Recall

The Recall task allows you to request Media back from another Repository, such as your offsite vendor or remote storage facility.

Recall Process

The Recall video is intended as a companion to the instructions.

Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

Select Recall

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

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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.

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L I	FapeTrack Lite™ - Options			\times
In	structions			
1	The Options screen allows you to	specify options that will influence how f	uture screen perform.	
1	The options you change will be ref	tained for future sessions.		
	General Options			
	Log File Folder	C:\Program Files\TapeTrack		
			Browse for Folder ×	
	og File Folder		Synaptics TapeTrack TapeTrack TapeTrack Checkpoint TapeTrack Framework Server TapeTrack Lite docs icons Lite Log Files TapeTrack Server Utilities TapeTrack Server Utilities TapeTrack Server Vtilities TapeTrack TapeMaster	
	Ider where log files will be written.		OK Cancel	
			< Back Next > Cancel	

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			×				
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	56	0					
💷 Los Angeles Data Center 💦	23	7					
💷 North Carolina Data Center	56	23					
💷 Nashville Data Center	52	9					
	187	39					
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	a Type Selection				×			
Instructions								
The Media Type Selection	screen allows you to select a s	single TaneTrack Media Tw	pe to work with in subsequent scre	909				
			pe to work within subsequent scre	CI15.				
You can select this Media	You can select this Media Type by double clicking the required item in the list.							
Media Type	Volumes	Moves	Scratch Deficit	Overdue				
Media Containers	22	0	0	0				
LTO Cart Hge	34	7	0	12				
~	56	7	0	12				
			< Back	Next > Cance	4			
			< Back	Conce				

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.

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TapeTrack Lite™ - Recal	I Location Selection	n					:
le de cette e							
Instructions							
The Recall Location Selecti	on screen allows you	to select a Repo	sitory to which all	selected Volu	mes will be recalled.		
You can select a Repository	v 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 > (Cancel

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
 - 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)

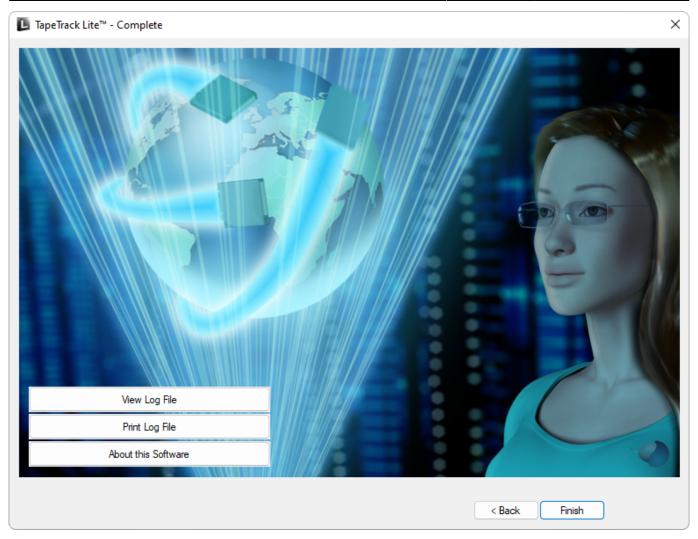
Click Next to process the recall consignment.

■ TapeTrack Lite [™] - Recall Consignment Details			Х					
Instructions								
The Recall Consignment Details screen allows you to de	The Recall Consignment Details screen allows you to define 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 View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back to return to start menu and select another task.
- Click Finish or X to exit TapeTrack Lite.



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Permanent link: https://rtfm.tapetrack.com/lite/function_recall?rev=1555469747

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