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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.

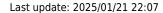
Video Walkthrough

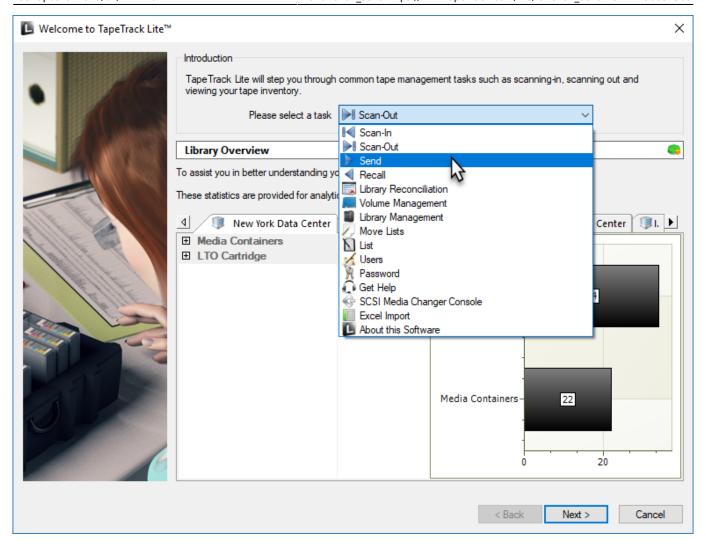
{video}

Steps

Select Send

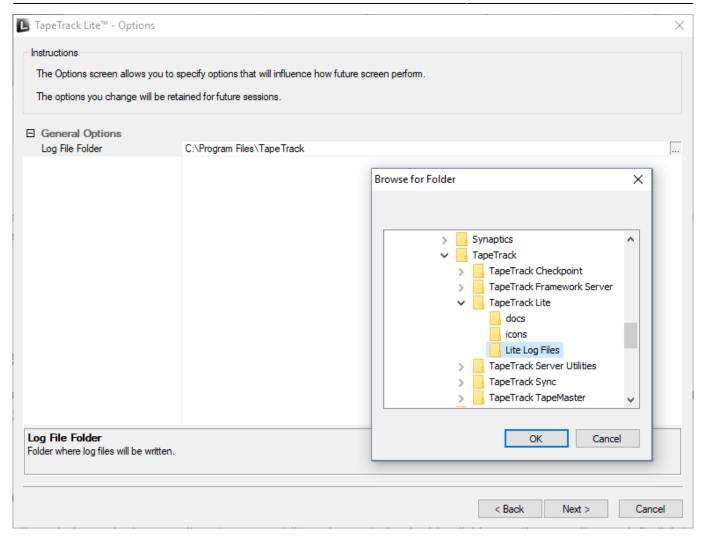
- 1. Select Send from the Library Management Tasks drop-down menu.
- 2. Once you have selected the required task, you then press Next to progress to the next screen.



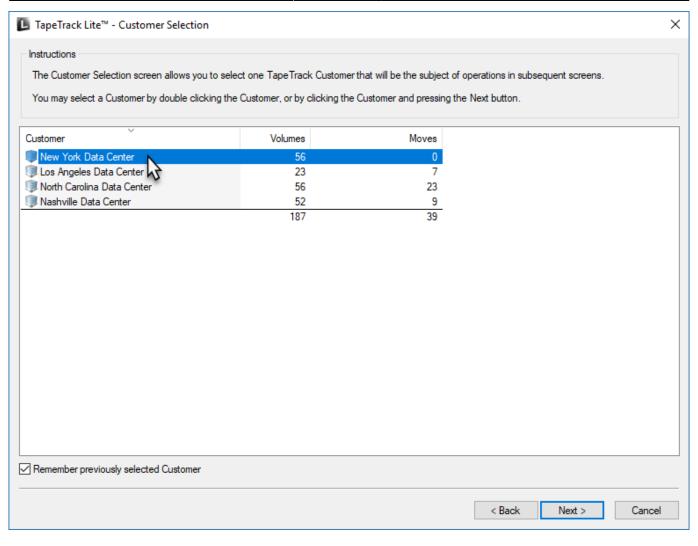


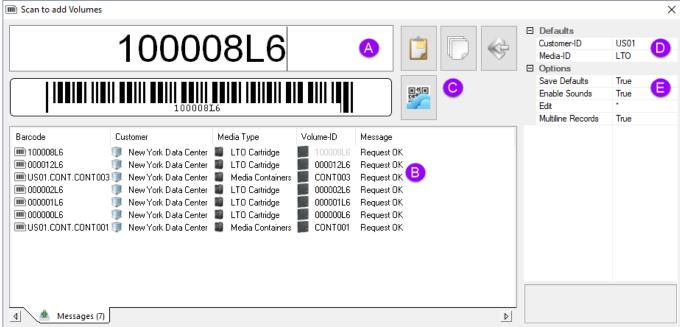
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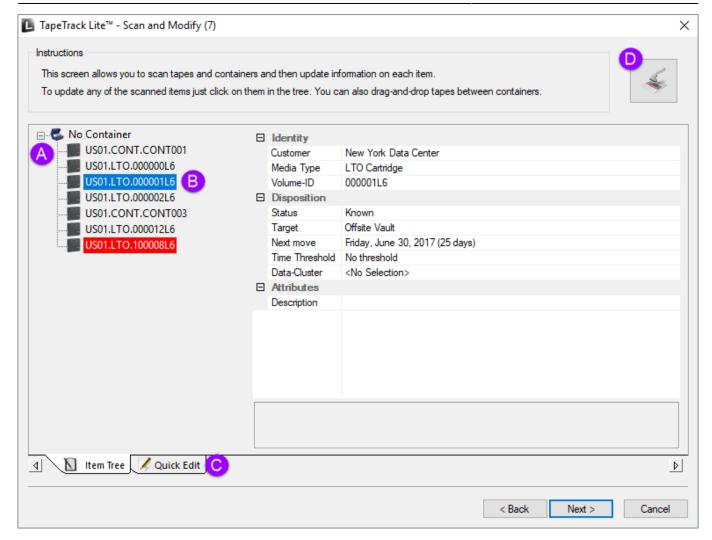






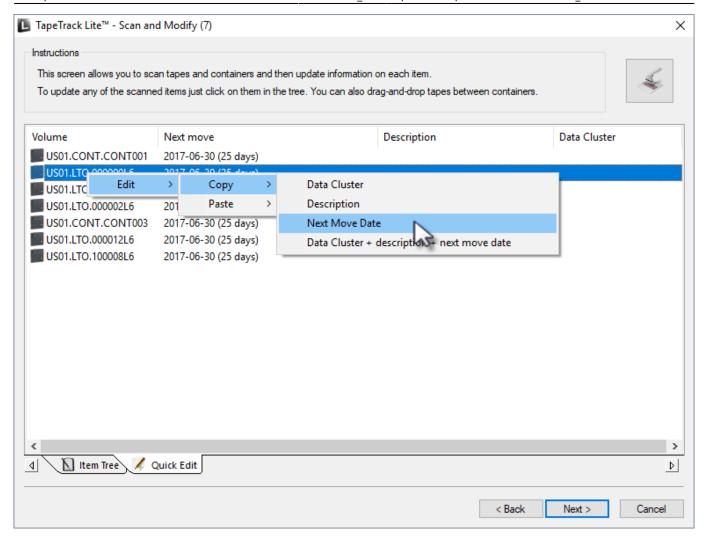
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Notes:

- 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.



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