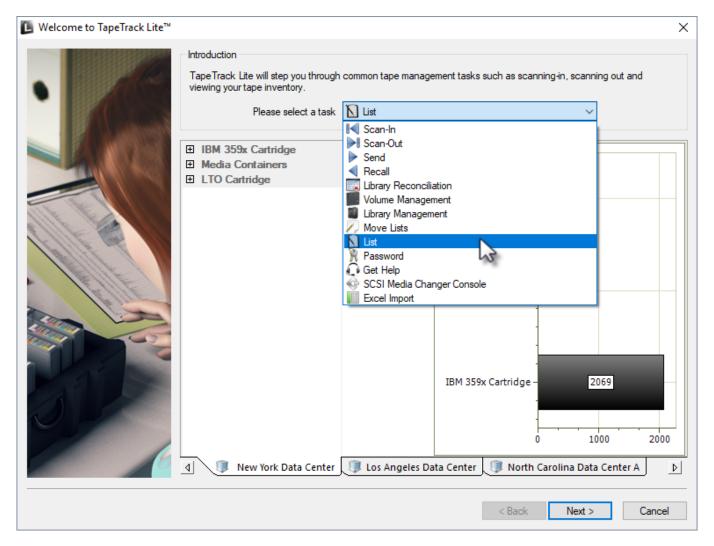
The List task allows you to build a list of volumes using a barcode scanner and then perform basic functions, such as adding tapes to your database or moving tapes to other repositories

Select List

Once logged into TapeTrack Lite, select "List" from the Library Management Tasks drop-down menu.



Set 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 button and select directory.

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The Transle Lite IV Continue			~
L TapeTrack Lite [™] - Options			×
Instructions			
The Options screen allows you to	specify options that will influence how	v future screen perform.	
The options you change will be re	etained for future sessions.		
General Options		Tesh (As)(As (as Plac	
Log File Folder	C:\Program Files\TapeTrack\Tape	e Irack Lite \Lite Log Files	
		Browse for Folder X	
		TapeTrack TapeTrack Checkpoint	
		TapeTrack Framework Server TapeTrack Lite	
		→ TapeTrack Lite	
		icons	
		Lite Log Files V	
Log File Folder Folder where log files will be written.		OK Cancel	
		< Back Next > Cance	el la

Scanning in Volumes

Scan the required tapes using your preferred scanning method

Once the volumes have been entered close the List Volumes input window by clicking the X in the top right corner to return to the Scan to List window. The List Volumes input window can be reopened if required to enter more volumes by pressing F10 or clicking the scanner icon at the top left of the Scan to list window.

Select Volumes

Select required volumes by

- · left clicking to select one volume at a time
- using control + click to select multiple volumes
- using shift + click to select a range of volumes
- right clicking and selecting Select→Select All
- selecting volume/s and then right clicking and selecting Select \rightarrow Invert selected

nstructions The Scan to next Reposit		ows you to scan	Volumes and move m	ove them from the cu	rrent Repository to the	eir current Repository'	s
ustomer-ID	Media-ID	Volume-ID	Current	Location	Next	Container	Description
inter tex	7 Ente 7	Enter tex	Enter text here 🛛	Enter text here 🏼 🖓	Enter text here	Enter text here 🏼 🝸	Enter text here
US01	LTO	000039L6	Library		Offsite Vault	No-Container	
US01	LT0	000040L6	Library		Offsite Vault	No-Container	
US01	LTO	000041L6	Library		Offsite Vault	No-Container	
US01	LT0	000042L6	Library		Offsite Vault	No-Container	
US01	LTO	000043L6	Library		Offsite Vault	No-Container	
US01	LT0	000044L6	Library		Offsite Vault	No-Container	
US01	LTO	000045L6	Library		Offsite Vault	No-Container	
US01	LT0	000046L6	Library		Offsite Vault	No-Container	

Select Operations

Once required volumes are selected, right click and select operations from the menu options:

- Add new Volumes to Database adds any new volume/s to the TapeTrack database.
- Confirm at the Next Repository Volumes will be moved, whether in movement status or not, to their next repository (based on next repository settings in TapeTrack TapeMaster) and confirmed.
- Expand Container Contents Expands containers to display contents
- Export Exports selected volumes or all volumes to text file. The report contains Customer ID, Media ID, Volume ID, Current Location, Next Location, Container, Description and Message.
- Print Allows printing of selected volumes or all volumes. The report contains Customer ID, Media ID, Volume ID, Current Location, Next Location, Container, Description and Message.
- Refresh Will refresh the page to display the most up-to-date information. This can also be accomplished by pressing the F5 key.
- Select Allows all volumes to be selected, or invert the current selection.

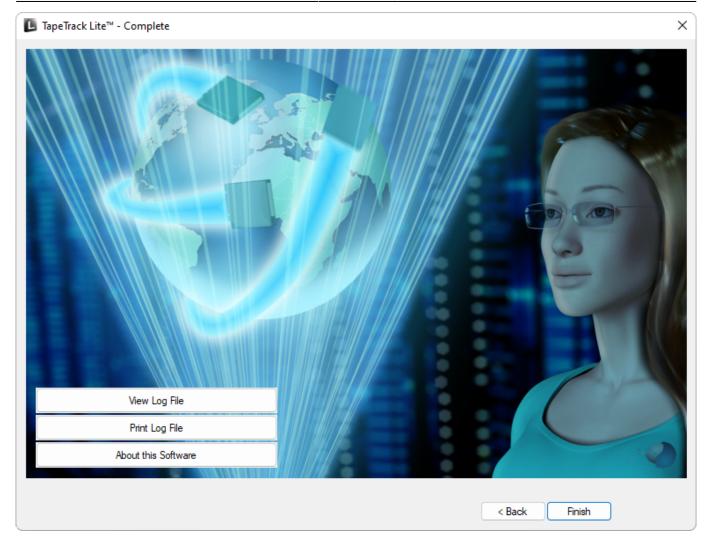
Complete

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

List

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Permanent link: https://rtfm.tapetrack.com/lite/function_list?rev=1501178404

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