

# 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.



### Notes:

- **A** 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
- **B** Under Advanced Options:
  - Set the time deadline before a volume will be marked as overdue at its target repository.
  - The date for the volumes next move.
  - 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

### [image](#)

To alter current settings on a volume select required volume on left pane in window. Change any attribute on that volume by clicking in attribute window and selecting required value. After modifying volume information to required settings click Next button to continue. If you have any unknown volumes you will be prompted to add them before continuing. To add new media successfully all fields associated with that volume (Customer ID, media type, volume ID etc) must be applied. If an unwanted volume is scanned inadvertently it may be removed by right clicking the volume in the Scan and Modify window and selecting Remove From Scan List. Click Next to continue.

## Verifying Volumes

This will open the Send Apply and Verify window. This screen displays the final results of the send operation including the volume ID, current repository, target repository next move date, volume description and request status.

Click Next to continue.

## Modifying Attributes

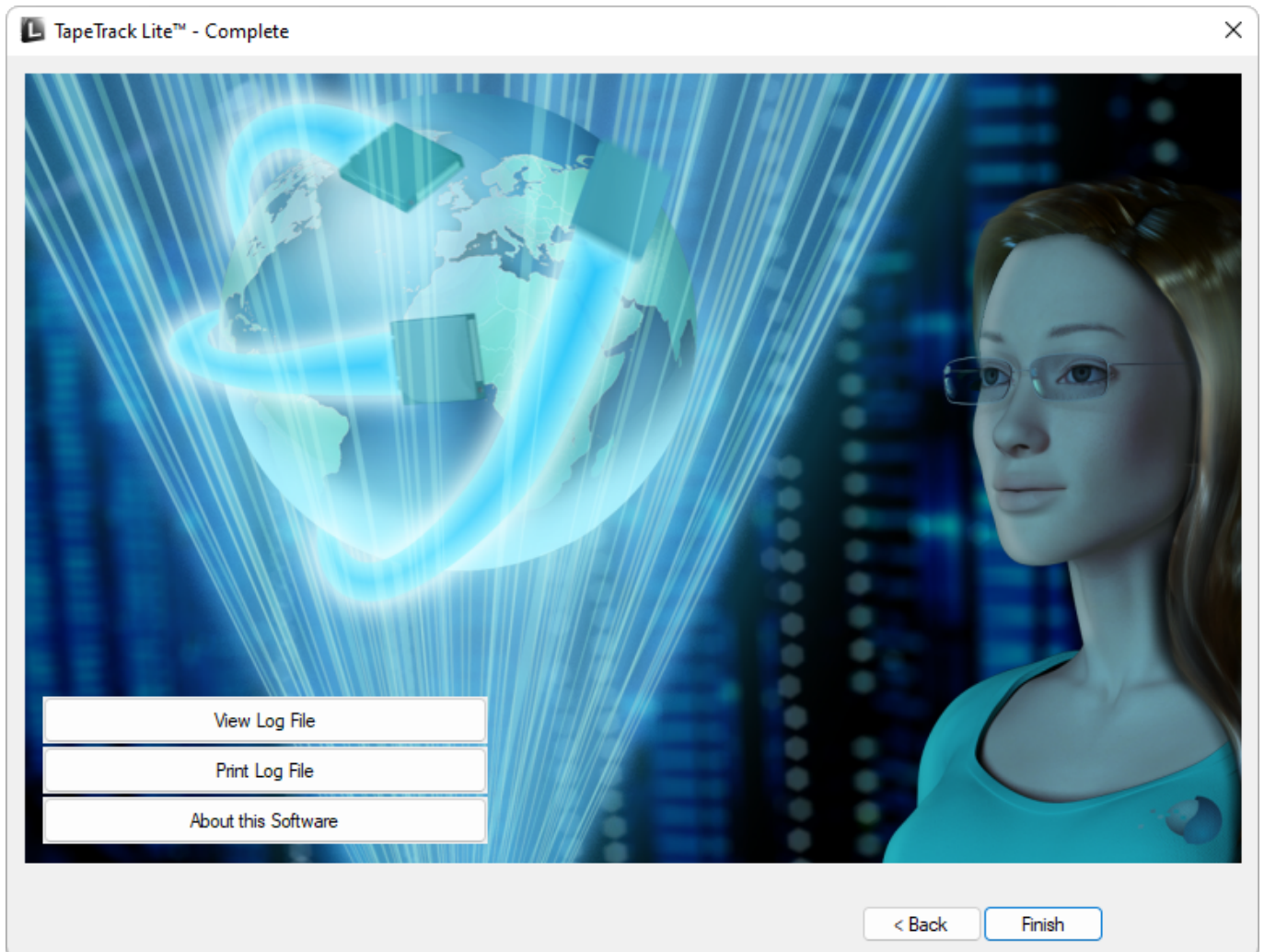
This will open the Modify Extended Attributes window. This window allows you to update the extended attributes of each volume scanned. By default one attribute (long barcode) is displayed. Up to 200 Customer defined extended attributes can be applied to each volume. These attributes must be enabled in TapeTrack TapeMaster but can be modified in TapeTrack Lite.

Click Next to continue.

## Complete

This will bring up the Complete window, from here you can

- Click Finish, Cancel or X to exit TapeTrack Lite
- Click Back to return to start menu and select another task
- Click View Log File to view the log
- Click Print Log File to print out log file for further reference
- Click About This Software to view product and support (email, phone & website) information



TapeTrack Lite™ - Options

Instructions

The Options screen allows you 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

Log File Folder  
Folder where log files will be written.

Browse for Folder

- Synaptics
- TapeTrack
  - TapeTrack Checkpoint
  - TapeTrack Framework Server
  - TapeTrack Lite
    - docs
    - icons
    - Lite Log Files
  - TapeTrack Server Utilities
  - TapeTrack Sync
  - TapeTrack TapeMaster

OK Cancel

< 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.

**Item Tree (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

**Item Details (C)**

- 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 |  |
|-------------|--|

**Navigation (D)**

< Back   **Next >**   Cancel

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 US01.LTO.000001L6:

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

Item Tree Quick Edit

< Back Next > Cancel

scanning

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

Permanent link: [https://rtfm.tapetrack.com/lite/function\\_send?rev=1496928137](https://rtfm.tapetrack.com/lite/function_send?rev=1496928137)

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

