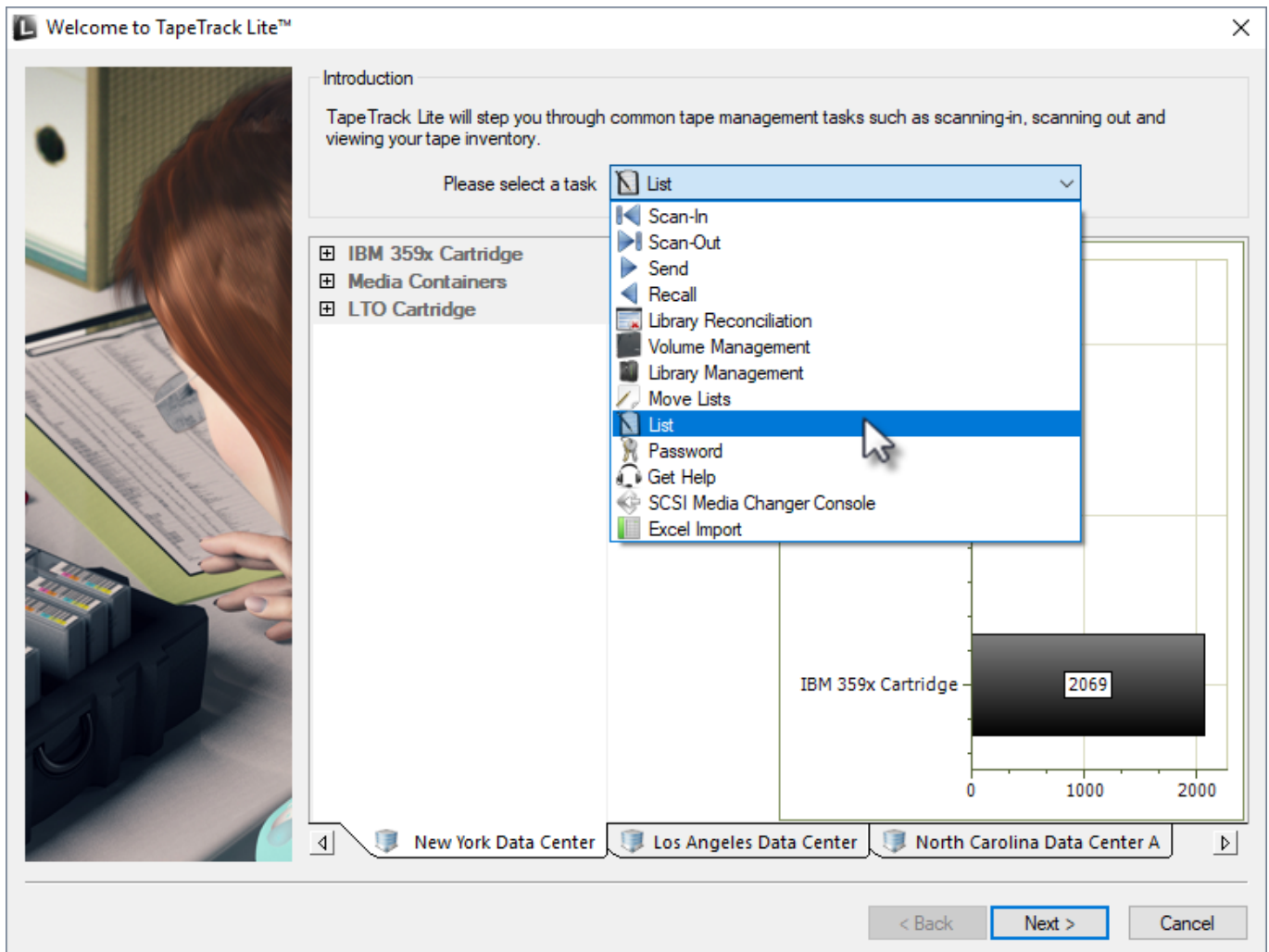


List

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

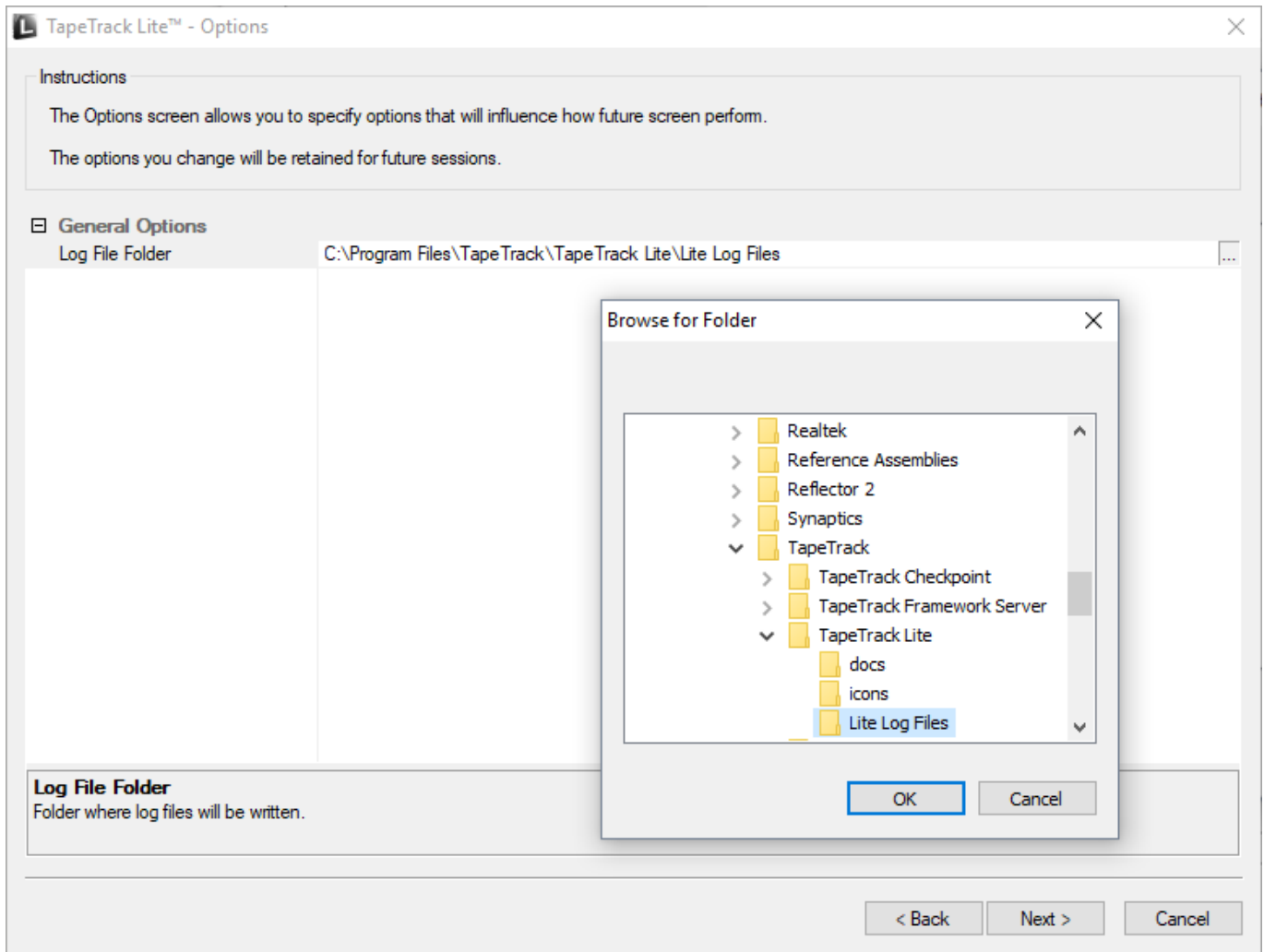
Select List

Once logged into TapeTrack Lite, select List from the Library Management Task's 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.



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→Invert selected

TapeTrack Lite™ - Scan to List ✕

Instructions

The Scan to List screen allows you to scan Volumes and move them from the current Repository to their current Repository's next Repository.



Customer-ID	Media-ID	Volume-ID	Current	Location	Next	Container	Description
Enter tex...	Ente...	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	LTO	000040L6	Library		Offsite Vault	No-Container	
US01	LTO	000041L6	Library		Offsite Vault	No-Container	
US01	LTO	000042L6	Library		Offsite Vault	No-Container	
US01	LTO	000043L6	Library		Offsite Vault	No-Container	
US01	LTO	000044L6	Library		Offsite Vault	No-Container	
US01	LTO	000045L6	Library		Offsite Vault	No-Container	
US01	LTO	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



From:
<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

Permanent link:
https://rtfm.tapetrack.com/lite/function_list?rev=1510334603

Last update: **2025/01/21 22:07**

