

# Move Lists

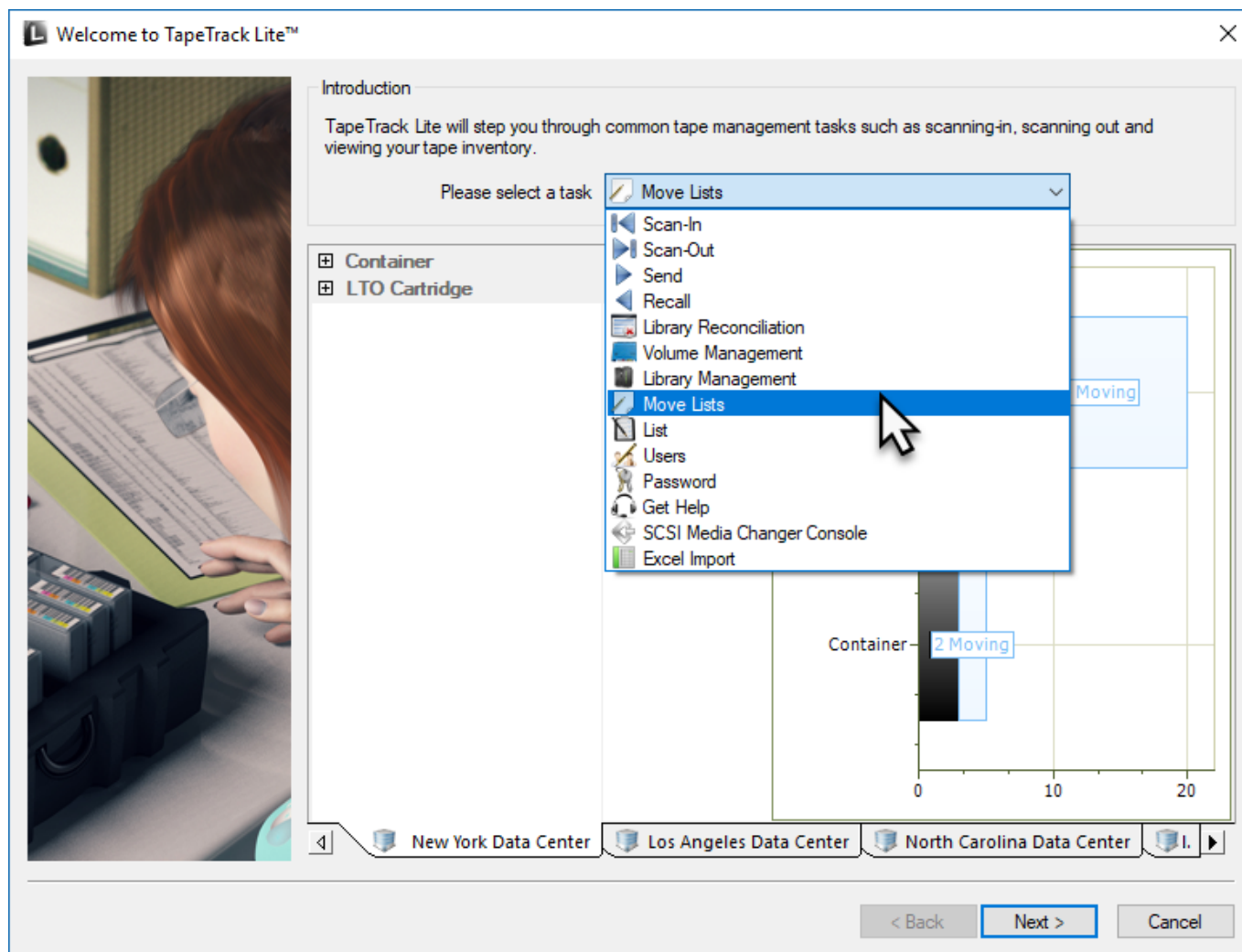
The TapeTrack Lite Move Lists function allows you to manage view moving **Volumes** for each **Media** type.

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 Lists Process

### Select Move Lists

Select Move Lists from the **Task Menu** and click Next to continue.



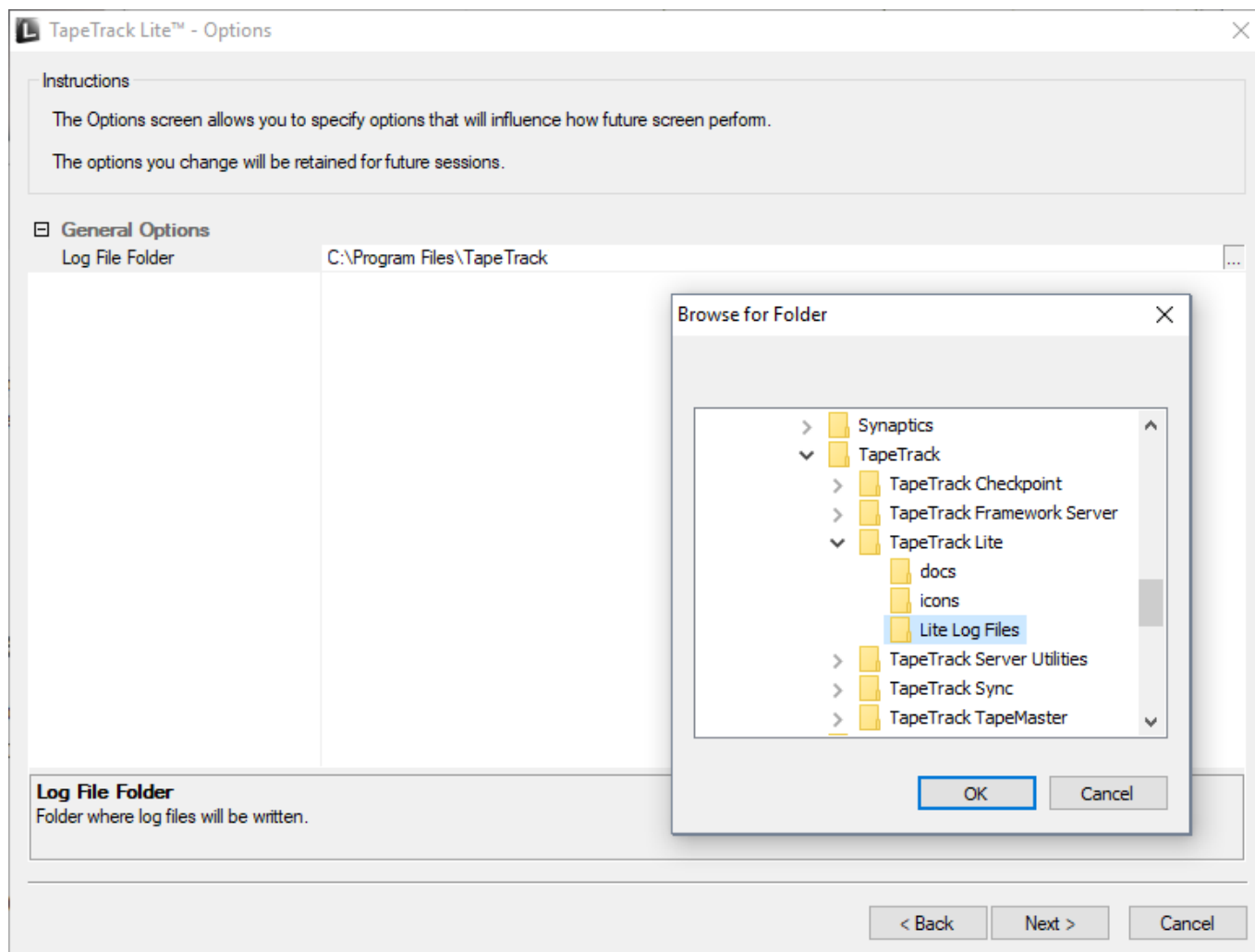
### Options

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.

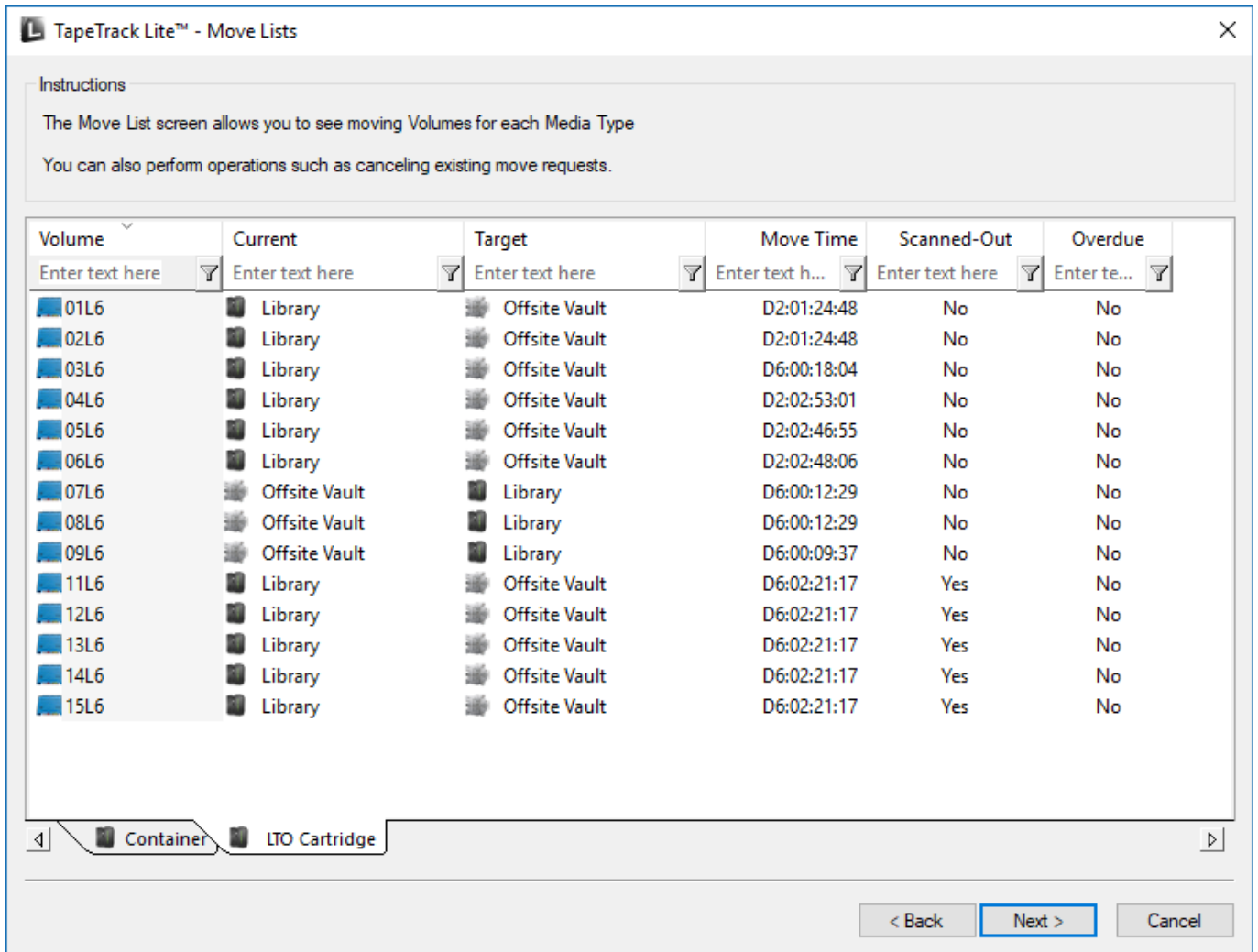


## Move List

The **Move Lists** window displays moving [Media](#) separated into tabs by [Media](#) type

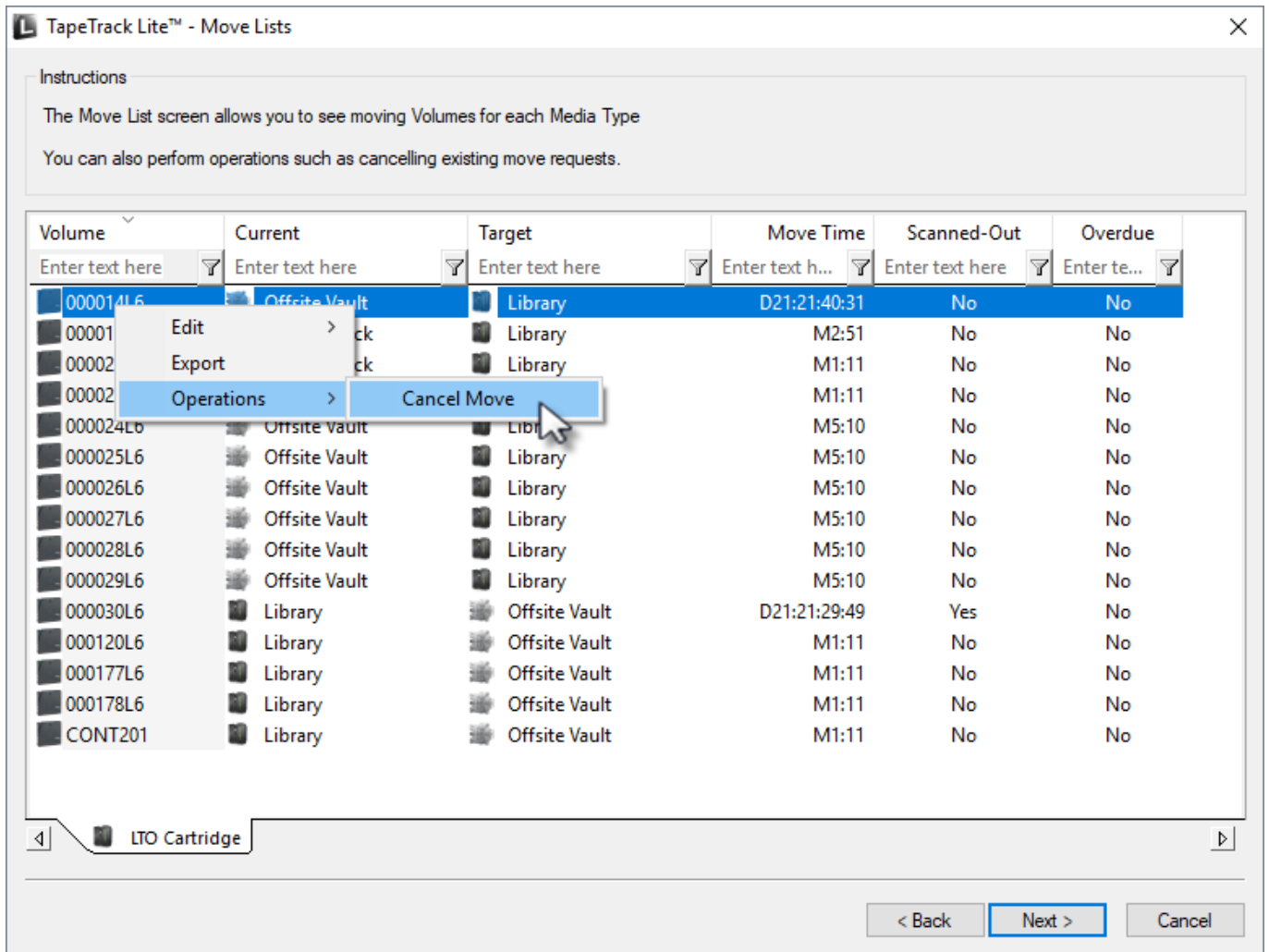
Each **Move Lists** tab displays:

- [Volume-ID](#)
- Current [Repository](#)
- Target [Repository](#)
- Move Time
- Scanned-Out status
- Overdue status



### 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 and clicking OK to the **Failed Operations** window (warning shows because [Volume/s](#) are being moved back to current [Repository](#) without being confirmed at target [Repository](#))

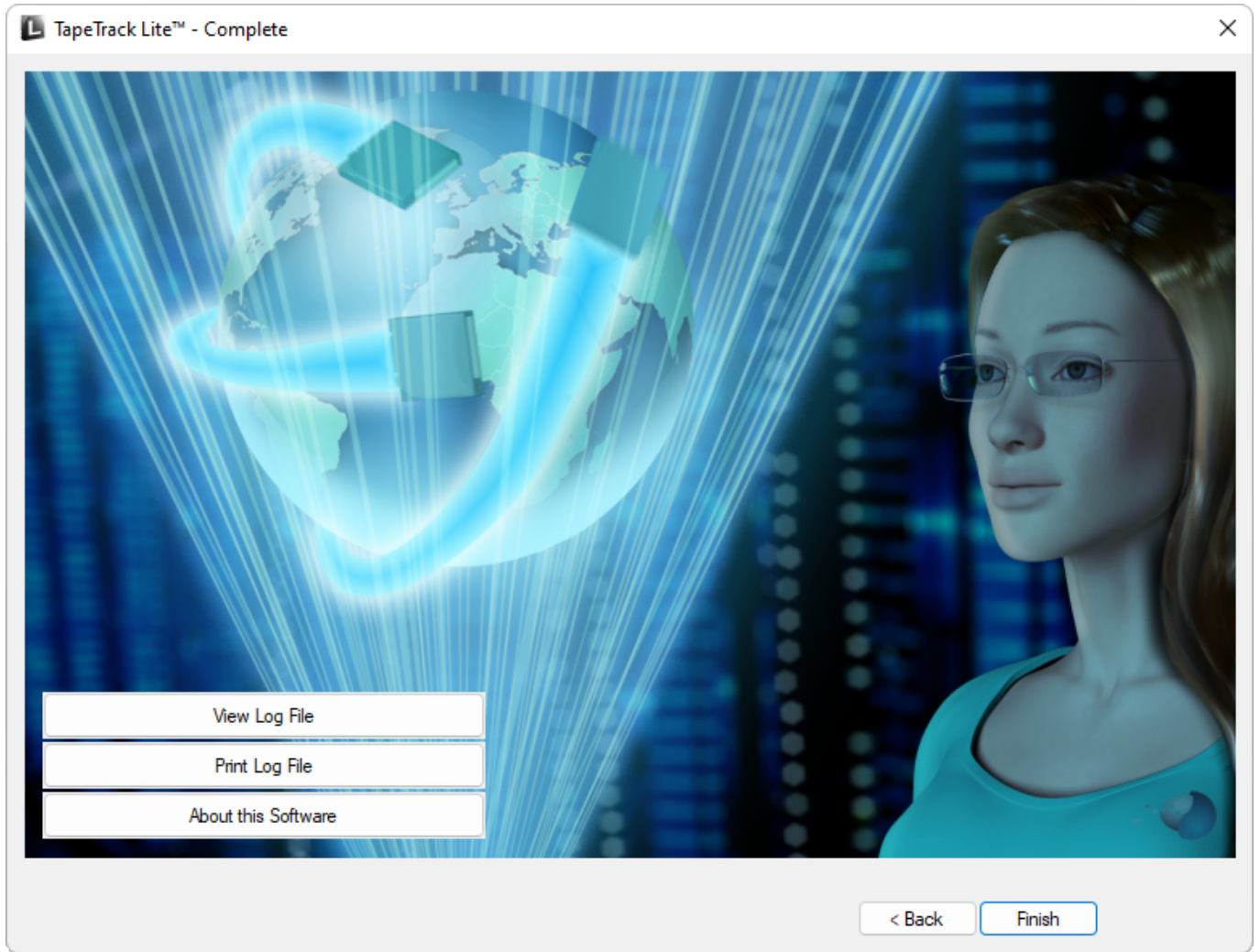


Click Next to continue.

## Complete

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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