

# 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.

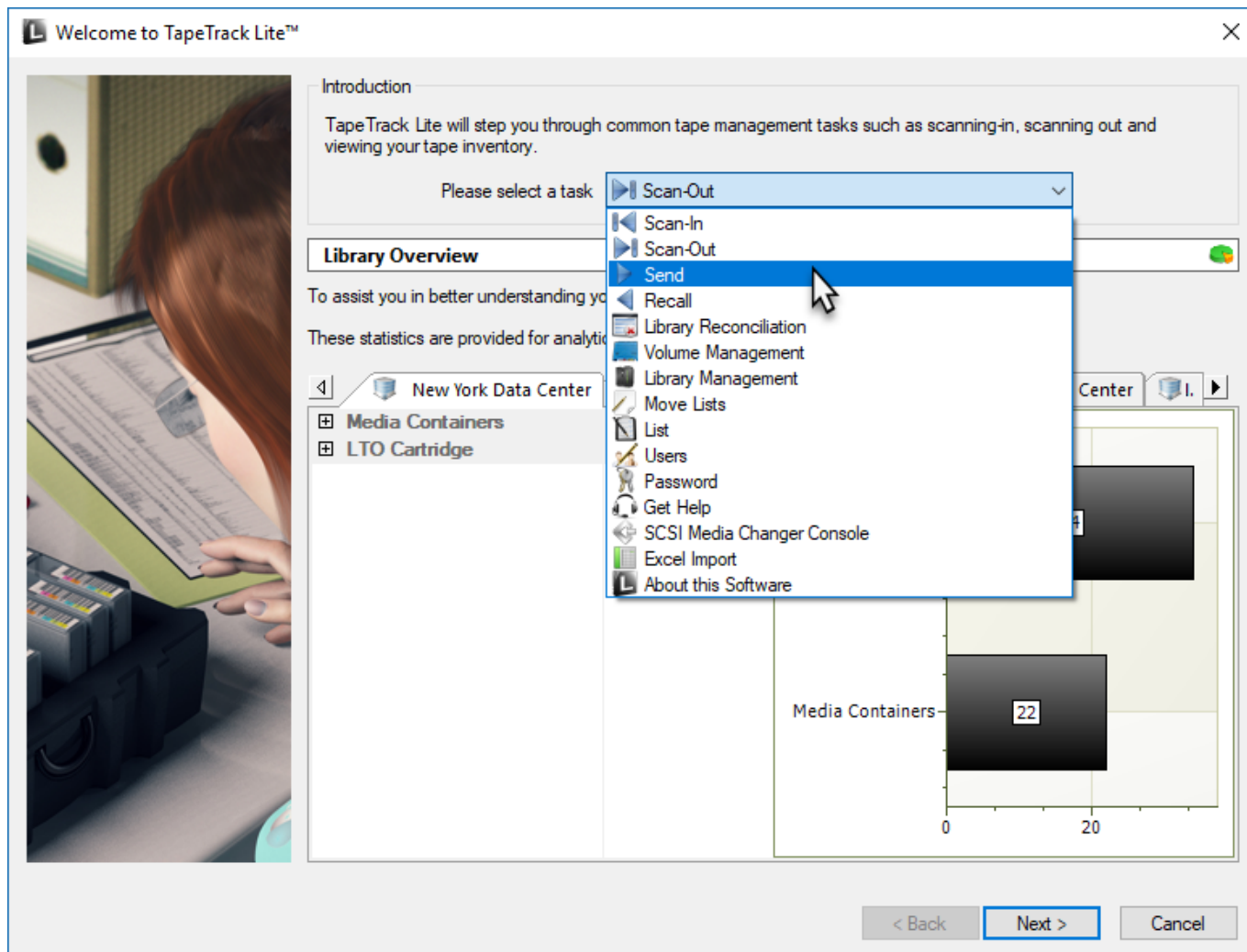
## Video Walkthrough

[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.



## Options

This will open the Options window. 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 right of the Log File Folder and click on the more options button (...) and select the preferred directory.

[image](#)

Under Advanced Options: **Notes:**

- **A** Set the number of minutes before a volume will be marked as overdue at its target repository.
- **B** The date for the volumes next move.
- **C** List of pre-defined volumes. To add additional lists, create new files in the install directory that match the pattern List-\*.txt.

[image](#)

## Scanning to add Volumes

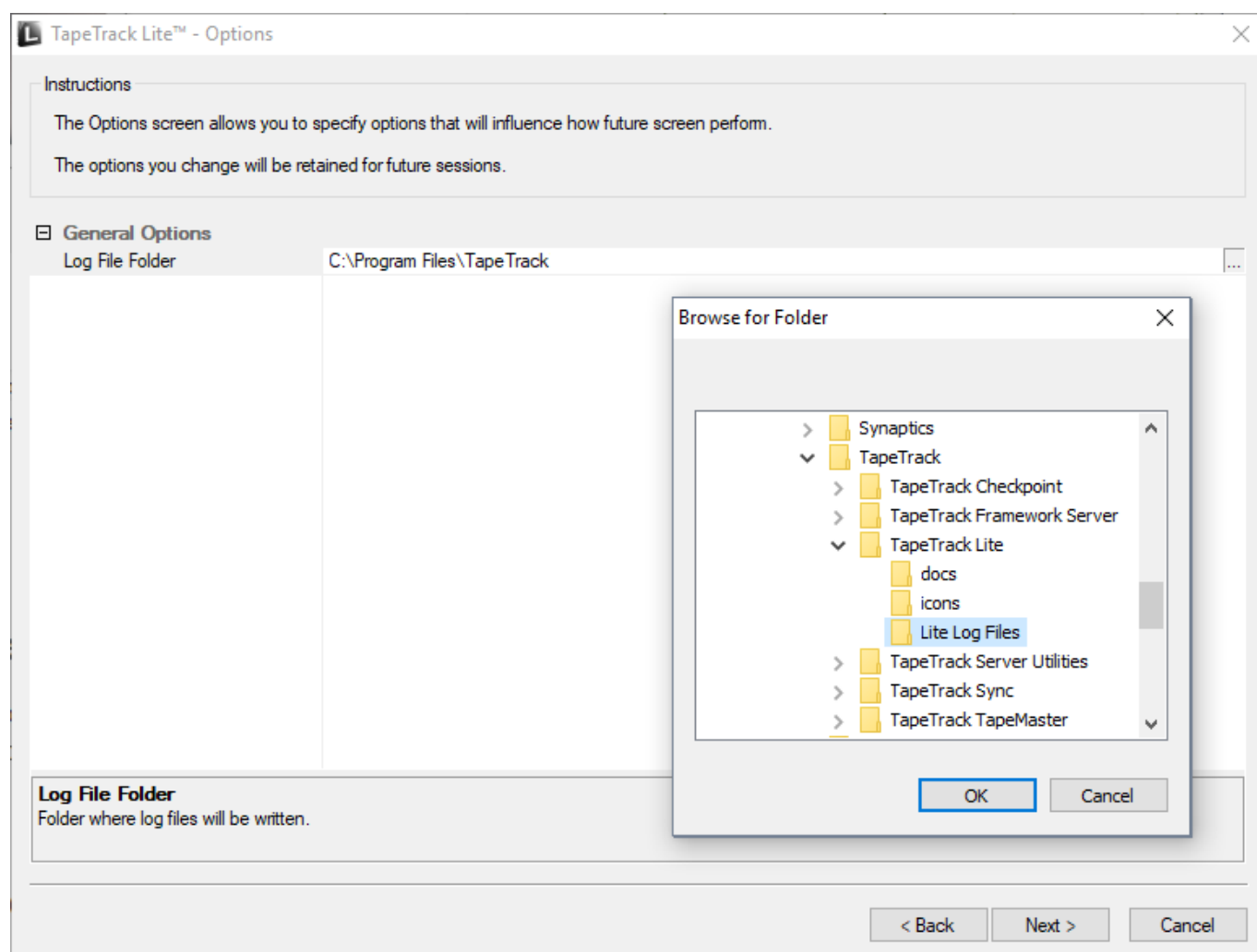
This opens the Scan and Modify window which, by default, opens the Scan To Add Volumes window. Scan in relevant volumes with barcode scanner, or use keyboard to input volume ID's. All scanned/entered volumes will be displayed in lower left pane of the window. When all volumes are scanned in close Scan 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:

### 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



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

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

Defaults

Customer-ID

US01

Media-ID

LTO

Options

Save Defaults

True

Enable Sounds

True

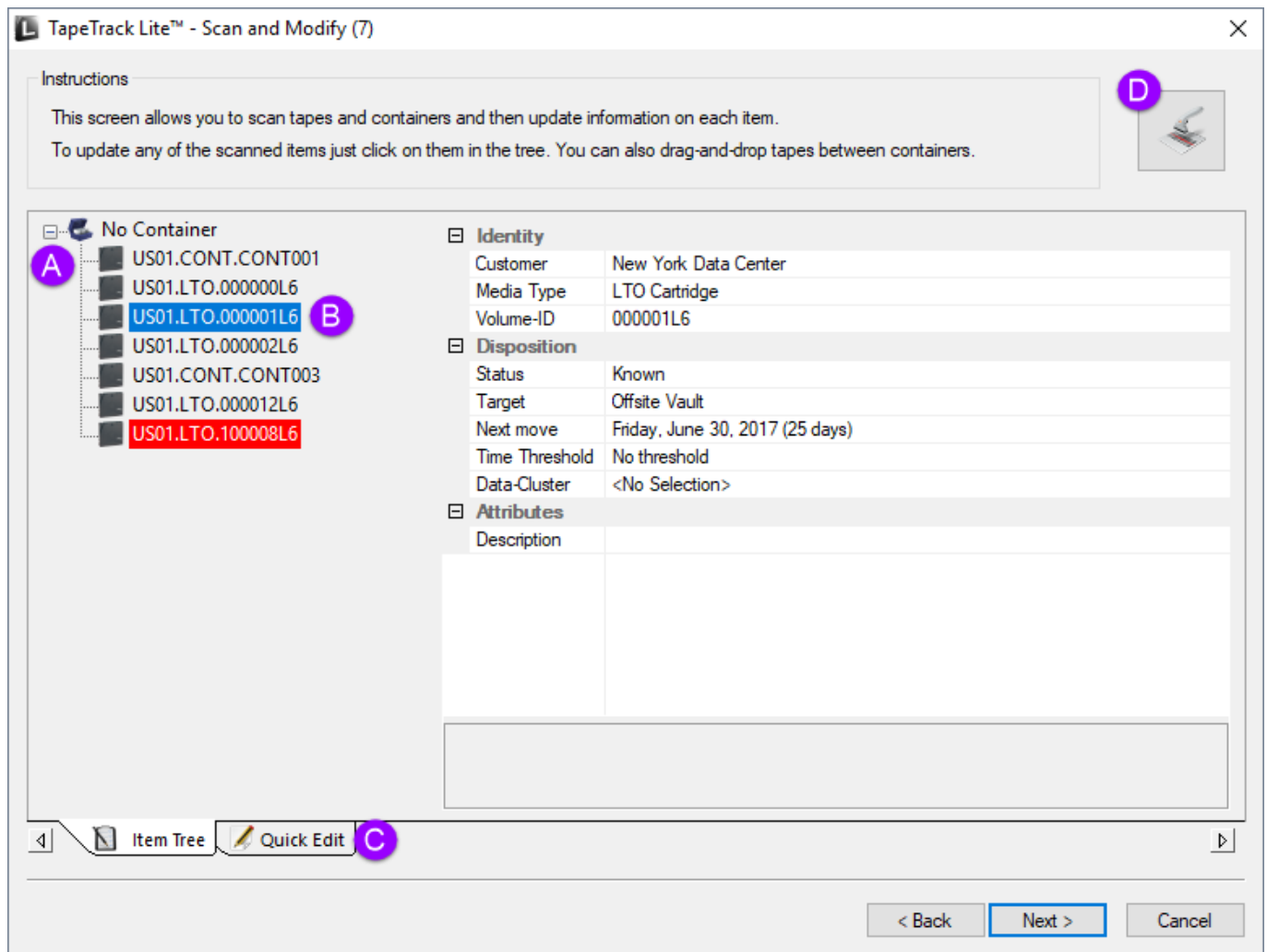
Edit

\*

Multiline Records

True

Messages (7)


**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.000000L6	2017-06-30 (25 days)		
US01.LTO.		Edit > Copy > Data Cluster	
US01.LTO.000002L6	2017-06-30 (25 days)	Paste > Description	
US01.CONT.CONT003	2017-06-30 (25 days)	Next Move Date	
US01.LTO.000012L6	2017-06-30 (25 days)	Data Cluster + description + next move date	
US01.LTO.100008L6	2017-06-30 (25 days)		

<

>

Item Tree

Quick Edit

< Back

Next >

Cancel

From:

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

Permanent link:

[https://rtfm.tapetrack.com/lite/function\\_send?rev=1496856553](https://rtfm.tapetrack.com/lite/function_send?rev=1496856553)

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