# 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 Volumes currently in an incoming status.

## Scan-In Process

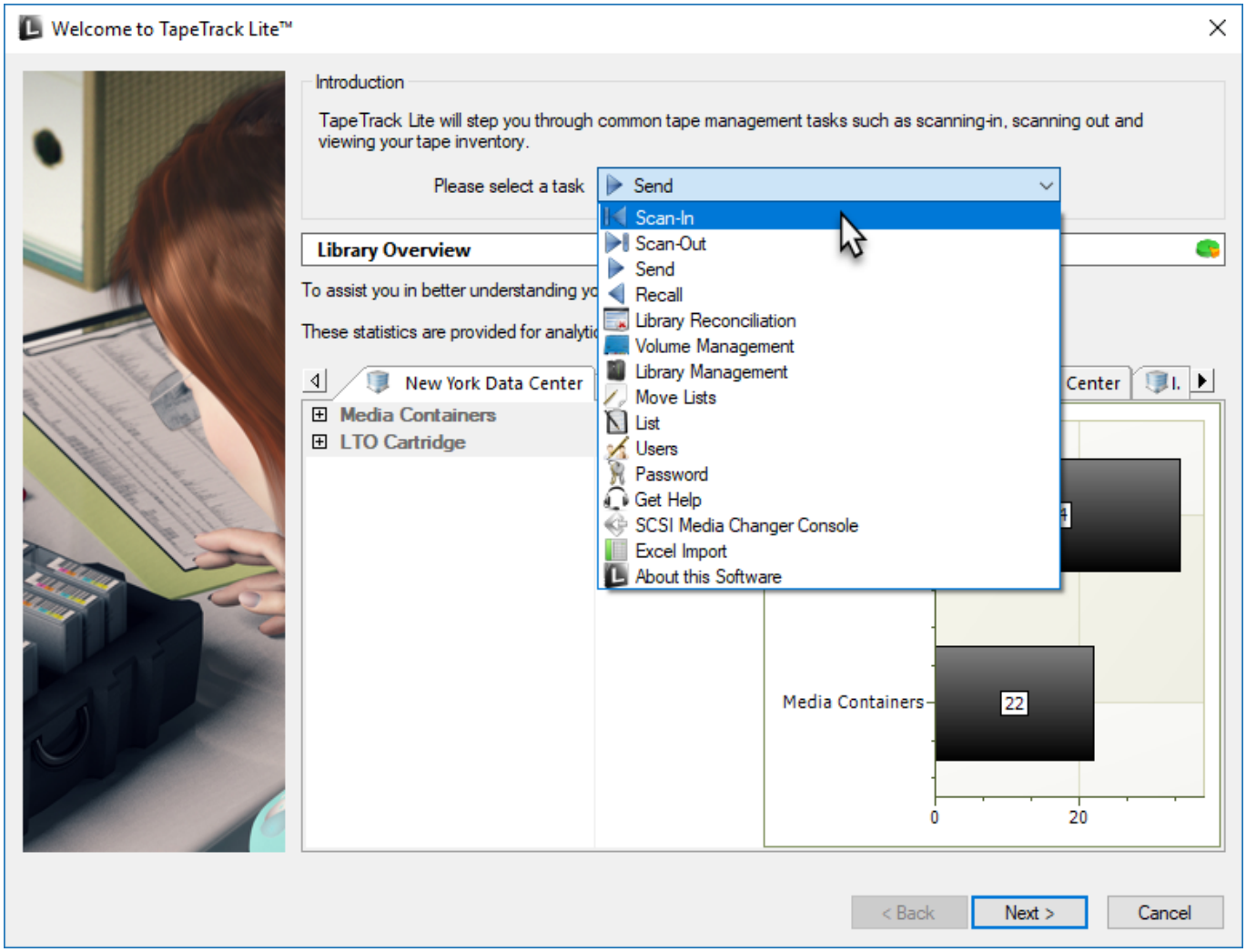


The Scan-In video is intended as a companion to the instructions.

Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

### Select Scan-In

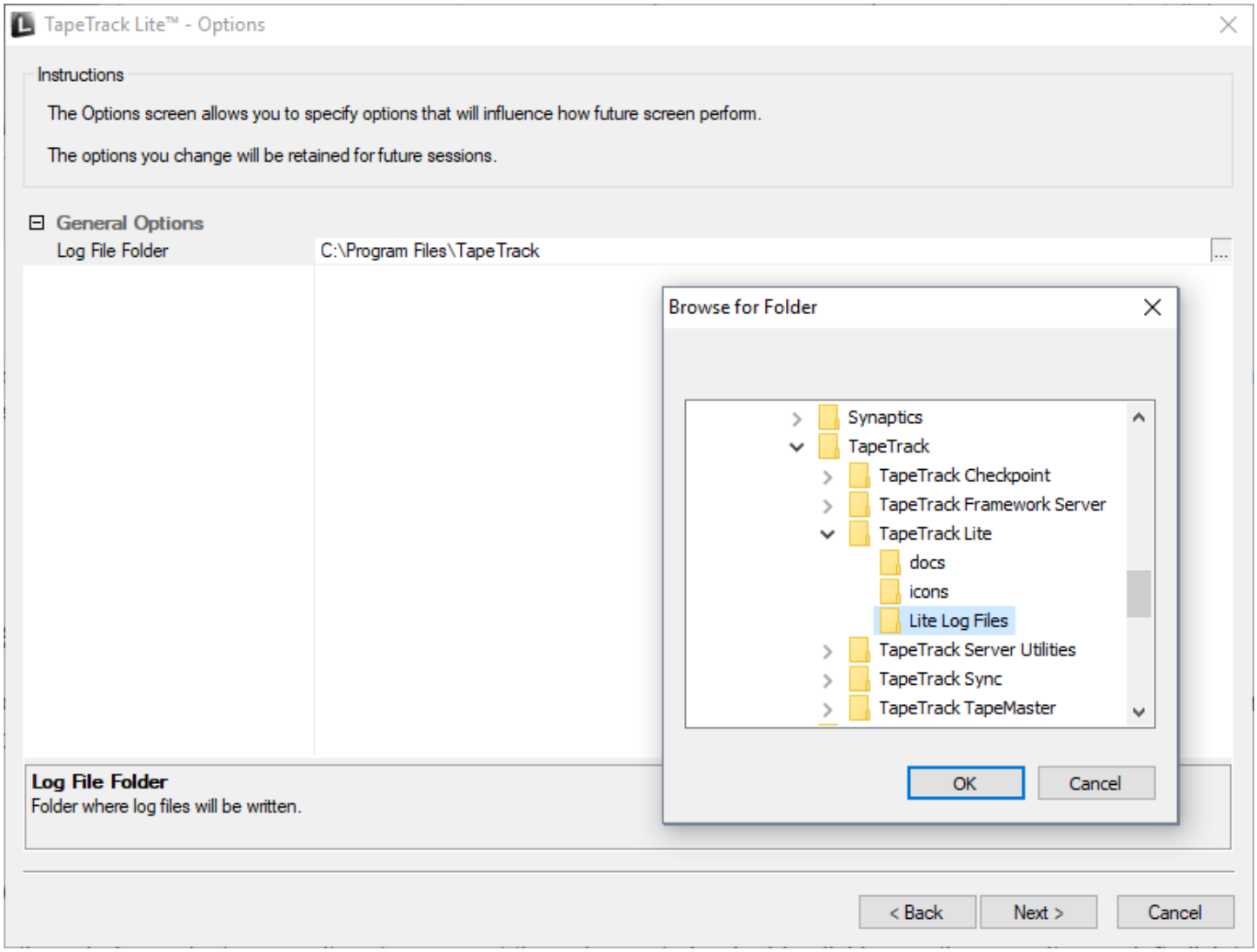
Select `Scan-In` from the drop-down task menu and click `Next` to continue.




## Options

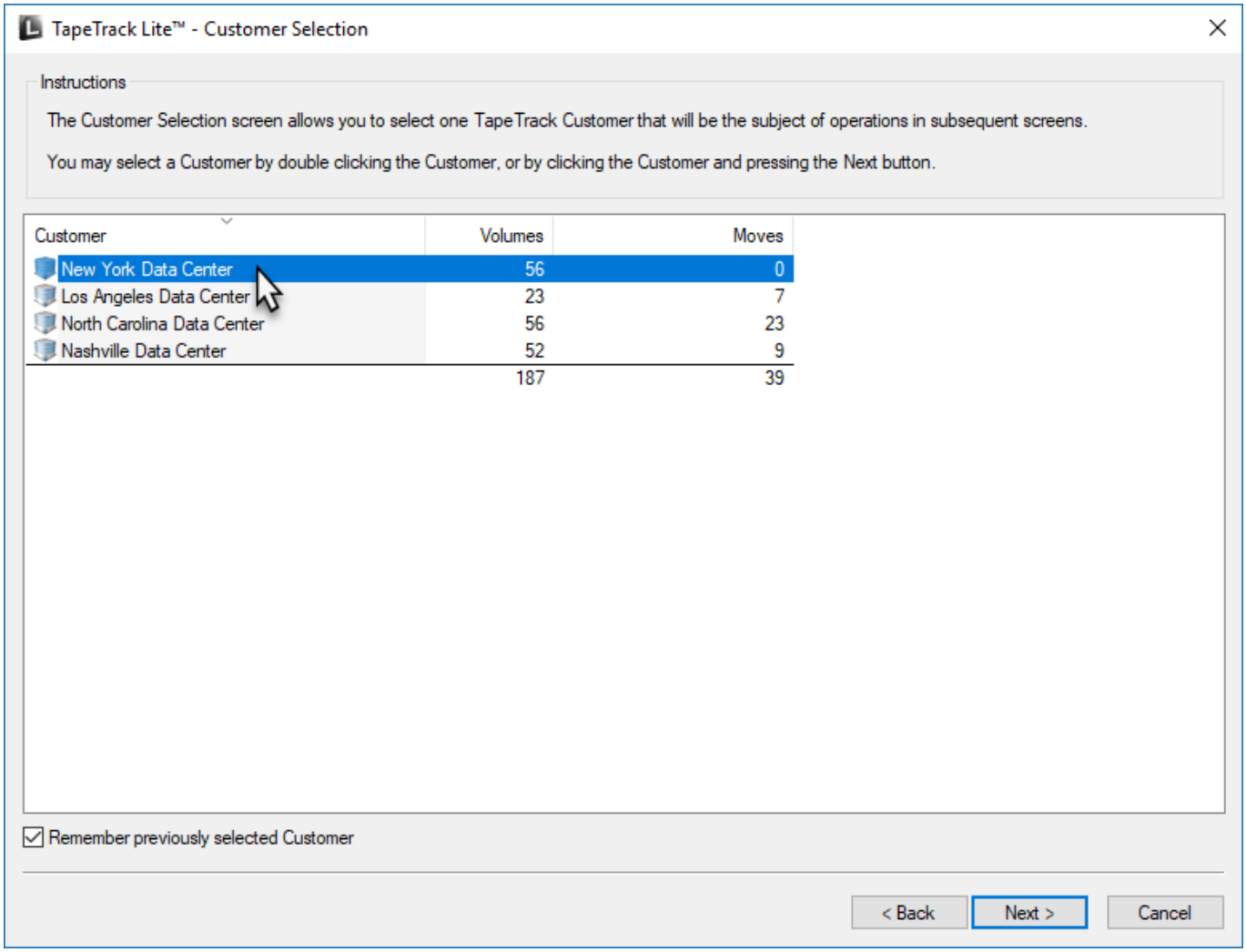
This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

To change the default directory, click in the field to the right of the `Log File Folder` and click on the more options button (…) and select the preferred directory.




## Customer Selection

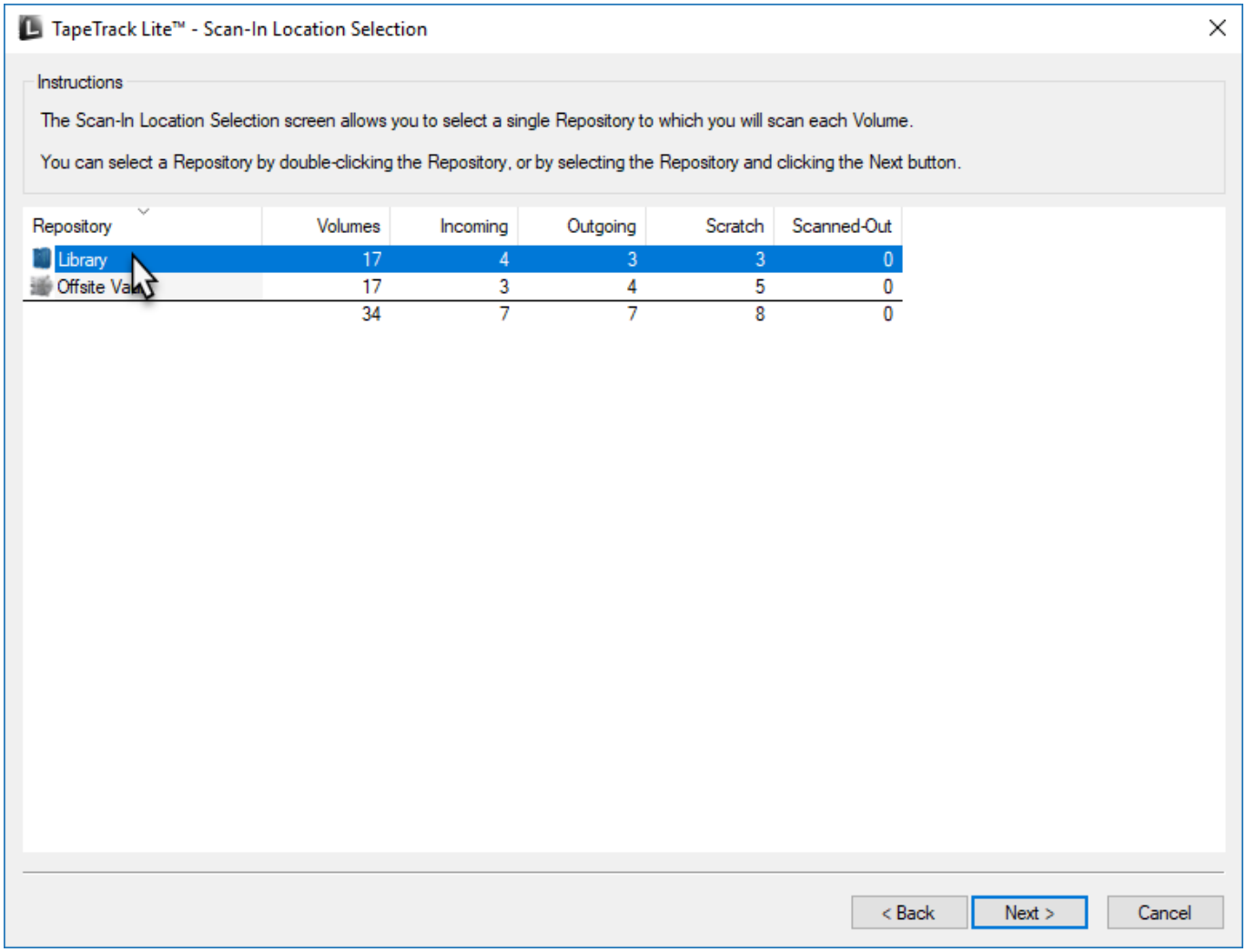
Select the account or Customer that you want to manage tapes for by double-clicking the `Customer-ID` or left-clicking the `Customer-ID` and clicking `Next` at the bottom of the page to continue.




}

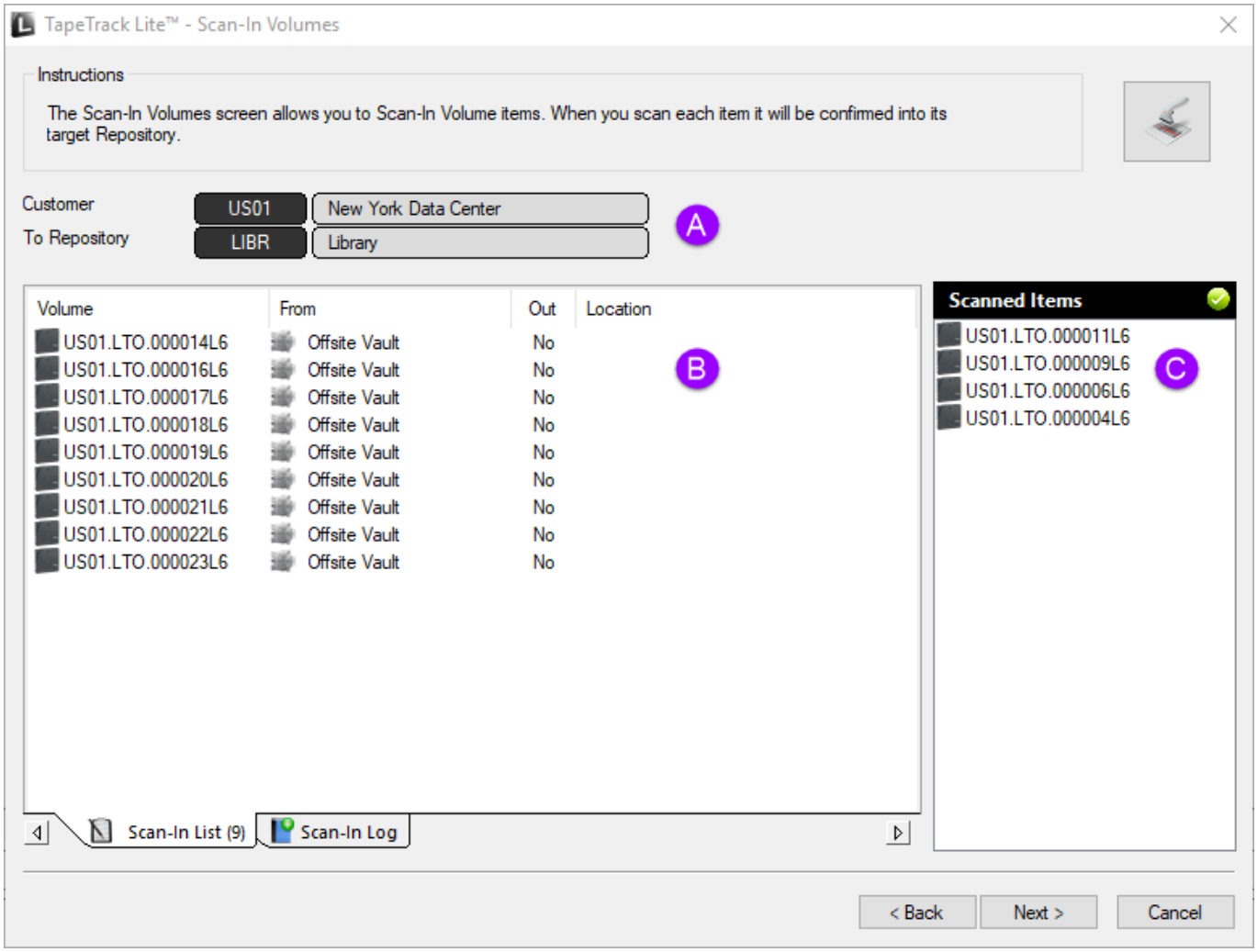
## Scan In Location

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.

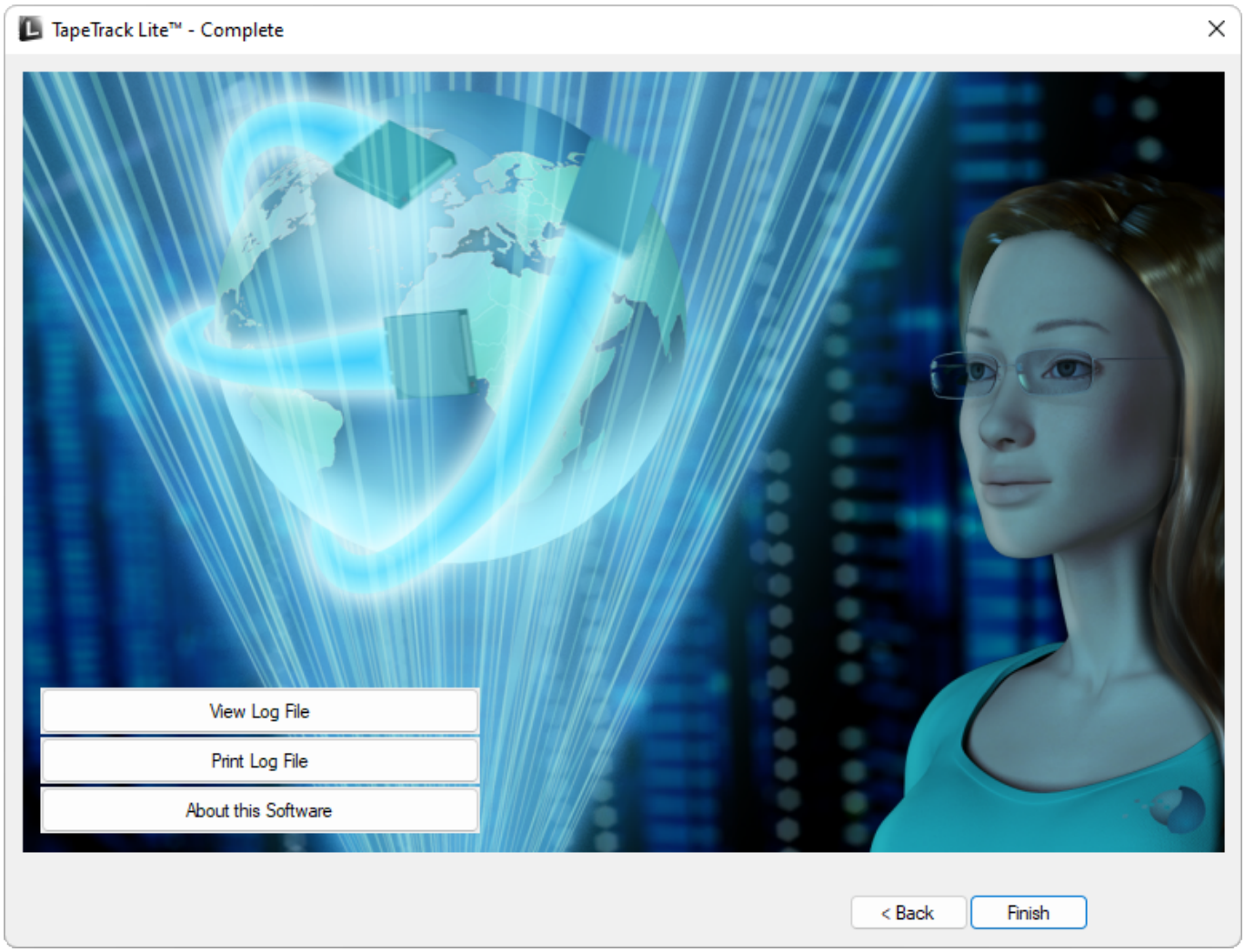
Click `Next` on the **Scan-In Volumes** window to continue.

# Complete

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

- Click `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.




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

Permanent link:
**https://docs.tapetrack.com/lite/function_scanning_in?rev=1543190132**

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