# Scan-In

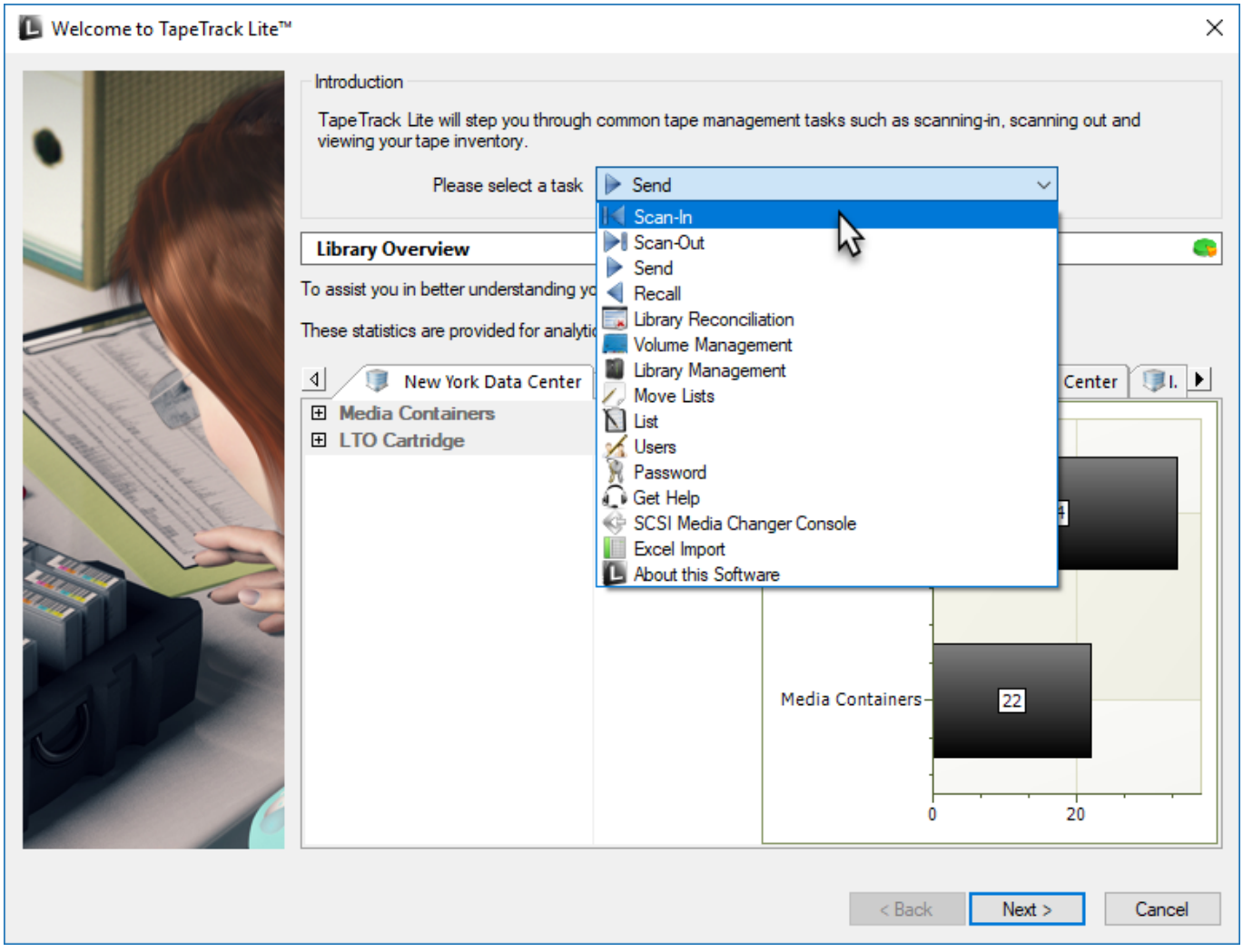
The TapeTrack Lite Scan In function allows you Scan-In Volumes in a move status to the Current Repository.

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

## Scan-In Process

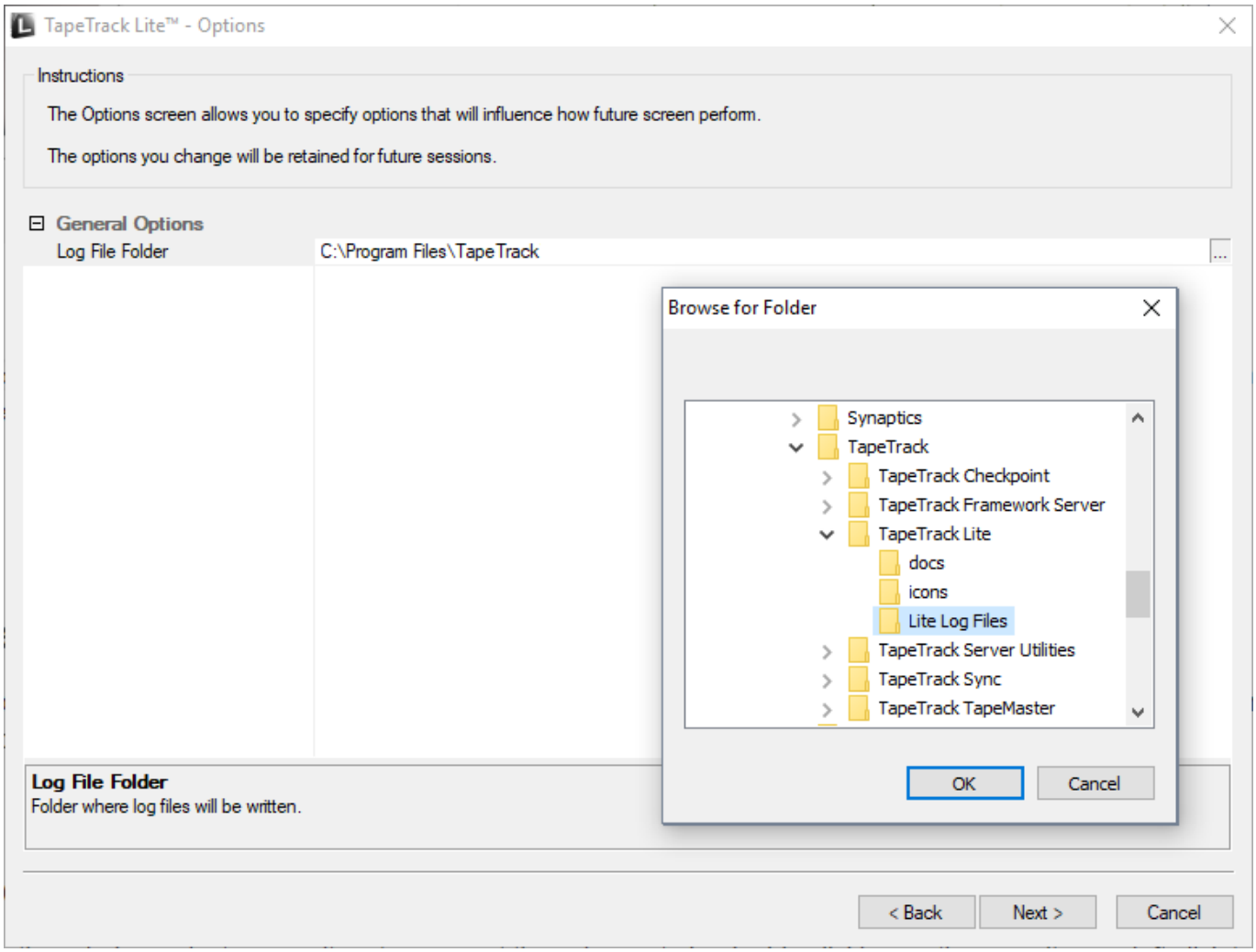
### Select Scan-In

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



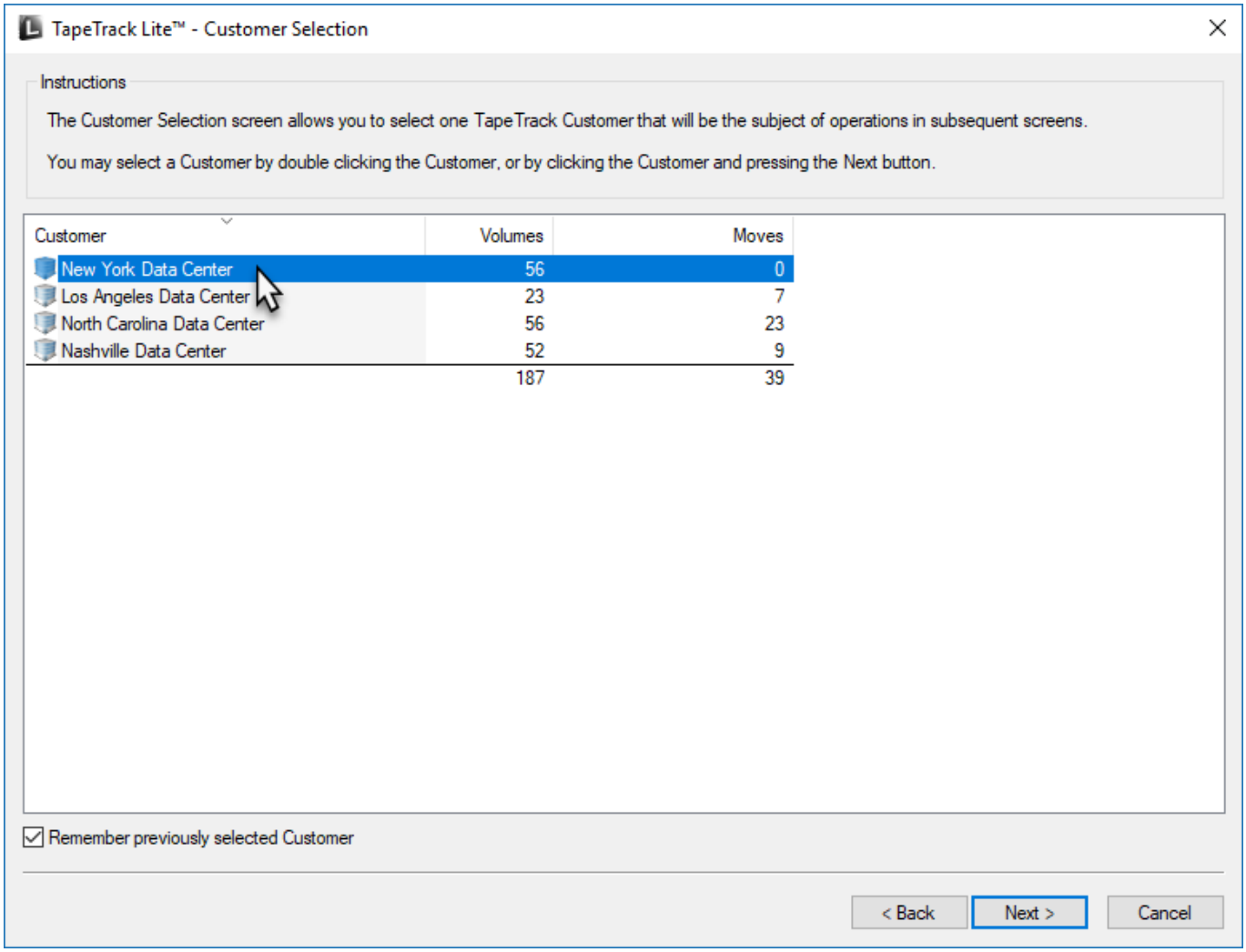
## Options

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

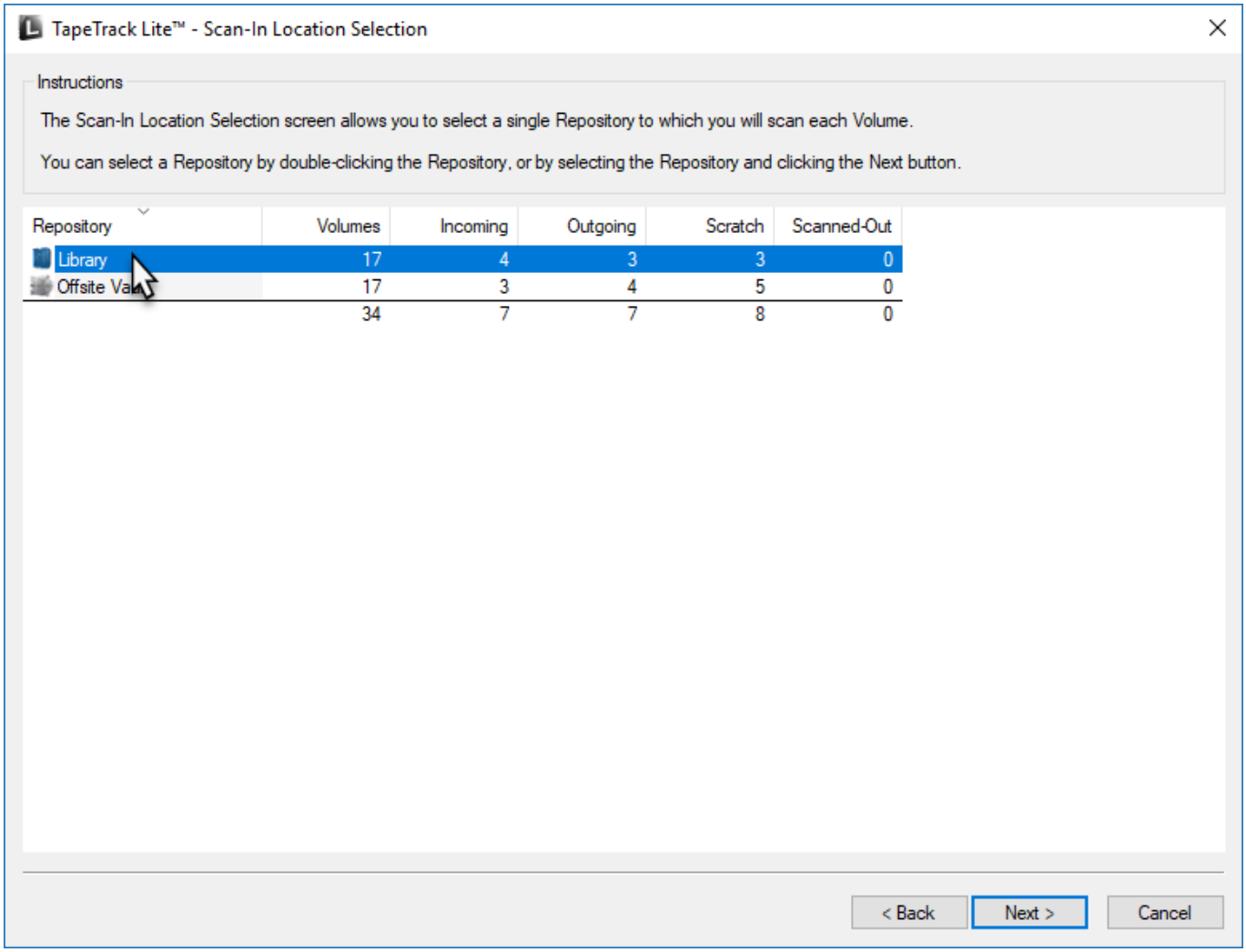
Select the account or Customer that you want to manage tapes for by double-clicking the `customer-ID` or left-clicking the `Customer-ID` and clicking `Next` at the bottom of the page to continue.




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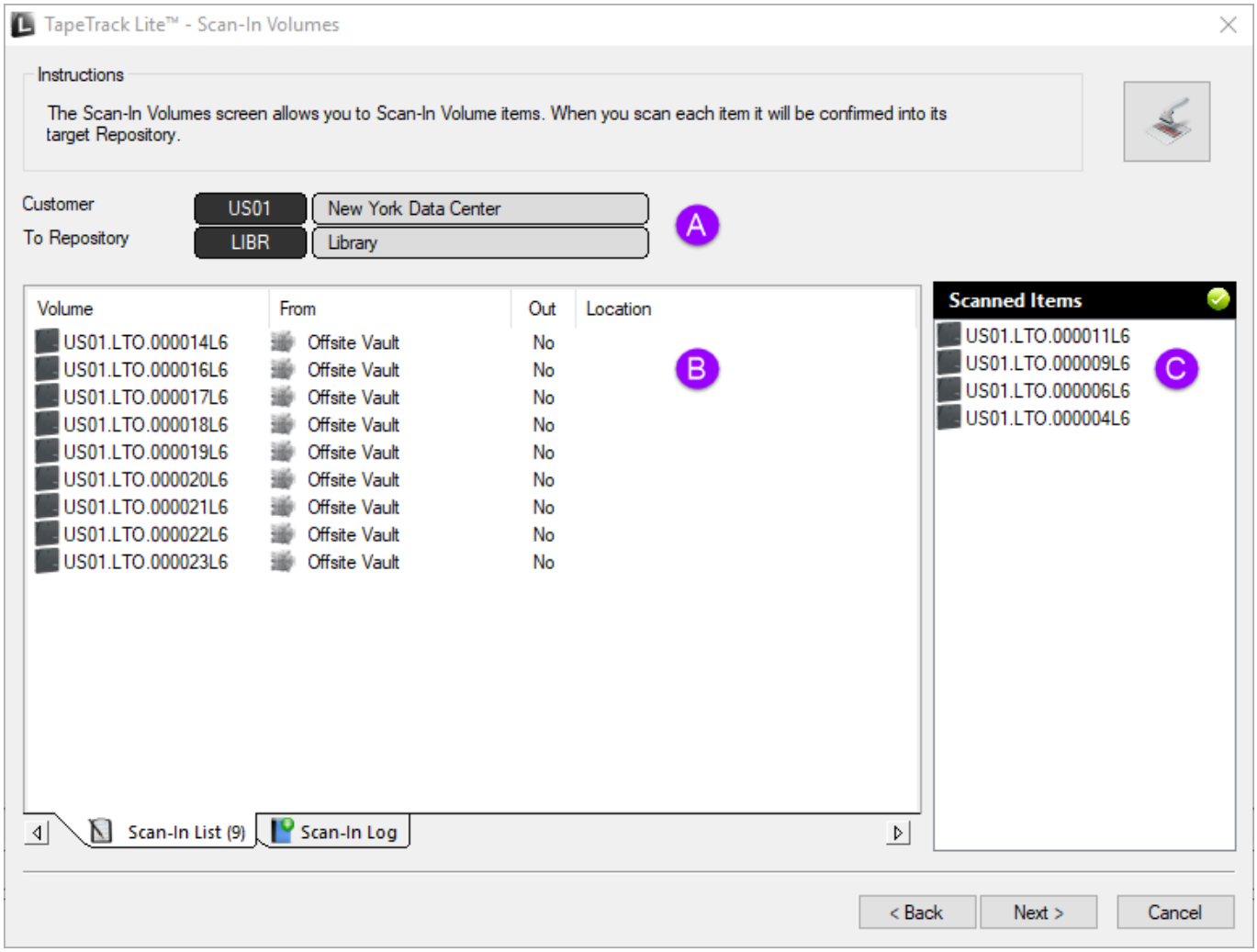
## Scan In Location

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 customer, media and Volume information.




**Notes:**

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

Scan-In the volumes using your preferred scanning method. Any scan errors are recorded in the `Scan-In Log` tab.

When all Volumes are Scanned-In, close Scan-In Volumes window by clicking X at top right of the window.

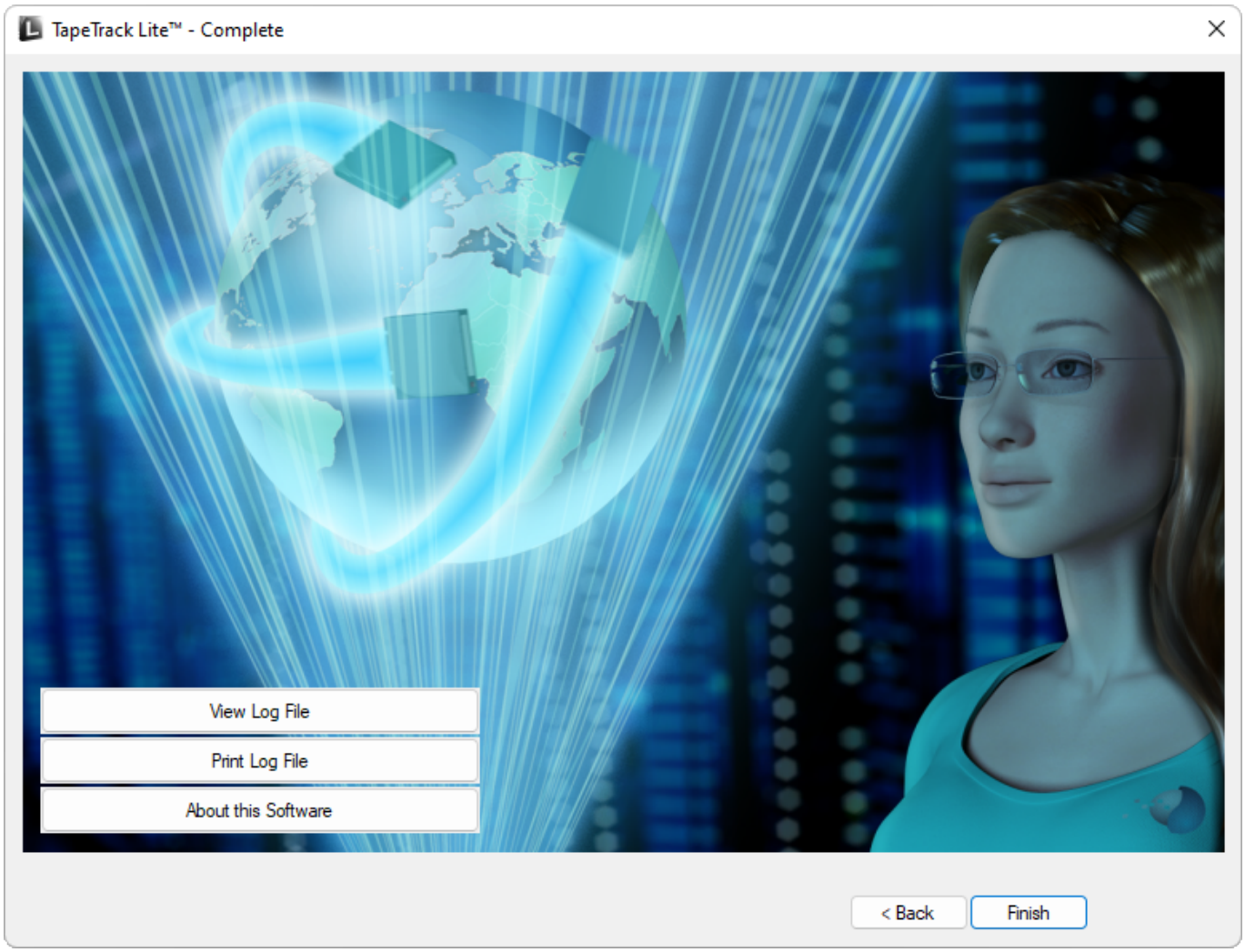
Click `Next` on the Scan-In Volumes window to continue.

# 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=1542930280**

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