

Moving Volumes

Moving [Volumes](#) between [Repositories](#) so that they remain in synchronisation with the physical movement of the actual [Volumes](#) between locations would be the most important function with TapeTrack.

Moving a [Volume](#) from one [Repository](#) to another involves several processes:

- Updating the [Volume's](#) target [Repository](#) to place it in a move status.
- Scanning the [Volume](#) out of the current [Repository](#) (optional but recommended).
- Confirming the [Volume](#) in the target [Repository](#) .

[Volumes](#) can be moved manually via drag and drop, using a Barcode scanner, set move dates, synchronisation scripts or a combination of these methods.

The method best suited to moving the [Volumes](#) is dependent on the number of [Volumes](#) to be moved, how the information is received on which [Volumes](#) need to be moved and access to hardware such as scanners, keyboard or mouse.

Putting Volumes Into A Move

Updating a [Volumes](#) target location to a [Repository](#) other than its' current [Repository](#) will place the [Volume](#) into a move status. The [Volumes](#) target location can be updated:

- [Moving Volumes Manually](#).
- [Excel Data Importation](#).
- [Via Synchronization](#).

Scanning Volumes Out

While scanning a [Volume](#) out of its' current [Repository](#) is an optional step in the movement process it has the added benefits of

- Ensuring the correct [Volumes](#) are being moved as any incorrect [Volumes](#) will be alerted.
- Maintains a more accurate chain of custody as TapeTrack records the operator scanning out the [Volume](#) as well as the date and time.
- Enables filtering of [Volumes](#) that have been scanned out from other [Volumes](#) in a move status.

Confirming Move

Confirming [Volumes](#) into their target [Repository](#) updates the [Volume's](#) current [Repository](#) to that of the target [Repository](#) . This removes the [Volumes](#) move status and verifies its arrival at the specified [Repository](#) .

[Volumes](#) can be confirmed:

- [Manually](#).
- [Via Reconciliation](#).
- [Via Synchronization](#).

Move Errors

Moving Volumes Back To Current Repository Before Confirming At Target Repository

Moving a [Volume](#) that is currently in a move status back to it's current [Repository](#) before confirming at it's target [Repository](#) will:

- Move [Volume](#) back to it's current [Repository](#) .
- Set Target [Repository](#) to it's current [Repository](#) .
- Remove **M** (move) flag.
- Throw an error **Update OK but marked for followup**.
- Add a **W** (warning) flag to the [Volume](#) and highlight that [Volume](#) in an orange background.

The [Volume](#) is highlighted with the orange background and W flag added to allow the operator to easily identify [Volumes](#) that have been moved back before confirmation. This allows the operator to investigate why this has happened and make adjustments to [Volume](#) movement processes if required.

[Move back error examples](#)

[update-doco](#)

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