Library Reconciliation

Library reconciliation allows you to physically check the repository's actual contents and compare it to a current list of what is listed as in that repository and create an audit certificate including volumes present, deficient (absent) and surplus (extra).

Steps

Select Library Reconciliation

Once logged into TapeTrack Lite, select Library Reconciliation from the Library Management Tasks drop-down menu.

image

Set Options

This will open the TapeTrack Lite Options window where you can select or change the directory for the log files. Once the correct directory is set, or to accept the default location, click `Next` to continue.

Select a Customer

Select the account or customer that you want to manage tapes for by double-clicking the customer-ID or left clicking the customer-ID and clicking `Next` to continue.

Select a Location

From the Reconciliation Location window select which repository to perform the reconciliation on by double clicking on the repository ID or by left clicking on the repository and clicking `Next` to proceed.

The Reconciliation Location window will also display certificates from previous reconciliation results. To display these certificates double click on the time stamp of a chosen certificate. Certificates contain information pertaining to scope, results and update statistics. On the Certificate Item List individual volume ID's are displayed with a color coded image to quickly identify correct (green), surplus (yellow) and deficit (red) volumes.

image

Volume Statistics

The Reconciliation window diplays current customer, media and repository. The main window displays a list of all volumes presumed to be in the repository. The right of the window displays volume

statistics including total, scanned, unscanned, undefined (not on list).

Scan in the volumes into the Reconciliation Scan in window using a barcode scanner (recommended) or keyboard input to record present volumes. As volumes are scanned:

- correct volumes will be recorded and marked off the list by a line crossing off the volume ID and status changed from [Unscanned] to [Scanned]
- volumes not on the list will be recorded, added to the list with a status of [New][Scanned] if ID is unrecognised
- volumes scanned as a duplicate volume ID will increment the Scan Count of the previously scanned volume with that barcode

Volumes not scanned will be recorded with a status of [Unscanned].

When all present volumes have been scanned close the scan-in window by clicking Next or X. If any volumes have a status of Unscanned you will be prompted whether or not to flag the volumes as having failed the repository audit. Selecting yes will update the flags for those volumes in the database and add an 'a' flag in TapeTrack TapeMaster. Updated flags will not be added to any volume/s with a current update lock applied to them and error window will be displayed as a result. The error window will display information on how many volumes were updated and which volumes are flagged with error status with an error explanation.

Close this window by clicking OK or X to continue.

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From:
https://docs.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
https://docs.tapetrack.com/lite/function_reconciliation?rev=1496872275

Last update: **2025/01/21 22:07**