

# 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.

The screenshot displays the 'Welcome to TapeTrack Lite™' window. On the left, there is a photograph of a woman with red hair looking at a document. The main content area is titled 'Introduction' and contains the text: 'TapeTrack Lite will step you through common tape management tasks such as scanning-in, scanning out and viewing your tape inventory.' Below this, a prompt says 'Please select a task'. A dropdown menu is open, listing the following options: Scan-Out, Scan-In, Scan-Out, Send, Recall, Library Reconciliation, Volume Management, Library Management, Move Lists, List, Users, Password, Get Help, SCSI Media Changer Console, Excel Import, and About this Software. The 'Send' option is currently selected. In the background, the 'Library Overview' section is visible, showing 'New York Data Center' and a bar chart for 'Media Containers' with a value of 22. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.



### TapeTrack Lite™ - Customer Selection

**Instructions**

The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.

You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.

Customer	Volumes	Moves
New York Data Center	56	0
Los Angeles Data Center	23	7
North Carolina Data Center	56	23
Nashville Data Center	52	9
	187	39

Remember previously selected Customer

< Back   **Next >**   Cancel

### Scan to add Volumes

100008L6

100008L6

Barcode	Customer	Media Type	Volume-ID	Message
100008L6	New York Data Center	LTO Cartridge	100008L6	Request OK
000012L6	New York Data Center	LTO Cartridge	000012L6	Request OK
US01.CONT.CONT003	New York Data Center	Media Containers	CONT003	Request OK
000002L6	New York Data Center	LTO Cartridge	000002L6	Request OK
000001L6	New York Data Center	LTO Cartridge	000001L6	Request OK
000000L6	New York Data Center	LTO Cartridge	000000L6	Request OK
US01.CONT.CONT001	New York Data Center	Media Containers	CONT001	Request OK

Messages (7)

**Defaults**

- Customer-ID: US01
- Media-ID: LTO

**Options**

- Save Defaults: True
- Enable Sounds: True
- Edit: \*
- Multiline Records: True

**TapeTrack Lite™ - Scan and 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.

**A**

- No Container
  - US01.CONT.CONT001
  - US01.LTO.000000L6
  - US01.LTO.000001L6** **B**
  - US01.LTO.000002L6
  - US01.CONT.CONT003
  - US01.LTO.000012L6
  - US01.LTO.100008L6**

**B**

**Identity**

Customer	New York Data Center
Media Type	LTO Cartridge
Volume-ID	000001L6

**Disposition**

Status	Known
Target	Offsite Vault
Next move	Friday, June 30, 2017 (25 days)
Time Threshold	No threshold
Data-Cluster	<No Selection>

**Attributes**


Description	
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**C**

Item Tree Quick Edit

< Back Next > Cancel

**D**



### 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.

**TapeTrack Lite™ - Scan and 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	Description	Data Cluster
US01.CONT.CONT001	2017-06-30 (25 days)		
US01.LTO.000001L6	2017-06-30 (25 days)		
US01.LTO.000002L6	2017-06-30 (25 days)		
US01.LTO.000003L6	2017-06-30 (25 days)		
US01.CONT.CONT003	2017-06-30 (25 days)		
US01.LTO.000012L6	2017-06-30 (25 days)		
US01.LTO.100008L6	2017-06-30 (25 days)		

Context menu for selected item (US01.LTO.000001L6):  
Edit > Copy > Data Cluster  
Paste > Description  
Next Move Date  
Data Cluster + description + next move date

Item Tree | Quick Edit

< Back | Next > | Cancel

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