Scanning-In

Overview

The TapeTrack Lite Scan In function allows you scan in volumes in a move status to the current repository.

TapeTrack Lite will only allow you to initiate the Scan-In task if there are tapes currently in an Incoming status.

Video Walkthrough

Video coming soon.....

Steps

Select Scan In

1. Select Scan In from the Library Management Tasks drop-down menu.
2. Once you have selected the required task, press Next to progress to the next screen.

{image}

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 right of the Log File Folder and click on the more options button (...) and select the preferred directory.

{image}

Customer Selection

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 at the bottom of the page to continue.

{image}

Scan In Location

In the Scan-In Location window select a repository to scan in the volumes to by double clicking on the repository or left click to select repository and click `Next` to proceed

{image}

Scan In Volumes

This opens the Scan-In Volumes window and the input window. The Scan-In Volume window displays

- Customer ID and description
- Repository ID and description where volumes are being scanned to.
- The volumes to be scanned in are listed in the Scan-In List tab (displayed by default).
- Scan-In window displays the volumes to be scanned with the format CUSTOMER_ID.MEDIA_TYPE.VOLUME_ID. The total number of volumes to be scanned is displayed in the scan-In list tab at the bottom left of the window.
- Scan-In Log tab which records all actions attempted or completed as well as all system and error messages.
- Launch Scan-In input window to allow scanning in of volumes with a barcode scanner, keyboard, clipboard, file or SCSI options
- Scanned in items list displaying volumes that have been scanned in.

{image}

Barcode Scanner

- Open Volume Scan-In window by clicking on scan-in button at the top right of window. Use barcode scanner to scan volumes from the Scan-In list or type in volume barcode/s with keyboard. Correct volumes scanned in 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 message displayed in red Scanned Volume is not in the list. Incorrect volumes scanned will not be entered into TapeTrack.

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Permanent link:
https://docs.tapetrack.com/lite/function_scanning_in?rev=1496853488

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