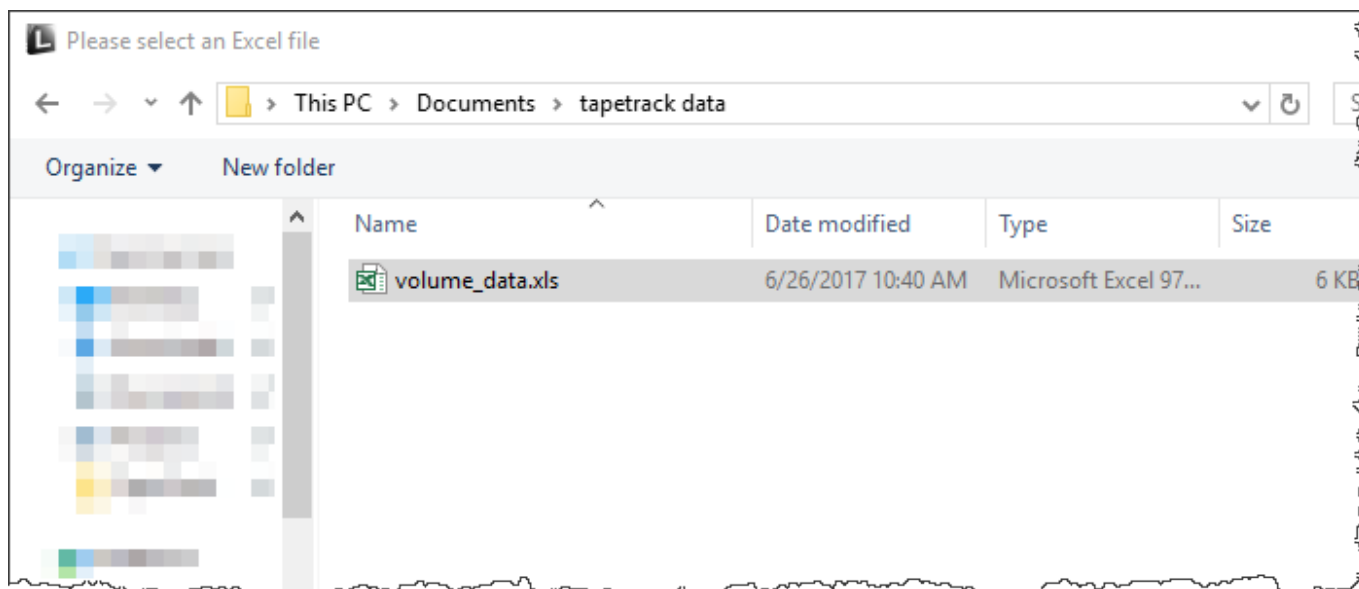


# Importing Volumes And Volume Data From Excel Spreadsheets

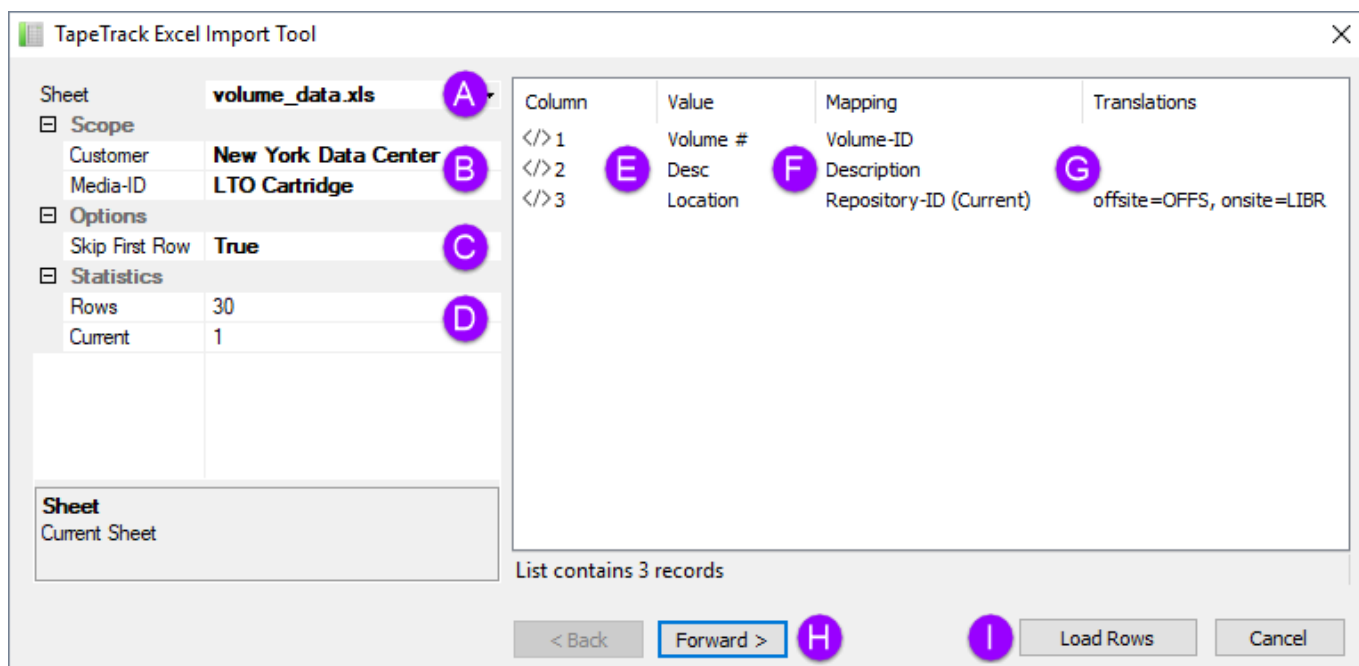
The Excel Import utility is [invoked through TapeMaster](#) or [Lite](#)

Select the Excel file to import the data from and then select Open.



In the TapeTrack Excel import tool:

- Select the Customer you wish to import the data into.
- Select the Excel sheet to import the data from.
- Select the Media type if the [Volumes](#) all belong to one media type.
- Set Skip First Row to true if there are headings present.
- Map the Excel columns to the TapeTrack Attributes.
- Insert any translations required to match the data to the correct format for TapeTrack.



## Notes

- **A** Excel .xls file being imported.
- **B** Customer and Media-ID (Media-ID can be mapped from Excel file or set here).
- **C** Skip first row if headings are present.
- **D** Excel sheet data.
- **E** Excel sheet column headings.
- **F** TapeMaster Attributes.
  - **Container-ID** Container ID to assign **Volume** to.
  - **Date (Expiry)** Expiry date of **Volume**.
  - **Date (Last Write)** Date the **Volume** was last written to.
  - **Date (Next Move)** Date for **Volume's** next move (i.e. return date from repository).
  - **Description** **Volume** description.
  - **Media-ID** Media-ID **Volumes** belong to (can also be set on left window if all **Volumes** are same media type).
  - **Repository Slot (Target)** Target slot to assign **Volume** to.
  - **Repository-ID (Scanned)** Repository **Volume** is to be scanned in at.
  - **Repository-ID (Target)** Target repository **Volume** is to be placed in a move to.
  - **Volume-ID** **Volume's** Barcode.
- **G** Translations of Excel data to TapeMaster format (i.e. offsite to OFFS).
- **H** Forward and back buttons allow you to scroll through the Excel lines to check data input.
- **I** Load Excel data into import verification window.

Once all the data columns are mapped and any translations are required (press enter first if focus is still in translations field to update) click Load Rows to import data from the Excel sheet.

| Import Verification |        |           |             |                         |
|---------------------|--------|-----------|-------------|-------------------------|
| Seq.                | Status | Volume-ID | Description | Repository-ID (Current) |
| + 1                 | OK     | 300000L5  | Monday      | OFFS                    |
| + 2                 | OK     | 300001L5  | Tuesday     | OFFS                    |
| + 3                 | OK     | 300002L5  | Wednesday   | LIBR                    |
| + 4                 | OK     | 300003L5  | Thursday    | LIBR                    |
| + 5                 | OK     | 300004L5  | Friday      | OFFS                    |
| + 6                 | OK     | 300005L5  | Saturday    | OFFS                    |
| + 7                 | OK     | 300006L5  | Sunday      | OFFS                    |
| + 8                 | OK     | 300007L5  | Monday      | LIBR                    |
| + 9                 | OK     | 300008L5  | Tuesday     | OFFS                    |
| + 10                | OK     | 300009L5  | Wednesday   | OFFS                    |
| + 11                | OK     | 300010L5  | Thursday    | OFFS                    |
| + 12                | OK     | 300011L5  | Friday      | OFFS                    |
| + 13                | OK     | 300012L5  | Saturday    | LIBR                    |
| + 14                | OK     | 300013L5  | Sunday      | LIBR                    |

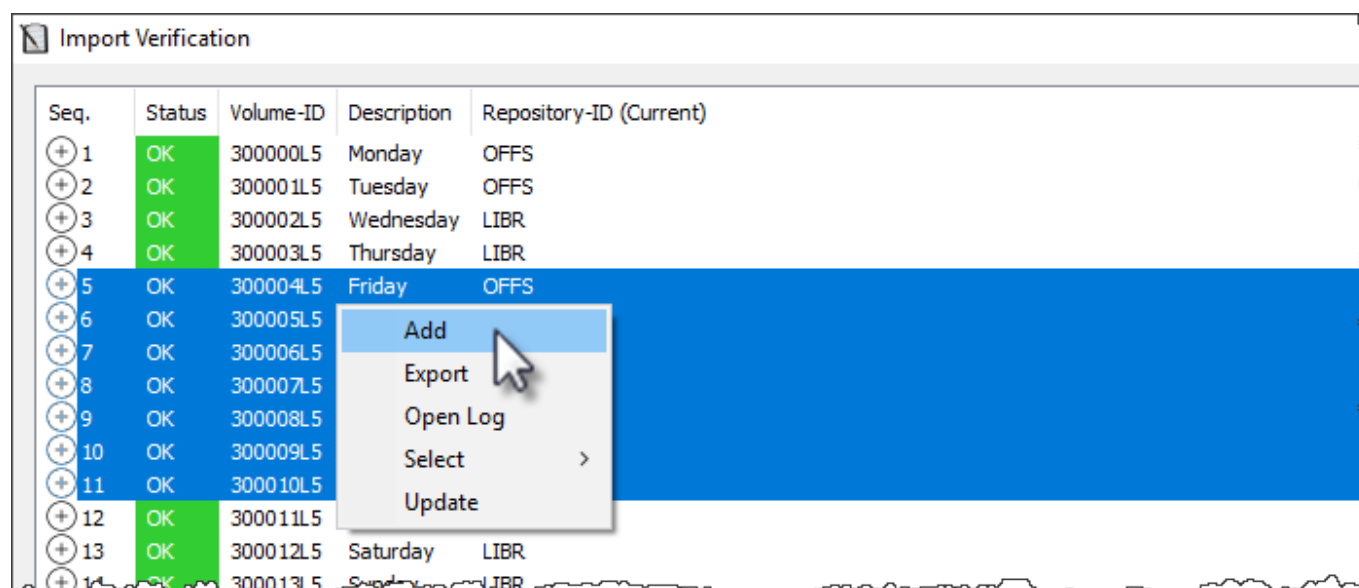
In the window that opens select all **Volumes** to add or update from the displayed list.

Select **Volumes** from the list by

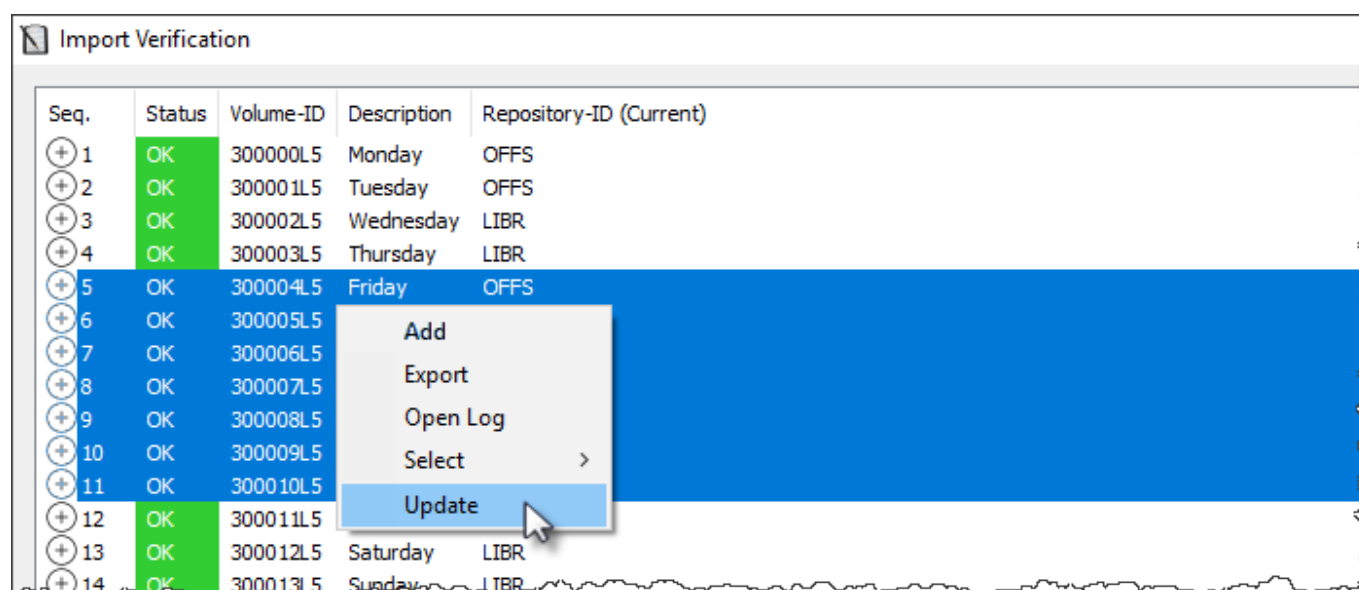
- left-click for a single **Volumes**.
- Shift + click to select a range of sequential **Volumes**.
- Control + click to select non sequential range.
- Right-click and from the menu select all.

Any new **Volumes** (not present in TapeTrack) will be highlighted by the **Volume-ID's** displayed in red.

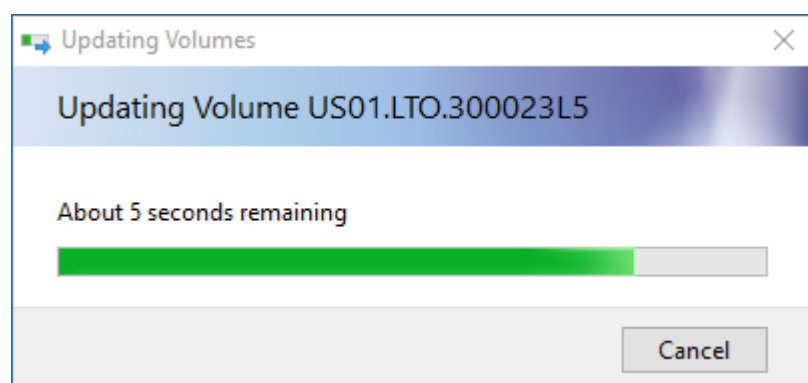
These **Volumes** must be added to TapeTrack before any updates can be applied. To add the **Volumes**, once selected, right-click the **Volumes** and from the popup menu select Add. Once the **Volumes** have been added the **Volumes-ID's** will now display in black.



To update the **Volumes** Attributes (description, repository, next move etc.) select the required **Volumes**, right-click and select Update.



During the Add or Update phases you may see a popup showing you the progress of selected operation.



Once this has closed itself you may continue on with the next phase or close the import window if finished. Select X to close.

[technote](#), [update-doco](#), [import](#), [excel](#)

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