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.

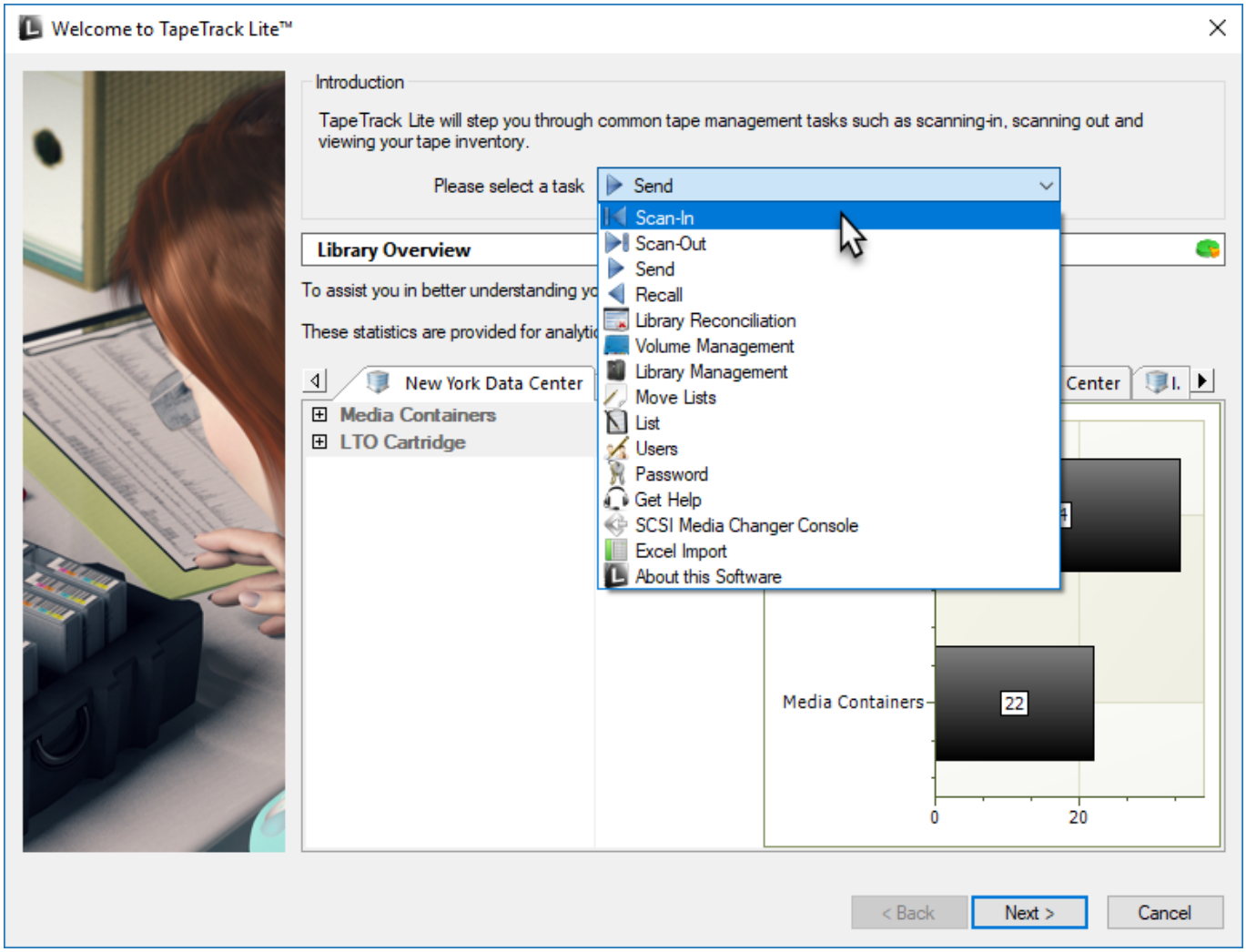
Video Walkthrough

Video coming soon.....

Steps

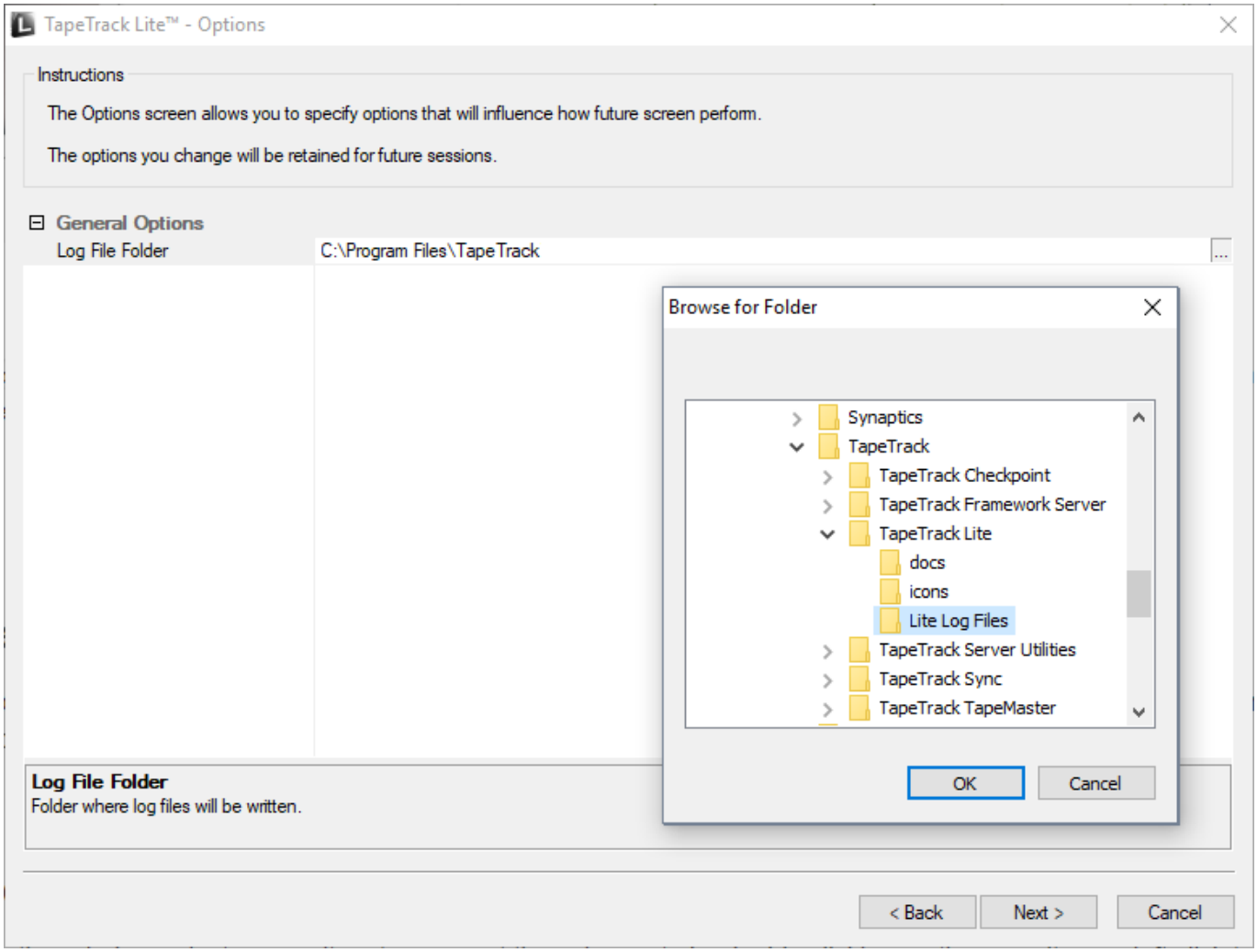
Select Scan In

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.



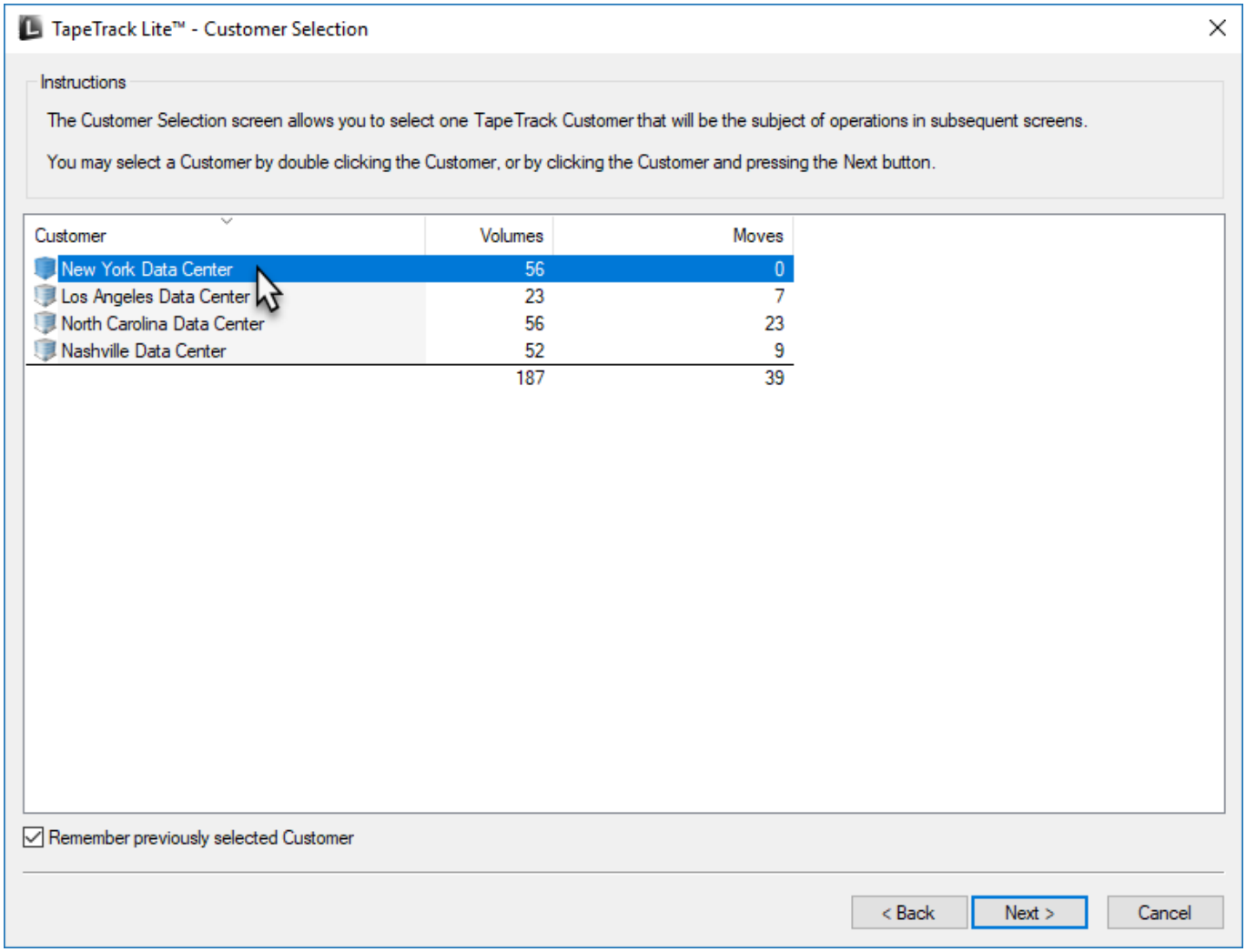
Options

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.



Customer Selection

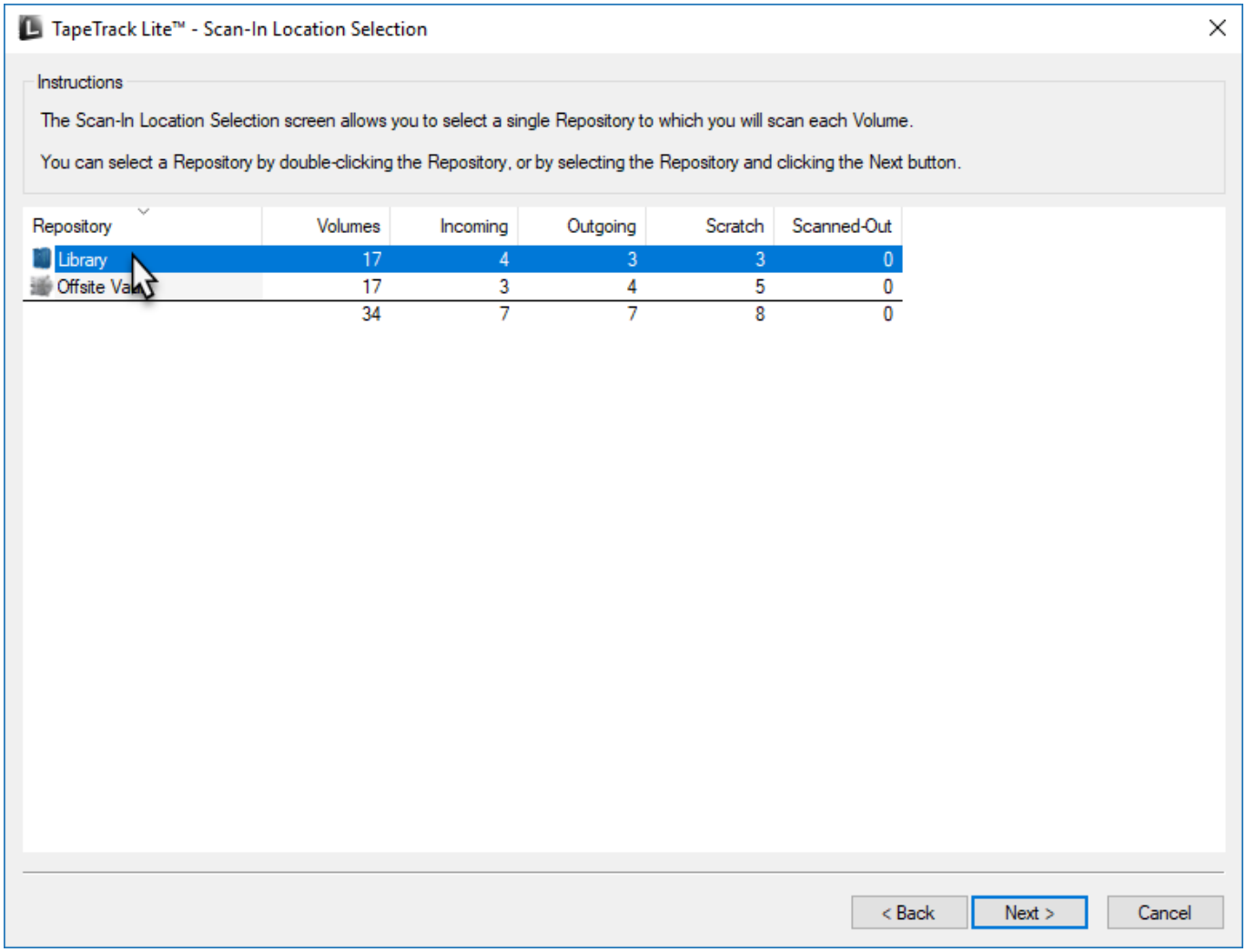
Select the account or customer that you want to manage tapes for by double-clicking the customer-ID or left clicking the customer-ID and clicking `Next` at the bottom of the page to continue.



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Scan In Location

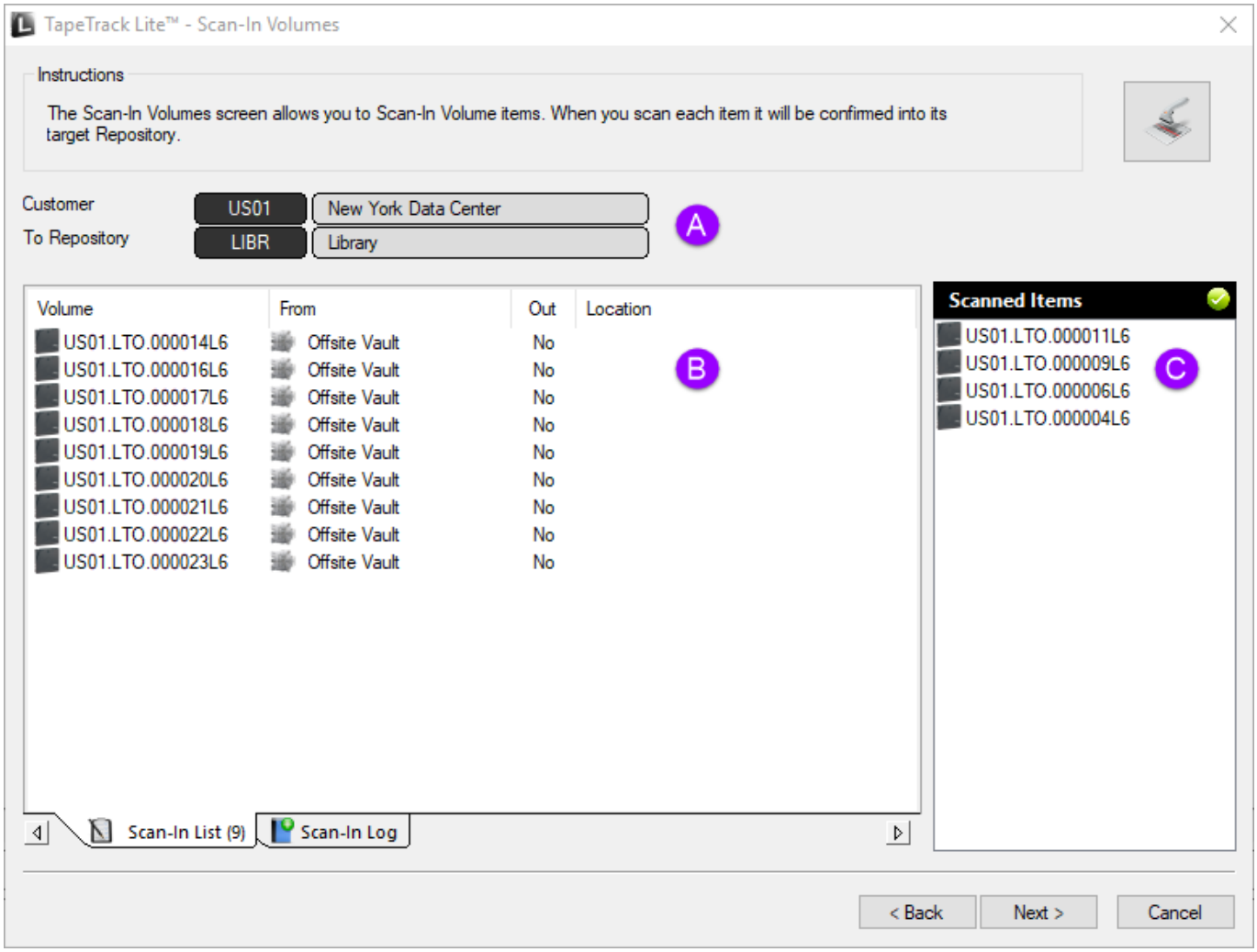
In the Scan-In Location window select a repository to scan in the volumes to by double clicking on the repository or left click to select repository and click `Next` to proceed



Scan In Volumes

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

- **A** Customer ID and description, Repository ID and description where volumes are being scanned into.
- **B** The volumes to be scanned in.
- **C** Volumes scanned in.



Scan in the volumes using your preferred scanning method When all volumes are scanned in close Scan To Add Volumes window by clicking X at top right of window.

{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.

{image}

Keyboard Input

To scan in volumes select one of the following methods

- Select volumes from list in Scan-In Volumes window by left clicking volume-ID. Multiple volumes

can be selected by using shift + click and/or control + click. Right click selected volume/s and select scan. Volumes can also be scanned in by pressing the spacebar after selecting the volumes (this method requires careful and accurate checking of the barcode).

{image}

Windows Clipboard

Open Volume Scan-In window by clicking on scan-in button at the top right of window. Copy the volume-ID/s to windows clipboard from a text file, csv file email or other accessible file format. Click the paste button at the top of the window and volume-ID/s will be scanned in.

{image}

File Input

- Open Volume Scan-In window by clicking on scan-in button at the top right of window. Open the file containing the volumes to be scanned in by clicking on the file input button at the top of the window. Locate and select the file in the browser and click open. Volumes will be loaded from the file and scanned in.

Once all volumes have been scanned in, close the Volume Scan-In window by clicking the X in the top right of the window.

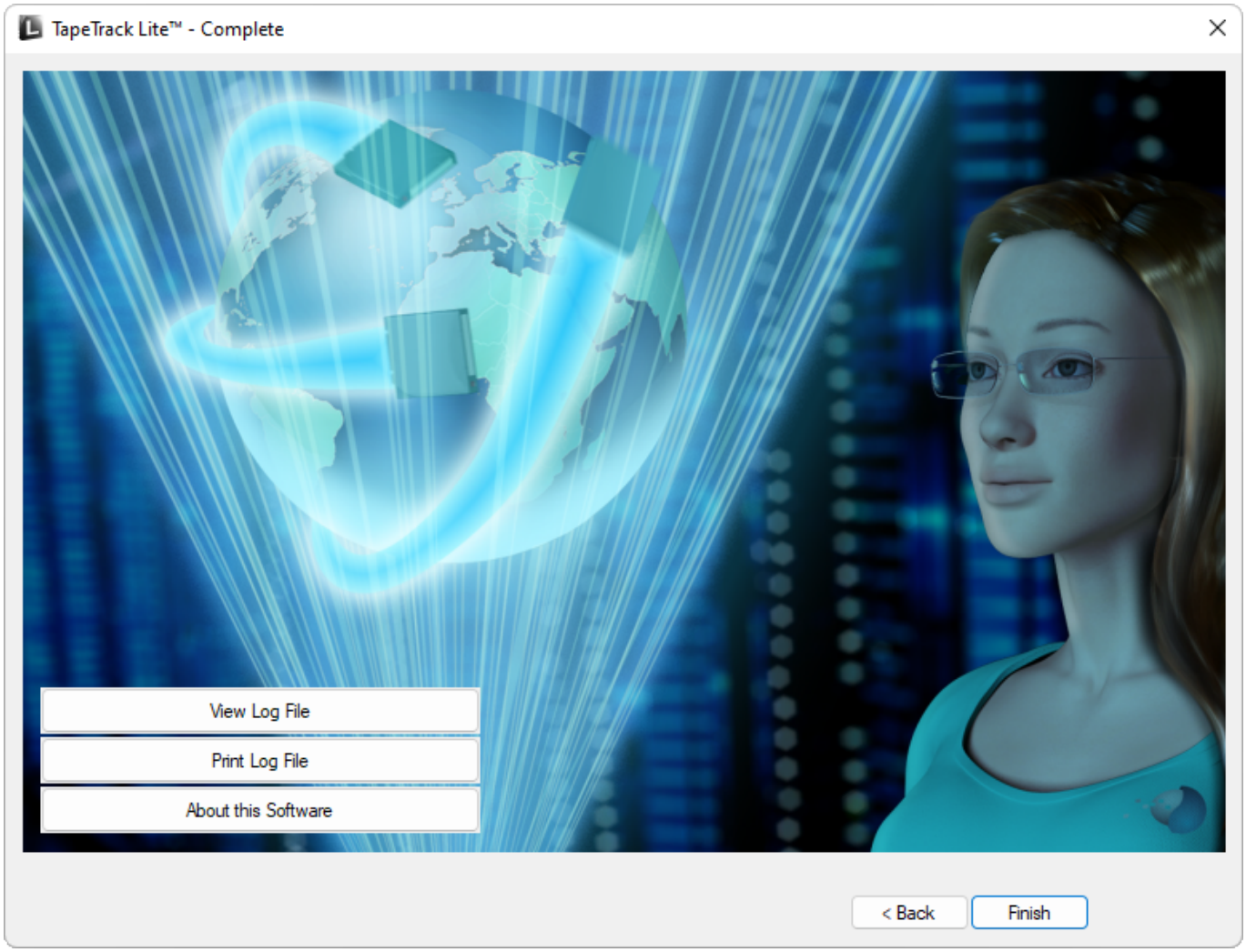
{image}

Click `next` on the Scan-In Volumes window to continue.

Complete

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

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



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

Permanent link:
https://docs.tapetrack.com/lite/function_scanning_in?rev=1496942882

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