Adding New Volumes

Adding new Volumes to Tapetrack can be accomplished using one of two methods.

Adding New Volumes Using Volume Management

Select Volume Management from the **Task Menu** and click Next to continue.



Options

This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

Click Next to continue.

Selecting a Customer

If you only have access to one Customer-ID, this step will be skipped

From the **Customer Selection** window select a Customer that the new Volume/s are to be added to by double-clicking a Customer or selecting a Customer and clicking Next.

TapeTrack Lite [™] - Customer Selection				
Instructions				
The Customer Selection corport allows you to	a select one Tane Track Customer	that will be the subject of	aparationa in autoactuant apropa	
The customer selection screen allows you to	select one Tape track customer	that will be the subject of	operations in subsequent screens.	
You may select a Customer by double clickin	ig the Customer, or by clicking the	Customer and pressing th	e Next button.	
~				
ustomer	Volumes	Moves		
New York Data Center	56	0		
Los Angeles Data Center 😽	23	7		
North Carolina Data Center	56	23		
Nashville Data Center	52	9		
	187	39		
Remember previously selected Customer				

Selecting A Media Type

If you only have access to one Media-ID, there will only be one tab.

Select the correct Media Type from the tabs at the bottom of the **Manage Media Library** window.

Adding New Volumes

Right-click in the **Inventory** window and select Scan \rightarrow To Add.

 \times

🗓 TapeTrack Lite™ - Manage Media Library

	Instructions The Manage Med You can use the fi If you wish to view select the Volume	ia Library screen allows you to ilters at the top of each columr v or update the next move dat and edit the fields in the prop	see each of your tape n to select which Volum e, Description or Extend erty list on the right.	Volumes. es to display. led Attributes of a specific	Volume, simply
	Volume-ID	Location	∧ Volume-ID	000001L6	
	Enter text 7	Enter text here		n ent	
	000001L5	L5 GemTrac	Repo	sitory Offsite Vault	
	Exp	oort ault	Next move	Permanent	
	Doc Prir	nt > /olumes	Descriptio	on	
	000 Sca	an > To Add	Media Cr	eatio No Date	
	000006L5	Scratch Volumes	Server A	locat	
	000007L5	Scratch Volumes	1		
	000008L5	Scratch Volumes			
	000009L5	Library			
	000010L5	Offsite Vault			
	000011L5	Library			
1 martin	000013L5	iii Offsite Vault			
	000014L5	Offsite Vault			
	000015L5	Offsite Vault			
	00001025		×		
		iner 📓 LTO Cartridge			4
				< Back Next >	Cancel

Scan in the new Volumes into the Scan-In window using a your preferred scanning method

When all new Volumes have been scanned close the **Scan-in** window by clicking X.

Click Next to exit the Volume Management process.

Complete

This will bring up the **Complete** window, from here you can:

- Click View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back to return to start menu and select another task.
- Click Finish, Cancel or X to exit TapeTrack Lite.



Adding New Volumes Using Send

Using Send to add new Volumes is only recommended when the new Volumes are part of a consignment being sent already. If just adding new Volumes to the inventory using Volume Management is the correct method.

Send

Select Send from the **Task Menu** and click Next to continue.

🕒 Welcome to TapeTrack Lite™	×
Welcome to TapeTrack Lite™ Introduction Tape Track Lite will step to viewing your tape invention Please set Library Overview To assist you in better under These statistics are provide Image: Im	vu through common tape management tasks such as scanning-in, scanning out and ry. ect a task Scan-Out Volume Management Library Management Users Password ScSI Media Changer Console Excel Import About this Software
	About this Software Media Containers-22 0 20 < Back Next > Cancel

Options

L	TapeTrack Lite™ - Options			\times
In	structions			
	The Options screen allows you to s	pecify options that will influence how future screens perform.		
	The estimation of the set			
	The options you change will be ret	aned for future sessions.		
Ξ	General Options			
	Log File Folder	C:\Program Files\TapeTrack\TapeTrack Lite\docs\Lite Log File	es	
Ξ	Advanced Options			
	Time Threshold	3 days, 00 hs, 00 ms		
	Next move	Tuesday, May 24, 2022 (1131 days)		
	Predefined Lists	<not selected=""></not>		
			< Back Next > Cancel	

Notes:

- A If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the field to the right of the Log File Folder, click on the more options button (...) and select the preferred directory.
- **B** Under Advanced Options:
 - Set the time deadline before a Volume will be marked as overdue at its Target Repository.
 - The date for the Volumes next move.
 - List of pre-defined Volumes .

To add additional lists, create new files in the install directory that match the pattern List-*.txt.

🛄 Li	ist-Sar	nple.txt -	- Notepa	ad				
File	Edit	Format	View	Help				
#Sam US01 US01	ple .LTO .DL.	send 1 .00000 000001	list. 00 l	To skip	delete	file	List-Sample.tx	ιt

Scanning to add Volumes

This opens the **Scan and Modify** window which, by default, opens the **Scan To Add Volumes** window.

Scan out the required Volumes using your preferred scanning method.

When all Volumes are scanned in, close the **Scan To Add Volumes** window by clicking X at top right of window.

Setting New Volume-ID's

Select new Volume by clicking on it to display the Attributes in the right of the window

Select, in order, the correct Customer-ID, Media-ID from the identity section.

■ TapeTrack Lite [™] - Scan and Modify (2)				×
Instructions This screen allows you to scan tapes and container To update any of the scanned items just click on th	rs and then update in em in the tree. You c	formation on each item. an also drag-and-drop tapes between containe	ers.	Ś
No Container US29.LTO.111622L6 US29.LTO.111623L6	Identity Customer Media Type Volume-ID Status Target Next move Time Threshold Data-Cluster Description	<no selection=""> <no selection=""> Los Angeles Data Center Nashville Data Center New York Data Center North Carolina Data Center <no selection=""> Friday, March 25, 2022 (1131 days) 3 days, 00 hs, 00 ms <no selection=""></no></no></no></no>		
4 Item Tree Quick Edit	Customer Customer that owns	this Volume		
		< Back	Next >	Cancel

From the Disposition section, set the Target Repository, Next Move and Data Cluster (optional) to the required values.

L TapeTrack Lite [™] - Scan and Modify (2)			×
Instructions This screen allows you to scan tapes and contain To update any of the scanned items just click on t	ers and then update ir hem in the tree. You o	formation on each item. an also drag-and-drop tapes between containers.	Ś
No Container US03.LTO.111622L6 US29.LTO.111623L6	 Identity Customer Media Type Volume-ID Disposition Status Target Next move Time Threshold Data-Cluster Attributes Description 	North Carolina Data Center LTO Cartridge 111622L6 Unknown <no selection=""> <no selection=""> Ubrary Offsite Vault Relocated</no></no>	-
4 Item Tree Quick Edit	Target Target Repository		4
		< Back	Next > Cancel

Repeat for each new Volume.

Click Next to continue.

Adding Extended Attributes

If you have extended Attributes set for the Media type the new Volumes were added to, the **Modify Extended Attributes** window will be presented.

Clicking in the field to the right of each extended Attribute, you can type in the relevant values. Click Next to continue.

Complete

This will bring up the **Complete** window, from here you can:

- Click View Log File to view the log file of the last completed process..
- Click Print Log File to save a PDF of the log file to print from your PDF viewer.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back button to return to start menu and select another task.

• Click Finish button or X at the top right of the window to exit TapeTrack Lite.

🕒 TapeTrack Lite™ - Complete	×
Vew Log File Print Log File About this Software	
About this Software	
	< Back Finish

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