

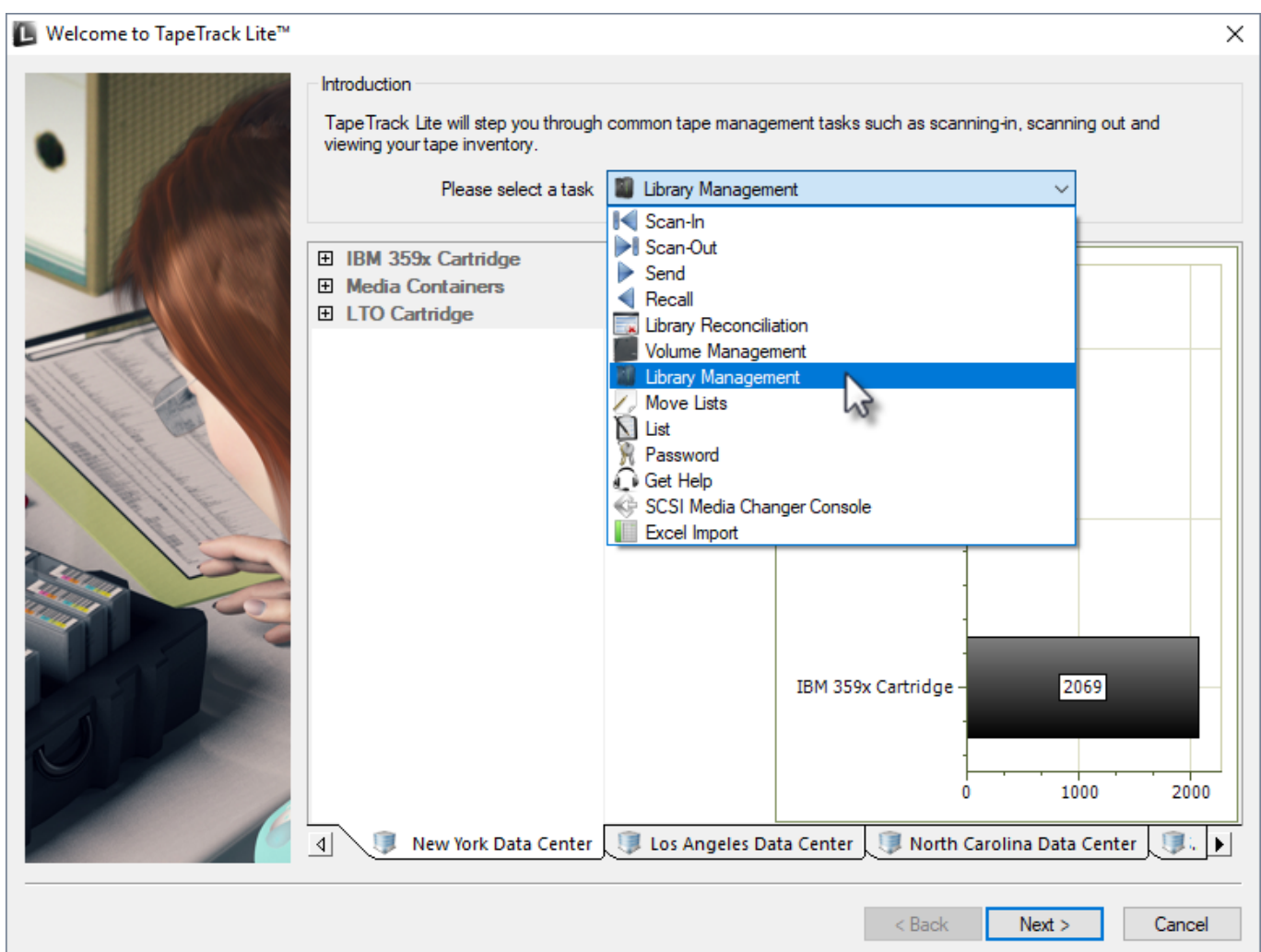
# Library Management

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.



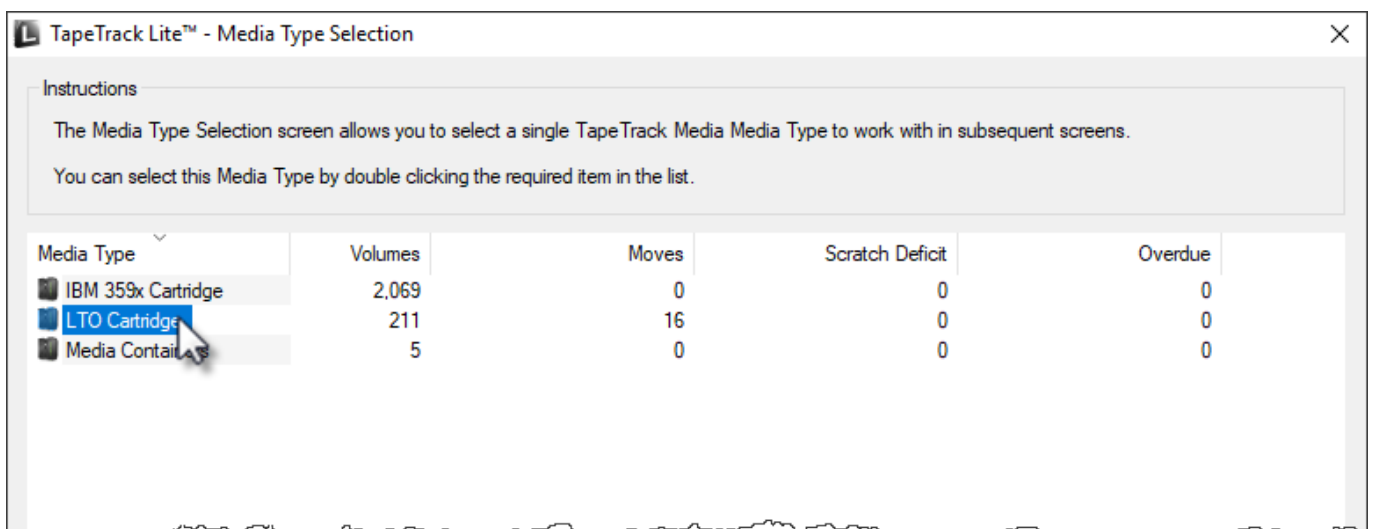
## Customer Selection

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.



## 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 is a 'Metrics' sidebar with sections: 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 contains two tables. The top table, 'Proposed Scratch Volumes to be entered', has columns: Volume, Current Repository, Last Move, Next Move, Expiry, Last Write. It lists four volumes from Scratch Rack with a last move date of 2017-06-30. The bottom table, 'Proposed Non-Scratch Volumes to be ejected', has the same columns and lists four volumes from Library with a last move date of Never. At the bottom right are 'Execute' and 'Cancel' buttons.

**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.

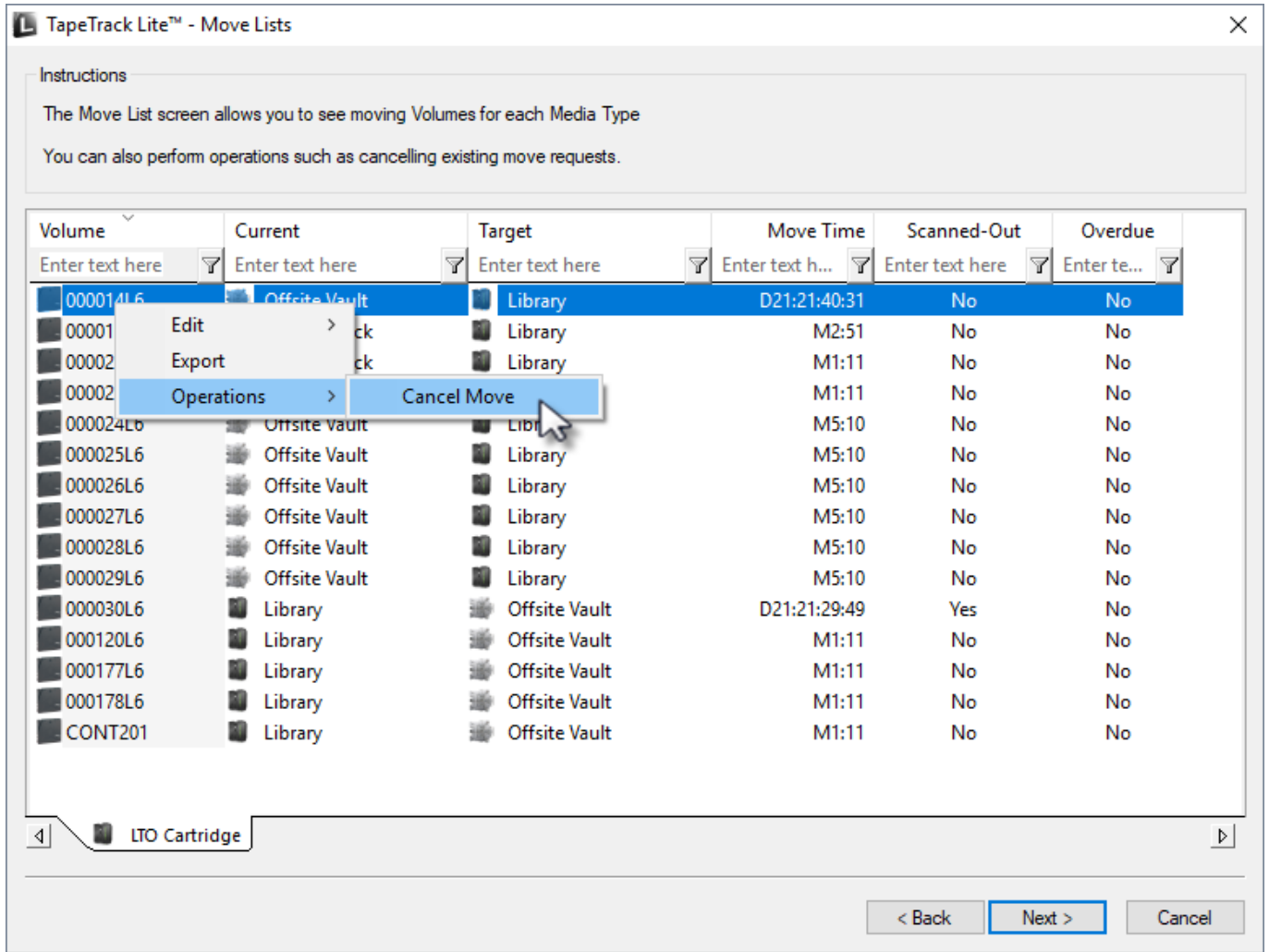
**Move List**

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



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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