Scan-In

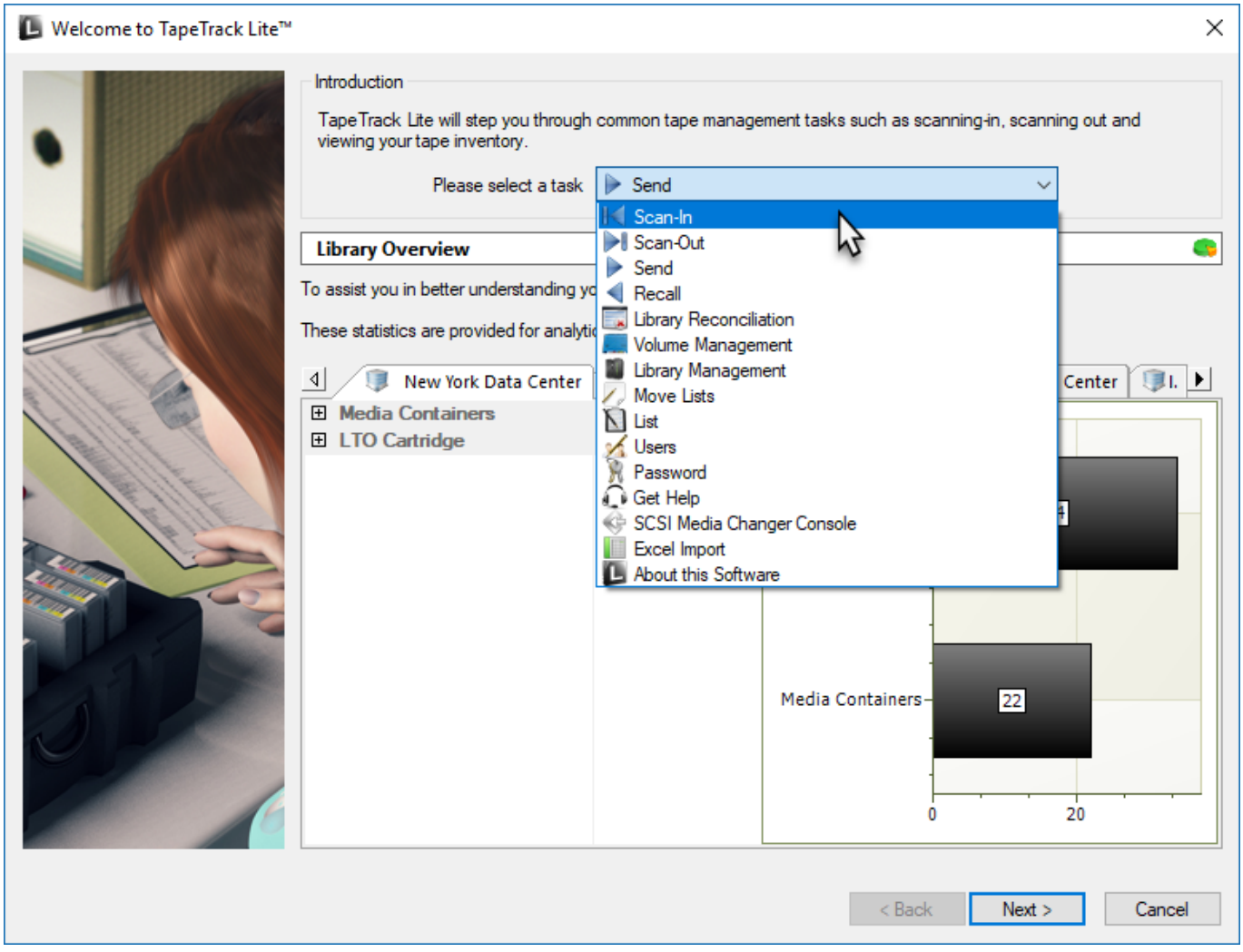
The TapeTrack Lite Scan In function allows you Scan-In Volumes in a move status to the Currently Selected Repository.

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

Scan-In Process

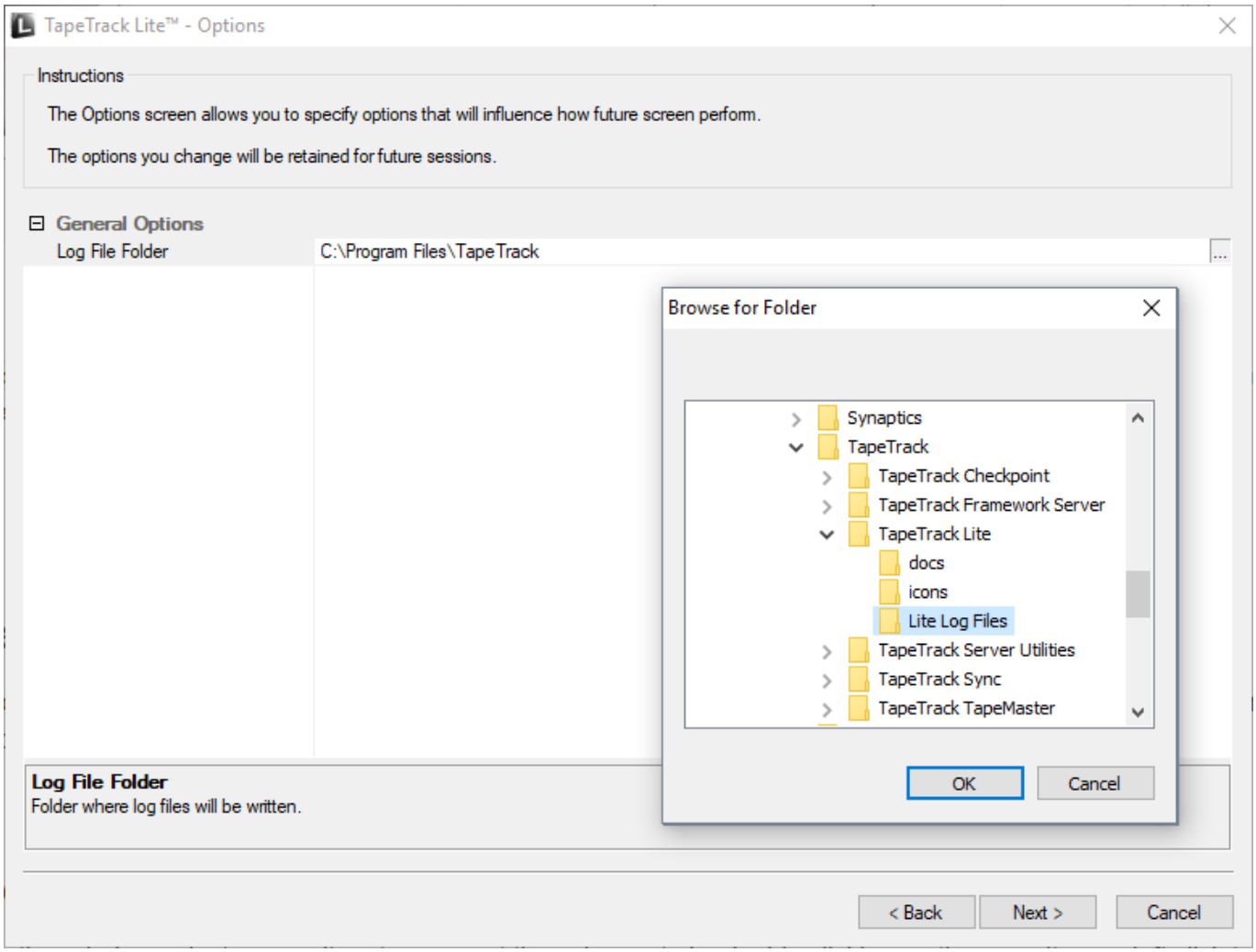
Select Scan-In

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.



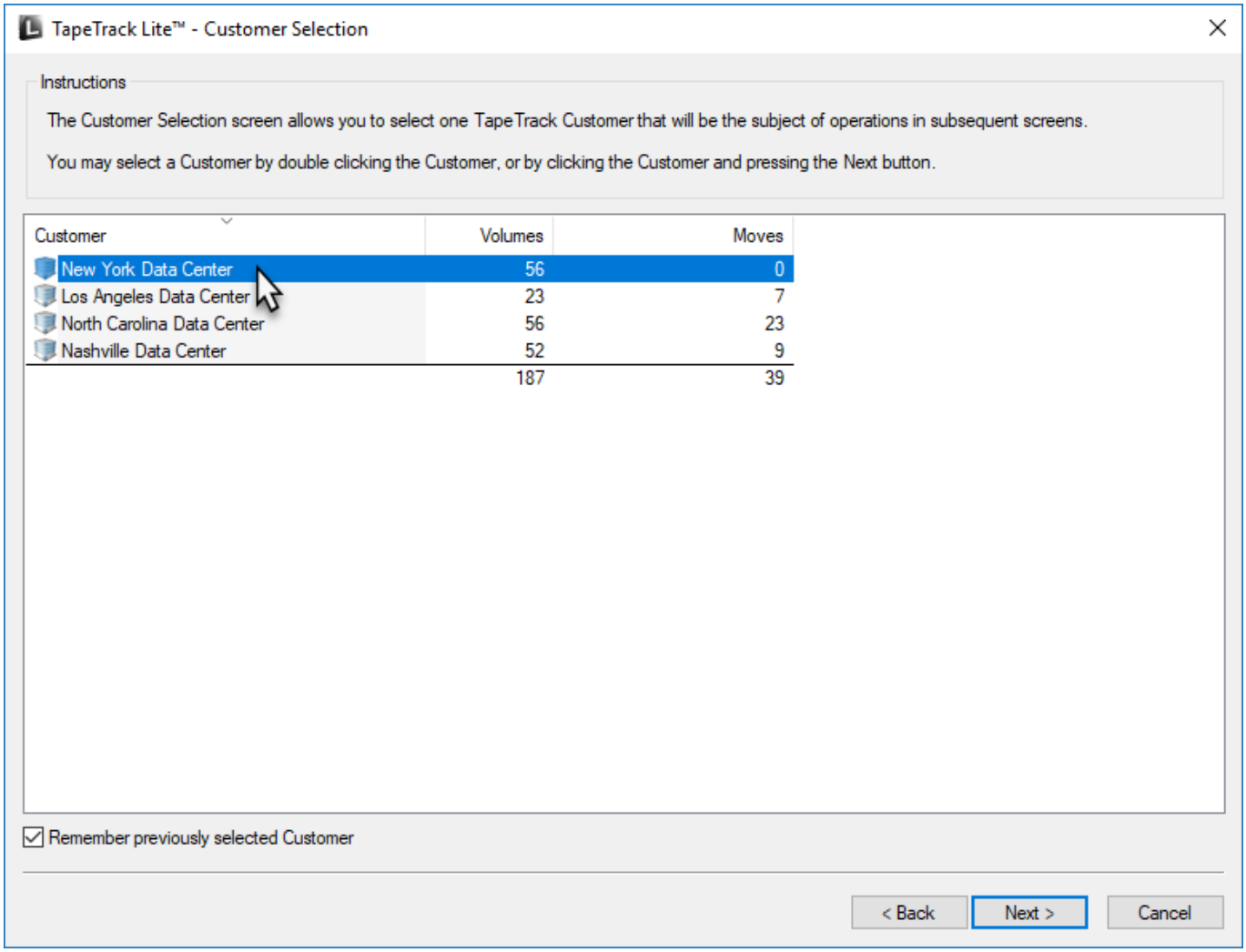
Options

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

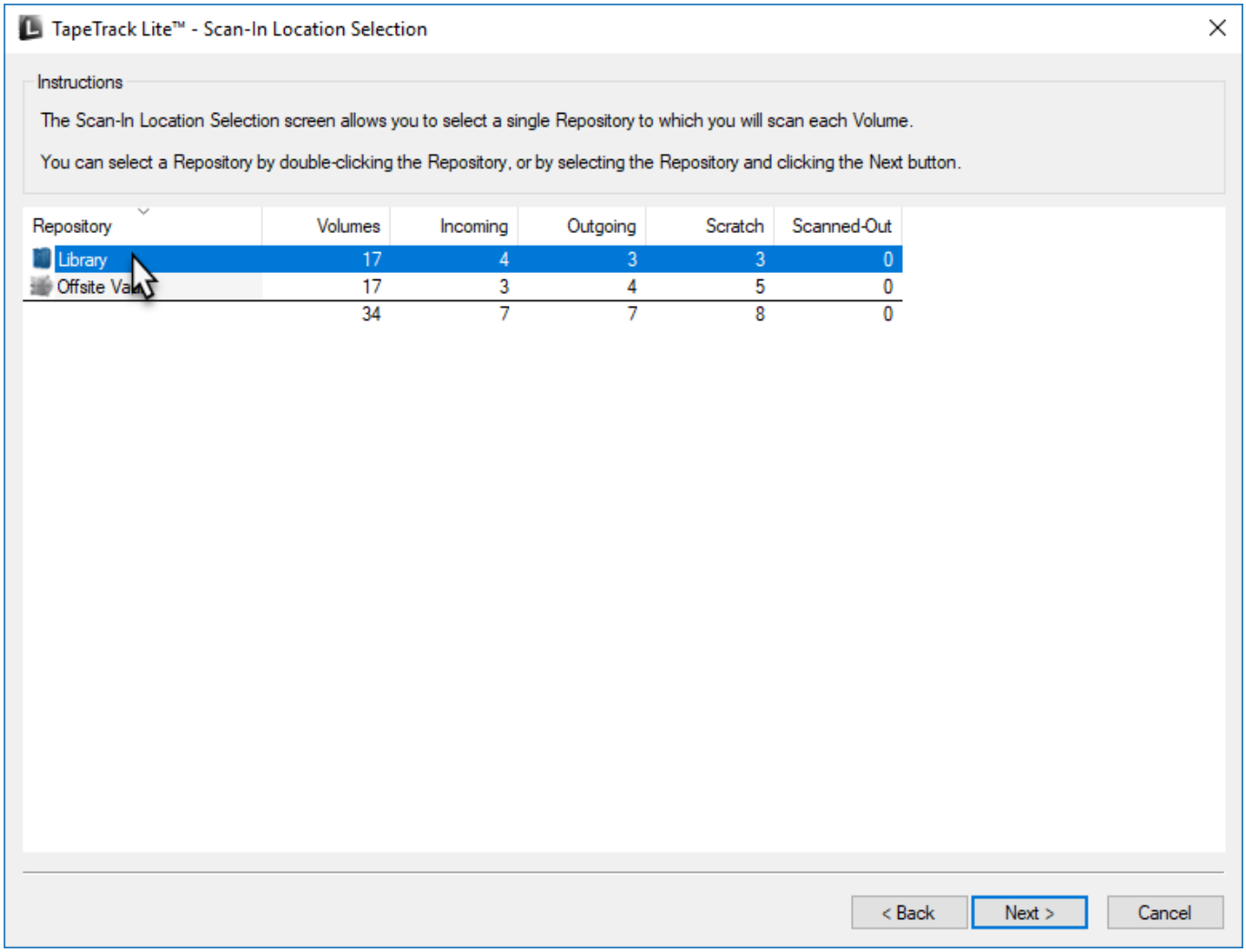
Select the account or Customer that you want to manage tapes for by double-clicking the `Customer-ID` or left-clicking the `Customer-ID` and clicking `Next` at the bottom of the page to continue.



}

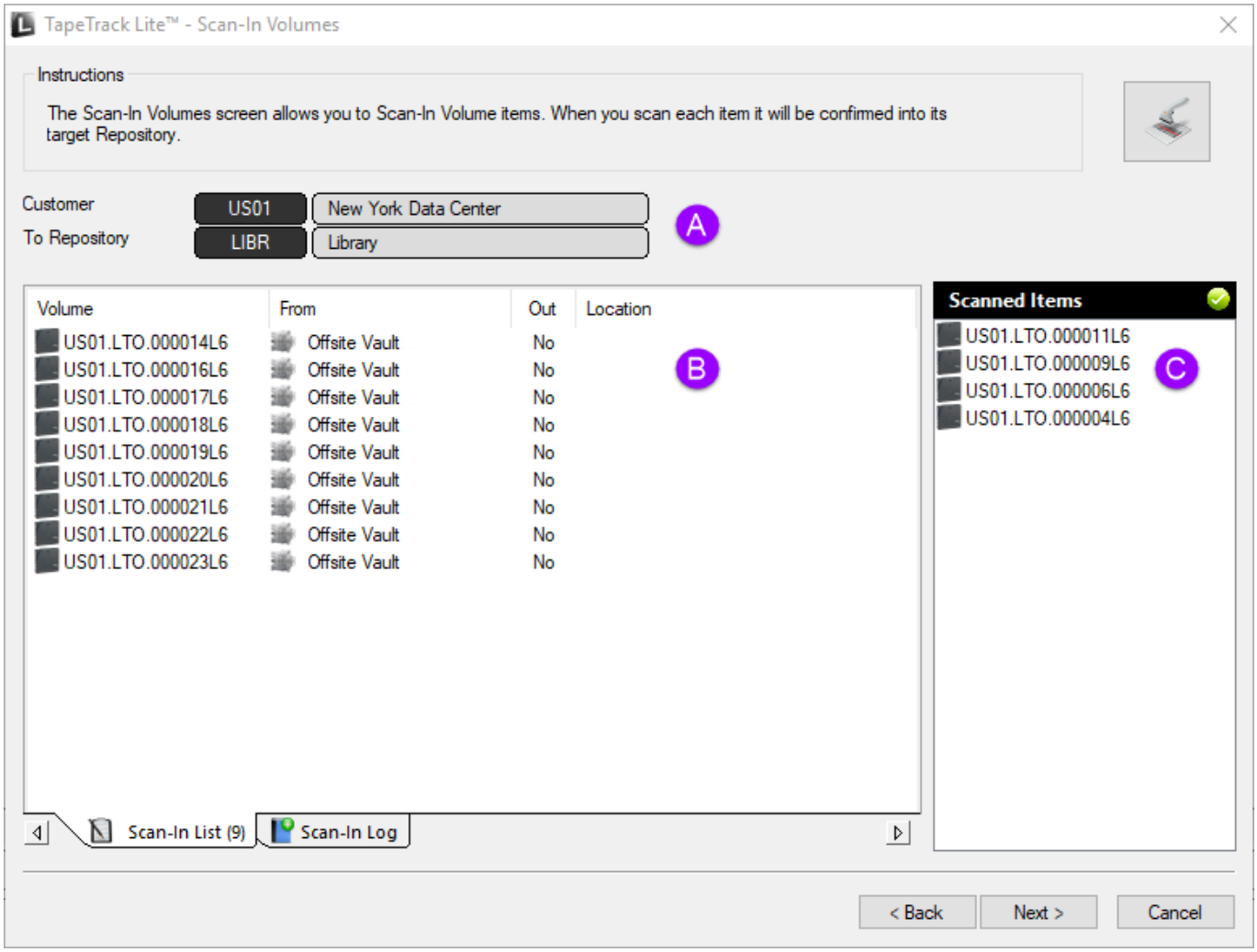
Scan In Location

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.

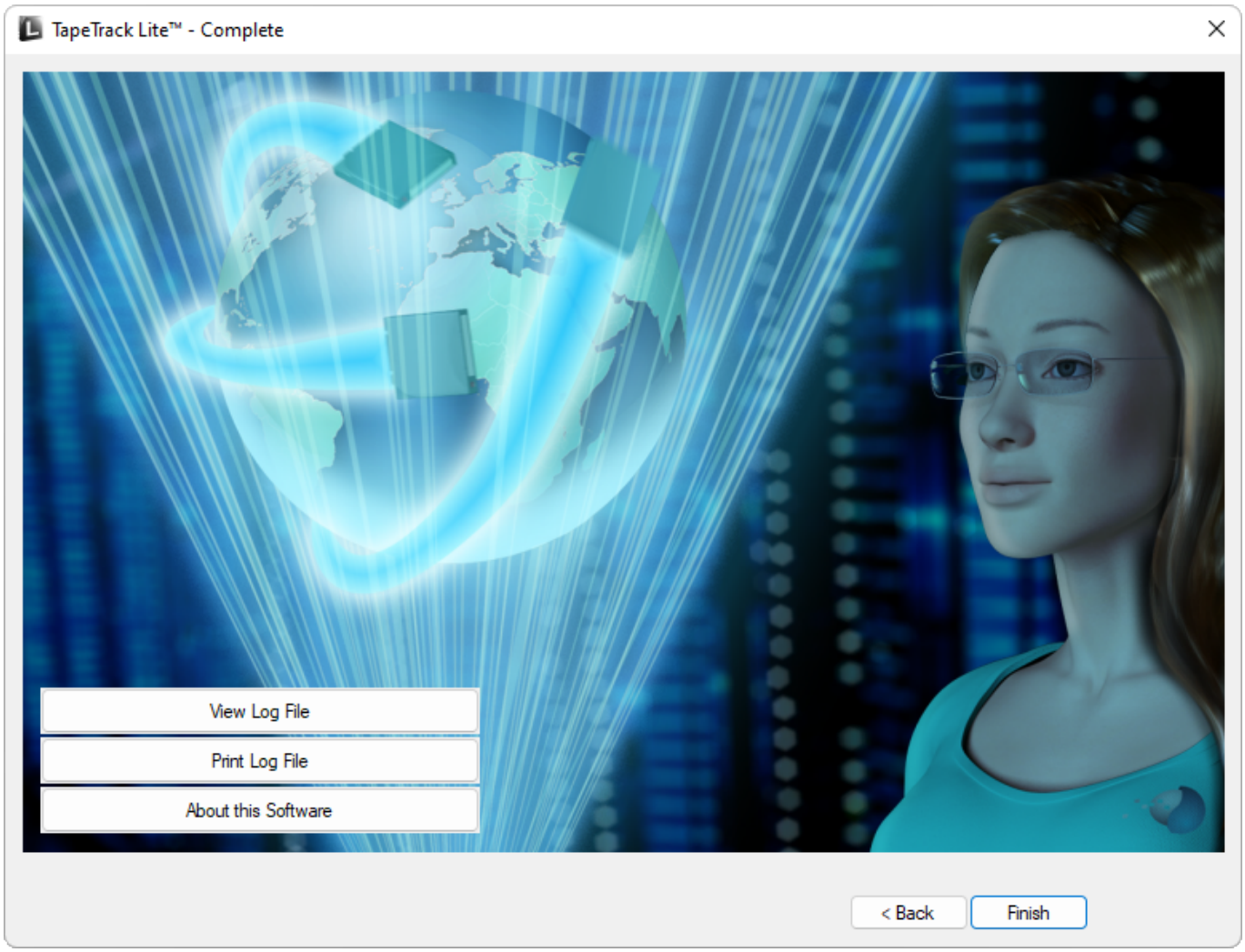
Click `Next` on the Scan-In Volumes window to continue.

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=1542933775

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