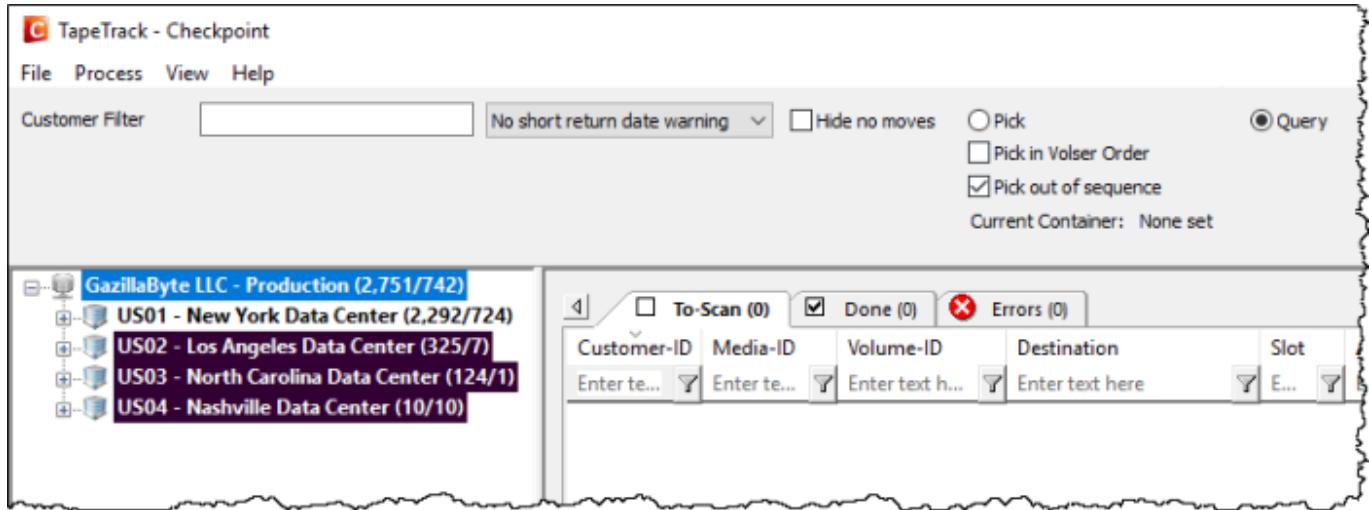


Query (Receive)

The Query process is receiving [Volumes](#) from another [Repository](#) in a move status into the Target [Repository](#), usually involving putting [Volumes](#) into allocated Slots.

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



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 above steps.

Scan Volumes

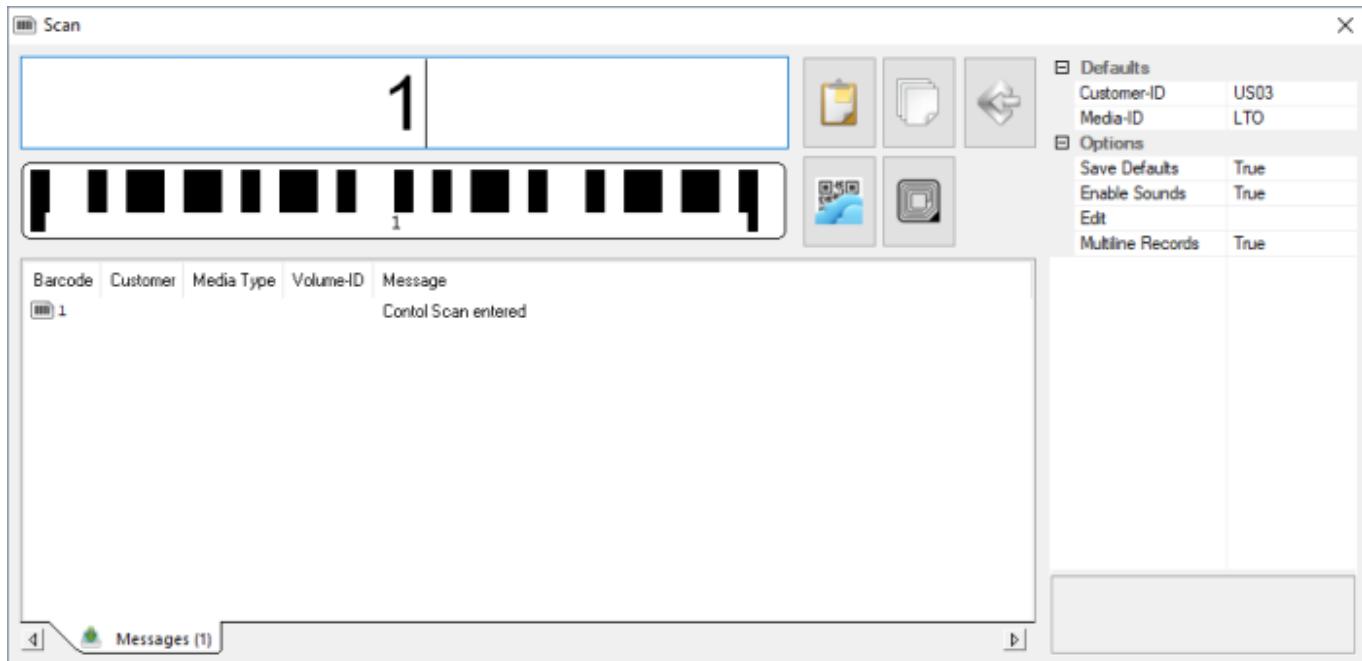
Once all required volumes have been added to the **To Scan** window, from the main menu select Process→Start Scan to initiate the **Scan** window.

During Query Mode, the scan requirements can be set to:

- **Mode 0** : Volume only.

- **Mode 1** : Zone and Volume.
- **Mode 2** : Zone, Slot and Volume

Set the mode required by entering the mode control character (0, 1 or 2) by scanning appropriate barcode or through the keyboard.



Other control characters that can be used within the scan window include:

- **C** : Read out current Container-ID
- **D** : Enable/disable duplicate scan warning
- **R** : Repeat current [Volume-ID](#)
- **S** : Skip current [Volume](#) in Scan List
- **W** : Enable/disable **not in list** warning

Scanning a [Volume](#) will prompt Checkpoint to read out Zone and Slot assigned.

- If in mode 0, scan the volume and place in assigned slot.
- If in mode 1, scan the assigned zone and then the [Volume Barcode](#) and place in assigned Slot.
- If in mode 2, scan Zone, Slot and then [Volume Barcode](#) and place in assigned Slot.

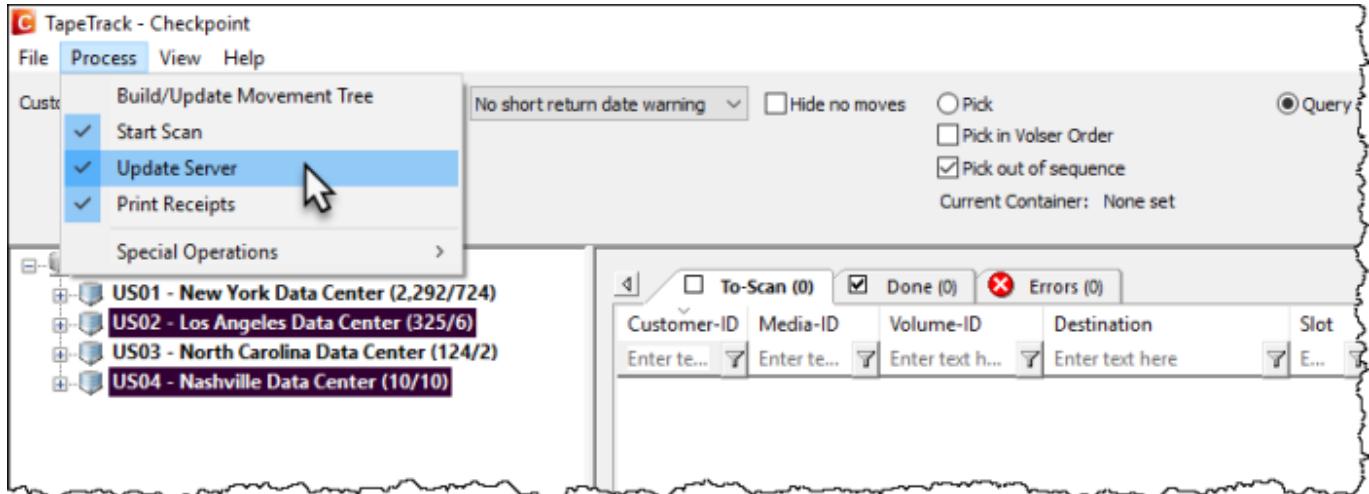
Once [Volumes](#) have been scanned, close the **Scan** window by clicking the X in the top right corner.



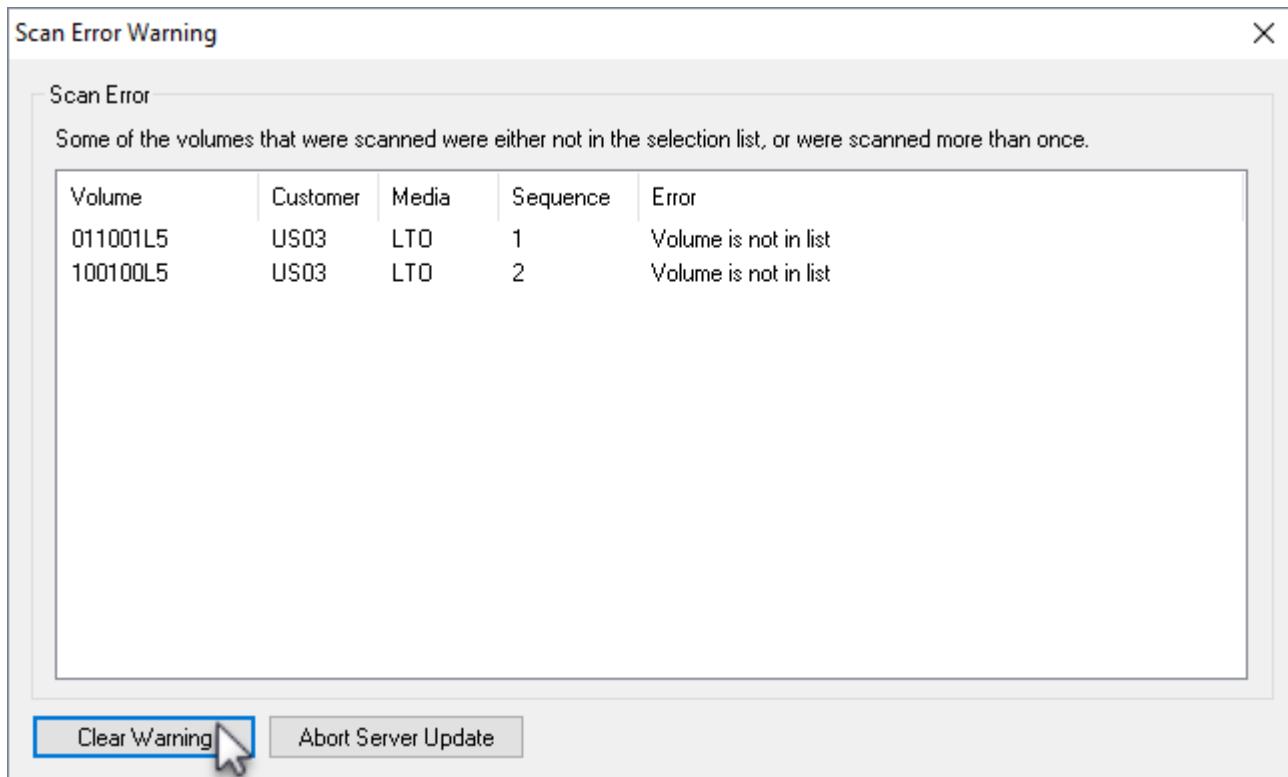
If [physical delivery receipts](#) are required, [print](#) these before updating server.

Update Server

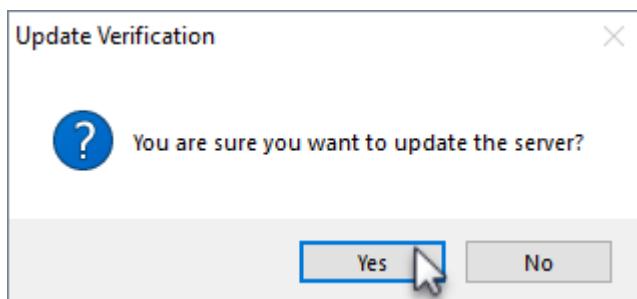
From the Main Menu, select Process→Update Server to push the data up to the Server.



Any errors from scanning (e.g. scanned incorrect **Volume** or had wrong **Customer-ID** in default field in the **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

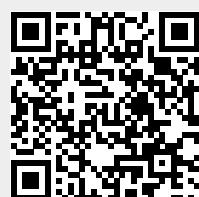
Scan Error

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

[Clear Warning](#) [Abort Server Update](#) 

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