Library Management
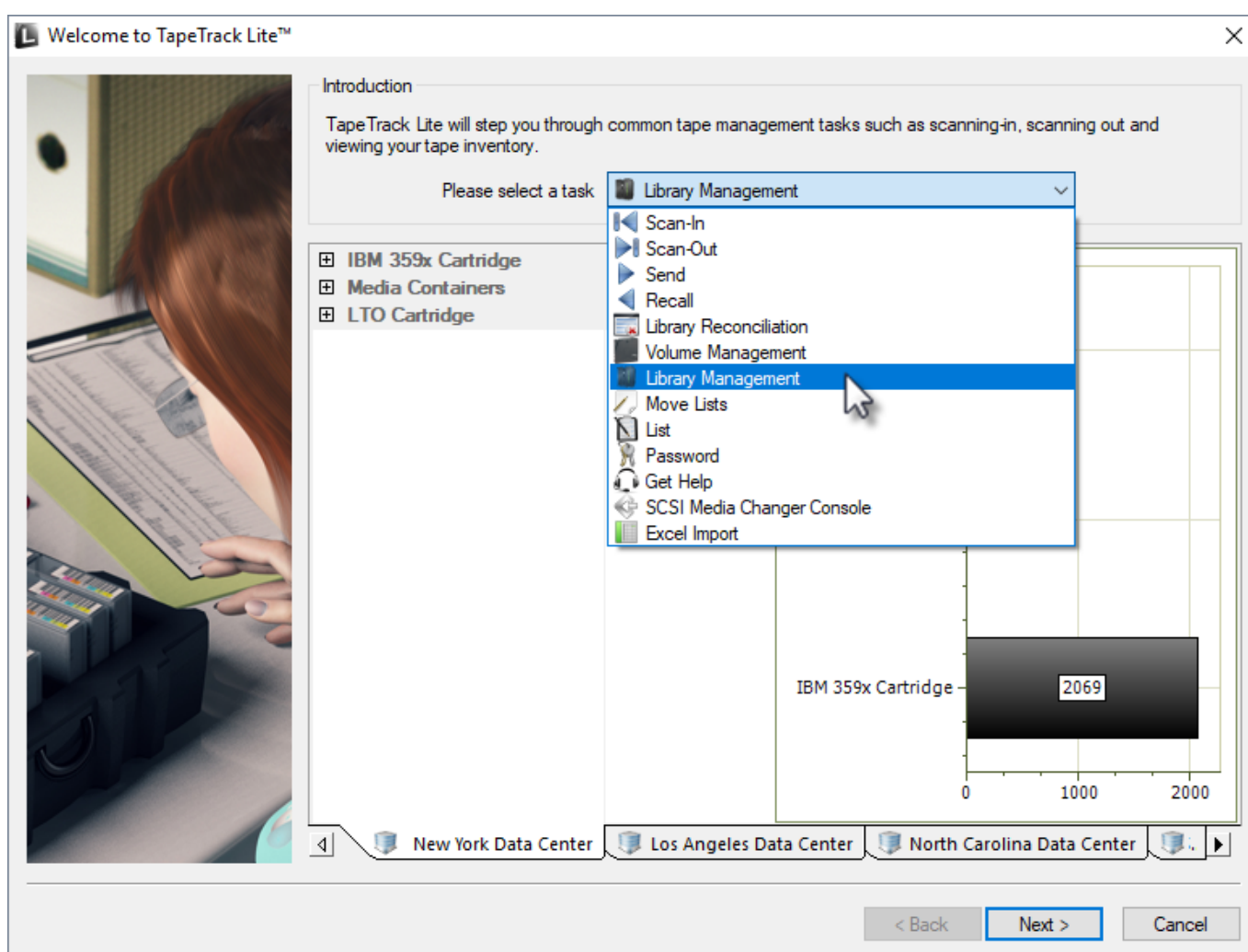
The Library Management function allows you to manage individual libraries and the Volumes contained within them.

Library Management Process

Select Library Management

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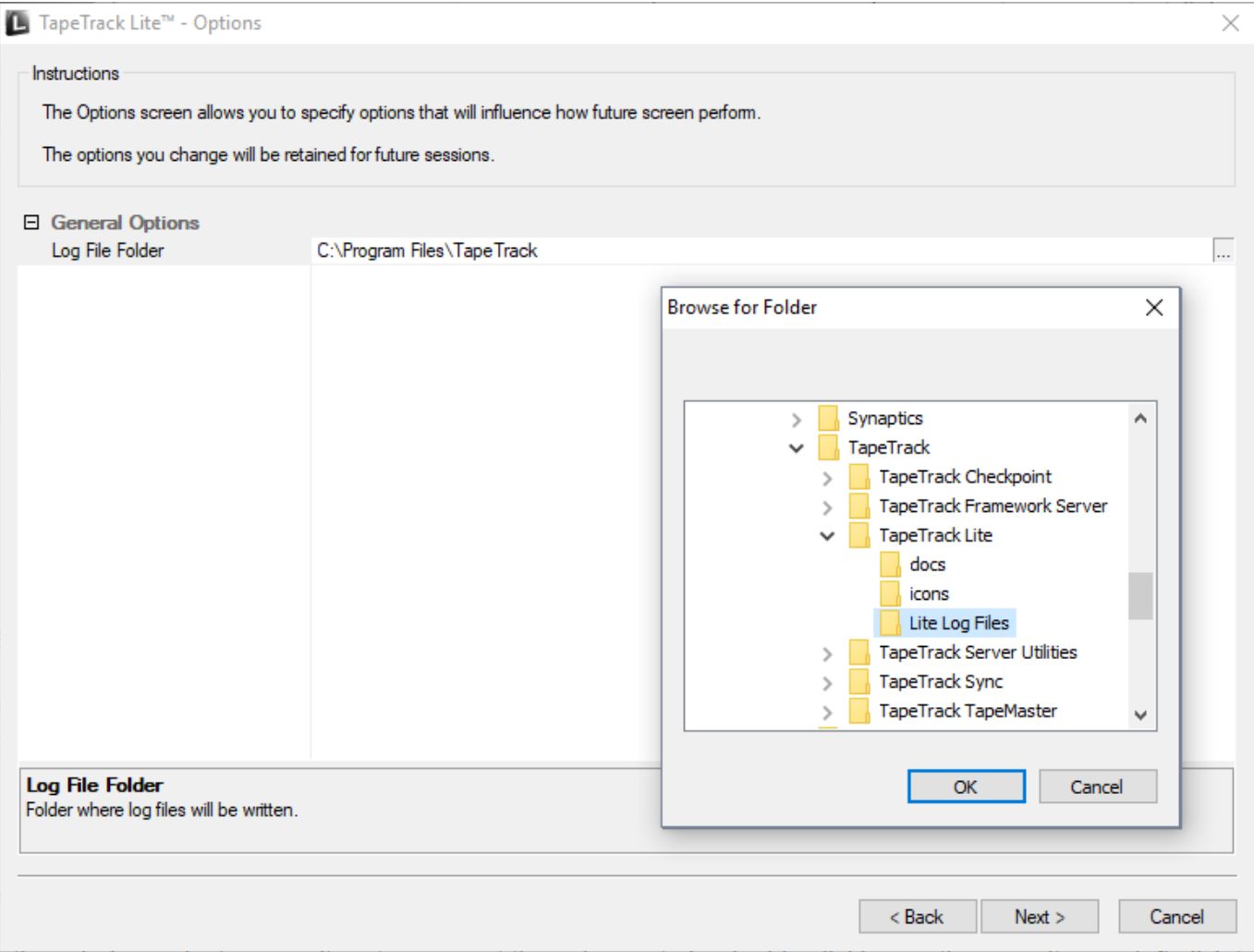

Options

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.

To change the default directory, click in the field to the right of the Log File Folder and click on the (…) button and select directory.

Click Next to continue.

Customer Selection

Select the Customer that you want to manage Volumes for by double-clicking the Customer-ID or left-clicking the Customer-ID and clicking Next at the bottom of the page.
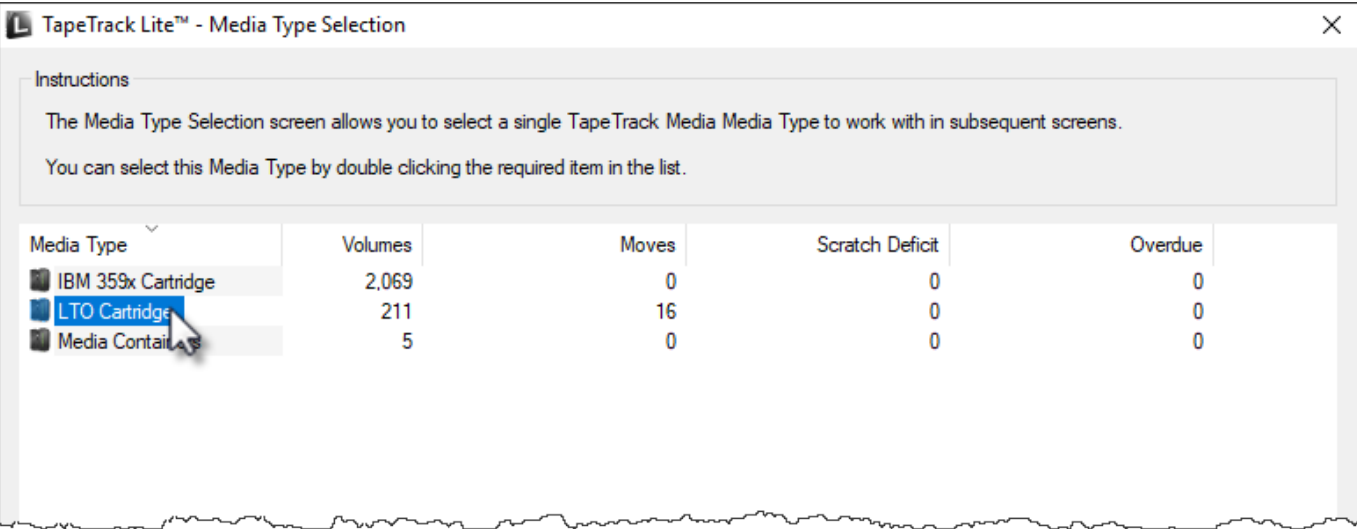
> Checking `Remember previously selected Customer` will retain the currently selected [Customer](#) for future Lite functions.
>
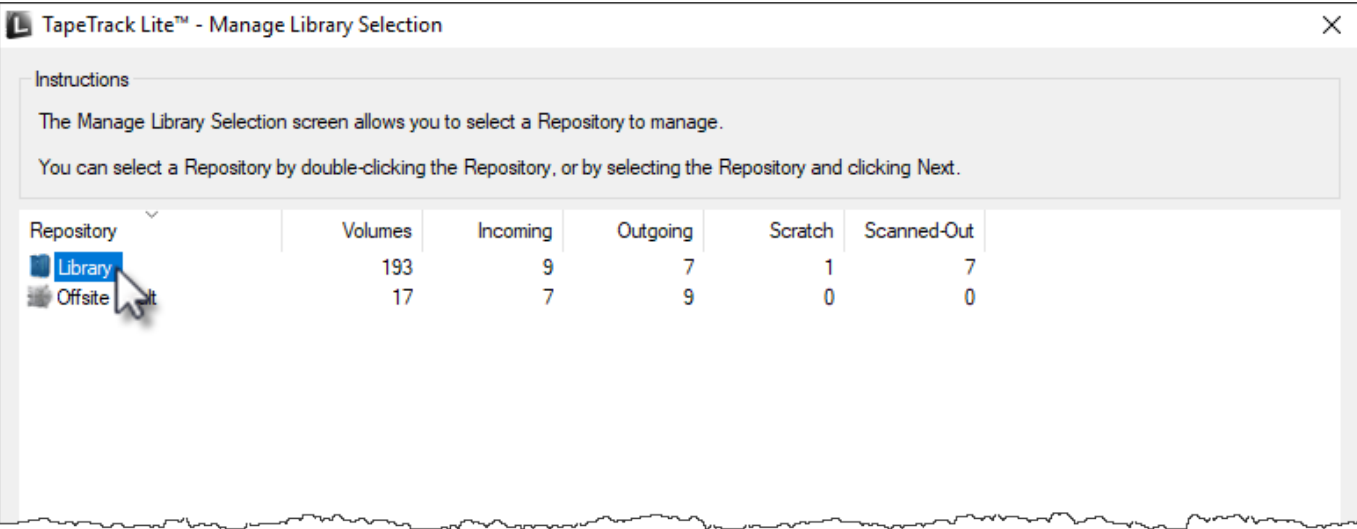> This can be removed at any time by unchecking `Remember previously selected Customer`

Media Selection

Select the [Media](#) to manage [Volumes](#) by double-clicking the required [Media](#) or by selecting the [Media](#) and clicking `Next`

Repository Selection

Select the Repository to manage by double-clicking the required Repository or by selecting the Repository and clicking Next

Volume Management

The **Volume Management** window displays Volume and Repository information including required moves to maintain the set level of scratch Volumes.

Clicking Execute will affect the displayed moves to manage the selected Repository's management requirements and take you to the **Move Lists** window.

If you don't wish to execute the move command, the **Volume Management** window can be closed by clicking the X at the top right to continue to the **Move list** window.

Notes:

- **A** [Repository](#) usage statistics.
- **B** [Repository](#) scratch requirements.
- **C** Free slots and current scratch [Volumes](#) in repository.
- **D** Movement calculations required to hit scratch [Repository](#) targets.
- **E** Target [Repository](#) (required) for ejected [Volumes](#).
- **F** [Volumes](#) selected to move into the [Repository](#).
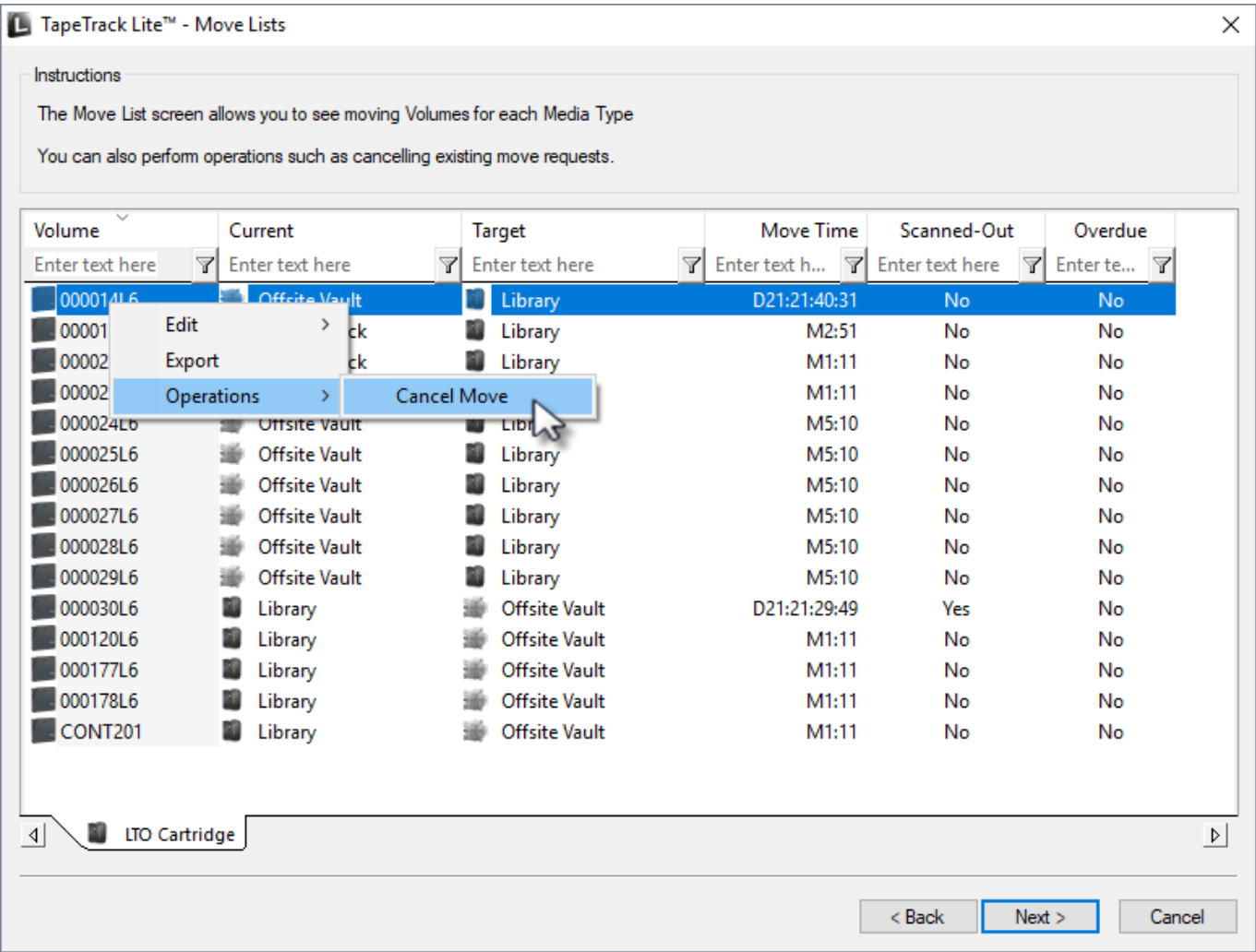- **G** [Volumes](#) to be ejected to create enough space for incoming [Volumes](#).

Move List

The **Move list** window displays all [Volumes](#) currently in a move status including [Volume-ID](#), current and target location, elapsed move time, scanned out status and whether the [Volume](#) is overdue at its intended target [Repository](#).

Move List Right-Click Options

- **Edit**
  - **Copy**: [Volume-ID's](#) can be copied to the Windows clipboard by selecting the required [volumes](#) and right-clicking the highlighted [Volume/s](#) and selecting `Edit → Copy`.
- **Export**: Reports can be exported by selecting the required [volumes](#) and right-clicking the highlighted [Volume/s](#) and selecting `Export`.
- **Operations**
  - **Cancel Move**: [Volumes](#) can have their move revoked or canceled by right-clicking
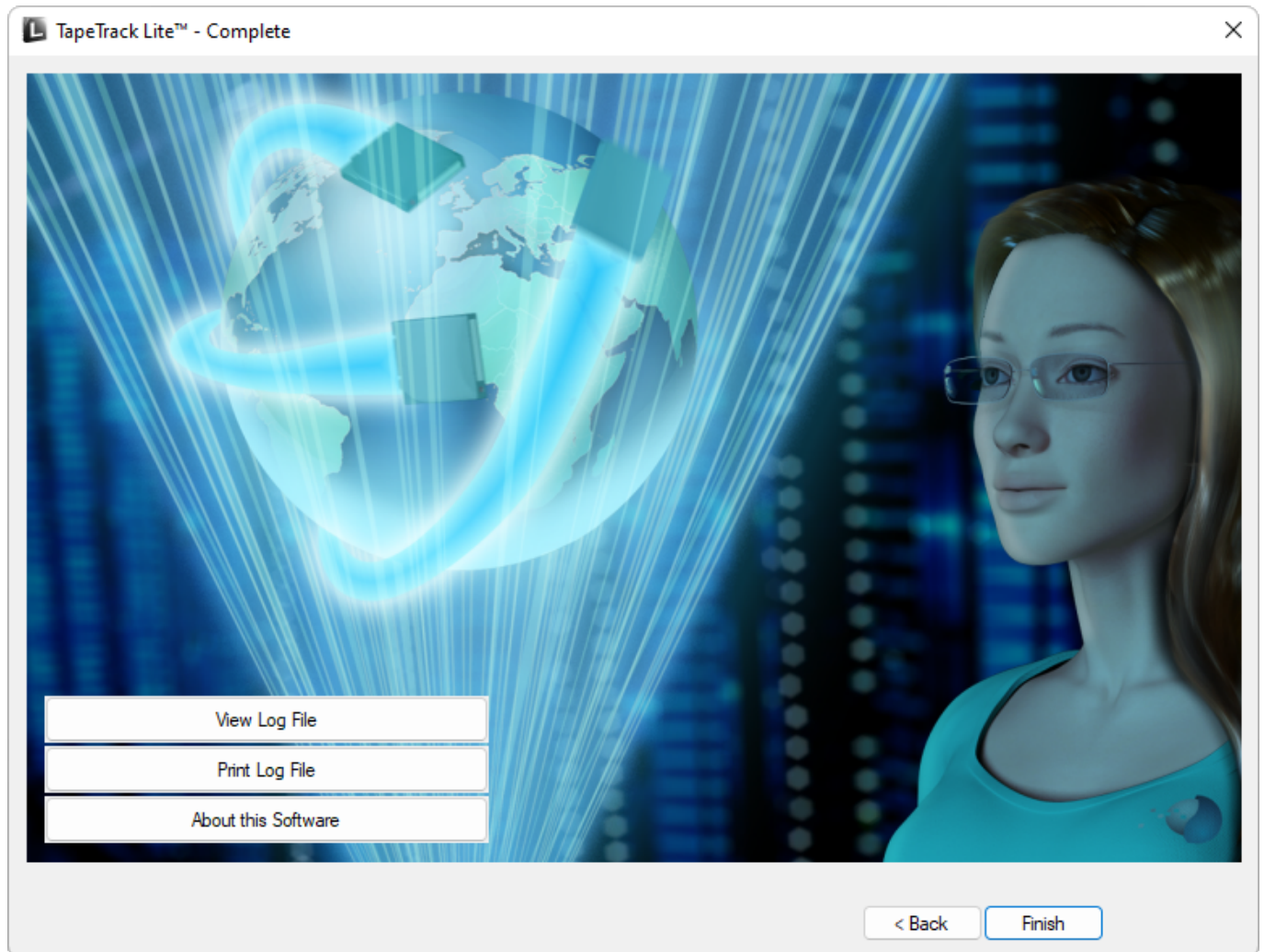
highlighted Volumes and selecting `Operations → Cancel Move`

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.

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