2025/12/01 08:09 1/7 Library Management

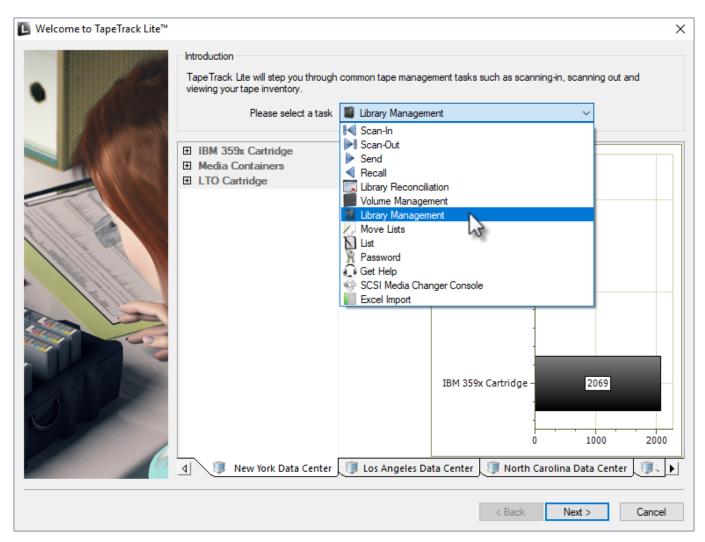
# **Library Management**

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.



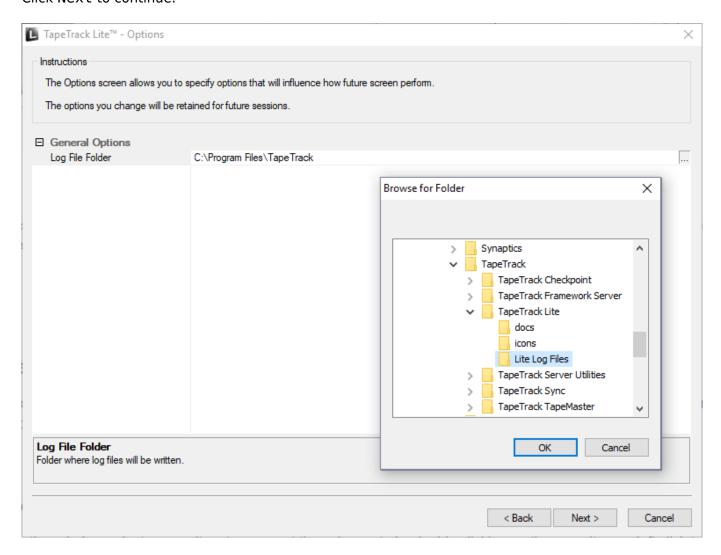
## **Options**

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.

#### Last update: 2025/01/21 22:07

### Click Next to continue.

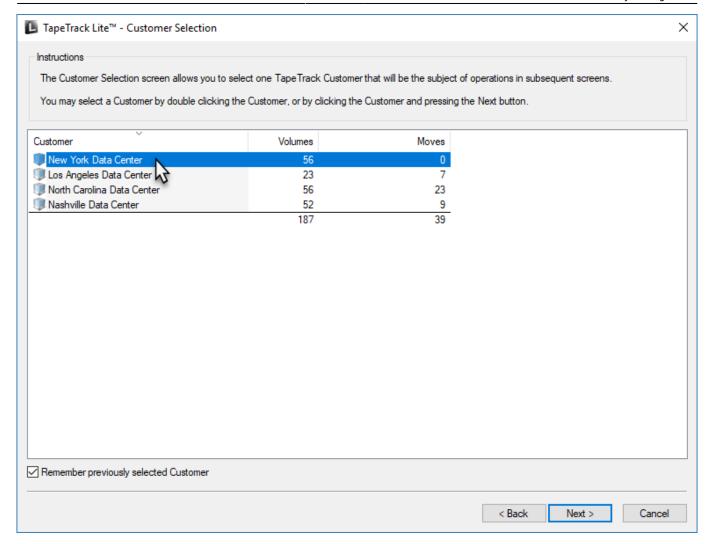


### **Customer Selection**

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.

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2025/12/01 08:09 3/7 Library Management



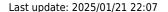


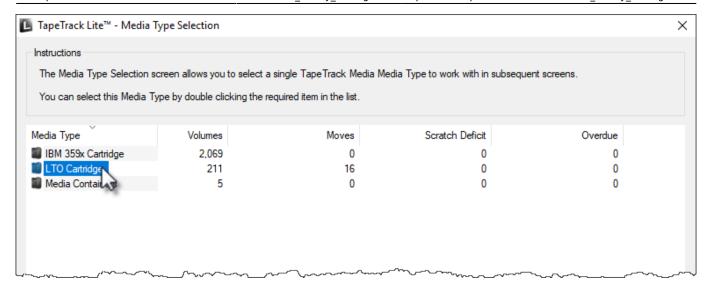
Checking Remember previously selected Customer will retain the currently selected Customer for future Lite functions.

This can be removed at any time by unchecking Remember previously selected Customer

## **Media Selection**

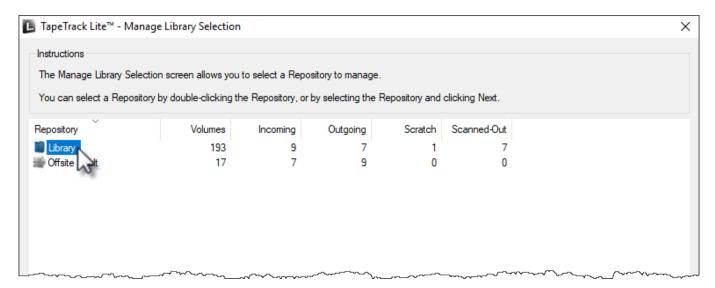
Select the Media to manage Volumes by double-clicking the required Media or by selecting the Media and clicking Next





## **Repository Selection**

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



## **Volume Management**

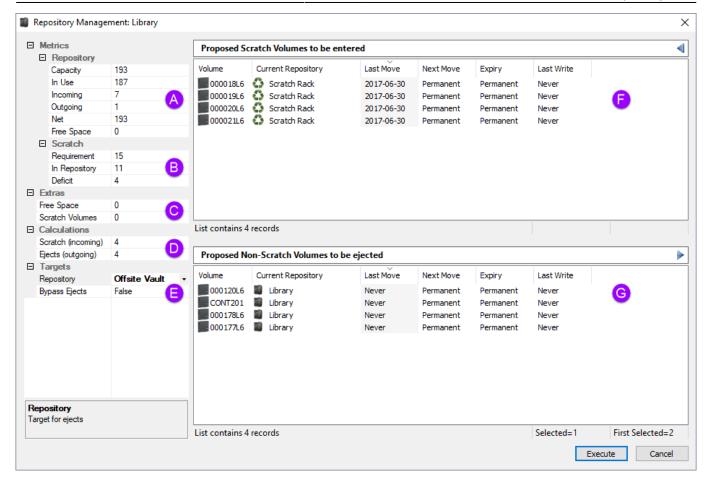
The **Volume Management** window displays Volume and Repository information including required moves to maintain the set level of scratch Volumes.

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.

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2025/12/01 08:09 5/7 Library Management



#### **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**

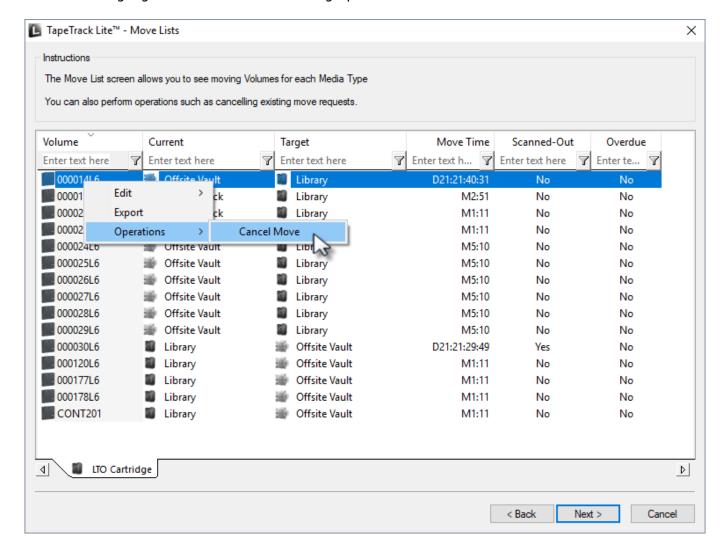
The **Move list** window displays all Volumes currently in a move status including Volume-ID, current and target location, elapsed move time, scanned out status and whether the Volume is overdue at its intended target Repository.

### **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

#### Last update: 2025/01/21 22:07

## highlighted Volumes and selecting Operations → Cancel Move

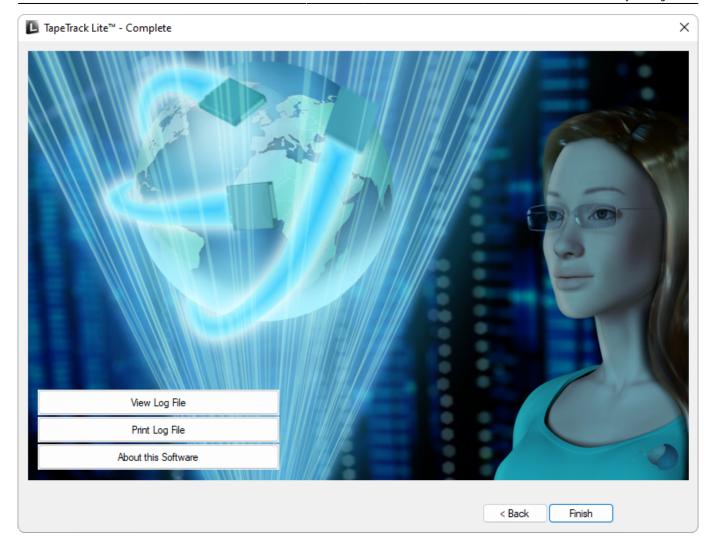


## **Complete**

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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