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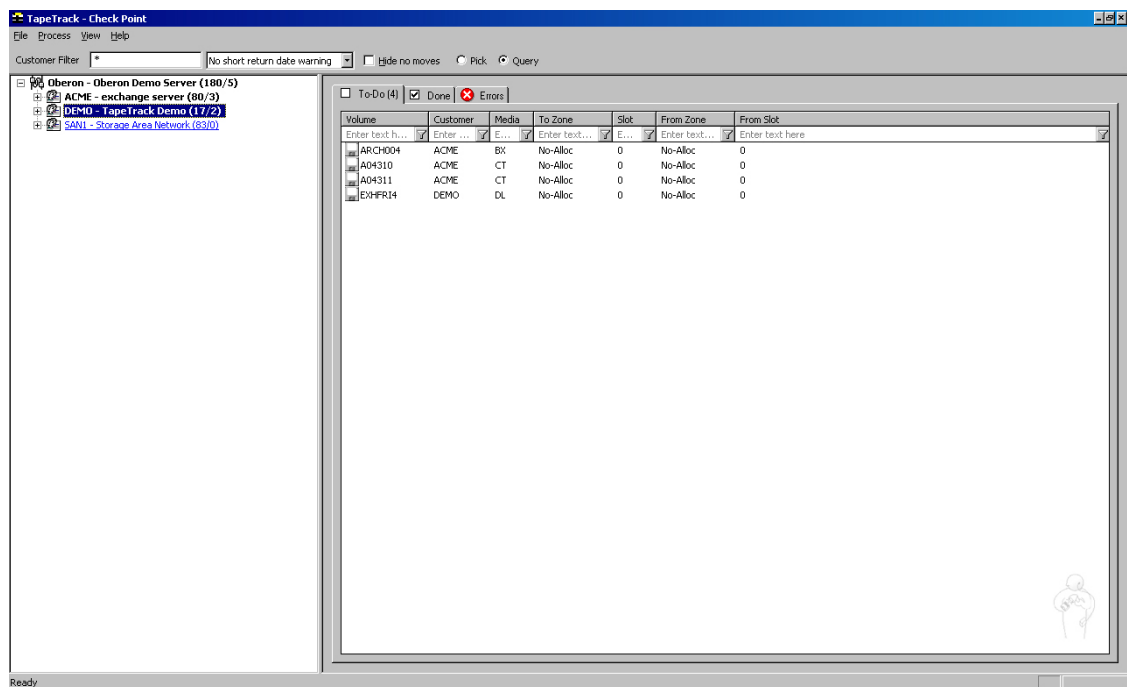
Chapter 1. TapeTrack CheckPoint

Processing Media with Checkpoint

Overview

Using TapeTrack Checkpoint media can be easily picked from your tape racks and processed for delivery to your customer sites. This is achieved using advanced tools such as Speech and Barcoding technologies. Media processed for delivery, moving to your customer's site can then be confirmed into its new location.

Figure 1.1. TapeTrack Checkpoint



Checkpoint

Overview

Checkpoint has been designed to display and finalize volume movements. It will also advise through a speech engine, storage locations for media to be placed into.

Once this job would be performed by two employees, typically one reading volumes and the other putting media away. Now using CheckPoint this has been reduced to one operator maintaining 100% accuracy. TapeTrack will even advise of volumes scanned incorrectly.

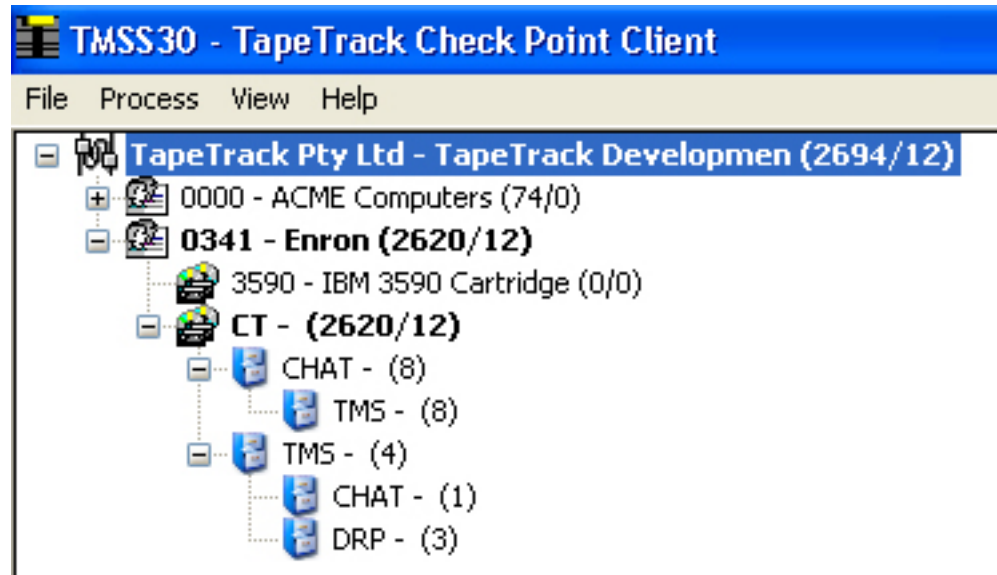
Utilizing cordless headphones and barcode scanners, media movement can be simply updated by scanning a volume's barcode and placing it in its assigned storage location.

Understanding the Display

Introduction

The first step in using CheckPoint is to understand what you are looking at. Once a user has logged in, Checkpoint's display will show all customers defined in the TapeTrack server. Customers that have media moving will be in bold print in the display.

Figure 1.2. Repository Tree



From the diagram above two customers can be seen.

- 0000 - ACME Computers (74/0)
- 0341 - Enron (2620/12)

The numbers at the end of the customers details indicate firstly, the number of media known to the TapeTrack server, for that customer secondly the number of tapes in a move status.

- ACME has 74 tapes with none in a move status.
- Enron has 2620 tapes with 12 in a move status.

Click on the + sign next to the customer and displayed underneath will be the media types available for that customer. ¹

Click on the + sign next to the media type to display the repository where media is moving to. ²

¹ Only media types displayed in bold have individual media items moving for that type.

² Enron has media moving to two separate repositories.

- CHAT
- TMS

Click on the + sign next to the repository to show the repository the media is moving from.

- The Media Moving to CHAT is coming from TMS
- The Media Moving to TMS is coming from CHAT and a second site called DRP.

Selecting Media For Processing

Volumes can be selected for processing, by highlighting with the mouse, either the Server, Customer, Media, or Repository, from the left window of TapeTrack Checkpoint, then pressing the space bar.

A brief description of each level will be given below.

- Server

Processing media at this level enables the user to select multiple customers at a single time. Media is selected for processing from the Add Filters window.

- Customer

Processing media at this level enables the user to select media for an individual customer only. All media types will be included. Media is selected for processing from the Add Filters window.

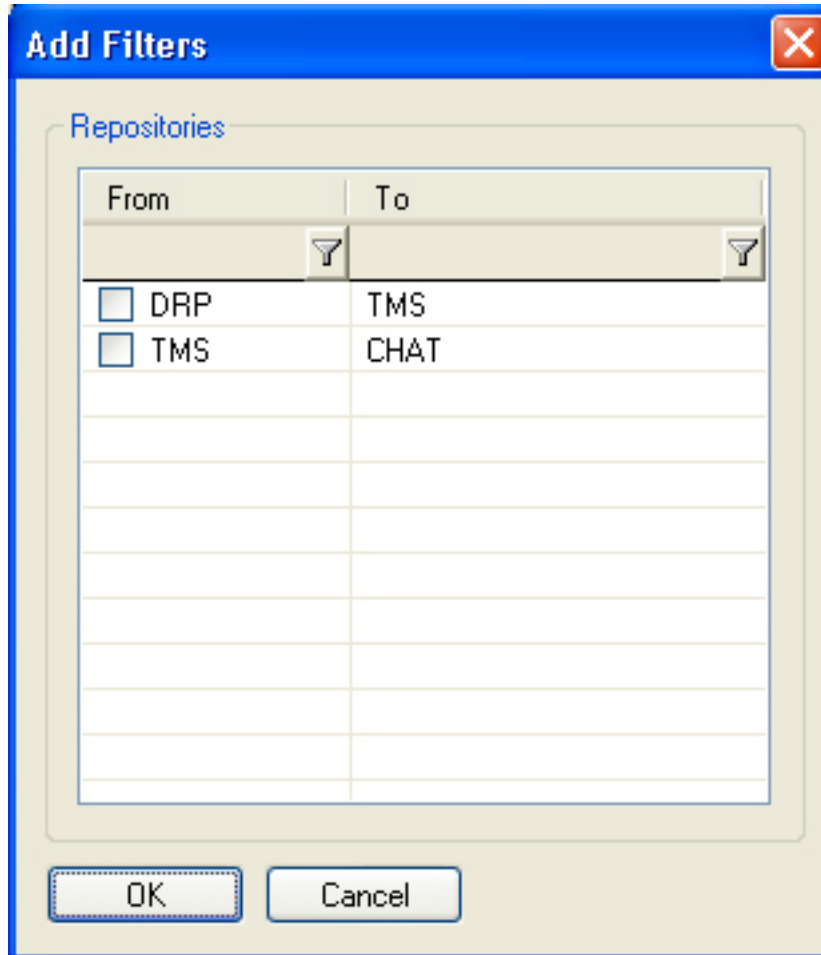
- Media

Processing media at this level enables the user to select an individual media type only for the selected customer. Media is selected for processing from the Add Filters window.

- Repository

Processing media at this level enables the user to select media for an individual customer moving to a particular repository (Location). Media selected at this level moves directly into the "To-Do" window located over on the right hand side of Checkpoint.

Figure 1.3. Add Filters



The Add Filters window displays the media movement direction for all customers or for an individual. ³ Media must be selected here before any tape's can be scanned into the Checkpoint client.

Filter's are available within the add filters window to expedite the selection of media moving in a particular direction. This is useful when you wish to process all media moving to a particular repository especially when it is moving from multiple customers.

Shortcuts are also available to check the media selection boxes. Right Click within the Add Filters window to view available options.

When the media you wish to process has been selected in the Add Filters window. Click Ok. This will move all media across to the "To-Do" window on the right hand side of Checkpoint.

Processing Options

Pick or Query

These options are accessed from the main screen. They will both be used on a daily basis depending on what process you are performing. Picking is the process of removing media from storage racks for shipment to the customer's site. Query is the process of confirming volume movements.

³See above.

Figure 1.4. Add Filters

- Query - This option is used when you wish to finalize tape movements. Query is putting away. It is used when you receive media from a customer and that media is to be stored at your location in your racks. It is also used when you ship media to a customer who is not using TapeTrack Checkpoint. That customer has no way of confirming the tape movement so you must confirm the movements on there behalf.
- Pick - This option is used to take tapes out of your rack for shipment to your customers site.

Scan Options

There are three main scan options available to users.

- Scan Mode 0 - TapeTrack will read out the slot information of the tape that is to be scanned in or removed from the racks for delivery to the customer's site.
- Scan Mode 1 - TapeTrack will ask the operator to scan the zone the tape is to go into or that it is coming from. The user can't proceed until the correct zone is scanned.
- Scan to Slot - TapeTrack will assign your chosen slot to a tape. This option requires all zones and slot to have a barcode.

The first two are set by entering a control character of 0 or 1 in the scan window then press enter. To enter Scan mode: Processing menu.->Start Scan. To enable Scan to Slot you must go to: Processing menu.->Special Operations.->Scan to Slot.

Speech Options

TapeTrack uses advanced speech technology to supply the user with accurate instructions regarding the location of media. Speech is used for both processors of Pick (Taking volumes from the racks), and Query (Putting volumes into racks).

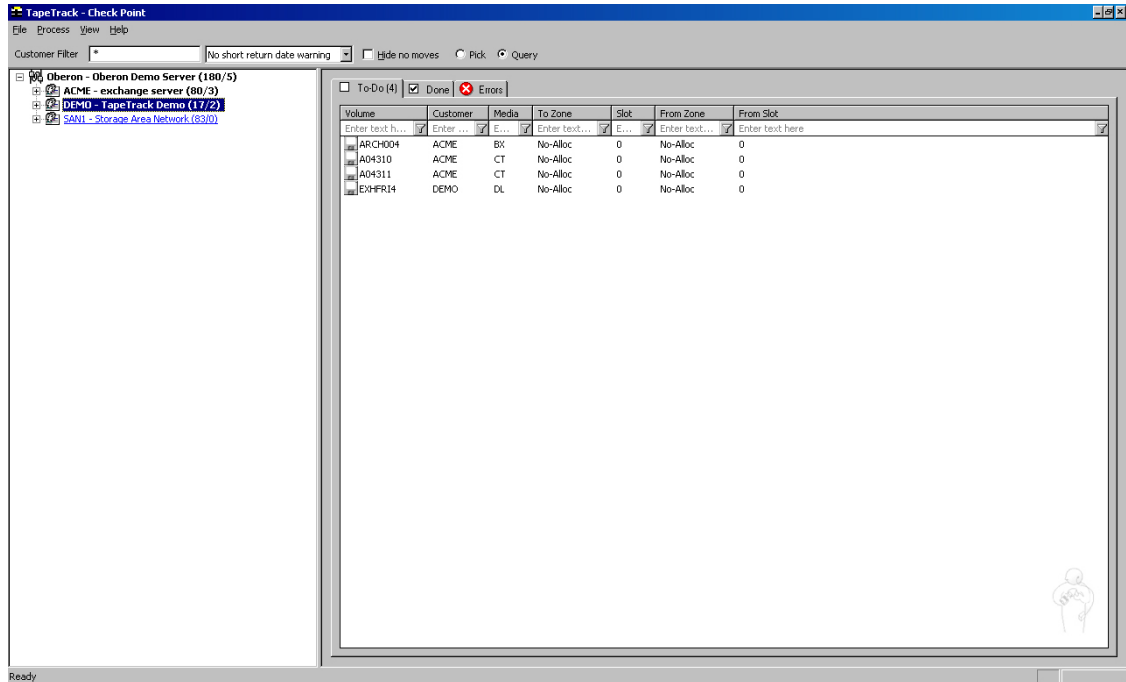
Using the speech component of TapeTrack removes the need to work from paper based pick of distribution files.

Any problems with tapes scanned are notified to the operator immediately, alerting that person to a possible problem which can be resolved immediately. Listed below are a few of the more common alerts:

- "Volume is not in list", then slot number - Media is in a move status but you haven't selected that customer's media for processing.
- Zero - TapeTrack has no slots available for that tape. Add more slots or run slotting.

Processing Media

Figure 1.5. CheckPoint



Checking Out Tapes

Processing media for delivery to your clients could be broken down into 4 main steps.

- Loading customers media into Checkpoint
- Picking the media or containers from the racks.
- Print Delivery Dockets.
- Update the server

Loading Customers

- See Section on "Selecting Media For Processing"

Picking Media

- Select the Pick radio button.
- Enter Scan Mode.

Processing menu.->Start Scan. If Checkpoint is in Scan Mode 0 then the system direct you to a slot where the first tape is located.

If Checkpoint is in Scan Mode 1 then it will direct you to a Zone where the first tape is located. 4

⁴ You can't proceed until the correct Zone is scanned.

As each tape is scanned, Checkpoint will direct you to the next slot. If an incorrect tape is scanned, Checkpoint will notify you. If you are in Scan Mode 1 and the next tape is in a different Zone, that Zone will have to be scanned before continuing.

When there are no more tapes in the To-Do window, Checkpoint will advise "No Remaining Volumes in List".

Print Delivery Dockets

- Exit Scan Mode by clicking on the X or press the Escape key.

Processing menu.->Print Receipts. Printing can be done to the local printer or users can print to a product like Adobe to store them as a file.

Updating Server

See the end of this section for detailed instructions

Checking In Tapes

Processing media coming into your facility can be broken down into 3 main steps.

- Loading customers media into Checkpoint.
- File media or containers into storage racks.
- Update the server.

Loading Customers

- See Section on "Selecting Media For Processing"

File Media

- Select the Query radio button.
- Enter Scan Mode.

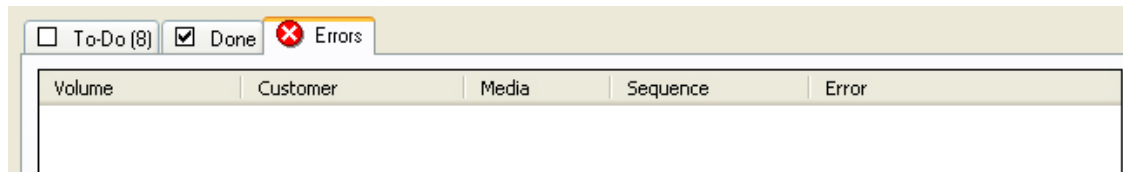
Processing menu.->Start Scan. If Checkpoint is in Scan Mode 0 then the system direct you to a slot where the first tape is to be placed.

If Checkpoint is in Scan Mode 1 then it will direct you to a Zone where the first tape is to be placed. ⁵

As each tape is scanned and filed, Checkpoint will direct you to the next slot. If a tape is scanned that isn't in the To-Do list then the system will advise: "Volume is not in list".

At any point in the process a server update can take place. Even if there are tape's in the To-Do window.

⁵ You can't proceed until the correct Zone is scanned

Figure 1.6. CheckPoint Tabs

Update Server

The final step in any Checkpoint process, is to update the TapeTrack server with the latest information, relating to these tapes. An update can occur in Pick or Query mode. Only tapes in the Done window of Checkpoint will be updated.

- Pick

Updating the TapeTrack server in Pick mode will update the last scanned location of each tape with the repository that is set in the Actual Location. This process will not take the media out of a move status.

- Query

Updating the TapeTrack server in Query mode will update the last scanned location of each tape with the repository that is set in the Official Location. This process will then force the Actual Location to be set to the same repository as the Official. The tapes will no longer be in a move status.

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⁶ If your customers aren't using Checkpoint, then at the time of processing you would have to change from Pick to Query before updating the TapeTrack server.

⁷ If you have processed tapes for a customer that are using Checkpoint then you would update the TapeTrack server in Pick mode. When the customer receives the tapes, they would scan the tapes again into Checkpoint, updating the server in Query mode and confirm there location.