Recall

The Recall task allows you to request media back from another repository, such as your offsite vendor.

Recall Process

Select Recall

Select Recall from the Library Management Task's drop-down 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 right of the Log File Folder and click on the (...) button and select directory.

Click Next to continue.

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TapeTrack Lite [™] - Options		
Instructions		
The Options screen allows yo	ou to specify options that will influence how f	uture screen perform.
The options you change will I	be retained for future sessions.	
General Options		
Log File Folder	C:\Program Files\TapeTrack	
		Browse for Folder ×
		 Synaptics TapeTrack TapeTrack Checkpoint TapeTrack Framework Server TapeTrack Lite docs icons Lite Log Files TapeTrack Server Utilities TapeTrack Sync TapeTrack TapeMaster
Log File Folder Folder where log files will be written.		OK Cancel
	uch.	

Selecting a Customer

Select the account or customer that you want to manage tapes for by double-clicking the Customer-ID or left-clicking the Customer-ID and clicking Next at the bottom of the page to continue.

TapeTrack Lite™ - Customer Selection				
nstructions				
The Customer Selection screen allows you to	o select one TapeTrack Customer	that will be the subject of o	operations in subsequent screens.	
You may select a Customer by double clickir	ng the Customer, or by clicking the	Customer and pressing the	Next button.	
ustomer	Volumes	Moves		
New York Data Center	56	0		
Los Angeles Data Center 😽	23	7		
North Carolina Data Center	56	23		
Nashville Data Center	52	<u> </u>		
	167	35		
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.

raperrack lite - Media	Type Selection			
Instructions				
The Media Type Selection s	screen allows you to select a s	single TapeTrack Media Typ	be to work with in subsequent scr	eens.
You can select this Media T	Type by double clicking the rea	quired item in the list.		
Media Type	Volumes	Moves	Scratch Deficit	Overdue
Media Containers	22	0	0	0
LTO Carti Nge	34 56	7	0	12
~	00	,	U	12
			< Back	Next > Cancel

Selecting a Repository

Select the repository that you want the tapes recalled to by double-clicking the Repository-ID or leftclicking the Repository-ID and clicking Next at the bottom of the page to continue.

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TapeTrack Lite™ - Reca	II Location Selectior	ı					×
Instructions							
The Recall Location Select	tion screen allows you	to select a Repo	sitory to which all	selected Volui	mes will be recalled.		
You can select a Repositor	y by double-clicking th	ne Repository, or	by selecting the F	Repository and	clicking Next.		
Repository	Volumes	Incoming	Outgoing	Scratch	Scanned-Out		
📓 Library	17	4	3	3	3		
🖉 Offsite Vault 🛛 😽	17	3	4	5	0		
Scratch	0	0	0	0	0		
Transport	0	0	0	0	0		
	34	7	7	8	3		
					< Back	Next > Ca	ncel

Selecting Volumes

Select the volumes you wish to recall by:

- selecting individual volumes by either
 - $\circ\,$ control+left-click required volumes, right-click highlighted volumes and click select
 - $\circ\,$ double-click each volume (green arrow indicates selected)
- select a range of volumes by
 - $\circ\,$ shift+click to select range
 - $\circ\,$ multiple ranges can be selected by right-clicking each range and clicking select from the menu

Click Next when all required volumes are selected. If any volumes are selected in error, right-click those volumes and click on de-select or double-click to de-select. To unselect a range of volumes, use shift+click to select range, right-click range and click de-select.

Recalling Volumes

Insert information based on the criteria for your volume recall delivery

• Select anytime before or exactly from the dropbox

- Time and AM/PM for delivery
- Date for delivery
- Consignment description and notes if required (optional but recommended)

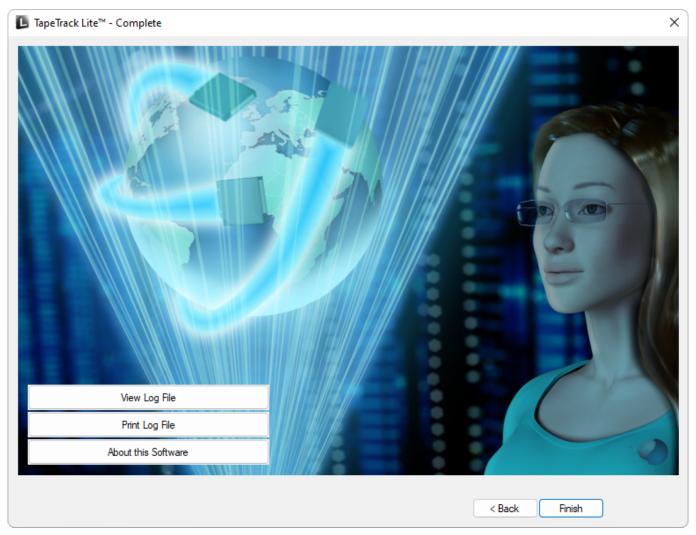
Click Next to process the recall consignment.

🚺 TapeTrack Lite™ - Recall Consignment Details			Х
Instructions			
The Recall Consignment Details screen allows you to de	fine criteria for your Recall delivery.		
The selected media is required	Anytime Before	\sim	
at	10:05 AM 🜩		
on	4/19/2019		
Consignment Description			
Consignment Notes			
		< Back Next > Cancel	

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



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Permanent link: https://rtfm.tapetrack.com/lite/function_recall?rev=1533874130

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Recall

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