

# Library Management

## Overview

The TapeTrack Lite Library Management function allows you to

## Video Walkthrough

Video coming soon.....

## Steps

### Select Library Management

Select Library Management from the Library Management Tasks drop-down menu.



## 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 right of the Log File Folder and click on the more options button (...) and select the preferred directory.



Click Next button to continue.

## Customer Selection

Select the account or 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.

The screenshot shows a dialog box titled "TapeTrack Lite™ - Customer Selection". It contains an "Instructions" section with the following text: "The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens. You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button." Below the instructions is a table with three columns: "Customer", "Volumes", and "Moves". The table lists four data centers: New York Data Center (56 Volumes, 0 Moves), Los Angeles Data Center (23 Volumes, 7 Moves), North Carolina Data Center (56 Volumes, 23 Moves), and Nashville Data Center (52 Volumes, 9 Moves). A total row at the bottom shows 187 Volumes and 39 Moves. A checkbox labeled "Remember previously selected Customer" is checked. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Customer	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

## Media Selection

Select the media type to manage volumes by double clicking the required media or by selecting the media type and clicking Next

The screenshot shows a dialog box titled "TapeTrack Lite™ - Media Type Selection". It contains an "Instructions" section with the following text: "The Media Type Selection screen allows you to select a single TapeTrack Media Media Type to work with in subsequent screens. You can select this Media Type by double clicking the required item in the list." Below the instructions is a table with five columns: "Media Type", "Volumes", "Moves", "Scratch Deficit", and "Overdue". The table lists three media types: IBM 359x Cartridge (2,069 Volumes, 0 Moves, 0 Scratch Deficit, 0 Overdue), LTO Cartridge (211 Volumes, 16 Moves, 0 Scratch Deficit, 0 Overdue), and Media Containers (5 Volumes, 0 Moves, 0 Scratch Deficit, 0 Overdue). A mouse cursor is hovering over the "LTO Cartridge" row. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Media Type	Volumes	Moves	Scratch Deficit	Overdue
IBM 359x Cartridge	2,069	0	0	0
LTO Cartridge	211	16	0	0
Media Containers	5	0	0	0

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