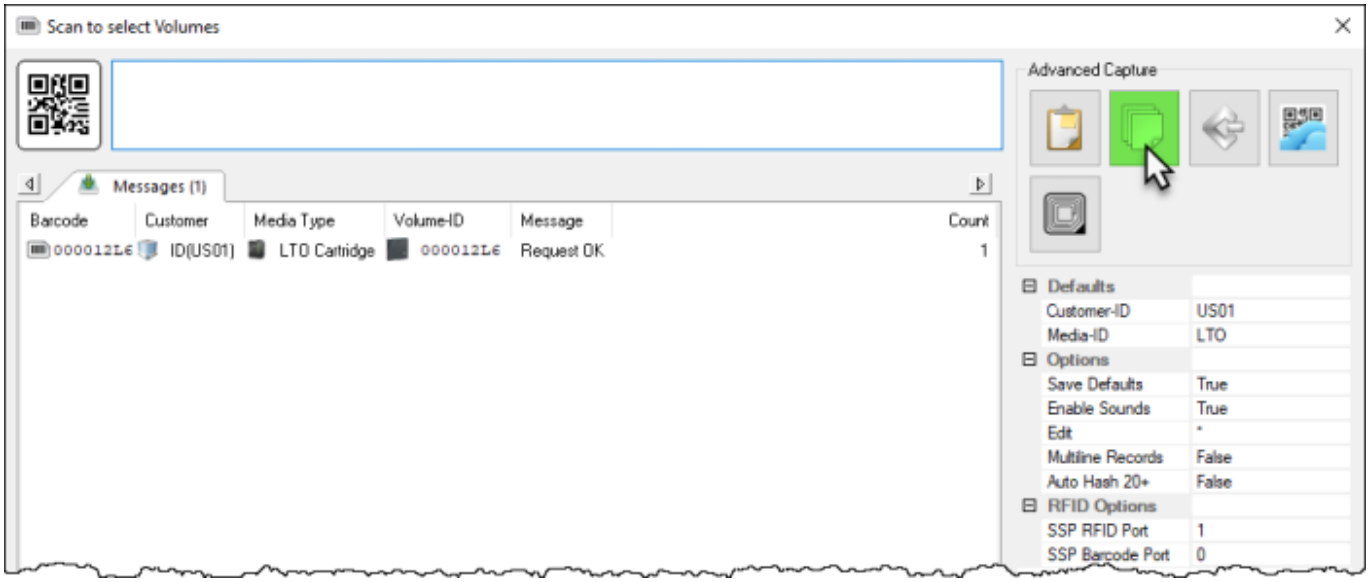



# File Input

With the Scan Volumes input window open click on the file input button, open the file containing the volumes to be scanned out.

Locate and select the file in the browser and click open. Volumes will be loaded from the file and scanned out.

Click the X in the top right corner when finished scanning volumes.




# Keyboard Input

With the Scan Volumes input window open and in focus type in the volume/s barcode and press enter to scan volumes from the Scan list.

Correct volumes scanned out will display in the lower window with an audible beep and a message

“Request OK”.

Incorrect volumes will display in the lower window with an audible warning “The volume scanned was not in the list” and the message displayed in red. Incorrect volumes scanned will not be entered into TapeTrack.

Click the X in the top right corner when finished scanning volumes.



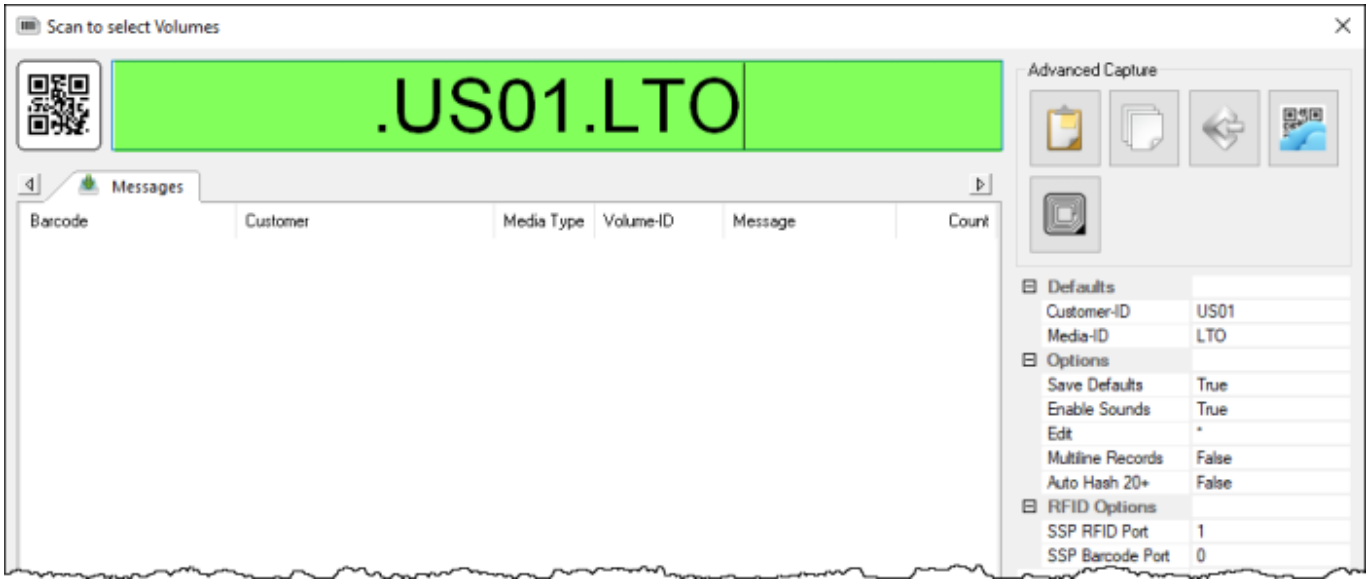

## Setting the Default Customer-ID and Media-ID

There are two ways to set the Customer and or Media Type when in the Scan Windows.

- Manually enter the new Customer ID and Media Type in the Defaults window.
- Scan a Barcode for the new Customer and Media Type.

Barcodes starting with a period are used to set the default customer and media.

```
.US01.LTO   will set the Customer-ID to US01, and the Media-ID to LTO.
.US01       will set the Customer-ID to US01.
..LTO       will set the Media-ID to LTO.
```



# Editing The Barcode Through The Scan Window

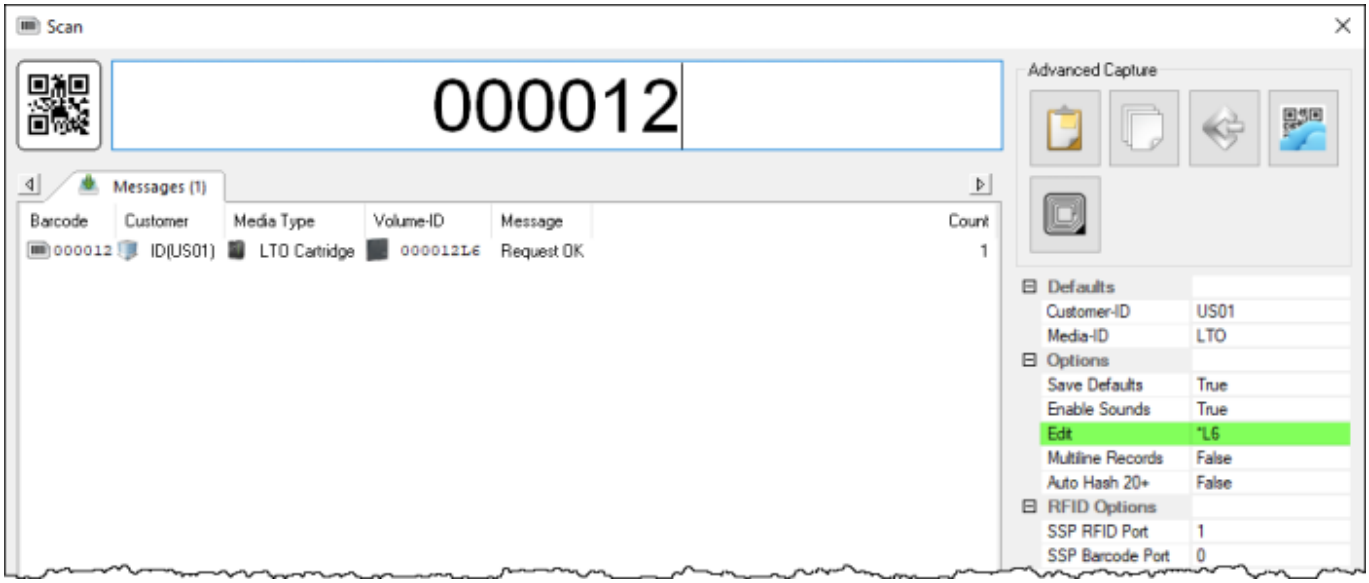
## Adding A Suffix or Prefix To A Barcode

Adding a prefix or suffix to a barcode may be required when a volume has been entered into TapeTrack with an ID of a barcode and media type (eg. L6) but the volume only has the barcode (minus media type) when scanned.

To add a suffix to scanned barcodes in the field `Edit`, under **Options** in the top right of the scan window, add an asterisk (which represents the scanned barcode) and the required suffix.

For example to add L6 to a scanned barcode add ***L6** in the `Edit` field.

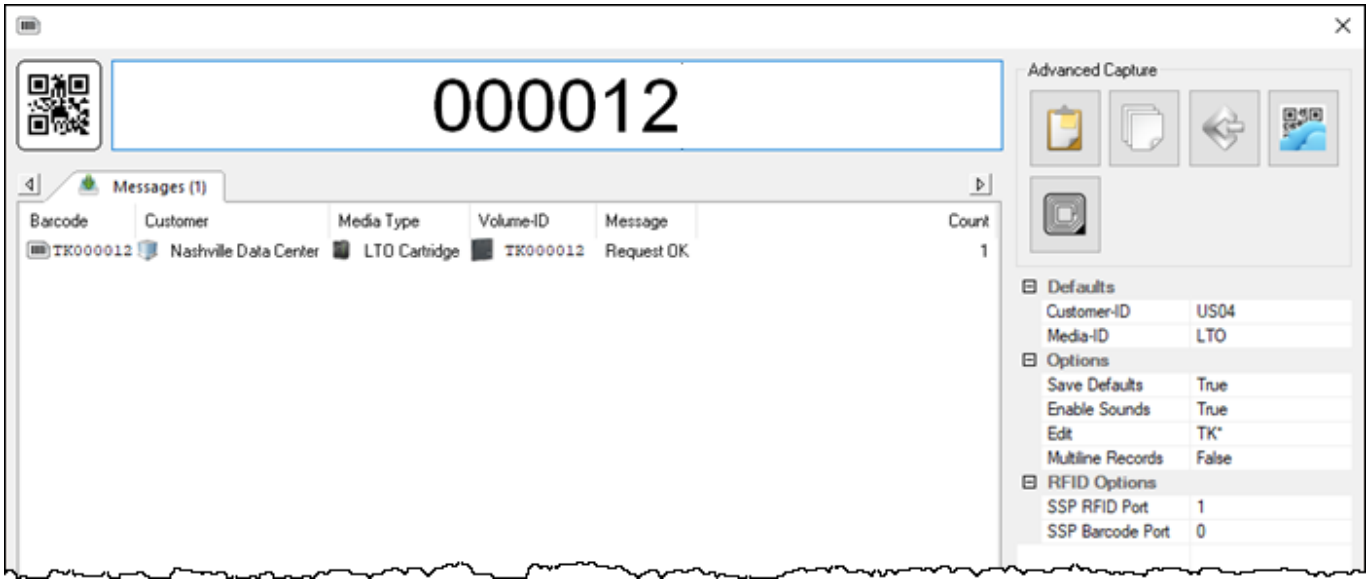
Scanning barcode 000012 will now input into the scan window as 000012L6.




To add a prefix to the scanned barcode is achieved in the same way as adding a prefix except the prefix is added to the `Edit` field before the asterisk.

For example to add TK to the scanned barcode add **TK*** in the `Edit` field.

Scanning barcode 000012 will now input into the scan window as TK000012.



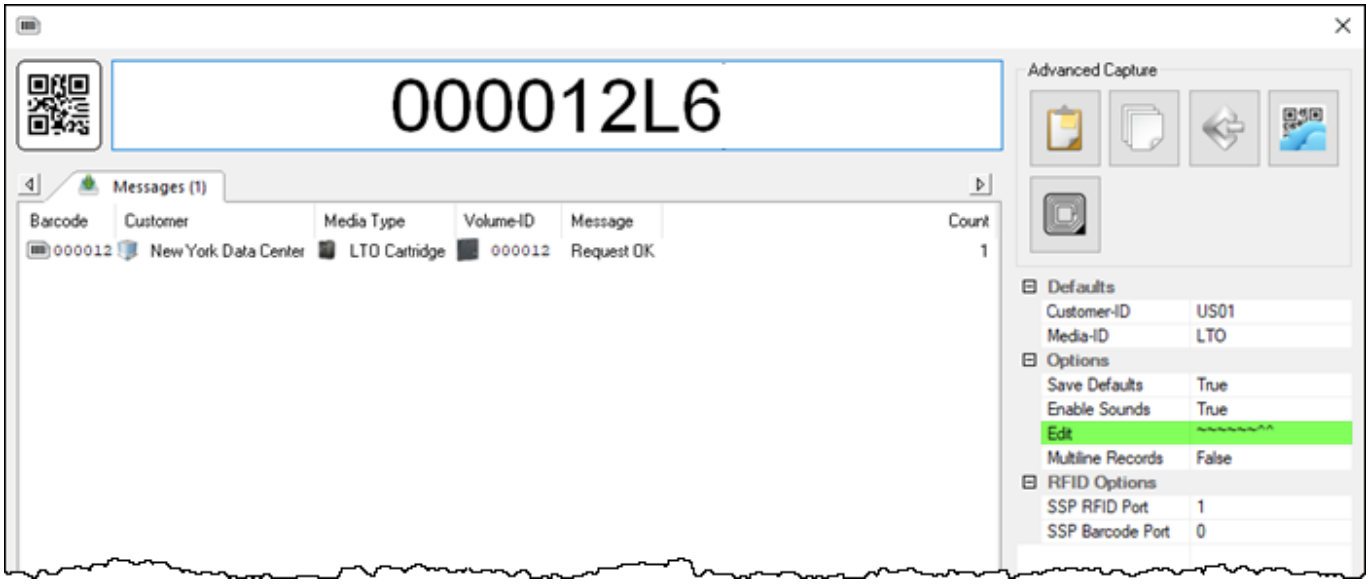

## Truncating A Scanned Barcode

If the volume ID's have been entered into TapeTrack in a truncated format, the barcodes can be modified by entering the appropriate values in the `Edit` field under **Options** in the top right of the scan window.

Two characters that are used to remove unwanted barcode characters are the tilde (~) and carat (^). For each position of the barcode you can remove (^) or keep (~) the associated value.

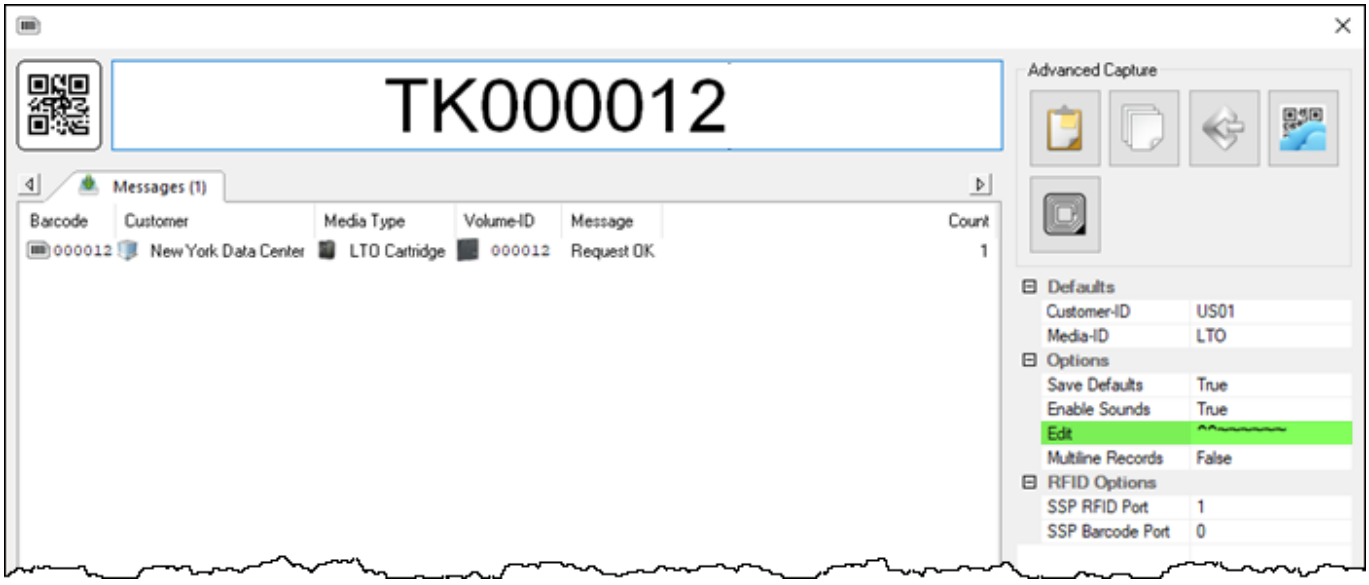
If a barcode has a suffix (000012L6) but the volume ID (000012) has been entered in TapeTrack without it, entering either `~~~~~~` or `~~~~~~^^` will keep the first 6 characters and discard the rest.

Scanning barcode 000012L6 will now input into the scan window as 000012.




To remove a prefix from the barcode, inserting `^^~~~~~` into the `Edit` field will remove the first two characters from the barcode and keep the next 6 characters.

Scanning barcode TK000012 will now input as 000012.




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