

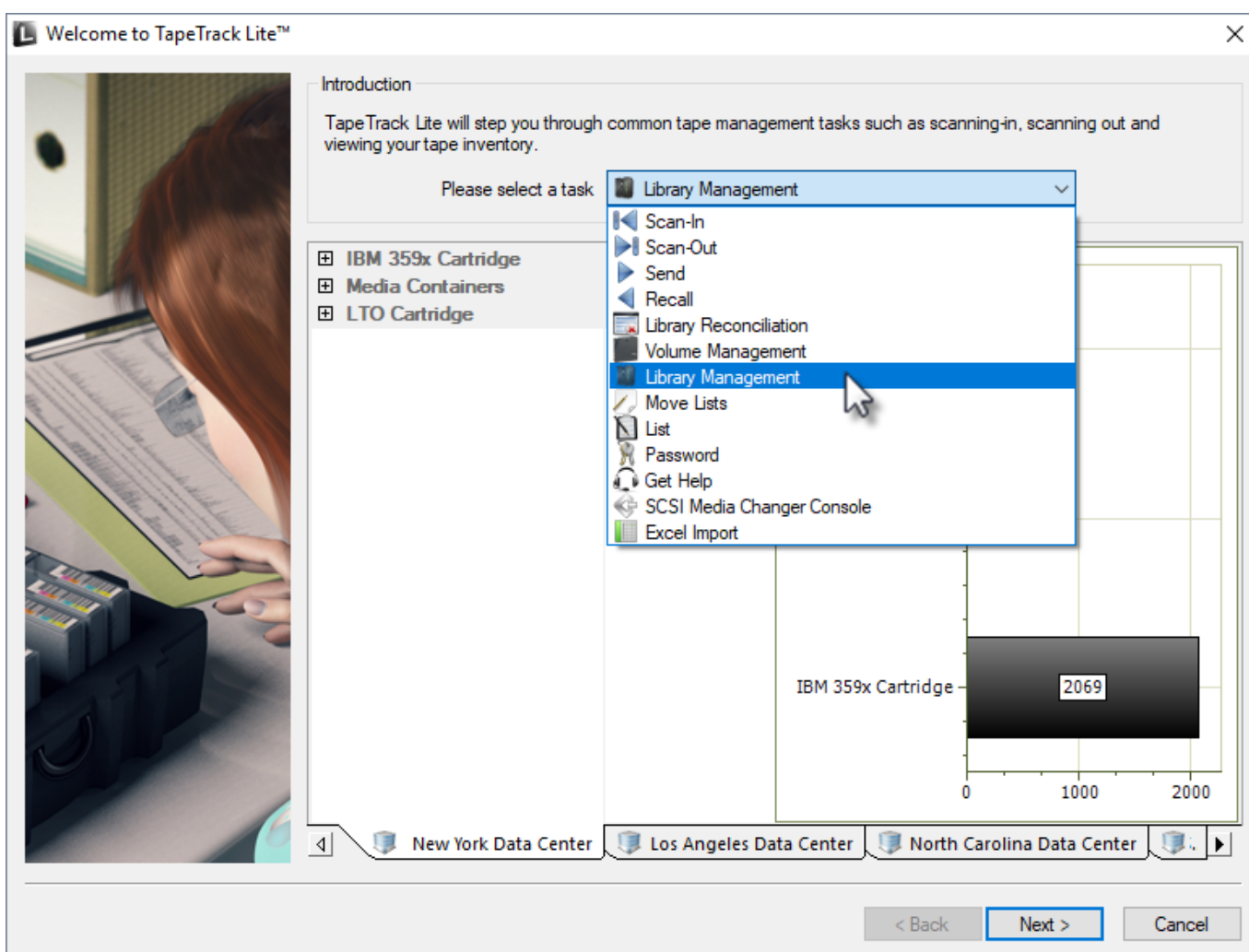
# Library Management

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 drop-down task menu and click Next to continue.



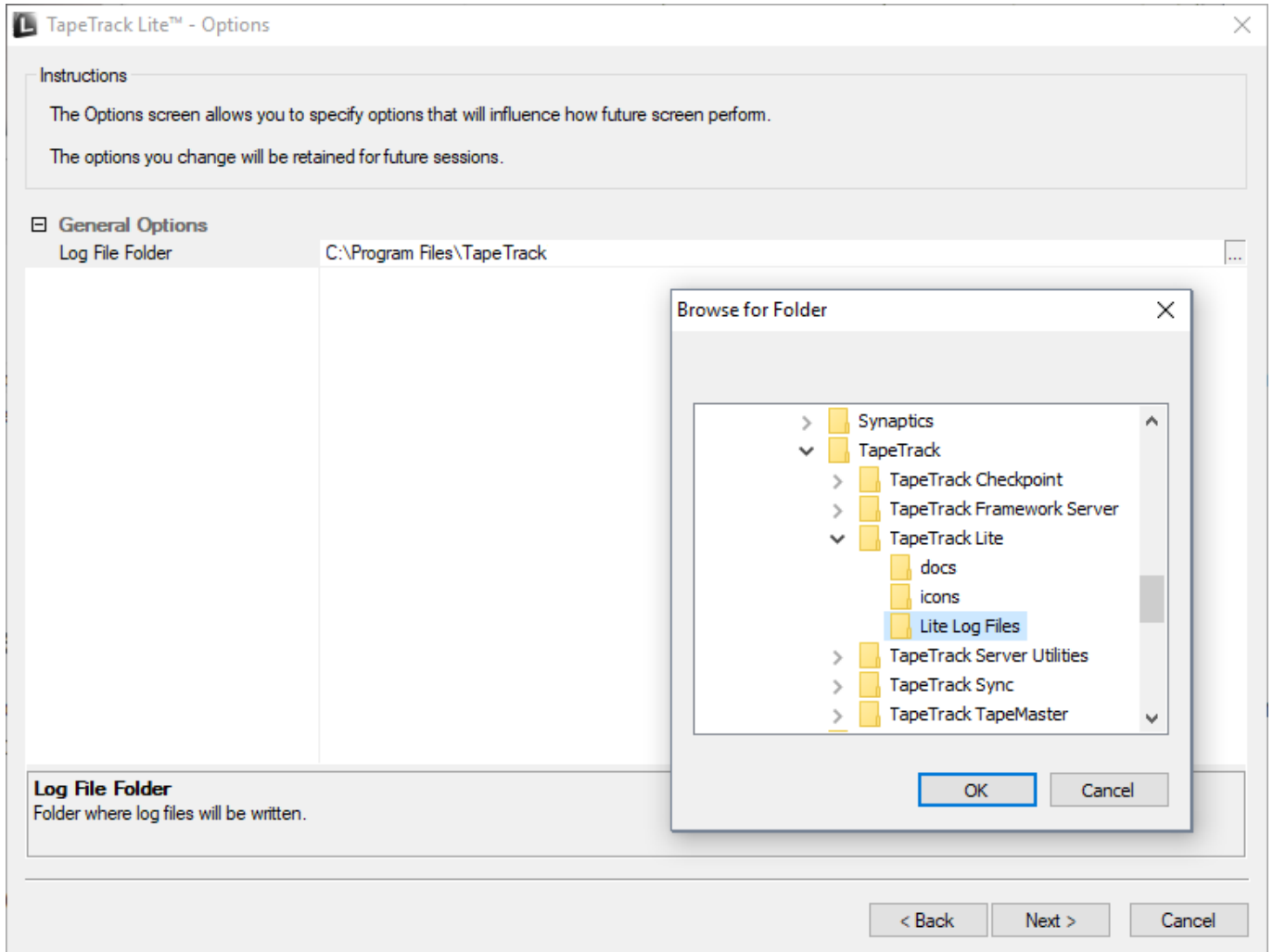
### Options

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, click on the more options button (...). From the **Browse For File** window select the preferred directory and click

OK.

Click Next to continue.



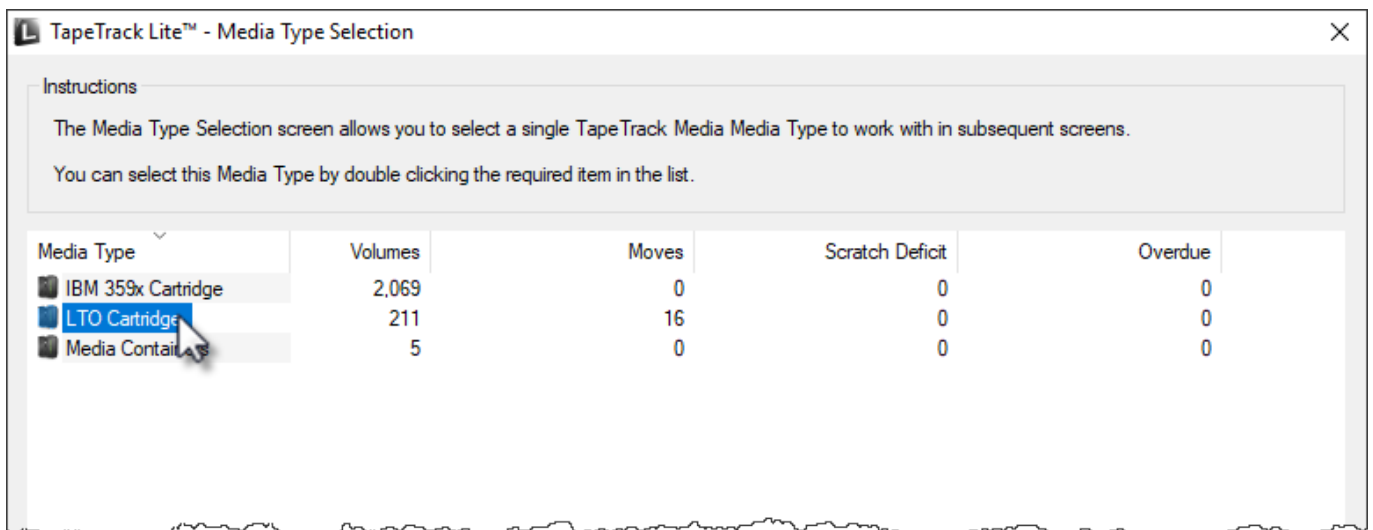
## Customer Selection

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.



## 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 effect 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..

The screenshot shows the 'Repository Management: Library' window. On the left, there is a sidebar with a tree view containing 'Metrics', 'Repository', 'Scratch', 'Extras', 'Calculations', and 'Targets'. The 'Repository' section is expanded, showing statistics like Capacity (193), In Use (187), Incoming (7), Outgoing (1), Net (193), and Free Space (0). The 'Scratch' section shows Requirement (15), In Repository (11), and Deficit (4). The 'Extras' section shows Free Space (0) and Scratch Volumes (0). The 'Calculations' section shows Scratch (incoming) (4) and Ejects (outgoing) (4). The 'Targets' section shows Repository (Offsite Vault) and Bypass Ejects (False). At the bottom left, there is a 'Repository Target for ejects' field.

The main area contains two tables. The top table is titled 'Proposed Scratch Volumes to be entered' and has columns: Volume, Current Repository, Last Move, Next Move, Expiry, and Last Write. It contains 4 records, all from 'Scratch Rack' with a last move date of 2017-06-30 and permanent expiry. A purple circle 'F' is next to the second record. The bottom table is titled 'Proposed Non-Scratch Volumes to be ejected' and has the same columns. It contains 4 records, all from 'Library' with a last move of 'Never' and permanent expiry. A purple circle 'G' is next to the second record. Below the tables, it says 'List contains 4 records'. At the bottom right, there are 'Execute' and 'Cancel' buttons, and status indicators '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 **Repository** 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.

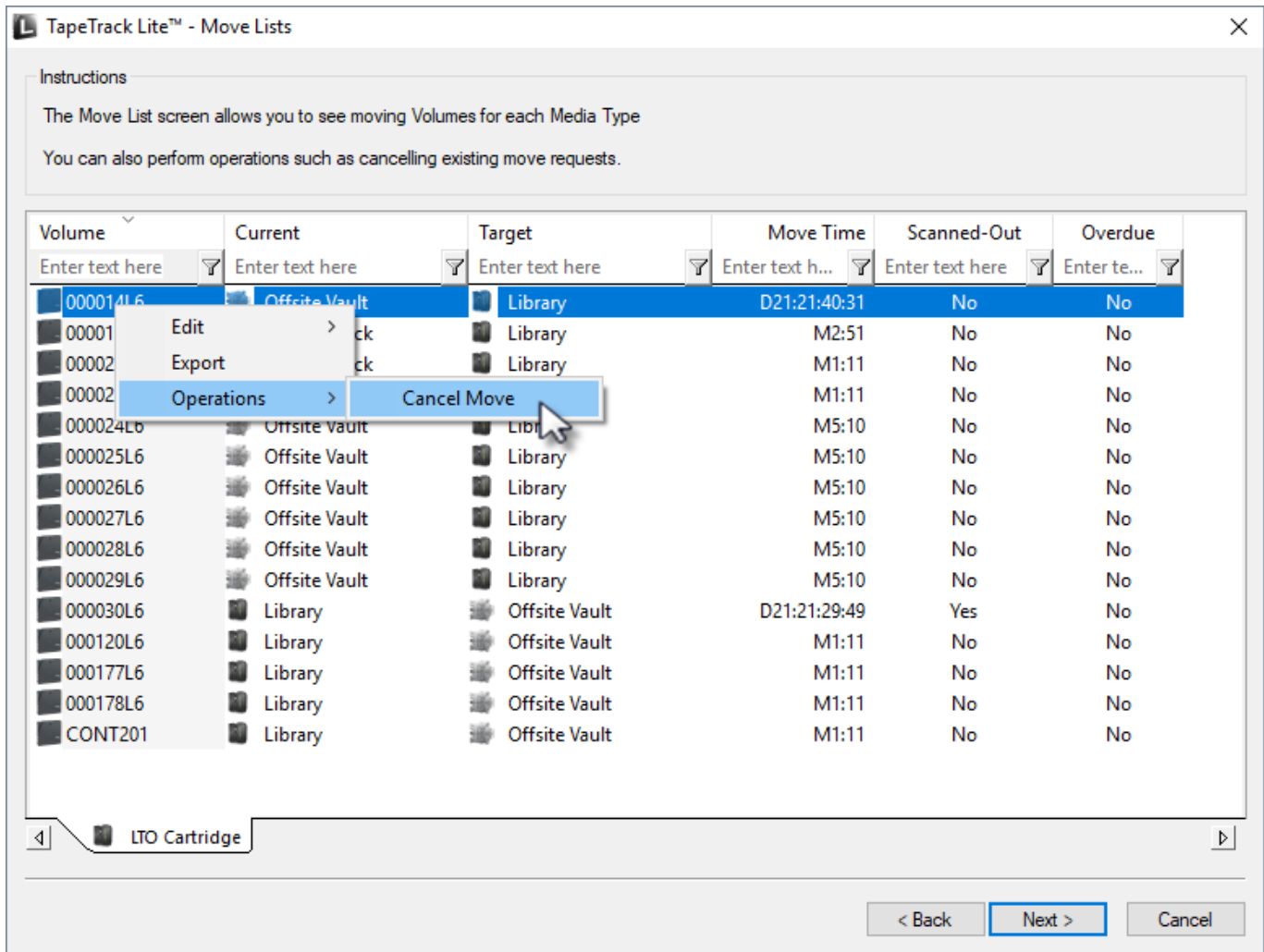
**Move List**

The **Move list** 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.
- 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.



From:  
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