

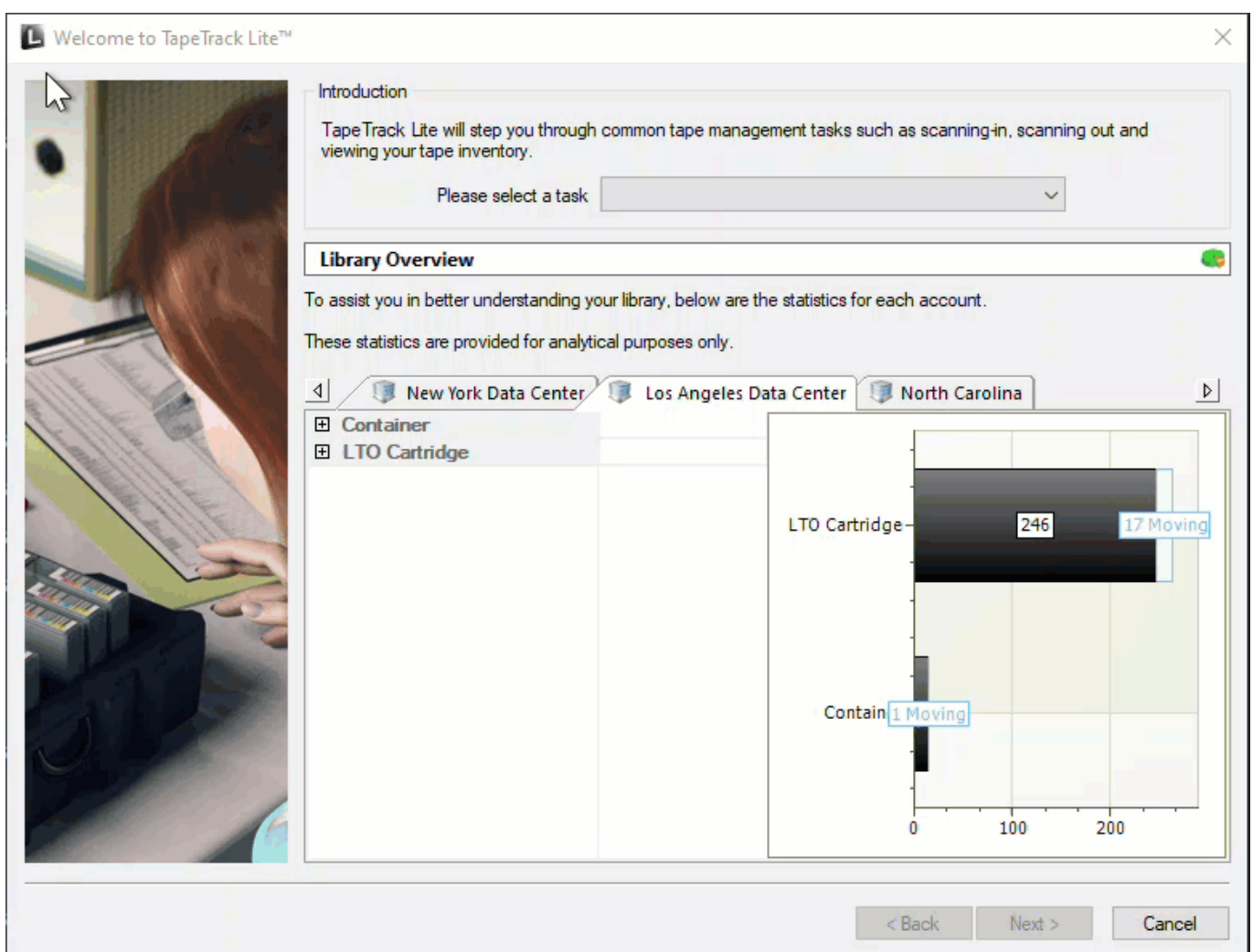
# Recall

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**.

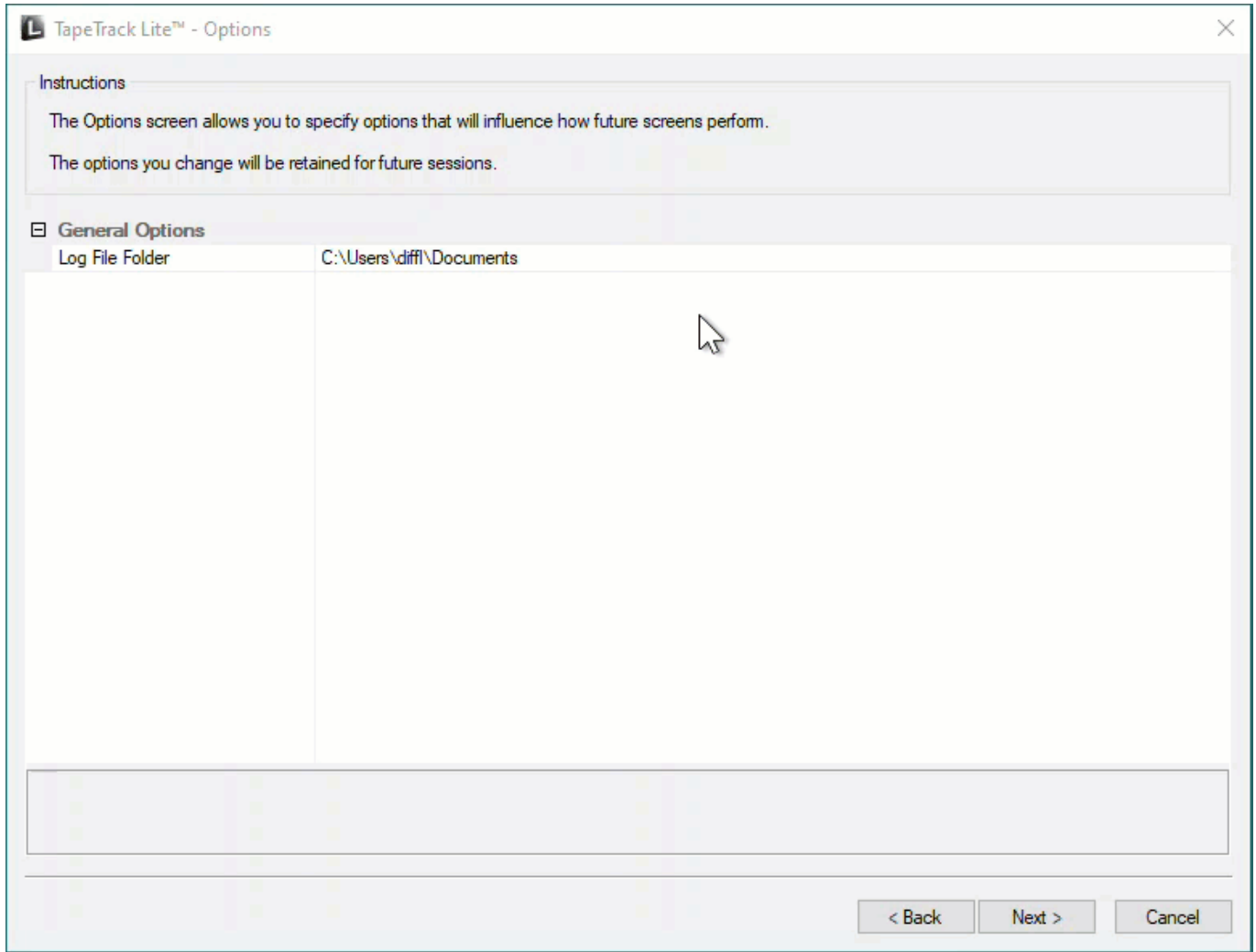


### Options

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.

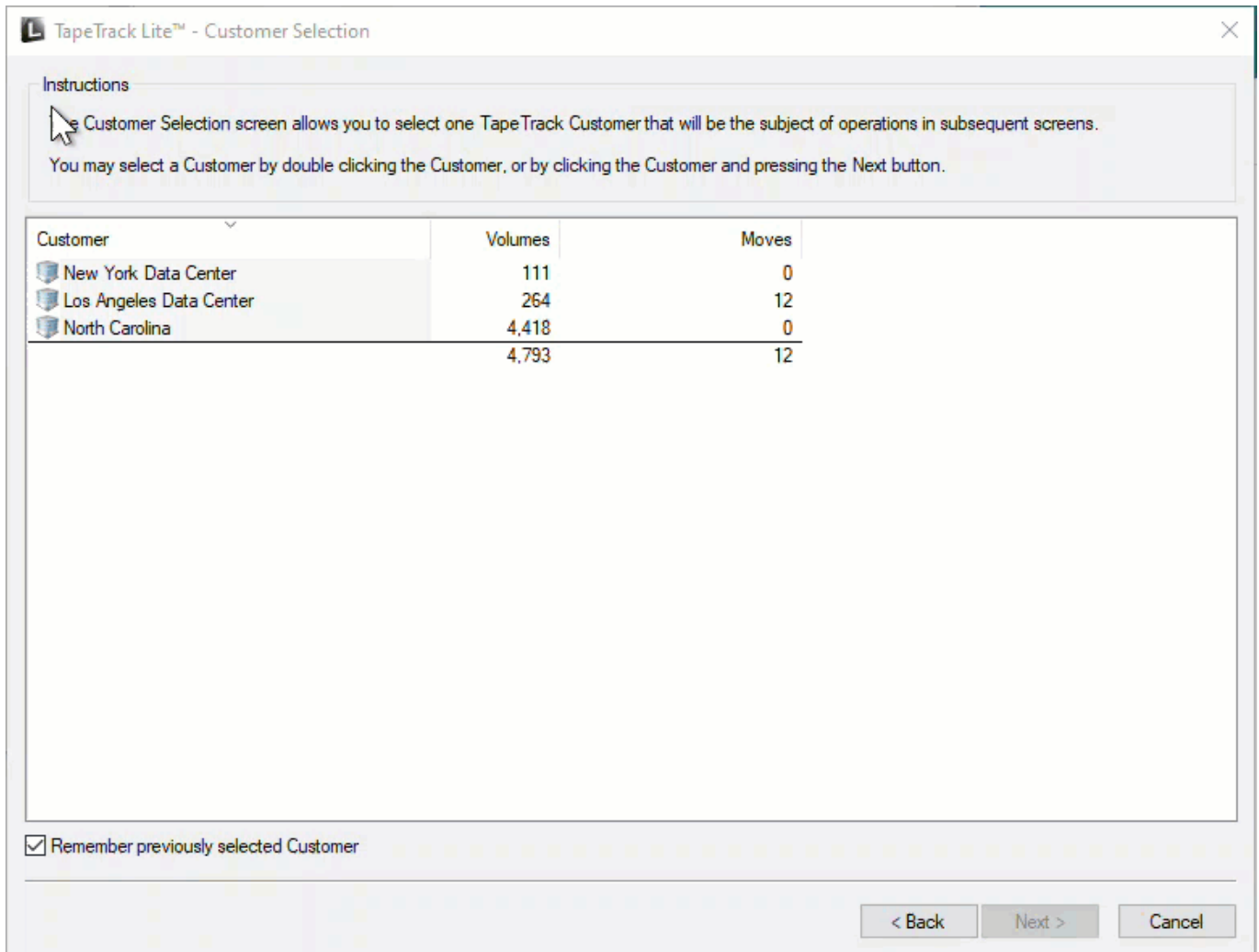
To change the default directory, click in the field to the right of the Log File Folder and click on the (...) button and select directory.

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.



## 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.

**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

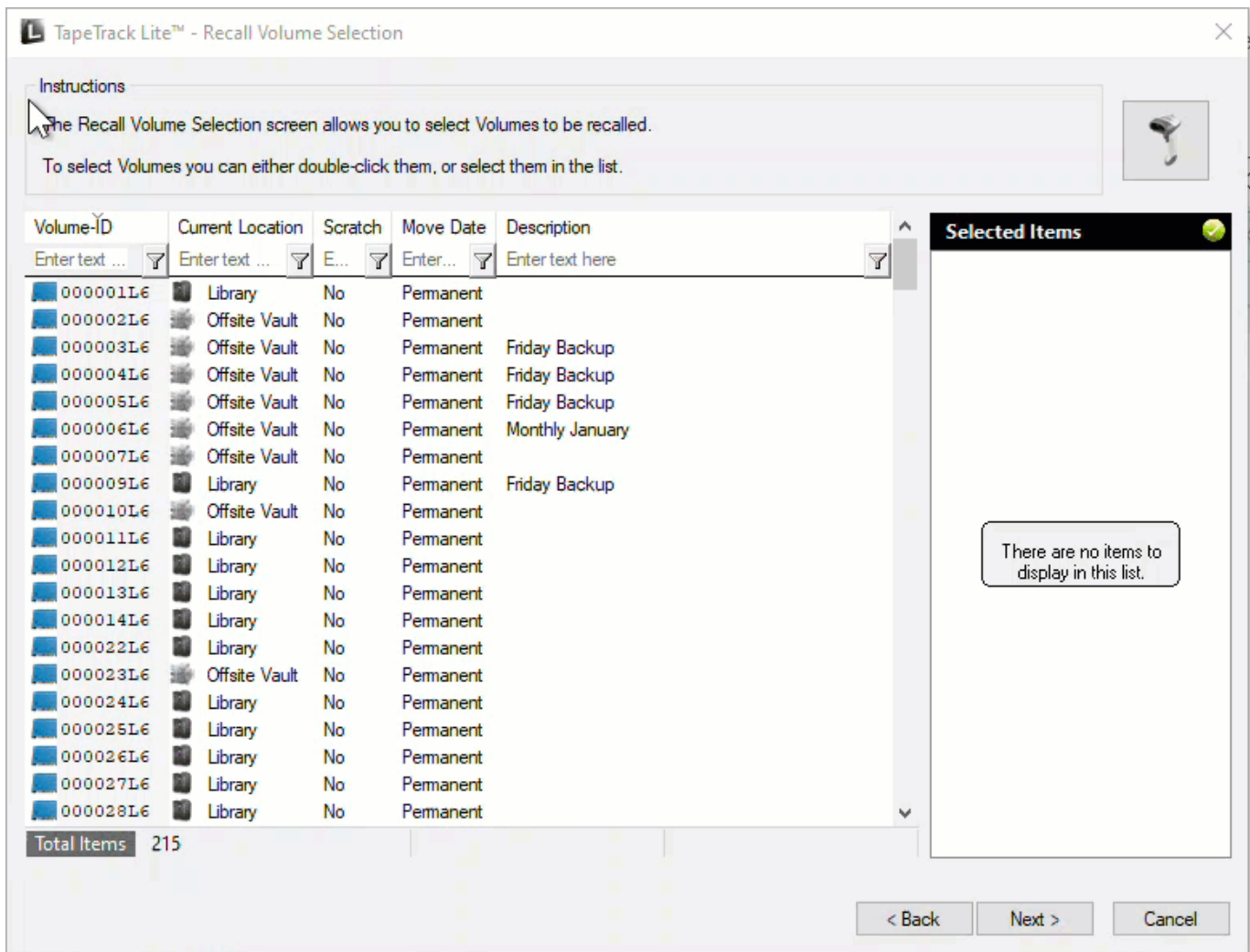
## Selecting a Repository

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.



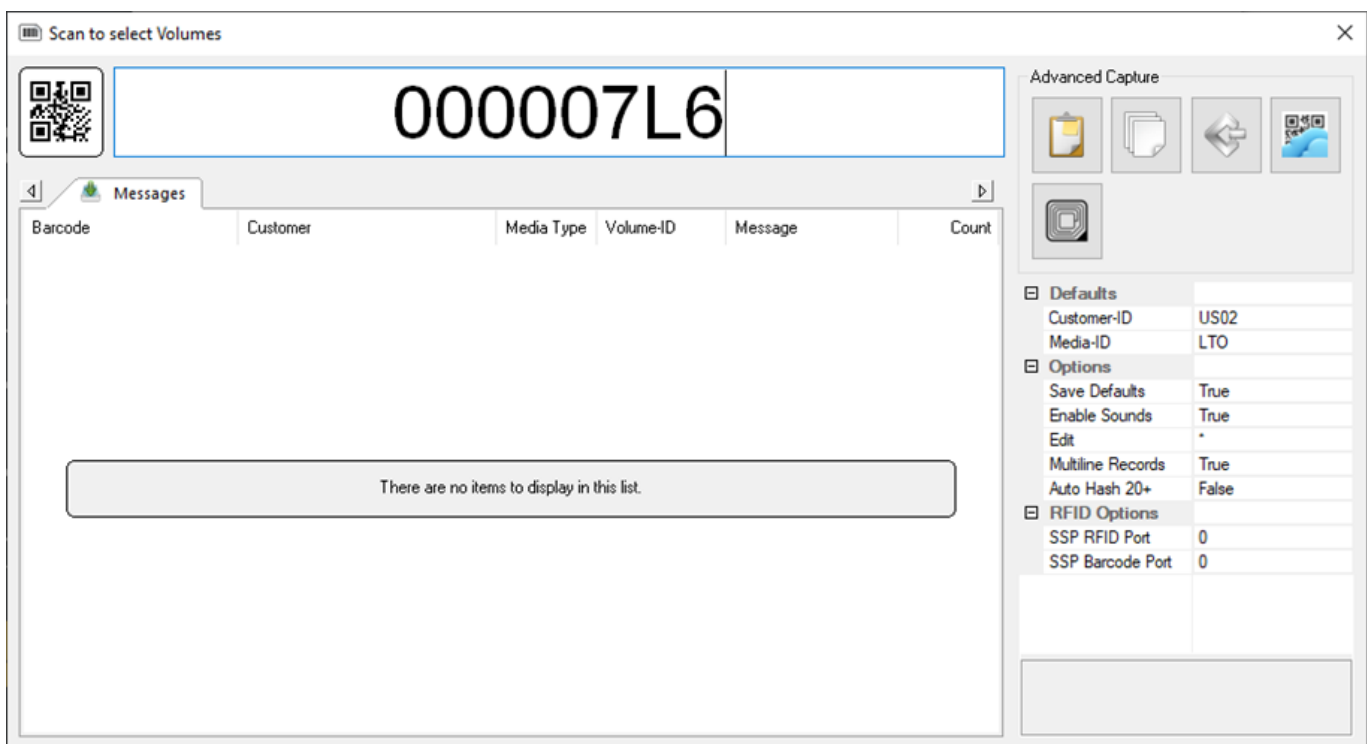
## Selecting Volumes

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\*.

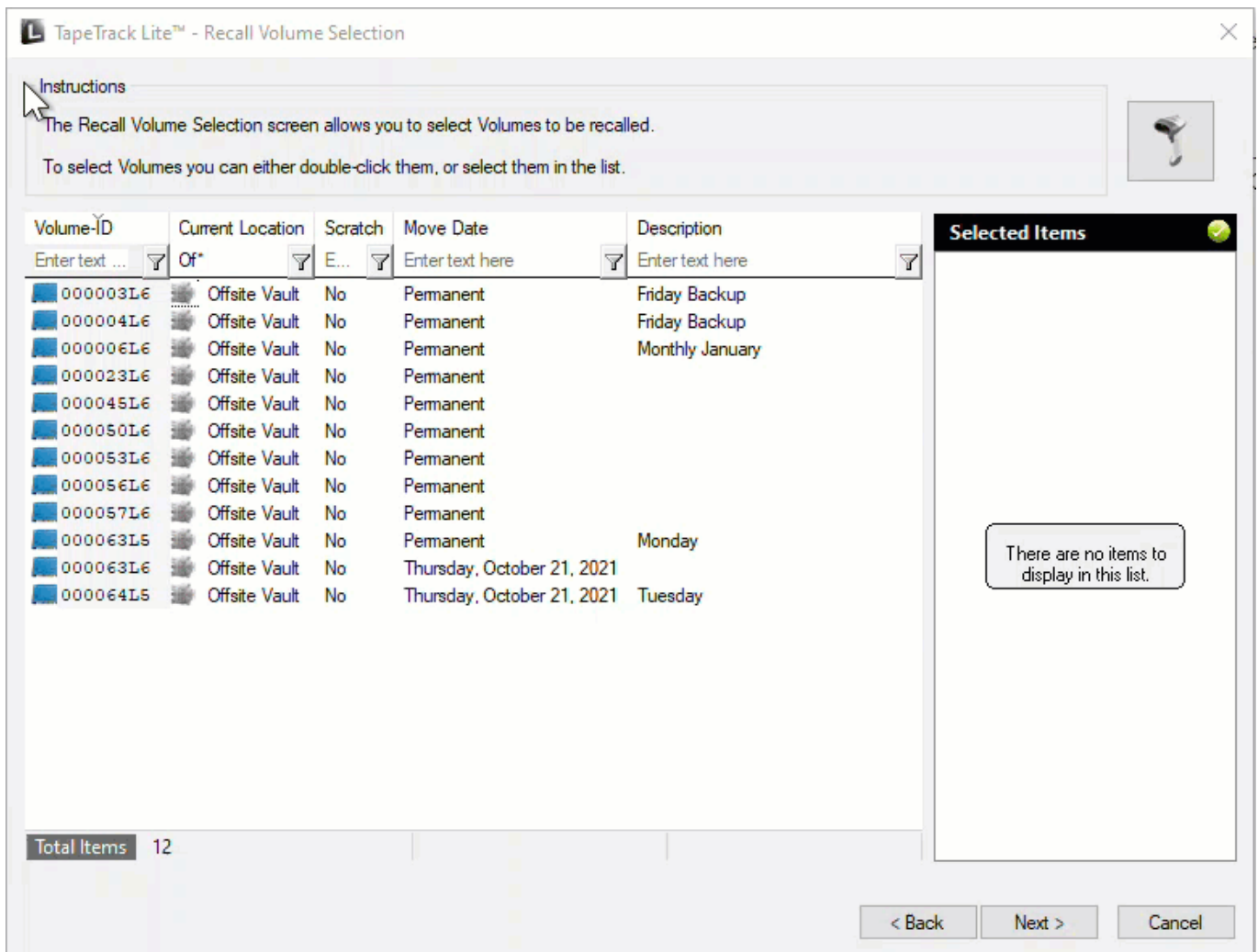


Select the **Volumes** you wish to recall by either:

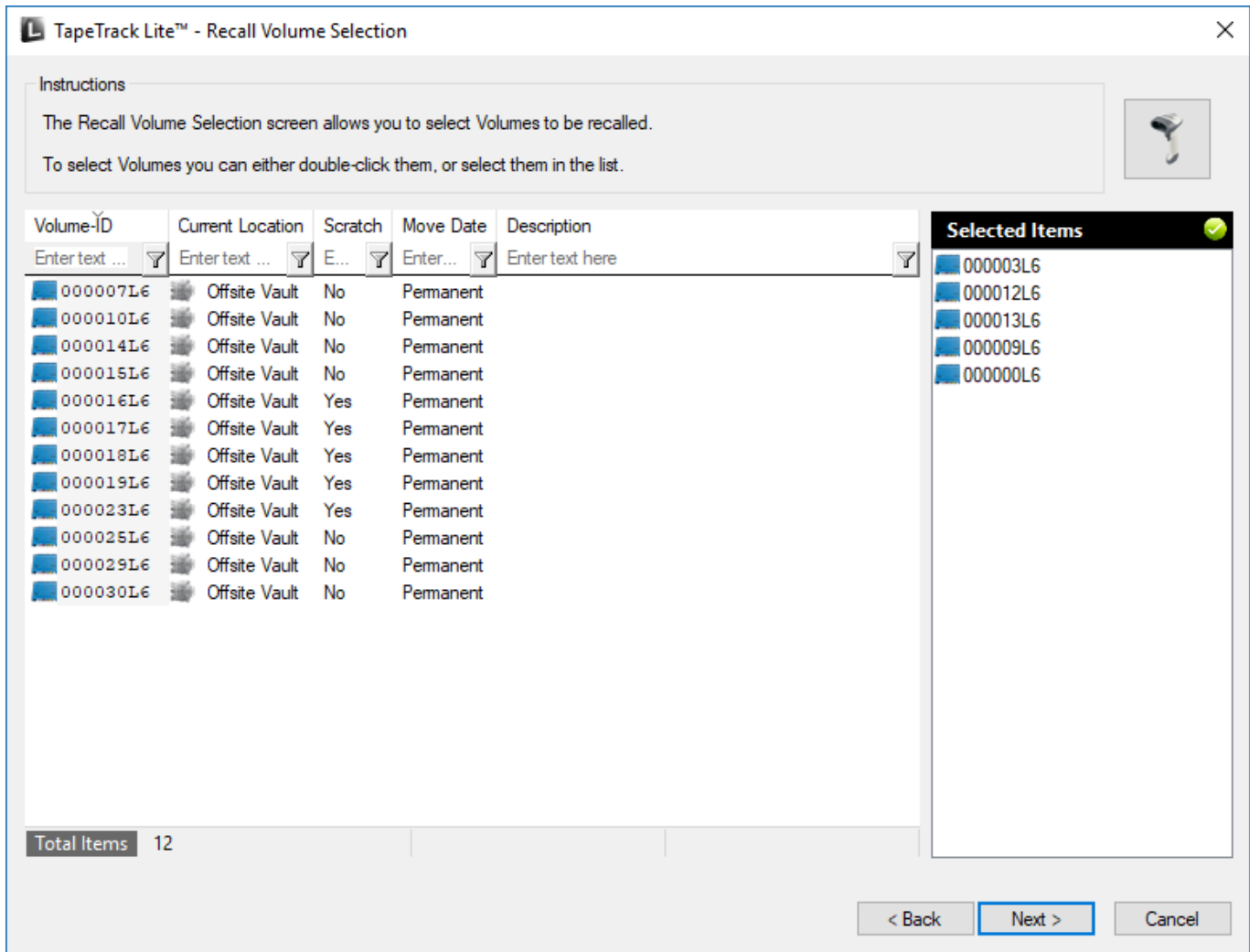
- Click the Scanner Icon at the top right to open the Scan window and Scan the required **Volumes** using your preferred **scanning method**.



- 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



- select a range of **Volumes** by
- 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 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™ - 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

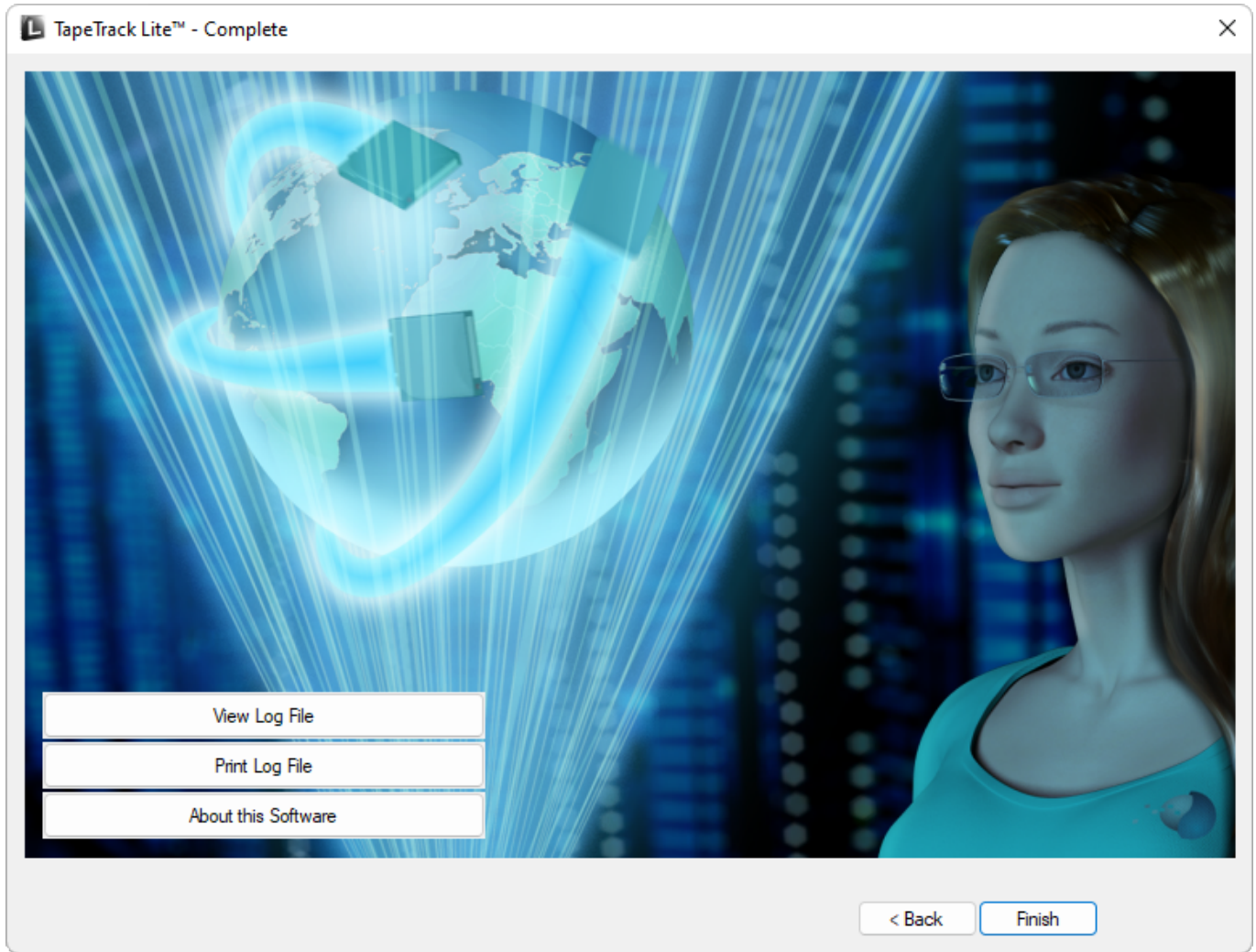
Consignment Description

Consignment Notes

< Back **Next >** 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.



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