

# Send

The [Lite Send process](#) is used to select [Volumes](#) that reside in one location for the purpose of putting the [Volumes](#) into a Move status to another location or [Repository](#).

When a [Volume](#) is put into a Move status this only represents the request to move the [Volume](#) and a second step is required to Confirm the movement of the [Volume](#).

In addition to putting each [Volume](#) into a Move status, the Send function also allows you to set values such as:

1. A [Next Move Date](#) which will influence when a [Volume](#) returns to you.
2. A Description of the [Volume](#) .
3. A Time Threshold which will raise an alert if the [Volume](#) is not Scanned-In at the next location or [Repository](#).
4. A [Data Cluster](#) which can be used to automatically determine the [Next Move Date](#), using a [Simple Management Rule](#).

## Send Volumes Process

### Select Send

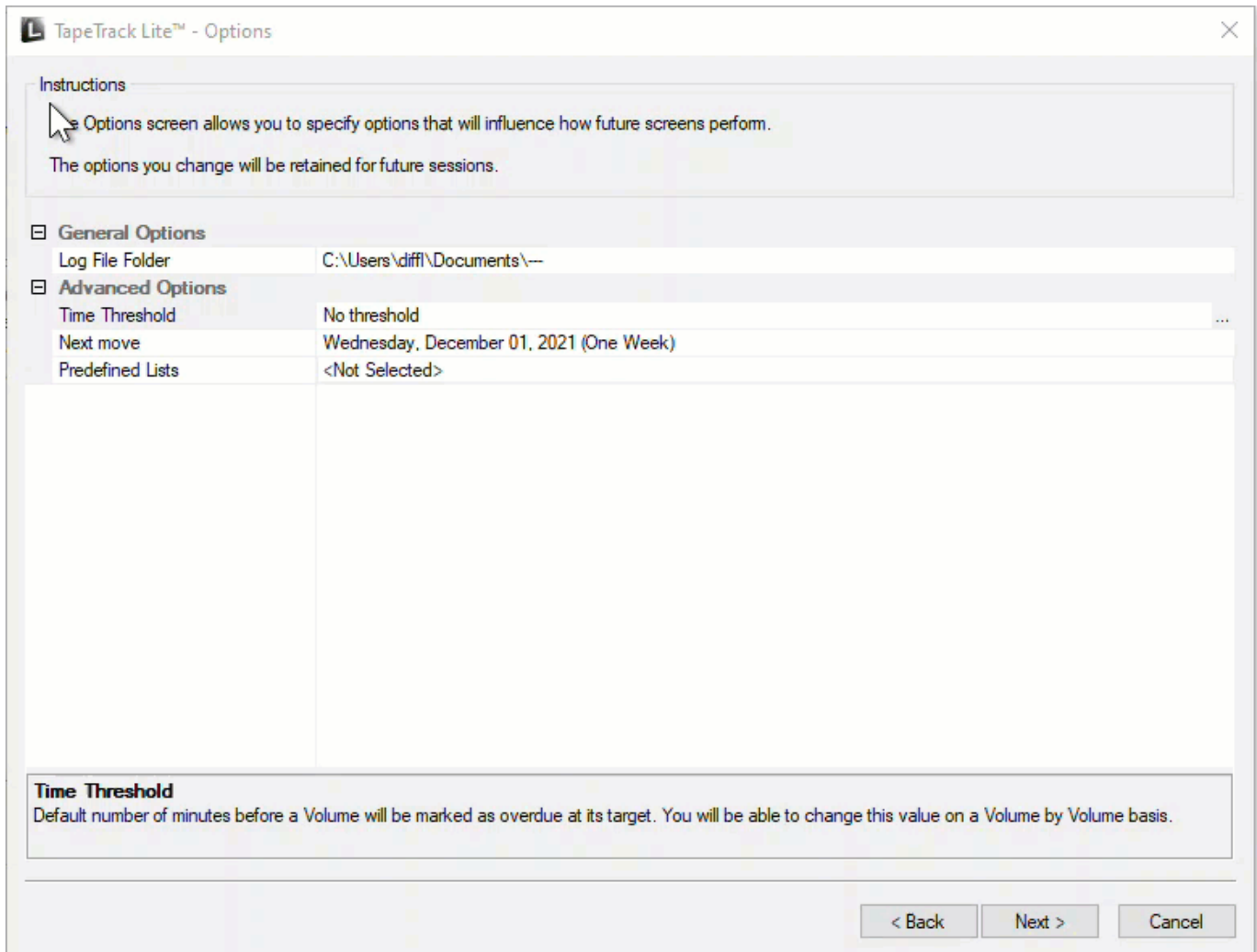
From the drop down menu, click on the arrow to display full menu and click on Send.

The screenshot shows the 'Welcome to TapeTrack Lite™' window. On the left is a vertical image of a person looking at a document. The main content area is titled 'Introduction' and 'Library Overview'. The 'Library Overview' section includes a dropdown menu for 'Please select a task' and a bar chart. The bar chart shows 'LTO Cartridge' with a value of 101 and '1 Moving', and 'Container' with '1 Moving'. Below the chart are navigation buttons: '< Back', 'Next >', and 'Cancel'.

Category	Value	Label
LTO Cartridge	101	1 Moving
Container	1	1 Moving

## Options

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, click on the more options button (...) and select the preferred directory.

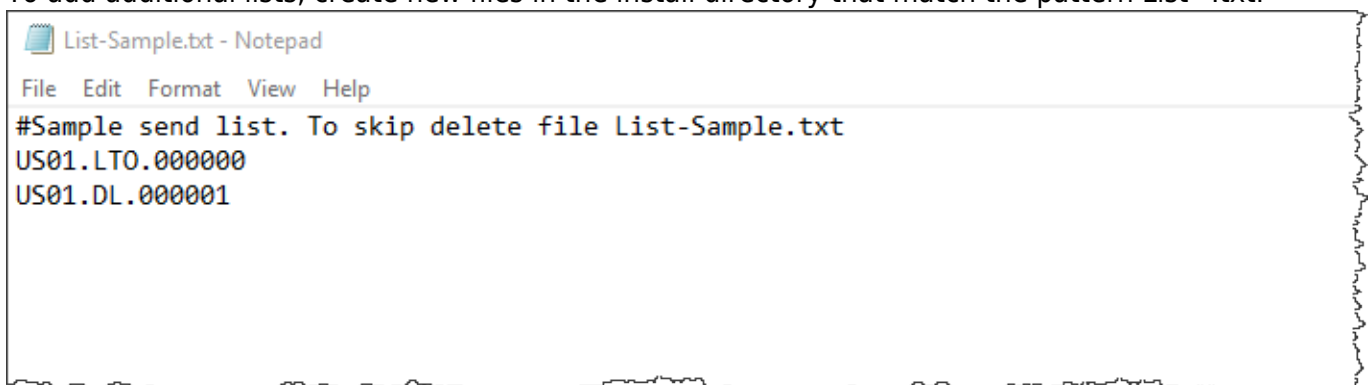


You can set the time deadline before a **Volume** will be marked as overdue at its Target **Repository**. Click in the field to the right of the **Time Threshold** and click the more options button (...) to open the **Overdue Threshold** window. Set the field **Enable Threshold** option to **True** and set the number of days, hours and/or minutes before the Volumes will be considered overdue. Click **OK** to continue.

Set the **Next Move** for the Volumes by clicking in the field next to the **Next Move** and select the more options button (...) to open the **Next move date selection** window. You can set the date by clicking on the calendar or using the fields days, months and/or years to select a retention time to set the date automatically for that range.

List of pre-defined **Volumes** .

To add additional lists, create new files in the install directory that match the pattern **List-\*.txt**.



## Scanning to select Containers

If the [Volumes](#) you are sending are in Barcoded Containers, scan the Container before scanning the [Volumes](#).

If required scan subsequent Containers, as needed, before scanning the [Volume](#) to be assigned to them.



If your Container has a unqualified Barcode, be sure to edit the [Customer-ID](#) and [Media-ID](#) fields at the top right of the **Scan to add Volumes** window for each Container and subsequently scanned [Volumes](#)

## Scanning to add Volumes

This opens the **Scan and Modify** window which, by default, opens the **Scan To Add Volumes** window.

Scan out the required [Volumes](#) using your preferred [scanning method](#).

When all [Volumes](#) are scanned-in, close the **Scan To Add Volumes** window by clicking X at top right of window.

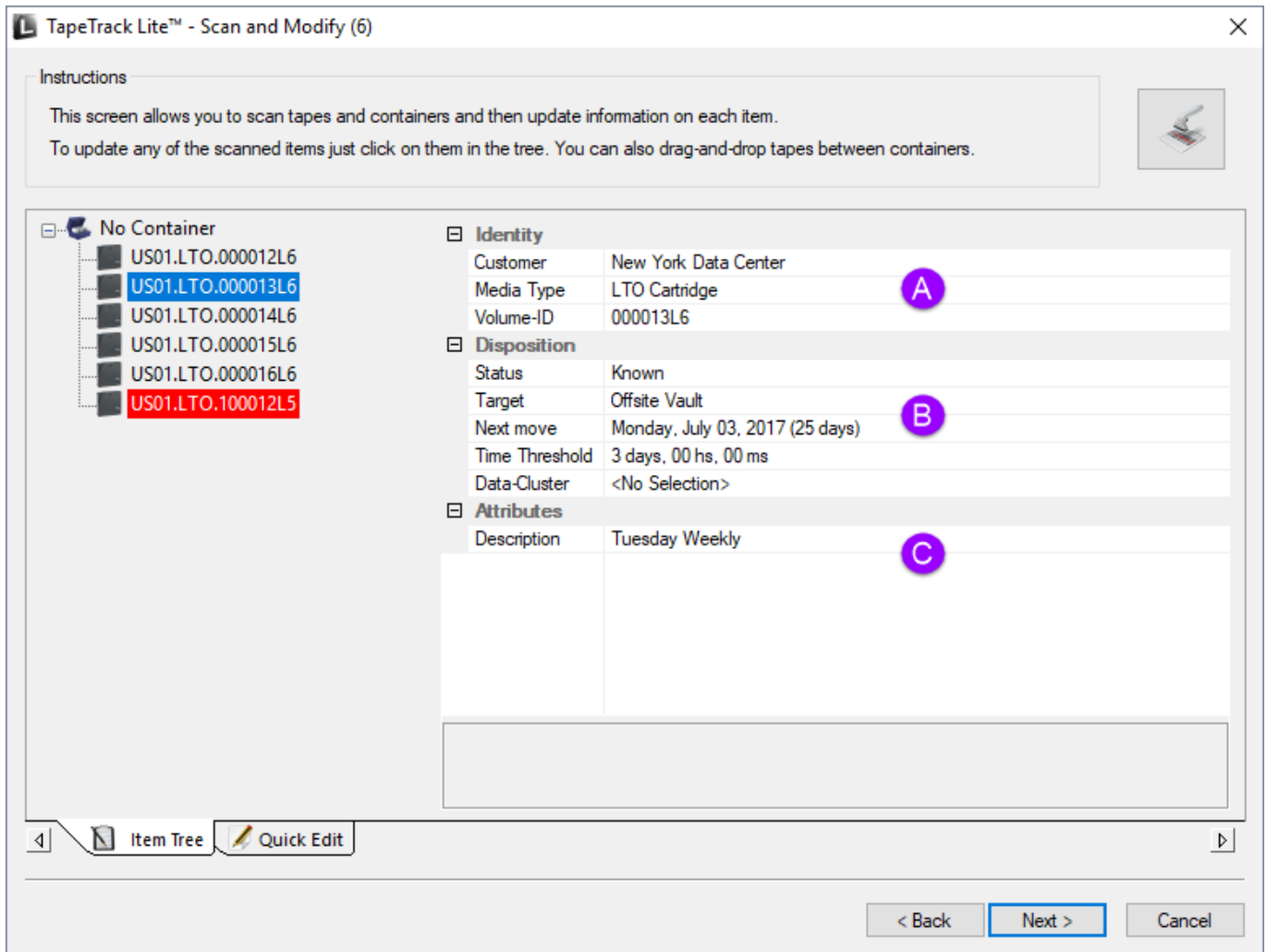
## Displaying Volumes

This sets focus to the **Scan And Modify** window.

All [Volumes](#) previously scanned in are displayed in the main pane of the window. Recognized [Volumes](#) are displayed with black font on white background. Unrecognized [Volumes](#) are displayed with white font on a red background.

Left-clicking on any [Volume-ID](#) will display that [Media's](#) Identity, disposition and Attributes.

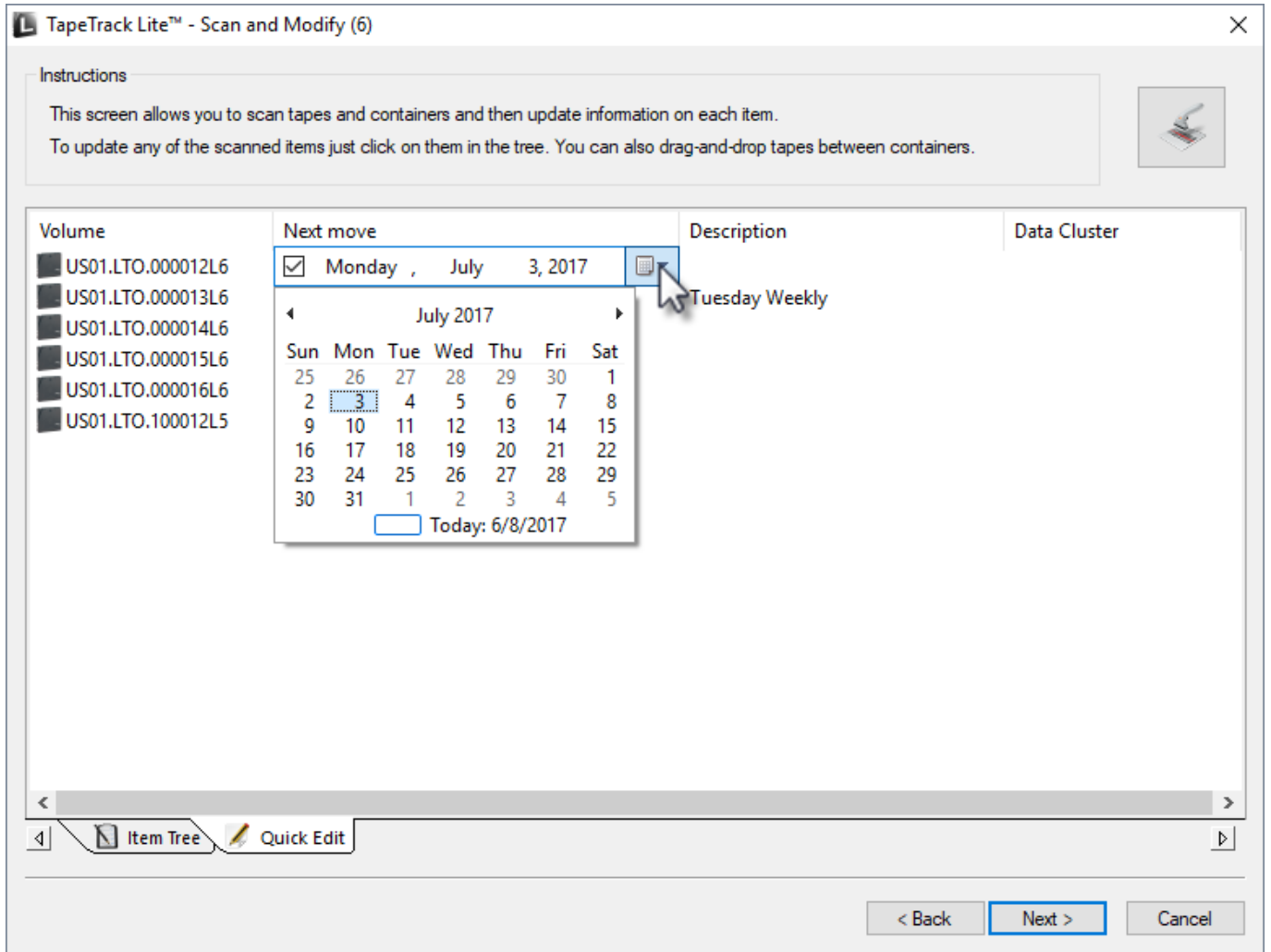
To alter current settings on a [Volume](#) select required [Volume/s](#) on the left pane in in the window. Change any Attribute on that [Volume](#) by clicking in Attribute window and selecting required value.



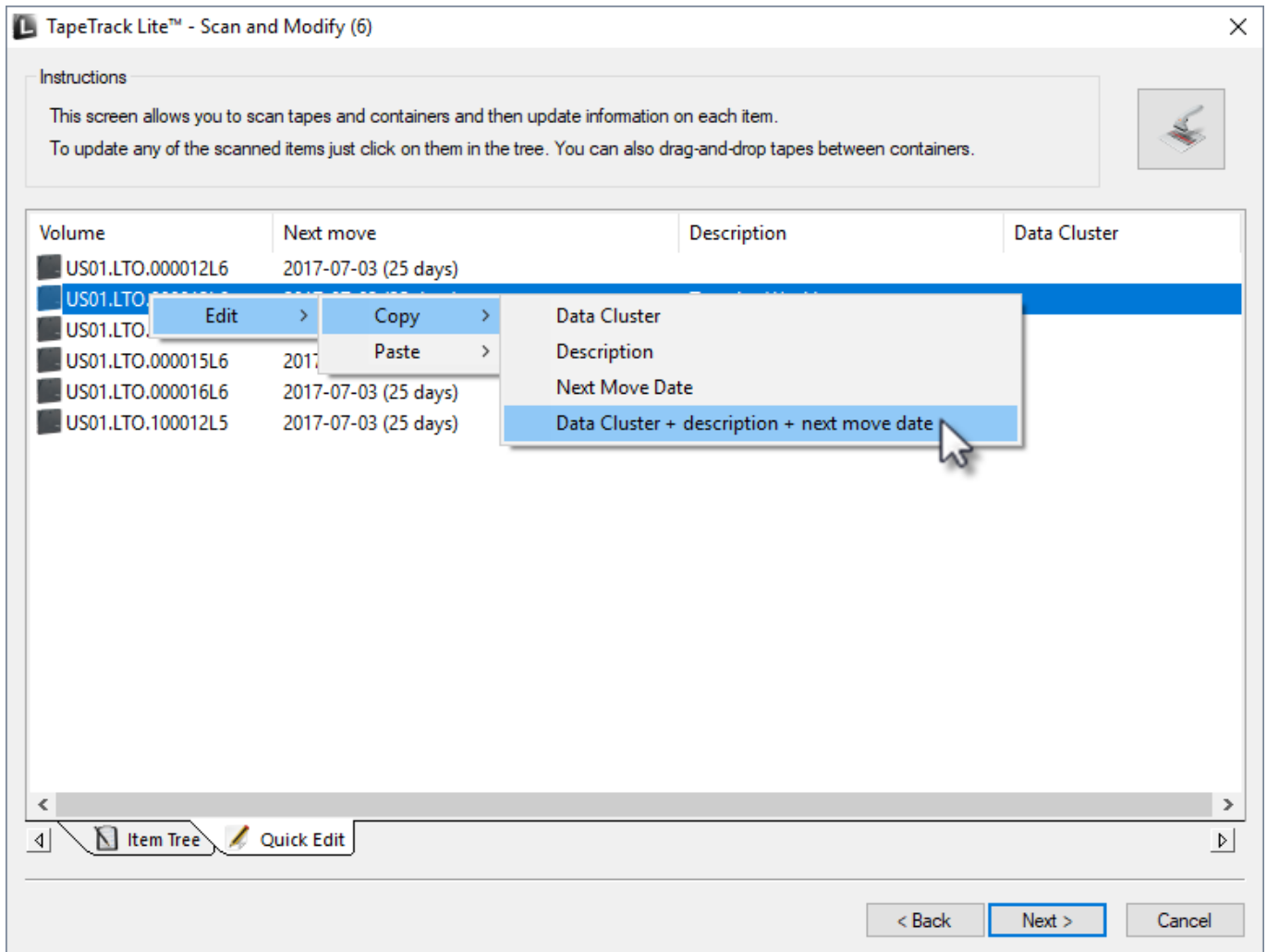
### Notes:

- **A** Customer-ID, Media Type, Volume-ID
- **B** Status (Known or unknown), Target Repository, Next move date, Time threshold and Data Cluster
- **C** The Volumes Description

Multiple Volumes can be edited as a group using the Quick Edit tab. Select a Volume and set Next Move Date, Description and/or Data Cluster.



Right-click the modified **Volume** and select Edit → Copy and the appropriate value from the options.

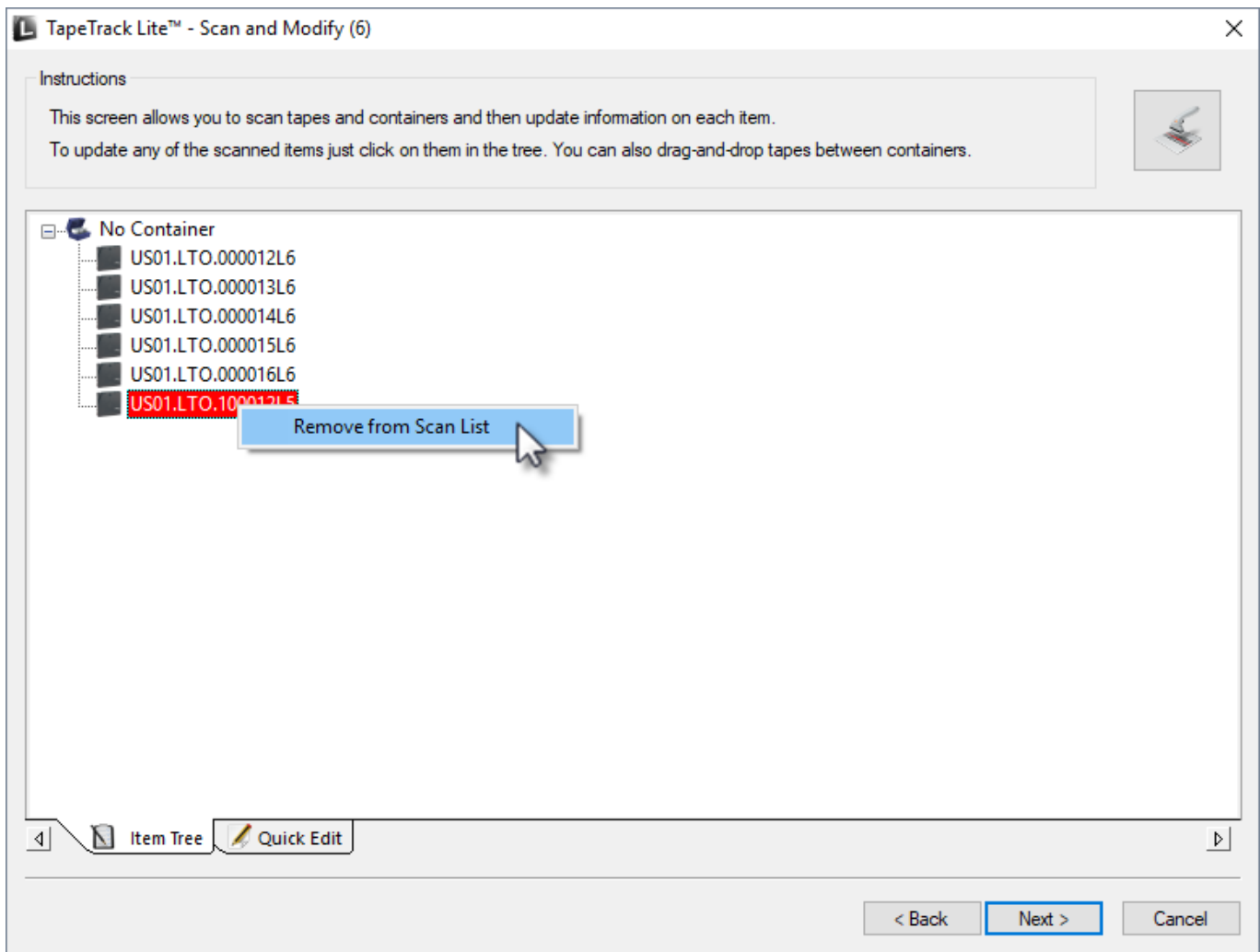


Select **Volumes** to apply the data to and right-click and select Edit → Paste and the appropriate value from the options.

After modifying **Volume** information to required values click Next button to continue.

If you have any unknown **Volumes** you will be prompted to add them before continuing. To add new **Media** successfully all fields associated with that **Volume** (**Customer-ID**, **Media type**, **Volume-ID** etc) must be applied.

If an unwanted **Volume** is scanned inadvertently it may be removed by right-clicking the **Volume** in the **Scan and Modify** window (Items tab) and selecting Remove from Scan List.

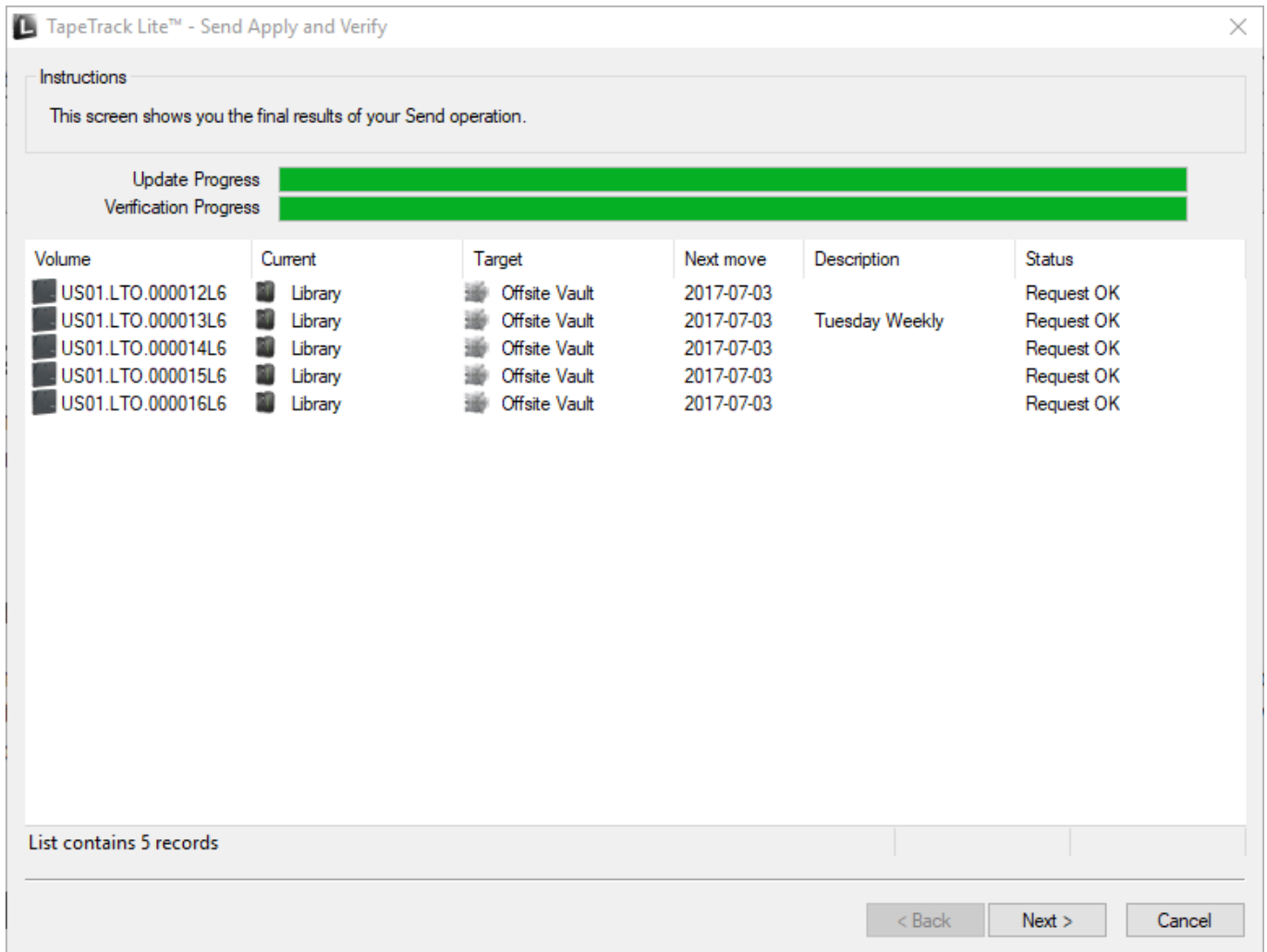


Click Next to continue.

## Verifying Volumes

This will open the **Send Apply and Verify** window. This screen displays the final results of the Send operation including the **Volume-ID**, Current Repository, Target Repository next move date, **Volume** Description and request status.

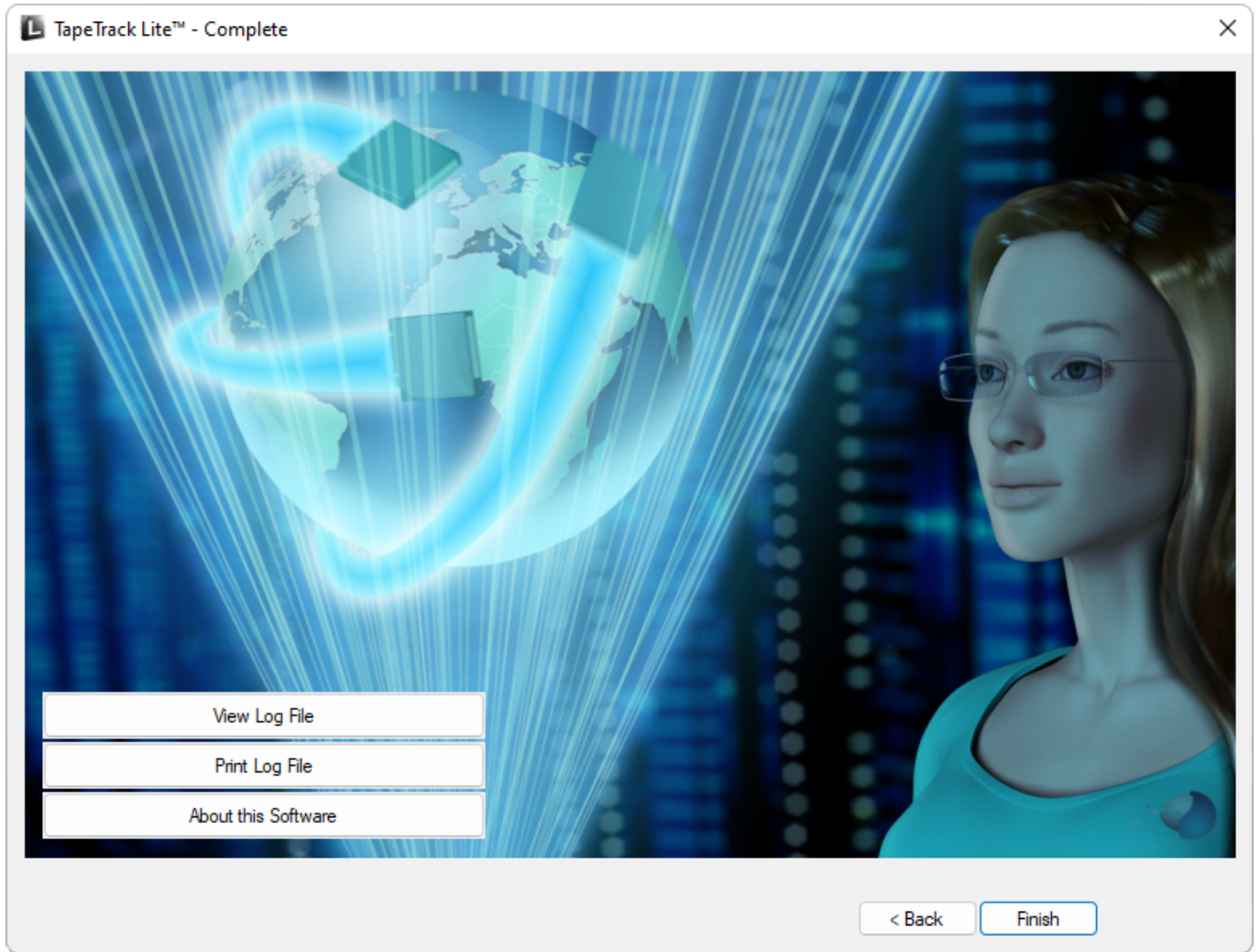
Click Next to continue.



## 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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[scanning](#)

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