

Library Reconciliation

Library Reconciliation allows you to physically check the [Repository's](#) actual contents and compare it to a current list of what [Volumes](#) are listed as in that [Repository](#) and create an [Audit Certificate](#) including [Volumes](#) present, deficient (absent) and surplus (extra).

Steps

Select Library Reconciliation

Select Library Reconciliation from the drop-down task menu and click Next to continue.

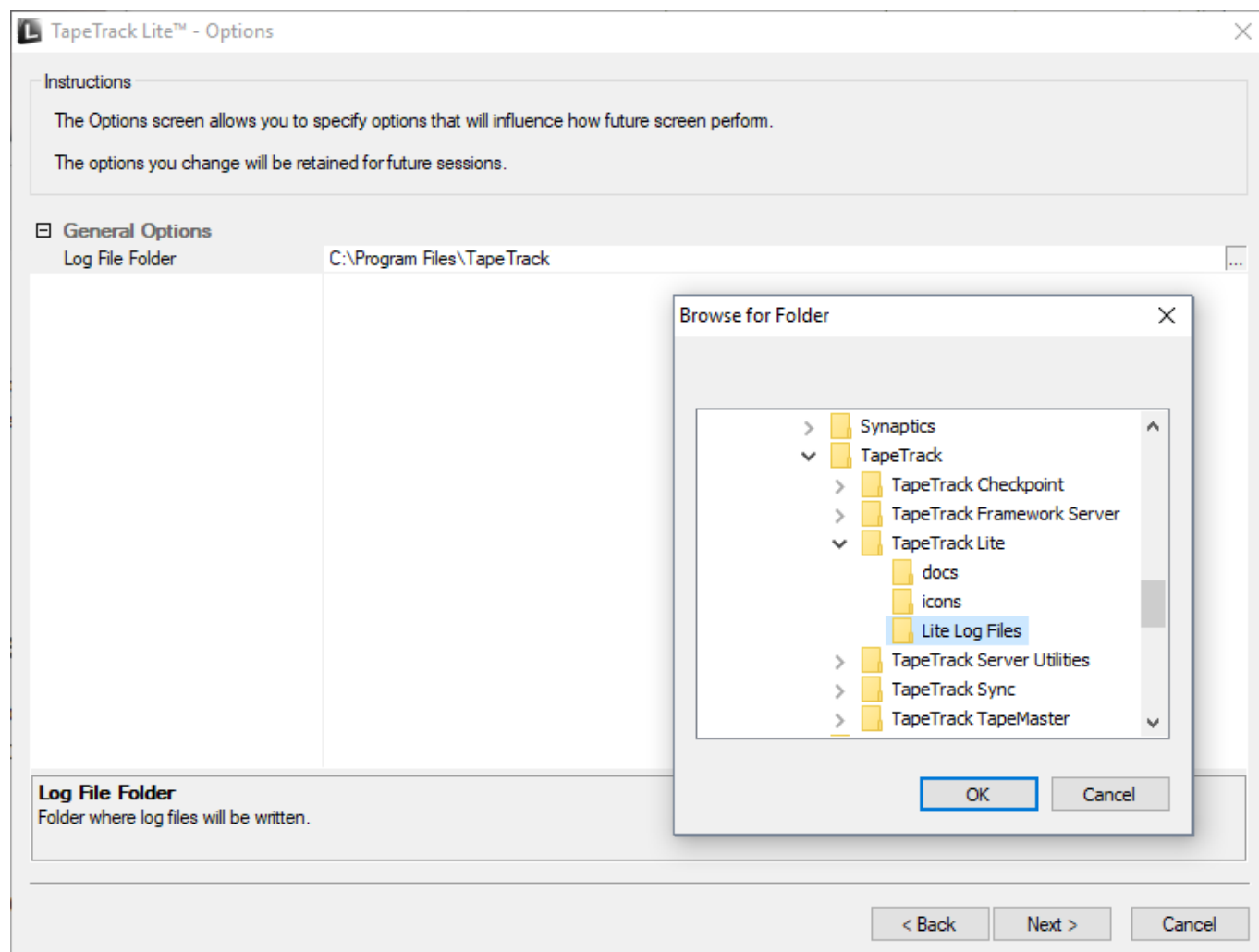


Set Options

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**, click on the more options button (...). From the **Browse For File** window select the preferred directory and click OK.

Click **Next** to continue.



Select a Customer

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** to continue.

TapeTrack Lite™ - Customer Selection

Instructions

The 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	56	0
Los Angeles Data Center	23	7
North Carolina Data Center	56	23
Nashville Data Center	52	9
	187	39

☒ Remember previously selected Customer

< Back

Next >

Cancel

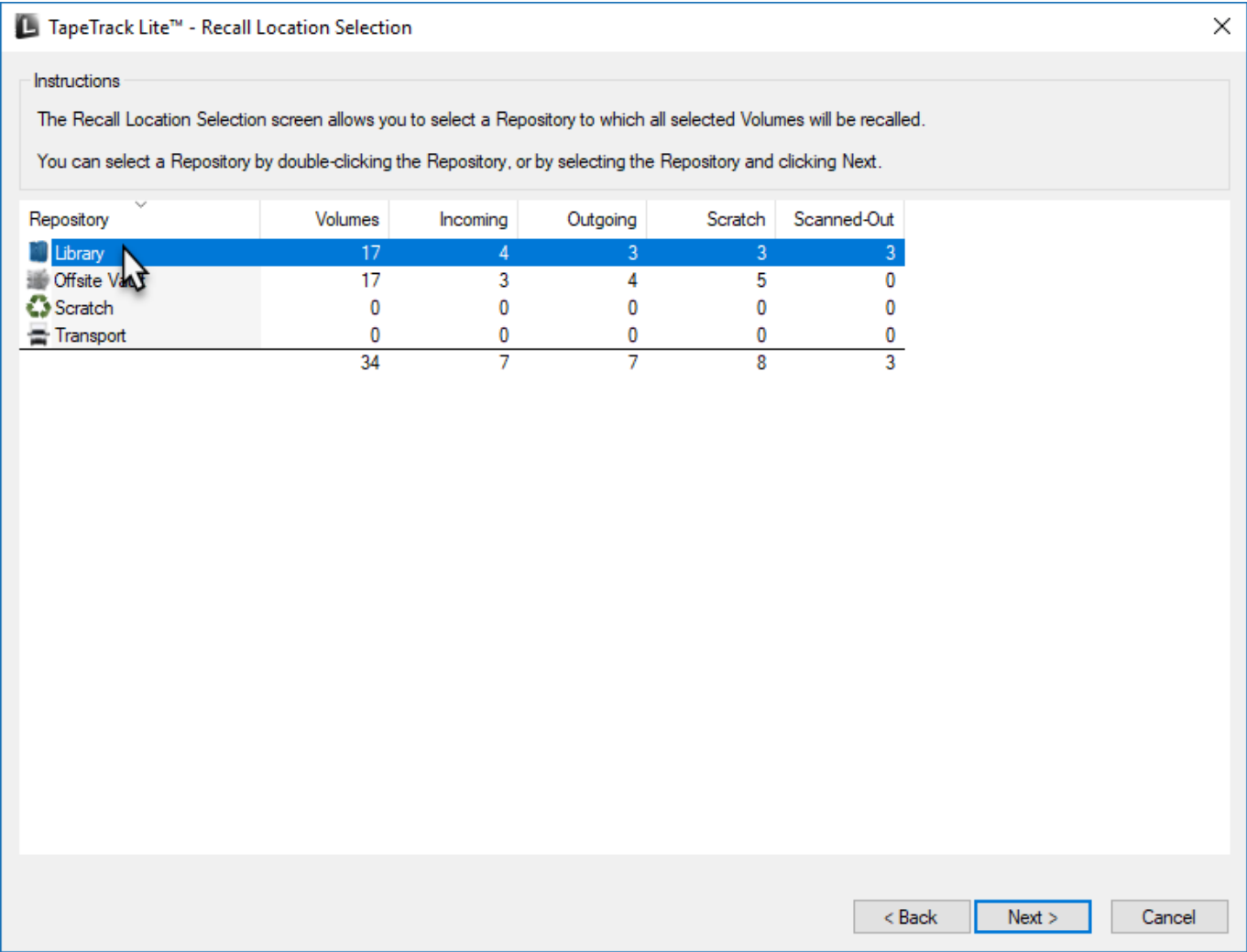
Select a Media Type

Select the [Media](#) type that you want to Reconcile by double-clicking the [Media-ID](#) or left-clicking the [Media-ID](#) and clicking Next to continue.

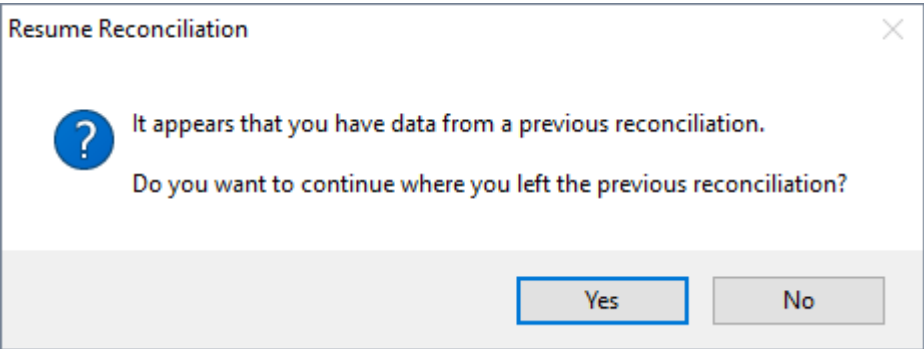


Select a Repository

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.



If you have performed Reconciliations before on the selected **Repository** you will be given the option of continuing the previous Reconciliation (select Yes) or starting a new one (select No).



The **Reconciliation Location** window will also display **Certificates** from previous Reconciliation results. To view 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**.

Volume Statistics

The **Reconciliation Scan** window displays 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 your preferred [scanning method](#) 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 the [Volume-ID](#) is unrecognized
- [Volumes](#) scanned as a duplicate [Volume-ID](#) will increment the Scan Count of the previously scanned [Volume](#) with that barcode and be labelled as [~~Duplicate~~][~~Scanned~~]

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

Any [Volumes](#) currently in a move between [Repositories](#) will also be labelled with [Moving-In] or [Moving-out].

TapeTrack Lite™ - Reconciliation Scan

Instructions
The Reconciliation screen allows you to scan Volumes that reside at the selected Repository.

Customer: **US01** New York Data Center

Media Type: **LTO** LTO Cartridge

Repository: **LIBR** Library

Volume-ID	Scan Count	Status
000000L6	1	[Scanned]
000001L6	2	[Duplicate][Scanned]
000002L6	1	[Scanned]
000003L6	1	[Moving-In][Scanned]
000004L6	0	[Unscanned][Moving-In]
000005L6	0	[Unscanned][Moving-In]
000006L6	0	[Unscanned][Moving-In]
000007L6	0	[Unscanned][Moving-In]
000008L6	0	[Unscanned][Moving-In]
000009L6	0	[Unscanned][Moving-In]
000010L6	0	[Unscanned][Moving-In]
000011L6	0	[Unscanned][Moving-In]
000012L6	0	[Unscanned]
000013L6	0	[Unscanned]
000014L6	0	[Unscanned]
000015L6	0	[Unscanned]
110011L6	1	[New][Scanned]

Statistics

Total	210
Scanned	5
Unscanned	205
Undefined	1
Moving-In	17
Duplicates	1
Bad scope	0
Not in list	1

Audit List

< Back Next > Cancel

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.

Flag Volumes

? You have 197 items that remain unscanned during this audit.
Do you want to flag these Volumes as having failed the audit?

Yes **No**

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.

Clicking **Create Certificate** will produce a **Certificate** documenting the status of the reconciled **Repository** for future reference including information on present (OK), absent (Deficit) and excess (Surplus) **Volumes**.

Creating Certificates

In the **Create Certificate** window add a Description relevant to the Reconciliation (eg July 2018 Library Reconciliation) and click Create **Certificate**.



To create **Certificates** you must have **Certify Rights** assigned to your **User-ID**

Creation status will then be displayed.

To view **Certificate** click Certificate Properties.

Description	Creation Status
	Request OK

The **Certificate Properties** window displays:

- **Customer**
- **Media type**
- Repository
- **Certificate** Description
- Digital signature
- **Certificate** status
- Total items scanned
- Deficit items
- Surplus items



The Certificate Item List tab displays:

- Volume-ID of scanned Volumes
- Status of scanned Volumes, status options are:
 - Green tick and OK : Volumes should be present and are present
 - Red cross and Deficit : Volumes should be present but are not present.
 - Yellow exclamation and Surplus : Volumes should not be present but are present.



Volumes can be filtered on the **Volume-ID** and/or Status. To filter insert search criteria under **Volume** or Status where Enter Text here is displayed. Filter off either whole search term or use * as a wildcard (e.g. to search for Surplus, type Surplus or S*). Search terms are case sensitive. Click OK to close and return to **Create Certificate** window.

Click OK to continue.

Complete

This will bring up the **Complete** window, from here you can:

- Click View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back to return to start menu and select another task.
- Click Finish, Cancel or X to exit TapeTrack Lite.



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