

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.

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

- 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
- About this Software

Library Overview

To assist you in better understanding yo

These statistics are provided for analyti

New York Data Center

- Media Containers
- LTO Cartridge

Center I.

Media Containers 22

< Back Next > 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 | |
|-------------|--|

C

Item Tree Quick Edit

D

< Back Next > Cancel

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
- Paste
- Data Cluster
- Description
- Next Move Date
- Data Cluster + description + next move date

Navigation: < Back | Next > | Cancel

From: <https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

Permanent link: https://rtfm.tapetrack.com/lite/function_send?rev=1496854509

Last update: **2025/01/21 22:07**

