# Recall

The Recall task 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**.

#### L Welcome to TapeTrack Lite™ × Introduction TapeTrack Lite will step you through common tape management tasks such as scanning-in, scanning out and viewing your tape inventory. Please select a task V Library Overview -To assist you in better understanding your library, below are the statistics for each account. These statistics are provided for analytical purposes only. 🔋 New York Data Center 🖉 Los Angeles Data Center 4 North Carolina Þ E Container E LTO Cartridge LTO Cartridge-246 Contain 1 Moving 100 200 0 < Back Cancel

### 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.

L TapeTrack Lite <sup>™</sup> - Optio	ns		×
	you to specify options that will influenc	e how future screens perform.	
General Options			
Log File Folder	C:\Users\diffl\Documents		
		2	
			< 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.

3/9

	to select one Tape Track Customer	that will be the subject of op	perations in subsequent so	creens.
You may select a Customer by double click				
ustomer 🗸	Volumes	Moves		
New York Data Center	111	0		
Los Angeles Data Center	264	12		
North Carolina	4,418 4,793	12		
	4,755	12		

### 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™ - Medi	a lype Selection			
tructions				
he Media Type Selection	screen allows you to select a	single TapeTrack Media Typ	be to work with in subsequent scree	ens.
	Type by double clicking the rea			
ou can select this Media	Type by double clicking the re-	quired item in the list.		
dia Type	Volumes	Moves	Scratch Deficit	Overdue
Container	15	1	0	0
LTO Cartridge	263	17	0	0
	278	18	0	0

#### **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.

nstructions							
The Recall Location Select You can select a Reposito						d.	
epository	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		

5/9

Recall

#### **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\*.

structions						
he Recall Volum	ne Selection screer	n allows you	u to select Vol	umes to be recalled.		*
o select Volume	es you can either do	ouble-click	them, or selec	t them in the list.		9
olume-ĬD	Current Location	Scratch	Move Date	Description	^ <u>s</u>	elected Items
tertext 7	Enter text 7	E 7	Enter 7	Enter text here	7	
000001L6	Library	No	Permanent			
00000216	Offsite Vault	No	Permanent			
000003L6	Offsite Vault	No	Permanent	Friday Backup		
00000416	Offsite Vault	No	Permanent	Friday Backup		
000005L6	Offsite Vault	No	Permanent	Friday Backup		
000006L6	🖉 Offsite Vault	No	Permanent	Monthly January		
00000716	🖉 Offsite Vault	No	Permanent			
00000916	Library	No	Permanent	Friday Backup		
000010L6	🍏 Offsite Vault	No	Permanent			
000011L6	Library	No	Permanent			There are no items to
00001216	Library	No	Permanent			display in this list.
000013L6	Library	No	Permanent			
000014L6	Library	No	Permanent			
00002216	Library	No	Permanent			
00002316	🍯 Offsite Vault	No	Permanent			
000024L6	Library	No	Permanent			
00002516	Library	No	Permanent			
00002616	Library	No	Permanent			
00002716	Library	No	Permanent			
00002816	Library	No	Permanent		~	
tal Items 21	5					

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.

I Scan to select Volumes				×
	000007L6		Advanced Capture	
A         Messages           Barcode         Customer	Media Type Volume-ID Message	_ Count		
			Defaults     Customer-ID     Media-ID     Options     Save Defaults     Enable Sounds     Edit	US02 LTO True True
	There are no items to display in this list.		Multiline Records Auto Hash 20+ RFID Options SSP RFID Port	True False 0
			SSP Barcode Port	0

• selecting individual Volumes by either

- double-click each Volume (green arrow indicates selected)
- select a range of Volumes by
  - $\circ\,$  shift+click to select range
  - multiple ranges can be selected by right-clicking each range and clicking select from the menu

	e™ - Recall Volum	e Selectio	n			2
	ne Selection screen es you can either do			umes to be recalled. t them in the list.		Ť
Volume-ĬD Enter text Y 000007L6 000010L6 000014L6 000015L6 000017L6 000019L6 000019L6 000025L6 000025L6 000025L6	Current Location Enter text Offsite Vault Offsite Vault	E Y No No No Yes Yes Yes Yes No No	Move Date Enter Pemanent Pemanent Pemanent Pemanent Pemanent Pemanent Pemanent Pemanent Pemanent Pemanent Pemanent	Description Enter text here		12L6 113L6 09L6
Total Items 12	2				< Back	Next > Cancel

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 de-select 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

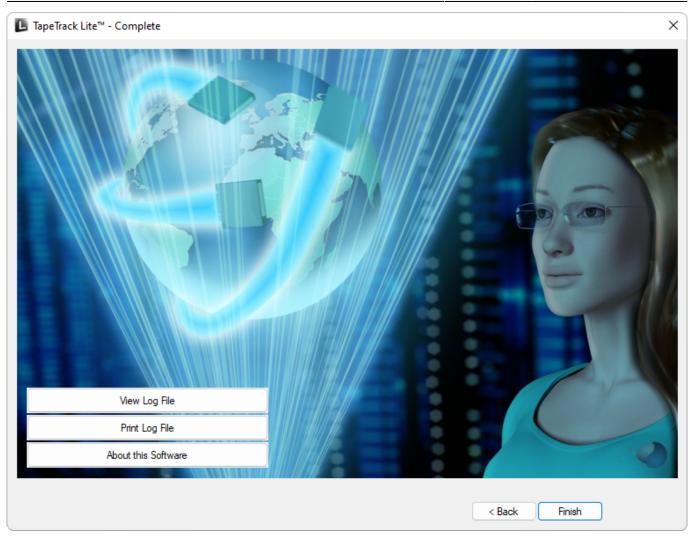
- Select anytime before or exactly from the dropbox
- Time and AM/PM for delivery
- Date for delivery
- Consignment description and notes if required (optional but recommended)

Click Next to process the recall consignment.

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

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.



#### 2019/04/17 03:00 · Scott Cunliffe

From: https://rtfm.tapetrack.com/ - TapeTrack Documentation

Permanent link: https://rtfm.tapetrack.com/lite/function\_recall?rev=1638754984



Last update: 2025/01/21 22:07