

# 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.



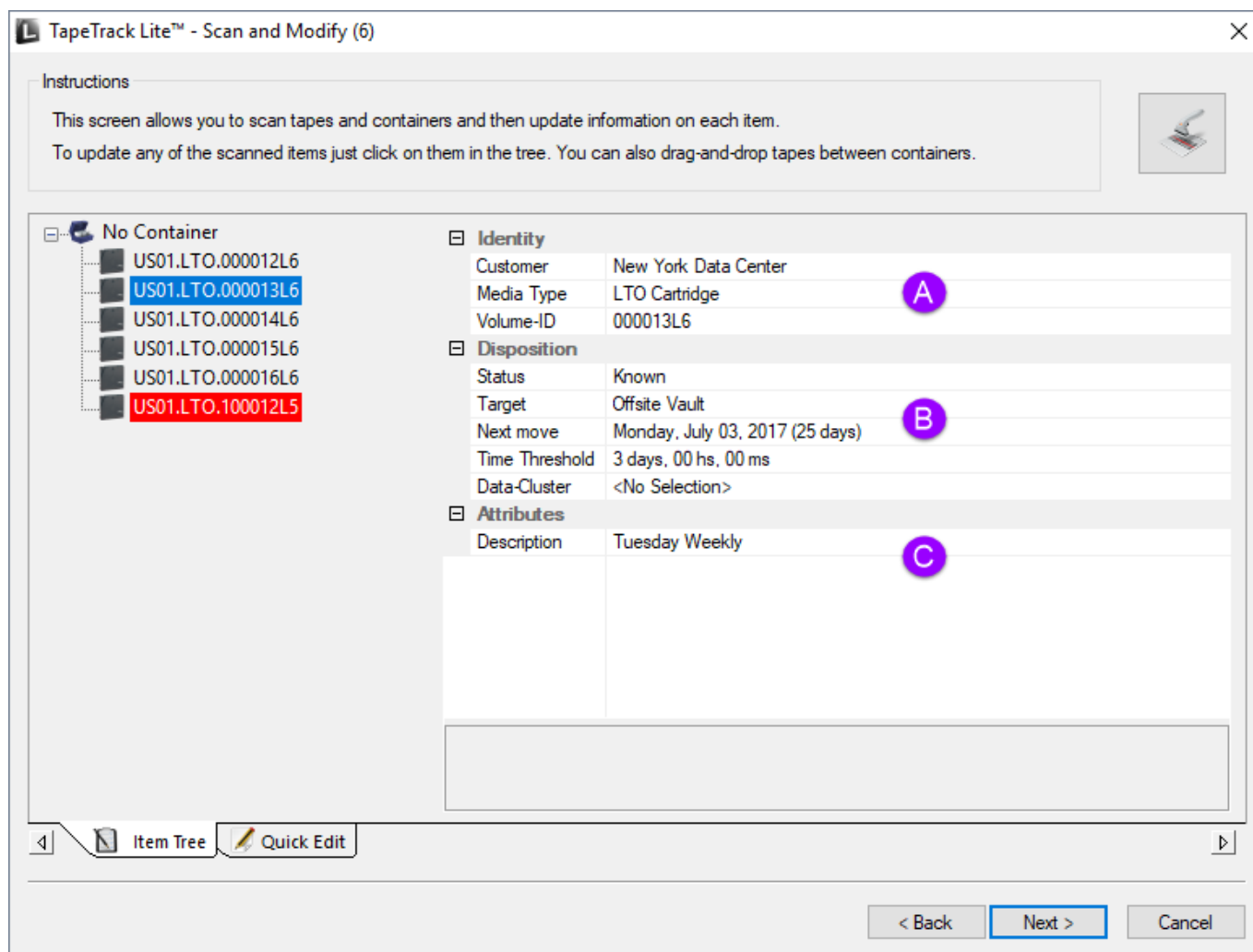
## Scanning to add Volumes

This opens the Scan and Modify window which, by default, opens the Scan To Add Volumes window. Scan out the required tapes using your preferred [scanning method](#) 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:

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.



### 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

## 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™ - Complete ✕

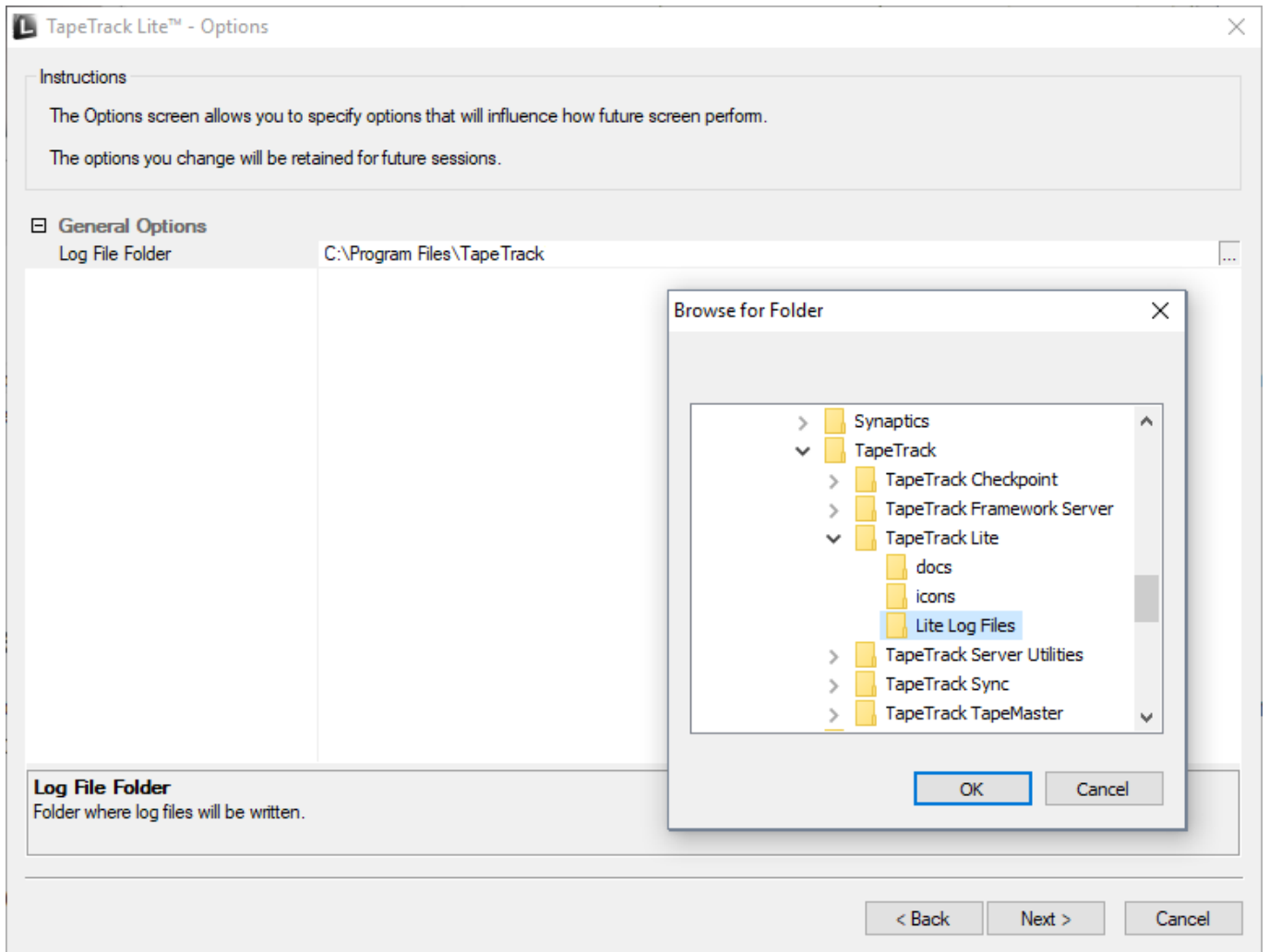


View Log File

Print Log File

About this Software

[< Back](#) [Finish](#)



### 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)** [X]

**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

**D**

**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

**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:  
Edit > Copy > Data Cluster  
Paste > Description  
Next Move Date  
Data Cluster + description + next move date

Item Tree Quick Edit

< Back Next > Cancel

scanning

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

