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**.

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™ - Option	ns		×
	you to specify <mark>opt</mark> ions that will influenc Il be retained for future session <mark>s</mark> .	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.

Recall

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Customer Selection corport allows you	to select one Tane Track Customer	that will be the exchinet of exercises in a	
Customer Selection screen allows you			
ou may select a Customer by double clic	king the Customer, or by clicking the	Customer and pressing the Next button.	
stomer	Volumes	Moves	
New York Data Center	111	0	
Los Angeles Data Center	264	12	
North Carolina	4,418	12	
	4,793	12	
Remember previously selected Customer			
lemember previously selected Customer		< Back	: Next > Canc

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™ - Med				
tructions				
he Media Type Selection	n screen allows you to select a :	single TapeTrack Media Typ	e to work with in subsequent scree	ens.
ou can select this Media	Type by double clicking the rea	ouired item in the list.		
edia 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.

epository, or by se			clicking Next. Scanned-Out 3 0 0 3	
4 8 5	8 5 4	0 0 0	3 0 0	
8 5	5 4	0 0	0	
5	4	0	0	
17	17	0	3	

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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*.

The Recall Volume	e Selection screen	allows you	u to select Vol	umes to be recalled.		*
To select Volumes	you can either do	uble-click	them, or selec	t them in the list.		
olume-ĬD (Current Location	Scratch	Move Date	Description	^	Selected Items
ntertext 🍸 I	Entertext 🍸	E 🝸	Enter 🝸	Enter text here	7	
00000116	Library	No	Permanent			
000002L6	Offsite Vault	No	Permanent			
00000316	Offsite Vault	No	Permanent	Friday Backup		
00000416	Offsite Vault	No	Permanent	Friday Backup		
00000516	Offsite Vault	No	Permanent	Friday Backup		
000006L6	Offsite Vault	No	Permanent	Monthly January	_	
00000716	Offsite Vault	No	Permanent			
00000916	Library	No	Permanent	Friday Backup		
00001016	🖗 Offsite Vault	No	Permanent			
00001116	Library	No	Permanent			There are no items to
00001216	Library	No	Permanent			display in this list.
00001316	Library	No	Permanent			
00001416	Library	No	Permanent			
00002216	Library	No	Permanent			
00002316	🖗 Offsite Vault	No	Permanent			
00002416	Library	No	Permanent			
00002516	Library	No	Permanent			
00002616	Library	No	Permanent			
00002716	Library	No	Permanent			
00002816	Library	No	Permanent		×	
otal Items 215						

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.

IIII Sca	n to select Volum	nes					×
			000007L6			Advanced Capture	
Barcoo	📥 Messages de	Customer	Media Type Volume-ID	Message	▶ Count		
						Defaults Customer-ID	US02
						Media-ID Options	LTO
						Save Defaults	True
						Enable Sounds	True
						Edit	•
						Multiline Records	True
			There are no items to display in this list.			Auto Hash 20+	False
						SSP RFID Port	0
						SSP Barcode Port	0

- control+left-click required Volumes, right-click highlighted Volumes and click Add Volumes to selected list
- \circ shift+click to select range, right-click highlighted Volumes and click Add Volumes to selected list

	es you can either do	UDIE-CIICK	them, or select them in the list.		
olume-ĬD	Current Location		Move Date	Description	Selected Items
ntertext 🍸	Ot. A	E 🍸	Enter text here	Enter text here	7
00000316	🛒 Offsite Vault	No	Permanent	Friday Backup	
00000416	🍯 Offsite Vault	No	Permanent	Friday Backup	
00000616	Offsite Vault	No	Permanent	Monthly January	
00002316	Offsite Vault	No	Permanent		
00004516	Moffsite Vault	No	Permanent		
00005016	Offsite Vault	No	Permanent		
00005316	Offsite Vault	No	Permanent		
00005616	M Offsite Vault	No	Permanent		
00005716	Offsite Vault	No	Permanent		
00006315	Offsite Vault	No	Permanent	Monday	There are no items to
000063L6 000064L5	Offsite Vault Offsite Vault	No	Thursday, October 21, 2021	T	display in this list.
00006479		No	Thursday, October 21, 2021	Tuesday	
	2				

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

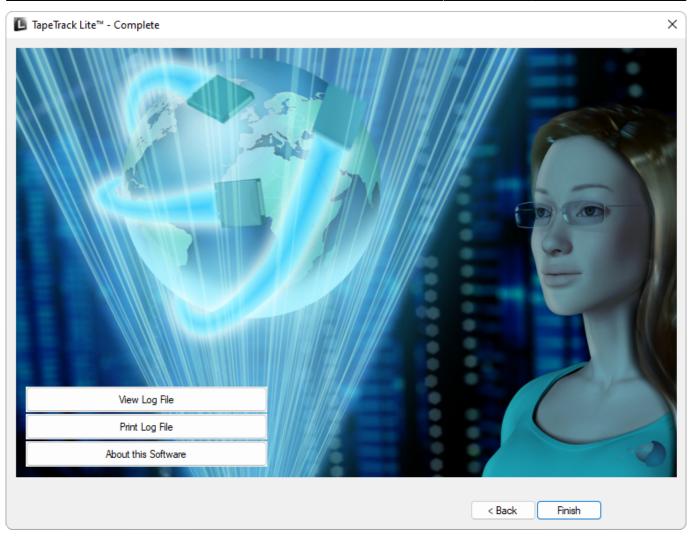
Click Next to process the recall consignment.

🚺 TapeTrack Lite™ - Recall Consignment Details		>	<
Instructions			
The Recall Consignment Details screen allows you to de	fine criteria for your Recall delivery.		
The selected media is required	Anytime Before	~	
at	10:05 AM	•	
on			
Consignment Description	4/13/2013		
Consignment Notes			
		< Back Next > Cancel	1
			1

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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Permanent link: https://rtfm.tapetrack.com/lite/function_recall?rev=1720577900



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