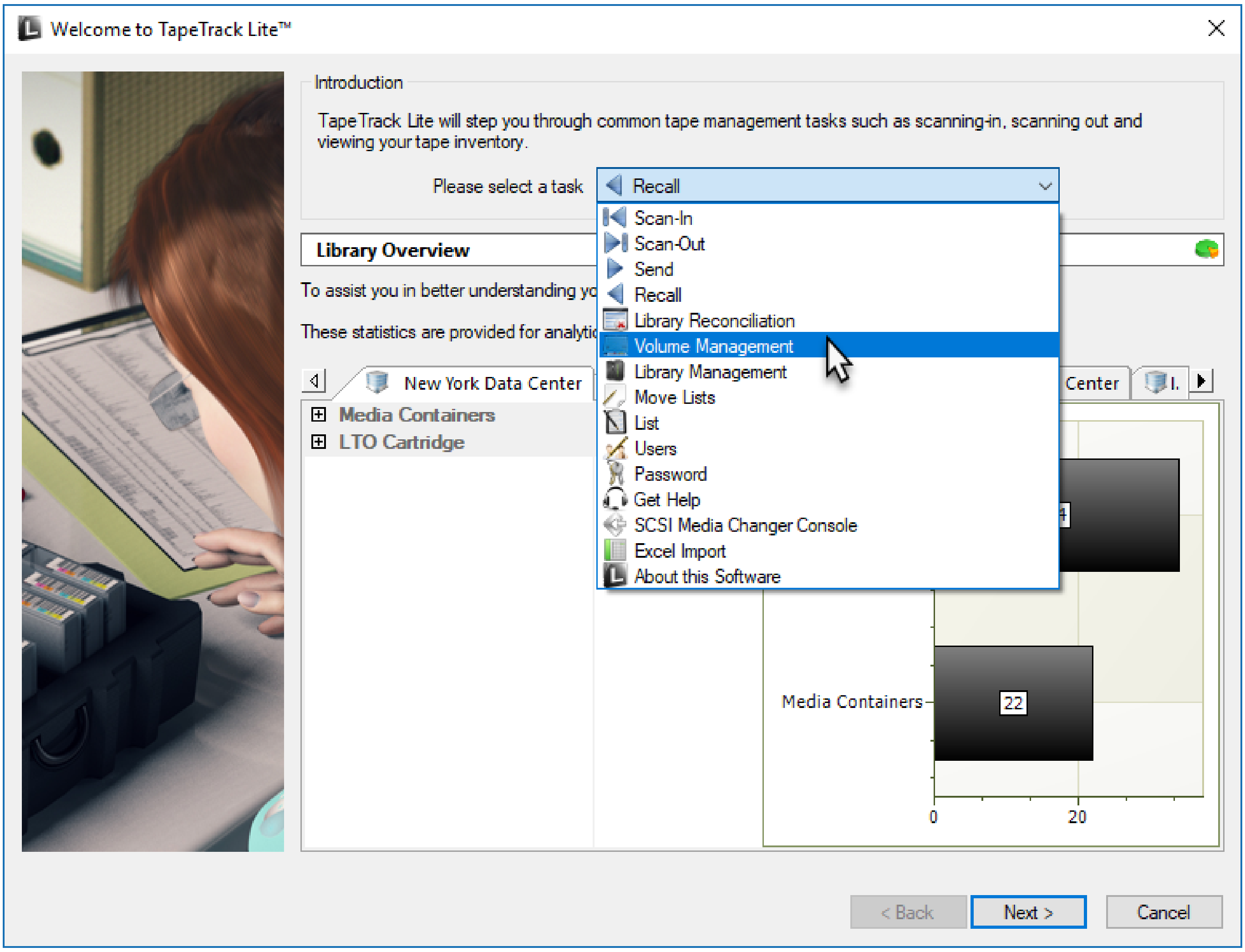
Adding New Volumes

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.



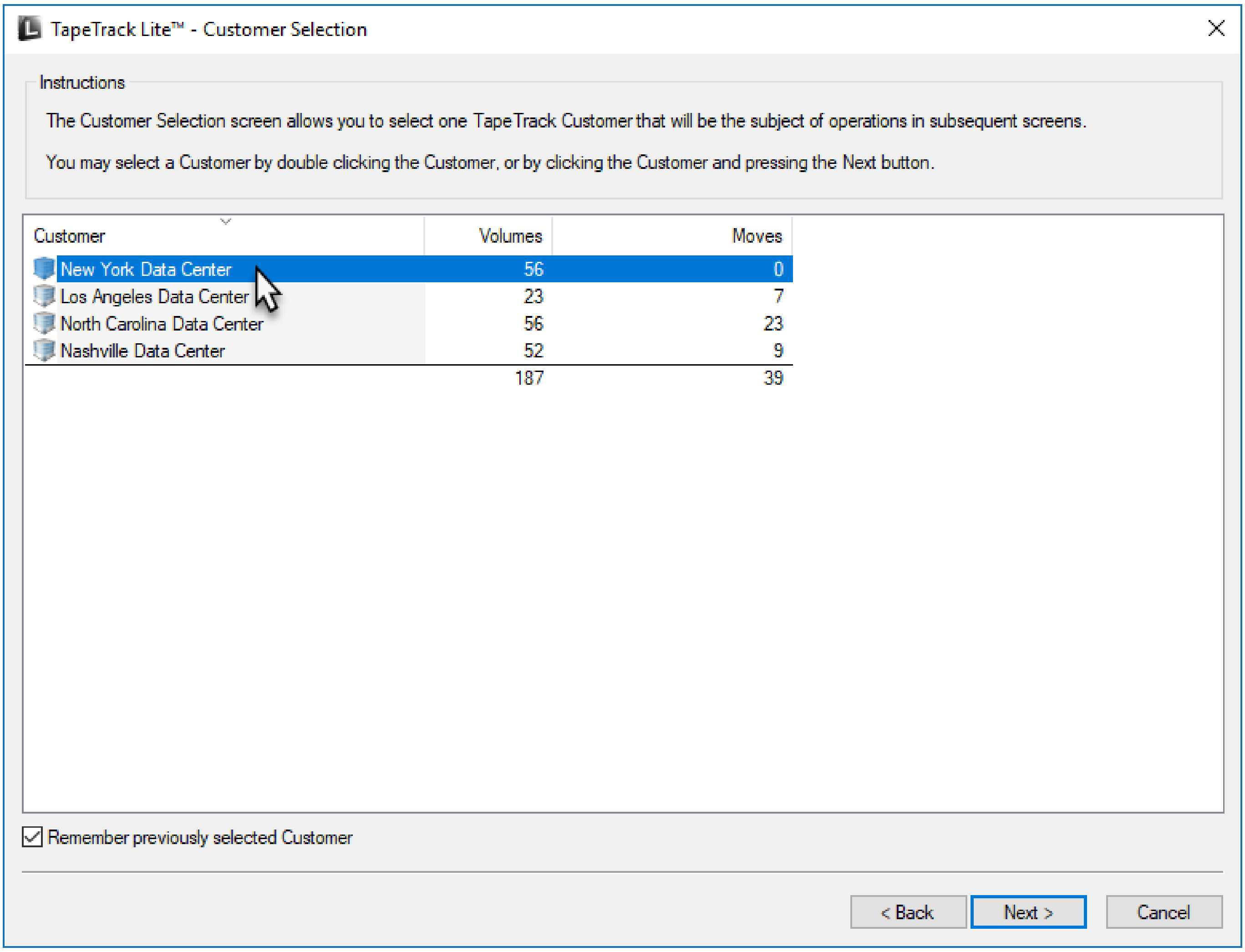
Options

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

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`.

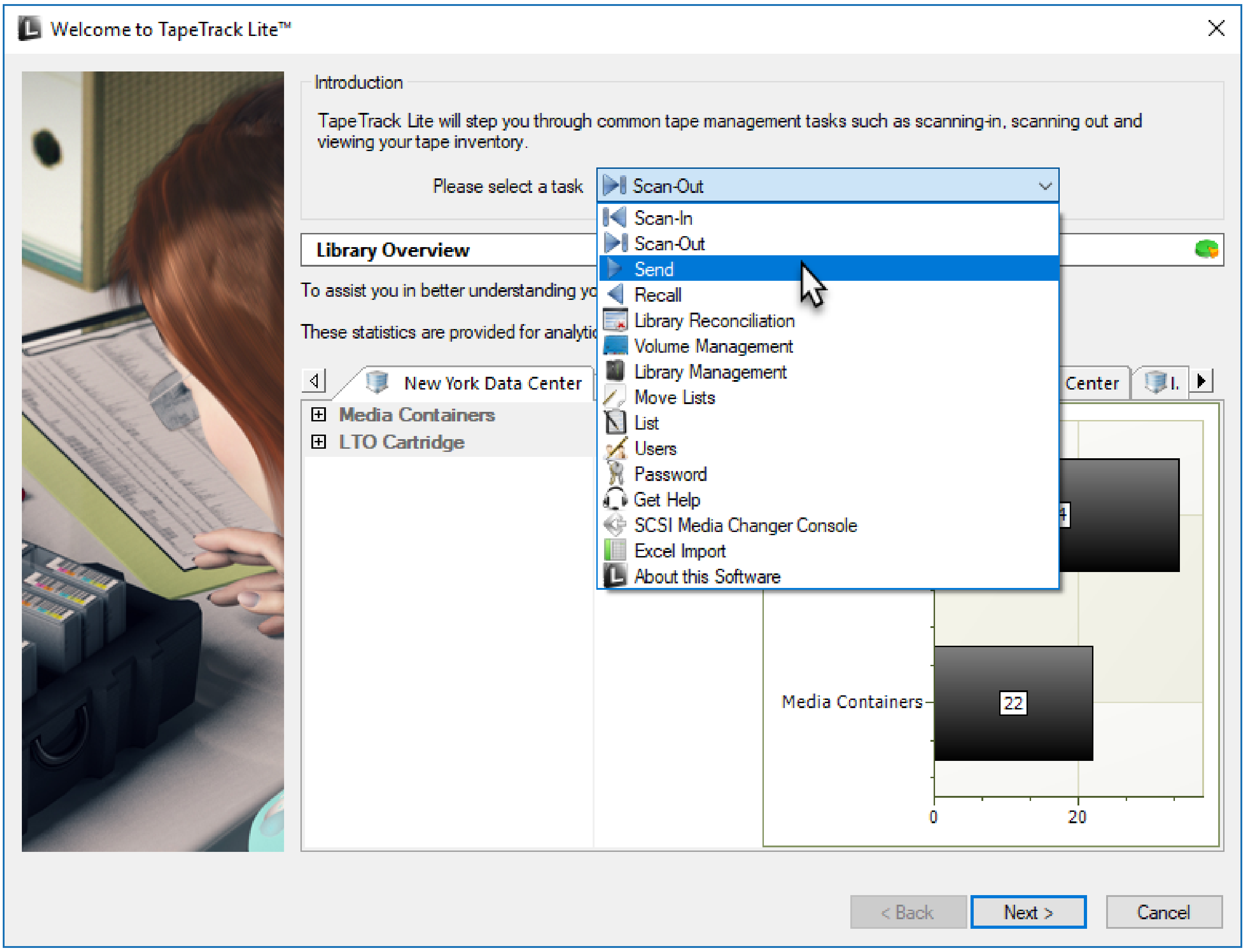


Adding New Volumes Using Send

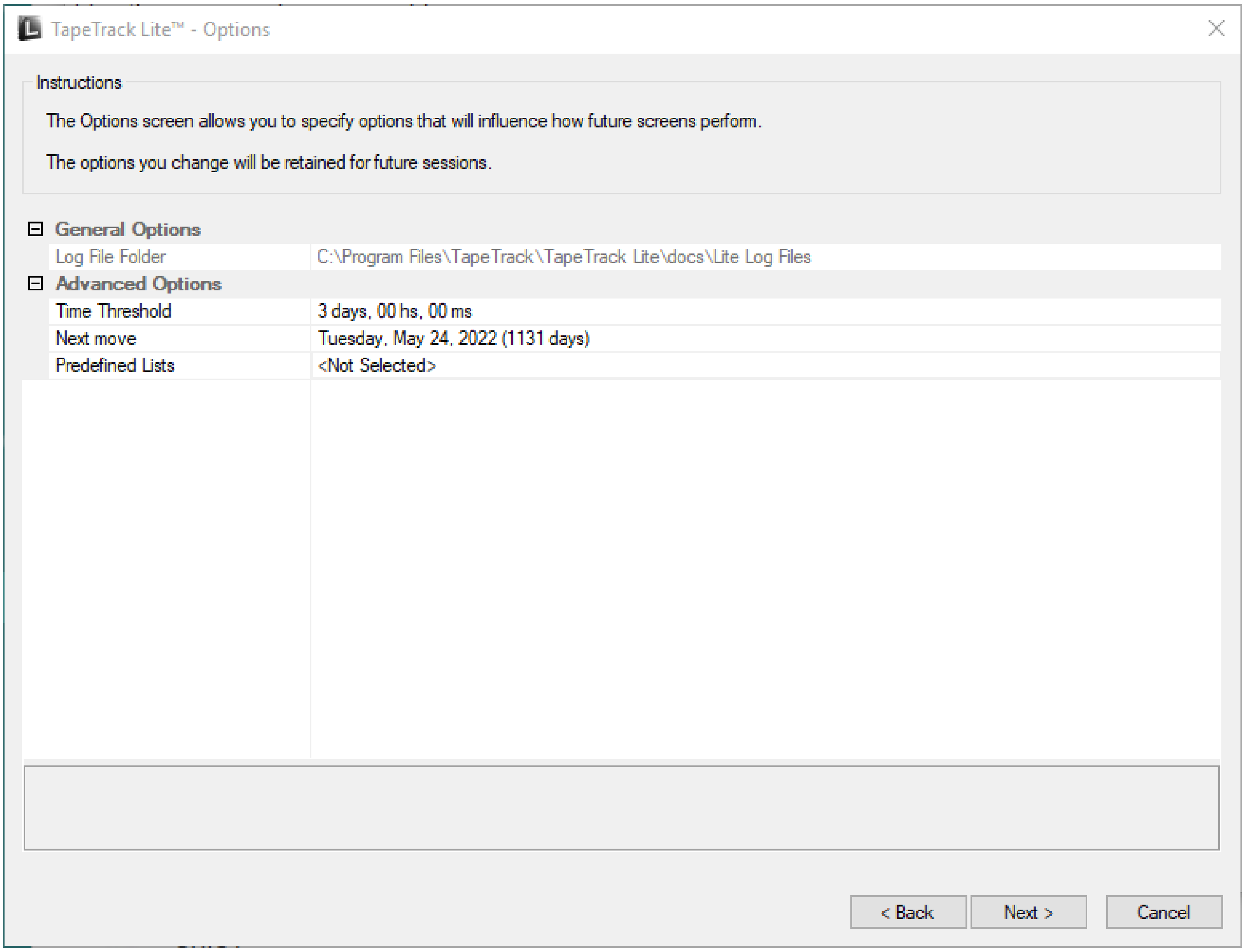
Using Send to add new Volumes is only recommended when the new Volumes are part of a consignment being sent already. If just adding new Volumes to the inventory using Volume Management is the correct process to use.

Send

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

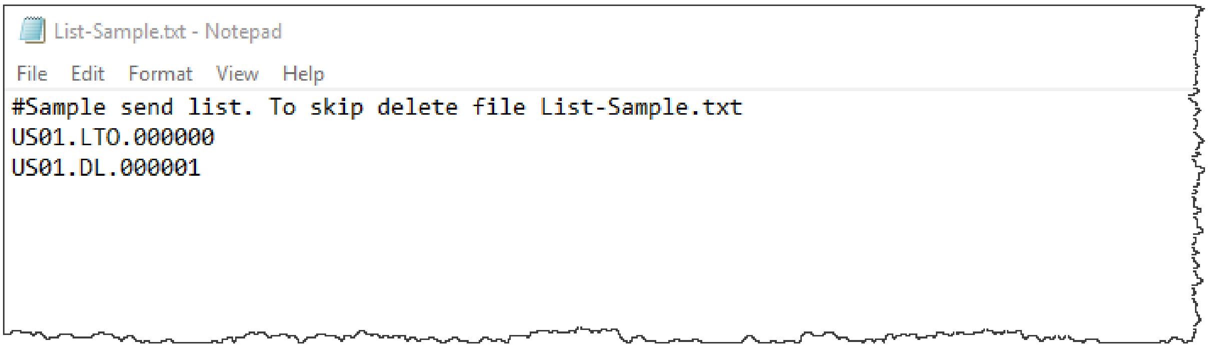

Welcome to TapeTrack Lite™
Introduction
TapeTrack Lite will step you through common tape management tasks such as scanning-in, scanning out and viewing your tape inventory.
Please select a task
Scan-Out
Scan-In
Scan-Out
Send
Recall
Library Reconciliation
Volume Management
Library Management
Move Lists
List
Users
Password
Get Help
SCSI Media Changer Console
Excel Import
About this Software
Library Overview
New York Data Center
Media Containers
LTO Cartridge
Media Containers
22
0
20
< Back
Next >
Cancel

Options



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.



Scanning to add Volumes

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

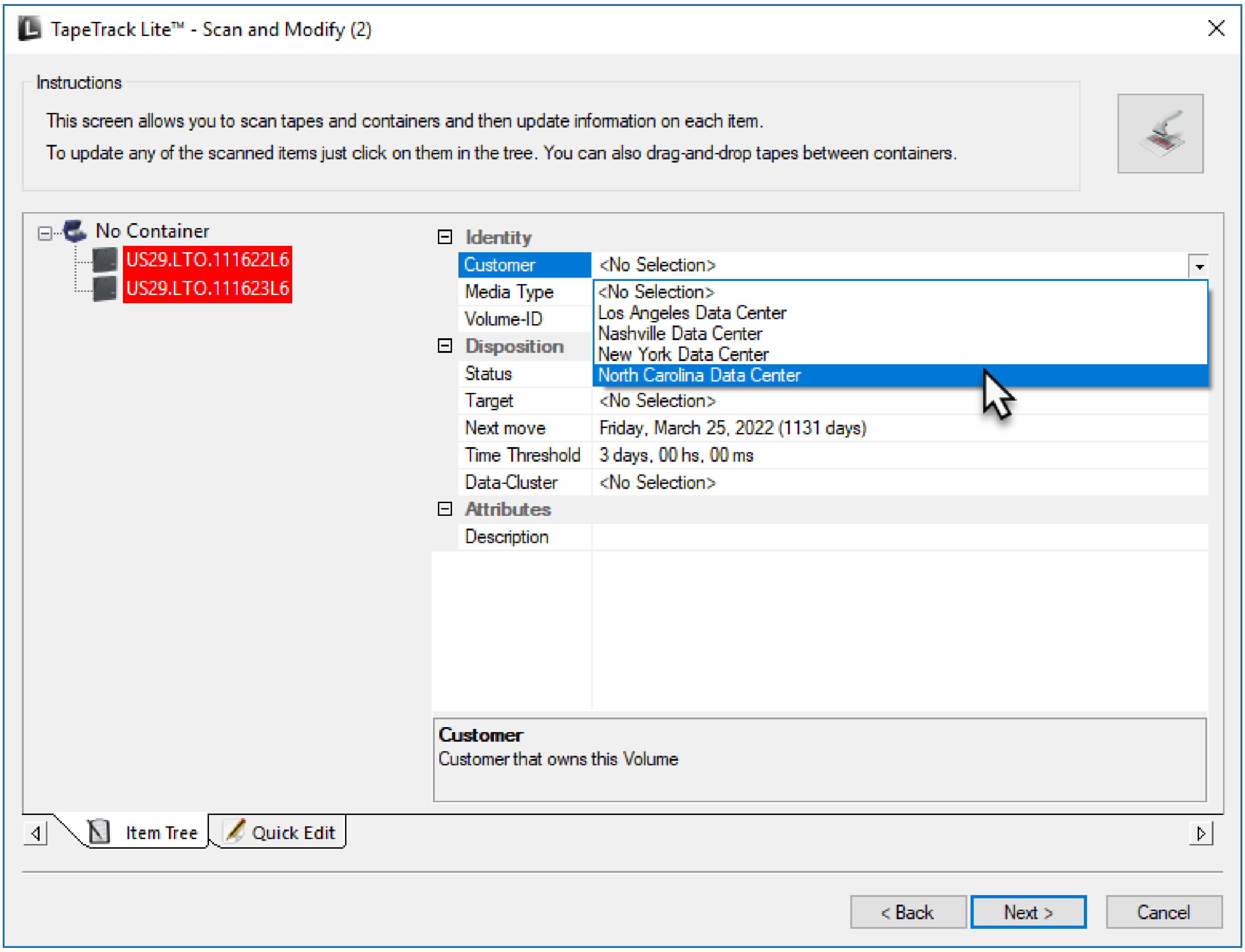
Scan out the required Volumes using your preferred scanning method.

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

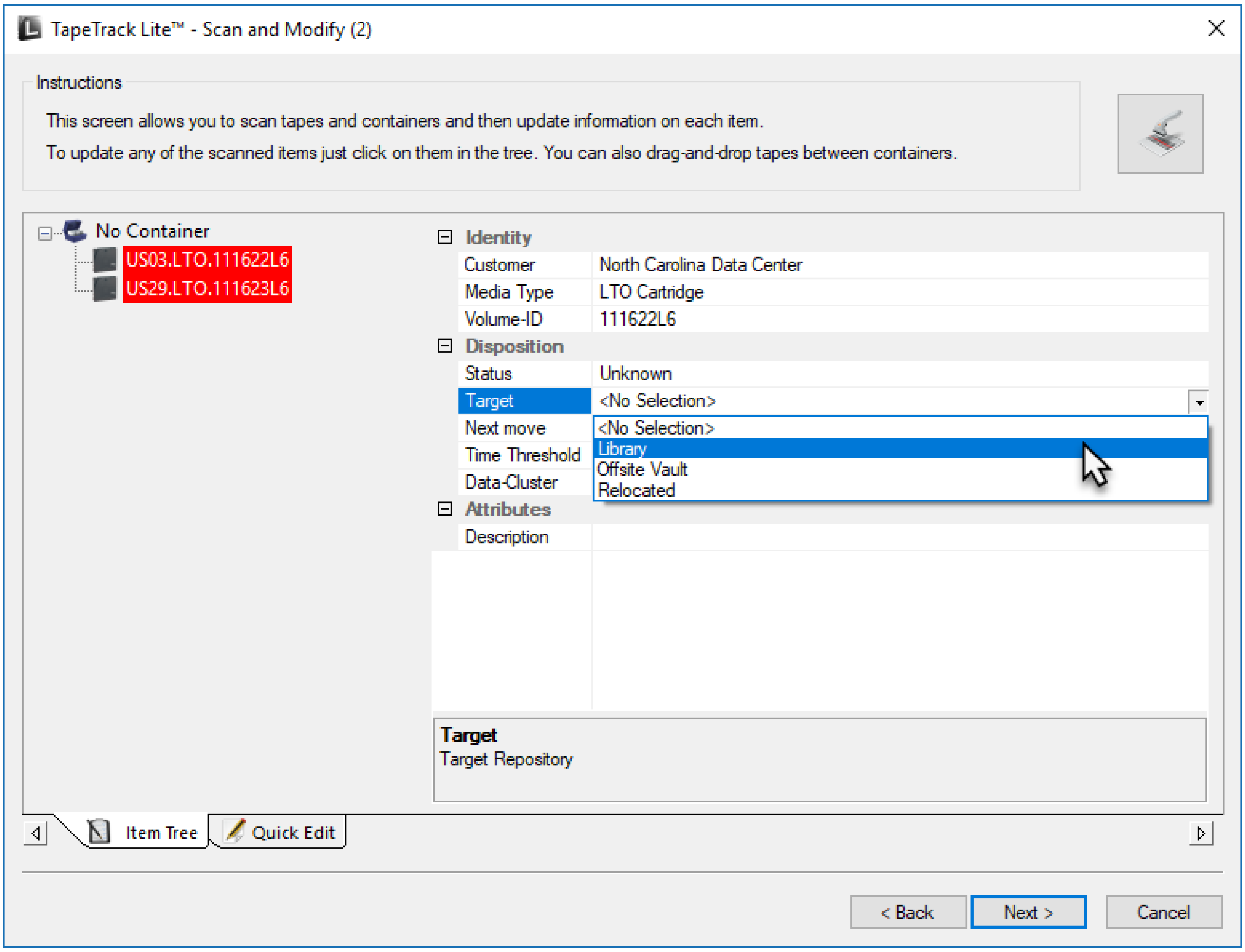
Setting New Volume ID's

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.



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



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.
- 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.