

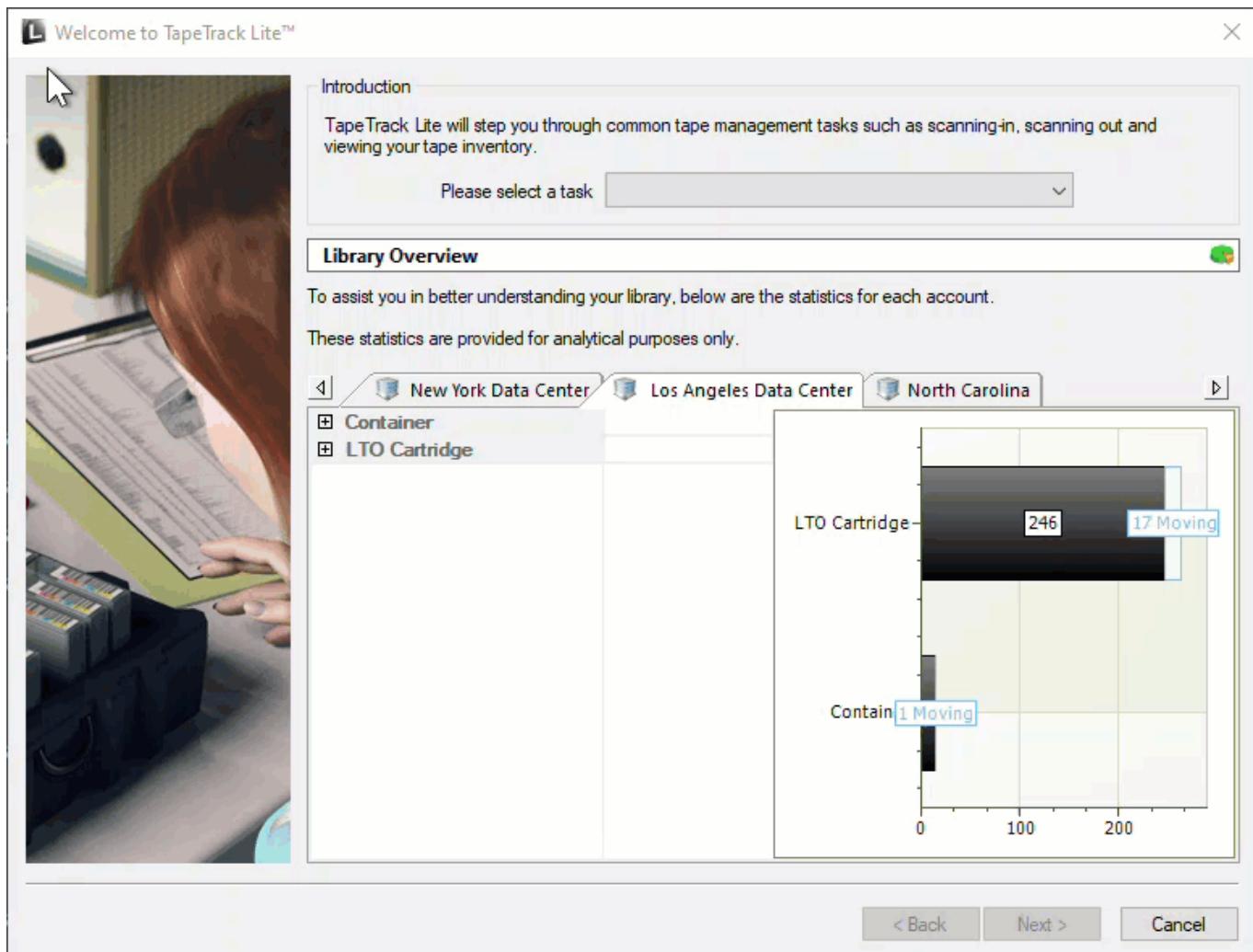
Recall

The [Recall process](#) allows you to request [Media](#) back from another [Repository](#), such as your offsite vendor or remote storage facility.

Recall Process

Select Recall

Click the arrow to open the drop box menu and select Recall from the **Task Menu**.

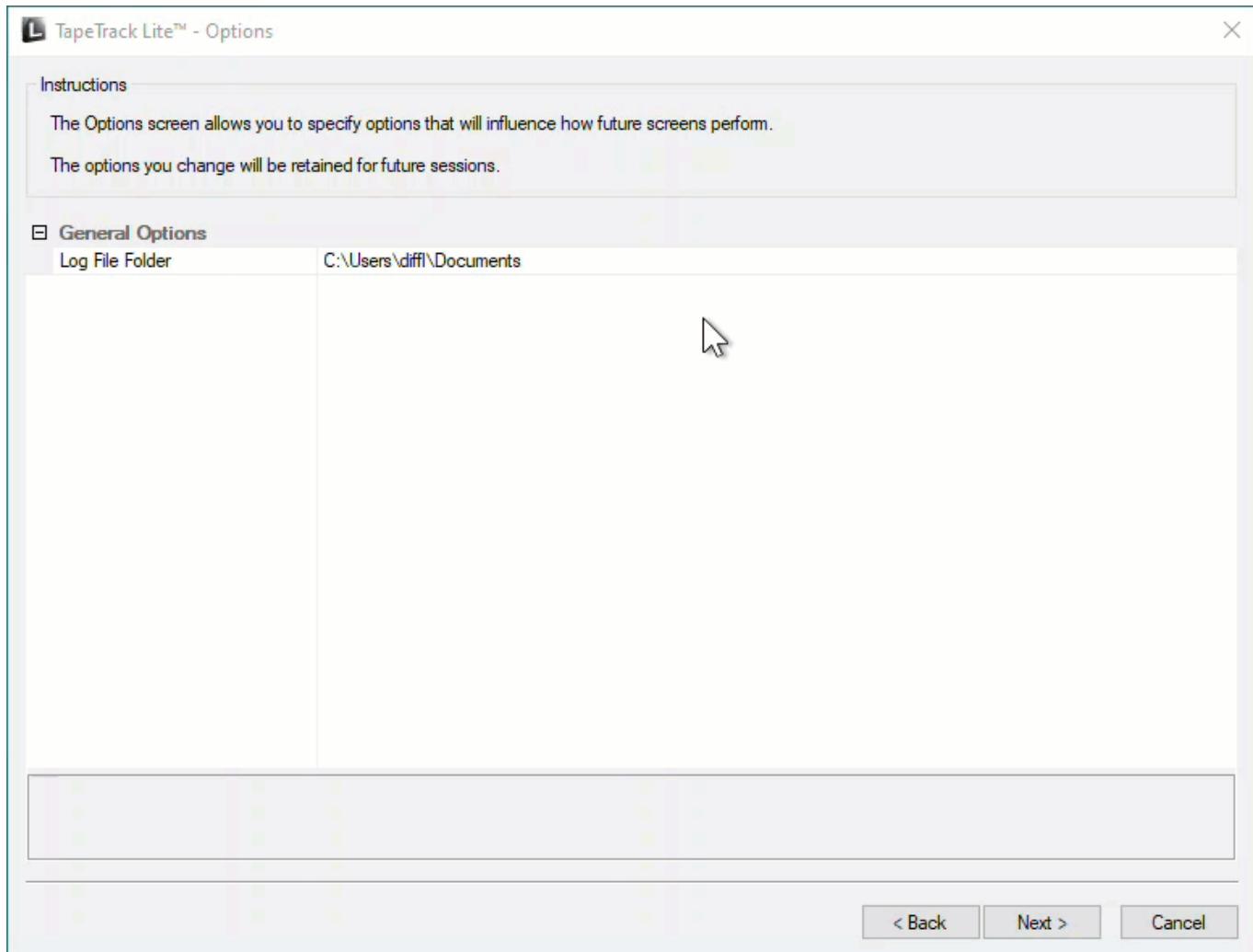


Options

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.



Selecting a Customer

Select the account or Customer that you want to manage [Volumes](#) for by double-clicking the [Customer Description](#) or [Customer-ID](#) or left-clicking the [Customer Description](#) or [Customer-ID](#) and clicking [Next](#) at the bottom of the page to continue.

 TapeTrack Lite™ - Customer Selection X

Instructions

The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.

You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.

Customer	Volumes	Moves
New York Data Center	111	0
Los Angeles Data Center	264	12
North Carolina	4,418	0
	4,793	12

Remember previously selected Customer

< Back Next > Cancel

Selecting a Media Type

Select the [Media type](#) that you want recalled by double-clicking the [Media-ID](#) or left-clicking the [Media-ID](#) and clicking [Next](#) at the bottom of the page to continue.

 TapeTrack Lite™ - Media Type Selection X

Instructions

The Media Type Selection screen allows you to select a single TapeTrack Media Type to work with in subsequent screens.

You can select this Media Type by double clicking the required item in the list.

Media Type	Volumes	Moves	Scratch Deficit	Overdue
Container	15	1	0	0
LTO Cartridge	263	17	0	0
	278	18	0	0

[**< Back**](#) [**Next >**](#) [**Cancel**](#)

Selecting a Repository

Select the **Repository** that you want the **Volumes** recalled to by double-clicking the **Repository-ID** or left-clicking the **Repository-ID** and clicking **Next** at the bottom of the page to continue.

 TapeTrack Lite™ - Recall Location Selection X

Instructions

The Recall Location Selection screen allows you to select a Repository to which all selected Volumes will be recalled.

You can select a Repository by double-clicking the Repository, or by selecting the Repository and clicking Next.

Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out
Library	191	4	8	0	3
Offsite Vault	24	8	5	0	0
GemTrac	48	5	4	0	0
	263	17	17	0	3

< Back Next > Cancel

Selecting Volumes

The Recall Volume Selection window shows all Volumes at any Repository other than the one you are recalling to. Displayed Volumes can be filtered to aid selection, such as only showing Offsite Volumes by adding the filter Of*.

TapeTrack Lite™ - Recall Volume Selection

Instructions

The Recall Volume Selection screen allows you to select Volumes to be recalled.

To select Volumes you can either double-click them, or select them in the list.

Selected Items

There are no items to display in this list.

Volume-ID	Current Location	Scratch	Move Date	Description
000001L6	Library	No	Permanent	
000002L6	Offsite Vault	No	Permanent	
000003L6	Offsite Vault	No	Permanent	Friday Backup
000004L6	Offsite Vault	No	Permanent	Friday Backup
000005L6	Offsite Vault	No	Permanent	Friday Backup
000006L6	Offsite Vault	No	Permanent	Monthly January
000007L6	Offsite Vault	No	Permanent	
000009L6	Library	No	Permanent	Friday Backup
000010L6	Offsite Vault	No	Permanent	
000011L6	Library	No	Permanent	
000012L6	Library	No	Permanent	
000013L6	Library	No	Permanent	
000014L6	Library	No	Permanent	
000022L6	Library	No	Permanent	
000023L6	Offsite Vault	No	Permanent	
000024L6	Library	No	Permanent	
000025L6	Library	No	Permanent	
000026L6	Library	No	Permanent	
000027L6	Library	No	Permanent	
000028L6	Library	No	Permanent	

Total Items 215

< Back Next > Cancel

Select the **Volumes** you wish to recall by either:

- Click the Scanner Icon at the top right to open the Scan window and Scan the required **Volumes** using your preferred **scanning method**.

Scan to select Volumes

000007L6

Barcode Customer Media Type Volume-ID Message Count

There are no items to display in this list.

Advanced Capture

Customer-ID: US02
Media-ID: LTO
Save Defaults: True
Enable Sounds: True
Edit
Multiline Records: True
Auto Hash 20+: False
RFID Options
SSP RFID Port: 0
SSP Barcode Port: 0

- selecting individual **Volumes** by
 - control+left-click required **Volumes**, right-click highlighted **Volumes** and click **Add Volumes to selected list**
 - shift+click to select range, right-click highlighted **Volumes** and click **Add Volumes to selected list**

Volume-ID	Current Location	Scratch	Move Date	Description	Selected Items
000003L6	Offsite Vault	No	Permanent	Friday Backup	
000004L6	Offsite Vault	No	Permanent	Friday Backup	
000006L6	Offsite Vault	No	Permanent	Monthly January	
000023L6	Offsite Vault	No	Permanent		
000045L6	Offsite Vault	No	Permanent		
000050L6	Offsite Vault	No	Permanent		
000053L6	Offsite Vault	No	Permanent		
000056L6	Offsite Vault	No	Permanent		
000057L6	Offsite Vault	No	Permanent		
000063L6	Offsite Vault	No	Permanent	Monday	
000063L6	Offsite Vault	No	Thursday, October 21, 2021		
000064L6	Offsite Vault	No	Thursday, October 21, 2021	Tuesday	

Total Items 12

< Back Next > Cancel

If any **Volumes** are selected in error, right-click those **Volumes** and click on de-select or double-click to de-select. To de-select a range of **Volumes**, use shift+click to select range, right-click range and click de-select.

Click **Next** when all required **Volumes** are selected.

Recalling Volumes

Insert information based on the criteria for your **Volume** recall delivery

- Select anytime before or exactly from the dropdown
- Time and AM/PM for delivery
- Date for delivery
- Consignment description and notes if required (optional but recommended)

Click **Next** to process the recall consignment.

TapeTrack Lite™ - Recall Consignment Details

Instructions
The Recall Consignment Details screen allows you to define criteria for your Recall delivery.

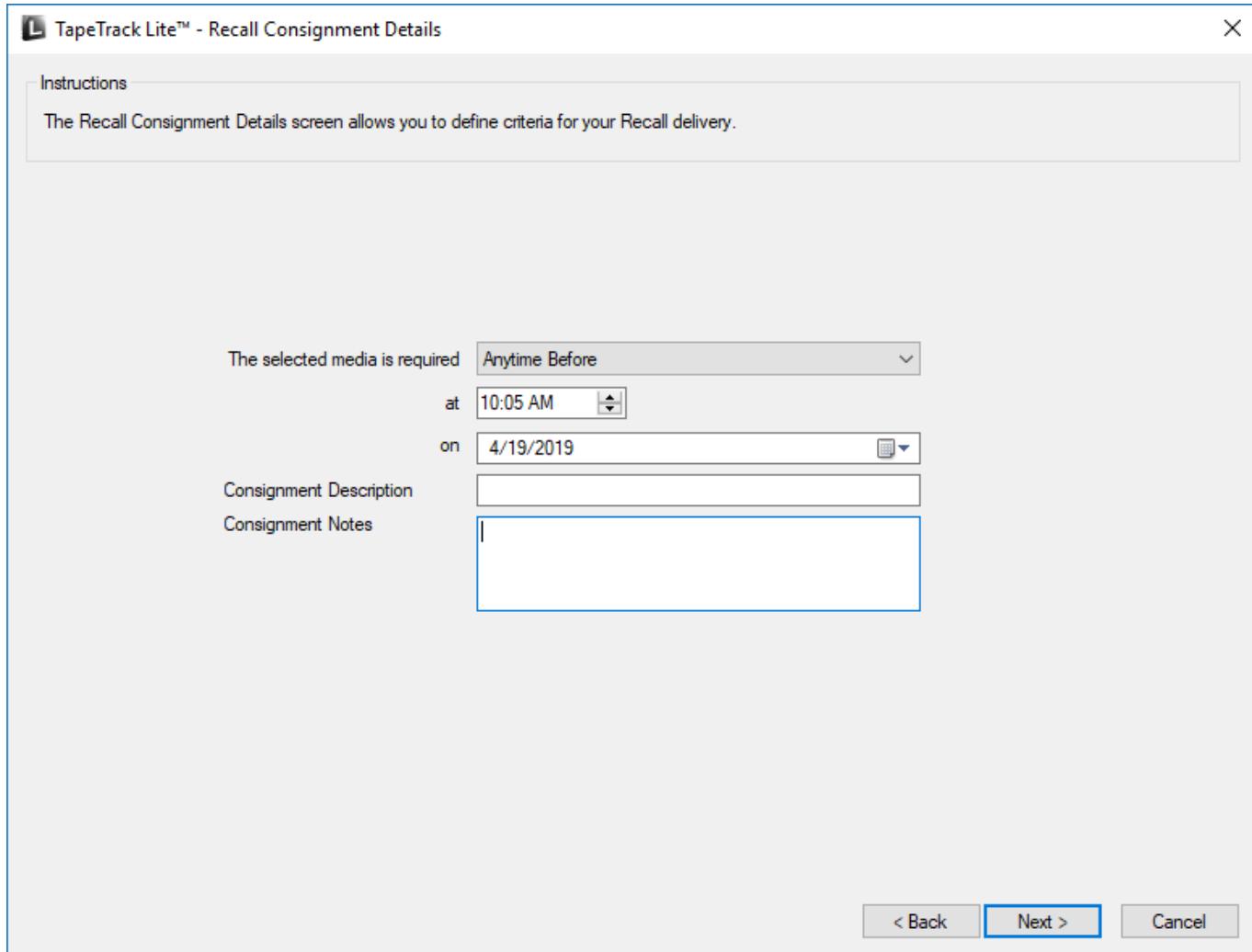
The selected media is required

at

on

Consignment Description

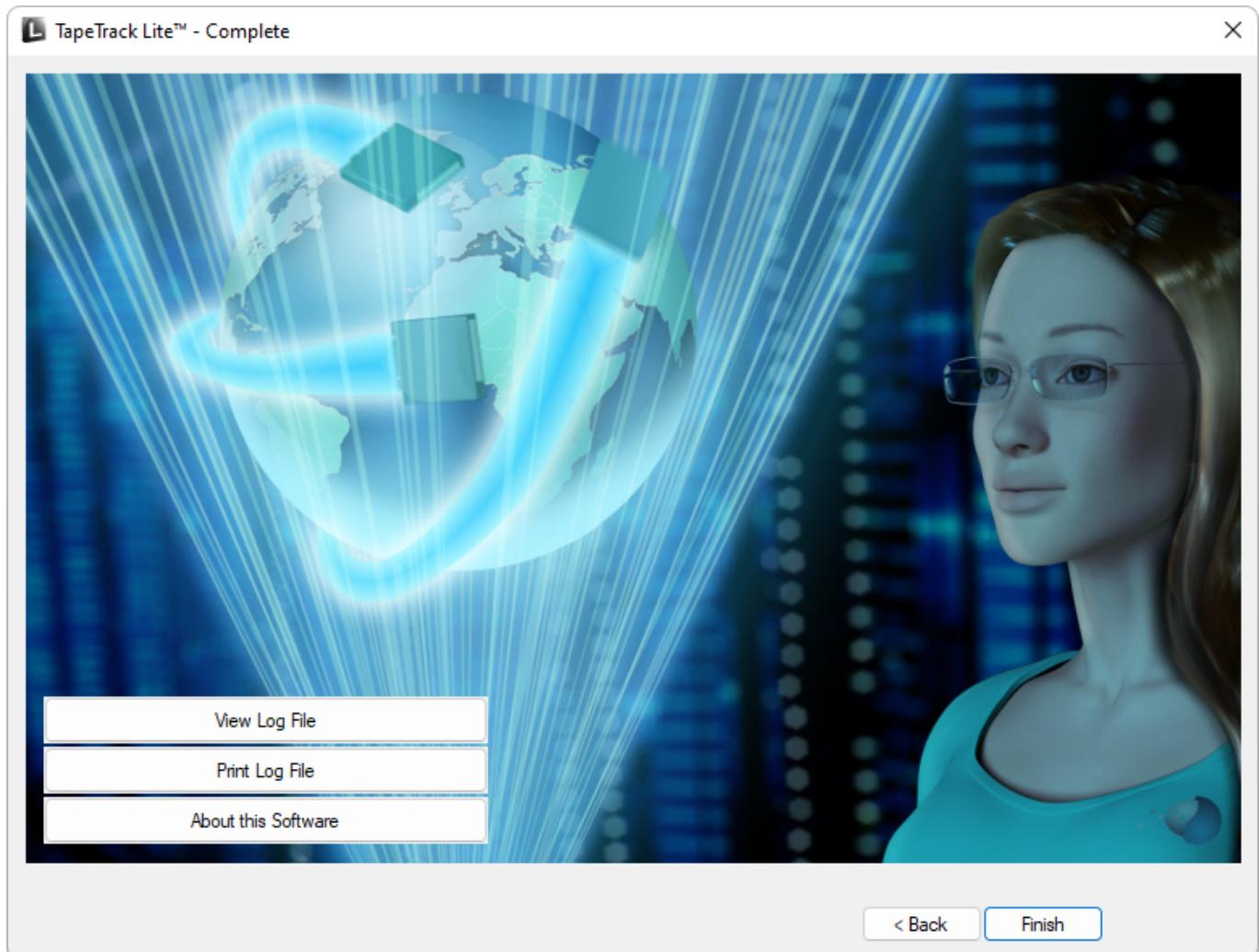
Consignment Notes



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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