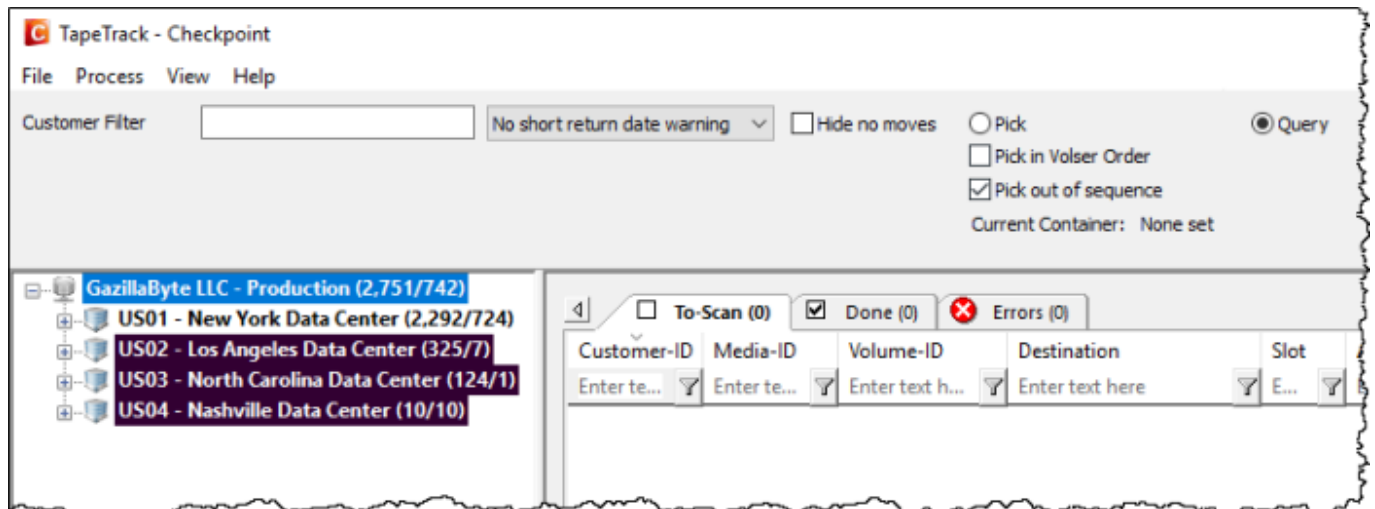


Query (Receive)

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

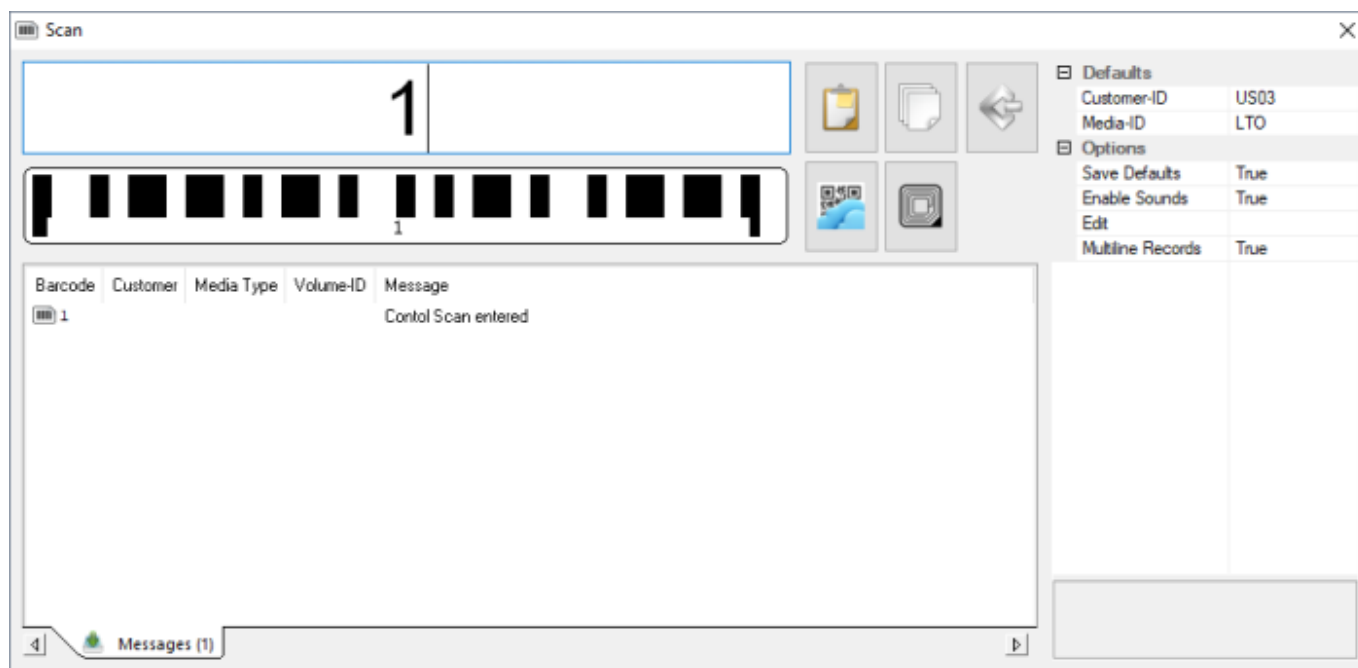
Once all required volumes have been added to the **To Scan** window, from the main menu select Process→Start Scan to initiate the **Scan** window.

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.

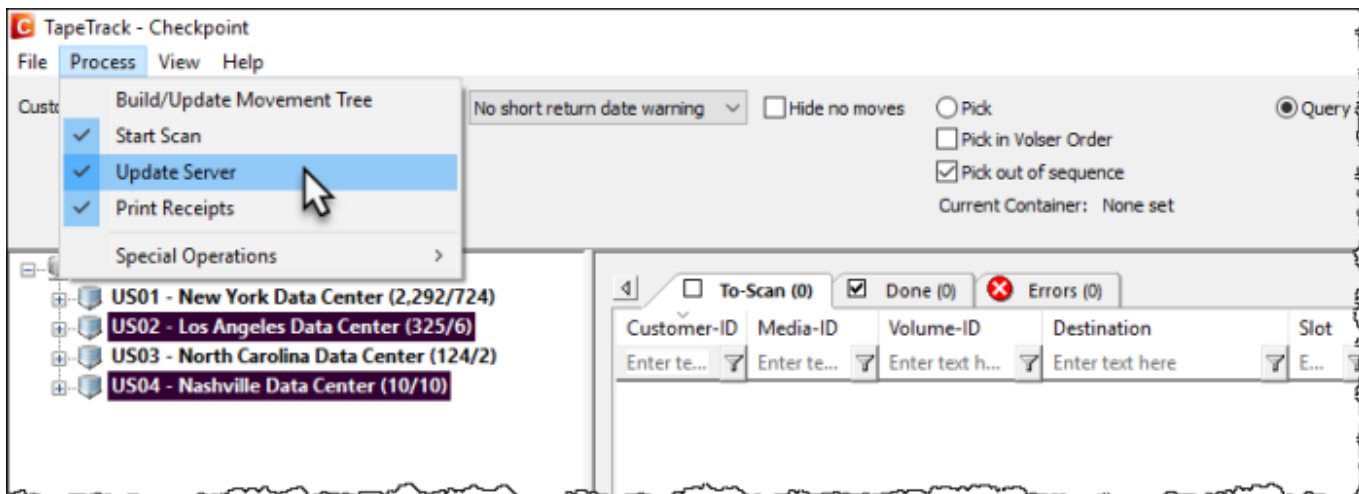
- If in mode 0, scan the volume and place in assigned slot.
- If in mode 1, scan the assigned zone and then the **Volume Barcode** and place in assigned Slot.
- If in mode 2, scan Zone, Slot and then **Volume Barcode** and place in assigned Slot.

Once **Volumes** have been scanned, close the **Scan** window by clicking the X in thop right corner.

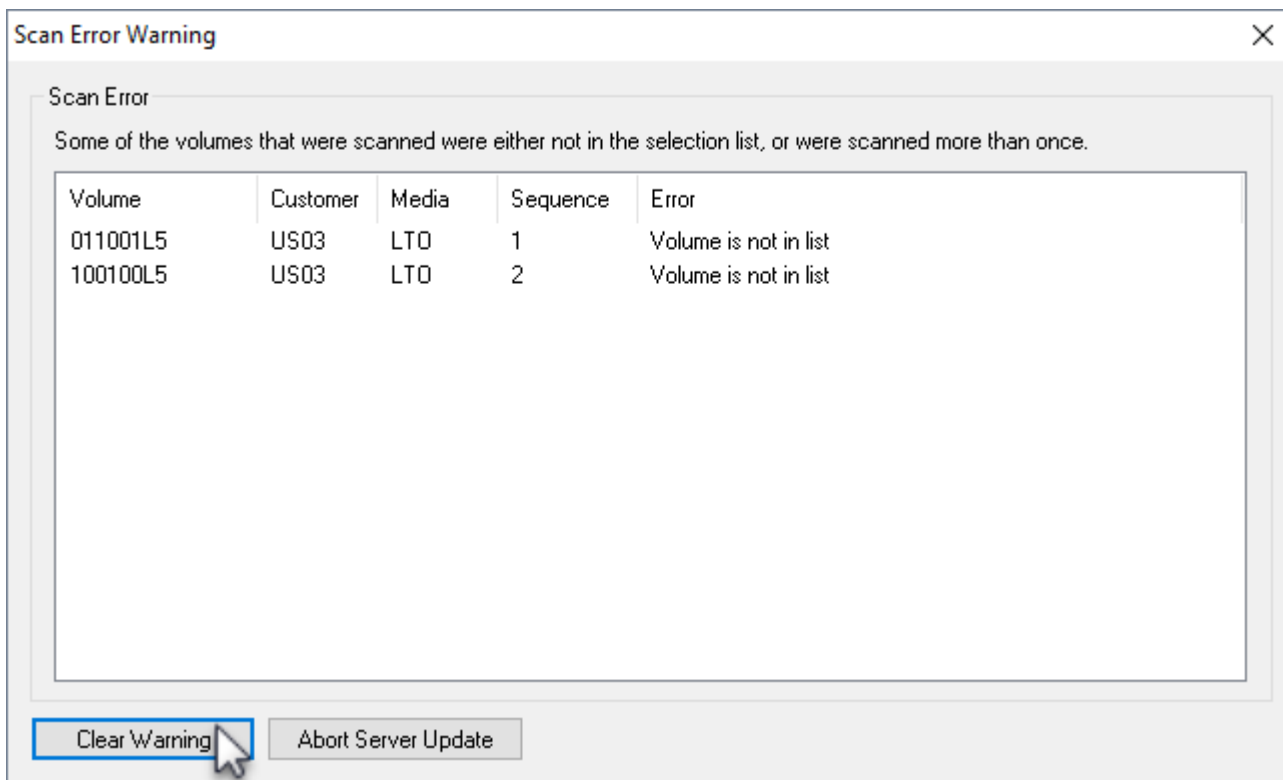
 If **physical delivery receipts** are required, **print** these before updating server.

Update Server

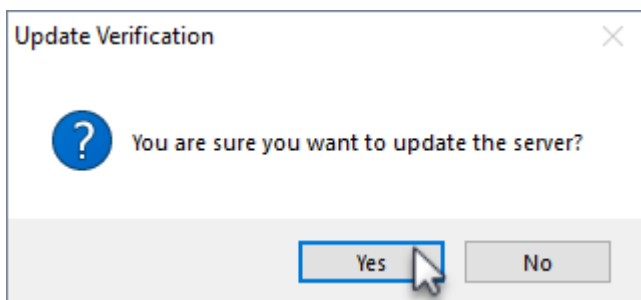
From the Main Menu, select Process→Update Server to push the data up to the Server.



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 |

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