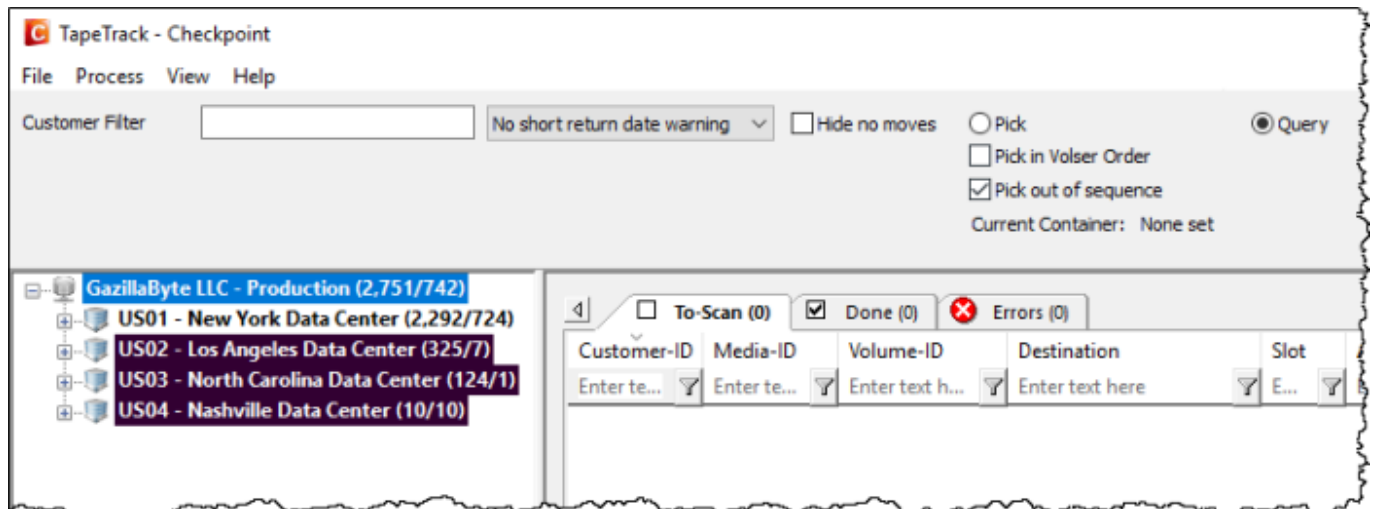# Query (Receiving)

The query process in 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.

Add required tapes 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.

From:
https://rtfm.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
https://rtfm.tapetrack.com/checkpoint/query?rev=1513129829

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