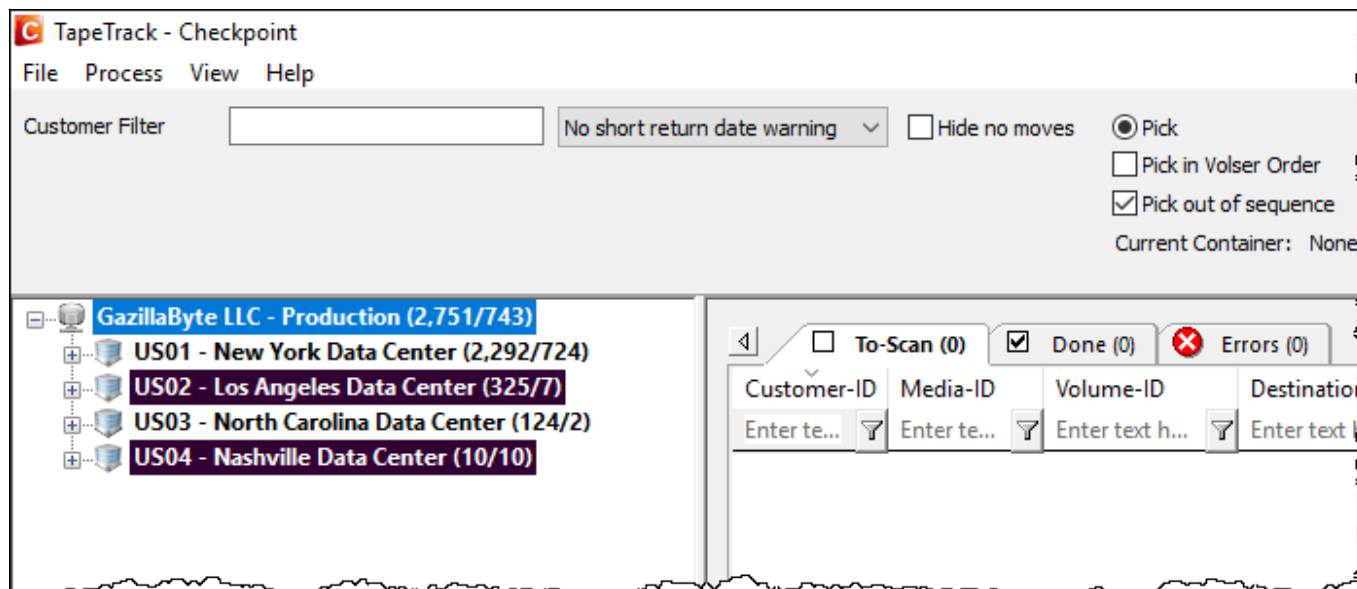


# Pick (Send)

The process of picking is removing the **Volumes** from their respective storage Slots for the purpose transit from the Current **Repository** to the Target **Repository**.

The Pick Option in the Toolbar will set the **Start Scan** operation to Pick Mode.



There are three options that Pick Mode can operate in:

- **Pick (Default):** When the Pick in Volser Order option is not selected, the Speech Subsystem will announce the **Volumes** to be picked in the order of their Slot Number. Scanning Volsers out of order will raise an error and be listed in the Errors Tab.
- **Pick in Volser Order:** When the Pick in Volser Order option is selected, the Speech Subsystem will announce the **Volumes** to be picked in the order of their **Volumes-ID's**. Scanning Volsers out of order will raise an error and be listed in the Errors Tab.
- **Pick out of sequence:** When the Pick out of sequence option is selected, **Volumes** can be scanned in any order without receiving an Error in the Errors Tab. The Speech Subsystem will still announce **Volumes** in the order set by the Pick in Volser Order Tick box.

If Checkpoint has been open for a while it is best practice to refresh the information against the server by right-clicking on a customer in the customer tree and selecting **Rebuild** or pressing **F5**.

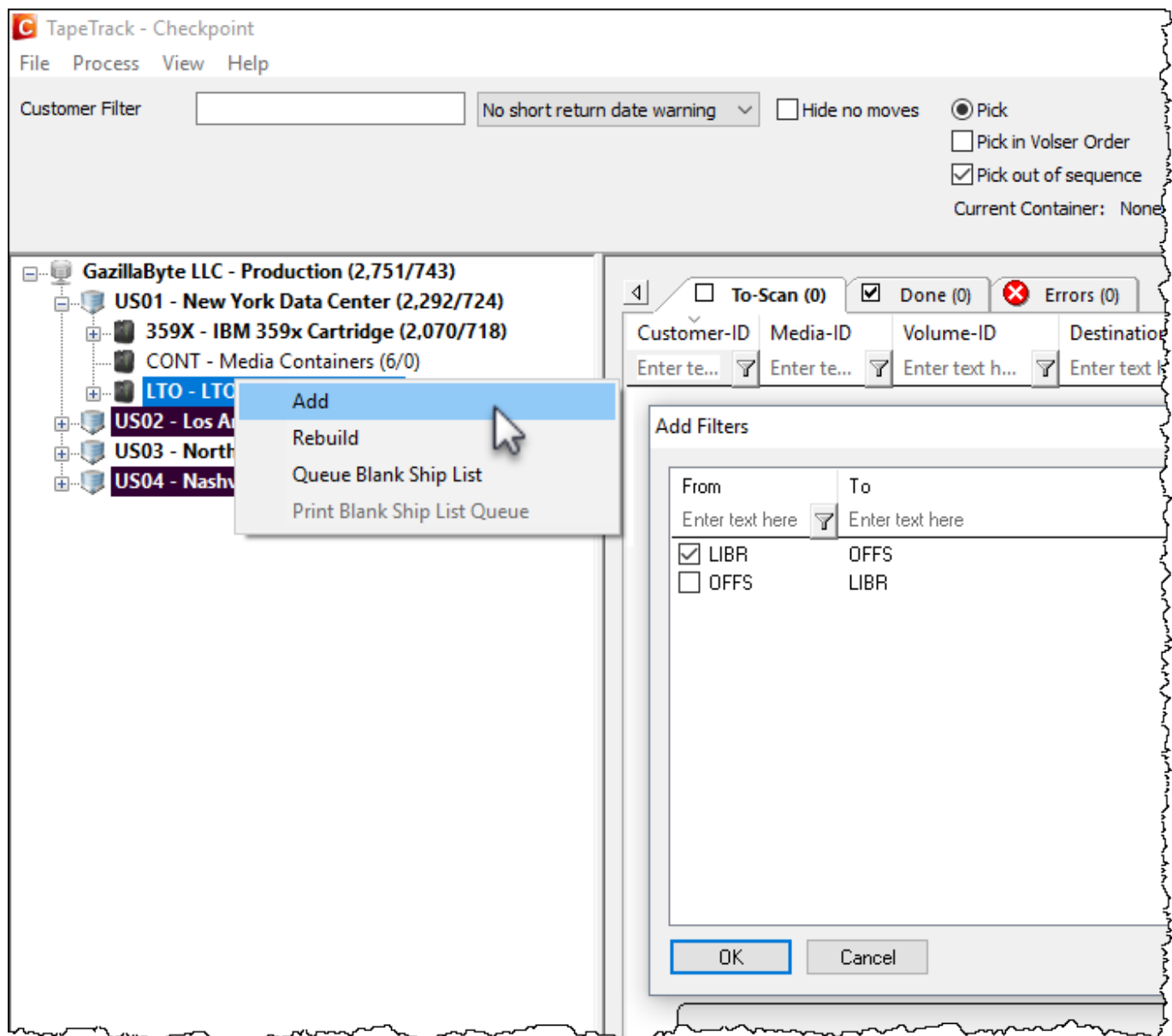


Please note that refreshing the information will clear the To Scan tab

# Adding Volumes

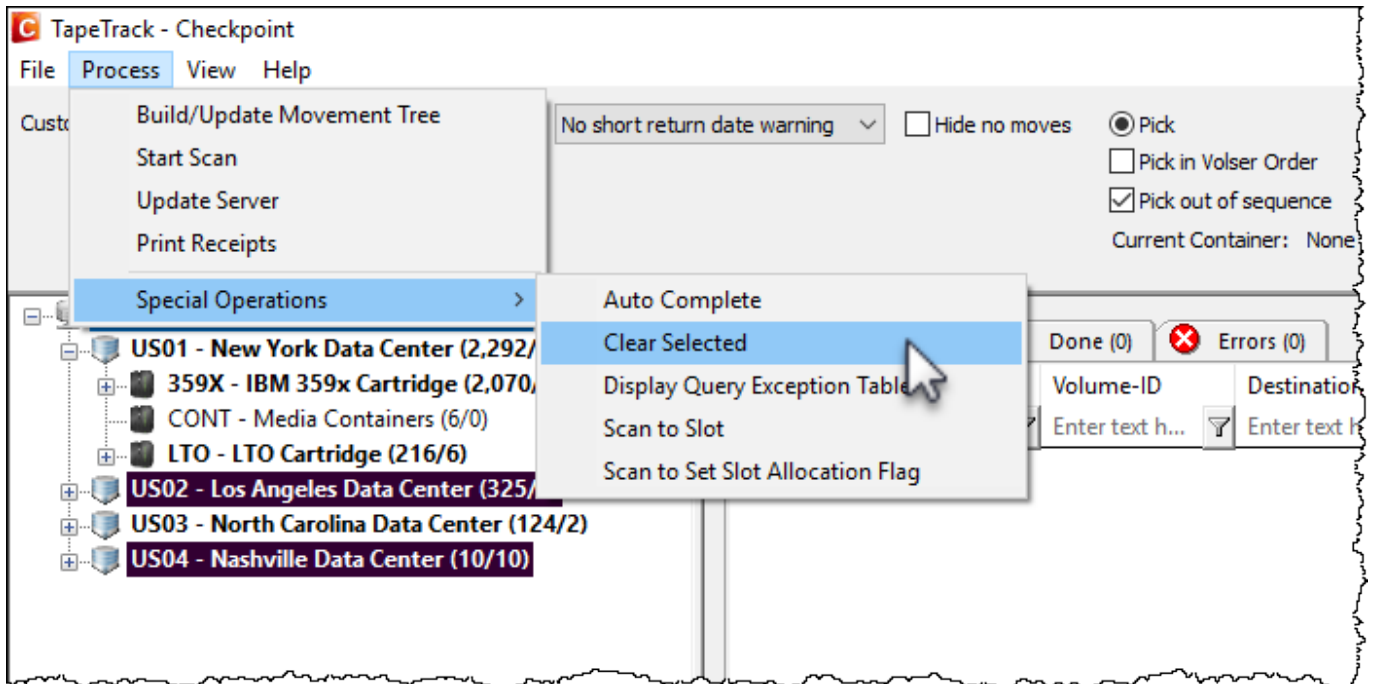
Add required **Volumes** to the Scan In window by right-clicking either/or:

- **Customer** - to add all **Media** in a move status.
- **Media Type** - to add all **Volumes** in a move status of that **Media Type**.
- **Repository** - to add all **Volumes** in a move status from that **Repository**.
- Target **Repository** - to add all **Volumes** moving from the Current **Repository** to the Target **Repository**.



Select required **Volumes** , based on movement direction, from the **Add Filters** window by checking the boxes and clicking OK.

If any **Volumes** are added by error, select from the Main Menu Process→Special Operations→Clear Selected to remove all **Volumes**. Add new selection of **Volumes** by following the previous steps.



## Scan Volumes

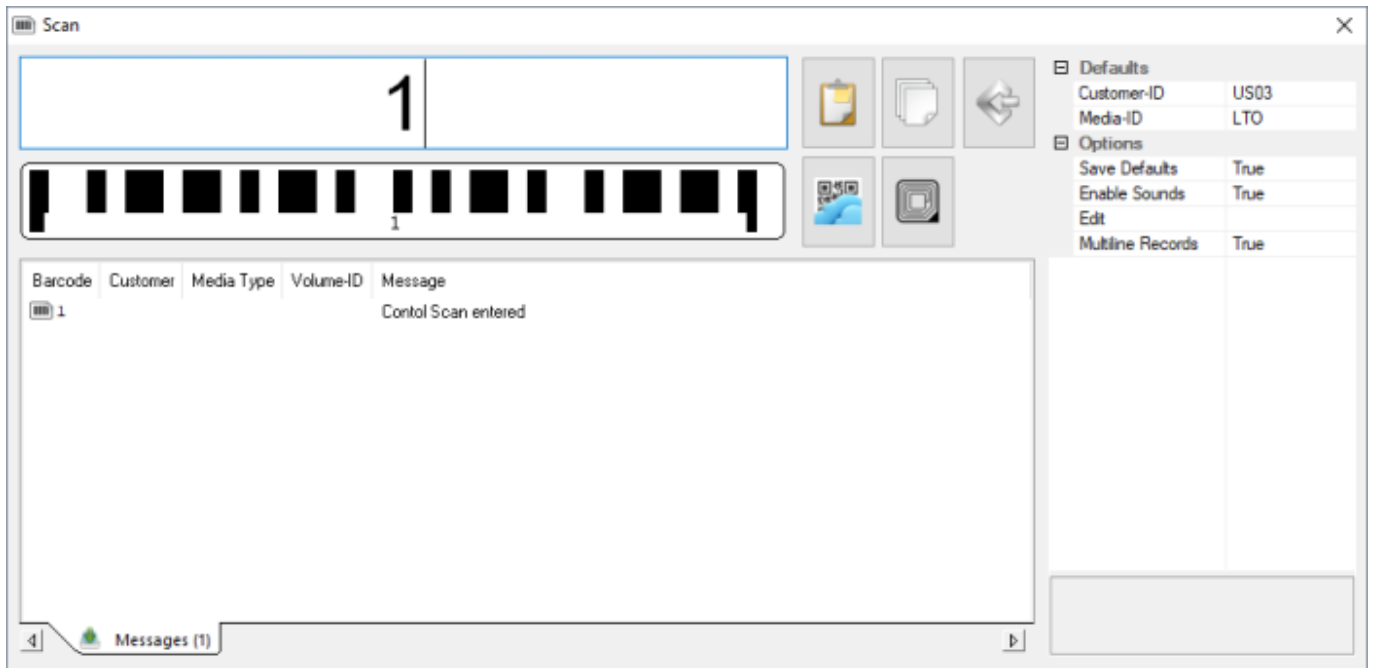
Once all required [Volumes](#) have been added to the **To Scan** window, from the Main Menu select **Process**→**Start Scan** to initiate the **Scan** window.

During Pick Mode, the Speech Subsystem will announce either:

- Mode 0 : [Volumes](#) only.
- Mode 1 : Zone and [Volumes](#).
- Mode 2 : Zone, Slot and [Volumes](#).

Use the Speech Subsystem to audibly announce the Volume

Set the mode required by entering the mode control character (0, 1 or 2).




Pick and scan the [Volumes](#) in the order read out by Checkpoint's Speech System.

When a Container is scanned in the operation, the Container will appear as the Current Container below the Pick Mode options.

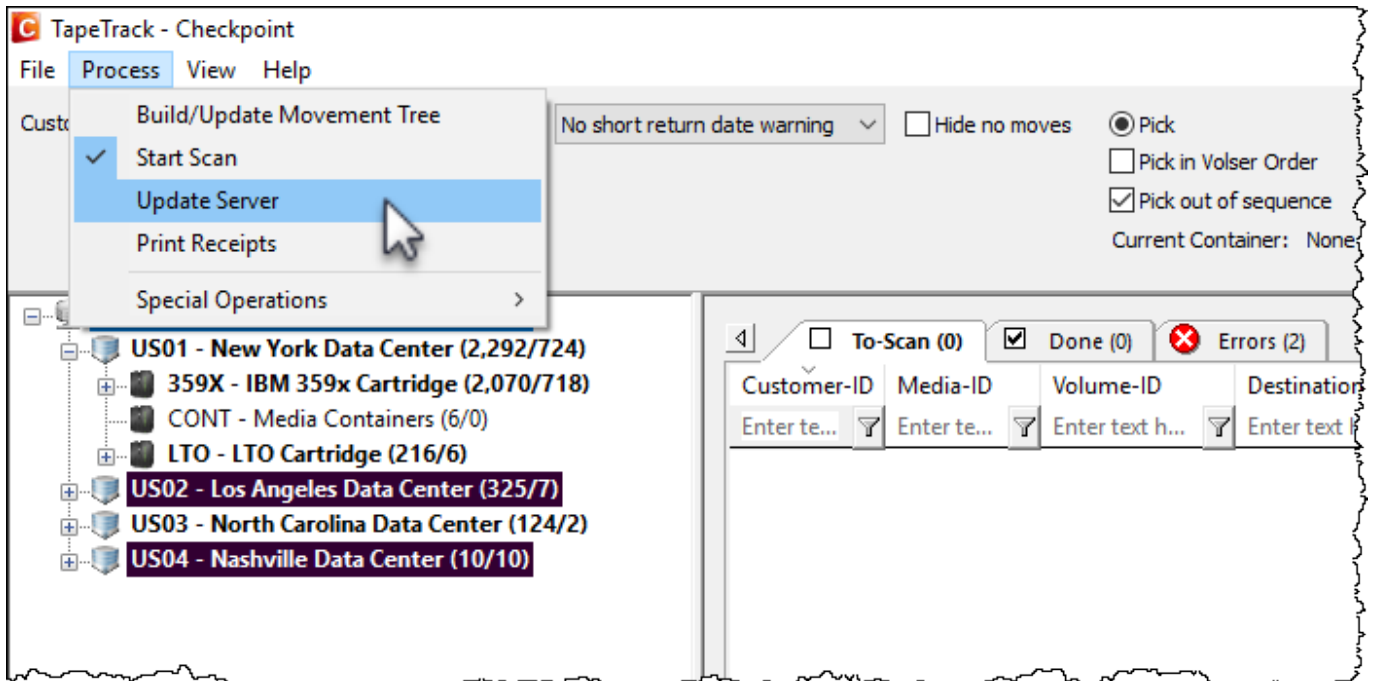
[Volumes](#) scanned during the Scan operation in Pick Mode will be assigned to the Container set in the Current Container field.

Once [Volumes](#) have been scanned, close the **Scan** window.

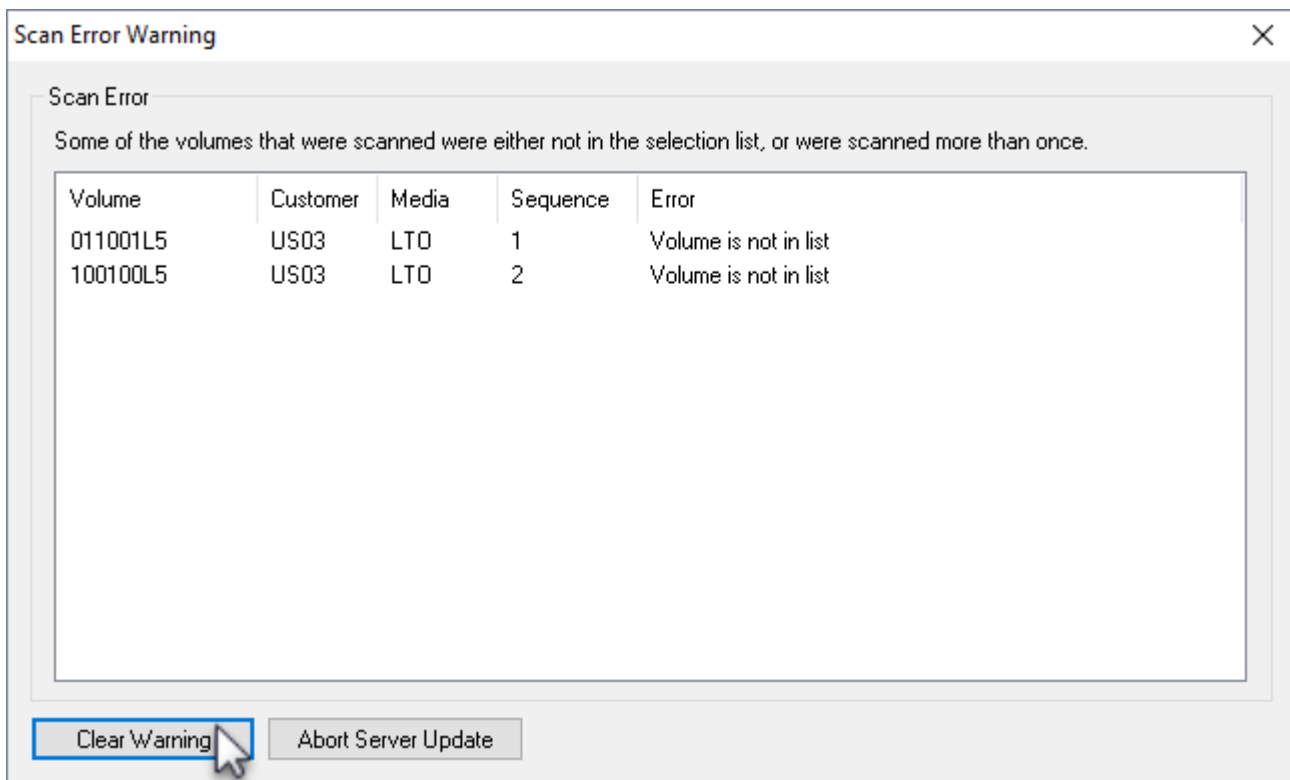
 If [physical delivery receipts](#) are required, [print](#) these before updating server.

## Update Server

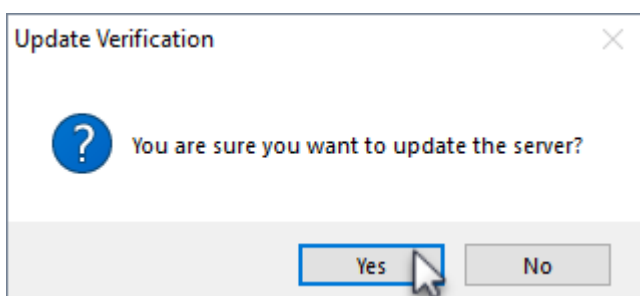
From the main menu, select Process→Update Server to push the data up to the server.



Any errors from scanning (e.g. scanned incorrect **Volume** or had wrong **Customer-ID** in default field in scan window) will be presented. Click **Clear Warning** to remove the errors and update the server.



Click **OK** to the popup to confirm the Server update.



Clicking Abort Server Update will exit from the update Server Process and return you to the previous window.

**Scan Error Warning** ✕

Scan Error

Some of the volumes that were scanned were either not in the selection list, or were scanned more than once.

Volume	Customer	Media	Sequence	Error
011001L5	US03	LTO	1	Volume is not in list
100100L5	US03	LTO	2	Volume is not in list

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Permanent link: <https://rtfm.tapetrack.com/checkpoint/pick?rev=1672706207>

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