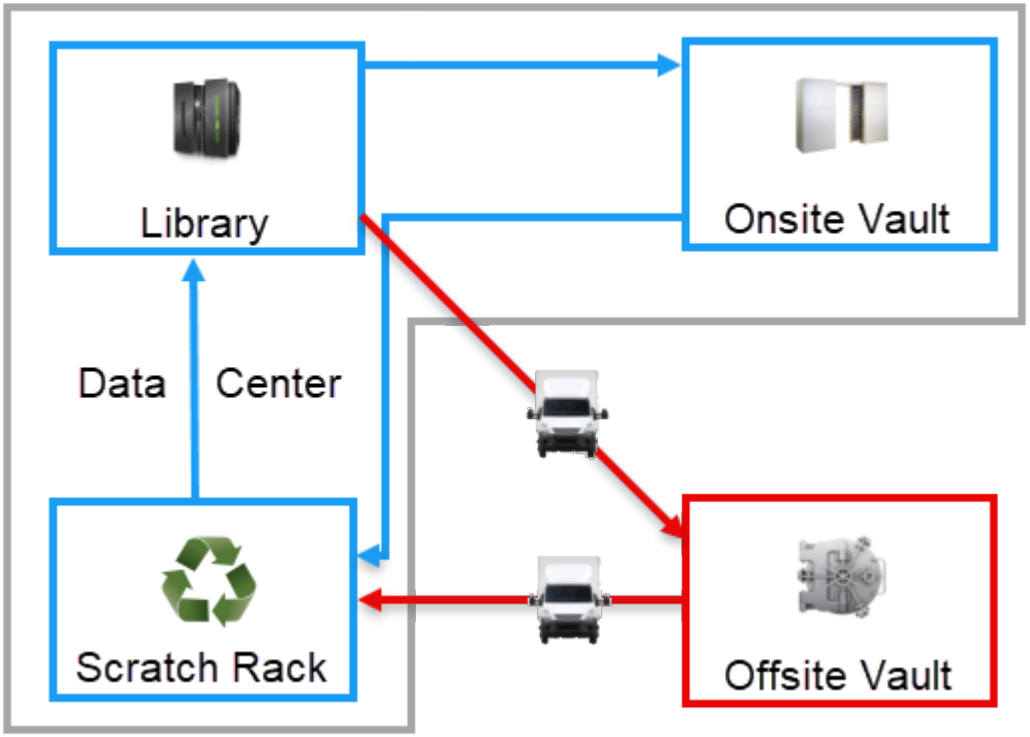
Lite

Using the following Repositories, or locations, as an example of Volume movement.

Volumes are placed in the Library to be written to. When full, the Volume is placed in a move to either the onsite or offsite storage. When the Volumes expire, they are moved to the scratch rack to await re-use in the Library.



Following the life cycle of Volume 100100L5 from the Library.

The Volume, once written to is placed in a move in TapeTrack from the Library to the offsite vault by either:

- Manually using drag and drop in TapeMaster
- Sync process between TapeTrack and the Library

The Tape Librarian staff would then remove the Volume from the Library and using a barcode scanner and Lite, scan the Volume out into a transport case for delivery to the vault premises.

Scanning the Volume out has two main purposes:

- Records history records against that Volumes history including:
  - Time scanned out
  - User details including name and ID
  - Software interface used
  - Repository details
- Confirmation of the correct Volume/s being sent out as incorrect Volumes will flag as an error, as well as a notification of any Volumes not scanned out

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

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