# Scanning-Out

# Overview

The TapeTrack Lite Scan Out function allows you to place volumes in a move status from their current repository to a target repository.

When a volume is put into a move status this only represents the request to move the volume and a second step is required to confirm the movement of the volume.

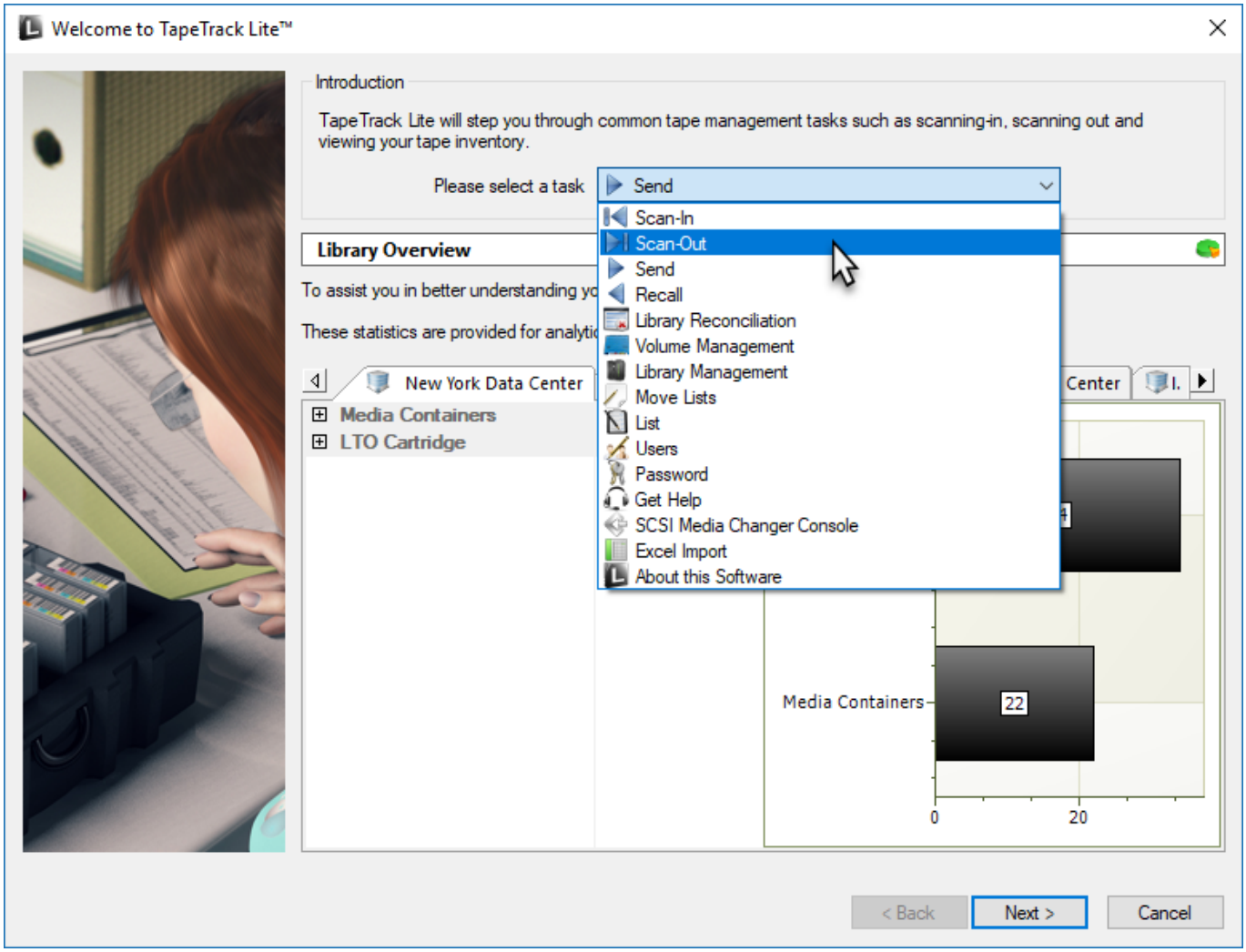
# Video Walkthrough

Video coming soon.....

# Steps

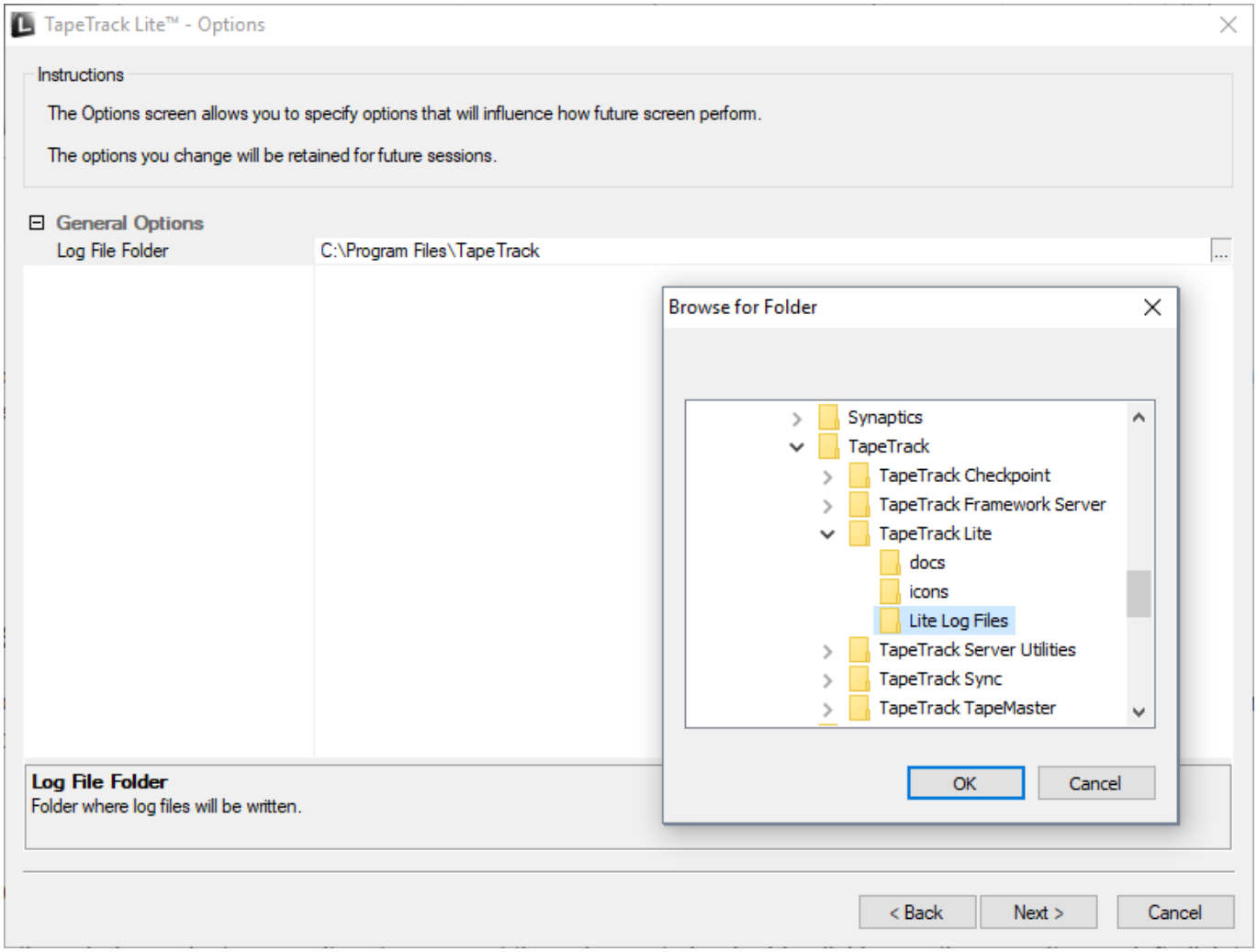
## Select Scan Out

1. The TapeTrack Lite Scan Out function allows you to place volumes in a move status from their current repository to a target repository.
2. When a volume is put into a move status this only represents the request to move the volume and a second step is required to confirm the movement of the volume.




# Options

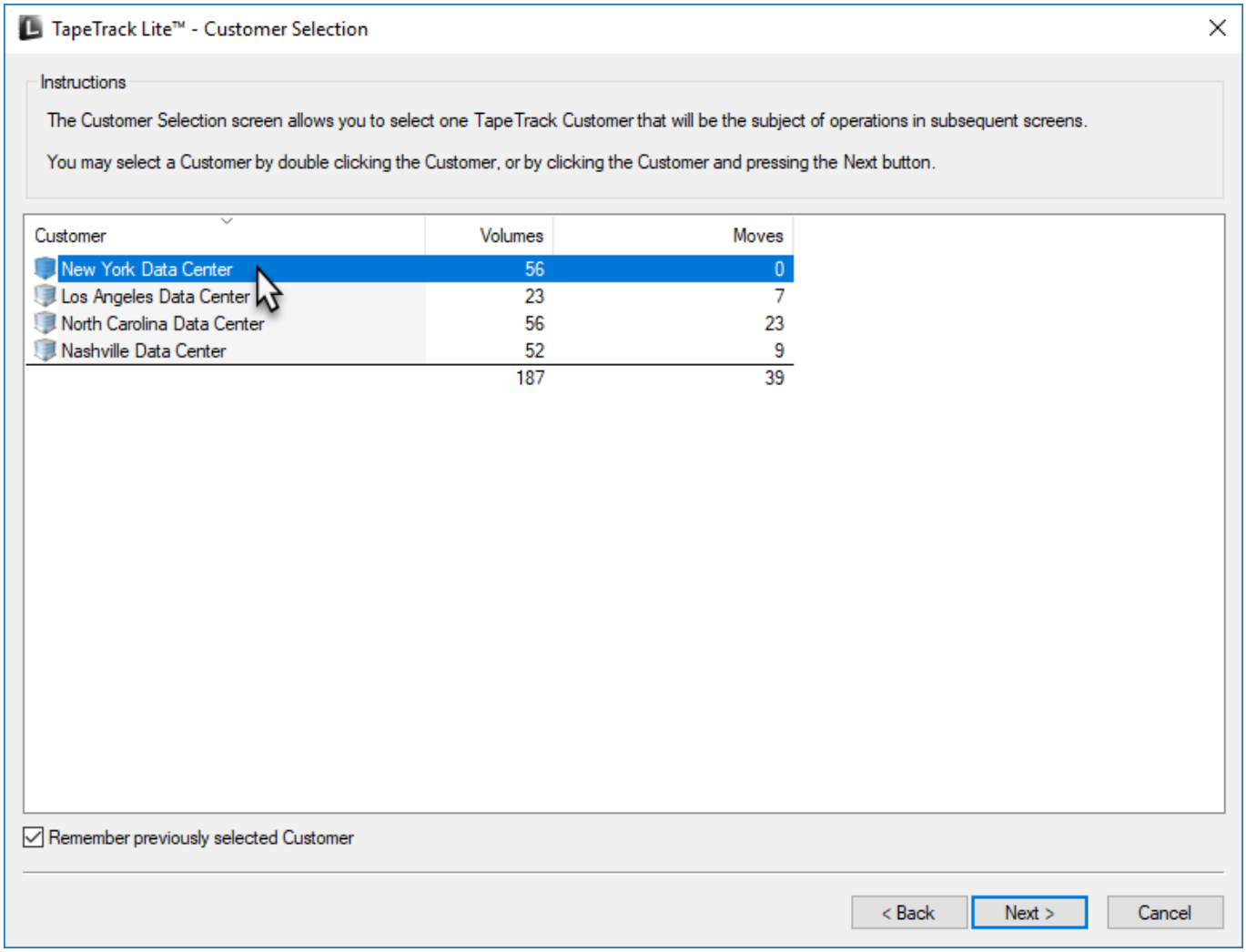
This will open the `Options` window. If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the more options button (...) and select the preferred directory.




Click `Next` button to continue.

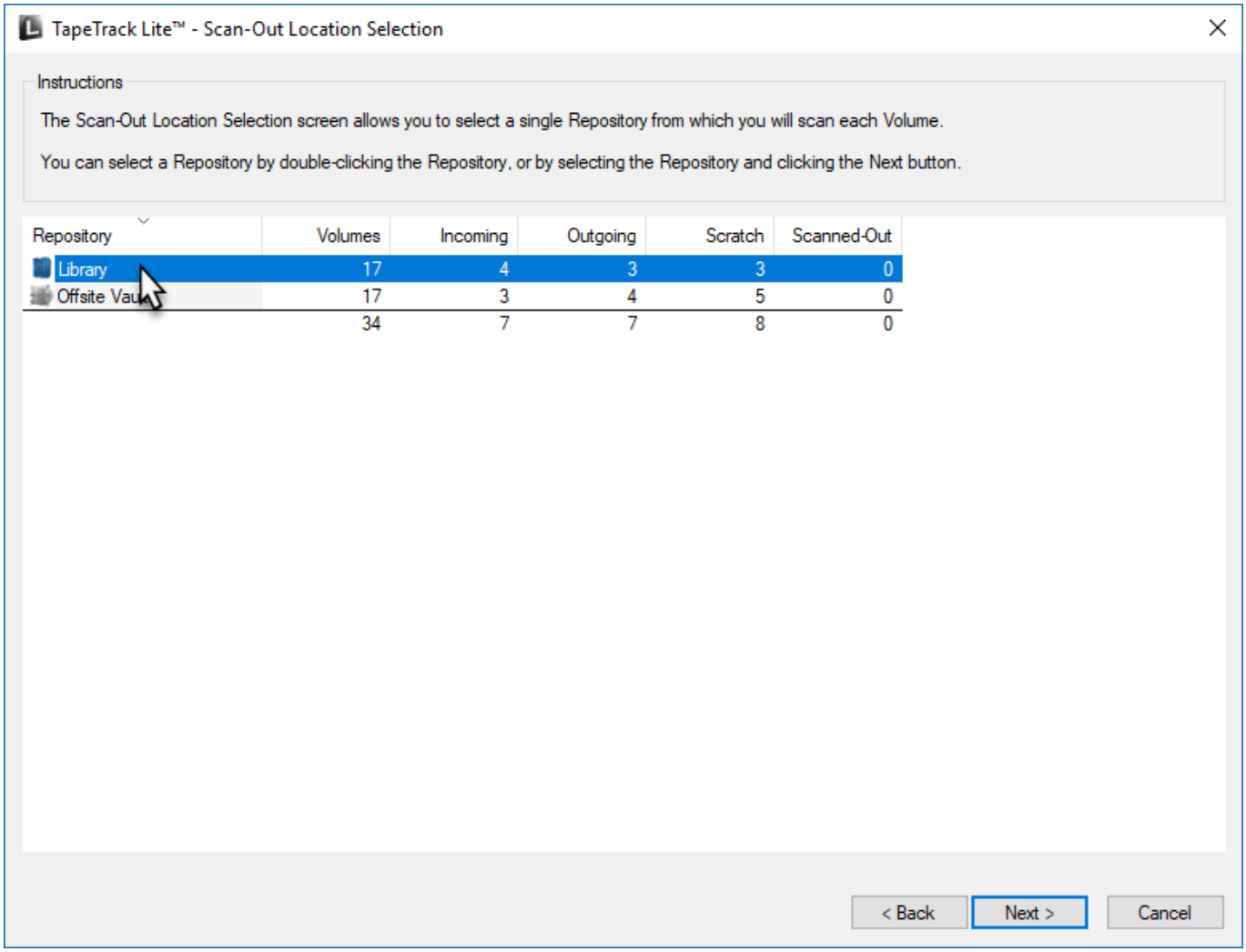
## Customer Selection

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.



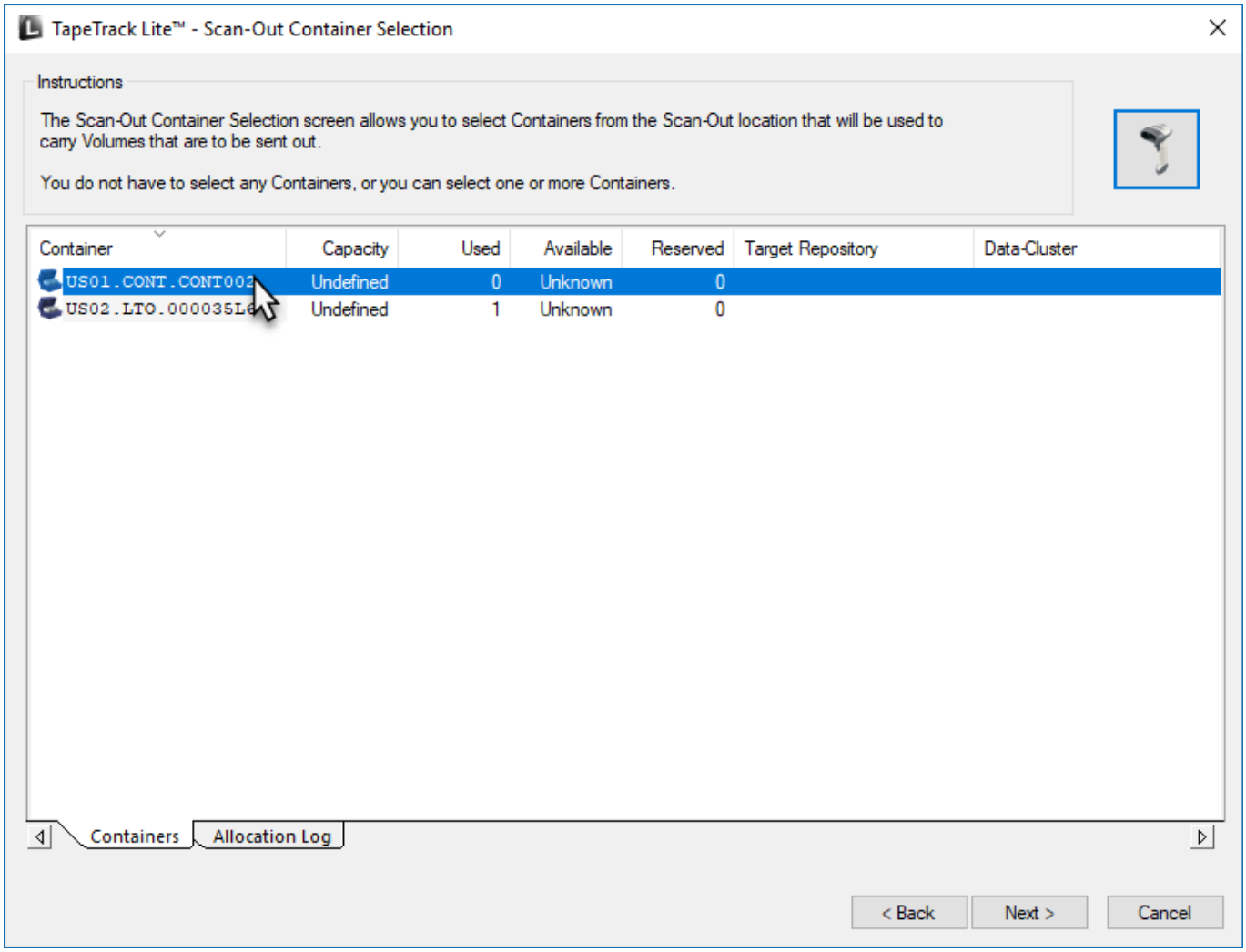

# Scan Out Location

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



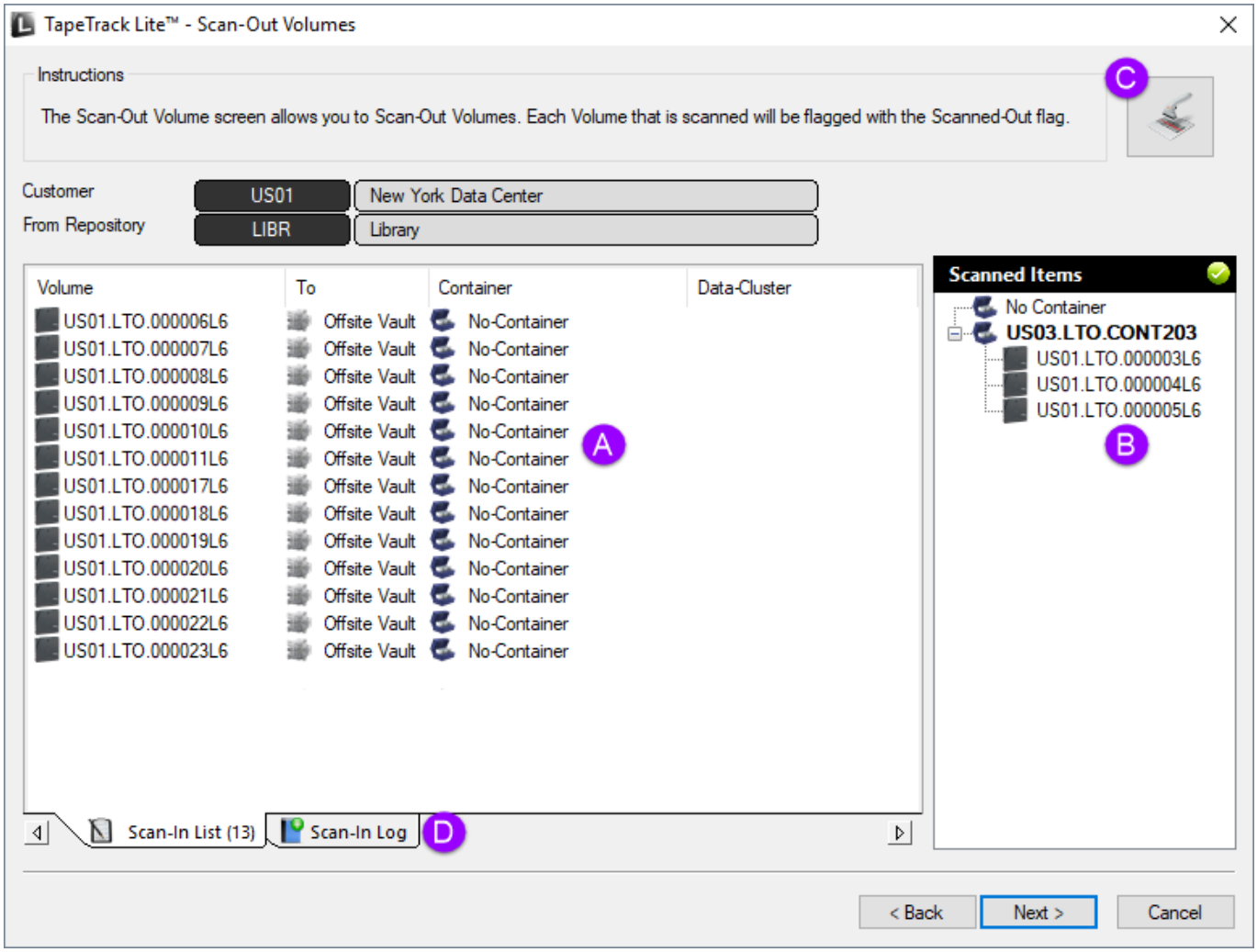

# Scan Out Container Location

Select one container by double clicking or by left clicking container ID and clicking `Next`. To select multiple containers control + left click to select required choices. Containers can also be scanned in by clicking the Open Volume Scan-In window by clicking on Scan-in Button which will launch the Desktop Scan Window and scanning required containers. If no containers are needed simply click `Next`.




# Scan Out Volumes

The Scan Out Volumes window will display the tapes eligible for scanning out of the selected customer and repository. This window also, by default, opens the Scan Out Volumes input window. Customer-ID and Media-ID values can be entered in the upper right Defaults panel to automatically add these values to the scanned barcodes if required. The field Edit in the Defaults panel can be used to add prefix or suffixes to the volume ID. For example, setting the Customer-ID field to US01, Media-ID field to LTO and Edit field to *L5 will change a barcode of 123456 to US01.LTO.123456L5.




**Notes:**

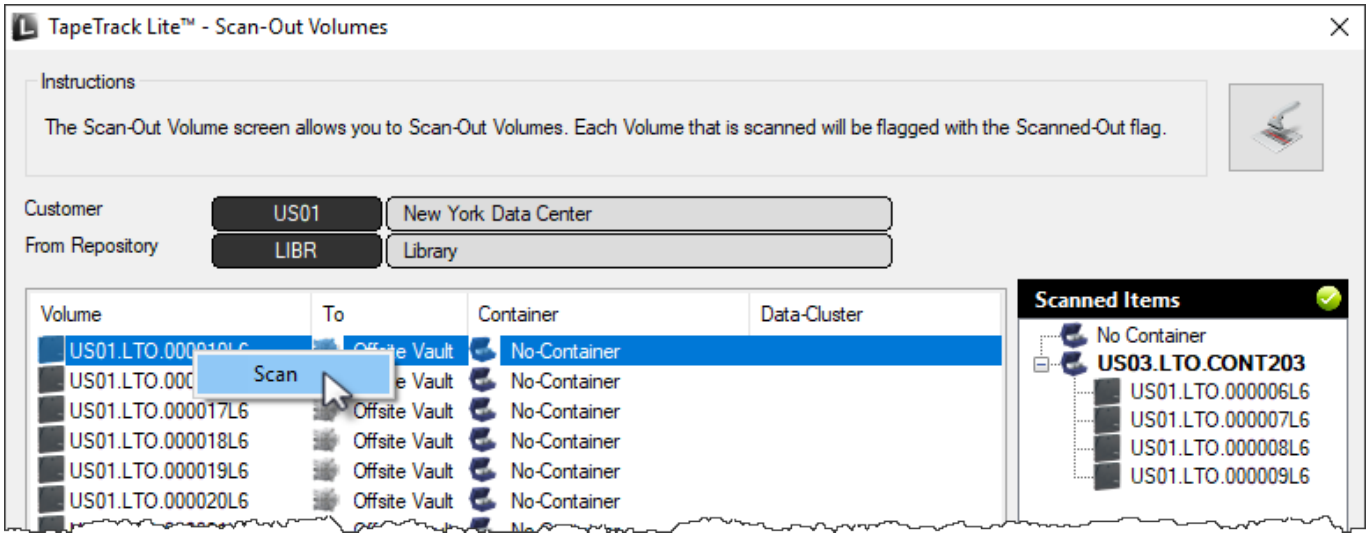
- **A** The scan-out window shows the items that need to be scanned.
- **B** The scanned item tree shows the items that have been scanned and associated containers.
- **C** The Scanner button allows you to reiterate the Scanner Window.
- **D** The `Scan-Out Log` option lists any errors in scanned volumes.

To scan out volumes choose one of the following methods:

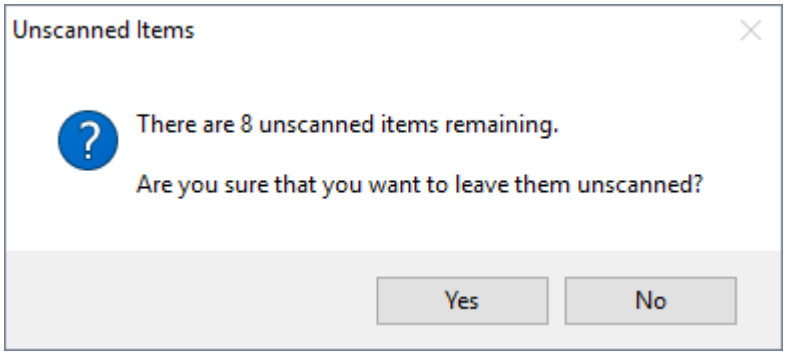
desktop:scan_window

## Mouse Input

Close the Scan Out Volumes input window by clicking the X in the top corner. In the Scan Out Volumes window select volumes from list 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 out by pressing the spacebar after selecting the volumes. As this method simply checks off the volumes displayed care must be taken to ensure the volume ID's displayed accurately match the volumes being selected to scan out.

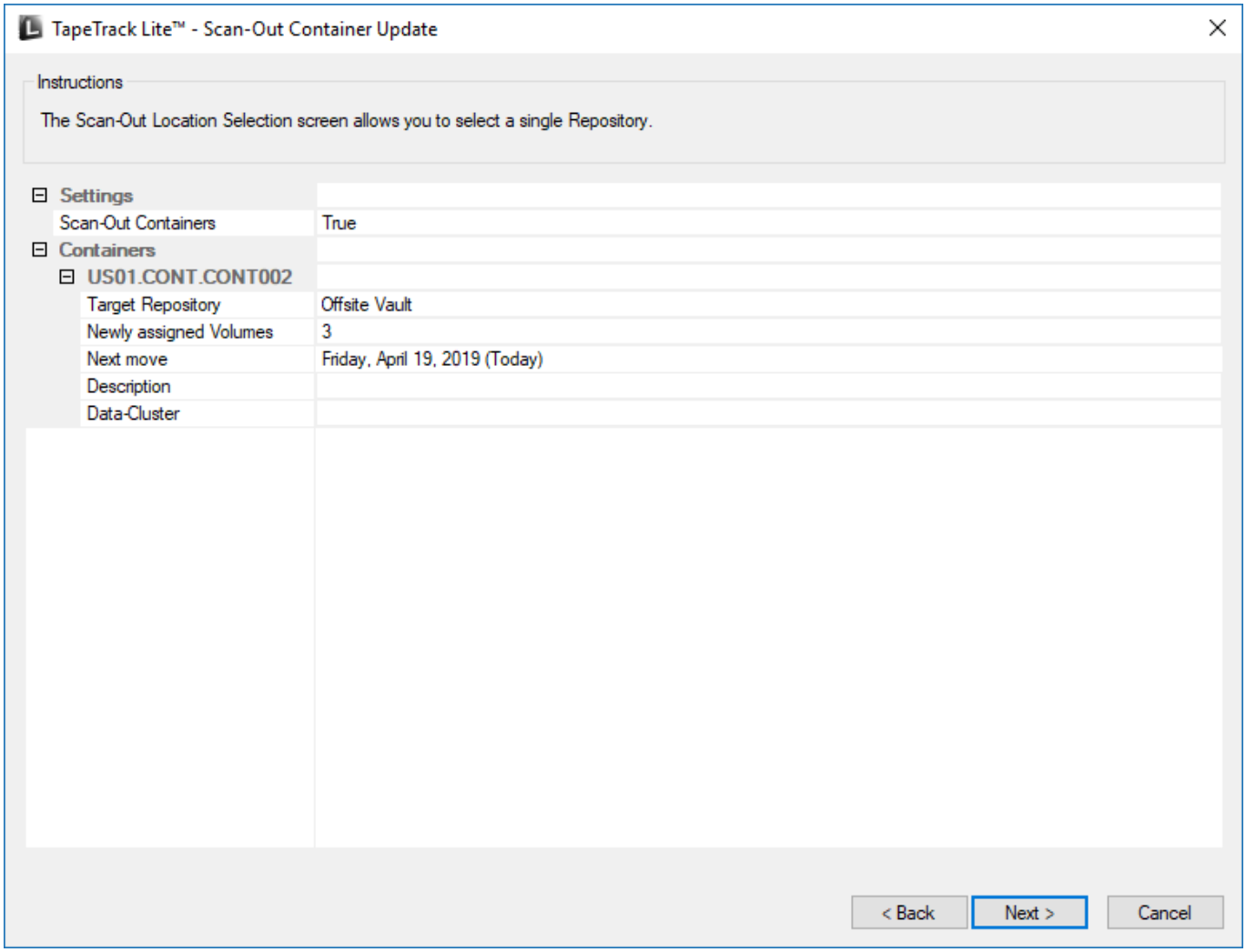



When finished scanning out volumes click `Next` to continue. If you have not scanned out the entire list a warning of Unscanned Items will be displayed. If you wish to scan out the rest of the volumes click `No` to return to the Scan Out Volumes window. If you wish to continue and leave the remaining volumes unscanned (they can be scanned out at a future time) click `Yes` to continue.




## Scan Out Container Update

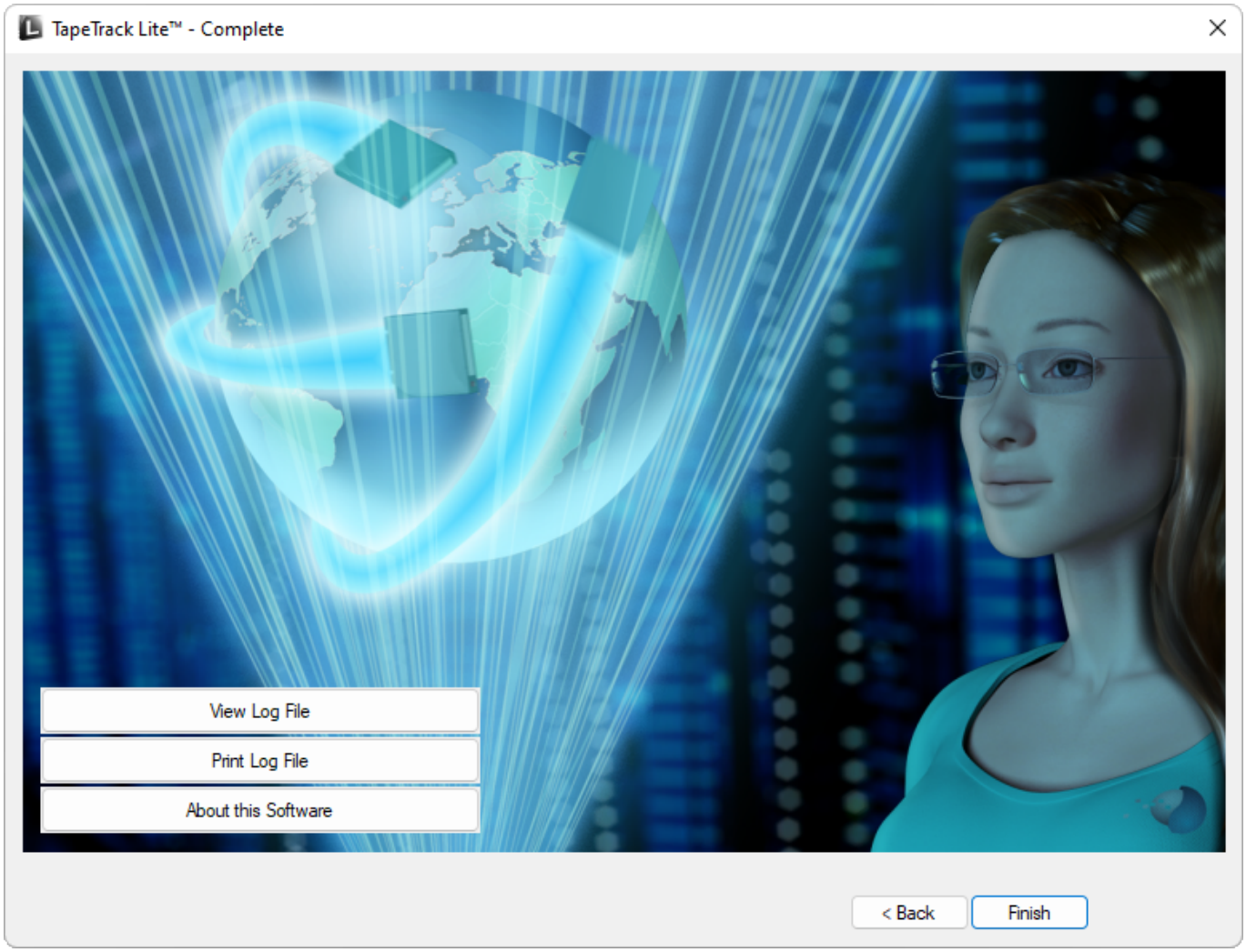
From here you can select a repository.




# 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_out?rev=1496786617**

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