Send

Overview

The TapeTrack Lite Send function is used to select media volumes that reside in one location for the purpose of putting the volumes into a move status to another location.

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 state, the send function also allows you to set the:

- 1. Next Move date (the date the volume will automatically return to another location).
- 2. A description of the volume.
- 3. A late threshold where the volume will be flagged as late if it has not been confirmed.

Video Walkthrough

{video}

Steps

Select Send

- 1. Select Send from the Library Management Tasks drop-down menu.
- 2. Once you have selected the required task, you then press Next to progress to the next screen.

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n,	Welcome to	TapeTrack Lite™
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■ Welcome to TapeTrack Lite™				×
. 14	Introduction TapeTrack Lite will step you through common tape management tasks such as scanning-in, scannin viewing your tape inventory.			ining out and
	Please select a task	Scan-Out	Ň	-
	Library Overview	Scan-In		
	To assist you in better understanding yo	Send Recall	2	
	These statistics are provided for analytic	Library Reconcilia	ation ment	
	🔳 🔋 New York Data Center	Library Managem	ent	Center 🔋 I. 🕨
	Media Containers ITO Cartridge	List		
		Password		
- FULE		Get Help	nger Console	a – I
		Excel Import About this Software	are	
			- Media Containers- 22	
RE				
0			0	20
			< Back Next :	> Cancel

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L TapeTrack Lite™ - Options	5	· · · · · · · · · · · · · · · · · · ·	×
Instructions			
The Options screen allows y	ou to specify options that will influence how	future screen perform.	
The options you change will	be retained for future sessions.		
General Options			
Log File Folder	C:\Program Files\TapeTrack		
		Browse for Folder X	
		TapeTrack	
		> TapeTrack Checkpoint	
		> TapeTrack Framework Server	
		✓ apelrack Lite	
		icons	
		Lite Log Files	
		> TapeTrack Server Utilities	
		> TapeTrack Sync	
		> TapeTrack TapeMaster V	
Log File Folder Folder where log files will be written.		OK Cancel	
		< Back Next > Cano	el

■ TapeTrack Lite [™] - Customer Selection					×
Instructions					
The Customer Selection screen allows you to sele	ct one TapeTrack Customert	hat will be the subject of o	perations in su	bsequent screens.	
You may select a Customer by double clicking the	Customer, or by clicking the C	Customer and pressing the	Next button.		
Customer	Volumes	Moves			
New York Data Center	56	0			
Los Angeles Data Center K	23	7			
I Nashville Data Center	52	9			
*	187	39			
Remember previously selected Customer					
			< Back	Next >	Cancel
I Scan to add Volumes					×
				Defaults	
100008	RI A		1	Customer-ID	US01
100000				Media-ID FI Options	LTO
				Save Defaults	True
				Enable Sounds	True 😈
10000816	181			Multiline Records	True
Barcode Customer Med	ia Type Volume-ID	Message			
💷 100008L6 🧵 New York Data Center 📱	_TO Cartridge 🛛 🧾 100008L6	Request OK	1		
I IIII 000012L6 IIII New York Data Center	_TO Cartridge D000012L6 Media Containers CONTOD3	Request OK B			
O00002L6 New York Data Center	_TO Cartridge	Request OK			
000001L6 New York Data Center	TO Cartridge 000001L6	Request OK Request OK			
Im US01.CONT.CONT001 I New York Data Center	Media Containers 📕 CONTOO1	Request OK			

📥 Messages (7)

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Notes:

- **A** The scanned item tree shows the items that have already been scanned. The items highlighted in red are items that are not known to the system.
- **B** Selecting a volume allows you to edit the associated fields.
- C The Quick Edit option allows you to change the screen to the Quick Edit style.
- **D** The Scanner button allows you to reiterate the Scanner Window.

Send

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🚺 TapeTrack Lite™ - Scan an	d Modify (7)		×	
Instructions This screen allows you to scan tapes and containers and then update information on each item. To update any of the scanned items just click on them in the tree. You can also drag-and-drop tapes between containers.				
Volume	Next move 2017-06-30 (25 days)	Description	Data Cluster	
US01.LTC Edit US01.LTO.000002L6 US01.CONT.CONT003 US01.LTO.000012L6 US01.LTO.100008L6	Copy 201 Paste > 2017-06-30 (25 days) 2017-06-30 (25 days) 2017-06-30 (25 days) 2017-06-30 (25 days) 2017-06-30 (25 days) 2017-06-30 (25 days)	Data Cluster Description Next Move Date Data Cluster + description + next move date		
Item Tree Quick Edit				
		< Back	Next > Cancel	

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