

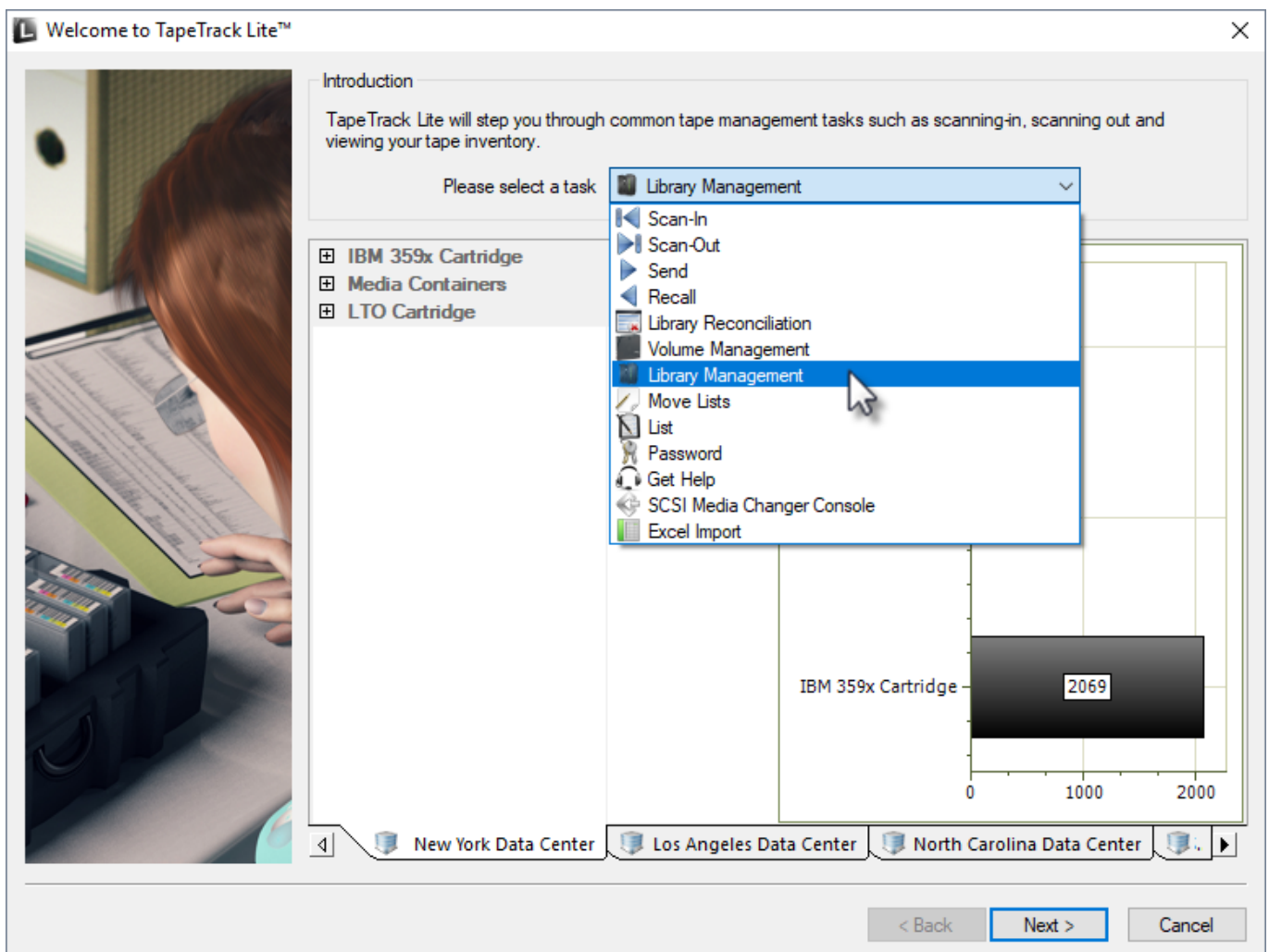
# Library Management

The TapeTrack Lite Library Management function allows you to manage individual libraries.

## Library Management Process

### Select Library Management

Select Library Management from the Library Management Task's drop-down menu.

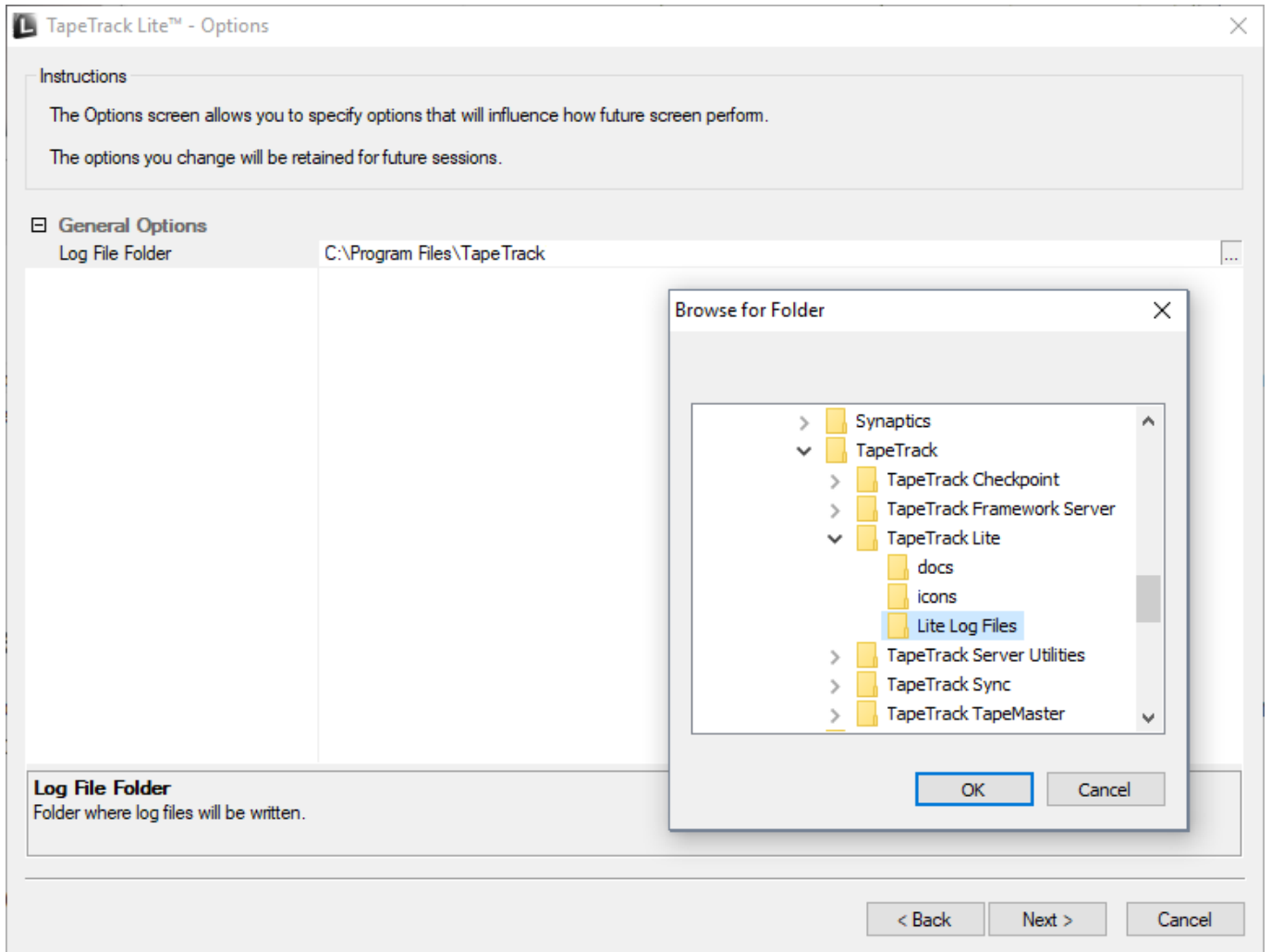


### Options

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 field to the right of the Log File Folder, click on the more options button (...). From the **Browse For File** window select the preferred directory and click OK.

Click Next to continue.



Click Next button to continue.

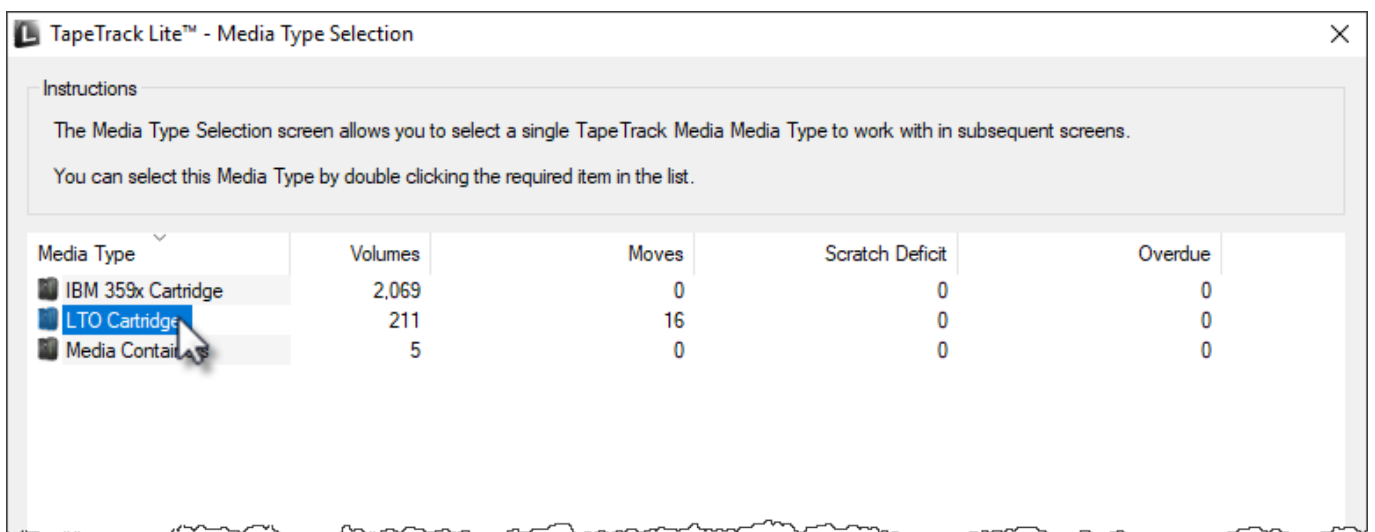
## Customer Selection

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.



## Media Selection

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



## Repository Selection

Select the repository to manage by double-clicking the required repository or by selecting the repository type 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 effect the displayed moves to manage the selected repository's management requirements. Closing this window will take you to the move list.

The screenshot shows the 'Repository Management: Library' window. On the left, there are several sections: 'Metrics' (Repository: Capacity 193, In Use 187, Incoming 7, Outgoing 1, Net 193, Free Space 0; Scratch: Requirement 15, In Repository 11, Deficit 4), 'Extras' (Free Space 0, Scratch Volumes 0), 'Calculations' (Scratch (incoming) 4, Ejects (outgoing) 4), and 'Targets' (Repository: Offsite Vault, Bypass Ejects: False). The main area is divided into two tables. The top table, 'Proposed Scratch Volumes to be entered', lists four volumes (000018L6, 000019L6, 000020L6, 000021L6) currently in 'Scratch Rack' with a last move of 2017-06-30 and permanent next and expiry dates. The bottom table, 'Proposed Non-Scratch Volumes to be ejected', lists four volumes (000120L6, CONT201, 000178L6, 000177L6) currently in 'Library' with a last move of 'Never' and permanent next and expiry dates. At the bottom right, there are 'Execute' and 'Cancel' buttons, and status indicators for 'Selected=1' and 'First Selected=2'.

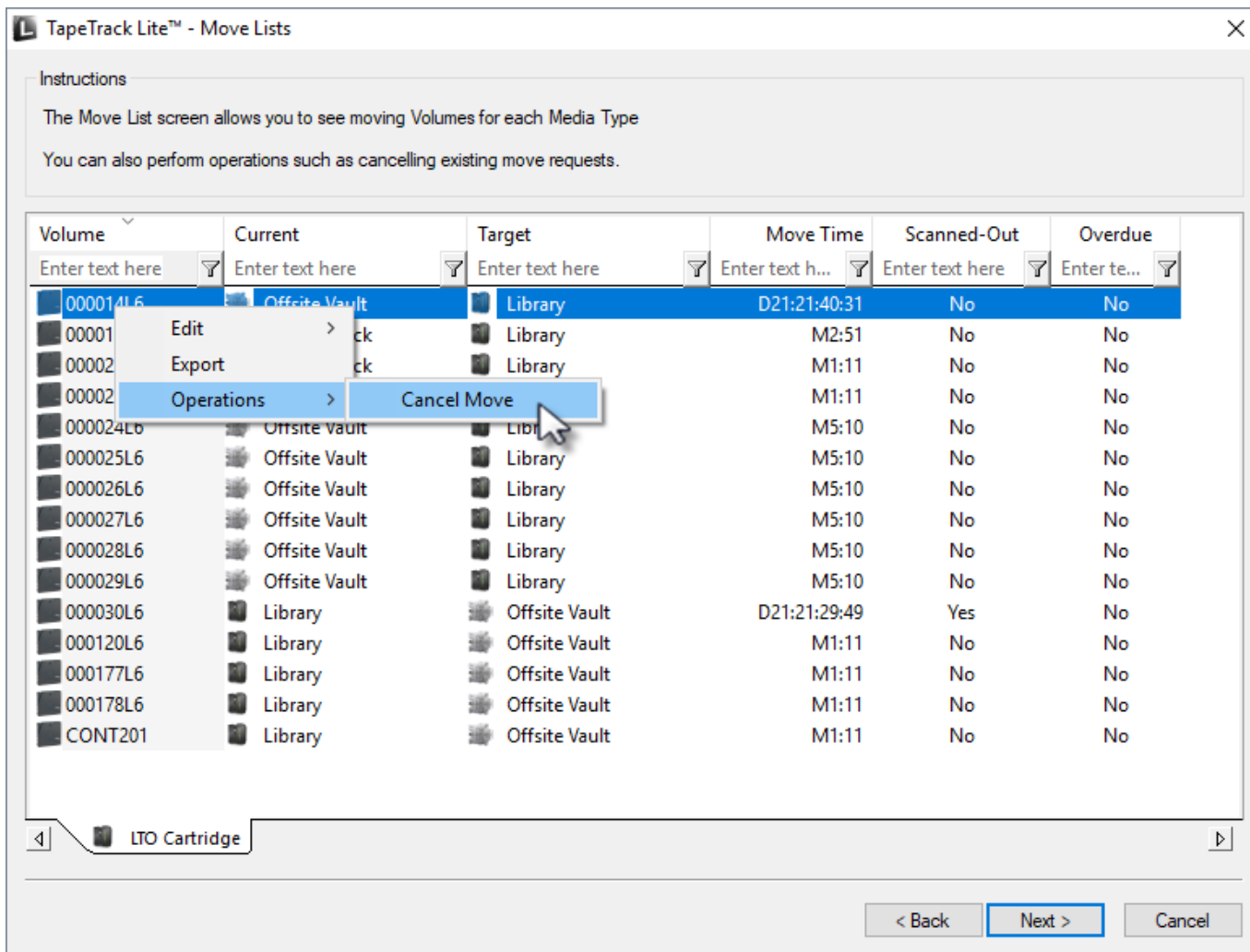
**Notes:**

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

**Move List**

The move list displays all tapes 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.

Volumes can have their move revoked or canceled by right-clicking selected volumes and choosing Operations → Cancel Move



## Complete

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

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



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